



Guidelines for the withdrawal of supervision and other resources for education at doctoral (third-cycle) level

1. General information

Chapter 6, Sections 30-31 and 36 of the Swedish Higher Education Ordinance (1993:100) state the following:

Section 30 If a third-cycle student substantially neglects their obligations under the individual study plan, the vice-chancellor must decide that this student is no longer entitled to supervision and other study resources. Before such a decision is made, the third-cycle student and their supervisors must be given an opportunity to make representations. The case must be considered on the basis of their statements and other available records. The assessment must consider whether the higher education institution has fulfilled its own obligations under the individual study plan. The decision must be in writing and provide reasons.

Resources may not be withdrawn for any period in which the third-cycle student has been appointed to a doctoral studentship or is receiving a doctoral grant.

Section 31 If educational resources have been withdrawn under Section 30, the third-cycle student may have their right to supervision and other resources restored after application to the vice-chancellor. The third-cycle student must then convincingly demonstrate, by presenting prospective study results of considerable quality and scope or in some other way, that they can fulfil their remaining obligations under the individual study plan.

Section 36 The vice-chancellor may not delegate decisions under Sections 30 and 31.

In addition to the above, the following guidelines apply to the withdrawal of supervision and other resources in third-cycle education at Södertörn University.

2. Withdrawal of supervision and other resources

A doctoral student who is showing signs of significantly neglecting their obligations under the individual study plan must, as soon as possible, be informed of this by their principal supervisor. The supervisor is responsible for following up and discussing the obligations stated in the individual study plan, together with the doctoral student, and documenting all the measures and agreements they agree on. These must then be followed up by the supervisory collegium in consultation with the relevant director of studies.

If the doctoral student continues to significantly neglect their obligations under the individual study plan – despite the university proposing measures and fulfilling its obligations to the doctoral student – the principal supervisor (or someone else responsible for the doctoral student's education) must report this to the supervisory collegium. In turn, the collegium reports the case to the director of studies, head of department and the relevant steering committee, for continued processing. After they have reviewed the case, documentation is submitted to the head of school who decides whether it can be submitted to the vice-chancellor for a decision.

The doctoral student must be given the opportunity to access every stage of the process and to submit statements. Before the case is reported to the vice-chancellor, the doctoral student must have had the opportunity to read all the documentation about it and had adequate opportunity to submit a statement.

In order for the director of studies, head of department, steering committee and head of school to be able to investigate the case, and for the vice-chancellor to determine whether a doctoral student has significantly neglected their obligations, the report must contain the following documents:

- a chronological account of the case, including a summary of the measures proposed and undertaken by the university to deal with the situation
- all the doctoral student's individual study plans, including any appendices (the study plans must state clearly that the university has conveyed what is expected of the doctoral student and the timeframe for this)
- extracts from Ladok for completed courses and other elements that provide credits
- the general syllabus under which the student was admitted
- the supervisors' assessment of the results achieved by the doctoral student; of the student's progression through the programme, as well as the potential for fulfilling their obligations under the individual study plan
- statement(s) from the doctoral student
- other relevant documentation, such as emails or notes from meetings between the doctoral student, supervisor, director of studies, head of department, etc.

3. Consequences of a decision to withdraw supervision and other resources

A decision to withdraw supervision and other resources means that the student's right to supervision is removed, as is the opportunity for continued student finance after the end of the current employment agreement. However, the doctoral student retains their place on the programme, with the right to participate in courses and seminars, to take examinations for previous courses and to present a licentiate or doctoral thesis. A doctoral student who fulfils the requirements for a licentiate or doctoral degree is also entitled to apply for and receive their degree certificate.

4. Application for the reinstatement of resources

A doctoral student who has had resources withdrawn may apply to the vice-chancellor for their reinstatement. The case is reviewed and processed by the relevant steering committee. In their review, the steering committee must analyse the quality and scope of the additional study results and other reasons the doctoral student presents in their application. The review must result in a proposed decision, including reasoning, being submitted to the vice-chancellor. On the basis of the review, the vice-chancellor decides whether the doctoral student's resources will be restored.

5. Appeals

Under the Higher Education Ordinance, a decision to withdraw study resources from a doctoral student pursuant to Section 30 of Chapter 6, and a decision that a student is not to have these resources reinstated under Section 31 of Chapter 6, may be appealed to the Higher Education Appeals Board.¹

The appeals must be addressed to "Överklagandenämnden för högskolan" (Higher Education Appeals Board), but emailed to registrator@sh.se or info@sh.se, or posted to: Södertörns högskola, Registrator, 141 89 Huddinge. The appeal can also be handed in at Södertörn University's Infocenter i, ME 5. For emails, "överklagande" must be written in the subject line.

The appeal must have been received by Södertörn University within three weeks of the date the decision was communicated by Södertörn University.

The appeal must state which decision is being appealed, the case registration number, what change to the decision is requested, the reason for the change, any additional information and circumstances, name, personal ID number, address and daytime telephone number. If the appeal is not submitted at the right time, the university may reject it.

¹ Item 6 of Chapter 12, Section 2 of the Higher Education Ordinance (1993:100)

Södertörn University submits the appeal and other case documentation to the Higher Education Appeals Board, whose decision cannot be appealed.

6. Entry into effect

These guidelines enter into effect on 1 November 2022.