



# Rules for Third-cycle Studies at Mälardalen University

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## **Abbreviations**

FL	Administrative Procedure Act (SFS 1986:223)
HAN	Higher Education Expulsions Board
HF	Higher Education Ordinance (SFS 1993:100)
HL	Higher Education Act (SFS 1992:1434)
Ch.	Chapter
LOA	Public Employment Act (SFS 1994:260)
MDH	Mälardalen University
PAN	Staff Disciplinary Board
SFS	Swedish Code of Statutes
UKÄ	The Swedish Higher Education Authority
ÖNH	Higher Education Appeals Board

# 1. 1. Introduction

## 1.1 Doctoral Student Rules

The present document, hereafter named “Doctoral Student Rules”, contains national as well as local regulations which shall be applied for all third-cycle studies conducted at Mälardalen University, MDH. The first version of the Doctoral Student Rules was ratified by the Vice-Chancellor in 2012. This is the second version of the Doctoral Student Rules, the first revision. These Doctoral Student Rules are considered as a minimum level for a well-functioning third-cycle education.

The rules in this document apply to all third-cycle students admitted to third-cycle studies at MDH, regardless of whether the admission date was prior to the operative date of this version of the document. The third-cycle student has always the right, however, to follow the general syllabus of the third-cycle subject area that was in force at the time of the third-cycle student’s admission.

The introduction of a new rule, which is liable to hamper the progress of current third-cycle students’ third-cycle studies, is regulated by transitional provisions which exempt people affected by the new rule during a limited period of time.

Each School may have further local regulations which third-cycle students admitted at the School must abide by. The School’s regulations may not be contrary to the regulations in these Doctoral Student Rules. In addition, a third-cycle subject area can have specific regulations for all third-cycle students admitted to the subject. Such regulations are to be found in the general syllabus for the subject.

As a complement to the Doctoral Student Rules there is the handbook “Guidelines for Third-cycle Studies at Mälardalen University”. This study guide constitutes a more directional process support and clarifies the rules to be found in the present document, or describes the praxis at MDH for certain elements in third-cycle studies. In cases where different interpretations can be made between formulations in the Doctoral Student Rules and the study handbook, the wording in the Doctoral Student Rules prevails over that of the study handbook.

## 1.2 Definitions of terms

- A third-cycle student is a student admitted to and who pursues third-cycle studies pursuant to the Higher Education Ordinance, HF, Ch. 1 section 4 (1993:100). The term third-cycle student is used for students in third-cycle studies regardless of the form of funding or whether the studies result in a degree of Licentiate or a degree of Doctor.
- By thesis in this document is meant both a doctoral thesis and a licentiate thesis. If one of these projects is named individually the term doctoral thesis or licentiate thesis is used respectively.

## 1.3 Target groups for the doctoral student rules

The Rules in this document are directed towards prospective and admitted third-cycle students as well as other staff at the University working with questions concerning third-cycle studies. Even persons working outside MDH and who assist with third-cycle studies at MDH in some way are also subject to the rules and shall thereby abide by the doctoral student rules.

## 1.4 Mälardalen University's right to conduct third-cycle studies

As stated in the Higher Education Act, HL, Ch. 1 Section 11 (1992:1434), degrees at third-cycle level may be conferred at the universities. Further, it is stated in HL Ch. 1 Section 12 that the authority decided on by the Government takes decisions regarding degree-awarding powers 1) at third-cycle level for Higher education institutions (HEI)s which are not universities (university colleges). Section 2, the second point, in the ordinance with instruction for the Swedish Higher Education Authority (2012:810) states that the Swedish Higher Education Authority, UKÄ, is responsible for examining questions of degree-awarding powers pursuant to HL, Ch. 1, Sections 11, 12, 14 and 15.

University colleges can thereby apply for and obtain the right from UKÄ to award degrees at third-cycle level within a defined third-cycle subject area pursuant to HL, Ch. 1 Section 12 and HF, Ch. 6 Section 5c.

University colleges, which have obtained the power to award degrees within a third-cycle subject area, have the right, pursuant to HF, Ch. 6 Section 25, to establish third-cycle subject areas.

## 1.5 Objectives of third-cycle studies

Third-cycle studies shall essentially build on knowledge acquired by the students in first-cycle and second-cycle studies, or equivalent knowledge, pursuant to HL Ch. 1 Section 9a. Further third-cycle studies shall, in addition to what applies for first-cycle and second-cycle studies, develop the knowledge and skills required to be able independently to conduct research, pursuant to HL Ch. 1 Section 9a. The second appendix of the Higher Education Ordinance states the general requirements and qualitative targets of *knowledge and understanding, competence and skills*, and also *judgement and approach*, which shall be fulfilled to obtain a degree at third-cycle level. The general requirements and objectives are to be found in this document: Appendix 1 - Degree of Licentiate, and Appendix 2 - Degree of Doctor respectively.

On completion of the third-cycle studies the third-cycle student shall have attained the knowledge and skills described in the national qualitative targets for third-cycle studies as well as the local degree requirements that have been set for each third-cycle subject area. The local degree requirements primarily relate to course demands and requirements for thesis work, but may apply to specific skills. The local degree requirements are to be found in the general syllabus of each respective subject.

## 2. General rules for third-cycle studies at MDH

### 2.1 Semester dates

The Vice-Chancellor, through the present document, lays down the semester dates for third-cycle studies.

Programme components such as public defence of doctoral or licentiate theses shall take place during the semester.

The spring semester runs from the first Monday after 6 January up to the Tuesday before Midsummer inclusive.

The autumn semester runs from the first Monday of the third week in August to the Friday before Christmas Eve inclusive.

## 2.2 Admission

Admission of third-cycle students to third-cycle studies at MDH follows the Admission Regulations adopted by the University.<sup>1</sup> Requirements of the contents of this are stated in HF Ch. 6, Section 3.

The entry requirements and selection criteria for a third-cycle subject are stated in the general syllabus for the subject.

Pursuant to HF Ch. 7, Section 34, only as many third-cycle students as can be offered supervision and otherwise acceptable conditions for studying, and who have student funding pursuant to HF Ch. 7, Section 36, may be admitted to third-cycle studies.

In that the Dean of School approves an application for admission of a third-cycle student, the host School will guarantee that sufficient funding is available for the whole of the intended period of study.

For third-cycle students admitted to third-cycle studies and who are to be employed as third-cycle students, the admissions decision will also be accompanied by an employment decision under special regulations.

## 2.3 Funding requirements

Third-cycle studies can be funded in different ways. It is decreed that third-cycle students may be admitted to third-cycle studies only if the applicant is employed as a third-cycle student, if a third-cycle grant is awarded<sup>2</sup>, or if MDH judges that funding can be assured during the entire period of study and that the applicant can devote sufficient time to the studies for them to be completed within four and eight years respectively, corresponding to a Licentiate degree and a Doctoral degree respectively pursuant to HF Ch. 7, Section 36.

Third-cycle students admitted and pursuing their third-cycle studies within the framework of an employment outside the University shall be guaranteed funding by each School at MDH responsible for this, if the third-cycle student's employment be discontinued during the authorised third-cycle study period, or if

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<sup>1</sup> Admission Regulations for Third-cycle Studies, reg.no. MDH 3.2.1-1044/10 (revised 2014).

<sup>2</sup> MDH has, however, chosen not to admit third-cycle students funded by third-cycle grants. Thereby third-cycle students may be admitted to third-cycle studies at MDH only if they are employed as a third-cycle student or if funding can be assured during the entire proposed period of study in some other way.



the company should go bankrupt during the same period. This will apply provided that the Vice-Chancellor has not taken a decision to withdraw funding, pursuant to HF Ch. 6, Section 30.

Lecturers or other employees at MDH or other HEI may be admitted to third-cycle studies, space permitting within the framework of their employment to carry out third-cycle studies corresponding to at least 50% of their employment.

In cases where third-cycle studies are funded by scholarships, each host School shall take out insurance with the Legal, Financial and Administrative Services Agency (*Kammarkollegiet*) which will cover the loss of the award in the case of absence from studies through illness or parental leave, pursuant to HF Ch. 1 Section 11c. In addition to this, the School is responsible for ensuring that a third-cycle student funded through a research award shall receive the same level of salary less tax as that which applies to doctoral studentships in accordance with the third-cycle student's salary scale (*doktorandstegen*).<sup>3</sup> How the School covers any extra costs for a third-cycle student funded through a scholarship shall be guaranteed on admission of this third-cycle student.

All third-cycle students, regardless of the form of funding, have the right to the same conditions regarding their workplace, such as work environment questions, other expenses in their education such as literature, access to materials, and conference participation etc. as third-cycle students holding doctoral studentships. The School is responsible for providing the prerequisites for this, but the financing of extra costs may differ between third-cycle students with different forms of funding.

## 2.4 Requirements for supervision

Every third-cycle student admitted to third-cycle studies shall have at least two appointed supervisors, of which one shall be appointed principal supervisor pursuant to HF Ch. 6, Section 28. It is also laid down in the Ordinance that the University may admit to third-cycle studies only as many third-cycle students as can be offered supervision pursuant to HF Ch. 7, Section 34.

MDH has decided that each third-cycle student is entitled to a minimum of 100 hours of supervision per year (regarding full-time studies). For third-cycle students with a lower level of activity, the supervision time is reduced by the corresponding amount. This is a minimum level provided by the principal supervisor together with one or more assistant supervisors. MDH endeavours, however, to offer every third-cycle student the

<sup>3</sup> Further information about the third-cycle student's salary scale is to be found on the internal portal.

supervision that each one is considered to be in need of. No principal supervisor shall be bound by more supervision than is equivalent to seven full-time third-cycle students.

At MDH the principal supervisor for a third-cycle student shall be employed at the University, have a PhD, and be qualified as a professor or assistant professor. Further, the principal supervisor shall have undergone and passed a supervisor's course from a Swedish HEI. In addition the principal supervisor should have previous experience of supervising third-cycle students.

The assistant supervisor(s) shall have a PhD or have the corresponding qualification. Further, the assistant supervisor(s) should have undergone a supervisor's course, or shall have the intention of participating in a supervisor's course within the coming year.

There is no direct requirement that the assistant supervisor(s) should be employed at MDH, but either the principal supervisor or the assistant supervisor(s) shall have at least a half-time post at the University. Further, the principal supervisor or at least one of the assistant supervisors, if several assistant supervisors are appointed, shall be active at the host School for the third-cycle subject area to which the third-cycle student has been admitted. The other supervisors can be active at some other School or organisation with which the host School has research cooperation.

MDH has also chosen to appoint a third category of supervisor over and above the University's undertaking according to the requirements laid down in HF Ch. 6 Section 28. This third category is named *external supervisor*, and is appointed by the Committee for Third-cycle Studies. An *external supervisor* is not employed at the University, shall be a researcher with a PhD or have the equivalent competence, but does not formally have to have undergone a supervisor's course. The external supervisor offers supervision over and above the 100 hours per year offered by the principal supervisor together with the other supervisors. (NB! Do not confuse an *external supervisor* with the category of supervisors which can include external persons with an employment outside MDH). *External supervisors* have no right to claim financial compensation for their supervising.

The principal supervisor, assistant supervisor and any *external supervisor* may decide for themselves on the distribution of work between them.

Pursuant to HF Ch. 6, Section 28 a third-cycle student has the right to supervision during the entire period of study as long as

the Vice-Chancellor has taken no decision to the contrary, pursuant to HF Ch. 6, Section 30.

Pursuant to HF Ch. 6, Section 28, second paragraph, a third-cycle student who so requests has the right to change supervisors. A decision to change supervisors is taken by the Faculty Board or by delegation from the Board. If a principal supervisor or assistant supervisor has repeatedly failed to carry out their duties as supervisors, the Faculty Board shall take a decision to revoke the appointment of principal supervisor or assistant supervisor.

### **2.5 Transfer of a third-cycle student from other higher education institution**

Pursuant to HF Ch. 7, Section 38, MDH accepts transfers of admitted third-cycle students from other HEIs on condition that the main part of the third-cycle studies takes place at MDH and that the previous study programme was within an area in which MDH has degree-awarding powers at third-cycle level. Transfer to third-cycle studies may be made without any new admission of the third-cycle student, and in the case of transfer the Dean of School shall ensure that funding and supervision for the remaining period of study shall be guaranteed according to the same criteria as when admitting a new third-cycle student. Decisions on transfer are taken by the Faculty Board or by delegation from them.

### **2.6 General syllabus for third-cycle studies**

For each subject in which MDH arranges third-cycle studies there shall be a general syllabus, pursuant to HF Ch. 6, Section 26. In the general syllabus the main contents of the programme, specific entry requirements along with other regulations that are required shall be described pursuant to HF Ch. 6, Section 27.

MDH has chosen to include criteria for general entry requirements, description of selection criteria, description of compulsory units, requirements of a thesis, and course demands for the specific third-cycle subject area in the general syllabus for the subject. In cases where subject-specific qualitative targets are defined for the subject, these shall be found in the general syllabus.

In addition to this, recommendations concerning prior knowledge which do not constitute formal entry requirements as well as other relevant information may be stated in the general syllabus.

## 2.7. Individual study plan for third-cycle students

For each third-cycle student an individual study plan is to be drawn up pursuant to HF Ch. 6, Section 29. MDH has decided that a proposal for an individual study plan shall be enclosed with an application for admission to third-cycle studies. The individual study plan shall contain the University's and the third-cycle student's commitments and a time plan for the third-cycle student's study programme pursuant to HF Ch. 6, Section 29. The principal supervisor, or the prospective principal supervisor, is to ensure that an individual study plan is drawn up.

The individual study plan shall plan the third-cycle student's study programme in such a way that s/he has the prerequisites for attaining the qualitative targets for the third-cycle studies within the stipulated time plan. In the individual study plan, therefore, relevant activities which provide the prerequisites for attaining the national as well as the subject-specific qualitative targets shall be specified. Further, the content, structure and timetable of the research project shall be described in a project plan. It shall be stated how the entire period of study is to be funded (a funding plan shall be included in the individual study plan, or in cases where an agreement forms the basis of guaranteed funding a reference to the agreement's registration number shall be included). Furthermore it shall be stated in the individual study plan which principal supervisor and other supervisors have been appointed for the third-cycle student. Further, the planned and actually estimated progression in the study programme and the planned and actual degree of activity shall be made clear. By ratifying the individual study plan, the University accepts that the information included in the individual study plan provides the third-cycle student with the prerequisites for attaining the qualitative targets within the stipulated time plan. By the approval of the Dean of School, the principal supervisor and the third-cycle student, each party certifies that consultation has taken place regarding the commitments laid out in the individual study plan.

For research projects requiring that permission be granted for their implementation, for example ethical permission, a copy of such a permit shall be attached to the study plan, or the registration number of the approved permit shall be stated in the individual study plan. This does not apply for admissions but is done at the regular follow-up meetings. The principal supervisor is responsible for assessing whether specific permission is needed to carry out a research project. The Dean of School is to ensure that necessary permits for ongoing research at the School have

been granted and registered. Permission shall have been granted prior to the commencement of the research in question.

For MDH to be able to deviate from the commitment specified in the individual study plan in consultation with the third-cycle student, it is required that the third-cycle student applies for non-completion, or that the Vice-Chancellor takes a decision on withdrawal of resources pursuant to HF Ch. 6, Section 30, or that the Higher Education Expulsions Board (HAN)<sup>4</sup> takes a decision on expulsion pursuant to HF Ch. 4, Section 6.

## 2.8. Third-cycle courses

### 2.8.1. Requirements for course documentation

For all third-cycle courses, including individual reading courses (where a course is customised for individual third-cycle students' study programmes), written information concerning the course coordinator, examiner, purpose of the course (learning outcomes), qualification descriptors, scope of the course, and grading scale shall be available to the course participants before the start of the course. This information shall be quality assured and reviewed by the Council of Supervisors, or the equivalent, for the third-cycle subject area before the start of the course.

For recurring third-cycle courses, a course syllabus shall be drawn up before the start of the course. The course syllabus shall then be ratified by the Dean of School or by delegation from this person. It shall be specified in the course syllabus, in addition to what is mentioned in the above paragraph, what the main contents of the course are, the level of the course, and any entry requirements or specific entry requirements for admission to the course. Apart from this other relevant information may be mentioned.

The same requirements of documentation apply for third-cycle courses common to the whole University. Furthermore the relevance to the whole University of the course shall be quality assured, reviewed and assessed by the Faculty Board, or by delegation from them, prior to a decision to establish courses common to the whole University being taken.

The establishment of third-cycle courses is made based on the Vice-Chancellor's delegation.

<sup>4</sup> See further the Higher Education Expulsion Board's website:  
<http://www.han.se>

Examination of third-cycle courses can be done by means of an oral or written assessment of knowledge. Grades are awarded by an appointed examiner, who shall be a teacher, pursuant to HF Ch. 6, Section 18. By a teacher is meant a professor and a senior lecturer, pursuant to HL Ch. 3, Section 2. Pursuant to HL Ch. 3, Section 6, the University has the right to decide for itself which categories of teacher apart from professors and senior lecturers are to be employed. Other categories of teacher at MDH are to be found in the University's Employment Ordinance.<sup>5</sup> To guarantee the quality of examination units, the examiner and principal supervisor/assistant supervisor should, if at all possible, not be the same person, though this is not prohibited. One example of when the examiner and principal supervisor/assistant supervisor could be the same person is in individual reading courses.

### 2.8.2 Participation in third-cycle courses

The principal supervisor will assess the relevance of third-cycle courses for a specific third-cycle student's studies. Assessment and approval of course participation shall be done before the start of the course. To guarantee that third-cycle studies at MDH maintain high quality, the education element of the study programme should include courses of at least second-cycle level.<sup>6</sup>

Should the principal supervisor assess that only parts of a course have relevance for a specific third-cycle student's studies, the scope of the course assessed by the principal supervisor shall be communicated in writing to the course coordinator before the start of the course. It shall be made clear in this message that the third-cycle student has been informed of this assessment of the scope of the course in the education element. The principal supervisor and the third-cycle student are jointly responsible for informing the course coordinator of the scope before the start of the course.

The principal supervisor's approval of course participation can be given by specifying separate courses in the individual study plan for the third-cycle student, or in connection with the application for participation in the course.

<sup>5</sup> Reg. no. CF-P-381/10

<sup>6</sup> Local System of Qualifications at Mälardalen University, Reg. no. MDH 2.1-147/14

On successful completion of examination units, the course coordinator is responsible for ensuring that the course credits of each course participant are registered in the Student Registry (*Ladok*).

All third-cycle students completing a course shall be given the opportunity to express their opinions of the course in the form of a course evaluation, pursuant to HF Ch. 1, Section 14. After compiling the course evaluation the University is obliged to give information about the results and any decisions on action to be taken in consequence of the course evaluations. These results shall be kept available for the student pursuant to HF Ch. 1, Section 14.

## **2.9. Credit transfers from previous education**

A student may count previously successfully completed higher education programmes in the upcoming study programme pursuant to HF Ch. 6, Section 6. What is important in all credit transfer matters is that the courses or study programmes to be awarded credits for does not differ to any considerable extent regarding knowledge and skills, compared with the study programme for which the credits are to be recognised, pursuant to HF Ch. 6, Section 6.

A credit transfer may be awarded for a study programme other than that mentioned in HF Ch. 6, Section 6 if the knowledge and skills the third-cycle student refers to are of such a nature and scope that they correspond in the main to third-cycle studies pursuant to HF Ch. 6, Section 7. Further, a credit transfer may be awarded for corresponding knowledge and skills acquired in professional activities pursuant to HF Ch. 6, Section 7.

At MDH the Dean of School<sup>7</sup> or a person/authority delegated by the Dean will take decisions as to whether credit transfers can be awarded in third-cycle studies for a completed higher education programme or professional activity. This shall take place after assessment pursuant to HF Ch. 6, Section 8.

At MDH a local Credit Transfer Ordinance has been drawn up, giving information on how credit transfers are made.<sup>8</sup>

<sup>7</sup> Vice-Chancellor's delegation of decision-making powers at Mälardalen University, reg.no. 2016/1582.

<sup>8</sup> Local Credit Transfer Ordinance at Mälardalen University, reg.no. 2015/0657.

Decisions regarding credit transfers may be appealed against to the Higher Education Appeals Board (ÖNH)<sup>9</sup>.

To ensure the high quality of third-cycle courses at MDH, first-cycle courses shall not be credit transferred in third-cycle degrees. However, in exceptional cases parts of a first-cycle course may have credits transferred for third-cycle degrees for individual third-cycle students when the purpose is to ensure fulfilment of the qualitative targets.

Courses giving entry requirements for admission to third-cycle studies may not be awarded credits in the third-cycle studies. This applies regardless of the level of the course giving the entry requirements.

## 2.10. Follow-up of third-cycle studies

Pursuant to HF Ch. 6, Section 29, the individual study plan shall be followed up regularly, and after consultation with the third-cycle student and his or her supervisors amended by the University to the extent necessary. At MDH the third-cycle student's individual study plan shall be followed up at least once a year. At this follow-up, importance shall be attached to the follow-up of study results, actual degree of activity and progression in the third-cycle studies in relation to the national qualitative targets and any subject-specific qualitative targets. The period of study may be extended only if there are particular reasons for this pursuant to HF Ch. 6, Section 29. The principal supervisor is responsible that the follow-up of the individual study plan is carried out.

MDH has decided that a follow-up talk between the third-cycle student, their principal supervisor and assistant supervisor shall be held at least once a year. *External supervisors* do not need to participate in the follow-up talk, even if this is to be preferred. The responsibility for arranging such a talk rests upon the principal supervisor.

After about half of the period of study, regarding education leading to a degree of doctor, a check on the thesis work shall be carried out. This can take place either in the form of a licentiate seminar (when a licentiate thesis is being written), or at a mid-way review in which the results obtained are evaluated. These seminars shall be conducted in public and the presentation advertised internally, and in the case of a licentiate seminar also externally. Regulations for the licentiate seminar are to be found

<sup>9</sup> <http://www.onh.se/>



under section 3.2.7, and the procedure can also be used to advantage as guidelines for the mid-way review, though no examining committee needs to be appointed for this review.

### **2.11 Third-cycle student influence over third-cycle studies**

Students at MDH are entitled to exert influence over their courses and study programmes at the University pursuant to HL Ch. 1, Section 4 a. It is also the University's obligation to endeavour to enable students to play an active role in the work of continually developing courses and study programmes.

Students are entitled to representation when decisions or preparations are made that have bearing on their courses or programmes or the situation of students pursuant to HL Ch. 2, Section 7. Furthermore, HF Ch. 2, Section 14 rules that if decisions or preparations are to be made by one single individual, information shall be provided for and consultation take place with a student representative in good time before the decision is made or the preparations concluded. If a decision is to be made by a group of individuals pursuant to HL Ch. 2, Section 6, the students are entitled to representation by at least three members. This number may, however, be fewer if there are special grounds in view of the total number of members in the group pursuant to HF Ch. 2, Section 14.

Students are entitled to be represented by three members on the University Board pursuant to HF Ch. 2, Section 7 a.

The Vice-Chancellor has ruled that third-cycle students appointed to doctoral studentships are entitled to a 10% reduction of working hours for duties such as doctoral representatives in different organs.<sup>10</sup> A third-cycle student acting as Chair of the Third-cycle Student Council is entitled to a 20% reduction of working hours according to the same routine. This time is deducted from the time allocated to School duties pursuant to HF Ch. 5, Section 2.

### **2.12 Third-cycle students' right to health care, social support and insurance**

Students, including third-cycle students, shall have access to health care, and in particular preventive health care intended to promote the physical and mental health of the students pursuant to HF Ch. 1, Section 11. In addition the University shall also be responsible for other student welfare activities which support students in their studies or facilitate their transition to the labour

<sup>10</sup> Routines for organisational student influence, Reg. no. 2016/0375.

market, and also that the students shall otherwise have a sound environment in which to study pursuant to HF Ch. 1, Section 11.

Further, MDH is responsible for ensuring that third-cycle students are insured against personal injury pursuant to HF Ch. 1, Section 11 a. This insurance shall cover injuries resulting from accidents or caused by an infection of the kind referred to in Section 5 of the Ordinance concerning Work Injury Insurance and State Personal Injury Insurance (1977:284), together with its appendix. This insurance shall cover injuries which have occurred in connection with higher education in Sweden. The insurance applies during school hours and during travel to and from the location where school hours are spent.<sup>11</sup> Included in the University's insurance is travel insurance for trips within Sweden but not, however, for trips abroad.

For trips and visits abroad the third-cycle student can be insured if he or she is travelling or staying abroad on behalf of the University. For further information on what applies in individual cases, the Division of Human Resources shall be contacted in good time before the departure.

Third-cycle students are affected by MDH's Equal Opportunities Policy to the same extent as members of the University staff.

The above entitlement applies to all third-cycle students regardless of the form of funding.

### **2.13 Third-cycle students' right to holidays**

Third-cycle students employed at another organisation are subject to the regulations and agreements at the organisation and form of employment in question.

Third-cycle students funded through scholarships are not covered by any regulations or governmental agreements. However, MDH has decided that third-cycle students funded through scholarships are entitled to at least three weeks' holiday per year without forfeiting their scholarship grant, provided that MDH's rule is not in conflict with any rules and regulations giving entitlement to the scholarship. In such cases the rules giving entitlement to the scholarship shall apply.

### **2.14 Third-cycle students' right to support measures for disabilities**

MDH strives as far as possible to offer support to all students with disabilities so that their studies can be pursued under the

<sup>11</sup> See further on Kammarkollegiet's website: <http://www.kammarkollegiet.se>

same conditions as for students without disabilities. This applies to third-cycle students too.

The third-cycle student is responsible for stating whether he or she has any special needs, so that the University is able to provide the necessary aids required to facilitate the studies.

## **2.15 Third-cycle students' right to approved leave from and non-completion of studies**

A third-cycle student has the right to apply for approved leave from studies or for non-completion of third-cycle studies.

Approved leave from studies spans a predefined period in studies and with a fixed time limit, and the third-cycle student continues the studies when the approved leave has expired. Third-cycle students holding doctoral studentships shall, when applying for approved leave from studies, also apply for leave of absence from their employment. Third-cycle students with other forms of funding may in certain cases also need to apply for leave of absence. An extension of the period of study may be obtained only if there are special reasons for approved leave from studies, pursuant to HF Ch. 6, Section 29. Such reasons could be leave of absence on account of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave, pursuant to HF Ch. 6, Section 29. Decisions to grant approved leave are taken by the Dean of School in consultation with the principal supervisor. MDH's decision may not be appealed against pursuant to HF Ch. 12, Sections 2 and 4.

An application for non-completion means that the third-cycle student terminates third-cycle studies. The third-cycle student must be re-admitted to third-cycle studies before being able to continue with the studies. An application for non-completion can be made only by the third-cycle student.

## **2.16 Withdrawal of resources from and expulsion of third-cycle students**

### **2.16.1 Withdrawal of resources**

MDH shall withdraw supervision and other resources from third-cycle students who substantially neglect their undertakings in the individual study plan pursuant to HF Ch. 6, Section 30. Assessment of such a decision is made after the third-cycle student and the principal supervisor have been given an opportunity to make representations in the matter, and on the basis of their reports and any other records available. The assessment shall also take into account whether MDH has

fulfilled its own undertakings in the individual study plan. A decision on the matter shall be made by the Vice-Chancellor and may not be delegated pursuant to HF Ch. 6, Section 36. The decision, including reasons for this, shall be in writing pursuant to HF Ch. 6, Section 30.

Resources may not be withdrawn from third-cycle students holding doctoral studentships for the period in which the third-cycle student has been appointed to a doctoral studentship pursuant to HF Ch. 6, Section 30.

The entitlement to recover supervision and other study resources that have been withdrawn pursuant to HF Ch. 6, Section 30 can be obtained on application to the Vice-Chancellor pursuant to HF Ch. 6, Section 31. The third-cycle student must then demonstrate convincingly, by presenting fresh study results of considerable quality, or in some other way showing a capacity for fulfilling his or her remaining undertakings in the individual study plan pursuant to HF Ch. 6, Section 31.

#### 2.16.2 Expulsion

If a palpable risk is considered to exist that a third-cycle student could cause injury to another person or damage valuable property during their studies and that the student suffers from a mental disorder, abuses alcohol or drugs, or has been found guilty of a serious crime, the third-cycle student can be compelled to terminate their studies until further notice by what is termed expulsion from studies pursuant to HL Ch. 4, Section 6.

Issues relating to expulsion shall be heard by HAN pursuant to HL Ch. 4, Section 7. The Board's decision may be appealed against by the student and the University to the general administrative courts. A decision on expulsion can be reviewed by HAN after two years at the request of the expellee pursuant to HL Ch. 4, Section 7.

### 2.17 Disciplinary measures against third-cycle students

Pursuant to HF Ch. 10, Section 1, disciplinary measures may be taken against students who:

1. use prohibited aids or other methods to attempt to deceive during examinations or in the assessment of other forms of study performance,
2. disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the University,

3. disrupt activities in the University Library or any other separate establishment at the University, or
4. subject another student or member of the staff of the University to harassment or sexual harassment of the kind laid down in Ch. 1, Section 4 of the Discrimination Act (2008:567).

This also applies to third-cycle students. Disciplinary matters are dealt with by MDH's Disciplinary Board and the student has the right to be heard on the matter and also to be present when others address the Disciplinary Board on the matter, unless there are special grounds to the contrary pursuant to HF Ch. 10, Sections 9-11.

Disciplinary measures may not be invoked more than two years after the offence has been committed pursuant to HF Ch. 10, Section 1. The disciplinary measures comprise warnings or suspension pursuant to HF Ch. 10, Section 2. A suspension comprises one or more periods, but shall not exceed six months pursuant to HF Ch. 10, Section 2. A suspension decision means that the student is prohibited from participating in instruction, tests or other activities within the study programme. Further, a suspension decision means that the student is denied access to his or her email account at MDH.

A decision taken by a disciplinary board on disciplinary action to suspend or warn a student may be appealed against to a public administrative court pursuant to HF Ch. 12, Section 3.

## **2.18 Possibility for third-cycle students to appeal against decisions taken by MDH**

Only certain decisions made by the University may be appealed against. The majority of these decisions are appealed against to a separate appeals board, the Higher Education Appeals Board (ÖNH).<sup>12</sup> Decisions, of relevance to third-cycle studies, which may be appealed against to the Higher Education Appeals Board pursuant to HF Ch.12, Section 2 are:

1. a decision that an third-cycle student does not meet the entry requirements for admission to a course or study programme at first-cycle or second-cycle level, and a decision not to grant an exemption from the entry requirements in cases laid down in HF Ch. 7, Section 3, second sentence, or Section 28, second paragraph.
2. a decision on the transfer of credits for courses and study programmes or professional or vocational activities.

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<sup>12</sup> See further on the website: <http://www.onh.se>

3. a decision to reject a third-cycle student's application for exemption from a compulsory element of a course or study programme.
4. a decision to withdraw study resources from a third-cycle student pursuant to HF Ch. 6, Section 30, and a decision that a third-cycle student is not to recover these resources pursuant to HF Ch. 6, Section 31.
5. a decision to reject a student's request to be issued with a degree certificate or a course certificate.
6. a decision not to grant deferment of studies to anyone admitted to a course or study programme at first-cycle or second-cycle level or to be allowed to resume studies after approved leave from studies.

The appeal is to be made in writing and the document addressed to ÖNH but sent to MDH at:

Mälardalen University  
Registrary  
Box 883  
721 23 Västerås

The appeal shall arrive at MDH no later than three weeks after receipt of the decision.

No appeals are allowed against ÖNH's decisions pursuant to HL Ch. 5, Section 1 and HF Ch. 12, Section 5.

### 3. Degree at third-cycle level

#### 3.1 Doctoral degree

##### 3.1.1 Demands regarding course requirements

Demands regarding course requirements are to be found in the general syllabus for each third-cycle subject area.

When taking decisions to publicly defend a thesis, the course requirements for the third-cycle programme shall be approved. Only in exceptional cases can exemptions from this be allowed. A decision to be allowed to publicly defend a thesis despite missing course credits is made by the Faculty Board, or by delegation from them if a lack of time does not permit a Board decision.

##### 3.1.2 Requirements for the doctoral thesis

Requirements for the scope of the doctoral thesis are to be found in the general syllabus for each third-cycle subject area.

The doctoral thesis shall take the form of either an integrated, coherent academic paper, a so-called monograph, or a so-called compilation thesis in which several academic papers written by the third-cycle student alone or jointly with others are compiled. A compilation thesis shall begin with an introductory chapter of which the third-cycle student is the sole author.

It is not permitted to submit a doctoral thesis with more than one author; the third-cycle student shall be the sole author of his or her doctoral thesis.

### 3.1.3 Preliminary review of the doctoral thesis

Before every public defence, a preliminary review of the incomplete doctoral thesis shall take place in good time to allow for additions to the thesis manuscript. This final review is to ensure that the academic quality is attained in the doctoral thesis.

The preliminary review shall be carried out by at least one external reviewer or by at least one representative appointed within MDH. The reviewer shall have a PhD within the field or have equivalent competence in the subject, but should not have a direct connection to the thesis work. During the preliminary review, the individual papers included in a compilation thesis and all of the incomplete thesis manuscript of a monograph thesis will be assessed. The reviewer shall, in a written statement, recommend or advise against submission of the thesis. This statement shall be enclosed with the application to defend the doctoral thesis.

The preliminary review of a thesis manuscript shall not be conducted by the faculty examiner or by representatives from the proposed examining committee, since these shall be impartial in their assessment at a public defence.<sup>13</sup>

### 3.1.4 Application to defend a doctoral thesis

An application to defend a thesis shall have arrived at the Management Office no later than eight semester weeks before the planned date of the public defence. In parallel with the application to defend the thesis, the printing process for the individual thesis will be in progress.<sup>14</sup>

For every date of a public defence a faculty examiner, an examining committee and a reserve member of the examining committee shall be appointed.

<sup>13</sup> Faculty Board meeting No. 4:2011, §56, reg. no. MDH 1.1–332/11.

A short popular-science summary of the thesis shall be attached to the application to defend the thesis. This summary shall be written in Swedish and English. When the application to defend a thesis has been approved, the summary is sent to the Division of Communications and External Relations, who then advertises the public defence internally and externally.

The Faculty Board at MDH has decided to limit the total number of public defences or licentiate seminars that can be held on the same day to two, one in the morning and one in the afternoon.<sup>15</sup>

### 3.1.5 Public notification/"Spikning" of the doctoral thesis

MDH promotes openness and the opportunity for public review of the University's research activities. Therefore the doctoral thesis shall be made public:

1. By electronic publishing in MDH's publishing tool DiVA.<sup>16</sup> Notification of the date of the doctoral thesis shall be made no later than three semester weeks before the public defence and shall comprise the entire thesis when no prohibition against publishing exists from the publisher.
2. By the printed doctoral thesis being literally nailed up at an appointed place on both the Eskilstuna and Västerås campuses.

The third-cycle student is to ensure that public notification takes place in accordance with the above.

When publishing in DiVA the date, time and place of the public defence shall be made clear. Furthermore the names and titles of the author of the thesis (third-cycle student), principal supervisor, assistant supervisor, *external supervisor* if any, faculty reviewer and the members of the examining committee shall be stated. Further the third-cycle subject area which the thesis represents along with the host School for the subject shall be specified.

<sup>14</sup> Further information about the timetable for the public defence and the licentiate seminar respectively is to be found on the internal portal.

<sup>15</sup> Faculty Board meeting No. 4:2011, §63, reg.no. MDH 1.1–332/11.

<sup>16</sup> The DiVA system is an electronic publishing tool used by MDH. In this tool, all types of publications can be registered and published by researchers and students at MDH; see more on <http://www.mdh.se/bibliotek/forskare/diva>



### 3.1.6 Distribution of the thesis

After and in conjunction with the public notification, the thesis shall be made available by the third-cycle student to the faculty examiner, the members of the examining committee, the third-cycle student's own School, and to other interested parties.

The printing coordinator is responsible for distributing the thesis in accordance with the distribution list drawn up by the University.

### 3.1.7 Public defence

A doctoral thesis shall be defended orally at a public defence pursuant to HF Ch. 6, Section 33. Further, it is stated in the same paragraph that there shall be a faculty examiner at the public defence. Pursuant to HF Ch. 6, Section 34 at least one of those participating in the grading of a doctoral thesis shall be someone who does not have a post at the higher education institution awarding the degree. The Faculty Board at MDH has decided that an examining committee consisting of three members shall evaluate and grade the doctoral thesis.<sup>17</sup>

If the faculty examiner is absent or gives a late cancellation, the public defence can take place only if a member of the examining committee replaces the faculty examiner and that the previously appointed reserve member of the examining committee, see section 3.1.4, fills the vacant regular place that has arisen on the examining committee. If the faculty examiner cannot be replaced in accordance with the above, or the requirements pursuant to HF Ch. 6, Section 34 cannot be fulfilled, the public defence must be postponed. If the public defence cannot be carried out, a decision to postpone the public defence is to be taken by the Faculty Board, or by delegation from them if time does not allow a Board decision.

In the event of a late cancellation by the faculty examiner, the examining committee shall be informed of this to be prepared to assume a greater role in the public defence.

If a regular member of the examining committee is absent the public defence can take place only if the previously appointed reserve member can take part as a regular member of the examining committee, and that requirements pursuant to HF Ch.

<sup>17</sup> Faculty Board meeting No. 4:2011, §58, reg.no. MDH 1.1–332/11.

6, Section 34 are fulfilled; in other cases the public defence shall be postponed.

### 3.1.8 Faculty examiner of the public defence

The faculty examiner shall have a PhD and it is recommended that the faculty examiner has professor's or associate professor's competence in the third-cycle subject area or the subject area of the project. There must not be any evident cooperation between the faculty examiner and the third-cycle student or between the faculty examiner and the third-cycle student's principal supervisor, assistant supervisor or *external supervisor*, if any. In addition there must not be any connection between the faculty examiner and the research project.

Further, MDH has ruled that the faculty examiner shall not have, or have had, a third-cycle student-supervisor relationship to the third-cycle student, the third-cycle student's principal supervisor or assistant supervisor. This applies regardless of when such a relationship has existed.

### 3.1.9 Examining committee for the public defence

The examining committee serve as examiners of the doctoral thesis. Of these members (three in number) two shall be associate professors or professors. The third member shall be at least an associate professor or the equivalent.<sup>18</sup> At least one of the members of the examining committee shall not have a post at the University pursuant to HF Ch. 6, Section 34. MDH has ruled that no more than one of the members may come from the same host School at which the third-cycle student is registered. The examining committee shall decide between themselves to appoint one of its members as Chair. MDH endeavours to ensure that both sexes are represented on the examining committee.

One to two members can be co-opted onto the examining committee in addition to the three regular members. These co-opted members do not need to be associate professors or professors but can possess other skills. The co-opted members do not have the right to vote on the question of grades, and the examining committee is considered to be a quorum even in the absence of the co-opted members in cases when these have supplemented the examining committee.

<sup>18</sup> Faculty Board meeting No. 4:2011, §58, reg.no. MDH 1.1–332/11 and Faculty Board meeting No. 4:2016, §65, reg.no. 2016/263.

The members of the examining committee shall possess expert knowledge within the area of the third-cycle subject or project. No evident cooperation may exist between any of the members of the examining committee and the third-cycle student or between any of the members of the examining committee and the principal supervisor, assistant supervisor or *external supervisor*, if any. In addition there must not be any connection between the members of the examining committee and the research project.

In any circumstance which can undermine confidence in the impartiality of a member of the examining committee, the member is considered to be disqualified in the examination decision pursuant to the Administrative Procedure Act, FL, Section 11 (1986:223). Anyone who knows of any circumstance that could constitute disqualification shall disclose this on his or her own motion pursuant to FL, Section 12. MDH has decided to abide by the Swedish Research Council's (*Vetenskapsrådets*) Conflict of Interest policy<sup>19</sup> when assessing possible conflicts of interest. MDH has also decided that no member of the examining committee shall have, or have had, a third-cycle student-supervisor relationship to the third-cycle student, the third-cycle student's principal supervisor or assistant supervisor. This applies regardless of when such a relationship has existed.

In conjunction with a meeting of the examining committee, the regular committee will decide whether the faculty examiner and principal supervisor may attend and take part in the examining committee's discussions. The examining committee will also decide whether other supervisors may take part in the discussions. The principal supervisor, assistant supervisor(s) and the faculty examiner have no right to vote on the question of grades.

The examining committee constitutes a quorum when all the regular members are present. The opinions expressed upon which most of the members of the examining committee are agreed constitute the examining committee's decision (majority decision).

### 3.1.10 Reserve member of the examining committee for the public defence

For every date of a public defence a reserve member of the regular examining committee shall be appointed. The reserve member shall step in if any regular member is obliged to replace

<sup>19</sup> Swedish Research Council's reg. no. 113-2014-1792,

<http://www.vr.se/download/18.1fb0383014819e6484358f00/1409234072655/Vetenskapsr%C3%A5dets%2Bj%C3%A4vspolicy%2B2014.pdf>

the faculty examiner, of if a regular member has given a late cancellation for attending the public defence.

Otherwise the same rules apply for a reserve member as for a regular member, see under section 3.1.9.

When selecting a reserve, consideration should be taken to the Higher Education Ordinance's requirements that at least one person not holding a post at the University takes part in the grading of the doctoral thesis pursuant to HF Ch. 6, section 34. Further, consideration should be taken to MDH's rule that no more than one member of the examining committee may come from the host School at which the third-cycle student is registered.

### 3.1.11 Grades for the doctoral thesis

Grades for the doctoral thesis are set by an examining committee, see 3.1.9.

Pursuant to HF Ch. 6, Section 35, MDH has elected to use the grading system of Pass or Fail when evaluating doctoral theses.

In cases where the examining committee decides on a grade of Fail, this decision shall be justified in writing. A Pass grade shall be justified in writing if strong criticism of the doctoral thesis has been given during the public defence, or if the examining committee has disagreed in its decision. In other cases a Pass grade may be justified in writing.

In the case of a Fail grade, there is no obligation for MDH to offer further resources such as supervision of the third-cycle student after the expiry of the existing mandate.

## 3.2 Licentiate degree

### 3.2.1 Demands regarding course requirements

Demands regarding course requirements are to be found in the general syllabus for each third-cycle subject area.

Otherwise the same rules apply as for a degree of doctor, see section 3.1.1.

### 3.2.2 Requirements for the licentiate thesis

Requirements for the scope of the licentiate thesis are to be found in the general syllabus for each third-cycle subject area.

Otherwise the same rules apply as for a degree of doctor, see section 3.1.2.

### 3.2.3 Preliminary review of the licentiate thesis

MDH recommends that the preliminary review of the licentiate thesis is carried out in the same way as that of a doctoral thesis, see section 3.1.3. In cases where a preliminary review of the licentiate thesis is carried out, the reviewer's statement is to be enclosed with the application to defend the licentiate thesis.

### 3.2.4 Application to defend a licentiate thesis

The same rules apply as for an application to defend a doctoral thesis, see section 3.1.4, with the following exceptions:

- The reviewer will be one of the members of the examining committee. Who the reviewer will be shall be stated in the application.
- A reserve member of the examining committee should be appointed.

### 3.2.5 Public notification of the licentiate thesis

MDH promotes openness and the opportunity for public review of the University's research activities. The licentiate thesis shall therefore be made public

1. By electronic publishing of the thesis in the DiVA system. Publishing in the DiVA system shall take place no later than three semester weeks before the licentiate seminar and shall comprise the thesis in full text when no prohibition against publishing exists from the publisher.

Otherwise the same rules apply as for the public notification of a doctoral thesis, see section 3.1.5.

### 3.2.6 Distribution of the licentiate thesis

The same rules apply as for the public notification of a doctoral thesis, see section 3.1.6.

### 3.2.7 Licentiate seminar

MDH has ruled that a licentiate seminar shall be defended orally at a public licentiate seminar. At the licentiate seminar, an examining committee consisting of three members shall be present. The examining committee will serve as examiner and shall assess the licentiate thesis.

In the absence of a member of the examining committee the licentiate seminar can take place only if a previously appointed reserve member of the examining committee can take part as a regular member of the examining committee; in other cases the licentiate seminar shall be postponed.

### 3.2.8 Faculty examiner of the licentiate seminar

MDH has ruled that one of the members of the examining committee shall be appointed to serve as a reviewer at the licentiate seminar. This person shall be informed in good time before the date of the seminar to have time to prepare the examination.

Otherwise the same rules apply as for the faculty examiner of a public defence of a doctoral thesis, see section 3.1.8.

### 3.2.9 Examining committee for the licentiate seminar

The examining committee shall comprise three members, of whom at least two shall be professors or associate professors. The third member shall have a PhD. One of the members shall be active outside of MDH.

All the members of the examining committee serve as examiners of the licentiate thesis.

The examining committee constitutes a quorum when all the members are present. The opinions expressed upon which most of the members of the examining committee are agreed constitute the examining committee's decision (majority decision).

Otherwise the same rules and requirements apply as for the examining committee of a public defence of a doctoral thesis, see section 3.1.9.

### 3.2.10 Reserve member of the examining committee for the licentiate seminar

A reserve member of the examining committee should be appointed in connection with the application to defend a licentiate thesis. In cases where a reserve member is appointed, the same rules and requirements apply for the reserve member as for a regular member, see section 3.2.9.

### 3.2.11 Grades for the licentiate thesis

The same rules and requirements apply as for the grades for a doctoral thesis, see section 3.1.11.

## 3.3 Title of the degree for degrees at third-cycle level at MDH

MDH uses the titles of a Degree of Doctor or Licentiate respectively, *of Arts, of Science, or of Science in Business and Economics*. The prefix in the degree title corresponds to the third-cycle subject area in question.<sup>20</sup>

If the title of the degree awarded for the third-cycle student's first-cycle or second-cycle studies is different from that corresponding to the third-cycle subject area, the third-cycle student may apply to the Faculty Board to have the this title used for the third-cycle degree too. Such a request shall be made in connection with the application for the public defence of a doctoral thesis or of a licentiate thesis, and this request shall be justified.

## 3.4 Degree certificate

A third-cycle student fulfilling the requirements for a Degree of Licentiate or Degree of Doctor shall, upon request, be given a certificate issued by the University pursuant to HF Ch. 6, Section 9.

The design of the degree certificate is determined by the Faculty Board.

## 3.5 Remuneration of external reviewer, faculty examiner and examining committee for a public defence or licentiate thesis

The Faculty Board has taken a decision on the following recommendations for levels of remuneration for the external reviewer, faculty examiner and the external members of the examining committee who do not have employment at MDH.<sup>21</sup>

- Remuneration for an external reviewer at a mid-way review, 3,000 SEK plus reimbursement of expenses.
- Remuneration for an external final reviewer prior to a public defence, 3,000 SEK plus reimbursement of expenses.

- Remuneration for an faculty examiner at a public defence, 6,000 SEK plus reimbursement of expenses.
- Remuneration for an external member of the examining committee at a public defence, reimbursement of expenses.
  
- Remuneration for an external final reviewer prior to a licentiate seminar, 1,500 SEK plus reimbursement of expenses.
- Remuneration for an external member of the examining committee at a licentiate seminar, reimbursement of expenses.

Further the Faculty Board has decided that remuneration or reimbursement should not be paid to employees or affiliated persons at MDH serving as final reviewers, faculty reviewers or members of the examining committee at a public defence, licentiate seminar or mid-way review.

The School decides for itself what remuneration shall be paid, but should follow the recommended remuneration levels. If deviations from the above levels occur, the remuneration should not be so unreasonable so that there exists suspicion of bribery or lack of judgement regarding the quality of the doctoral thesis and licentiate thesis respectively.

#### 4. Doctoral studentship

In addition to the regulations applying to third-cycle students in a student capacity, third-cycle students appointed to doctoral studentships are affected by the regulations presented in this section.

The fifth chapter of the Higher Education Ordinance deals with employment as a third-cycle student. The Ordinance enables the University to establish specific posts for third-cycle students. One requirement for being employed as a third-cycle student is that the person is or has been admitted to third-cycle courses and study programmes pursuant to HF Ch. 5, Sections 1 and 3. Further the ability of the student to benefit from third-cycle courses and study programmes shall be taken into account pursuant to HF Ch. 5, Section 5.

A doctoral studentship shall be a full-time post. A third-cycle student may, however, request a part-time post, but for no less than 50 per cent of a full-time post pursuant to HF Ch. 5, Section 3a. A decision on a part-time post is taken by the Dean of School. Appointment to a

<sup>20</sup> Faculty Board meeting No. 2:2014, §32, reg.no. MDH 1.1-16/14. Reg. no. of this item MDH 3.1.3-361/13.

<sup>21</sup> Faculty Board meeting No. 6:2014, §133, reg.no. MDH 1.1–20/14.



doctoral studentship shall apply for an indefinite period, though for no longer than until a specified date and never for more than one year after the award of a PhD or a doctorate in the fine, applied and performing arts pursuant to HF Ch. 5, Section 7. The initial appointment may apply for no longer than one year, and may thereafter be renewed for no more than two years at a time. A doctoral studentship may last for no more than eight years; the total employment period may not, however, exceed the time corresponding to four years of full-time study pursuant to HF Ch. 5, Section 7.

The time spent studying by the third-cycle student admitted to third-cycle studies but not appointed to a doctoral studentship pursuant to HF Ch. 5, Section 7 (i.e. the time during which the third-cycle student has had other forms of funding or in the case of transfer of credits for prior courses and study programmes or course elements) shall be deducted from the above-mentioned periods of employment.

The total period of employment may exceed that stated if special grounds exist. Such reasons could be leave of absence on account of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave, pursuant to HF Ch. 5, Section 7.

Only those in receipt of doctoral grants may be employed as assistants pursuant to HF Ch. 5, Section 10. Since MDH has elected not to use this form of funding, third-cycle students at MDH may not be employed as assistants.

For doctoral studentships whose courses or study programmes are to be concluded with the award of a licentiate degree or a licentiate degree in the fine, applied and performing arts, the total employment period may not exceed the time corresponding to two years of full-time study pursuant to HF Ch. 5, Section 7. Otherwise the same regulations apply as above.

#### **4.1 Advertising for doctoral studentships**

Information about vacant doctoral studentships shall be given in the form of advertising or some equivalent procedure pursuant to HF Ch. 5, Section 5. Such information need only be provided if appointment to a doctoral studentship is to be made in connection with admission to a third-cycle study programme pursuant to HF Ch. 5, Section 5.

Information need not be provided when admitting a third-cycle student who is to complete the study programme within the framework of employment by another employer, when admitting a third-cycle student who has previously begun third-cycle

studies at another HEI, or if there are similar special grounds pursuant to HF Ch. 7, Section 37.

#### **4.2 Teaching and School administrative duties**

Third-cycle students holding studentships shall primarily devote themselves to their own third-cycle studies pursuant to HF Ch. 5, Section 2. Third-cycle students may work to a limited extent with educational tasks, research, artistic development and administration pursuant to HF Ch. 5, Section 2. Duties of this kind may not comprise more than 20 per cent of a full time post before a PhD or a doctorate in the fine, applied and performing arts has been awarded pursuant to HF Ch. 5, Section 2.

#### **4.3 Secondary employment**

A third-cycle student appointed to a doctoral studentship is an employee of an authority under the Government and is thus bound by the rights and obligations following the Public Employment Act (1994:260), LOA.

Hence an employee may not have any secondary employment in the form of any other employment, assignment or exercise any activities that may adversely affect confidence in the third-cycle student or any other MDH employee's impartiality in the work or that may harm MDH's reputation pursuant to LOA Section 7.

MDH has specified what is considered to be permitted and prohibited secondary employment.<sup>22</sup> The University has the right, according to the law, to decide that a third-cycle student shall cease with or not undertake such secondary employment that is included in the University's policy of unauthorised secondary employment. The decision, including reasons for this, shall be in writing pursuant to LOA Sections 7-7c.

#### **4.4 Professional misconduct/Neglect of duty**

A disciplinary sanction for neglect of duty may be imposed upon a third-cycle student appointed to a doctoral studentship who intentionally or by carelessness neglects his or her duties in employment pursuant to LOA Section 14. If the neglect is minor, no disciplinary sanction may be imposed. By disciplinary sanctions is meant a warning or deduction from pay. Deduction from pay may be made comprising at most thirty days and may not amount to more than 25 % of the daily pay pursuant to LOA

<sup>22</sup> Regulations for secondary employment are to be found on the internal portal.

Section 15. A disciplinary sanction may not be imposed for participating in a strike or in comparable industrial action. Neither may several disciplinary sanctions be imposed simultaneously pursuant to LOA Sections 14 and 15.

Matters regarding neglect of duty are decided upon by MDH's Personnel Disciplinary Board (PAN).<sup>23</sup>

A third-cycle student appointed to a doctoral studentship who is reasonably suspected of having committed an offence in his or her employment regarding neglect of duty, bribery, a breach of confidentiality, or other offence which can be considered to result in a sanction other than fines, shall be reported for prosecution pursuant to LOA Section 22. A third-cycle student who, in the case of an official decision (such as an examination decision) intentionally or by carelessness neglects the regulations pertaining to the assignment can be sentenced for professional misconduct pursuant to Ch. 20, Section 1 of the Penal Code (1962:700).<sup>24</sup>

#### 4.5 Insurance

A third-cycle student appointed to a doctoral studentship has the same insurance cover as other employees at MDH.

#### 4.6 Holiday

A third-cycle student appointed to a doctoral studentship has the same conditions of leave as other employees at MDH.

### 5. Transitional provisions

#### 5.1 Requirement for limited number of third-cycle students per principal supervisor (section 2.4)

The requirement that no principal supervisor shall be bound by more supervision than is equivalent to seven full-time third-cycle students (section 2.4) is exempted for principal supervisors up to and including the end of the autumn semester 2018. During the period of this transitional provision, the previous rule for the principal supervisors

<sup>23</sup> For further information see the Management Procedure of the Personnel Disciplinary Board at Mälardalen University, reg. no. 1.9.2.–495/11.

<sup>24</sup> See further in the Management Procedure of the Personnel Disciplinary Board at Mälardalen University, reg. no. 1.9.2.–495/11.

concerned, that the total amount of supervision time one and the same person gives in the capacity of supervisor or assistant supervisor amounts to no more than 700 hours of supervision per year, shall apply.

## **5.2 Requirement that the principal supervisor or an assistant supervisor be employed at the University (section 2.4)**

The requirement that the principal supervisor or assistant supervisor should have at least a half-time post at the University (section 2.4) is exempted for principal supervisors and assistant supervisors up to and including the end of the spring semester 2018. During the period of this transitional provision, the previous rule that the principal supervisor shall be employed at the University shall apply. There is no requirement of employment for assistant supervisors; the principal supervisor or assistant supervisor shall, however, be active at the host School for the third-cycle subject area in question.

## **5.3 Requirement for academic competence of a reviewer when conducting a preliminary review of a doctoral or licentiate thesis (sections 3.1.3 and 3.2.3)**

The requirement that the reviewer conducting a preliminary review of a doctoral thesis shall have a PhD within the field, or have equivalent competence in the subject (section 3.1.3), is exempted for reviewers up to and including the end of the spring semester 2017. During the period of this transitional provision, the previous rule for reviewers concerned that the reviewer shall have competence in the subject shall apply. The corresponding exemption from academic competence is made for reviewers of licentiate theses in cases where preliminary reviews of the theses are conducted (section 3.2.3).

## **5.4 Requirement for a reserve member when applying for a public defence (sections 3.1.4 and 3.1.10)**

The requirement to appoint a reserve member of the examining committee at a public defence (sections 3.1.4 and

3.1.10) is exempted for applications for public defences which are planned to take place up to and including the end of the spring semester 2017. During the period of this transitional provision, the previous rule that a reserve member of the examining committee should be appointed for each public defence shall apply.

### **5.5 Requirement for academic competence of an faculty examiner at a public defence (section 3.1.8)**

The requirement that the faculty examiner shall have a PhD (section 3.1.8) is exempted for faculty examiners at public defences up to and including the end of the autumn semester 2017. During the period of this transitional provision, there are no formal requirements for academic competence.

### **5.6 Requirement for absence of a relationship between third-cycle student and supervisor (sections 3.1.8 and 3.1.9)**

The requirement that a third-cycle student-supervisor relationship shall not have existed between a third-cycle student, the third-cycle student's principal supervisor or the third-cycle student's assistant supervisors and the faculty examiner (section 3.1.8), or alternatively a member of the examining committee (section 3.1.9), is exempted for third-cycle students conducting their public defences or their licentiate seminars up to and including the end of the autumn semester 2017.

# Appendix 1 - Degree of Licentiate

Below follow the Higher Education Ordinance's qualification requirements and the requirements for goal attainment to be awarded a Degree of Licentiate, HF Annex 2.

## Scope

A Degree of Licentiate is awarded either after a third-cycle student has completed a study programme of at least 120 credits in a subject in which third-cycle teaching is offered, or after a third-cycle student has completed one part comprising at least 120 credits of a study programme intended to lead to the award of a PhD, if the University decides that a Degree of Licentiate of this kind may be awarded at the University.

## Outcomes

### Knowledge and Understanding

For a Degree of Licentiate the third-cycle student shall:

- demonstrate knowledge and understanding in the field of research, including current specialist knowledge in a limited area of this field, as well as specialised knowledge of research methodology in general and the methods of the specific field of research in particular.

### Competence and skills

For a Degree of Licentiate the third-cycle student shall:

- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake a limited piece of research and other qualified tasks within predetermined time frames in order to contribute to the formation of knowledge as well as to evaluate this work,

- demonstrate the ability in both national and international contexts to present and discuss research findings in speech and writing and in dialogue with the academic community and society in general, and

- demonstrate the skills required to participate autonomously in research and development work and to work autonomously in some other qualified capacity.

### Judgement and approach

For a Degree of Licentiate the third-cycle student shall:

- demonstrate the ability to make assessments of ethical aspects of his or her own research,

- demonstrate insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used, and

- demonstrate the ability to identify the personal need for further knowledge and take responsibility for his or her ongoing learning.

### **Thesis**

For a Degree of Licentiate the third-cycle student shall have been awarded a Pass grade for a research thesis of at least 60 credits.

### **Miscellaneous**

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for the award of a Degree of Licentiate with a defined specialisation.

# Appendix 2 - Degree of Doctor

Below follow the Higher Education Ordinance's qualification requirements and the requirements for goal attainment to be awarded a Degree of Doctor, HF Annex 2.

## **Scope**

A Degree of Doctor is awarded after the third-cycle student has completed a study programme of at least 240 credits in a subject in which third-cycle teaching is offered.

## **Outcomes**

### Knowledge and Understanding

For a Degree of Doctor the third-cycle student shall:

- demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field, and
- demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

### Competence and skills

For a Degree of Doctor the third-cycle student shall:

- demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically,
- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames, and to review and evaluate such work,
- demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research,



- demonstrate the ability in both national as well as international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general,

- demonstrate the ability to identify the need for further knowledge, and

- demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

### Judgement and approach

For a Degree of Doctor the third-cycle student shall:

- demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics, and

- demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

### **Research thesis (doctoral thesis)**

For the Degree of Doctor the third-cycle student shall have been awarded a Pass grade for a research thesis (doctoral thesis) of at least 120 credits.

### **Miscellaneous**

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Doctor with a defined specialisation.