
FOLLOW-UP OF THIRD-CYCLE PROGRAMMES AT SCHOOL OF ENGINEERING

This instruction regulates the follow-up of third-cycle programmes that is done every year including follow-up of individual study plans as well as routines in case of divergence from the plan. This document is based on JU's "Regulations and Guidelines for first, second and third level education at JU", The School of Engineering's "Regulations and Guidelines for third-cycle programmes at the School of Engineering" (instruction I-JTH-20-003), and organization plan for the School of Engineering. The instruction is for all doctoral students admitted at the graduate school of industrial product realization at the School of Engineering and part of the instruction is applicable to doctoral students employed at the School of Engineering but admitted as a doctoral student at other higher education institutions.

Annual follow-up of third-cycle programmes

The associate dean of doctoral programmes is responsible for following-up the third-cycle programmes at the School of Engineering and for presenting results in annual compilations. The results from third-cycle programmes are presented by the research study adviser. Annually, the third-cycle programmes is followed-up within each research area being the head of research area the responsible for doing the follow-up. Information about how the follow-up should be done can be found on JTH's business plan as well as on JU's annual report. The results are reported on annual compilations about research activity at the School of Engineering and JU.

Following-up the Individual study plan (ISP)

An ISP has to be established for each doctoral student, see content and responsibilities in JU's "Regulations and Guidelines for first, second and third level education at JU" as well as in "Regulations and guidelines for third-cycle education at the School of Engineering" (Instruction IE-JTH-20-003).

Annual follow-up and data archiving

The main supervisor is responsible for, at least once a year, follow up and revise the doctoral students ISP. The follow up has to be done at least two months before the doctoral students' ongoing mandate expires. The research study adviser is responsible for informing, both main supervisor and doctoral student by e-mail with a copy to the head of department, when just three months of mandate are left.

The follow-up of the study plan includes both a follow-up but also an update for the work to come. It is important that possible problems are highlighted during the follow-up. The conversation and agreements on how to handle difficulties or things that in any way are important for the progression within the third-cycle programmes must always be documented and may, when of importance, be attached to the individual study plan. In the follow-up, it is very important to devote all attention to how the work with the thesis work has been progressing which is difficult to assess, compared to credits earned.

The research study adviser ensures that the follow-up conversation with the doctoral student has been done and is also responsible for the annual follow-up of all doctoral students' ISP, both of doctoral students admitted at JTH and of doctoral students admitted at other higher education institutions. The research study adviser makes sure that all individual study plans are subscribed to the registrar at JTH and makes sure that the data is registered in Forskarladok. The research study adviser has individual follow-up conversations with all doctoral students when individual study

plans are revised. The follow-up discussion is done with the doctoral student individually or together with the respective supervisors in a group. The results from the annual follow-up are reported to the head of department, to the supervisors, to the head of research area and to the associate dean of doctoral programmes who take adequate measures.

In order to extend a doctoral student's appointment (förordnande), the ISP has to be updated and established (not older than 6 months) whether they are admitted at the School of Engineering or at any other higher education institution.

Retraction of right to supervision and other resources

The retraction of right to supervision and other resources is regulated by JU's "Regulations and Guidelines for first, second and third level education" as well as by JTH's "Regulations and Guidelines for third-cycle education at JTH" (instruction I-JTH-20-003). The decision about retraction of resources at JTH is taken by the dean after processing and proposal done by the research study adviser and the associate dean of doctoral programmes in consultation with the operations manager, see below. The resources won't be withdrawn while the doctoral student is employed as a doctoral student or if the doctoral student has a grant for doctoral studies.

The doctoral student is responsible for, as soon as possible, inform the main supervisor when divergences from the study plan or when divergences are expected. The head of department as well as the research leader, will be informed and measures will be taken, if, during the annual follow-up or in any other way, it is evident that the doctoral student has not been making enough progress and has neglected the commitments according to the individual study plan. If the problem persists despite efforts done by the head of department in consultation with research leader and supervisors, the associate dean of doctoral programmes and eventually the examining higher education institution (the faculty board or designated person) must be informed about the problem. All supervisors will gather for a meeting summoned by the research study adviser where the situation will be handled as following:

- Decision of admission and the material for admission. The examining higher education institution's protocol from the admission. Current general study plan.
- Individual study plan, -s and follow-ups.
- The supervisors judgement about the doctoral students' work and work situation as well as the reasons why the thesis work didn't proceed as planed
- The doctoral students' judgement about her/his work and the reasons why the thesis work didn't proceed as planed
- In existing cases: investigation/judgement of other concerned parties
- Investigation/evaluation done by the research study advisor

When the examiner and the main supervisor are not the same person, the examiner may hired to make an evaluation of how the doctoral students' work has progressed. The research study adviser complies an investigation that should comprehend a critical review of how the School of Engineering has handled the situation as the employer, how the doctoral students and supervisors obligations were assumed according to the study plan and how the doctoral students' achievements was estimated. All documents regarding the matter will be send to the associate dean of doctoral programmes that will make a written summarized judgement as ground to a CEO-decision and will inform the head of department and the operations manager about the result of the judgement.

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The CEO-decision in the matter will be done in writing and motivated. The School of Engineering's execution of fulfillment of commitments will be taken into account. The decision shall include information regarding the right for the doctoral student to appeal to higher education appeals board.

Retraction of right to be supervisor

When existing well-founded suspicions on supervisors' neglected obligations, the CEO shall be informed in writing for an evaluation review. Both supervisor and doctoral student will be given the possibility to remark upon the review. In case it can be proved that the supervisor has neglected his/her obligations, the CEO may decide to withdraw his/her possibility of being supervisor for a doctoral student at the School of Engineering. Retracted right to supervise doctoral students can be regained by sending a new application to the CEO, if it can be proved that the supervisor, after a new evaluation review, has new conditions to fulfil his/her obligations.