REGULATIONS HANDBOOK

FOR THIRD-CYCLE COURSES AND STUDY PROGRAMMES

AT ÖREBRO UNIVERSITY

- information about local and national regulations for third-cycle courses and programmes

Last amended 2 September 2014, see Updates on page 2

WEB
Information and forms are also available on
The university’s main webpages for third-cycle education
in English http://www.oru.se/English/Education/Research-education/Guidelines-and-Forms/
Introduction

The Regulations Handbook for third-cycle courses and programmes at Örebro University is compiled by the Faculty Office. It includes local and national regulations about courses and programmes and some commentary on these.

It is primarily intended for use by research students, but can also be used by university staff and others who wish to know more about the regulations.

The Regulations Handbook is only published as a pdf document on the university’s website, on the main pages for third-cycle education. It is updated and supplemented on an ongoing basis.

Please send us your opinions
Opinions about the Regulations Handbook are gratefully received. If you would like to let us know your opinion or if you have questions about the regulations, please contact Catharina Ahlén, Faculty Office. She edits the handbook and is also responsible for its organisation and text commentary (mailto:catharina.ahlen@oru.se).

Updates

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<td>12 and 15.3</td>
<td>2014-09-02</td>
<td>Update of the section on courses and syllabi and revision of the section on proposals and decisions about the public defence of thesis</td>
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The university’s main webpages for third-cycle education

Current information and forms are available on the university’s main webpages for third-cycle education, http://www.oru.se/English/Education/Research-education/ (webpage link). Links to regulations and forms are also provided, as well as information about research schools and third-cycle courses.

Abbreviations and explanations

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<td>Ladok</td>
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(pdf link) Stated after a link to a pdf document
(Word link) Stated after a link to a Word document
(webpage link) Stated after a link to a website
1 Who takes which decision at the university?

The Higher Education Act (HL) and the Higher Education Ordinance (HF) state who takes which decision at the university – the University Board, Vice-Chancellor or a Faculty Board.

The University Board has insight into all matters relating to the university and is responsible for ensuring that it fulfils all its duties. The University Board takes decisions such as those on admission regulations, important rules and the operating budget.\(^1\)

The Vice-Chancellor is responsible for managing operations and reporting to the University Board.\(^2\) As regards third-cycle education, the Vice-Chancellor decides on some overarching issues, such as the grading system and degree rules. The Vice-Chancellor also decides on the withdrawal of research students’ right to supervision and other resources. In some cases, the Vice-Chancellor has delegated decision-making powers to the faculty boards.

The Faculty Board (FN) is responsible for third-cycle courses and programmes. One of their tasks is to plan, support and follow up academic and educational activities. The Board is responsible for the quality of the courses and programmes, internationalisation and quality. It establishes general rules for third-cycle education, such as general syllabi and guidelines for the programmes’ completion. The Faculty Board has delegated some of its tasks to the schools, including many that relate to individual research students.

On being delegated the task by the Faculty Board, the head of school decides on the admission of research students, supervisors and individual study plans, and may not further delegate these issues. However, decisions regarding credit transfer are often further delegated to a decision-maker at the school, e.g. subject representative.

The university’s delegation system for educational matters is provided in brief below, but is presented in detail in the university’s regulations on the delegation of authority (webpage, only available via the Inforum intranet).

1.1 Short summary of decision-making powers and the delegation system

A short summary is provided below for who takes which decision on the most important educational matters for research students. In some cases, decision-making powers have been further delegated in writing within the school.

Further delegation may take place for the types of matters marked with V.

<table>
<thead>
<tr>
<th>Type of matter</th>
<th>Delegated to</th>
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\(^1\) Higher Education Act, Chapter 2, Section 2, Higher Education Ordinance, Chapter 2, Section 2

\(^2\) Higher Education Act, Chapter 2, Section 3, Higher Education Ordinance, Chapter 2, Section 3
Participation in courses and other study modules  Head of School  V
Credit transfer  Head of School  V
Appointing examiners for licentiate thesis  Head of School
Date, time and place for licentiate seminar  Head of School
external examiner at the seminar, if required
Time and place for public defence of doctoral thesis  Chair FN (Dean)
Appointing chair, faculty examiner & examining committee for public defence  Chair FN (Dean)
Time and place for notification of public defence of doctoral thesis  Head of School
Award of degree certificate  Chair FN (Dean)
Non-standard names for doctoral and licentiate degrees  Chair FN (Dean)
Withdrawal of supervision and other resources for a research student  Vice-Chancellor
Support to research students with disabilities  Head of Student Services
Measures in accordance with the Swedish Discrimination Act due to individual cases of reported harassment  Head of Student Services
Doctoral studentships (appointment)  Head of School*)
*) announcement of vacancy approved by the vice-chancellor

General rules

Decision about in which subjects third-cycle education shall be offered  Faculty Board V)
General syllabi, adoption  Faculty Board V)
Course syllabi for courses and other study modules  Head of School

*) Chair FN may decide on issues that are not of principle value or other significance.

Abbreviations
FN Faculty Board
Chair FN Chair of the Faculty Board (also called Dean)

1.2 Who do I contact if I have questions?

If you (as a research student) have questions that are not directly associated with your supervisors, a course coordinator or an examiner, your initial contact should be the research administrator at your department at the school. The administrator will help you find the right person to contact. If you are employed by the university, you can also contact Human Resources directly for issues relating to your employment.
1.3 Student influence

Student representation

Students must have the right to exercise influence over their education. The university shall help students to actively participate in work to develop courses and programmes.3

Students at the university are entitled to representation when decisions are taken or there is an enquiry that is of significance for courses and programmes and the students’ situation.4 If such decisions are to be taken or enquiries are to be conducted by one individual, information shall be provided to a student representative and consultation take place in good time before the decision is taken or the enquiry completed. If the decision is to be taken by a group of people, students generally have the right to be represented through three members.5 The same explicitly applies to the University Board.6

On the basis of the above, students at ÖU have the right to be represented on the faculty boards and the Teacher Education Board, as well as in the school management committee, where the head of school takes decisions that include matters relating to doctoral students, such as admissions and the adoption of individual study plans.7

Students’ Union

Provisions relating to students’ unions, membership of students’ unions and the appointment of student representatives are found in Chapter 4 of the Higher Education Act (1992:1434, HL) and the Ordinance on Student Unions (2009:769).

2 Aims and purposes of third-cycle education

The overall purpose of third-cycle courses and programmes is stated in Chapter 1, Section 9 a of the Higher Education Act, as follows:

Third-cycle courses and study programmes shall be based fundamentally on the knowledge acquired by students in first and second-cycle courses and study programmes, or its equivalent.

In addition to the requirements for first and second-cycle courses and study programmes, third-cycle courses and study programmes shall develop the knowledge and skills required to be able to undertake autonomous research.

Qualitative targets – intended learning outcomes

The Higher Education Ordinance also states the intended learning outcomes for third-cycle courses and programmes, formulated as qualitative targets for doctoral and licentiate degrees. These targets are provided in Appendix 1 to the general syllabus in each subject, see General syllabi (webpage link).

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3 Higher Education Act, Chapter 1, Section 4 a
4 Higher Education Act, Chapter 2, Section 7
5 Higher Education Ordinance, Chapter 2, Section 14. Comp. Higher Education Act, Chapter 2, Section 6
6 Higher Education Act, Chapter 2, Section 7a
7 Executive organisation, vice-chancellor’s decision. Faculty board organisation, university board decision.
3 Application, eligibility and selection, etc.

3.1 Admission regulations and application form

Information about the rules for applications and admissions can be found in the university’s admission regulations. They are available at http://www.oru.se/English/Education/Research-education/Guidelines-and-Forms/ (webpage link). There you will also find an application form.

3.2 Applicants with disabilities

Information for applicants and students with disabilities is available at Studying with Disabilities (webpage link).

We recommend that applicants who have special needs due to a disability contact the relevant administrator at Student Services in good time. This is so that the university can plan measures to facilitate the applicant’s studies from an early stage.8

4 Programme design and content – summary

An overview of the programme’s design and content are available in the general syllabus for the subject.

There are two types of degree programmes at third-cycle level – one that leads to a doctoral degree (240 credits, equivalent to four years of full-time study) and one that leads to a licentiate degree (120 credits, equivalent to two years of full-time study).

A programme primarily comprises courses and thesis work, which are respectively examined via examination and public defence. The student is expected to actively participate in seminars and other supporting modules throughout the entire period of study. It is also recommended that the student makes the most of the opportunities that are offered to visit guest lectures, etc., at the university and to participate in national and international conferences.

At least two supervisors are appointed for each research student; they must provide support for the research student throughout his/her studies.9 One of them is appointed principal supervisor.

The design of the study programme is decided in more detail in an individual study plan.

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8 Local admission regulations at Örebro University – third-cycle courses and study programmes
9 The Higher Education Ordinance stipulation that at least two supervisors be appointed for each research student does not apply to research students who commenced their studies before 1 July 2007. Instead, the older provision of at least one supervisor applies (point 18, transitional provisions of SFS 2006:1053).
4.1 Programmes that lead to a doctoral degree

Programmes that lead to a doctoral degree cover 240 credits, which is equivalent to four years of full-time study. In some circumstances, studies may be conducted part-time, though no less than half-time, and the period of study shall thus be extended accordingly.

To be awarded a doctoral degree, the student must:
- pass the examinations that are part of the programme,
- receive a pass grade for a doctoral thesis of a particular scope. The doctoral thesis shall have been orally defended at a public defence.

The scope of the thesis and the courses/examinations are provided in more detail in the general syllabus for the subject.

A student who is admitted to a doctoral programme is entitled to conclude his/her studies with a licentiate degree, if his/her studies cover at least 120 credits.

4.2 Programmes that lead to a licentiate degree

Programmes that lead to a licentiate degree cover 120 credits, which is equivalent to two years of full-time study. In some circumstances, studies may be conducted part-time, though no less than half-time, and the period of study shall thus be extended accordingly.

To be awarded a licentiate degree, the student must:
- pass the examinations that are included in that part of the programme,
- receive a pass grade for a licentiate thesis of a particular scope.

The scope of the thesis and the courses/examinations are provided in more detail in the general syllabus for the subject.

A student who has been admitted to a licentiate programme and who wishes to continue with a doctoral degree must reapply for admission and receive a new decision on admission in order to continue his/her studies.

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10 Higher Education Ordinance, Chapter 6, Section 4-5
11 Read more on part-time studies in the section Programme length and rate of study
12 Higher Education Ordinance, Chapter 6, Section 5 and 33 and the general syllabus for the subject in question
13 See further in the section General syllabus for a third-cycle subject area
14 Higher Education Ordinance, Chapter 6, Section 5, referring to Annex 2 to the Higher Education Ordinance, as well as local regulations for third-cycle qualifications at Örebro University
15 Higher Education Ordinance, Chapter 6, Sections 4-5
16 Read more on part-time studies in the section Programme length and rate of study
17 Higher Education Ordinance, Chapter 6, Section 5, referring to Annex 2 to the Higher Education Ordinance
5 Subjects for third-cycle courses and programmes

Research students are admitted to a programme in a particular subject. The Faculty Board determines which subjects may offer third-cycle courses and programmes.

There are around thirty third-cycle subject areas at the university. The list of subjects is available on the university’s main webpages for third-cycle education [the university's main webpages for third-cycle studies](webpage link).

Internal information
Application for new third-cycle subject area
A school that wishes to offer third-cycle courses and programmes in a new subject area can apply to the Faculty Board. Information about the format and preparation for an application is provided by the Faculty Office.

6 General syllabus for a third-cycle subject area

According to the Higher Education Ordinance, there must be a general syllabus for each subject in which third-cycle studies are offered. It is the Faculty Board that adopts it.

The general syllabus for each subject can be found on the university’s main webpages for third-cycle education [the university's main webpages for third-cycle studies](webpage link).

According to the Higher Education Ordinance, a general syllabus for third-cycle programmes shall state:
- the main content of the programme,
- specific entry requirements and
- other necessary regulations.

According to the local regulations, the general syllabus shall include the following:
- the primary design of the programme,
- what applies as regards selection for admission to the programme as regards the grounds for assessment for examining the applicants’ ability to benefit from the programme,
- the examinations included in the programme,
- the possibility to conclude part of the studies for a doctoral degree with a licentiate degree or licentiate degree in fine arts, and
- when the general syllabus or an amendment to it shall come into force and any transitional provisions.

It is of particular importance for research students that the university cannot place additional or changed examination requirements on them, as regards compulsory or other study modules, in addition to those stated in the subject’s general syllabus and the course syllabi that are adopted on the basis of that syllabus.

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18 Higher Education Ordinance, Chapter 6, Section 26
19 Higher Education Ordinance, Chapter 6, Section 27
20 Local guidelines on general third-cycle matters, vice-chancellor
7 Individual study plan for third-cycle students

7.1 The Higher Education Ordinance’s provisions on individual study plans

An individual study plan (ISP) shall be drawn up for each research student. The plan shall include:
- the obligations of the higher education institution and the research student
- a time plan for the research student’s studies.  
According to local regulations, the ISP shall also include:
- information about how the research student’s supervision is organised and
- what is otherwise necessary for studies to be conducted as efficiently as possible.

The plan shall be adopted after consultation between the research student and his/her supervisors.

The ISP shall be regularly followed up – at least once each year – and amended by the university as required, after consultation with the research student and his/her supervisor. The follow-up must be done so that the research student and the principal supervisor inform the university of how studies are progressing.

The adopted/amended ISP shall be sent or given to the research student and principal supervisor, in a manner that requires them to confirm that they have read it.

As regards the period of study and any extensions to this, please see the relevant section.

7.2 Administration of individual study plans

The following local regulations apply to drawing up ISPs within all research fields at the university.

- The principal supervisor is responsible for a proposal for a new or amended ISP being drawn up as described below.

- A proposal for an ISP shall be drawn up when the research student is admitted to the programme, and no later than two months after studies have begun. The ISP shall be adopted as soon as possible after this.

- The form to be used for the ISP can be found on the university’s main webpages for third-cycle education the university's main webpages for third-cycle studies (webpage link).

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21 Higher Education Ordinance, Chapter 6, Section 29
22 Local guidelines on general third-cycle matters
23 Higher Education Ordinance, Chapter 6, Section 29
24 Local guidelines on general third-cycle matters
25 Higher Education Ordinance, Chapter 6, Section 29
26 Local guidelines for drawing up individual study plans
- The form shall also be used for the annual follow-up and amendments to the ISP, when proposed amendments to the previous ISP are added to the form. Amendments are marked in the ISP or described in a specific document.

Decision-maker

The head of the school to which the student is admitted adopts, follows up and amends the ISP.\textsuperscript{27} The ISP is registered and archived by the school.

8 Programme length and rate of study

The section below provides a summary of the regulations.

8.1 General information about programme length and rate of study

The Higher Education Ordinance states that the period of study is equivalent to four years of full-time study for a doctoral degree and two years of full-time study for a licentiate degree.

*Programme length* means the time that the research student is entitled to supervision and other educational resources. The programme length is the effective period of study.

Courses and programmes shall normally be studied full-time. In some circumstances, the university may permit part-time studies, but no less than half-time. The total period of study is thus extended by the equivalent amount to no more than eight or four years. If a four-year programme is conducted at half-time, the period of study is eight years.

*Rate of study* means the planned or actual degree of activity depending on the context. Read more about rate of study and part-time studies below.

8.1.2 Local guidelines

ÖU’s local guidelines for programme lengths, etc., for research students are found at universitetets centrala webbsidor för utbildning på forskarnivå (webpage link) (in Swedish).

The purpose of the guidelines is to achieve the fair and lawful treatment of doctoral students on issues relating to period of study, etc., and rapid rates of student completion on programmes.

8.2 Programme length for research students

The programme length is to be equivalent to four years of full-time study for doctoral programmes and two years for licentiate programmes. The student financing at the university’s disposal – doctoral studentships and (previously) doctoral grants – should normally cover that period.

\textsuperscript{27} University delegations
Comment: Doctoral grants ceased to be used as student financing at Örebro University on 1 October 2013. However, previous doctoral grants are considered in association with the calculation of programme length and the period of financing for doctoral students who have had such grants. Some information about doctoral grants therefore remains in guidelines and this regulations handbook.

8.2.1 Start date – local guidelines

Summary
The programme starts on the day the research student starts his/her studies after the university has taken a formal decision to admit him/her to the programme. This is the start date.28

8.3 Deduction of period of study from programme length

A research student may have completed some of the programme previously, at ÖU or somewhere else. For the research student not to get double time for the programme, the university should deduct the equivalent time from the programme length.29 The same applies to doctoral studentships and doctoral grants.

8.3.1 Methods for deduction – local guidelines

Summary
If the research student has previously been admitted to third-cycle education or older research courses or programmes in a relevant field at ÖU or somewhere else, the length of the programme that has thus already been used should be deducted.

In other cases, the deducted time should be that of the equivalent studies at the third-cycle level at ÖU (e.g. a deduction for a 15-credit course is the equivalent time, 3 months). Exception: If the research student is assessed as having been a “shadow doctoral student”30 at ÖU, for that part ÖU may only deduct passed courses or the equivalent that may be counted towards or for which credits may be transferred to the programme with a determined number of credits. In other words, deductions may not be made for work on a thesis or essay or other types of third-cycle studies that the person may have carried out in his/her role as a shadow doctoral student at ÖU.

8.3.2 Replacing deducted time – local guidelines

Summary
If specific studies have caused the deduction of a period of study, this time should be replaced if it is decided in the individual study plan that this module should not be included in the programme and should be replaced by another one. However, the time should not be replaced if a decision on credit transfer has already been taken.

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28 The day on which the research student is able to start his/her programme after the admission decision has been made, e.g. when the position is taken up, or otherwise when the research student starts on a course or when supervision begins.
29 Comp Higher Education Ordinance, Chapter 6, Sections 2, 4 and 5. For credit transfer, see Higher Education Ordinance Chapter 6, Sections 6-8
30 The concept of shadow doctoral student has in applicable guidelines been defined as follows: A shadow doctoral student is a person who has previously de facto begun his/her third-cycle courses or study programmes aiming for a third-cycle qualification without having been formally admitted onto a third-cycle programme.
8.4 Extensions to programme length

According to the Higher Education Ordinance, the programme length for a research student may be extended if there are special grounds, such as leave due to illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave.\textsuperscript{31} There are equivalent provisions for doctoral studentships and doctoral grants.\textsuperscript{32}

Extension means that the time involved is not counted as part of the length of the programme, e.g. due to leave or the equivalent or impediments to undertake the programme, and the replacement time is therefore added at a later stage.

8.4.1 Grounds for extension, etc. – local regulations

For details, please read ÖU’s local guidelines for programme length, etc., for research students, see above.

Summary

Extensions to programme length for a research student, regardless of the type of financing, may be permitted with the time equivalent to the length of programme time that has actually been used for leave or the equivalent, within the bounds of that stated below.

That stated in this section on extensions to programme length also applies to extensions of doctoral studentships and (previously) doctoral grants.

A. An extension should be granted in the following cases, unless there are specific grounds for not doing so in individual cases and other specific conditions are fulfilled.
   1. Leave because of illness, including rehabilitation.
   2. Parental leave, including leave to care for a sick child and reductions in working hours.
   3. Leave for military service.
   4. Leave for an elected position in a trade union.
   5. Leave for an elected position in a student organisation.
   7. Leave for completion of tasks as an elected official in municipal bodies or as a member of the Riksdag.

B. Extensions should be permitted in accordance with the following.
   1. Impediments to undertake the programme due to decisions based on the Communicable Diseases Act, the Food Act or directives issued with the support of the Food Act.
   2. Other impediments to undertake the programme due to the provision of the programme by the university.

\textsuperscript{31} Higher Education Ordinance, Chapter 6, Section 29
\textsuperscript{32} Higher Education Ordinance, Chapter 5, Section 7 and Förordning om utbildningsbidrag för doktorander (Doctoral Grants Ordinance), Section 4
In the following cases, extensions should be granted in some circumstances for a total of no more than six months during the programme.

1. Foreign stays with a doctoral grant from an established grant donor, if the activity is linked to the research student’s subject area and the stay, according to the conditions of the grant, may not entail that the length of the programme is reduced. An extension should be granted for no more than six months.

2. Other grant stays, studies without pay from the university, some employment or some commissions, provided that the activity is not part of the research student’s third-cycle studies but is assessed as being of decisive importance for the research student’s thesis work. An extension should be granted for no more than six months.

In cases other than those stated above, extensions should not be granted.

8.5 Rate of study – full-time study and part-time study

As stated above, courses and programmes shall normally be studied full-time. In some circumstances, the university may permit part-time studies, but no less than half-time. The total period of study is thus extended by the equivalent amount, but to no more than eight or four years.33

Studies may be conducted part-time, in accordance with the following conditions.

8.5.1 Departmental duties as part of a doctoral studentship

A research student may often work with teaching, research and administration, in the form of departmental duties as part of a doctoral studentship. These duties may be no more than 20 per cent of a full-time post. Within this framework, the school decides the extent to which the research student will conduct such work. See also the section on departmental duties in the section on doctoral studentships.

8.5.2 Part-time doctoral studentships

Part-time doctoral studentships are only permitted if the research student so requests. In addition, the chair of the faculty board shall deem this to be appropriate. The background is that some research students wish to continue their normal professional activities in parallel with third-cycle studies. The position must be for no less than 30 per cent of full-time.

In principle, equivalent regulations about part-time studies applied to the previous doctoral grants. It was also usual for the doctoral grant to be combined with a position as an assistant if the research student applied for such employment. See also the section on financing studies.

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33 See e.g. Higher Education Ordinance, Chapter 7, Section 36 compared with Higher Education Ordinance, Chapter 5, Section 3a and Förordning om utbildningsbidrag för doktorander (Doctoral Grants Ordinance), Section 2
8.5.3 Part-time with another type of funding
For types of funding other than doctoral grants and doctoral studentships, part-time studies may be conducted in accordance with the decisions made in the funding plan and the individual study plan. It should be possible to conduct studies at an average of no less than 50 per cent of full-time throughout the length of the programme.34

8.6 Matters relating to programme length
Matters relating to programme length are normally handled in connection with the individual study plan, but a matter may be dealt with separately if the research student or the university need to make a quick decision, e.g. about an extension.

Research students should initially approach a study and research administrator at the school.

9 Student finance/provision

9.1 Funding requirement
Third-cycle education is free of charge for students.35 However, the Higher Education Ordinance places one requirement for student funding – that a person admitted to third-cycle education shall have organised financial provision for the entire period of study. This is often called the funding requirement.

For the university to admit an applicant to a programme at this level, the applicant must have acceptable funding, i.e. financial provision. According to the Higher Education Ordinance, only applicants who are employed on doctoral studentships or who are awarded doctoral grants may be admitted. However, applicants with another type of financing may be admitted if the university finds that funding can be guaranteed throughout the programme and that the applicant can conduct his/her studies at no less than half-time.36

The student funding shall be described in the funding plan upon which the head of school shall decide in association with the admission of a research student.37 The funding plan shall then be added to the individual study plan.

This section presents the most important types of student funding.

9.2 Employment on a doctoral studentship
Students with a doctoral studentship at the university are government employees, and the position is specifically designed for third-cycle education.38

34 See Higher Education Ordinance, Chapter 7, Section 36
35 Comp. Higher Education Act, Chapter 4, Section 4
36 Higher Education Ordinance, Chapter 7, Section 36
37 Local admission regulations at Örebro University – third-cycle courses and study programmes
38 Higher Education Ordinance, Chapter 5
Provisions about employment on a doctoral studentship are found in Chapter 5 of the Higher Education Ordinance.

Only a person who is being admitted or who has already been admitted to third-cycle education may be employed on a doctoral studentship.\(^{39}\)

A doctoral studentship that is advertised must be done so as a full-time position.\(^{40}\) The applicant usually applies for employment when applying to the programme. When evaluating the application, consideration must be taken of the ability to benefit from the programme.\(^{41}\)

The position shall be for full-time work. If a research student so requests, the position may be for part-time work, but at least 50 per cent of a full-time post.\(^{42}\)

Part-time doctoral studentships

For a part-time doctoral studentship, in addition to the research student requesting it, the chair of the faculty board (dean) must regard a part-time position as appropriate. The reason for this rule is that the state wishes to give people the opportunity to continue their normal professional activities during their studies.\(^{43}\)

Applications for a part-time doctoral studentship are made in the same way as applications for full-time employment. The applicant is required to submit certificates and other information requested by the university.

For part-time cases, Human Resources shall ensure that consultation is carried out with the chair of the relevant faculty board.\(^{44}\)

A person appointed to a doctoral studentship shall primarily be devoted to his/her studies. However, a person appointed to a doctoral studentship may, if the department so decides, work to a limited extent with educational tasks, research, artistic development and administration at no more than 20 per cent of a full-time post. These are known as departmental duties.\(^{45}\) Conversely, this means that the research student is entitled to conduct third-cycle studies worth at least 80 per cent of a full-time post and is thus protected from further limitations in the right to study. On this background, there is no allowance for overtime work or remuneration for overtime work. Therefore, too great a proportion of departmental duties during one period must be compensated for with an equivalently smaller proportion of departmental duties in another period. It is the head of school who determines whether and to what extent a particular research student shall undertake departmental duties. Head of units or other managers may be leading the day-to-day work, but the head of school has the overall responsibility.

Departmental duties entail part-time studies and therefore mean that the graduation date is moved back such length of time that the research student has spent on this work (see the section on programme length and rate of study). Departmental duties shall be documented in the individual study plan and research students should carefully document all such worked hours themselves.

Employment on a doctoral studentship shall apply until further notice, but no longer than a given date and never longer than one year after receiving a doctoral degree. The

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\(^{39}\) Higher Education Ordinance, Chapter 5, Section 3
\(^{40}\) Exception to the advertising requirement, see Higher Education Ordinance, Chapter 5, Section 5
\(^{41}\) Higher Education Ordinance, Chapter 5, Section 5
\(^{42}\) Higher Education Ordinance, Chapter 5, Section 3 a
\(^{43}\) Gov. bill 2001/02:15 *Den öppna högskolan* (The open university), section 9.4
\(^{44}\) See university delegations
\(^{45}\) Higher Education Ordinance, Chapter 5, Section 3 a
first employment period shall be for no more than one year. Employment may be extended by no more than two years at a time. At ÖU, set practice is that employment is extended by no more than one year at a time.

A person may be employed on a doctoral studentship for a total of no more than eight years. However, the total period of employment may be no longer than that equivalent to full-time third-cycle studies of four years; two years for a licentiate degree. Periods of study when the research student has not had a doctoral studentship shall be deducted from these times.

The total time of employment may be longer if there are special circumstances, such as leave due to illness, military service or elected positions in trade unions or student organisations, or for parental leave.

Regulations for the extension of a doctoral studentship generally correspond to the regulations on extensions to programme length (see more about extensions in the section on programme length and rate of studies). However, it is important to note that a leave of absence from a doctoral studentship does not automatically entail an extension to the programme length and the relevant funding. A research student who wishes to take leave of absence for reasons other than those above must therefore, to be on the safe side, first apply to extend the length of the programme. So far, assessments have been very restrictive. At the same time, the research student should ensure that funding is extended by the equivalent amount through a specific decision or by documenting this in the individual study plan.

Cases regarding doctoral studentships are administered by the school and Human Resources. The head of school decides on appointments.

A doctoral studentship can be partly financed by direct government funding for research, i.e. state funding for the university, partly by funding the university receives from research councils, foundations and other financiers for research projects and which the university, according to the financier’s funding conditions, may use to fund research students. It may also occur that an HEI that may not offer third-cycle courses and programmes employs someone on a doctoral studentship to be able to conduct research at ÖU or another HEI.

**9.3 Doctoral grants (no longer used at Örebro University)**

**Comment**

Doctoral grants ceased to be used as student financing at Örebro University on 1 October 2013. However, previous doctoral grants are considered in association with the calculation of programme length and the period of financing for doctoral students who have had such grants. Some information about doctoral grants therefore remains in guidelines and this regulations handbook.

A specific form of funding is a doctoral grant, which is not a form of employment; it is a state grant to an individual research student.

Doctoral grants may be provided for full-time or part-time, but no less than 50 per cent of a full-time post. It is usual for a grant to be provided at 80 per cent and then combined with employment as an assistant at the university, see below.\textsuperscript{47}

The doctoral grant is intended to cover the equivalent of two years of full-time study. Deductions shall be made for periods of study when the research student has not received a doctoral grant.\textsuperscript{48}

Extensions to the period of the doctoral grant

Grants may be awarded for a longer period than that stated above if there are special grounds, such as leave due to illness, military service or for elected positions in a trade union or student organisation, or parental leave (see more in the section on programme length and rate of study).\textsuperscript{49}

Extensions to programme length shall be documented in the individual study plan or a specific decision by the head of school.

Regulations for the extension of a doctoral grant generally correspond to the regulations on extensions to programme length.\textsuperscript{50} However, it is important to note that interruptions to or the absence of a doctoral grant do not automatically entail an extension to programme length. In such situations the research student, to be on the safe side, must first apply for an extension to the programme length.

On employment as an assistant in association with a doctoral grant

As stated above, the university can decide that the previous doctoral grant may be combined with employment as an assistant at the university with duties in teaching, research or administration.\textsuperscript{51} A common combination was 80 per cent grant and 20 per cent employment as an assistant.

9.4 Other types of funding

According to the Higher Education Ordinance, applicants who have another type of student funding than a doctoral studentship or doctoral grant may be admitted, if the university finds
- that funding can be guaranteed throughout the length of the programme and
- that the applicant can spend the majority of his/her time studying so the programme can be completed in four years for a licentiate degree and eight years for a doctoral degree, i.e. an average of half-time studies.\textsuperscript{52}

Statements in preparatory work

Before the addition of this provision, the government stated that other funding may comprise other employment (than a doctoral studentship) within or outside the university with links to the programme, student grants and scholarships.\textsuperscript{53}

Regarding other employment, the examples provided included lecturers and employees in healthcare or private business with time for third-cycle studies.

As regards student grants, the government meant that there must be linked funding.

As regards scholarships, it was stated that these have no social security benefits and that HEIs should note the problems that may therefore arise. It was also stated that scholarships for research students that are intended to be an alternative to wages or another form of student funding should not be financed with public funds. It has now been established that scholarships may not be financed using funds from the state.

\textsuperscript{47} Förordning om utbildningsbidrag för doktorander (Doctoral Grants Ordinance), Section 12, third paragraph and Higher Education Ordinance, Chapter 5, Section 10
\textsuperscript{48} Förordning om utbildningsbidrag för doktorander (Doctoral Grants Ordinance), Section 4
\textsuperscript{49} Higher Education Ordinance, Chapter 5, Section 7
\textsuperscript{50} Higher Education Ordinance, Chapter 5, Section 7, fourth paragraph
\textsuperscript{51} Higher Education Ordinance, Chapter 5, Sections 8-12
\textsuperscript{52} Higher Education Ordinance, Chapter 7, Sections 36
\textsuperscript{53} Govt. bill 1997/98:1 pp 99-100
budget. This thus covers funding for research and third-cycle education and other state funding that is allocated via a public authority.54

Comments to the above
That called an “other form of funding” in Chapter 7, Section 36 of the Higher Education Ordinance can be divided into private funding and other funding via the university than a doctoral studentship.

The foremost characteristic of private funding is that the research student has his/her own funding in the form of a scholarship, student grant or wages from an employer. It is therefore tied to a particular person and cannot be used by anyone else. Prior to admission, the university shall make an assessment of the funding’s reliability.

Research students who have private funding in the form of wages from their employer are often called externally-employed or industry-employed research students. However, the structure is the same if the research student is employed by a municipality or county council and may study within the framework of his/her employment.

Other funding via the university – i.e., when the research student is employed as a lecturer or research officer at the same university to which he/she is admitted – the university has assumed responsibility for student funding during the period of study and should not just assess its reliability during admission. This also applies if the position is funded by a third party.

The local employment regulations state how an applicant can prove the reliability of private funding, e.g. a contract with the employer or a decision about a scholarship.

10 Supervision and supervisor

10.1 General regulations

The Higher Education Ordinance

The number of research students admitted to third-cycle courses and study programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study (Chapter 7, Section 34 HF).

Research students are entitled to supervision during their studies unless the vice-chancellor has decided otherwise (Chapter 6, Section 28 HF). (See below on the withdrawal of resources for research students).

10.2 Appointing supervisors

The Higher Education Ordinance

At least two supervisors shall be appointed for each research student.

54 Funding target agreement, joint provisions for higher education institutions etc. (Government decisions on government funding and funding provisions)
One of them shall be nominated as the principal supervisor.

A research student who so requests shall be allowed to change supervisor.

**Local regulations**

At least one of the supervisors must have supervisor training or the equivalent competence.

The head of school appoints supervisors. This normally occurs in association with the admission decision and is stated in the decision section of the application form. The decision shall be preceded by consultation with the subject representative and supervisory staff.55

Comment: Decisions about changing supervisor are also taken by the head of school.

A research student who wishes to change supervisor should report this directly to the head of school. A research student does not need to state any reasons for a change of supervisor and does not need to take part in any discussions of the case. If the research student wishes, he/she may start the process by talking to someone else at the university. The Faculty Office can answer questions.

**HS Board and, within the ENT Board, the School of Business**

The principal supervisor must have at least the qualifications required for appointment as a docent or the equivalent and assistant supervisors must have at least a doctoral degree or the equivalent academic competence.56

**MH Board and, within the ENT Board, the School of Science and Technology**

Only teachers at Örebro University with the qualifications required for appointment as a docent may be appointed as supervisors. In exceptional cases, a particularly qualified person may be appointed as special or assistant supervisor.57

**In addition, the following exceptional regulations apply:**

**MH Board – medical science**

The Faculty Board has allowed an exception to the requirement for employment at Örebro University for supervisors in the field of medical science, so that non-salaried docents in this field at Örebro University may work as principal supervisors. The relevant heads of school are granted the opportunity to appoint principal supervisors in the field of medical science from the group of non-salaried docents who are not employed by the higher education institution after the normal assessment procedure. The non-salaried docent should be linked to Örebro University in the form of employment at Örebro County Council. In cases where external principal supervisors are appointed, an assistant supervisor must be appointed and he/she should be employed at Örebro University.58

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55 Faculty board delegations
56 HS Board/dean’s decision no 6/00 on rules
57 MNT Board, minutes no 5/03 2003-06-12 p 15
58 MNT Board, minutes no 7/2004 2004-12-09 item 14
Within the ENT Board, the School of Science and Technology

The Faculty Board has also decided to allow an exception to the requirement for employment at Örebro University for supervisors in the field of technological science, so that non-salaried docents in this field at Örebro University may work as principal supervisors. The non-salaried docent should be linked to Örebro University in the form of employment at Halmstad University or the University of Skövde. In cases where external principal supervisors are appointed, an assistant supervisor must be appointed and he/she should be employed at Örebro University.59

10.3 The supervisor’s role and tasks

To work towards the programme’s learning outcomes
The Higher Education Ordinance has no single provision on the role of the supervisor as part of a third-cycle programme. However, it is understood that the supervisor must work towards the research student being able to achieve the programme’s learning outcomes. The qualitative targets are stated in the Higher Education Ordinance and in Appendix 1 to the general syllabus for each subject.

To represent the university
The supervisors are appointed to this duty by the university and are the university’s representatives in relation to the research students and their studies. This means that the supervisor must be aware of the research student’s overall situation, both as regards their education and financing.

Some specific tasks for the supervisor are described in the Higher Education Ordinance and in the local regulations.

Individual study plan – active participation in planning and follow-ups
- The individual study plan (ISP) shall be adopted after consultation with the research student and supervisor.60 During a follow-up, the research student and the principal supervisor inform the university of how studies are progressing.61 The plan shall be amended by the university after the necessary consultation with the research student and supervisor.62
- According to the local regulations, the (principal) supervisor is responsible for producing a proposal for a new or revised ISP for the research student. In practice, it is common for the research student to start writing the proposal.63
- Where relevant, the research student must plan his/her choice of elective courses in consultation with the supervisor.64

The right to speak at examining committee meetings
- Local regulations state that a person who has been a supervisor may not be a member of the examining committee at the research student’s public defence of thesis.65 However, the principal supervisor may be present at the examining committee meetings and participate in discussions, but not in making the decisions.66

59 MNT Board, minutes no 2/2006 2006-03-23 item 13
60 Higher Education Ordinance, Chapter 6, Section 29
61 Local guidelines on general third-cycle matters
62 Higher Education Ordinance, Chapter 6, Section 29
63 Local guidelines for drawing up individual study plans
64 Local guidelines for planning the third-cycle programme as well as the general syllabus
65 Local regulations on the public defence of doctoral theses, etc.
66 Local regulations on the public defence of doctoral theses, etc.
Consultation when withdrawing resources
The supervisors must also be given the opportunity to make a statement in cases relating to the withdrawal of supervision and other resources for a research student.\textsuperscript{67}

10.4 Some other starting points

No examination or other exercise of authority
Supervisory tasks do not include any role as an examiner or other exercise of authority. A specific decision by the head of school is always necessary to appoint someone as examiner for a course, for example, or to delegate a decision about credit transfer to a teacher.

Drawing attention to his/her own and others’ conflicts of interest
The supervisor should draw attention to conflicts of interest, both his/her own, that of the research student’s other supervisors and that of examiners, faculty examiners and other relevant persons which disqualifies them from handling or playing any part in the decision of a matter. The supervisor may have a conflict of interest in some situations, but is often the person who can discover others’ conflicts of interest and protect the research student. See the specific section on conflicts of interest in the regulations handbook.

Not a manager or work leader
The supervisor is not a manager or work leader for the research student in his/her role as supervisor. The head of school/head of unit is the manager and work leader for research students employed at ÖU.

11 Withdrawal of resources for research students

11.1 Withdrawal of supervision and other resources

If a research student significantly neglects his/her obligations according to the individual study plan, the Vice-Chancellor shall decide that the research student is no longer entitled to supervision and other educational resources. The research student and supervisor shall be given the opportunity to make a statement before such a decision is taken. Assessment shall be carried out of the basis of their statements and other available investigative material. The assessment must consider whether the university has fulfilled its own obligations according to the individual study plan. The decision shall be in writing and provide grounds for the decision. Resources may not be withdrawn for the period in which the research student is employed on a doctoral studentship or receives a doctoral grant.\textsuperscript{68}

\textsuperscript{67} Higher Education Ordinance, Chapter 6, Section 30
\textsuperscript{68} Higher Education Ordinance, Chapter 6, Section 30
Consequences of withdrawn resources
The decision means that the research student is no longer entitled to supervision or to participate in courses and seminars. Nor is he/she entitled to continued financing via the university. However, the student retains his/her place on the programme and may sit examinations on already completed courses or present a licentiate or doctoral thesis. A research student who fulfils the requirements for a licentiate or doctoral degree also retains the right to receive a degree certificate.

Procedure when assessing a queried rate of study
If the research student’s rate of study or results are queried, the head of school, supervisors or research student should as soon as possible contact the Faculty Office or the legal officers at the Executive Office for advice about how to proceed.

11.2 Restoration of supervision and other resources
If educational resources have been withdrawn according to the above, after applying to the Vice-Chancellor the research student may have his/her right to supervision and other resources restored. The research student must then present upcoming study results of notable quality and scope or in some other way show the probability that he/she can fulfil his/her remaining obligations according to the individual study plan.69

11.3 Appeal
A decision to withdraw resources for a research student’s education and the decision that a research student shall not have resources restored may be appealed to the Higher Education Appeals Board.70 See the chapter on appeals etc.

12 Courses and examinations

12.1 Courses and examinations. Syllabus
The programme consists of work on a doctoral or licentiate thesis, as well as courses and examinations.

The subject’s general syllabus states the course requirements that apply for a degree in the subject. Some course may be obligatory, while others are optional. The optional courses may be organised in blocks, with each block having a particular theme or focus. The scope and focus must be stated for each course or block of courses, as well as which qualitative targets the course or block is intended to support.

Within this framework, the research student can undertake courses in his/her own subject, at a research school or other relevant courses at the university. If appropriate, courses can be taken at another higher education institution. The choice of courses that shall be included in the programme is planned by the research student in consultation with the supervisor and is decided by the head of school in the individual study plan.71

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69 Higher Education Ordinance, Chapter 6, Section 31
70 Higher Education Ordinance, Chapter 12, Section 2, first paragraph, point 8
71 See the general syllabus as well as local guidelines for planning the third-cycle programme
The university cannot place degree requirements on a research student that are other than or additional to those stated in the general syllabus and the course syllabi that are decided accordingly.

**Syllabi**

More information about courses, examination and syllabi at Örebro University can be found at [universitetets centrala webbsidor för utbildning på forskarnivå](webpage link).

The guidelines and templates were validated in October 2013 (rev. January 2014) and shall be applied to all decisions about syllabi from 1 February 2014. Older syllabi with a different design may be used until 31 December 2014.

Syllabi are approved by the head of school.72

12.1.1 On teaching and learning in higher education73

Research students who teach at Bachelor’s level must have completed an introductory course in teaching and learning in higher education or have acquired the equivalent knowledge in some other way. The introductory course in teaching and learning in higher education is normally worth 7.5 credits and given at the university.

**Time for courses in teaching and learning in higher education**

A research student who is to teach at Bachelor’s or Master’s level receives training in teaching and learning in higher education as part of his/her position at the university, within the hours allocated for activities other than doctoral education (i.e. as departmental duties within a doctoral studentship). If the course however, according to the general syllabus for the subject, may count towards third-cycle education it may as an alternative be allocated within the hours for the programme. Such a decision is taken with the third-cycle courses and programmes as a basis. After consultation with the student and his/her supervisor(s), the head of school lays down in the individual study plan which alternative shall apply.

If the course has been completed at another time than that intended (within departmental duties, employment as an assistant or otherwise), but should be included in third-cycle programme, the equivalent time should be deducted so that the research student does not receive double time for completing the course (also see the section on programme length and rate of study).

12.2 Examination grades

Examinations are assessed using the grades fail or pass.74

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72 University delegations

73 Local guidelines for courses in teaching and learning in higher education and supervisor training

74 Higher Education Ordinance, Chapter 6, Section 32 and local regulations on grading systems for examinations part of third-cycle courses and study programmes at Örebro University
12.3 Examiner

12.3.1 Who may be an examiner?
The grade shall be decided by a teacher specially appointed by the university, an examiner.75
An examiner must be an actual named person who is employed as a teacher at Örebro University.

According to the local employment regulations, the following categories of teachers are employed at Örebro University (February 2014).
- Professor, including visiting professor and adjunct professor
- Associate professor
- Senior lecturer, including adjunct senior lecturer
- Associate senior lecturer
- Research assistant
- Postdoctoral research fellow
- Lecturer, including adjunct lecturer
- Visiting lecturer

A teacher who has a conflict of interest as regards a particular research student must not work with examinations taken by that research student. The teacher is obliged to report any conflict of interest but if this does not happen, a conflict can be reported to the university, preferably by the head of school, by the research student or someone else. See also the section on conflicts of interest.

12.3.2 How is an examiner appointed?
Examiners are appointed by the head of school at which the course is given.76
Notification shall be made of such a decision.

12.4 Other local regulations for examinations

See the relevant syllabus and the university’s local guidelines for syllabi.

13 Credit transfer for course or study programme or professional or vocational experience

A student who has already completed some of his/her third-cycle education in another form or in another place may, in some circumstances, be able to include this in his/her programme. The research student does not need to be examined on this part of the programme again. A specific decision on credit transfer is required by the university. The research student decides whether he/she wants to request a credit transfer.

75 Higher Education Ordinance, Chapter 6, Section 32
76 University delegations
13.1 The Higher Education Ordinance on credit transfer

Chapter 6, sections 6-8 Higher Education Ordinance

If a student at a higher education institution in Sweden has successfully completed a higher education course or study programme, she/he is entitled to transfer the credits awarded for a course or study programme at another higher education institution. This does not apply, however, if there is a substantial difference between these courses or study programmes.

The same applies for students who have successfully completed a course or study programme
1. at a university or higher education institution in Denmark, Finland, Iceland or Norway or a signatory to the Council of Europe’s Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region (Swedish Treaty Series 2001:46), or
2. at Nordiska högskolan för folkhälsovetskap (NHV – The Nordic School of Public Health).

A student is entitled to transfer credits from a course or study programme other than that laid down in Section 6 if the nature and extent of the knowledge and skills cited by the student are such that they correspond on the whole to the course or study programme for which the credits are to be recognised. A student may also be given credit for corresponding knowledge and skills acquired in a vocational or professional capacity.

The higher education institution shall assess whether credits can be awarded for the prior course or study programme or professional or vocational experience.

13.2 No local regulations

The university may not decide upon local regulations for credit transfer. Decisions on credit transfer must be taken after the assessment of each case in relation to the above provisions of the Higher Education Ordinance.

13.3 Requests for and decisions on credit transfer

13.3.1 The research student requests a credit transfer

The research student requests in writing a credit transfer for a specific course or programme and submits the basis for this in the form of grades, certificates, excerpts from a student registry or other information necessary for the case to be assessed. Forms are available at http://www.oru.se/English/Education/Research-education/Guidelines-and-Forms/ (webpage link).

13.3.2 Assessment

Requests for credit transfers shall be assessed according to the above provisions of the Higher Education Ordinance. To support the assessment, the intended learning outcomes for third-cycle education according to the Higher Education Ordinance, as they are expressed in the general syllabus followed by the research student and in the syllabi relevant to the case for credit transfer, are used.
13.3.3 Decision and appeal
The head of school decides on credit transfer, but may delegate this task to someone else, e.g. the subject representative, through a specific decision. A person who has a conflict of interest may not work on these cases; see above regarding examiners for courses and the specific section on conflicts of interest below.

Decisions about credit transfers for courses and programmes are documented in writing, whether they are granted or denied. If the decision entails a credit transfer, this is registered in Ladok. If the decision entails partly or wholly denying a credit transfer, the university shall immediately notify the research student in writing and provide instructions for how to appeal.

Decisions on credit transfer may be appealed to the Higher Education Appeals Board.77

13.3.4 Consequences for programme length
Note that credit transfers for courses and programmes normally entail the research student’s programme length being reduced by the extent of the credited courses or programmes; see the section on programme length and rate of study.

14 Research seminars and other activities
The research student is expected to participate actively in research seminars and other supporting activities during the entire programme length. It is also recommended that the research student uses opportunities to attend guest lectures etc. at the university and to participate in national and international conferences. Research students who are linked to research schools should participate in both their own subject’s and the research school’s seminars.78

15 Doctoral thesis and public defence of thesis

15.1 Thesis

15.1.1 The Higher Education Ordinance and the doctoral thesis
To receive a doctorate, the research student must receive a pass grade on a scholarly thesis (doctoral thesis). Writing the thesis must be equivalent to studies worth at least 120 credits (equivalent to two years of full-time study).79 More specific requirements for the thesis’ scope in credits are described in the general syllabus for each subject.

15.1.2 Local guidelines for doctoral theses
According to the local guidelines, the following applies to the doctoral thesis.80

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77 Higher Education Ordinance, Chapter 12, Section 2, first paragraph, point 6
78 Local guidelines for planning the third-cycle programme
79 Higher Education Ordinance, Chapter 6, Section 5 and Annex 2 to the Higher Education Ordinance
80 Local guidelines for planning the third-cycle programme
**General information**

The purpose of the thesis is to document the research student’s ability to autonomously apply scholarly methods to a research issue in a particular subject. In general, work on the thesis requires further literature studies, and within the NT field laboratory work, in addition to what is included in the courses. Part of working on the thesis is following the scholarly literature in the thesis’ area and participating in research seminars and other activities.

**The subject of the thesis**

The subject of the thesis is planned by the research student in consultation with the supervisor and is stated in the individual study plan.

**The design of the thesis, etc.**

The doctoral thesis can be designed as either one coherent work (monograph) or as a compilation thesis based on scholarly papers. If the thesis or a paper has been authored with another person, the individual contributions must be clearly distinguishable on examination.

**Language**

*HS Board and, within the ENT Board, the School of Business*

The doctoral thesis should be written in Swedish, Norwegian, Danish or English. 81

*MH Board and, within the ENT Board, the School of Science and Technology*

The doctoral thesis should be written in English. 82

If the research student intends to use a language in the thesis that deviates from the above guidelines, this should be stated in the individual study plan.

**Summary and abstract**

A thesis that is not written in English should include a summary in English. An abstract in English should be appended to the thesis.

- *HS Board and, within the ENT Board, the School of Business*
  
  If a thesis is written in a language other than Swedish, Norwegian or Danish, it should include a summary in Swedish.

**Quality review prior to the public defence of thesis**

- *HS Board and, within the ENT Board, the School of Business*
  
  A final seminar should be held for all doctoral theses no later than three to six months before the predicted date of the public defence. An external reviewer should normally be engaged.

- *With the ENT Board, the School of Science and Technology:*
  
  A final seminar or other type of review should be conducted for all doctoral theses no more than three to six months before the predicted date of the public defence. An external reviewer should be engaged.

- *MH Board*
  
  A final seminar should be held for all doctoral theses no later than three to six months before the predicted date of the public defence. An external reviewer should normally be engaged.

- *Only for compilation theses in medicinal subjects:*
  
  As a complement to the final seminar, the papers in compilation theses in medicine should undergo a special prior review by the members of the examining committee.

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81 This still also applies to the subject area of Physical Education and Sport Pedagogy, previously under the HS and UV (Education) Boards

82 For the subject area Physical Education with Sport Pedagogy, the HS provision above applies
before the public defence. The members are each asked to inform the university in
writing by a given deadline if the doctoral student is advised against conducting the
public defence of his/her thesis and, if so, the reasons for this. The research student
must be informed immediately of such a notification.

15.2 Printing of doctoral theses

15.2.1 Printing of thesis, compensation for printing and distribution

When the date of the public defence is announced, a sufficient number of copies of the
doctoral thesis shall be available to enable a satisfactory review of the thesis at the
public defence. The university shall decide on the minimum number of copies for the
public defence and compensation for their production cost.83

One difference compared to previously is that a research student cannot be
compensated for the production cost if he/she chooses to assign the printing of the
thesis to another printing company or publishing firm than the university’s printing
office (Repro).

Well in advance of the printing of the thesis, the research student shall read the
information found at http://www.oru.se/English/Education/Research-education/Thesis-
Production/ (webpage link) and contact the printing office Repro at Campus Services,
with a view to agree on a time plan for the thesis production.

The university decides the number of copies to be produced of each thesis before its
public defence.84 At present the minimum number of copies is 120.

15.3 Proposals and decisions about the public defence of thesis

For more detailed information, see the document Information regarding proposals for
and decision on the public defence of doctoral theses on the university’s main webpages
for third-cycle education http://www.oru.se/English/Education/Research-
education/Guidelines-and-Forms/ (webpage link) (under the heading Public defence of
doctoral theses).

For the public defence, the provisions laid down in the Higher Education Ordinance,
but also those provided in the university’s local regulations, apply. This section contains
a brief summary of the provisions that are particularly important from a research
student perspective.

15.3.1 General information about the public defence of thesis

According to the Higher Education Ordinance, the doctoral thesis shall be orally
defended at a public defence.85

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83 Local regulations on the public defence of doctoral theses, etc.
84 Local regulations on the public defence of doctoral theses etc. University delegations
85 Higher Education Ordinance, Chapter 6, Section 33
15.3.2 Time and place for public defence of thesis

Public defences of theses shall be held Monday to Friday during the semester. A public defence may be held within one week of the end of the spring semester, but only in exceptional circumstances and after consultation with the decision-maker (dean) before the faculty examiner and members of the examining committee have been asked.

The date and time are scheduled so that the announcement of a public defence of thesis (spikningen) can be held no less than three semester weeks before the public defence.

The public defence shall take place on a university campus, unless there are special reasons to the contrary.

15.3.3 Faculty examiner

A faculty examiner shall be appointed for the public defence of the thesis. Here, the university has laid down criteria regarding the faculty examiner's competence and affiliation.

15.3.4 Examining committee

According to the Higher Education Ordinance, at least one of those participating in the grading of a doctoral thesis shall be someone who does not have a post at Örebro University.

The grade for a doctoral thesis shall be determined by an examining committee appointed specially for each thesis.

Also here, the university has laid down criteria regarding the number of members in the grading committee, their competence and affiliation as well as regarding the representation of both sexes. Under these provisions, anyone who has been a supervisor of the research student may for instance not be a member of the grading committee.

15.3.5 Chair at the public defence

The public defence shall be led by a chair. He or she shall be a teacher employed at Örebro University. The chair at the public defence should be a professor, or if special grounds exist, a docent at the university. Anybody who has been a supervisor of the doctoral student may not be appointed chair.

15.3.6 Conflicts of interest
A conflict of interest is a circumstance that may negatively affect confidence in a particular member or official’s neutrality in the processing of a particular case. The person has an interest in the case that could influence his or her standpoint. In other words, it is about circumstances that could typically lead to a person dealing with a case in a biased manner. However, this does not necessarily entail that the person actually is biased.95

Since an objective and impartial assessment at the public defence is of utmost importance, it is not necessarily the university alone who must take measures to prevent conflicts of interest from arising at the public defence or in the handling of the public defence matter as a whole. The doctoral student him/herself should also be observant of such circumstances. Therefore, the same detailed information is provided in this handbook as in the special document found on our webpage, containing information on the public defence of doctoral theses.

See further in the section on conflicts of interest below and in the document Information regarding proposals for and decision on the public defence of doctoral theses on the university’s main webpages for third-cycle education http://www.oru.se/English/Education/Research-education/Guidelines-and-Forms/ (webpage link).

15.3.7 Proposals for the public defence, reasons for the proposal and other information of consequence for the decision
The school shall submit a proposal for the public defence, containing the grounds for the proposal and other relevant information to enable the dean to make a decision concerning the public defence.96

15.3.8 Submission of proposals for the public defence
The proposal for the public defence should be submitted no later than two months prior to the proposed date for the public defence. The signed original copy shall be sent by post or be submitted to Örebro University, Records Office, SE- 701 82 Örebro.97 The proposal shall be put forward to the school executive committee by the head of school. Prior to that, consultation on the proposal must have taken place within the subject.98

Before the head of school’s decision, the doctoral student is required to sign the first section of the form, thereby committing to the public defence at the proposed time for the defence and confirming that the title of the doctoral thesis and other data are correct. On the form, the doctoral student is also given the opportunity to notify the university, if required, that he/she wishes to receive an alternative degree title.99

The form for proposals for the public defence of a doctoral thesis can be found on the university’s main webpages for third-cycle education:

96 Local guidelines for the appointment of members of the examining committee, etc.
97 Local guidelines for the appointment of members of the examining committee, etc.
98 University delegations
99 Research student’s choice of degree title: A research student who wishes to receive an alternative degree title than the standard degree title for the subject must notify the university in writing no later than in connection with the school’s proposal for the public defence of the thesis. See further in the section on degree titles.
A doctoral student may him/herself also submit a proposal for his/her public defence. This should however only come into question in exceptional cases, e.g. if the doctoral student wishes to publicly defend his/her thesis but is no longer in active contact with the school or otherwise do not feel that he/she has the support from the school for a public defence. If so, the doctoral student can contact the Faculty Office to learn how to go about requesting a public defence.

15.3.9 Decision on the public defence of thesis

The decision on the date, time and venue for as well as the faculty examiner, examining committee members and chair of the public defence of thesis is taken by the chair of the faculty board (dean) in question.100

Notification of the decision on the public defence
The decision on the public defence is issued by the Faculty Office to the doctoral student, supervisors and school in question, as well as to the relevant departments and functions within the university.

NOTE! The school is responsible for notifying the persons appointed as faculty examiner, members of the examining committee and chair of the public defence of the decision.

15.4 Announcement of public defence of thesis. Thesis is made available.

According to local regulations, the public defence of a thesis shall be announced in good time, no less than three semester weeks before it is held. When announcing the date, a sufficient number of copies of the doctoral thesis shall be available at the university to enable a satisfactory review of the thesis at the public defence.101

15.4.1 Announcement of public defence of thesis.

The announcement of a public defence of thesis means that, at a certain time and date, the university publicly notifies the time and location of the public defence and provides information about the research student and the thesis.

At Örebro University, the announcement is made at a ceremony known as “spikningsceremoni” and an electronic announcement (“elektronisk spikning”), as follows.

“Spikningsceremoni” Announcement ceremony
The announcement ceremony is organised by the school. The time and place of the public defence of thesis is made public and the thesis is made available. This is

100 University delegations
101 Local regulations on the public defence of doctoral theses, etc.
traditionally done by hanging up copies of the thesis on a specific board, making it available to the public. The ceremony shall be held at least three weeks before the public defence.

The head of school decides on the time and place for the announcement of the public defence and the announcement ceremony that will be held.

The time of the announcement is presented in ÖU’s calendar.

“Elektronisk spikning” Electronic announcement
An electronic announcement is the obligatory publication of information in the DiVA database about the public defence of thesis and the thesis, as a supplement to the announcement ceremony. (However, please see below about electronic publication of the entire thesis).

The research student must provide the University Library with information on a specific form from DiVA. The University Library compares the information to the decision regarding the public defence and publishes the form in DiVA. The research student must submit the completed form in good time, so the information can be published no later than five weeks before the public defence. More information and the form can be found at www.oru.se/Universitetsbiblioteket/Publicera (webpage link).

Other information procedures
In addition to the above, the university has other internal and external information procedures for the general public, universities and libraries. ÖU's calendar receives information when the decision to hold the public defence of thesis is taken. The Communications Office produces and distributes any press releases. In addition, the school may take other informative measures, such as meetings or letters.

The thesis is also made available.
At the same time as the public defence is announced, the thesis shall be made available for review as a hard copy. The normal number of copies is around 120.

Publication of the entire thesis in DiVA
In addition, the university recommends that research students publish their theses electronically, in the DiVA database. To do this, the university must make a specific agreement with the research student regarding copyright issues. Electronic publication may not replace the printed copy and the announcement, “spikningen”. See link to Diva above.

If the announcement does not take place at the right time
If the announcement does not take place at the right time while the thesis is available for review in the prescribed number of copies, the public defence may be moved to a later date. Such a decision is taken by the chair of the Faculty Board (dean).

15.5 The examining committee’s examination of the thesis

15.5.1 Grading system – local rules
A doctoral thesis shall be graded as either pass or fail. When grading, the content of the thesis and its defence shall be taken into account.
15.5.2 The examining committee’s meetings: right of attendance, procedure, etc. - local rules

Normally, the examining committee meets straight after the public defence to determine a grade for the doctoral thesis.

The faculty examiner may be present at the examining committee meetings and participate in discussions, but not in making the decisions. The same applies to the principal supervisor.\textsuperscript{102}

Other people may not be present at the examining committee’s meetings.

The committee shall appoint an internal chair.

The faculty examiner may be present at the examining committee meetings and participate in discussions, but not in making the decisions. The same applies to the principal supervisor.

The examining committee is quorate when all the members are present. The majority decision will be the committee’s decision. The committee shall decide whether the reasons for the decision should be provided and whether any reservations should be presented.

The grading decision is normally publically announced immediately after the committee meeting.

The chair of the examining committee is responsible for submitting approved minutes of the examining committee’s meeting to the school to be registered in Ladok.

15.6 The public defence of thesis

The faculty boards have given recommendations concerning the public defence of the thesis, its setup and the order of agenda.\textsuperscript{103}

1. The chair opens the event and extends a welcome to those attending. The author of the thesis, the thesis title, the faculty examiner and the members of the examining committee are then introduced. The chair accounts for the sequence of events during the public defence.

2. The author of the thesis is given the opportunity to account for and comment on any corrections to and misprints in the thesis.

3. The faculty examiner is called upon to offer a summary (max. 30 min.) of the content of the thesis. After the author has been given the opportunity to respond (10-15 minutes) a discussion opens between the two in which the faculty examiner presents any queries and comments concerning method and findings. The author of the thesis is expected to give clear answers to the faculty examiner’s questions.

\textsuperscript{102} Local regulations on the public defence of doctoral theses, etc.

\textsuperscript{103} Item 6 of minutes no 2/99 of the then NT Board, HS Board/Dean’s decision no 6/00
Alternative within the medical, science and technology disciplines (former MNT Board’s field of responsibility): The author opens with a presentation of his/her thesis (max. 30 minutes). Then a discussion opens between the faculty examiner and the author in which the faculty examiner presents any queries and comments concerning method and findings. The author of the thesis is expected to give clear answers to the faculty examiner’s questions.

4. The debate is then opened up and the audience may ask questions. The chair determines the order of speakers. The author of the thesis shall be given the opportunity to respond to every contribution to the discussion.

5. The chair thanks all those taking part and declares the public defence of the thesis closed.

The examining committee convenes to determine the grade.

16 Licentiate thesis

16.1 Thesis

For a licentiate degree, the research student must achieve a pass grade on a thesis that is equivalent to studies worth 60 credits. More specific requirements for the thesis’ scope in credits are described in the general syllabus for each subject.

16.1.1 Local thesis guidelines

According to the local guidelines, the following applies to the design of the thesis.  

*General information about work on the thesis*

The purpose of the thesis is to document the research student’s ability to autonomously apply scientific methods to a research issue in a particular subject. In general, work on the thesis requires further literature studies and, in the fields of science and technology, laboratory work, in addition to what is included in the courses. Part of working on the thesis is following the scientific literature in the thesis’ area and participating in research seminars and other activities.

*The subject of the thesis*

The subject of the thesis is planned by the research student in consultation with the supervisor and stated in the individual study plan.

*The design of the thesis, etc.*

The thesis can be designed either as a coherent work (monograph) or as a compilation thesis based on scholarly papers. If the thesis or a paper has been authored with another person, the individual contributions must be clearly distinguishable on examination.

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104 Higher Education Ordinance, Chapter 6, Section 5 referring to Annex 2 to the Higher Education Ordinance
105 Local guidelines for planning the third-cycle programme
Language
- HS Board and, within the ENT Board, the School of Business
The thesis should be written in Swedish, Norwegian, Danish or English.\textsuperscript{106}

- MH Board and, within the ENT Board, the School of Science and Technology
The thesis should be written in English.\textsuperscript{107}

If the research student intends to use a language that deviates from the above guidelines, this should be stated in the individual study plan.

Summary and abstract
A thesis that is not written in English should include a summary in English. An abstract in English should be appended to the thesis.

- HS Board and, within the ENT Board, the School of Business
If a thesis is written in a language other than Swedish, Norwegian or Danish, it should include a summary in Swedish.

16.2 Printing of licentiate theses

There are no regulations about whether the thesis shall be made public and thus there are no regulations about printing/copying and the financing of such reproduction as there are for doctoral theses. Therefore, the regulations applied are equivalent to those at first and second-cycle levels.

The research student finances the copies of the thesis that must be submitted to the examiner and his/her own copy. The thesis shall be submitted in a condition that means it is ready for examination and potential reproduction for sale.

If the thesis is to be discussed at a seminar or used in teaching in another way, the school may provide reproduction/copying of additional copies for research students and others who will participate in the seminar. The participants must pay for the material, in the same way as applies to essays/dissertations at first and second-cycle levels. In accordance with the Fees Ordinance, charges are made using the actual cost. This means the school cannot distribute the material for free. Using public funding for the programme to pay for reproduction is not permitted, except for copies for the reviewer/faculty examiner and others who, according to a decision by the head of school, perform some duty in association with any seminar.\textsuperscript{108}

This thesis is a public document. The university may use one submitted copy of the thesis to produce copies for distribution on request, in accordance with the rules for public documents.

A research student who so wishes, may produce copies of the thesis as a more expensive version or more copies, but at his/her own cost.

\textsuperscript{106} This still also applies to the subject area of Physical Education and Sport Pedagogy, previously under the HS and UV (Education) Boards
\textsuperscript{107} For the subject area Physical Education with Sport Pedagogy, the HS provision above applies
\textsuperscript{108} Draft report on student costs in connection with university studies, Swedish National Agency for Higher Education, reg. no. 31-1570-02 (OU reg. no. CF 262/2004), p 33
If the university wishes to disseminate the thesis via the Internet (electronic publication) it must make an agreement with the research student on copyright issues.

16.3 Examination of the thesis and seminar

The grade is determined by an examiner who is appointed by the Head of the school to which the subject belongs. For who may be an examiner, see the above section on courses and examination.

The thesis should be defended at a seminar. The head of school decides on whether a seminar should be held and, where applicable, the time and place and a reviewer/faculty examiner at the seminar.

16.4 Choice of degree title

The research student shall state whether he or she wishes to choose a different degree title to that applicable in the general rules no later than the date on which the head of school appoints an examiner for the licentiate thesis. See also the Doctoral degree and Licentiate degree section below.

17 Doctoral degree and Licentiate degree

17.1 Degrees

The degree programme leads to a Doctoral degree or a Licentiate degree. If the research student wishes, a licentiate degree may be awarded as a half-way degree of the programme leading to a Doctoral degree.

17.2 Request for degree certificate

A research student who fulfils the requirements for a Doctoral degree or Licentiate degree shall, on request, receive certification of this from the university.

A form for requesting a degree certificate is available on the university’s main webpages for third-cycle education at http://www.oru.se/English/Education/Research-education/Guidelines-and-Forms/ (webpage link). The request should be sent to Örebro University, 701 82 Örebro. A “personbevis” (extract from the Swedish population register) for study purposes, or the equivalent, that is no older than six months, must be appended to the request. “Personbevis” can be supplied by Skatteverket.

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109 University delegations
110 Higher Education Ordinance, Chapter 6, Section 5 referring to Annex 2 to the Higher Education Ordinance
111 University delegations
112 Higher Education Ordinance, Chapter 6, Sections 4-5 and the local regulations for third-cycle qualifications at Örebro University
113 Higher Education Ordinance, Chapter 6, Sections 9-11
Degree matters are administered by the university’s Student Services, which also provides information about degrees.

The decision to reject a student’s request for a degree certificate may be appealed to the Higher Education Appeals Board.114

17.3 Degree titles

17.3.1 Degrees (prefix)115

The university confers Doctoral and Licentiate degrees as follows.

<table>
<thead>
<tr>
<th>Area</th>
<th>Degree title</th>
</tr>
</thead>
<tbody>
<tr>
<td>- general rule and any alternative</td>
<td></td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td></td>
</tr>
<tr>
<td>- jurisprudence/law</td>
<td>Laws or, after notification, philosophy</td>
</tr>
<tr>
<td>- business administration, economics</td>
<td>Economics or, after notification, philosophy</td>
</tr>
<tr>
<td>- other subjects within HS</td>
<td>Philosophy (only title possible)</td>
</tr>
<tr>
<td>Medicine</td>
<td>Medicine or, after notification, philosophy</td>
</tr>
<tr>
<td>Science</td>
<td>Philosophy (only title possible)</td>
</tr>
<tr>
<td>Technology</td>
<td>Philosophy (only title possible)</td>
</tr>
</tbody>
</table>

The university’s list of third-cycle subject areas presents the research field to which a particular third-cycle subject belongs. The list is found at www.oru.se/Utbildning/Utbildning-pa-forskarniva/Regler-och-blanketter/ (webpage link).

A research student who wants a degree title according to the above general rule does not need to do anything before he or she requests a degree certificate.

A research student who wishes to receive the alternative degree title, as above, must notify the university in writing. Submit the notification to Örebro University, Records Office, 701 82 Örebro, no later than when the school proposes a faculty examiner and examining committee for the public defence, or when the examiner for the Licentiate thesis is appointed.

E.g.: A research student in medical science, which belongs to the area of medical science, will receive a degree in medicine according to the general rule, but is free to choose the alternative title of philosophy by notifying the university as above.

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114 Higher Education Ordinance, Chapter 12, Section 2, first paragraph, point 7
115 Regulations for third-cycle qualifications at Örebro University
17.3.2 Exceptions – non-standard degree titles

*Exception to both the general rules and above alternative*

The university may decide that a research student shall receive a different degree title than the one he or she would otherwise receive in accordance with the general rules or above alternative, a non-standard degree title. This may be done if the research student requests it in writing and if there are exceptional grounds taking into account the content of his or her programme. However, other degrees than those conferred by ÖU according to the above may not be used. The request shall be submitted to Örebro University, Records Office, 701 82 Örebro, no later than when the school proposes a faculty examiner and examining committee for the public defence, or when the examiner for the Licentiate thesis is appointed. It is the chair of the Faculty Board (dean) who takes decisions regarding non-standard degree titles.116

E.g.: A research student in the area of HS could, if all the above requirements were fulfilled, receive the degree title of medicine, but not theology because this title is not used at all at OU.

17.3.3 Subject and specialisation on the degree certificate117

The subject in which the research student has been admitted is stated on the degree certificate as the second part of the degree.

E.g.: Doctor of Philosophy in Biology.

A specialisation in a subject is stated on the degree certificate as a further specification, if:
- the research student requests it and
- the Faculty Board has expressly decided that the programme is offered with the specific specialisation according to the general syllabus for the subject and
- the research student can confirm the relevant specialisation for his/her programme through a certificate or other means.

E.g.: Doctor of Philosophy in Biology – Ecology.

17.3.4 Translation to English of degree titles118

The degree titles (first part) are translated to English on the degree certificate as follows.

<table>
<thead>
<tr>
<th>Swedish Degree</th>
<th>English Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filosofie doktor</td>
<td>Doctor of Philosophy (PhD)</td>
</tr>
<tr>
<td>Filosofie licentiat</td>
<td>Licentiate of Philosophy</td>
</tr>
<tr>
<td>Juris doktor</td>
<td>Doctor of Laws (LLD)</td>
</tr>
<tr>
<td>Juris licentiat</td>
<td>Licentiate of Laws</td>
</tr>
<tr>
<td>Ekonomie doktor</td>
<td>Doctor of Philosophy (PhD)</td>
</tr>
<tr>
<td>Ekonomie licentiat</td>
<td>Licentiate of Economics</td>
</tr>
<tr>
<td>Medicine doktor</td>
<td>Doctor of Philosophy (PhD)</td>
</tr>
<tr>
<td>Medicine licentiat</td>
<td>Licentiate of Medicine</td>
</tr>
</tbody>
</table>

116 University delegations
117 Vice-chancellor’s guidelines for degree certificates for third-cycle programmes at Örebro University
118 Vice-chancellor’s guidelines for degree certificates for third-cycle programmes at Örebro University
18 Management of personal data

Ladok

Information about the research student from the application form and other documentation of eligibility, as well as information about study results, are automatically processed in a specific register for documenting higher education, Ladok. Provisions about this register are found in the Ordinance (1993:1153) on the reporting of studies at higher education institutions.

According to the Personal Data Act (1998:204), all individuals are entitled to request an extract from the register, free of charge, once each year. The request shall be made in writing and signed. It should be sent to Örebro universitet, 701 82 Örebro. The applicant will then know which information about him/her is managed in the register, where the information is sourced from, the purpose behind processing it and to which recipients or categories of recipient the information is sent. The person may also ask that the university corrects, blocks or erases information about him/her that has not been processed in accordance with the Data Act or the Ordinance on the reporting of studies at higher education institutions.

The body responsible for the register and for processing personal information is Örebro University. The purpose of the register is to ensure that information about applicants to courses and programmes, completed studies, grades and degrees is preserved. The ordinance allows that information may be provided to Statistics Sweden, for example, and to specific research financiers.

Individual study plans

Information about the research student is also found in the individual study plan (see section on individual study plans). The same rules apply to information there as for Ladok, as above.

The research student always receives a copy of the adopted and amended study plan and changed decisions linked to it, and additional information about the research student is not normally added until the next amendments are made. Therefore, the research student’s entitlement to an annual extract does not have great significance.

The body responsible for the processing of personal information is Örebro University. The purpose of processing this information is to comply with the requirements in Chapter 6, Section 29 of the Higher Education Ordinance (1993:100), namely that the university shall decide about individual study plans for each research student.
19 Conflicts of interest

A conflict of interest is a circumstance that may negatively affect confidence in a particular member or official’s neutrality in the processing of a particular case. The person has an interest in the case that could influence his or her standpoint. In other words, it is about circumstances that could typically lead to a person dealing with a case in a biased manner. However, this does not necessarily entail that the person is actually biased.

Conflicts of interest are an issue in many contexts in third-cycle education. Some types of cases may however, be of great importance to research students/applicants, i.e. admission to courses and programmes and, where relevant, the choice of who will receive particular funding, adoption and amendment of individual study plans, appointing examiners and examining committees for the public defence, credit transfers for courses/programmes and professional experience, and examination of tests, licentiate theses and doctoral theses.

In public administration, conflicts of interest are regulated in Sections 11-12 of the Administrative Procedure Act (1986:223). The most important circumstances in association with education should be (a) that the case concerns the person him/herself or someone close to them, or that the result of the case can be expected to entail significant benefits/losses for him or her (Section 11, p 1), (b) that the person has previously participated in processing the case (Section 11, p 3), or (c) that there are other circumstances that may be seen to decrease confidence in his or her neutrality in the case (Section 11, p 5). The complete provisions relating to conflicts of interest are presented at the end of this section. Additionally, there is a conflict of interests if a person proposes or appoints him/herself to an assignment.

A person who has a conflict of interest may not process the relevant case; he/she is disqualified from doing so. The rules apply to people who are involved in processing a case, not only the person who takes a decision but also the person who prepares or presents the case in some way, by providing proposals, for example, and the person who participates in the final processing of the case, such as presenting it. However, the records administrator and the person who normally issues the decision, for example, are not normally affected by these rules. One example of when it is possible to disregard a conflict of interest could be purely routine cases in which there is only one possible outcome.

Anyone who knows of circumstances that could be considered as involving him/her in a conflict of interest, must volunteer this information. Objections about a conflict of interest may also be presented by the person who risks receiving biased treatment, or by someone else. A conflict of interest can be reported to the next official in the hierarchy or to any other manager at the university, for example. A research student who wishes to discuss a conflict of interest can also ask the university’s legal officers or the Faculty Office.

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119 Administrative Procedure Act, Section 12
120 Skatteförvaltningen (Swedish tax administration), Rätt bandlagt (1989 p 113)
122 Administrative Procedure Act, Section 12
The consequence of a conflict of interest is that someone else should replace the person with a conflict of interest. If the issue is a specific task, such as examiner for a test or member of the examining committee, someone else shall be assigned to it. In a case where a person with a conflict of interest has processed a case without reporting a conflict of interest, in some circumstances the decision may be annulled.

Provisions of the Administrative Procedure Act

Excerpt from the Administrative Procedure Act (1986:223)

Section 11 The person charged with handling a matter is disqualified:
1. if the matter concerns himself or his spouse, parents, children, brothers or sisters or someone else who is closely related to him, or if he or someone closely related to him can expect extraordinary advantage or detriment from the outcome of the matter,
2. if he or someone closely related to him is the legal representative of someone that the matter concerns or of anyone that can expect extraordinary advantage or detriment from the outcome of the matter,
3. if the matter has been brought before the authority by an appeal against or the subordination of the decision of another authority or by reason of the supervision of another authority and he had taken part earlier under the auspices of the subordinate authority in the final handling of a matter concerning the same material issue,
4. if he as regards the material issue has served someone as a representative or has assisted him for payment, or
5. if there is some other special circumstance that is likely to undermine confidence in his impartiality in the matter.

Disqualification shall be disregarded where the question of impartiality is obviously of no importance.

Section 12 A person who is disqualified may not handle the matter. He may, however, take those steps that cannot be made by someone else without an inconvenient delay.

Anyone who knows of circumstances that could constitute his disqualification is obliged to disclose it on his own motion.

If an issue of disqualification has been raised and the person in question has not been replaced, the authority shall decide the issue of disqualification as soon as possible. The challenged person may not take part in the consideration of the issue of his disqualification, unless the authority is not competent to act without him and there is no one available to replace him without an inconvenient delay. A decision concerning an issue of disqualification may be appealed against just in conjunction with an appeal against the decision by which the authority determines the matter.

Local guidelines on the management of conflicts of interest in decision-making processes on courses and programmes

The university’s regulations on the delegation of authority provide guidelines for managing conflicts of interest in decision-making processes.

If an official who has received the right to make a decision or been delegated a task has a conflict of interest in a particular case, any deputy (comment: Pro-Dean, Deputy Head of School, vice chair, etc.) shall take his or her place. If the deputy also has a conflict of interest, the powers and decision-making right return to the person who delegated the task. The latter also applies in cases where a decision-making body is not quorate due to a conflict of interest. 124

124 University delegations
Local guidelines on conflicts of interest related to public defences of theses

The section on Public defence and examination of thesis refers to the boards’ guidelines as regards conflicts of interest in cases related to the public defence of a thesis.

20 Disciplinary measures and expulsion

Disciplinary measures in instances of cheating, disruption and harassment are regulated in Chapter 10 of the Higher Education Ordinance. The consequences may be a warning or suspension. The vice-chancellor or the university’s disciplinary committee makes the decision. Information is available on the university’s webpage about disciplinary rules (webpage link).

Expulsion of students due to mental illness, abuse or serious crime can be carried out in accordance with Chapter 4, Section 6 of the Higher Education Act and the Ordinance (1987:915) on the expulsion of students from higher education. A central body, the Higher Education Expulsions Board, takes the decision after the university’s vice-chancellor has made a report.

Both the above types of issue are managed by the university’s legal officers.

21 Corrections, reviews and appeals on decisions

21.1 Correcting a decision

A decision that contains an obvious error due to the university’s or someone else’s typographic error, miscalculation or similar error, may be corrected by the university. Before the correction is made, the university shall give the affected parties the opportunity to express an opinion if the case is an exercise of authority as regards an individual and the measure is not unnecessary.\textsuperscript{125}

21.2 Review of a decision

If the university finds that a decision that has been announced is obviously erroneous due to new circumstances or any other reason, the university shall change the decision if this can be done quickly and easily and without disadvantaging any party. This obligation applies even if the decision is appealed, as long as the appellant does not request that the decision be invalid until further notice (suspension). The obligation does not apply if the university has submitted the case documents to a higher authority or if, in other cases, there are particular reasons why the university should not change the decision.\textsuperscript{126}

\textsuperscript{125} Administrative Procedure Act, Section 26
\textsuperscript{126} Administrative Procedure Act, Section 27
21.3 Appealing a decision

21.3.1 Decisions which may be appealed

The following decisions by the university relating to third-cycle education may be appealed to the Higher Education Appeals Board, namely:

- decisions on credit transfers for education or professional activity,
- denial of a student’s request for exemption from a compulsory course,
- decisions to withdraw resources for a research student’s programme in accordance with Chapter 6, Section 30 and decisions that a research student will not have resources restored in accordance with Chapter 6, Section 31,
- denial of a student’s request to receive a degree certificate or course certificate.\(^{127}\)

Demands for repayment of funding may also be appealed to the Higher Education Appeals Board.\(^{128}\)

A disciplinary board decision on suspension and warning may be appealed in a public administrative court.\(^{129}\)

Decisions by the university that relate to education in cases other than those named above may only be appealed if this is permitted in legislation other than the Administrative Procedure Act.\(^{130}\)

21.3.1.1 Instructions for how to appeal

If a decision can be appealed, information about how to appeal shall be provided in an appendix (instructions for how to appeal).

21.3.2 Who may appeal

A decision may be appealed by the subject of the decision if the decision has ruled against him/her and the decision may be appealed.\(^{131}\)

21.3.3 How to appeal a decision

A decision is appealed in writing. In writing, the appellant shall state which decision is being appealed and the change in the decision that the appellant wishes to be made.

The written appeal shall be sent to Örebro universitet, Records Office, 701 82 Örebro. It must have arrived within three weeks of the day the appellant received the decision.\(^{132}\)

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\(^{127}\) Higher Education Ordinance, Chapter 12, Section 2, first paragraph, points 6-9
\(^{128}\) Förordningen (1995:938) om utbildningsbidrag för doktorander (Doctoral Grants Ordinance), Section 16
\(^{129}\) Higher Education Ordinance, Chapter 12, Section 3 referring to Administrative Procedure Act (1986:223), Section 22 a
\(^{130}\) Higher Education Ordinance, Chapter 12, Section 4
\(^{131}\) Administrative Procedure Act, Section 22
\(^{132}\) Comp. Administrative Procedure Act, Section 23
22 Research schools

A research school is a form of collaboration in third-cycle education. Different types of research schools are found at national, regional and local levels. They are not regulated through national legislation.

Research schools of a local or regional character

Örebro University has established and is host to a number of research schools, see university’s webpages for the research schools. (webpage link).

A research school is established through a decision by the vice-chancellor. They are collaborative bodies for various third-cycle subject areas at the university, based on a particular theme or issue. In some cases they include other universities, public authorities or businesses.

A research student is admitted to a third-cycle subject area in the normal manner, and is primarily based at the school and the subject to which he/she has been admitted, but some education is conducted within the framework of the research school.

Courses and programmes at the research school are subject to the same rules as for third-cycle education in general. The research students follow the general syllabus for their subjects. There are often specific degree requirements for research students linked to a particular research school. If so, these requirements shall be specified in the general syllabus as a specific focus on the research school’s theme. There may be other requirements for compulsory courses and elective courses and, in some cases, for the allocation of credits between the courses and thesis.

It is recommended that research students who are linked to research schools participate in both their own subject’s and the research school’s seminars, to support the research student’s links to his/her subject.

National research schools

There are also national research schools that are established by the government and are intended for collaboration between Swedish higher education institutions in a particular subject or field. Örebro University participates in some of these.

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133 Local guidelines for planning the third-cycle programme