



**LUNDS**  
UNIVERSITET

Vice-Chancellor

DECISION

15 March 2018

STYR 2018/562

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## **Regulations for doctoral education at Lund University**

### ***Background***

The University's regulations for doctoral education contain provisions regarding the *decision to withdraw supervision and other resources from a doctoral student*. However, the University's regulations do not include any rules on how to proceed when a doctoral student requests to recover their previously withdrawn resources.

Pursuant to the Higher Education Ordinance, decisions to withdraw resources for doctoral education, and decisions to reinstate resources for a doctoral student, shall be taken by the vice-chancellor. Delegation of this decision-making power is not permissible.

So far, in cases where the vice-chancellor has decided to withdraw resources for doctoral studies from a doctoral student, the process between the vice-chancellor receiving a report and making a decision has taken too long. In the present regulations, the allocation of responsibilities has been clarified, which is expected to lead to shorter processing times in these matters.

In December 2016, the Research Programmes Board decided to review the procedure for processing matters concerning withdrawal of supervision and other resources from doctoral students, and to propose a revised management procedure.

The review resulted in a revision of previous section 8.3 *Withdrawal of resources*, and an addition of a new section to the regulations, 8.4 *Request to recover the right to supervision and other resources*.

### ***Decision***

The University has decided that the appended regulations will enter into force on 15 March 2018, replacing the previous vice-chancellor's decision *Regulations for third-cycle education at Lund University* taken on 13 June 2013 (LS 2012/718).

The decision in this matter was taken by the undersigned vice-chancellor in the presence of university director Susanne Kristensson following a briefing by a representative of the Lund University Student Unions (LUS) and a presentation by policy officer Cecilia Gagné. The Research Programmes Board and policy officer Kristina Arrrup Thorsbro also participated in the processing of the matter.

Torbjörn von Schantz

Cecilia Gagné  
(Research Services)

Copies to:  
Faculties  
Divisions  
LUS  
Lund Doctoral Students' Union  
Internal Audit office  
Rules and regulations



**LUND**  
UNIVERSITY

Vice-Chancellor

## **Regulations for doctoral education at Lund University**

*Approved by the Vice-Chancellor on 15 March 2018 in the presence of university director Susanne Kristensson, and following a presentation by policy officer Cecilia Gagné.*

Pursuant to Chapter 6 Sections 27, 32 and 35 of the Higher Education Ordinance (1993:100) in its wording from 1 January 2011 (hereafter HEO) Lund University has decided the following regulations.

### **1. General**

The Vice-Chancellor or a person appointed by the Vice-Chancellor is responsible for the quality and general supervision of third-cycle education. The University's rules of procedure state that the Education Board is to deal with strategic issues for education in the third cycle, and draw up principles for quality assurance and quality enhancement.

The faculty board concerned shall appoint a director of studies or equivalent for each subject in which third-cycle education is organised. The director of studies is to have a coordinating role in issues related to third-cycle studies in the subject. The faculty board is to decide in more detail what powers the directors of studies or equivalent are to have.

Under the Lund University Rules of Procedure (LS 2010/625, adopted 11 November 2011), the power to make a decision may be delegated unless otherwise stipulated.

Under the Higher Education Act (HEA Ch. 2 Section 7), the students are entitled to representation when decisions or preparations are made that have bearing on their courses or programmes or the situation of students.

The Discrimination Act (2008:567) stipulates that the University is to conduct goal-oriented work to actively promote equal rights and opportunities for doctoral students, regardless of sex, ethnic origin, religion or other belief, disability or sexual orientation (Ch. 3 Section 14).

The Work Environment Act (1977:1160) stipulates that the University, in its capacity as an employer, shall systematically plan, direct and inspect activities in a manner which ensures that the work environment meets the prescribed requirements for a good work environment. This includes investigating work-

related injuries, continuously investigating the hazards of the activity and taking the necessary measures to correct the same (Ch. 3 Section 2a).

Rules on the administration of matters are laid down in the Administrative Procedure Act (1986:223) (hereafter APA). The regulations on impartiality in Section 11 of the APA shall be observed when appointing supervisors, examiners, examining committees, faculty examiners, etc. The Administrative Procedure Act also stipulates that an individual shall be informed about the contents of the decision whereby the authority determines a matter if this relates to the exercise of public power in relation to an individual (Sec. 21 APA). A doctoral student shall therefore be informed of the substance of decisions made by the University that concern the doctoral student.

## **2. Admissions**

Those conducting research studies shall be enrolled on a third-cycle programme.

More detailed regulations on admission to third-cycle education can be found in the admission rules adopted by the University Board.

## **3. Student funding**

The number of doctoral students who may be admitted to third-cycle education is restricted to the number that can be offered supervision and otherwise acceptable conditions of study and who have funding in accordance with Section 36 (Ch. 7 Section 34 HEO).

More detailed regulations concerning student funding for third-cycle education can be found in the admission rules adopted by the University Board.

## **4. Subjects of third-cycle education**

The relevant faculty board decides in what subjects third-cycle education will be arranged at the faculty. The power to make such decisions may be delegated to another body at faculty level, but not to an individual. The power to make such decisions may not be delegated further.

For a decision to be made on the establishment of a third-cycle subject, the following conditions shall be met:

- There shall be a good research environment with sufficient active research relative to education in the relevant research or artistic discipline
- There shall be sufficient supervision capacity and other resources needed to provide the education. Supervisors shall have relevant subject and teaching skills to supervise doctoral students
- The title of the subject, in Swedish and in English, shall provide clear information on its base in relation both to national standards (Statistics Sweden's research subjects) and to international practice

## **5. General syllabus**

Pursuant to Chapter 6 Section 26 HEO, there shall be a general syllabus for every subject in which third-cycle education is arranged.

### 5.1 General information

The University shall have a general syllabus for every degree to which a third-cycle programme can lead.

The relevant faculty board decides on general syllabi for subjects at the faculty. The power to make such decisions may be delegated to another body at faculty level, but not to an individual. The power to make such decisions may not be delegated further.

General syllabi shall be approved in Swedish and shall be translated into English, unless there are valid reasons to the contrary.

### 5.2 Contents

Pursuant to Chapter 6 Section 27 HEO, a general syllabus shall indicate the main content of the study programme, specific entry requirements and any other regulations necessary. General syllabi at Lund University shall contain the following:

1. the title of the subject
2. the date the syllabus was adopted and the date of any amendments
3. the degree(s) to which the programme can lead. If more than one degree is possible, any conditions for a specific degree shall be indicated.
4. learning outcomes for the degree in accordance with the Qualifications Ordinance (appendix 2 HEO) with details for the specific subject and any additions
5. the length of the thesis (in credits)
6. details of the assessments included in the programme (courses and/or other examined components, both compulsory and elective), which in addition to the thesis are to form the total scope of the programme
7. the admission requirements (basic and specific) for admission to the programme
8. the grounds for assessment used in selection of applicants to assess their capacity to benefit from the programme.

## 6. Courses and other examined components

In addition to the work on the thesis, third-cycle programmes can comprise courses and other components, such as participation in conferences for which credits can be earned. Both courses and other examined components shall contribute to the fulfilment of the programme outcomes.

Details of passed courses and other examined components shall be documented in Ladok on a continual basis (I G 7 1687/2001, approved 22 May 2001).

### 6.1 Courses

Courses that are given as part of third-cycle education shall have a syllabus approved by the faculty board.

Course syllabi shall be approved in Swedish and shall be translated into English, unless there are valid reasons to the contrary.

Syllabi shall include the following:

1. identification details, i.e. course code, course title in Swedish and English, level and number of credits

2. learning outcomes
3. content
4. forms of instruction
5. language of instruction
6. forms of examination
7. grading scale in accordance with university regulations

Third-cycle courses shall be evaluated in accordance with the Regulations on course evaluations and course evaluation reports at Lund University (*Föreskrifter gällande kursvärdering och kursutvärdering vid Lunds universitet*; PE 2010/341, adopted 7 April 2011).

## 6.2 Assessment

Courses and other examined components shall be assessed and graded. The grade shall be decided by an examiner, who is appointed by the faculty board.

The Higher Education Ordinance stipulates that examinations that form part of third-cycle education shall be assessed in accordance with the grading system prescribed by the higher education institution. The grade shall be determined by a member of teaching staff specially nominated by the higher education institution (the examiner) (Ch. 6 Section 32 HEO).

At Lund University, the grades used are pass and fail.

If a doctoral student has failed two examinations on the same course, the student has the right to have a new examiner appointed on request unless there are valid reasons to the contrary.

If a doctoral student's written examination paper goes missing and it is clear that the University is responsible, a new examination shall be offered within a week, unless the doctoral student requests that the exam be scheduled for a later date.

## 7. Individual study plan

An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the student and the higher education institution and a timetable for the student's studies. The plan shall be adopted after consultation with the doctoral student and his or her supervisors (Ch. 6 Section 29 HEO).

### 7.1 General information

At Lund University, decisions on individual study plans shall be made by the relevant faculty board at the start of the student's studies. The power to make such decisions may be delegated to another body or individual at faculty level. The power to make such decisions may also be delegated to a body at department level, but not to any individual other than a head of department. The power to make such decisions may not be delegated to the doctoral student's supervisor.

### 7.2 Content

In addition to the stipulations of Chapter 6 Section 29 HEO (the undertakings made by the student and the higher education institution and a timetable for the student's studies), the individual study plan shall include the following:

1. the doctoral student's name and personal identity number