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## ADMISSIONS REGULATIONS FOR ÖREBRO UNIVERSITY - THIRD-CYCLE COURSES AND STUDY PROGRAMMES

These admissions regulations were issued by the board of Örebro University on 15 February 2017 (ORU 2017/00247). They were last amended on 15 December 2020 (ORU 2020/06907).

By virtue of the Higher Education Ordinance (1993:100), Chapter 6, Section 3 and Chapter 2, Section 2, Örebro University prescribes the following.

These admissions regulations contain the provisions applied by the university in matters of application, entry requirements, selection and admission to third-cycle courses and study programmes. Moreover, they include provisions on the way in which decisions are made and on appeal procedures<sup>1</sup>. These admissions regulations therefore contain, in addition to the provisions of the board, information on current provisions in the Higher Education Ordinance and in other university regulations.

### SUMMARY

- **About third-cycle study programmes**

There are two types of third-cycle (doctoral) study programmes – one concluding with the Degree of Doctor, corresponding to four years of full-time study, and one concluding with the Degree of Licentiate, corresponding to two years of full-time study (see section 1).

Information about our programmes can be found primarily in the general syllabus for the subject area in question and on the university webpages on doctoral education.

Application form, general syllabus and other information can also be found on the university website, <https://www.oru.se/english/study/doctoral-education/>.

- **Information on openings on the programmes**

Openings on the doctoral study programmes are announced on the university website, [www.oru.se/english](http://www.oru.se/english). This includes targeted adverts as well as information on set admission periods applicable at some of our schools. In addition, the university may waive the advertising requirement and enrol candidates on the programme if the candidates' funding is arranged via an employer, if they have commenced the programme at another higher education institution, or if there are other similar special grounds (see section 2).

- **Application for the programme**

Application is made on an application form, see <https://www.oru.se/english/study/doctoral-education/>. The application is to be sent or submitted to Örebro University, *Registrar/Records Office*, SE-701 82 Örebro. The application shall include course/degree certificates, references and other proof of qualifications, as well as degree project and any other written documentation applicable (see section 3). If the application can be made online, instructions will be included in the advert.

- **Entry requirement and selection etc**

For admission, the applicant must meet both the general and specific entry requirements and have the ability in other respects to benefit from the programme (see section 4.1). Selection from among the applicants is done based on the university regulations on selection (see section 4.2). (The provisions

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<sup>1</sup> Higher Education Ordinance (1993:100), Chapter 6, Section 3

on entry requirements and selection are also included in the general syllabus for the subject area in question.)

- **Study funding**

If the opening on the programme is not linked to a doctoral studentship, the applicant must have some other type of funding, primarily in the form of a salary from their employer or a scholarship (see section 5).

- **Decisions on admission**

Decisions on whether applicants are admitted to the programme or not will be made in accordance with university delegations. The applicant will be notified of the decision promptly thereafter. Admission decisions cannot be appealed against (see sections 6 and 7)

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## 1. THE PROGRAMME – DURATION AND RATE OF STUDY

### 1.1. Programme for the doctoral degree and the licentiate degree

#### 1.1.1. **Doctoral degree and licentiate degree – full-time study for four and two years respectively**

There are two types of third-cycle, or doctoral, study programmes – one concluding with the Degree of Licentiate and one concluding with the Degree of Doctor. A person may apply for and be admitted to either of these programmes.

The programme concluding with a doctoral degree comprises 240 credits, which normally corresponds to four years of full-time study. The programme concluding with a licentiate degree comprises 120 credits, which normally corresponds to two years of full-time study<sup>2</sup>.

The licentiate degree may also be obtained as a half-way degree towards the completion of the doctoral degree<sup>3</sup>.

#### 1.1.2. **Full-time or part-time studies**

The university's advertisements of openings on the programmes and doctoral studentships shall be for full-time posts. The possibility to undertake part-time studies, however at least 50 per cent of a full-time post, applies primarily to candidates with another form of funding, for example a salary from their employer or a scholarship, or professionals wishing to combine a doctoral studentship with continued professional or vocational activities within their regular field of work. In such cases, the study period will be extended correspondingly<sup>4</sup>.

### 1.2. Information on the programme – content and organisation

The content and organisation of the programme is evident from the general syllabus for the subject area in question, see the university website, <https://www.oru.se/english/study/doctoral-education/subjects-and-general-syllabus/>.

The rules applicable can be found in the general syllabus for the subject area in question, see the university website, <https://www.oru.se/english/study/doctoral-education/>.

## 2. ADVERTISING/INFORMATION ON A PROGRAMME OPENING

### 2.1. Where can I find information on openings on the programmes?

Advertisements and other information on programme openings and doctoral studentships can be found via links on the university's website, [www.oru.se/english](http://www.oru.se/english).

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<sup>2</sup> Higher Education Ordinance (1993:100), Chapter 6, Section 4 referring to Annex 2 to the Higher Education Ordinance (Qualifications Ordinance)

<sup>3</sup> Higher Education Ordinance (1993:100), Chapter 6, Section 4 referring to Annex 2 to the Higher Education Ordinance (Qualifications Ordinance) and university degree regulations

<sup>4</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 36 and Chapter 5, Section 3a and other provisions as well as preparatory work

## 2.2. University required to announce openings on a programme

When the university is planning to admit doctoral students, they are as a rule required to announce this through advertising or an equivalent procedure<sup>5</sup>.

An advert or other information on an opening on a programme shall be published no later than three weeks before the application deadline: on the university website ([www.oru.se/english](http://www.oru.se/english)), on the school notice boards, and in other appropriate channels.

Decisions on advertising programme openings at the respective schools are to be taken in accordance with university delegations.

Announcements of a doctoral studentship at the university linked to the programme opening requires a decision by the vice-chancellor or a person appointed by the vice-chancellor<sup>6</sup>.

## 2.3. Targeted adverts and information on set admission periods

Advertising and information on the programme opening can be done in different ways, either as

- a targeted advert for a specific programme opening (section 2.3.1), and
- information on set admission periods during the year (section 2.3.2).

### 2.3.1. *Targeted adverts for a specific programme opening*

This refers to traditional advertising when the university is seeking candidates for a specific programme opening:

- an opening linked to a doctoral studentship or other employment at the university
- an opening without student funding, intended for a specific group of applicants who may have their own funding, for example schoolteachers who are able to study with a salary from their employer.

Adverts are published on the university website, [www.oru.se/english](http://www.oru.se/english).

#### 2.3.1.1. Subject restrictions to the opening in the advert

An opening on a programme shall normally be advertised in a specific third-cycle subject area at the university. If, however, there are special grounds, the advertising of the opening may be narrowed down

- to a particular specialisation within a third-cycle subject area in accordance with the general syllabus for that subject area,
- to a third-cycle subject area linked to a specific research project, a graduate school or other thematic collaboration, or
- to several specified alternative third-cycle subject areas, for example for third-cycle studies linked to a graduate school or a project.

In accordance with the above, the university may in its advertising also open up for the application for and admission to other third-cycle subject areas at the university than the ones specified in the advert, if they are linked to the project, graduate school or thematic collaboration in question.

#### 2.3.1.2. Advertising doctoral studentships at the university

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<sup>5</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 37

<sup>6</sup> University delegations

The university shall provide information about the available post by advertising or through an equivalent procedure, so that those who are interested in the post can notify the university of their interest within a set time<sup>7 8</sup>.

If the university advertises an opening on a programme and a doctoral studentship at the university is linked to that place, the doctoral studentship shall also be announced in the advert.

An application for admission to third-cycle courses and study programmes also constitutes an application for a doctoral studentship, unless the advert specifies otherwise.

### **2.3.2. Advertising/information on set admission periods**

A school at the university may decide to have recurring set admission periods over the course of the year. The purpose is mainly to steer the applications to certain time periods of the year. These set admission periods are only open to applicants with own funding. (Wherever a doctoral studentship is involved, targeted advertising would be used instead in accordance with section 2.3.1.)

Information on set admission periods can be found on the university website ([www.oru.se/english](http://www.oru.se/english)), on school notice boards and in other appropriate channels.

### **2.4. When can the university waive the advertising requirement?**

The university may admit an applicant without prior advertising or other information

1. when admitting a doctoral student who is to complete the programme within the framework of employment at an employer other than the university,
2. when admitting a doctoral student who has previously begun their third-cycle studies at another higher education institution, or
- 3 if there are similar special grounds<sup>9</sup>.

On admission of a doctoral student without prior advertising or an equivalent application procedure in competition with others, decisions on admission are to be made in accordance with university delegations. If a person in other cases than the above submits an application for the programme, the university shall without delay decide on non-admission of that applicant and refer to advertised openings and admission periods. If it transpires, in connection with such an application, that it is possible for the university to fund a doctoral student, the post in question shall be advertised so that other candidates also may compete for the post.

## **3. APPLICATION FOR THE PROGRAMME**

### **3.1. Application**

Application is to be made on a designated application form which can be printed from Örebro University's website, <https://www.oru.se/english/study/doctoral-education/>, or ordered as paper copy from the university's Student Services Centre, telephone + 46 19 30 30 00.

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<sup>7</sup> Higher Education Ordinance (1993:100), Chapter 5, Section 5

<sup>8</sup> The information is, however, only required if a doctoral student is to be appointed in conjunction with admission to the programme and if it from the Higher Education Ordinance, Chapter 7, Section 37 follows that the information shall be provided at the time of admission.

<sup>9</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 37

The application must be signed by the applicant. It is to be sent or submitted to Örebro University, *Registrar/Records Office*, SE-701 82 Örebro.

Other application documents, as specified below, shall be submitted one copy of each.

The application cannot be sent via email.

For information on the online application procedure, see section 3.3.

For an application to be complete, it must include the documents and information listed in the following section 3.2.

### 3.2. Appendices to the application

The following documents shall always be submitted together with the application form.

- Curriculum Vitae (CV)
- Proof of completed higher education; if applicable, degree certificates
- Independent project (degree project)

When applicable, the applicant shall also enclose

- If the applicant has funding from another party than the university, for example an employer, an agreement, decision and/or certificate to that effect shall be submitted (see further below).
- If the applicant wishes to enrol for part-time study (no less than 50%), a statement accounting for the grounds for this shall be submitted.

Applicants shall, depending on the subject area applied for, provide information on the desired specialisation on the programme as specified in the general syllabus and in the information to the application form, namely

- an outline of research interests with information on the focus of interests, including theoretical and methodological approaches if such exist (2-3 pages) or
- a project description with information on subject area and purpose, research problems and disposition, research interest, theory and method, as well as material (5-10 pages), or
- a research plan, prepared in accordance with specifications from the school in question.

Moreover, the applicant should enclose the following:

- Written and other works of significance to the programme applied for
- References and certificates of other qualifications, for example professional or vocational experience of relevance to the programme.

#### *Attestation*

The CV and all copies of submitted degree certificates, transcripts, proof of qualifications, references, agreements and decisions shall be attested by a person with signature, name in BLOCK LETTERS and telephone number.

### 3.3. Online application via the web/recruitment tool<sup>10</sup>

In addition to other rules for application, the following applies for online application:

- Application for a programme opening is made online, as instructed in the advert in the recruitment tool in question.

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<sup>10</sup> Vice-Chancellor's decision 2016-04-18, ORU 1.2.1-01676/2016

- Application is made in the recruitment tool and appendices as listed below are to be uploaded to the recruitment tool by the applicant.
- By submitting the application with appendices, the applicant certifies that the documents are identical to the original and that the other information in the application is correct. Traditional attestation is not required for documents submitted electronically.
- Any supplements to the application of documents or information shall be done via email, not online/via the recruitment tool.

Applicants are always entitled to submit their applications as a paper copy in accordance with section 3.1.

### 3.4. Closing date for application, qualifications and supplements

#### 3.4.1. **Application deadline**

If the opening has been advertised – at [www.oru.se/english](http://www.oru.se/english) or information thereof has been published in any other way – the application must have reached the university no later than on the last day of application as specified in the advert or information.

In cases where admission may be granted without prior advertisement (see section 2.4), the application may be submitted at any time during the year.

#### 3.4.2. **Last day for completed qualifications**

For entry requirement and selection purposes, applicants may refer to tests/examinations where the *examination assignment has been submitted/completed no later than on the last application date* for admission to the programme, providing that a passing grade has subsequently been awarded.

#### 3.4.3. **Possibility to supplement applications with transcripts, certificates and other documents**

The last day to *supplement* the application with transcripts, certificates and proof of qualifications in accordance with the previous paragraph is three weeks after the application deadline.

### 3.5. Language requirements for the application and other submitted documents

As a general rule, the application and appendices shall be in Swedish, Danish, Norwegian or English. Documents concerning qualifications and experience written in other languages shall be translated into Swedish or English by an authorised translator. A list of authorised translators can be obtained from the Swedish Legal, Financial and Administrative Services Agency (<https://www.kammarkollegiet.se/en>).

### 3.6. Higher education from abroad

When evaluating foreign higher education qualifications, the university follows the principles for evaluation applied by the Swedish Council for Higher Education (UHR).

### 3.7. Disability

Applicants with special needs due to a disability are recommended to contact a disability coordinator at the university as early on in the process as possible. This is to ensure that the university at an early stage can plan support measures to facilitate the studies for the candidate.

## 4. ENTRY REQUIREMENTS AND SELECTION ETC

### 4.1. Admission requirements

Under the provisions of the Higher Education Ordinance, the university may only admit the number of doctoral students that can be offered supervision and acceptable conditions for study, and who have funding for their studies<sup>11</sup>.

In order to be admitted to third-cycle courses and study programmes, the applicant must also

1. meet the **general and specific entry requirements** that the university may have prescribed, and
2. be considered to have the **ability** in other respects required to benefit from the course or study programme<sup>12</sup>.

Full information on entry requirements and selection can be found in the general syllabus for the subject area in question.

#### 4.1.1. **General entry requirements**

**A person meets the general entry requirements for third-cycle courses and study programmes if they**

1. have been awarded a second-cycle qualification,
2. have satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second cycle, or
3. have acquired substantially equivalent knowledge in some other way in Sweden or abroad<sup>13</sup>.

The official who under university delegations decides on admission may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds<sup>14</sup>.

*A person with credits or qualifications from undergraduate programmes under the old higher education system corresponding to the entry requirements above will also be eligible<sup>15</sup>.*

Exemptions from the entry requirements may be made also in these cases, if there are special grounds.

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<sup>11</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 34

<sup>12</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 35

<sup>13</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 39

<sup>14</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 39 and university delegations

<sup>15</sup> Point 10 of transitional provisions of SFS 2006:1053



#### 4.1.2. **Specific entry requirements**

Higher Education Ordinance:

The specific entry requirements laid down shall be essential for students to be able to benefit from the course or study programme. These requirements may comprise

- knowledge from higher education courses and study programmes or corresponding courses and study programmes,
- specific professional or vocational experience, and
- requisite language skills or other conditions determined by the course or study programme<sup>16</sup>.

The specific entry requirements are laid down by the university in the general syllabus for the subject area in question.

#### 4.1.3. **Ability in other respects to benefit from the course or study programme**

The assessment whether the applicant has such ability in other respects to benefit from the programme shall be made based on prior courses and programmes taken by the applicant, on other previous activities, and on the essays and other independent projects of a scholarly nature that have been submitted by the applicant, as well as – wherever required under the general syllabus – an outline of research interests, a project description or research plan.

When assessing the applicant's ability to benefit from the programme, the same assessment criteria shall be applied as for selection in accordance with the university selection regulations. (In the *selection* process, the assessment criteria are used to compare the applicants' various *degrees of ability* to benefit from the course or study programme.)

## 4.2. Selection

In selecting between the applicants who meet the entry requirements and who are considered to have the ability to benefit from the course or study programme and who have acceptable funding, shall be made with reference to their ability to benefit from the course or study programme<sup>17</sup>.

The assessment criteria, which primarily refer to formal qualifications and skills, are specified in the university's selection regulations, which are also described in the general syllabus documents.

The qualified applicants are first ranked according to their ability to benefit from the study programme, without taking into account their study funding prospects. Any formal decisions are not made at this stage. After that, the funding opportunities are assessed for the applicants based on the ranking made. The applicants who cannot be offered a doctoral studentship, nor have any other form of student funding cannot be admitted to the study programme<sup>18</sup>.

The fact that an applicant is considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants<sup>19</sup>.

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<sup>16</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 40

<sup>17</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 41

<sup>18</sup> Local regulations on selection to third-cycle courses and study programmes

<sup>19</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 41

## 5. STUDY FUNDING REQUIREMENT

The university will only admit applicants who are also appointed to doctoral studentships or applicants who have some other form of funding, if it is considered that the funding can be guaranteed for the entire period of study and that the applicant can devote enough time to their studies that the programme can be completed within four years in the case of the licentiate degree and eight years in the case of the doctoral degree<sup>20 21</sup>.

### 5.1. Doctoral studentships at the university

Information on doctoral studentships can be found in annex 1.

### 5.2. Other forms of funding

Other forms of study funding which can be accepted by the university are the applicant's self-funding, primarily in the form of a salary from their employer, or a scholarship. Student aid may be accepted for a limited period of time as a complement to another form of funding. The study funding shall be verified by agreements, decisions and/or certificates, depending on the type of funding.

#### 5.2.1. **Salary from employer (other than the university)**

If the applicant is given the opportunity to study with a salary from their employer, an *agreement between the employer and the employee* is normally required before an admission decision can be made. The agreement shall stipulate the (changed) duties and responsibilities that allow the applicant to study as part of their employment at a certain rate of study, either full-time or part-time, for the entire period of study (at least 50 per cent). In addition to this agreement, an authorised *representative of the employer* shall normally also *submit a certificate to the university detailing the employer's commitment*. The authorisation of the representative shall be verified by means of a transcript from the Swedish Companies Register (*Bolagsregistret*) or by other means.

If the applicant already *has a doctoral studentship* at a state or municipal higher education institution, a certificate from an authorised representative stipulating that the higher education institution in question is responsible for the funding for the entire period of study at a certain rate of study (at least 50 per cent) is sufficient. An agreement between the higher education institution and the applicant is on the other hand not required, as the duty and responsibility of studying is already set out in the Higher Education Ordinance.

If the university already has a *general collaboration agreement with an employer in the public sector* concerning third-cycle courses and study programmes, the university may determine if the existing documentation is sufficient as a certificate from the employer in accordance with the above, when individual applicants are up for admission. Collaboration agreements may, however, not replace the agreement between the employer and employee which sets out the duties and responsibilities of studying.

#### 5.2.2. **Not yet employed by the intended employer**

If the applicant is not yet employed by the employer funding their studies, an employment agreement is normally required. The agreement terms may be conditional to the applicant being admitted to the programme. If the employer is an employer in the public sector, a certificate from an authorised representative stating that the public sector agency/organisation is responsible for the applicant's study

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<sup>20</sup> Higher Education Ordinance (1993:100), Chapter 7, Section 36

<sup>21</sup> Doctoral grants ceased to exist as a form of funding at Örebro University in 2013 (ORU 2013/2548) and nationally in 2017, when their application was revoked by ordinance SFS 2017:283.

funding at a certain rate of study for the entire period of study is however normally sufficient. The certificate shall as soon as possible thereafter be supplemented with the actual employment decision.

### 5.2.3. **Other requirements**

If the funding is in the form of a *scholarship*, a decision from the body awarding the scholarship is required.

Funding in the form of the applicant's or their family members' *private assets* or funding from *companies where the applicant has significant influence* are not acceptable unless there are exceptional reasons.

## 6. DECISIONS ON ADMISSION ETC

### 6.1. Decisions to be made upon admission

Decisions on admission are made in accordance with university delegations. Prior to decisions on admission and supervisors, the head of subject and the committee of supervisors shall be consulted<sup>22</sup>. For admission of a doctoral student without prior advertising or an equivalent application process in competition with others, see section 2.4.

**A. Decision on admission** of the applicant is to be made. For this decision to be made, all admission criteria must be met, including study funding. Any **exemptions from the general entry requirements** for an applicant shall, where applicable, be decided on by the decision-making officer before or at the same time as the admission decision is made.

The person presenting the matter to the decision-making officer must submit a proposal in writing stating the grounds for admission. Should exemptions from general entry requirements be made, the decision and the grounds for the exemption must subsequently be presented in writing to the faculty board<sup>23</sup>.

**B. A funding plan shall be approved.** When required, the applicant shall be consulted before the plan is approved. The plan should contain details of the funding source and the form of funding facilitating the candidate's support for the entire period of study. Funding from other sources than Örebro University shall be verified by an agreement, decision and/or certificate, see further in separate section. The approved funding plan shall then be incorporated in the doctoral student's individual study plan<sup>24</sup>.

**C. Supervisors shall be appointed**<sup>25</sup>

**D.** If the person is to have a **doctoral studentship or other employment** at the university, this appointment decision shall be made in direct conjunction with the decision on admission.

**An individual study plan** shall be approved for the doctoral student no later than two months after the decision on admission (see section below)<sup>26</sup>.

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<sup>22</sup> University delegations

<sup>23</sup> University delegations

<sup>24</sup> University guidelines for individual study plans

<sup>25</sup> For each doctoral student, at least two supervisors are to be appointed. One of them shall be appointed principal supervisor (Higher Education Ordinance, Chapter 6, Section 28).

<sup>26</sup> University guidelines for individual study plans

## 6.2. Decision documents

Decisions on admission, supervisors and exemption from general entry requirements are normally made on one and the same designated university-approved form. For funding plans and appointment decisions, there are special forms.

If for any reason, it would be more appropriate, a decision on admission may instead be documented in another decision document, prepared as a regular written decision. If so, such a decision document shall contain the same details as if the decision would have been made using the designated form.

## 6.3. Notification of decisions<sup>27</sup>

As soon as the admission decision has been made, irrespective of whether the applicant has been admitted or not, the university shall send a notification to the applicant of the decision/decisions made as well as any other necessary information.

If an applicant is not admitted, the notification shall also contain information that the decision cannot be appealed against.

For doctoral students admitted to the programme, a copy is sent to Ladok (student records) at the university, as well as to the supervisors appointed. Should exemptions from general entry requirements be made, the decision and the grounds for the exemption must subsequently be presented in writing to the faculty board<sup>28</sup>.

# 7. APPEAL AND REVIEW OF THE DECISION

## 7.1. Appeals

The decision not to admit an applicant cannot be appealed against. The same applies to decisions in connection with admission, for examples exemptions from general entry requirements or decisions on supervisors<sup>29</sup>.

## 7.2. Corrections

A grading decision that contains a manifest error as a result of the university's or someone else's typographical error, miscalculation or similar oversight, may be corrected by the authority that issued the decision, that is, the university. Before such a correction is made, and the matter concerns the exercise of authority in relation to an individual and the correction is not unnecessary, the university shall give the party to the decision the opportunity to express their opinion on the matter<sup>30</sup>.

## 7.3. Reviews

If the university finds that a decision, which it has issued as a first instance, is obviously incorrect owing to new circumstances or for some other reason, the university shall change the decision if this can be done swiftly and easily and without detriment to any individual party. This obligation does not apply if the university has submitted the documents in the matter to a higher authority or if there are otherwise special grounds for the university not to amend its decision<sup>31</sup>.

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<sup>27</sup> Administrative Procedure Act (1986:223), Section 21 as well as established practice

<sup>28</sup> Faculty board delegations

<sup>29</sup> Compare Higher Education Ordinance (1993:100), Chapter 12, Sections 2 and 4

<sup>30</sup> Administrative Procedure Act (1986:223), Section 26

<sup>31</sup> Administrative Procedure Act (1986:223), Section 27

## 8. INDIVIDUAL STUDY PLANS

For each doctoral student, an individual study plan shall be drawn up<sup>32</sup>. It is to be approved in accordance with university delegations following consultation with the doctoral student and their supervisor<sup>33</sup>.

The plan shall lay down the commitments of the university and doctoral student, as well as a time plan for the doctoral student's studies. The plan shall be approved following consultation with the doctoral student and their supervisor. The individual study plan is to be followed up regularly and, following consultation with the doctoral student and their supervisor, changes shall be made to the extent necessary<sup>34</sup>.

## 9. STUDENT MATTERS

### 9.1. Student unions

Provisions on student unions, student union membership and the appointment of student representatives can be found in the Higher Education Act (1992:1434), Chapter 4, and in the Ordinance Concerning Student Unions (*Studentkårsförordningen*) (2009:769).

### 9.2. Student representation

Students shall have the right to exert influence on courses and study programmes. The university shall encourage students to take an active part in improving courses and study programmes<sup>35</sup>.

Students at the university are entitled to representation when decisions are made or when matters are prepared that are of consequence to the course and study programmes or to the situation of students<sup>36</sup>. If decisions are to be made or a matter is to be prepared by one single individual, information is to be provided and consultation take place with a student representative in ample time before the decisions are made or the preparations concluded. If decisions are to be made by a group of individuals, the students are entitled to representation by, as a general rule, at least three members<sup>37</sup>. On the university board, the students are entitled to representation by three members<sup>38</sup>.

Given the above, students at Örebro University are entitled to representation on for example the faculty boards, as well as on the school management committees.

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## Enter into force

These admissions regulations will take effect on 1 February 2021.

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<sup>32</sup> Higher Education Ordinance (1993:100), Chapter 6, Section 29

<sup>33</sup> Higher Education Ordinance (1993:100), Chapter 6, Section 29 and university delegations

<sup>34</sup> Higher Education Ordinance (1993:100), Chapter 6, Section 29 and university guidelines for individual study plans

<sup>35</sup> Higher Education Act, Chapter 1, Section 4a

<sup>36</sup> Higher Education Act, Chapter 2, Section 7

<sup>37</sup> Higher Education Ordinance (1993:100), Chapter 2, Section 14

<sup>38</sup> Higher Education Ordinance (1993:100), Chapter 2, Section 7a

## Annex 1: Information on doctoral studentships

### Doctoral studentships<sup>39</sup>

The doctoral studentship is a form of appointment with rules that are tailor-made for persons on third-cycle courses and study programmes. The employee is guaranteed the opportunity to pursue their studies at a study rate of at least 80 per cent of a full-time post. Only those who are or have been admitted to third-cycle courses and study programmes at a higher education institution may be appointed to doctoral studentships.

A doctoral studentship shall be a full-time post. If a student so requests, and the university considers it appropriate, the appointment may be a part-time post but for no less than 50 per cent of a full-time post.

The student shall primarily devote themselves to their studies, but may to a limited extent – no more than 20 per cent of a full-time post – be engaged in teaching, research, artistic research and administration. The period of study will be extended correspondingly.

When appointing a doctoral student, attention shall be paid to the candidate's ability to benefit from third-cycle courses and study programmes. This ability shall be assessed based on the same criteria as those laid down by the university for the place on the programme that the appointment is linked to. The fact that an applicant is considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants.

The total employment period may be no more than eight years, that is, studies shall be pursued at a rate of at least 50 per cent of a full-time post. The total employment period may exceed that stated if special grounds exist. Those grounds are the same as those applicable for extensions of the study period, for example sick-leave and parental leave.

Appointments to doctoral studentships may be funded by the university's direct government funding for research and/or through external funding.

Further information on doctoral studentships is provided

- in the information on doctoral education at Örebro University at <https://www.oru.se/english/study/doctoral-education/>
- by Human Resources at Örebro University.

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<sup>39</sup> Higher Education Ordinance (1993:100), Chapter 5