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Handling procedure for the withdrawal of supervision and other resources for third-cycle students

HANDLING PROCEDURE FOR THE WITHDRAWAL OF SUPERVISION AND OTHER RESOURCES FOR THIRD-CYCLE STUDENTS

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish version will prevail.

Introduction

Supervision and other resources for third-cycle/doctoral students are crucial for conducting third-cycle courses and study programmes. Other resources regard acceptable conditions of study in accordance with the Higher Education Ordinance chapter 7, § 34, e.g. instruction, expenses related to taking courses, workplace, computer, office supplies, library resources and laboratory resources. A third-cycle student is entitled to such resources unless the vice-chancellor has decided otherwise by virtue of the Higher Education Ordinance chapter 6, 30 §. The grounds for withdrawing supervision and other resources within third-cycle courses and study programmes are based in the Higher Education Act chapter 1, 4 § which states that higher education institutions shall use their resources effectively.

This handling procedure is in accordance with the Higher Education Ordinance chapter 6, §§ 30-31 and regulates the division of responsibility and the preparation of the vice-chancellor's decision to withdraw supervision and other resources. Furthermore, the document regulates the division of responsibility and the preparation of a third-cycle student's right to apply for recovery of his or her entitlement to supervision and other resources.

Preparation of withdrawal of supervision and other resources for a third-cycle student

Withdrawal of a third-cycle student's right to supervision and other resources are considered a final measure in cases where a third-cycle student substantially neglects his or her undertakings in the individual study plan. It is of great importance that the supervisor and the third-cycle student draws up and follows up the individual study plan according to the instructions provided. Supervision and other resources may not be withdrawn for any period in which the third-cycle student has been appointed to a doctoral studentship (Higher Education Ordinance chapter 6, 30 §). A matter regarding the withdrawal of resources should therefore be initiated before the doctoral studentship is prolonged.

Handling procedure

In cases where a third-cycle student substantially neglects his or her undertakings in the individual study plan, the matter should be handled as follows:

1. If a third-cycle student substantially neglects his or her undertakings in the individual study plan, the supervisors shall at an early stage discuss the matter with the third-cycle student concerned. An appropriate occasion for this is the yearly follow-up of the individual study plan. If such a neglect of undertakings is noted, the supervisor and the third-cycle student should have frequent supervision sessions with short time intervals in order to focus on the fulfilment of the performance requirements listed in the individual study plan. All measures and agreements with the third-cycle student shall be documented in the individual study plan.



2. If the neglect of undertakings in the individual study plan is substantial and continues after six months, even if measures have been taken in accordance with paragraph 1 above, the supervisor shall present a written notice to the director of studies for third-cycle education and to the head of department responsible for the third-cycle student. The third-cycle student shall be given an opportunity to make a written representation to the notice presented by the principal supervisor.
3. The director of studies shall, in cooperation with the responsible head of department, summon the third-cycle student and the principal supervisor to a meeting to discuss the progression of the studies and consult the views of both the third-cycle student and the principal supervisor. The third-cycle student shall in advance be informed of the subject for the meeting and his or her right to consult a representative. The meeting shall be documented and the notes be presented to all participants. The supervisors' views of the progression of the studies may be consulted. The supervisor/s shall be informed of the meeting.

Necessary measures to be taken as a result of the meeting may be e.g. amending the individual study plan, additional supervision and/or change of supervisor. If the measure concerns an amending of the individual study plan, the study plan shall contain a detailed time table for the study programme. The undertakings of the supervisors and the other resources available to the third-cycle student, and the time table for follow-up of decided measures, shall be clearly stated. The amended individual study plan shall be adopted by the head of department responsible for third-cycle education, after consultation with the director of study for third-cycle education, all of the supervisors and the third-cycle student.

4. The director of study and the supervisors shall jointly follow up the decision no more than two months after the decision date. Additional follow-ups and amending may be necessary, and these may not exceed a monthly interval.
5. If the third-cycle student is considered to be substantially neglecting his or her undertakings in the individual study plan, although measures have been taken in accordance with the paragraphs above, the director of study may present a notice of withdrawal of supervision and other resources to the vice-chancellor.

Notice of withdrawal of supervision and other resources

A notice of withdrawal of supervision and other resources are presented to the vice-chancellor by the director of study for third-cycle education.

The following documents shall be enclosed with the notice:

- A summary of the matter stating the ways in which the third-cycle student has neglected his or her undertakings. The notice shall provide details if the individual study plan has been drawn up in accordance with the Higher Education Ordinance chapter 6, 29 § and local regulations,
- The individual study plan of the third-cycle student,
- A description of the measures that the department has taken in order to assist the third-cycle student in fulfilling his or her undertakings, in addition to what is stated in the individual study plan,
- Documentation from meetings between the third-cycle student, the supervisor, the director of study and the responsible head of department,
- The supervisors' assessment of the third-cycle student's achievements and his or her possibility to fulfil the undertakings in the individual study plan, and
- A suggestion for a decision by the director of study. The third-cycle student shall be given an opportunity to make representation (Higher Education Ordinance chapter 6, 30 §). The written representation by the third-cycle student shall be enclosed with the notice.

The vice-chancellor's decision to withdraw supervision and other resources

Upon presentation, the vice-chancellor decides in accordance with the suggested measures or to obtain additional details before making a decision. Before the vice-chancellor's decision, the third-cycle student shall be informed and be given the opportunity to make representations before the decision is made, in accordance with the Swedish Administrative Procedure Act, 25 §.

The vice-chancellor decides:

1. if the third-cycle student has neglected his or her undertakings in the individual study plan, so that grounds for a decision about supervision and other resources exist, and
2. to what extent the higher education institution and the supervisor have fulfilled their undertakings in the individual study plan.
3. If the vice-chancellor decides to withdraw supervision and other resources, the third-cycle student shall in the same decision be informed of the requirements to recover supervision and resources.
4. In cases where the vice-chancellor considers the investigation not to prove that the third-cycle student has substantially neglected the undertakings in the individual study plan, the notice is disregarded and the matter is closed.

Written documents and statements that are essential to the decision shall be translated into English if the matter concerns a third-cycle student that does not speak Swedish.

The decision may be appealed to the Higher Education Appeals Board (Higher Education Ordinance chapter 12, § 2). An appeal instruction shall be enclosed with the decision and be presented to the third-cycle student.

Application to recover resources

If study resources have been withdrawn pursuant to the Higher Education Ordinance chapter 6, 30 §, the doctoral student may, according to the Higher Education Ordinance chapter 6, 31 §, on application to the vice-chancellor, recover his or her entitlement to supervision and other resources.

An application to recover supervision and other resources shall be addressed to the vice-chancellor. The director of study prepares the matter and conducts a written investigation. The purpose of the investigation is to determine whether the new study results of the third-cycle student are of sufficient quality and extent, or if the third-cycle student has made it credible that he or she may fulfil the remaining studies and undertakings in the individual study (the version last approved).

The investigation shall contain a summary of the third-cycle student's application and new study results. It shall also contain an assessment of the quality and extent of the study results, or the other reasons provided by the third-cycle student in the application. The third-cycle student's application to recover the resources withdrawn shall be enclosed with the investigation.

The vice-chancellor's decision to recover supervision and other resources

If the investigation shows that the third-cycle student has made it credible that he or she can fulfil his or her remaining studies and the undertakings in the individual study plan (the version last approved), and that grounds for a decision to recover supervision and

other resources exist, a suggestion for a decision is presented. All the documents relating to the matter shall be enclosed in the decision suggestion.

The third-cycle student shall be informed in advance, so that he or she may be given the opportunity to make a representation before the decision is made, in accordance with the Swedish Administrative Procedure Act, 25 §.

The vice-chancellor decides that the third-cycle student may recover supervision and other resources based on that it has been made credible that he or she can fulfil the remaining studies and undertakings in the individual study plan (the version last approved), or that the third-cycle student has not made this credible and as a result will not recover supervision and other resources.

Written documents and statements that are essential to the decision shall be translated into English if the matter concerns a third-cycle student that does not speak Swedish.

The decision may be appealed to the Higher Education Appeals Board. An appeal instruction shall be enclosed with the decision and be presented to the third-cycle student.

Appeal

The third-cycle student may appeal the vice-chancellor's decision to withdraw supervision and other resources, and the vice-chancellor's decision to reject the application to recover withdrawn supervision and other resources (Higher Education Ordinance chapter 12, § 2, Guidelines for appeals at the Swedish School of Sport and Health Sciences, reg. no. GIH 2018/345).

Additional information

Third-cycle students whose resources have been withdrawn are still admitted to the third-cycle study programme in the subject concerned. Third-cycle students have the right to conduct their third-cycle studies on their own and have the right to defend their doctoral or licentiate thesis at a public defence or licentiate seminar.