



# Withdrawal of resources for doctoral students<sup>1</sup>

These guidelines have been ratified by the Vice-Chancellor 2022-02-22 and are valid from the same date.

Reg. No. HS 2023/216

---

<sup>1</sup> This is a translation of the Swedish version (Riktlinjer för indragning av resurser för doktorand, registration number 2022/73). In the event of any discrepancy, the Swedish version of this document shall prevail.

# Content

- 1 Introduction..... 3
- 2 Applicable regulations ..... 3
  - 2.1 Supervision..... 3
  - 2.2 Individual study plan ..... 3
- 3 Deviations from the individual study plan..... 4
- 4 Investigation by the Dean ..... 4
- 5 Decision by the Vice-Chancellor on the withdrawal of resources ..... 5
- 6 Right to appeal ..... 6
- 7 The possibility to have resources reinstated ..... 6
- 8 The document is valid from..... 6

# 1 Introduction

If a doctoral student substantially neglects their undertakings according to the individual study plan, the Vice-Chancellor must decide that the doctoral student will no longer be entitled to continued supervision and other resources for the studies (Swedish Higher Education Ordinance Chapter 6, Section 30).

These guidelines describe how matters that concern the withdrawal of resources for doctoral students are handled at the University of Skövde (the University). Resources refer to supervision resources, workplace, computer, access to teaching resources and other things that are supplied by the University.

## 2 Applicable regulations

### 2.1 Supervision

A doctoral student is entitled to at least two supervisors and supervision during their studies (Higher Education Ordinance Chapter 6 Section 28) as long as the Vice-Chancellor does not decide on something different (Swedish Higher Education Ordinance Chapter 6, Section 30).

### 2.2 Individual study plan

#### 2.2.1 Establishment

According to the Swedish Higher Education Ordinance Chapter 6, Section 29, an individual study plan must be established for each doctoral student. It must be established no later than three months after the student has been accepted into the third-cycle studies and must contain the University's and the doctoral student's commitments as well as a time plan for the doctoral student's programme. The individual study plan is decided on by the Dean after consultation has taken place between the doctoral student and their supervisors together with the concerned Director of PhD Studies.

#### 2.2.2 Annual follow-up

The individual study plan plays an important legal role in matters concerning the withdrawal of the right to supervision and other resources. The doctoral student, the principal supervisor and preferentially other supervisors as well as the Director of PhD Studies meet and update the study plan once every year through a follow-up of work that has been performed and a plan for continued work.

All follow-up meetings are documented in writing. The revised individual study plan is established by the Dean.

### **3 Deviations from the individual study plan**

The doctoral student who during the year has not fulfilled the content of the individual study plan is expected to discuss the situation with their principal supervisor. The doctoral student and supervisors will then together create an action plan that is documented in writing.

Together with the Director of PhD Studies concerned, the individual study plan will be revised and the action plans will be implemented into it. The revised study plan will then be established by the Dean.

If one finds that, despite the action plan, the doctoral student is not following their revised individual study plan, the principal supervisor or Director of PhD Studies must arrange for a meeting between the doctoral student, other supervisors and the Director of PhD Studies.

At the meeting, one must discuss the doctoral student's situation. The Dean can either refer the matter to the Vice-Chancellor for a decision on the withdrawal of resources, or the individual study plan will be revised. The meeting and the possible revision of the individual study plan must be documented in writing. The doctoral student, principal supervisor and Director of PhD Studies must sign the documentation. The revised individual study plan is established by the Dean. The principal supervisor and the Director of PhD Studies will follow up on the revised study plan on a regular basis.

If the principal supervisor or the Director of PhD Studies deem that the doctoral student has still not fulfilled their obligations according to the individual study plan, the principal supervisor or the Director of PhD Studies must invite the doctoral student, group of supervisors, the Director of PhD Studies and the Dean to a new formal meeting. The meeting must be documented in writing.

### **4 Investigation by the Dean**

If it is assessed that the doctoral student has not fulfilled their obligations according to the individual study plan, the Dean may ask the Director of PhD Studies to investigate the doctoral student's compliance with their individual study plan. The investigation is based on written material that is comprised of the different versions of the individual study plan, a description of other actions, documentation from formal meetings that have been held, a written statement from the doctoral student as well as a written statement from the supervisors. The possibility to submit a statement is regulated by the Swedish Higher Education Ordinance Chapter 6, Section 30).

The Dean will then review the matter and will submit a written statement and proposal to the Vice-Chancellor. The review of a withdrawal of resources must be based on statements from the doctoral student and the supervisors and other available material. In the review one must also assess how the University, the school and the supervisors have fulfilled their undertakings towards the doctoral student (Swedish Higher Education– Ordinance Chapter 6 Section 30).

## **5 Decision by the Vice-Chancellor on the withdrawal of resources**

The Swedish Higher Education Ordinance Chapter 6, Section 30 states that if a doctoral student substantially disregards their undertakings according to the individual study plan, the Vice-Chancellor must decide that the doctoral student will no longer be entitled to supervision and other resources for the programme. Before such a decision is made, the doctoral student and their supervisors must be given an opportunity to present a statement.

The Vice-Chancellor makes the decision on the withdrawal of the doctoral student's resources after a presentation by the Dean. The Vice-Chancellor may not delegate the decision (Swedish Higher Education Ordinance Chapter 6, Section 36). The decision must be motivated and presented to the doctoral student in writing (Swedish Higher Education Ordinance Chapter 6, Section 30).

If the decision entails that the doctoral student's resources will be withdrawn, it must also contain information about when the resources will be withdrawn, the possibility to appeal the decision and the possibility to apply to have the withdrawn resources reinstated.

The resources cannot be withdrawn for the time when the doctoral student is employed as a doctoral student (Swedish Higher Education Ordinance Chapter 6, Section 30. (If the decision is made to withdraw the resources, they will be withdrawn from the time when the employment stops). A withdrawal of resources does not mean that the doctoral student is terminated from their employment, but may result in the employment not being extended.

A doctoral student who has forfeited their right to supervision and other resources no longer has the right to participate in courses, seminars and similar events that are organised by the University. However, the doctoral student is allowed to keep their place in the education. The doctoral student may also take exams on courses that have already been completed and can continue their studies on their own in order to eventually apply for an opportunity to present their thesis. A doctoral student who meets the requirements for a licentiate degree or doctoral degree has the right to obtain a degree certificate.

## **6 Right to appeal**

The decision to withdraw resources for a doctoral student can be appealed to the Higher Education Appeals Board (Swedish Higher Education Ordinance Chapter 12, Section 2). Information about the possibility to appeal must be attached to the decision on withdrawal.

The appeal must be in writing. The letter must contain information about the decision that is appealed, the amendment of the decision that is requested and the grounds that the student wishes to present to support the request. The appeal must be addressed to the Higher Education Appeals Board (ÖNH) but should be sent to the University of Skövde within three weeks from the day when the plaintiff was notified of the decision.

## **7 The possibility to have resources reinstated**

The doctoral student can apply to the Vice-Chancellor to have the right to supervision and other resources reinstated. The application is submitted to the Dean that is administrating the matter and further investigation will determine whether the doctoral student shows a study result that is of considerable quality and scope or that it is in any other way likely that the undertakings as specified in the individual study plan will be completed.

The Vice-Chancellor will decide whether the doctoral student will have their rights to supervision and other resources (Swedish Higher Education Ordinance Chapter 6, Section 31) reinstated, following a presentation by the Dean who will give a motivated proposal for the decision.

A rejection of an appeal to have resources reinstated can be appealed.

## **8 The document is valid from**

The document is valid from 2022-02-22 and replaces "Instructions for withdrawal of doctoral student's resources at the University of Skövde" (reg. No. HS 2012/462-62).