

# Regulations and guidelines for first, second and third cycle education at Jönköping University

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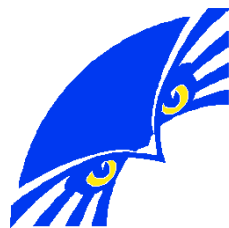
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These regulations were first ratified by the President on 13 February 2009 (President Decision §445, 2009). The present regulations have been revised for the third time by the Board of Education and Research Education and apply as from 1 July 2013. If not stated otherwise the text is to be regarded as a regulation imperative for the school. Guidelines can be neutralized by a school if strongly justified by regulations decided by the school. The regulations and guidelines are in the main a summary of the following previously adopted policies, regulations and guidelines, which are thus replaced:

- Regulations for university education at first and second cycle (President Decision §397, 2007)
- Titles and local rules relating to general degree qualifications (Decision by the Admissions and Examination Board, 28 February 2008)
- Policy with guidelines for teaching, examination and course evaluations, etc at Jönköping University (Foundation Governing Board Delegation Decision, 24 February 2003, §11)
- Policy for decisions about major subjects and major areas in degree qualifications and determination of programme syllabuses (Foundation Governing Board, 23 April 2007, §31b)
- Regulations for third cycle education (Faculty Board, 22 August 2008)

Regulations in Chapter 1 of “Students at Jönköping University” may only be revised by a President Decision.

Within the framework for authorities according to the decision-making system and instructions, regulations in other chapters may be revised by the Board of Education and Research Education.

Decisions shall be made in accordance with, among others:

- Act (1993:792) regarding Permission to Issue certain Qualifications. This states that the education shall comply with the requirements set out for education in Chapter 1 of the Universities Act (1992:1434), the National Qualifications System (Appendix 2 to the Higher Education Ordinance) and the Discrimination Act (2008:567).
- The Foundation Statutes and the Foundation’s Agreement with the Government.
- Objective 2025 – On our way to Jönköping International University (Foundation Governing Board, 26 February 2013, §7, Appendix 3).
- Joint strategies 2013-2016 (Foundation Governing Board, 26 April 2013, §23, Appendix 2, 2a, and 2b).

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# **I Students at Jönköping University**

A student at Jönköping University is a person who is registered on a course or a programme at one of the schools<sup>1</sup>. For students in contract education or on a contracted course, the university's undertaking towards the student may be limited through an agreement with the principal or the contractor.

## **I.1 Fees**

Education at Jönköping University is free of fees for individual students, unless otherwise has been specifically decided in a special ordinance and in accordance with applicable legislation, the Foundation Statutes and the Foundation's Agreement with the Government. The foregoing does not prevent any fees being charged for contract education and contracted courses.

The specialised higher education institutions are entitled to impose fees for certain goods and services to the students, such as print-outs, diskettes, copying and parking permits. The prices for these shall be the cost prices.

Specialised higher education institutions may charge students a deposit fee from students for keys, passes and similar.

## **I.2 Guidance, preventative healthcare and insurance**

The university offers students educational and vocational guidance.

The university is responsible for ensuring students have access to healthcare, in particular preventative healthcare which promotes the students' physical and mental health.

The university is responsible for ensuring students registered at any of the specialised higher education institutions are insured for work, stays and studies arranged by the university and during direct travel to and from studies and work arranged by the university.

## **I.3 Membership of student union**

Students at first and second cycle at Jönköping University shall be members of Jönköping Student Union. Failure to apply for membership of the student union or to pay the union fees may lead to disciplinary measures.

## **I.4 Student members**

Student members of the university's working and decision-making bodies shall be appointed by Jönköping Student Union.

Students who are members of bodies within the university and the student organisations shall be given good opportunities to both carry out studies and fulfil their tasks as student representatives.

## **I.5 Liability undertakings**

During the period of study, students will sign certain liability undertakings. These may relate to how the students use the university's computer, network and system resources, any confidentiality undertakings and other agreements.

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<sup>1</sup> Jönköping International Business School, School of Education and Communication, School of Engineering, and School of Health Sciences.

## **1.6 Disciplinary measures**

Decisions relating to disciplinary measures and expulsion are made by the Disciplinary and Expulsion Committee. According to this instruction, disciplinary measures may be taken against students who, for instance, cheat in examinations, disrupt or hinder the work or who do not pay the union fees. The disciplinary measures are warning, time-limited exclusion from examinations and time-limited expulsion.

In special cases, a student may be expelled from the education until further notice.

## **1.7 Admission**

Rules for qualification, selection and admission to education at first and second cycle can be found in the university's Admissions Ordinance. Requirements for previous knowledge and other conditions relating to admission to a course or a programme can be found in the course or programme syllabuses.

## **1.8 Credit for education at other higher education institutions**

Students at Jönköping University who have completed and passed university education at some other Swedish or foreign higher education institution or who have learnt the corresponding knowledge and skills in some other way may, after assessment by the school concerned, be credited for this within the framework for their education at Jönköping University.

## **1.9 Guaranteed admission and approved leave from studies**

Students who have been accepted on a programme have a guaranteed place on the courses included in the programme, or corresponding courses, during the time that corresponds to the normal period of study for the programme. An extension of the guaranteed admission in excess of the normal period of study may only occur if the student is granted an approved leave in the programme. The decision shall state the period for which the leave has been granted and the study route the student is entitled to follow with a guaranteed admission after the break. The study route may be described through reference to a study programme for a course with later admittance, or through an individual syllabus.

## **1.10 Rules for changes to programmes and courses**

If a programme is terminated or changed significantly, the school shall fulfil the guaranteed admission granted through admission to the programme and through a decision of an approved leave from studies.

Students registered for a course are entitled to be examined in accordance with the course syllabus that applied at the time of registration or in accordance with a syllabus that significantly corresponds to this. If a course is terminated or changes significantly, examination according to the previous course syllabus shall be offered on at least two occasions within one year of the decision. In conjunction with the decision, the specialised higher education institution shall provide information on the university website about the time and place for the remaining examination occasions.

If a student has passed sections of a course that has been terminated or changed significantly, an examiner may decide how the earlier course element shall be credited in the examination according to the new course syllabus.

## **1.11 Reassessment and appeals**

Decisions made by Jönköping University cannot be appealed against at the national Higher Education Appeals Board. Because of this, Jönköping University has established a local Appeals Board, which is chaired by the President, and also includes one member with legal experience, two other lawyers, one member employed at another higher education institution and a representative of Jönköping Student Union. The composition is intended to safeguard correct and factual handling of cases by the Board, and a high degree of independence vis-a-

vis those authorities within the university who make decisions affecting individual students.

A reassessment entails the student applying in writing asking the person who made the decision to reassess the decision according to applicable regulation regarding reassessment and appeals decided by the school. The decision-maker shall then investigate the matter and decide whether the decision should be changed. If the decision is then reassessed in a way that is negative to the student, the student can appeal against the decision to the appeals board at the university (Högskolan i Jönköpings Överklagandenämnd). The decision shall state how the request for reassessment or appeal is made. Further rules and instructions for appeals can be found in the instruction for the appeals board (Högskolan i Jönköpings Överklagandenämnd).

The following types of decisions can be appealed against at Jönköping University Appeals Board (Foundation Governing Board Decision, 30 August 2011, §50, Appendix 9):

- Decision regarding the disciplinary measures warning, exclusion from examination or expulsion from education.
- Decision regarding qualification for admission to education at first cycle or second cycle.
- Decision regarding exceptions from the admission qualification conditions relating to actual competence.
- Decision regarding deferred start of education for a student at first cycle or second cycle.
- Decision regarding credit for a course or education.
- Decision regarding rejection of student's request to receive proof of education or examination if not decision is being made due to expulsion until further notice for unpaid tuition fee.
- Decision regarding rejection of request for exemption from a compulsory educational element.
- Decision regarding rejection of approved leave of studies.
- Decision regarding withdrawal of supervision or other resources for a student at third cycle.
- Decisions that may be appealed according to chapter 4 §18 in the Discrimination Act (2008:567).

Please note that only the above stated decisions can be appealed to Jönköping University Appeals Board (Högskolan i Jönköpings Överklagandenämnd).

## 4 Education at third cycle

In these regulations, a research student is a student who has gained admission to and pursues education at third cycle. A research student may be employed as a doctoral student or finance his or her studies in some other way.

Jönköping University documents information about people who apply, are admitted and pursue studies at third cycle at the university. Reporting of study results to the study documentation system LADOK shall be made at the latest seven working days after the decision has been made.

### 4.1 General syllabus

For each subject in which education at third cycle is carried out, there shall be a general syllabus. The general syllabus as well as changes in the general syllabus is set by the Board of Education and Research Education following proposals from a school.

The general syllabus shall correspond to the special requirements which according to the statutes apply for this degree qualification at the universities and higher education institutions covered by the Higher Education Act. Chapter 5 therefore includes the national goals and degree requirements in accordance with Appendix 2 of the System of Qualifications in the Higher Education Ordinance (1993:100) in the degree descriptions.

The general syllabus for education at third cycle within a subject shall state the following:

- the main content of the education,
- the title of the qualification (degree), where the specifications Business and Economics, Engineering (only for Licentiate degree), Philosophy and Legal Science may be used,
- the main organisation of the education,
- the requirements for previous knowledge and other conditions in addition to basic qualifications that apply for admission to the education (special qualification),
- that which applies for selection for admission to the education in relation to grounds for assessment to be applied when examining the applicant's ability to profit from the education,
- if applicable, the compulsory courses and examined elements included in the education, and  
if applicable, the opportunity to complete one part of the education with a licentiate degree.

### 4.2 Responsibilities and authorities of the schools

Within the university's common regulations, the schools decide about admission and selection for education at third cycle, setting of individual syllabuses and crediting already completed studies, and are responsible for the execution and following up and examination of the individual doctoral student's education.

The school shall organise and communicate the distribution of responsibility and decision-making authority for the education at third cycle within the school.

The schools' decisions about supplementary regulations for admission, selection, crediting, execution, instructions to change subject or supervisor, and organisation of the education at third cycle shall automatically be notified to the Board of Education and Research Education.



### 4.3 Qualifying

In order to be admitted for education at third cycle, the applicant must have basic qualification and also such special qualification as may have been prescribed for a certain subject. Specialised higher education institutions may make an exception from the requirement for basic qualification for an individual applicant if there are special reasons.

A person has the basic qualification for education at third cycle if she or he has

- passed a degree at second cycle,
- fulfilled course requirements of at least 240 credits, of which at least 60 at second cycle, or
- acquired the corresponding knowledge mainly in some other way, inside or outside the country.

The requirements for special qualification set out in the syllabus shall be necessary for the research student to pursue the education successfully.

### 4.4 Admission and selection

A person who wishes to be admitted for third cycle education shall apply within the time period and in the format determined by the school in question. Issues concerning admission are determined by each school. However, only such numbers of doctoral students may be admitted for education at third cycle as can be offered acceptable terms in relation to supervision and study conditions in other respects. A main supervisor shall be appointed at the time of admission.

Selection among applicants who fulfil the qualifying requirements shall be done with regard to their ability to profit from the education.

### 4.5 Credit transfer

A research student at a higher education institution within the country who has passed some of his or her education at third cycle may, upon assessment, be granted credit for this work within the framework for applicable goals and degree requirements. This also applies to education at a foreign higher education institution. If the applicant, within the framework for education at third cycle, shall be credited for courses passed before admission as a doctoral student, this shall be shown in the admission decision.

Courses at first cycle or corresponding education may not be credited towards education at third cycle.

Courses at second cycle or corresponding education may at most be credited to the extent it exceeds the qualifying requirements for the education at third cycle, within the framework for applicable goals and degree requirements for the education at third cycle.

## Implementation of education at third cycle

### 4.6 Individual syllabus

For each research student, an individual syllabus shall be drawn up. It shall be set by the instance within the school who has authority to decide on the matter, however not the supervisor of the research student, following a proposal from the main supervisor in consultation with the research student. The research student and main supervisor shall sign the proposal and be informed of the decision.

The individual syllabus shall include

- a time plan for the research student's education,
- information about how the research student's supervision is organised,

- a description of the other undertakings made by the research student and the school during the education period, and
- what is otherwise necessary for the education to be carried out in an effective manner.

The progress of the studies in relation to the individual syllabus shall be followed up at least once a year by the main supervisor. At the follow-up, the doctoral student and the main supervisor shall inform the person responsible at the school how the education is progressing. The person responsible at the school shall document the result of the follow-up, making it possible to track results over the doctoral student's study period. See also Section 4.8 Withdrawal of the right to supervision and other resources.

#### **4.7 Supervision**

For each research student, the school shall appoint at least two supervisors, and at least one of the supervisors shall have completed supervisor education or have the corresponding competence. One of the supervisors shall be appointed main supervisor, and shall be qualified as a reader or a professor. The assistant supervisor shall have a doctor degree. Research students are entitled to supervision during in total the time that may be considered necessary for the prescribed education of 120 or 240 credits respectively.

The appointed supervisor may be changed upon request from the research student or the supervisor, or for other reasons.

The main supervisor in consultation with the research student shall make a proposal for an individual syllabus. In addition, the supervisor shall give the research student advice and instructions about choice of courses and specialisation, planning and execution of the work on the thesis.

The research student shall keep the supervisors informed on a continuous basis of the progress of the work on the thesis and other studies in relation to the individual syllabus and in accordance with the supervisor's instructions.

#### **4.8 Withdrawal of the right to supervision and other resources**

If a research student to a significant extent neglects his or her undertakings in accordance with the individual syllabus, the school shall decide that the research student no longer is entitled to supervision and other resources for the education.

Before any such decision is made, the research student and the main supervisor shall have the opportunity to comment. The assessment shall be made on the basis of their statements and other investigations available. The fact of whether the school has fulfilled its undertakings in accordance with the individual syllabus shall be considered in the assessment. The decision shall be made in writing, and shall include reasons.

Resources may not be withdrawn for any period when the research student is employed as a doctoral student or receives an educational grant for doctoral students. For research students employed as doctoral students, a decision to withdraw the right to supervision and other resources means that the research student will not be offered an extension to the employment as a doctoral student. The corresponding rule applies to research students with an educational grant for doctoral students. The decision comes into force when the current employment period or grant period ends. The time shall be stated in the decision.

For research students with other employment within the university, a decision to withdraw the right to supervision and other resources means that the employee no longer gets working hours set aside for education at third cycle within the framework for the assignments of the employment. The decision comes into force at the time stated in the decision.

For research students with other financing, the decision comes into force from the time stated in the decision. For externally financed research students, such as industrial doctoral

students, clinical doctoral students or scholarship financing, the timing should be determined in consultation with the financier.

A decision to withdraw the right to supervision and other resources may be appealed against to Jönköping University Appeals Board within 3 weeks of the date of the decision. A decision shall be announced immediately or the day after a decision is being made at the latest.

## **Examination of education at third cycle**

### **4.9 Examination of courses within the education**

For courses included in the education, an examiner shall be appointed by the school. An examiner at third cycle education shall have the competence of at least reader/associate professor according to Table 1 in chapter 6.2.

### **4.10 Guidelines and instructions for scientific thesis (doctoral thesis)**

#### **Format of the doctoral thesis**

The doctoral thesis shall be designed either as a monograph or as a compilation thesis. The doctoral thesis shall be written in Swedish, English or another language in accordance with what is stated in the general syllabus valid for the subject at question. The doctoral thesis shall be accompanied by a brief summary in English. If the thesis is not written in Swedish, the summary shall be translated into Swedish and accompany the thesis.

#### **Publication**

Doctoral theses shall be published in a series with an ISSN or ISBN number issued by Jönköping University or the school in question, and be published unabridged in the electronic publication tool DiVA unless there's an agreement with external publisher. It is possible to publish the thesis via a publishing company. Quotation requests and printing is handled by the person responsible for publishing the series in question.

#### **Printing costs and distribution**

The school shall be responsible for such reasonable costs for producing the thesis as is required for taking a doctoral degree. This includes duplication of the copies needed for distribution in accordance with the following, and 20 copies for the personal use of the research student.

At the latest 3 weeks and 3 working days before the public defence of the thesis, 20 copies of the doctoral thesis together with the notification of the date of defence of the thesis shall be delivered to the university library, or 5 copies if it is simultaneously made available unabridged in the electronic publishing tool DiVA.

The school in question shall distribute the thesis to the faculty examiner and grading committee and to the instances affected within the university.

### **4.11 Rules for public defence of a doctoral thesis**

#### **Application of public defence of a doctoral thesis**

Before the thesis is published, it shall be the subject of at least one seminar at the school.

The school in question shall submit an written application of the public defence of the doctoral thesis to the Board of Education and Research Education via the University's Registrar. Thereby it shall be confirmed in writing that a final seminar has been held and that the publication of the thesis is supported by at least two persons with authority as main supervisors, of which one shall belong to the faculty of another seat of learning. The application shall also include proposals for faculty examiner, chairman of the public defence, members of the

grading committee and the time and place for the public defence. The application shall be sent to the Registrar of Jönköping University and shall thereby be with the Board of Education and Research Education at the latest two weeks before the next meeting of the committee. The time between the notice and the public defence shall be at least two months. The school in question shall be responsible for booking premises in good time before the public defence. A copy of the Board of Education and Research Education's protocol will be enclosed to the application in the register.

### **Notification of public defence of a doctoral thesis**

The school is responsible for arranging and issuing invitations to a notification ceremony, "Spikning", and determines who shall lead the same. The school determines whether the notice shall be published on a notice board. The school shall also be responsible for ensuring electronic notification is done in accordance with the university's administrative routines for publication in DiVA.

The chairman or vice chairman of the Board of Education and Research Education, or the person appointed by the school, shall sign two copies of the thesis in good time before the notification. The Registrar of the school at question shall register a signed copy for filing, and the other copy shall be available for display on a notice board. Unless special conditions apply, the notification shall be made at the latest three weeks before the public defence.

As background data for a press release and in conjunction with the notification, the doctoral student shall provide a description of the content of the thesis which is brief and easily accessible to the general public, and a photograph of the doctoral student to the marketing department/public relations unit of the school in question.

### **Chairperson at the public defence and faculty examiner (opponent)**

The public defence shall be led by a chairperson, normally the main supervisor. A faculty examiner (opponent) shall be present at the public defence. The faculty examiner (opponent) shall be a reader or a professor, or have comparable scientific knowledge. The chairperson and faculty examiner are proposed by the school and appointed by the Board of Education and Research Education.

### **Grade and examining committee**

A doctoral thesis shall be assessed using one of the grades pass or fail. The assessment shall be made on the basis of the degree requirements for a doctoral degree. Consideration shall be taken of the contents of the thesis and the defence of the same.

The grade for the doctoral thesis shall be determined by an examining committee, which shall consist of three or five members proposed by the school and appointed by the Board of Education and Research Education. Members shall be readers or professors, or have comparable scientific knowledge. The majority of the members in the examining committee shall belong to a faculty at another higher education institution. Unless there are special reasons, there shall be members of both genders. A person who has acted as supervisor for the doctoral student may not be a member of the examining committee.

The examining committee, which normally meets just after the public defence, forms a quorum when all members are present and appoint a chairperson among themselves. Its decisions shall be minuted. The decision of the examining committee is the view held by the majority. The faculty examiner (opponent) and the main supervisor may be present at the meeting of the examining committee, and are entitled to participate in the discussion, but not in the decision. The examining committee shall give reasons for its decisions and may, in addition to the decision minutes, provide a more detailed statement about the thesis.

## 4.12 Guidelines and instructions for licentiate theses

### **Format of the licentiate thesis**

The licentiate thesis shall be designed either as a monograph or as a compilation thesis. Licentiate theses shall be written in the language stated in the syllabus. The licentiate thesis shall be accompanied by a brief summary in English if written in Swedish and vice versa.

### **Publication**

Licentiate theses shall be published in a series issued by Jönköping University or the school in question, and be published unabridged in the electronic publication tool DiVA. Quotation requests and printing is handled by the person responsible for publishing the series in question.

### **Printing costs and distribution**

The school shall be responsible for such reasonable costs for producing the thesis as is required for taking a licentiate degree. At least five copies of the licentiate thesis shall be supplied to the university library at the latest three weeks before the licentiate seminar.

## 4.13 Rules for examination of licentiate theses

### **Grade**

The grade of the licentiate thesis shall be determined by an examiner appointed by the school. In the event the tradition within the subject area includes examination with a examining committee, the school in question may make any decision necessary.

### **Licentiate thesis submission**

Before a thesis is presented to the public, submission shall be approved by the examiner .

### **Notification of licentiate seminar**

The school in question shall send the written notice of the licentiate seminar to the Registrar of Jönköping University for registration to be forwarded to the Board of Education and Research Education at the latest four weeks before the seminar is held. The notification shall include information about faculty examiner, the title of the dissertation, the time and place of the licentiate seminar. The seminar will be announced in the protocol of The Board of Education and Research Education. A file copy of the thesis signed by the examiner shall be registered and filed by the school.

The thesis is thereafter immediately published on the university's web site by the school together with information about the time and place of the licentiate seminar. The school in question shall be responsible for both external and internal information about the thesis and its presentation.

### **Faculty examiner (opponent) and chairperson at licentiate seminars**

The licentiate seminar shall be led by a chairperson, normally the examiner. A faculty examiner (opponent) shall be present at licentiate seminars, appointed by the school. The faculty examiner (opponent) shall hold a doctor degree and shall be employed at a higher education institution other than Jönköping University.

## 5 Degrees at third cycle

### Award of degree

#### 5.1 Degree requirements

In accordance with the Act governing Permission to Award certain Degrees (1993:792), each degree from Jönköping University shall cover the requirements made for this degree at those universities and higher education institutions covered by the Higher Education Act. These requirements are set by the Government and can be found in the Higher Education Ordinance (1993:100), Appendix 2, System of Qualifications. In addition, detailed goals and degree requirements determined in the general syllabus for education at third cycle within a subject also apply.

#### 5.2 Degree certificate

The Dean (Chairperson of the Board of Education and Research Education) and the MD for the school issue degree certificates to a research student who fulfil the requirements for the degree of doctor. Degree certificates are issued by the school to a research student who fulfil the requirements for licentiate degree.

#### 5.3 Subjects for degrees at third cycle at Jönköping University

Jönköping University arranges education and issues degree qualifications at third cycle within the following subject within humanities and social sciences where the specifications Business and Economics, Philosophy and Legal Sciences may be used:

- Didactics (Didaktik)
- Business Administration (Företagsekonomi)
- Commercial Law (Handelsrätt)
- Disability Research (Handikappvetenskap)
- Health and Caring Sciences (Hälsa och vårdvetenskap)
- Media and Communication (Medie- och kommunikationsvetenskap)
- Economics (Nationalekonomi)
- Education (Pedagogik)
- Special Education (Specialpedagogik)
- Statistics (Statistik)
- Welfare and Social Sciences (Välfärd och socialvetenskap)

Within the following subjects within Industrial Product Realisation where the specifications Engineering (Licentiate degree) and Philosophy (doctoral degree) may be used:

- Machine Design (Maskinkonstruktion)
- Materials and Manufacturing (Material och tillverkningsprocesser)
- Production Systems (Produktionssystem)

Education at third cycle is also carried out within the scientific area in collaboration with other higher education institutions with degree-awarding power.

## Third cycle qualifications

### 5.4 Degree of Licentiate (Licentiatexamen)

#### Scope

A Degree of Licentiate is obtained

- either after the research student has completed an educational programme worth at least 120 credits in a subject of education at the third cycle,
- or after the research student has completed part of an educational programme designed to lead to a doctorate, this part being worth at least 120 credits, if the school decides that such a degree of Licentiate can be awarded at the school.

#### Objectives

##### *Knowledge and understanding*

For a Degree of Licentiate the research student must

- demonstrate knowledge and understanding in the field of research, including current specialist knowledge in a defined part of the field and a deeper knowledge of scientific methods in general and of methods in the specific field of research in particular.

##### *Competence and skills*

For a Degree of Licentiate the research student must

- demonstrate an ability to identify and formulate issues, critically, independently and creatively, and proceeding with scientific precision; to plan a limited research project and other advanced tasks and to carry them out using appropriate methods within specified time limits, so as to contribute to the development of knowledge; and to evaluate this work;
- demonstrate an ability to clearly present and discuss research and research results in dialogue with the scholarly community and society in general, orally and in writing, in both national and international contexts; and
- demonstrate the skills required to independently participate in research and development work and to work independently in other advanced contexts.

##### *Judgement and approach*

For a Degree of Licentiate the research student must

- demonstrate an ability to make ethical assessments in their own research;
- demonstrate insight into the possibilities and limitations of science, its role in society and people's responsibility for how it is used; and
- demonstrate an ability to identify their need of further knowledge and to take responsibility for developing their knowledge.

#### Licentiate thesis

For a Degree of Licentiate research students must have received a passing grade on a scholarly essay (Licentiate thesis) worth at least 60 credits.

### **Detailed degree requirements at Jönköping University**

Within the framework of the requirements in this degree description, the detailed requirements laid down in the general syllabus shall also apply to licentiate degrees with a certain specialisation.



## 5.5 Degree of Doctor of Philosophy or Law (Doktorsexamen eller Juris doktorsexamen)

### Scope

A Degree of Doctor of Philosophy or Law is obtained after the research student has completed an educational programme of 240 credits in a subject of education at the third cycle of higher education.

### Objectives

#### *Knowledge and understanding*

For a Degree of Doctor of Philosophy or Law the research student must

- demonstrate broad knowledge in and a systematic understanding of the field of research, together with deep and up-to-date specialist knowledge in a defined part of the field of research; and
- demonstrate familiarity with scholarly methods in general and with methods in the specific field of research in particular.

#### *Competence and skills*

For a Degree of Doctor of Philosophy or Law the research student must

- demonstrate an ability to engage in scholarly analysis and synthesis and in independent, critical examination and assessment of new and complex phenomena, issues and situations;
- demonstrate an ability to identify and formulate issues, critically, independently and creatively, and proceeding with scientific precision, and to plan and, using appropriate methods, conduct research and other advanced tasks within specified time limits, and to scrutinise and evaluate such work;
- demonstrate, in a dissertation, their ability to make a substantial contribution to the development of knowledge by their own research;
- demonstrate an ability to present and discuss research and research results with authority, in dialogue with the scholarly community and society in general, orally and in writing, in both national and international contexts;
- demonstrate an ability to identify their need of further knowledge; and
- demonstrate a potential to contribute to the development of society and support other people's learning, both in the field of research and education and in other advanced professional contexts.

#### *Judgement and approach*

For a Degree of Doctor the research student must

- demonstrate intellectual independence and scholarly integrity and an ability to make ethical assessments relating to research; and
- demonstrate deeper insight into the potential and limitations of scholarship, its role in society and people's responsibility for how it is used.

### Doctoral thesis

For a Degree of Doctor of Philosophy or Law the doctoral students must have received a passing grade on a scholarly dissertation (doctoral thesis) worth at least 120 credits.

### **Detailed degree requirements at Jönköping University**

Within the framework of the requirements in this degree description, the detailed requirements laid down in the general syllabus shall also apply to doctorate degrees with a certain specialisation .

## 6 Rules for establishment and quality assurance of education leading to a degree

The document Rules for Responsibility and Decision-making at Jönköping University (Foundation Board, 20 October 2008, §77, Appendix 7) lays down the overriding allocation of decision-making authority within the group. The responsibility and authority of the joint bodies are shown in their instructions.

According to the instructions, the Board of Education and Research Education is responsible for overriding quality assurance of the university's degree qualifications at all cycles. The board is also responsible for ensuring that the university's common rules for education at first, second and third cycle promote good quality and are known within the organisation.

The university's quality policy clarifies the responsibility of the schools for quality work of the education at all cycles.

### 6.1 Quality criteria

#### The University of Jönköping's overriding criteria

The two documents Objective 2025 – On our way to Jönköping International University (Foundation Governing Board, 26 February 2013, §7, Appendix 3) and Joint strategies 2013-2016 (Foundation Governing Board, 26 April 2013, §23, Appendix 2, 2a, and 2b) contains overriding criteria for quality in the education at first, second and third cycle.

#### The Swedish National Agency for Higher Education's criteria

The Swedish National Agency for Higher Education scrutinises quality of education and provides background data for the Government's decisions regarding Jönköping University's degree-awarding powers. The "aspects and criteria" implemented in the Swedish National Agency for Higher Education thereby constitute a starting point.

Excerpt from the Swedish National Agency for Higher Education's documentation (2013-07-01):

Aspects and criteria for assessment of the quality of education are generally formulated. Ahead of each evaluation, they are made concrete by the group of assessors, starting with the education programmes to be evaluated. The guiding spirit is then the new system of qualifications and the degree goals worked out within the framework for the Bologna process.

#### *Prerequisites of the education*

##### Teacher competence

- the number of appointments with permanent tenure and other teachers shall be in proportion to the scope of the education,
- teachers shall have scientific/artistic, pedagogic and other necessary skills for teaching and supervision within the education programme,
- teachers shall have real opportunities for competence development and own research/own artistic development work,

##### Educational environment

- the education shall take place in an environment of research/artistic development,
- the education shall provide conditions for a critical and creative attitude,

- the higher education institution shall be able to demonstrate in what way students at master level will be connected to the activities of third cycle education and the research environment,

#### Infrastructure

- students/doctoral students shall have good access to literature/other educational material, information technology resources and other necessary equipment,

#### *Design of education*

##### Management documents

- syllabuses shall include teaching goals (expected study results) worked out in accordance with the system of qualifications,

##### Teaching, course literature and examination

- teaching, course literature/other educational material and examinations shall be designed to ensure links to research/artistic development and progression,

#### *Result of the education*

##### Quality assurance of the degree goals

- requirements shall be clearly documented, for instance in the form of grade criteria or similar, and shown in instructions for tests, degree projects and other examinations,
- the higher education institution shall provide the students/research students with good opportunities to reach the qualification goals and teaching goals.

##### Quality assurance of the quality of education

- a quality assurance system that ensures the future quality of education.

## 6.2 Detailed quality criteria at Jönköping University

Detailed quality criteria and regulations aimed at safeguarding quality can be found in these regulations under each heading. For example, the regulations for course and programme syllabuses include rules aimed at safeguarding the cycle of education, the progression within and between educational cycles and that the education is designed in accordance with the degree qualification descriptions. The schools are responsible for quality assurance in conjunction with decisions about programme and course syllabuses, for example.

The competence cycles in relation to degree cycles used as the basis for key ratio follow-up are summarised in the table below. For education at first cycle over 120 credits examiners without a doctoral degree must have a corresponding competence validated by the school as this level of education is evaluated by the Swedish National Agency for Higher Education, and connected to the university's right to award a degree. This is especially important regarding examiners of the independent project (degree project). For clinical or other practical placement shall the examiner have relevant and documented professional experience, irrespective of the academic cycle.

Table 1 The examiners' level of competence

| Degree      | Scope of courses                       | Competence                                  |
|-------------|--|---|
| First cycle | At most 120 credits (two-years degree) | Degree at second cycle or corresponding     |
| First cycle | More than 120 credits                  | At least a doctoral degree or corresponding |

|              |  |   |
|--------------|--|---|
| Second cycle |  | At least a doctoral degree or corresponding (distinguish the readers /associate professors) |
| Third cycle  |  | At least reader/associate professor (distinguish the professors)                            |

### Teacher competence and teacher capacity – key ratios

An area here means a professional area for a professional qualification, a main field of study for a general degree or a subject for a degree at third cycle.

For each area and each degree within the area, teacher competence is followed up annually through the following key ratio:

- Available teacher capacity: expressed as the number of full-time equivalents of teachers with permanent tenure at the university with competence in accordance with the table above for the area and the degree in question.

For each area and each degree within the area, teacher capacity is followed up annually through the following key ratio:

- The number of independent projects (degree projects) in relation to available teacher capacity: the number of independent projects (degree projects) examined annually, divided by the available teacher capacity for the area and the degree in question.

When assessing the available annual working hours for an area, this may include the time the teacher is working or, if necessary, can be released from other tasks in order to work within education at the cycle in question. Within the framework for what is stated above, working hours of teachers working part-time or on a contract (such as guest lecturers) may be included.

If there are special reasons, teacher capacity may also be safeguarded through agreements with other higher education institutions.

### Teacher competence and teacher capacity - criteria

The criteria are applied for decisions at foundation cycle concerning the school's degree-awarding powers and at periodic follow-up of areas and degrees.

The schools shall implement the criteria in decisions about the supply, dimensioning and admission to education leading to degrees.

The following constitute minimum requirements for the teacher competence required for the school to have the right to provide education and award degrees within the framework for the university's degree-awarding powers.

- At least two teachers with permanent tenure with competence within the area in accordance to the table above shall be working within education leading to degrees. *This criterion aims to safeguard that the minimum requirement of the educational environment on scientific competence at a certain cycle is not dependent upon a single person.*
- For a master degree, it is also a requirement that at least two of the teachers with permanent tenure who are working within education are supervisors with reader/associate professor competence for the education at second cycle within a subject related to the main field of study of the master degree. *This criterion aims to ensure that the second cycle education is linked to education at third cycle.*
- For a degree subject at third cycle, it is also a requirement that at least one teacher with permanent tenure who supervises doctoral students within the subject has professor competence. *This criterion aims to safeguard the scientific level of the third cycle education environment.*

The minimum requirements shall be made in relation to the character and width of the area and the cycle of the degree qualification. For wide areas, where education is carried out with one or several specialisations within the area, the minimum requirements shall be fulfilled for each such specialisation. This applies when specialised scientific competence is needed in order to examine the independent work or for supervising doctoral students.

The needs of pedagogic competence and professional skill shall be taken into consideration. The teachers shall have the prerequisites for maintaining and developing their scientific and pedagogic competence and, as applicable, their practical professional competence.

In addition, sufficient teacher capacity shall be safeguarded for the educational volume planned.

### **6.3 Establishment of degree at first or second cycle**

A decision to establish a certain degree at first or second cycle within the framework for the university's degree-awarding powers is made by the Board of Education and Research Education following a proposal from the school responsible for the independent work (degree project).

The application shall include a brief statement about the school's strategic priorities and prerequisites for long-term provision of high quality education at the cycle intended within the area. Special mention shall be made of the available teacher competence and teacher capacity within the main area and professional area respectively in accordance with the above criteria. The application shall be accompanied by a proposal for degree description and a proposal for programme and course syllabuses for the courses included in the degree requirements.

The background data for decision-making shall be of such quality that an expert within the area shall be able to assess the quality of the content, cycle and progression of the education in relation to the degree goals, and the prerequisites in terms of available teacher competence and teacher capacity.

### **6.4 Establishment of degree at third cycle**

A decision to establish a degree at third cycle is made by the Board of Education and Research Education following a proposal from the school responsible for the education.

The application shall include a brief statement about the specialised higher education institution's strategic priorities and prerequisites for long-term provision of high quality education at third cycle within the area. Special mention shall be made of the available teacher competence and teacher capacity within the subject. The application shall be accompanied by a proposal for programme and course syllabuses for the courses included in the degree requirements.

The background data for decision-making shall be of such quality that an expert within the area shall be able to assess the quality of the content, cycle and progression of the education in relation to the degree goals, and the prerequisites in terms of available teacher competence and teacher capacity.

### **6.5 Changes to established degrees**

Decisions to change the degree description or general programme syllabus over and above editorial adjustments, and decisions to change the title of degree qualifications shall be made in the same way as decisions to establish a degree. Transition rules for students already admitted shall be established simultaneously. The background data for decision-making shall be adapted to suit the amendment proposed.

## **6.6 Application for extended degree-awarding powers**

An application to extend or change the degree-awarding powers shall be made to the Government by the President following a proposal from a school.

## **6.7 Follow-up of established degrees**

A decision about continued permit to award a certain degree within the framework of the university's degree-awarding powers is made after follow-up according to a plan made by the Board of Education and Research Education. The assessment is made on the same criteria as when assessing the establishment of a new degree as well as criteria for quality of educational result.

## **6.8 The schools' establishment and follow-up of education leading to a degree**

Jönköping University works long-term to provide education and research within profiled areas, within which we can offer unique and competitive knowledge. The decision to provide an education assumed prioritisation in accordance with the university's Education and Research Strategy (Foundation Board, 10 December 2007, §73, Appendix 2, with editorial changes from October 2008).

Education leading to degrees at first and second cycle shall be commensurate with the current cycle of knowledge and research. For this reason, scientific work must be carried out to such an extent that continuity of operation is safeguarded. The same applies to education at third cycle.

Education leading to professional degrees shall also be commensurate with current knowledge development and integrate theoretical and practical/applied knowledge. The interplay with the requirements of professional life and the world about us is important.

Schools' processes for deciding about and following up education at first, second and third cycle shall be documented and known among students and staff.

Before establishing or making significant changes to an education leading to a degree at first or second cycle, the school shall safeguard the prerequisites needed and scrutinise that the education fulfils the requirements and quality criteria applicable. Such decisions shall be documented. The decision data shall include a plan for safeguarding the quality of the prerequisites, execution and result of the education in question.