



# Regulations for Third-Cycle Studies at Karlstad University

Decision:	52/22	Reg.no.	C2022/389	Replaces:	38/21	Reg. no.	C2021/299
Applies from:	11 April 2022	until:	further notice	Officer:	Katarina Lindström		



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The third-cycle disciplines at Karlstad University are listed [here](#).

### 3.1 General study syllabus

The Higher Education Ordinance stipulates that for each subject in which third-cycle

- other requirements for the studies to fulfil the outcomes.

The dean signs the individual study plan after consultation with the doctoral student and supervisor<sup>12</sup>. The ISP is to be reviewed regularly, no less than once a year. The University recommends the ISP is needed after consultation with the doctoral student and supervisor. Each faculty documents for quality assurance<sup>13, 14</sup>.

## 4 Period and rate of study





through doctoral studentship appointments. A student admitted to third-cycle studies at Karlstad University could be employed by another higher education institution, or by a company or government agency.

For more information about the application, entry requirements, and admissions process, read [the Karlstad University Admissions Regulations](#).<sup>17</sup>

The admissions process contains the following steps:

- Approval of a doctoral studentship
- Recruitment
- Formal admission

For more information about each step, see the respective sections below. More information is also available with regard to applicants with special needs, and to transfers from other universities. There are several forms of appointment for third-cycle students, and these are also detailed below.

## 5.1 The approval of a doctoral studentship

Doctoral studentships are subject to approval by the faculty board. Before the approval of a doctoral studentship, the department concerned shall give an account of the following issues:

How funding of the studentship can be guaranteed for the whole period.  
*"Admission to doctoral studies requires that supervision, funding and acceptable conditions are guaranteed for the whole period of study."*<sup>18</sup>

How adequate supervision can be arranged. Each doctoral student is entitled to 160 hrs of supervision per year when their degree of activity is 100%. A lower degree of activity comes with a proportional reduction in supervision.

How other conditions of study can be arranged satisfactorily. This refers to a work station, equipment, and other resources required to complete the studies. The head of department and the dean are responsible for ensuring acceptable study conditions.

The proposal of a principal supervisor and at least one co-supervisor. The principal supervisor must be a professor or a reader. In exceptional cases, a university teacher with a doctorate can be the proposed principal supervisor, but only if the co-supervisor is a professor or reader. Such allowances must only be made when a supervisor for instance has particular expertise of great

The proposal of a professor or reader as examiner.

The proposed advertisement, including assessment criteria at the Faculty of Arts and Social Sciences or a brief project description at the Faculty of Health, Science and Technology respectively.

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<sup>17</sup> Admissions Regulations for Education at Doctoral Level at Karlstad University C2019/916

<sup>18</sup> Admissions Regulations for Education at Doctoral Level at Karlstad University C2019/916

## 5.2 Recruitment

All recruitment of doctoral students shall be based on selection procedures. Third-cycle studentships should always be announced. Exceptions from the announcement requirement can be made pursuant to the Higher Education Ordinance.<sup>19</sup> Karlstad University allows for the following exceptions:

- If the studies are to be pursued within the framework of employment elsewhere.
- If the doctoral student transfers from another higher education institution.
- If there are similar special grounds.

recommended minimum of three weeks before the application deadline. The advertisement should be posted in Swedish and English and include the requirements and qualifications necessary to be considered. The University welcomes domestic and international applicants.

### Qualification requirements for third-cycle studies

To be eligible for third-cycle studies, the applicant must meet the general and specific entry requirements.

A person meets the general entry requirements for third-cycle studies if he or she:

1. *has been awarded a second-cycle qualification*
2. *has satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second-cycle, or*
3. *has acquired substantially equivalent knowledge in some other way in Sweden or abroad.*<sup>20</sup>

The higher education institution may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds.<sup>21</sup>

The specific entry requirements are stated in the general study syllabus for each discipline. The requirements laid down shall be essential for students to be able to benefit from the course or stud

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a panel assessing the Swedish Higher Education Authority reviews. An extension of the employment period in other special circumstances is subject to a case-by-case UggYgga Ybh'UbX'h\Y'fYUgcbg'a i gh'VY'gdYVZ]YX ]b'h\Y'XcV'fcU'ghi XYbh'Gj=GD"

At Karlstad University, elected positions at the University, national and international doctoral student organisations, and assignments relating to the Swedish Higher Education Au

always completely funded by external means. In special circumstances, the Vice-









for that part of the studies. Credit transfer is subject to approval. The doctoral student decides whether to apply for a credit transfer.

Credit transfer is regulated by the Higher Education Ordinance (1993:100) (SFS 1993:100).

*If a student at a higher education institution in Sweden has successfully completed a higher education course or study programme, she or 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 (1954) (SFS 1993:100).*

The decision is always to be documented in writing, whether credit transfer is approved or rejected. If credit transfer is approved, the faculty administrator registers the decision in Ladok. If the application is rejected, the examiner is obligated to justify the decision. If the application is partially rejected, the examiner must specify which credits are approved and which are rejected. The rejections must be justified. If the application is completely or partially rejected, the University is required to immediately notify the doctoral student in writing and include instructions for an appeal.

A decision about credit transfer can be appealed to the Higher Education Appeals Board.<sup>41</sup>

### 7.3 Research seminars and other activities

The doctoral student is encouraged to actively participate in research seminars and other constructive activities for the duration of the period of study. Doctoral students are also recommended to avail themselves of the opportunity to attend guest lectures et cetera at Karlstad University and to participate in national and international

A specific external reviewer (opponent) and co-assessor Ë a professor or a docent Ë shall be appointed for the licentiate thesis.

The seminar shall be held after the thesis had been publicly available for three weeks (see below).

The examiner shall ensure that the thesis is made available at the



assessors who have not been involved in supervision or the research in question, at the halfway seminar, or in any other manner.

The thesis must be available on the department's and the faculty's websites.

The public defence shall take place during the academic semester with the exceptions of the period from the Saturday before Midsummer to the start of the autumn semester, and the period between 22 December to 10 January. The dean decides on the time and place and appoints the external reviewer, the examination committee, and the chair of proceedings.

No later than three weeks before the public defence, the time and place of the public defence shall be announced on the University noticeboard and the thesis made publicly available (nailed to the board, spikning). The periods from the Friday immediately before Midsummer to 15 August and from 24 December to 6 January cannot be included in the three-week notification period.

The dean may allow a shorter notification period in case of acute and verified illness or other special circumstances. Examples of time limits: public notification must be made no later than 25 May for a public defence scheduled for 15-18 June, 10 June for a public defence scheduled on 1 September, 16 August for a public defence scheduled on 6 September, 6 December for a public defence scheduled on 10 January.

The faculty office sends the assessment form for the doctoral thesis and a form to the faculty administrator.

## Duplication and accessibility of the thesis

At the latest three weeks before the public seminar, the respondent shall ensure that 1 physical copy of the doctoral thesis is delivered to the faculty office, and 5 physical copies are delivered to the University Library. The University Library issues a receipt on delivery of the library copy and submits the receipt to the relevant faculty office. Electronic publication of the doctoral thesis requires the respondent to fill out and sign a publication agreement as mandated by the University Library. The discipline concerned shall distribute copies of the doctoral thesis to other relevant departments in the country at its own expense. The discipline decides how many copies of the doctoral thesis to print. The Faculty Board recommends electronic publication instead of distributing hard copies to other departments.

At the time of notification, the thesis must be duplicated and be available at the University in the number of copies necessary to enable the academic community and the public to read the thesis before the public defence.

At the same time, the thesis must be distributed to every higher education department in Sweden in the field of the thesis, and to the libraries at such higher education institutions.

## Public defence



The committee elects one member to chair the meeting. The committee can make a decision if all members are present. The decision applies that a majority of members agree on. If the thesis is awarded a Pass grade by majority decision, a member is entitled to have a dissenting opinion noted in the minutes without specifying the

Should the thesis fail, the committee shall justify their decision, and a member has



Degree of Doctor of Philosophy in..... (Technologie doktorsexamen).<sup>44</sup>

### Subject and specialisation in the degree certificate

The discipline to which the doctoral student has been admitted is added as a suffix in the degree certificate.

*Example: Degree of Doctor of Philosophy  
Discipline: Biology*

An exception applies to the Degree of Doctor/Licentiate of Laws, which is phrased as follows: *Degree of Doctor of Laws in x (specialisation). Degree of Licentiate of Laws in x (specialisation)*.<sup>45</sup>

## 9 Graduate schools

research includes third-cycle studies. There is collaboration across subjects and disciplines, for instance in the form of interdisciplinary work in the framework of graduate schools. There is collaboration between graduate schools at the University as well as nationally and internationally. More informl labo( )TJETQq09(l)-5JETQq g0 nal[k,,ha58

ultimately offer doctoral students the best possible education. There is also international collaboration through international graduate schools.

## 10 Career support and continuing professional development







Disqualification protocol is stipulated in the Administrative Procedure Act:

*A person charged with handling a matter on behalf of a government agency is considered to have a conflict of interest*

- 1. if the matter concerns themselves or someone close to them, or if they or someone close to them can expect extraordinary advantage or detriment from the outcome,*
- 2. if they or anyone close to them is or has been 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 they have taken part under the auspices of a subordinate authority in the final handling of a matter concerning the same material issue and thus have already formed an opinion on issues now to be decided on by a superior agency, or*
- 4. if there is some other special circumstance that is likely to undermine confidence in their impartiality in the matter.*

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

*A person who is disqualified may not handle the matter or be present when the matter is decided on. They may, however, take those steps that cannot be made by someone else without an inconvenient delay.*



