

Rules for Doctoral Studentships at the University of Borås

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1 Basic values

The University of Borås as an organisation is characterised by openness, innovation, creativity, and flexibility. The organisation is marked by mutual respect and consideration between those who work there, the students, the doctoral students, the instructors, and others. No one shall be discriminated against because of ethnicity, religion or other beliefs, sexual orientation, disability or gender identity.

In order to achieve a good work environment and secure employment conditions, the university has as its starting point the funding of doctoral education primarily through doctoral studentship, a form of employment.

2 Introduction

Rules for doctoral studentships at the University of Borås are local regulations that regulate the employment of doctoral students and are determined by the Vice-Chancellor based on recommendations from the Research and Education Board (Forsknings- och Utbildningsnämnden in Swedish, or FOUN) and the Artistic Research and Education Board (Nämnden för konstnärlig forskning och utbildning in Swedish, or KFU).

These rules form common rules for all doctoral education at the university and aim to promote the quality of education at the doctoral level, ensure the legal security of doctoral students, and contribute to a good academic and social environment.

These rules are based on the Higher Education Act (1992: 1434) and the Higher Education Ordinance (1993: 100), and constitute an interpretation and application of the general regulations. In addition, refer to Admission Regulations, Reg. 633-18.

3 Conditions for doctoral studentships

At the University of Borås, a doctoral student can only be employed through the following mechanisms:

- admittance to doctoral studies at the university to a department with its own rights to conduct doctoral education; or
- admittance to another institution with rights to conduct doctoral education that are currently lacking at the university. In the latter case, any decisions regarding employment in the form of a doctoral studentship are guaranteed.

4 Financing of doctoral education

At the University of Borås, doctoral studentship employment is the preferred form of study financing when it comes to the doctoral level.

Thus, scholarships funding doctoral education cannot be established.

At the University of Borås, doctoral students will also not be financed via educational grants.

The university accepts at the doctoral level only applicants who are employed as a doctoral student or who receive grants for doctoral students. However, the university may accept a candidate who has any other form of study funding if the university assesses that the funding can be secured throughout the course of education and that the applicant can devote enough time to the education that it can be completed within four years, in the case of a licentiate degree or artistic

licentiate degree, and eight years, in the case of a doctorate or artistic doctorate. (HF, Chapter 7, Section 36).

However, this does not apply to decisions on the withdrawal of resources under Chapter 6 of the HF, Section 30.

For details about different forms of "other funding," please review Admission regulations, Reg. 633-18

5 Employment

A doctoral studentship refers to full time work. Employment less than full time may be requested by the doctoral student, but 50% of full time employment is the minimum (HF, Chapter 5, Section 3a).

Leaves of absence may not exceed 50% of full time. However, a doctoral student may be entitled to a higher degree of leave due to legal rights, contracts, or for work related to student unions' posts.

5.1 Announcements of doctoral studentship positions

Position announcements take place via the university website and job listings board, government employment services, and, if necessary, other appropriate media. The application window should be at least three weeks long.

Exceptions to announcements apply to students who are not university employees, i.e., for example, one who has received a scholarship grant from a Swedish or foreign authority or who will undergo doctoral studies within the framework of another external employment, a so-called industry doctoral student or collaborative doctoral student¹.

Extensions of doctoral studentships and change of doctoral education subject is done without advertising, as well as the admission of a previously accepted doctoral student from another Swedish institution.

5.2 Employment basis

Initiatives to begin the procedure for hiring a doctoral student are normally taken by the Research Education Committee or the KFU after consultation with the Dean of Faculty in university areas with the rights to conduct doctoral education programmes. In areas without these rights, dialogue between

¹ Refers to doctoral students with employers in health care, business/industry, another university, or some other municipal or state setting.

the corresponding supervisory group and the Dean of Faculty occurs prior to the recruitment and employment of a doctoral student; the Dean of Faculty ensures that the board is informed. The Dean of Faculty provides employment basis documentation to HR staff; they take the matter to the Vice-Chancellor who makes the determination to initiate recruitment for the position.

In the employment basis documentation, the following should be highlighted:

- Employment profile
- Financing
- Faculty where the doctoral student is to be accepted
- Needs of the university/department
- Distribution between doctoral studies and departmental duties
- Selection criteria
- Placement of the doctoral student within research profile/academic area

5.3 Selection

The aim of the selection process is to find the candidate who can best fulfil the expectations and needs of the research education programme based on the requirements profile. For research areas with their own rights to grant doctoral degrees, the selection of doctoral students takes place through the examination of a supervisor group or its equivalent. Documentation of ranking and preparation of employment basis documentation shall be formally done by the Research Education Committee or the KFU and decisions about candidates shall be formally recorded.

For research areas where the university does not have its own rights to grant doctoral degrees, the procedure cannot be conducted unilaterally by the university. How the university collaborates with another institution in the latter case regarding selection criteria for employment should be described in the employment basis documentation in each individual case.

5.4 Employment decisions

Only those who are accepted or have already been accepted to a doctoral education programme at may be employed as a doctoral student (HF, Chapter 5, Section 3.)

Each Dean of Faculty is responsible for compiling a written employment decision. This is done in consultation with HR.

Decisions on the employment of doctoral students take place at the Vice-Chancellor's Executive Meeting after the responsible HR member has presented the written employment decision. HR staff ensure that decisions are communicated to all applicants within three weeks of the formal decision.

Employed doctoral student at the University of Borås are paid according to the so-called "Lönetrappan"² and then follow its steps of wage increases. The doctoral student is responsible for providing the required salary wage form to HR³.

5.5 Extension of employment

Employment extensions for doctoral students are initiated by the Dean of Faculty. The Dean of Faculty and the Director of Studies for doctoral programmes review the current individual study plan and excerpts from Ladok, after which the Director of Studies ensures that the required documentation is filled out and sent to the Human Resources department together with documentation from Ladok. The total period of study upon the change in study speed or leaves of absence may not exceed eight years of half-time study from the date of admission.

Decisions about extensions are made after the responsible HR staff has presented the written employment decision at the Vice-Chancellor's Executive Meeting.

Extension of study time when it comes to, for example, parental leave, illness, student union work, and other leaves of absence, shall be stated in an individual study plan, with the corresponding duration of study time and doctoral studentship employment. The relevant Faculty informs HR staff of the extension's duration no later than one month before the employment ends.

5.5.1 Possible additional costs due to leave

The increased costs arising from the extension of employment as a doctoral student in the event of illness, parental leave, or for student union or other union assignments shall normally be covered by funds from the relevant faculty.

Doctoral student representatives to the university board are replaced according to regulations (Förordning 1992: 1299) on remuneration for assignments to government boards, committees, and councils etc.

² General wage and preference agreement (ALFA 2010-2012, ALFA-T), §13, Reg. 199-11-16.

³ Form can be found in the Staff Handbook under Doctoral Student Salary.

6 Departmental duties

The scope and content of any departmental duties will be stated in the individual study plan. Departmental duties may not exceed 20% of full time as distributed over the entire study time. Departmental duties shall provide a corresponding extension to the doctoral studentship employment.

Departmental duties shall be designed to be relevant of the doctoral student's education. They will be planned in discussion between Directors of Study for doctoral and undergraduate education and the doctoral students.

Doctoral students who teach as part of their departmental studies shall have received education in teaching and learning in higher education in the manner indicated by the board or should be able to show equivalent knowledge (Reg. 992-09-10).

7 Approved leave from studies

Doctoral students are entitled to an approved leave of studies in case of illness, parental leave, Swedish military service, or positions within union or student organisations. The board, in consultation with the Dean of Faculty, may grant study leave for other reasons after assessing its possible consequences for the time frame of the doctoral education programme and the project's relevance.

Decisions about study leave are taken by the board after consultation with the Dean of Faculty. In parallel with the decision of the board, the Dean of Faculty grants the study leave, when applicable. When returning to studies, a new individual study plan must be established.

Application for study leave is made through a special form on the university website. In cases where the study leave exceeds a full semester, the application must be supplemented with an updated Report of financing and student activity (F4) form⁴, which describes activity during that period. For study leave that stretches over an entire semester (up to a maximum of two semesters), information must be provided to Ladok administrators that registers a leave from studies.

⁴ Available on the website on the pages for doctoral students.

8 Doctoral student influence

Doctoral students have the right to representation in all decision-making and preparatory bodies at the university regarding education at the research level and the education situation.

Doctoral students with elected or other entrusted positions within the university or student union must not be disadvantaged in their education because of this.

Doctoral student with elected or other entrusted positions within the university or student union are entitled to an extension of employment time to a corresponding extent.

9 Disciplinary measures

Disciplinary measures may be taken against doctoral students in accordance with HF Chapter 10, HF Chapter 6, Section 30, as well as in accordance to the Public Employment Act (1974: 152).

10 Appeals

The Higher Education Appeals Board for the university is the recipient for the following decisions that may be appealed:

1. Decision on employment at a university, with the exception of employment as a doctoral student;
2. Decision that an applicant fails to meet the eligibility requirements for admission to an undergraduate or graduate level educational programme, and decisions not to exempt from the eligibility conditions in those cases referred to in Chapter 7, Section 3, second sentence or Section 28, second paragraph;
3. Decision on credit transfer of educational programmes or work activities;
4. Rejection of a student's request for exemption from compulsory educational elements;
5. Decision to withdraw resources for a doctoral student's education under Chapter 6, Section 30 and decision that a doctoral student will not get back resources according to Chapter 6, Section 31;
6. Rejection of a student's request to obtain a diploma or course certificate; and
7. Decision not to grant someone who is admitted to an undergraduate or graduate educational programme permission to begin studies or continue studies after a leave of absence (HF, Chapter 12, Section 2).

