



# **RULES AND REGULATIONS FOR POSTGRADUATE STUDIES**

at the University of Gothenburg

Ratified by the Vice Chancellor June 2008



UNIVERSITY OF GOTHENBURG



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## FOREWORD

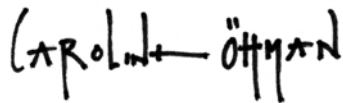
With the following document (*Rules and Regulations for Postgraduate Studies at the University of Gothenburg*), the University of Gothenburg has, for the first time, put together a set of rules which applies to all postgraduate studies at the University and encompasses all postgraduate students. Postgraduate studies are regulated in a general set of rules and regulations in which the Higher Education Act and the Higher Education Ordinance are employed. The Rules and Regulations for Postgraduate Students are based on this legislation.

The aim of the Rules and Regulations for Postgraduate Students is to describe and clarify the basic principles for studies at postgraduate level. These rules are to be seen as the absolute minimum for successful studies at postgraduate level. The responsibility for postgraduate studies lies at Faculty Board level and the rules are to be complemented and defined within each individual faculty. The basic principle behind the Rules and Regulations for Postgraduate Studies is to show that the University has the overall responsibility for its postgraduate students. Our expectation is that these Rules and Regulations will contribute to enhancing the quality of postgraduate studies.

The Rules and Regulations are under the auspices of the Study Regulations Committee which is also the advisory body concerning the interpretation of the rules and regulations in specific situations for undergraduate studies, '*Rights and Responsibilities for studies at the University of Gothenburg*'.



*Pam Fredman*  
VICE-CHANCELLOR



*Caroline Öhman*  
CHAIRPERSON, GUS

## ETHICS AND DEMOCRATIC VALUES

The activities carried out at the University should be characterised by mutual respect and consideration between those involved: students, teachers and others. No one is to be treated differently from others on the basis of ethnicity, religious or other beliefs, sexual orientation, disability or gender.

### 1. Introduction

1.1. These rules and regulations for postgraduate level education are designed to enhance the quality of that education, to safeguard the legal rights of the doctoral students, and to help create a good psychosocial work environment.

1.2. These rules are based on the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:1434); they constitute an interpretation and application of the general regulations. Interested parties are also referred to the Admission Regulations.

1.3. The faculty boards are responsible for and charged with ensuring the availability of information about postgraduate level education within their respective academic disciplines. Such information is to be available in both Swedish and English.

1.4. The faculty boards are responsible for the establishment of subject areas at postgraduate level within their respective areas of responsibility. For each subject area, a general syllabus is to be drawn up.

1.5. With some exceptions, the Faculty Board has the right to

delegate decisions to the Dean or to any other body within their jurisdiction, e.g. the Department Board.

## **2. General and specific entry requirements & general syllabi**

2.1. General requirements for admission to postgraduate level education are to be stated in the Admission Regulations and in the general syllabus for each subject area. When applicable, the general syllabus is also to include specific entry requirements. When interim regulations are in effect, these are also to be specified.

2.2. The general syllabusi are also to specify other terms and conditions for studies within each subject area, along with admission principles and selection criteria, including such criteria as are applied when assessing an applicant's ability to benefit from postgraduate studies.

## **3. Announcement of postgraduate level positions**

3.1. The announcement of postgraduate level positions is to be posted on the University website.

3.2. The usual postgraduate level position announcement requirements may be disregarded upon admission of an industry-based doctoral student (industridoktorand) and/or upon student transfer from another academic seat of learning.

3.3. An industry-based doctoral student\* is a doctoral student who pursues part-time postgraduate studies while maintaining employment.

\* a doctoral student employed by health care services, a corporation, another academic seat of learning, or another municipal or government institution.

#### **4. Selection criteria for postgraduate admissions**

4.1 The selection criteria for postgraduate admissions is to be based on the general and specific entry requirements stipulated in the general syllabus and on an assessment of the applicant's general ability to benefit from studying the chosen subject. When relevant, interim regulations are also to be taken into consideration.

#### **5. Admission to postgraduate studies**

5.1. Postgraduate level admission decisions are to be made in the order established by each Faculty Board.

5.2. Notification of admission is to be in writing and must include:

- the student's name and personal identity number,
- an account of the general and specific entry requirements taken into consideration,
- a funding plan for the entire period of study,
- information concerning the type of degree the student has chosen to pursue.

5.3. Each Faculty Board is to ensure that new doctoral students are given a satisfactory initial briefing and also guarantee access to information about the formalities and regulatory framework for studies at postgraduate level. Unless otherwise agreed, doctoral students are to be provided with a work space and access to computer facilities, as well as additional necessary equipment.

5.4. Should a doctoral student desire to pursue a degree in a subject area other than the one to which he or she was originally

admitted, he or she must re-apply for admission and report non-completion of studies within the former subject area in writing upon admission to the new subject area.

5.5. A doctoral student cannot be admitted to more than one postgraduate level subject area within the same discipline simultaneously.

5.6. Only individuals admitted to postgraduate studies may pursue such studies.

5.7. Notification of admission will take effect upon adjustment of the admissions minutes and/or upon announcement of the decision. The decision is to be promptly registered in the University's computer-based documentation system 'Ladok'. All applicants are to be notified of the decision within three weeks of its adoption. Decisions concerning admission are final and there is no appeal process.

5.8. An admission giving a student the right to complete a 'Licentiate' Degree requires a new admission decision for continuation to the Degree of Doctor.

5.9. Provided that the general syllabus allows for such an arrangement, doctoral students admitted to a doctoral programme have the right to conclude their studies by completing a 'Licentiate' Degree.

5.10. A doctoral student may submit a request for termination of his or her postgraduate studies. Such requests are to be in writing. Termination of postgraduate studies will result in the

cessation of studies within the student's subject area and that he/she is no longer registered in the postgraduate programme within the said subject area.

## **6. Individual plan of study**

6.1. The Faculty Board is to ensure that an individual plan of study is established for each doctoral student and that this plan is reviewed and subject to revision at least annually. Revision is also to take place if warranted by changes in the individual doctoral student's educational circumstances or upon the request of individual doctoral students.

6.2. The individual plan of study is to name the principal supervisor and state the subject area/title of the thesis. It is also to include a research timetable, a funding plan, and additional information as stipulated in Chapter 6, Section 36 of the Higher Education Ordinance and in compliance with Faculty Board directions and the information below.

6.3. Any extensions to the duration of postgraduate level studies granted in connection with e.g. parental leave, illness, representative assignments for a student union, or other type of leave of absence are to be specified in the individual plan of study, resulting in a concomitant extension of the duration of the doctoral degree programme. See section 19.3.

## **7. Financing of studies at postgraduate level**

7.1 The Faculty Board is generally responsible for the financing of a doctoral student throughout the programme. However, other regulations may apply by contract or other agreement.

7.2 Postgraduate studies are to be primarily financed through

doctoral positions. Financing through special educational assistance may apply during the first two years equivalent to full time studies.

7.3 With so-called 'other forms of finance', a written contract is to be drawn between the University and the financier and this is to be included with the individual study plan. 'Other forms of finance' include funding other than a doctoral position or special educational assistance.

7.4 In cases where employers of so-called industry-based doctoral students (in spite of a contract or other agreement) do not fulfil this commitment and this situation could not have been foreseen by the Faculty Board at admission, the Board has no obligation to take over the responsibility for financing of the doctoral student for continued studies.

7.5 The Faculty Board does not have the right to grant stipends for the financing of doctoral students.

## **8. General issues concerning supervision**

8.1 The doctoral student has the right to supervision during the entire programme.

8.2 Two or more supervisors are to be appointed and these are to be named in the individual study plan. One of them is to be appointed primary supervisor and others are to be named as secondary supervisors.

8.3 Supervisors are to be appointed when the individual study plan is set. No later, however, than during the first term.

8.4 When the supervisors are appointed, the doctoral student's preferences are to be taken into consideration. The doctoral student's needs as regards supervisory competence and role models of both genders should be taken into account.

8.5 When the supervisors are appointed, a general rule is that one of the supervisors is at least a 'docent'. Supervisors may be recruited from other seats of learning or outside the academic community. The supervisors are to be affiliated to the University either by employment or by commission.

8.6 The doctoral student has the right to change supervisors. The request is to be in writing and may concern both primary as well as secondary supervisor. With such requests, the Faculty Board is expected to work towards a swift and flexible change of supervisors.

8.7 In cases of change of supervisors, the individual study plan is to be updated. As far as possible, the doctoral student is to be given the opportunity to continue the programme with the same focus as stated in the previous individual study plan.

8.8 In the early stages of the programme, the doctoral student together with the primary supervisor are to draw up a plan for the thesis work.

8.9 The doctoral student is to be given the opportunity to have regular contact with the supervisors for discussion and feedback during the progression of the work.

8.10 The supervisors are to ensure that the doctoral student is in-

troduced to the international and national research community.

8.11 Further secondary supervisors may be appointed any time during the programme if deemed necessary.

## **9. Withdrawal of supervisors and other resources**

9.1 A doctoral student who substantially neglects his/her obligations according to the individual study plan may forfeit the right to supervision and other doctoral resources according to the stipulations given in HF Chapter 6, §§ 37 and §§38.

## **10. Vacancy announcement of doctoral position**

10.1 Vacancy announcement of a doctoral position is to be posted under vacancies on the University's website. Time of application is a minimum of three weeks.

10.2 Only those who are already accepted or about to be accepted to the postgraduate programme can be employed as a doctoral student.

10.3 Extension of a doctoral post and a change of subject area can be done without vacancy announcement.

10.4 Vacancy announcements cannot contain any requirements other than what is included in the Higher Education Act, the Higher Education Ordinance, and the general study plan.

## **11. Doctoral position**

11.1 A doctoral position entails full time work. Any other agreement concerning the proportion of the position may

be considered after a written application from the doctoral student, however, not lower than 50% of full time.

11.2 Leave of absence may be granted up to a maximum of 50% of full time. The doctoral student may however be given the right to a higher proportion of leave of absence according to law, special agreement or because of work carried out for the student union.

## **12. Departmental duties**

12.1 The amount and type of departmental duties are to be given in the individual study plan.

12.2 Departmental duties may amount to a maximum of 20% of full time spread over the time of study. Departmental duties are to give the equivalent extension in time of the doctoral position.

12.3 Departmental duties should be relevant to the doctoral student's education. Departmental duties should not have a detrimental effect on the studies.

12.4 A doctoral student who teaches within the frame of departmental duties is to have completed the introductory course in Pedagogy for Higher Education according to the stipulations of the Faculty Board or have equivalent experience.

## **13. Thesis work**

13.1 The scope and size of the thesis work is regulated in the general study plan.

13.2 During the time of study, the doctoral student is to be offered the opportunity to have his/her thesis work, e.g. manuscript and research results, presented and discussed at seminars.

13.3 The thesis may contain contributions from several authors provided it is clear what the individual doctoral student has produced.

#### **14. 'Licentiate' thesis and seminars**

14.1 A 'licentiate' thesis comprises a minimum of 60 higher education credits.

14.2 The Faculty Board to which the subject area is connected has to be responsible for the cost of the reproduction of the thesis for the defence seminar.

14.3 The 'licentiate' thesis is to be presented and examined at a public seminar.

14.4 The time for the 'licentiate' seminar is to be made public no later than three weeks before the seminar.

15. Announcement of 'licentiate' seminar or doctoral defence and the traditional nailing of the thesis to the university door

15.1 Before notification of a 'licentiate' seminar/doctoral defence the time for the seminar/defence has to be decided.

15.2 The 'licentiate' seminar/doctoral defence is to take place within the academic term. If there are special circumstances, the Faculty Board can decide that the 'licentiate' seminar/doctoral defence may take place outside term time.

15.3 The Faculty Board is to decide the time and place of the 'licentiate' seminar/doctoral defence.

15.4 Notification of a defence is to contain the title of the thesis and the time for the defence. Further, the names of the opponent and examining committee members are to be stipulated. For further information, see the instructions from the Faculty Board.

15.5 For the 'licentiate' seminar there are special rules. For further information, see the instructions from the Faculty Board.

15.6 The doctoral thesis is made public through the traditional nailing of the thesis to the university door, which means that the contents are made available to the public. Furthermore, information concerning the time and place of the defence, the abstract, the popular scientific summary and other relevant information is to be published on the University library electronic notice board.

15.7 After the nailing of the thesis, no changes are to be made in the thesis.

## **16. Doctoral thesis**

16.1 A doctoral thesis comprises a minimum of 120 higher education credits.

16.2 In the doctoral thesis, a previously examined 'licentiate' thesis may be included. This work will then form part of the thesis work and is to be defended at the doctoral defence.

16.3 In cases where the thesis is written in a language other than Swedish, a Swedish summary is to be included.

16.4 The number of copies of a doctoral thesis is decided in each case or according to the guidelines of each Faculty. The university library's demand for obligatory copies has to be taken into account. The doctoral student has the right to at least 20 copies of the thesis. After the nailing of the thesis, the thesis has to be made available.

16.5 A specially appointed opponent is to examine the doctoral thesis at the doctoral defence. The examining committee is then to give their documented assessment of the thesis.

## **17. Degree certificate**

17.1 A degree certificate is obtained when the degree requirements have been fulfilled and after an application from the doctoral student.

## **18. Course evaluation**

18.1 After completion of a course within the programme, doctoral students will be given an opportunity to voice their opinion about the course in an evaluation.

18.2 The results of the evaluation are to be summarised and made available.

## **19. Doctoral students' influence on the programme**

19.1 Doctoral students have the right to representation in all the University's decision-making and drafting bodies on issues

which concern the programme and programme studies at the doctoral level.

19.2 Doctoral students with representative duties within the University or the student union may not be unfairly treated in their studies.

19.3 Doctoral students with representative duties within the University or the student union have a right to a corresponding extension of their study time. See section 6.3.

## **20. Disciplinary action**

20.1 Disciplinary action may be taken against doctoral students according to the Higher Education Act Chapter 10.

## **21. Expulsion**

21.1 Expulsion of a doctoral student may occur according to "Ordinance (1987:915)" regarding the expulsion of students from higher education.

## **22. Student union membership**

22.1 Doctoral students are to be members of a student union and pay membership fees during the entire time of study.





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