Guidelines for third-cycle (doctoral) education at Uppsala University

The Vice-Chancellor of Uppsala University has approved the following guidelines for third-cycle (doctoral) education (henceforth doctoral education).

The guidelines constitute the University’s clarifications of the Higher Education Ordinance (1993:100). The Guidelines are also based on the Admission and grading regulations for third-cycle (doctoral) courses and study programmes at Uppsala University (UFV 2012/2057).1

The guidelines describe the conditions that apply to the planning and implementation of doctoral courses and study programmes at Uppsala University.

The guidelines are in effect from 1 September 2020. The guidelines also apply to doctoral students who started their doctoral studies prior to 1 September 2020, unless this would lead to worse conditions for them.

1. Intended learning outcomes and frame of reference for doctoral education

Doctoral education is the highest level within the public education system. At Uppsala University, two degrees can be taken in the third cycle, which differ in duration: degree of doctor and degree of licentiate. For a degree of doctor, the effective period of study is to be a maximum of 48 months and for a degree of licentiate a maximum of 24 months.

Doctoral education at Uppsala University is based on national and local intended learning outcomes. The outcomes for doctoral education are stated in the System of Qualifications (Higher Education Ordinance, Annex 2).

1 In connection with references, in this document the Higher Education Ordinance (1993:100) is abbreviated as the ‘HE Ordinance’ and the Admission and grading regulations for third-cycle (doctoral) courses and study programmes at Uppsala University (UFV 2012/2057) are abbreviated as ‘UU’s Admission Regulations’.
Doctoral education should be organised so that all the outcomes specified in the System of Qualifications are clearly assessed. This applies equally to knowledge and understanding, competence and skills, and judgement and approach.

The document *Uppsala University: Mission, Goals and Strategies* (UFV 2018:641) states the following goals:

Ensuring the volume and breadth of third-cycle education and that all doctoral students belong to or have access to a stimulating doctoral education environment.

The intended learning outcomes of doctoral education are stated in the general syllabus for the subject.

2. Responsibility for doctoral education

Under Chapter 2, Sections 2–3 of the HE Ordinance, responsibility for doctoral education ultimately rests with the University Board and the Vice-Chancellor.

Under the Rules of Procedure for Uppsala University, this responsibility has been delegated to the disciplinary domain board/faculty board in the disciplinary domain concerned.

It follows from the Rules of Procedure that the disciplinary domain board/faculty board has the overall responsibility and determines how doctoral education will be organised in that domain or faculty. Ongoing responsibility is exercised by the department at which the doctoral student is registered. Disciplinary domain boards, faculty boards, department boards and supervisors are responsible for ensuring that doctoral education is conducted with high quality and efficiency and that due attention is given to the rights and obligations of all those concerned.

The right of a disciplinary domain board/faculty board to further delegate its decision-making powers is regulated in the University’s Rules of Procedure.

The mutual rights and obligations existing between a department and a doctoral student are stated in the individual study plan.

Instructions on the contents of the general syllabus are provided in Section 4 below. Supplementary rules on the individual study plan are provided in Section 5.

3. Admission to doctoral education

The rules on admission to doctoral education are set out in Chapter 7, Sections 34–41 of the HE Ordinance.

The University Board has adopted local regulations for admissions to doctoral education in the *Admission and grading regulations for third-cycle (doctoral) courses and study programmes at Uppsala University* (Section 3).

The disciplinary domain board/faculty board or a joint body for a faculty
or a disciplinary domain that has responsibility for doctoral education is responsible for ensuring that the admissions process is open and competitive, with the exception of the cases specified in Chapter 7, Section 37 of the HE Ordinance, and that it is ensured in the admissions process that funding can be guaranteed for the entire effective period of study and other resources for the entire duration of the student’s studies.

It is possible to admit doctoral students to the later part of a doctoral programme and thereby for a shorter effective period of study than 24 months for a degree of licentiate and 48 months for a degree of doctor.

4. General study syllabus

Rules on the general study syllabus stated in the Higher Education Ordinance:

HE Ordinance, Chapter 6, Section 26: For each subject in which third-cycle courses or study programmes [doctoral education] are offered a general study syllabus is required. Ordinance (2010:1064).

HE Ordinance, Chapter 6, Section 27: A general study syllabus must indicate the following: the main content of the study programme, specific entry requirements and any other regulations required. Ordinance (2010:1064).

The disciplinary domain board/faculty board decides in which subjects to arrange doctoral education. For each of these subjects, there must be a general study syllabus indicating the main content of the study programme, specific entry requirements and any other regulations required. The general study syllabi are to be established by a disciplinary domain board/faculty board or joint body for a faculty or disciplinary domain with responsibility for doctoral education. The syllabus must state, among other things, which criteria will be applied when assessing the ability to benefit from the course or study programme, the relationship between the thesis part and the course part of the programme, the possibility to take a degree of licentiate and the requirements for each degree.

5. Individual study plan

The Higher Education Ordinance states as follows concerning the individual study plan:

HE Ordinance, Chapter 6, Section 29: An individual study plan must be drawn up for each doctoral student. This plan must contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. The plan must be adopted after consultation with the doctoral student and their supervisors.

The individual study plan must be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and their supervisors. The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. Ordinance (2010:1064).

At Uppsala University, individual study plans are to contain information regarding:
a) The intended degree (doctor, licentiate or both). A special explanatory statement is required for admission to a programme concluding with a degree of licentiate.

b) The timetable for the doctoral student’s studies. The plan should contain a general plan for each year and an estimated date for defence of the thesis. The plan is to indicate the courses planned. It is particularly important that the plan is formulated so as to give a good description of the expected thesis work, including monitorable goals/interim goals with set dates.

c) The funding plan for the entire effective period of study. When funding other than employment as a doctoral student (a doctoral studentship) finances the project, the special considerations made in the process of admission are to be attached to the individual study plan as well as the agreement with the funding provider, where relevant.

d) Planned teaching, teacher training and/or other departmental work.

e) The organisation of the supervision, specifying both scope and formats, as well as the undertakings of the different parties to ensure effective supervision.

f) If any other special conditions apply to the studies, these are to be stated.

The study plan must be approved by the head of department or another person in a position of responsibility after consultation with the supervisor and the doctoral student. The individual study plan is an active document in which both deviations from the plan and intermediate targets reached are documented on an ongoing basis. If targets are not achieved, this is to be stated in the study plan together with reasons for this and measures planned to remedy the situation. The head of department or equivalent is responsible for follow-up of the study plan at least once a year and revision of the plan if necessary in accordance with the procedures established by the disciplinary domain board/faculty board or joint body for a faculty or disciplinary domain with responsibility for doctoral education. If there is reason to foresee particular difficulties, more frequent follow-up and alternative approaches should be considered.

Doctoral students who teach should take a course in teaching and learning in higher education. This can either be a for-credit component of the individual study plan or take place within the framework of the doctoral student’s departmental duties.

6. Funding for studies

The conditions governing funding for studies are regulated in the Higher Education Ordinance and in Sections 3 and 4 of UU’s Admission Regulations. The Higher Education Ordinance states as follows:
HE Ordinance, Chapter 5, Section 3: Only those who are or have been admitted to third-cycle courses and study programmes at a higher education institution may be appointed to doctoral studentships. Ordinance (2006:1053).

HE Ordinance, Chapter 5, Section 3a: A doctoral studentship is to be a full-time post. If a third-cycle student so requests, the appointment may be a part-time post but for no less than 50 per cent of a full-time post. Ordinance (2002:139).

HE Ordinance, Chapter 7, Section 36: A higher education institution may admit an applicant to third-cycle courses and study programmes who has been appointed to a doctoral studentship. The higher education institution may also admit an applicant who has some other form of funding for their studies if it assesses that

1. funding can be guaranteed during the entire period of study, and

2. the applicant can devote enough time to their studies to enable their completion within four years in the case of a licentiate degree or a licentiate degree in the fine, applied and performing arts or eight years in the case of a PhD or a doctorate in the fine, applied and performing arts.

For an applicant with funding that consists of a scholarship, funding pursuant to item 1 of the first paragraph is regarded as guaranteed if the level of the scholarship is equivalent to the pay level for doctoral students regulated by a Swedish collective agreement or standard practice in the profession, after deductions for preliminary tax at source according to the tax table equivalent to the average tax rate for municipalities and regions and which is annually published by Statistics Sweden. If the applicant will alternate staying in Sweden and another country, the requirement for the level of the scholarship only applies to the time the applicant intends to stay in Sweden. Ordinance (2019:1014).

A disciplinary domain board/faculty board that has been assigned overall responsibility for doctoral education in an area has overall responsibility for the doctoral student for the entire period of their education as regards guaranteeing funding, supervision and other resources for their entire effective period of study. Any delegation of this responsibility to another body must be explicit and must not be made to a lower level than department level. Additional local regulations are provided in UU’s Admission Regulations, Section 3.

Normally, a doctoral student who has been admitted is to be employed at Uppsala University. The level of funding is to follow the salary scale for doctoral students at Uppsala University.

6a Other funding for studies

This section concerns other funding in general, while section 6b concerns more detailed information about funding for studies via scholarships. The admission of doctoral students with other funding presupposes careful assessment that the funding for studies can be ensured for the entire effective period of study. The obligation to provide funding for the doctoral student and the obligation to make other resources for the completion of the project available during the period of studies must be regulated in an agreement or some other document drawn up between the provider of the funding and the department at which the doctoral student will be engaged. The agreement must be binding for the funding provider and should also contain guarantees that the doctoral student’s project will be shielded from any internal changes of priorities on the part of the funding provider and that time to carry out doctoral education can be set aside in the day-to-day
activities. The right to decide on the admission of a doctoral student with funding other than employment as a doctoral student (a doctoral studentship) at Uppsala University may not be delegated to a lower level than to a joint body for a faculty/disciplinary domain that has responsibility for doctoral education.

**Funding level for doctoral students with other funding**
The level of funding is to follow the salary scale for doctoral students. The disciplinary domain board/faculty board or, in the event of delegation, the department is responsible for topping up the funding to the specified level if necessary. The Human Resources Division is responsible for regulations in areas concerning the practical management of top-up funding, as well as matters relating to insurance, residence permits and, where relevant, work permits.

In deciding whether the funding is adequate for the next year, when funding is specified in a non-Swedish currency, the exchange rate in effect on 1 January is to be used. The assessment must be made once a year and must take account of any taxation of the amounts paid out.

**Loss of means of support during the period of studies**
If the means of support for a doctoral student with other funding should fail during their studies, the disciplinary domain board/faculty board or, in the event of delegation, the department is responsible for ensuring means of support for the remaining effective period of study.

**Employment of a doctoral student with other funding**
If a doctoral student admitted with other funding transfers to employment as a doctoral student (a doctoral studentship) the time they have studied is to be taken into account so as to maintain the effective period of study for the qualification concerned. Funding is only to be provided for a longer period than the effective period of study of 24 months for a degree of licentiate and 48 months for a degree of doctor in the circumstances specified in the Higher Education Ordinance, Chapter 5, Section 7.

**6b Funding for doctoral students via scholarships**
Funding for doctoral students via scholarships is regulated in the Higher Education Ordinance as follows:

HE Ordinance, Chapter 5, Section 4: A doctoral student funded via a scholarship is, upon application, to be appointed to a doctoral studentship no later than the date on which, according to the individual study plan, a period of study corresponding to three years of full-time study remains before the award of a PhD or a doctorate in the fine, applied and performing arts. This does not apply, however, if the vice-chancellor has decided on the withdrawal of the student’s resources pursuant to Chapter 6, Section 30.

Section 4a: A doctoral student funded via a scholarship does not need to be appointed pursuant to Section 4 if the scholarship is awarded as part of

1. an aid and capacity building programme in which scholarships are an accepted form of funding with reasonable terms and conditions and the admitting higher education institution has insight into these terms and conditions and into how the scholarship is paid, or

2. a programme funded by the European Union or other partnerships, in which scholarships
with reasonable terms and conditions comprise an accepted form of funding and where requirements for funding through employment are a barrier to participation by the admitting higher education institution.

Uppsala University defines capacity building as the processes by which individuals, organisations and society as a whole raise, strengthen, adapt and maintain their capacity over time. An aid and capacity building programme must aim to build capacity in a country that, at the time of the doctoral student’s admission, is on the DAC/OECD list.

At Uppsala University, funding via scholarships in accordance with Section 4a point 1 is permitted if 1) the scholarship-providing organisation is based in one of these countries or 2) the scholarship-providing organisation explicitly pursues the purpose of promoting capacity building in one of these countries.

The disciplinary domain concerned (where relevant, the faculty) is to determine which of the programmes funded by the European Union and other partnerships come within the scope of the exemption under Section 4a point 2. This must be documented and communicated in a clear manner.

**Requirement for agreement with the scholarship provider**

The admission of doctoral students funded by scholarships must be preceded by an agreement between Uppsala University and the scholarship provider, guaranteeing reasonable terms and conditions for the scholarship. For this purpose, the University must be given the opportunity to examine the terms of scholarships and the conditions for their payment (see Appendix 1).

The agreements must be signed at an appropriate level. Partnerships that include funding of doctoral students in more than one disciplinary domain require University-wide agreements.

The agreements are to be documented and coordinated at University-wide level following established procedures so that they are readily accessible for follow-up.

### 6c Educational cooperation leading to a joint degree

Under the HE Ordinance, Chapter 6, Section 11a, educational cooperation leading to a joint degree must be based on a written agreement regulating the division of responsibilities. According to the Procedure for establishing joint third-cycle courses and study programmes (UFV 2018/681), the agreement must clarify the means of support that will be used. The terms and conditions for means of support must comply with the guidelines that apply in other respects for other funding.

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3 OECD/DAC lists the countries that are entitled to aid (Official Development Assistance, ODA). If a country achieves high-income level for three years in a row, it is no longer entitled to aid.
6d Information requirements in connection with other funding

For other funding, including scholarships, Uppsala University will make information available to prospective doctoral students about the differences in terms and conditions compared with employment as a doctoral student (a doctoral studentship).

7. Extension of funding for studies

The Higher Education Ordinance states that the total period of employment as a doctoral student may not exceed the equivalent of four years of full-time doctoral education unless there are special grounds:

HE Ordinance, Chapter 5, Section 7: Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. Ordinance (2009:933).

In cases where there are special grounds within the meaning of the Higher Education Ordinance, an extension of employment as a doctoral student may be permitted. Types of leave other than those specified in the Higher Education Ordinance are only to be permitted in exceptional cases. In the event of relatively long periods of planned leave, such as parental leave, arrangements must be made to make it easier for the doctoral student to keep their thesis project active. The recommendations made in Uppsala University’s parental policy apply regardless of the type of funding the doctoral student has.

Guidelines for extending the period of study for doctoral students in elected positions have been set out in a special decision of 4 February 2014 (UFV 2014/72). These guidelines apply regardless of the type of funding.

8. Supervision

Supervision in doctoral education is regulated in the Higher Education Ordinance and the Admission and grading regulations for third-cycle (doctoral) courses and study programmes at Uppsala University.

HE Ordinance, Chapter 6, Section 28: At least two supervisors are to be appointed for each doctoral student. One of them must be appointed principal supervisor. Doctoral students are entitled to supervision during their studies unless the vice-chancellor has decided otherwise by virtue of Section 30.

A doctoral student who so requests must be allowed to change supervisor. Ordinance (2010:1064).

At least one of the supervisors must have docent status and at least one of them must be an employee or adjunct employee of Uppsala University (UU’s Admission Regulations, Section 1).

When supervisors are appointed, attention must be given to the issue of conflict of interest. The scope, formats and arrangement over time of supervision must be continuously updated in the individual study plan in consultation between the supervisors and the doctoral student.

Principal supervisors must undertake training for supervisors during their
first year as supervisor at the latest, and this is also recommended for assistant supervisors.

Supervision and other parts of their education relating to research ethics in general, and to good research practice and ethical review in particular, must enable doctoral students to develop their ability to take responsibility for complying with good research practice in their research. The required ethical approval must be obtained for the research conducted (SFS 2003:460). The role of supervisor includes the overarching responsibility incumbent on the entity authorising the research for ensuring that the research is conducted in accordance with good research practice (SFS 2019:504, Section 5). Disciplinary domain boards/faculty boards are responsible for ensuring that education and training in good research practice referred to above are included in doctoral courses and study programmes. In connection with the annual quality assurance dialogue, the Vice-Chancellor specially monitors the provision of education and training in good research practice in doctoral courses and study programmes.

9. Publication of thesis

The doctoral thesis must be available at the University Library for at least three weeks before the defence takes place, in the number of copies required to enable satisfactory examination of the thesis before the defence. The period from 15 June up to and including 15 August may not be counted as part of the period of availability. Shorter periods of availability for the complete printed doctoral thesis and the digital version of the notification of submission and the summarising introduction may be granted by the dean or a supradepartmental body in the event of exceptional circumstances.

For a licentiate thesis a corresponding period of availability before the licentiate seminar applies as for a doctoral thesis. When the student has been admitted with a degree of licentiate as the final objective, notification of submission of the thesis should be in digital format.

Under the decision of 14 May 2002 (UFV 2002/779), all notifications of submission of a thesis and summarising introductions to compilation theses are to be published in digital format in the University’s thesis database. Information about the digital version of the notification of submission and summarising introduction should be disseminated in Sweden and abroad.

The thesis must be published, printed and distributed in a manner that maintains the effective period of study. The publication delay that may arise where patents are involved must not result in it being impossible to maintain the normal effective period of study.

10. Examination and transfer of credits

Examination takes place as described in the Higher Education Ordinance. Disciplinary domain boards/faculty boards or joint bodies for a faculty or disciplinary domain with responsibility for doctoral education are to issue
supplementary provisions on examination if necessary. The general study plan in effect for the subject is to state any other provisions. As stipulated in the University’s regulations, assessment components that form part of doctoral courses and study programmes are to be assessed using the grades ‘pass’ or ‘fail’.

A transfer of credits for courses may be considered either at the time of admission or later in the period of studies. The possibility of receiving credit for courses may not constitute an advantage in the assessment of qualifications in conjunction with admission. It is up to the doctoral student to apply for a credit transfer. The scope of any credit transfer must be assessed on a course by course basis. Block credit transfers, i.e. credit for several courses at a standard rate, for example in the form of the second year of a second-cycle programme, are not permitted. To ensure educational progression, an assessment must also be made of the number of credits that may be transferred relative to the original scope of the course. A credit transfer may not be linked to a demand for a shortened period of studies. The requirement of guaranteed funding for the entire effective period of studies remains intact. The disciplinary domain board/faculty board decides how decisions on credit transfers are made.

In the case of admission to a later part of the programme, a credit transfer is made for previous studies.

11. Doctoral defence and licentiate seminar

Rules on the public defence of doctoral theses are provided in the Higher Education Ordinance, supplemented by the Admission and grading regulations for third-cycle (doctoral) courses and study programmes at Uppsala University. The Higher Education Ordinance states as follows:

HE Ordinance, Chapter 6, Section 33: The qualification descriptors for PhDs and doctorates in the fine, applied and performing arts lay down that an approved doctoral thesis is required for the award of these degrees.

HE Ordinance, Chapter 6, Section 34: At least one of those participating in the grading of a doctoral thesis must be someone who does not have a post at the higher education institution awarding the degree. Ordinance (2010:1064).

HE Ordinance, Chapter 6, Section 35: A higher education institution may issue regulations on the grading system to be used and on public defences and grading in other respects. Ordinance (2010:1064).

The Vice-Chancellor has decided to delegate the right to decide on the time and venue for a doctoral defence to the chair of a disciplinary domain board/faculty board or joint body for a faculty or disciplinary domain with responsibility for doctoral education. This decision must be announced at least three weeks before a doctoral defence. Doctoral defences and licentiate seminars may take place during the semester and during the summer recess, with the exception of the period 15 June to 15 August.

The disciplinary domain board/faculty board or joint body for a faculty or
disciplinary domain with responsibility for doctoral education decides who appoints the examining committee, external reviewer and chair of a doctoral defence.

The examining committee decides on the grade awarded to a doctoral thesis and must be specially appointed for each individual thesis. The examining committee must consist of three or five members, most of whom must be taken from outside the department to which the doctoral student belongs. In cases where the committee consists of three members, a reserve should be appointed. The members of the examining committee must represent different genders. A person who has been a supervisor of the doctoral student may not be on the committee. The committee must appoint one of its members as Chair. The external reviewer has the right to be present at the meeting of the examining committee and to participate in its discussions, but must not be present for decisions. The same applies to the supervisors. The examining committee is in quorum when all members are present. The opinion on which the majority agrees is to constitute the committee’s decision. The committee is to determine whether to give reasons for the decision and whether any dissenting opinions are to be reported.

The disciplinary domain board/faculty board or joint body for a faculty or disciplinary domain with responsibility for doctoral education decides on the arrangements for licentiate seminars in its area.

12. Withdrawal of resources for a doctoral student in the course of doctoral education

Regulations on the withdrawal of resources for a doctoral student in the course of doctoral education are given in the Higher Education Ordinance.

HE Ordinance, Chapter 6, Section 30: If a doctoral student substantially neglects their undertakings in the individual study plan, the vice-chancellor is to decide that the doctoral student is no longer entitled to supervision and other study resources. Before such a decision is made, the doctoral student and the supervisors must be given an opportunity to make statements. The case must be considered on the basis of their accounts and any other records available. The assessment must take into account whether the higher education institution has fulfilled its own undertakings in the individual study plan. A written record of the decision must be made, which is to include reasons for the decision. Resources may not be withdrawn for any period in which the third-cycle student holds a doctoral studentship or is receiving a doctoral grant. Ordinance (2010:1064).

If a doctoral student substantially neglects their undertakings in the individual study plan, the right to supervision and other resources for the doctoral education will be withdrawn.

Withdrawing resources requires careful assessment and must be done within the framework of a transparent decision-making process following a format decided by the responsible disciplinary domain board/faculty board.

The grounds for and against withdrawing resources must be stated clearly and the case must be treated with respect and due consideration for the
privacy of the doctoral student.

If such an assessment shows that the doctoral student has substantially neglected their undertakings in the individual study plan, the disciplinary domain board/faculty board or joint body for a faculty or disciplinary domain with responsibility for doctoral education must take measures and, where appropriate, apply to the Vice-Chancellor for resources to be withdrawn.

A decision to withdraw resources is made by the Vice-Chancellor after the matter has been processed by the disciplinary domain board/faculty board or joint body for a faculty or disciplinary domain with overall responsibility for doctoral education.

HE Ordinance, Chapter 6, Section 31: If study resources have been withdrawn pursuant to Section 30, the doctoral student may, on application to the vice-chancellor, recover their entitlement to supervision and other resources. The doctoral student must then demonstrate convincingly, by presenting prospective study results of considerable quality and scope or in some other way, that they can fulfil their remaining undertakings in the individual study plan.

If a doctoral student has applied to the Vice-Chancellor to recover the right to supervision and other resources, the case is prepared by the head of department/equivalent who turns the application over to the disciplinary domain board, faculty board or joint body for a faculty or disciplinary domain with responsibility for doctoral education together with their own opinion prior to decision by the Vice-Chancellor.

The fact that a doctoral student has been deprived of the right to resources is not the same thing as deregistration. The doctoral student can continue to study, though, if so, completely independently, and can still present a thesis for public defence.

A decision to withdraw resources from a doctoral student under Chapter 6, Section 30 and a decision that a doctoral student is not to recover these resources under Chapter 6, Section 31, may be appealed to the Higher Education Appeals Board under Chapter 12, Section 2, point 6 of the HE Ordinance.

13. Non-completion and deregistration of a doctoral student

A doctoral student may be deregistered at their own request; this refers to the situation when a doctoral student’s doctoral education is discontinued. Anyone wishing to resume their studies must re-apply for admission.

14. Application for a degree

After completing doctoral education, the doctoral student receives a degree after applying to the Student Affairs and Academic Registry Division.
Appendix 1.

Checklist for agreement on scholarship funding

The agreement must cover the following points:

- The period during which the scholarship will be paid and the total amount of funding.
- Any requirements regarding the gross total period of study.
- How scholarship payments will be made, for example, the form and frequency of payments, with a view in particular to avoiding taxation of the scholarship.
- Other benefits that may accompany the scholarship, for example reimbursement of travel expenses or other costs and insurance.
- Undertakings/obligations of the doctoral student, such as reporting or return requirements.
- Circumstances that could lead to an obligation to repay all or parts of the scholarship. A requirement for foreign doctoral students to return may not be associated with a demand for repayment.
- That the University is not responsible for the doctoral student’s obligations in the way, for example, of reporting and return requirements or any obligation to repay the scholarship.
- That the University is not obliged to admit doctoral students if they are granted scholarships.
- That the prospective doctoral student must meet general and specific entry requirements to be admitted.
- That the doctoral student, following admission, will follow the general syllabus and individual study plan.
- Obligations falling on the University, for example, in the way of requirements to report on the doctoral student’s progress.
- Whether the scholarship provider permits an extension of the gross period of study due to teaching or other departmental duties (which may presuppose that the University covers the costs this entails).
- If the agreement is of a general nature and applies for an extended period, supplementary details on the amount of the scholarship may be given in another document that is binding for the scholarship provider. It should be made clear that, if necessary, the University will provide top-up funding for the doctoral student to bring the total net income into line with the salary scale.
- Whether the doctoral student has the right to retain the scholarship for a longer or shorter period following absence, for example because of sickness, leave of absence, parental leave or prolongation.
- The agreement must guarantee that absence because of sickness, parental leave or other factors, with the exception of the doctoral student substantially neglecting their undertakings in the individual study plan, will not lead to demands for repayment for the period of studies carried out.
- The agreement should include a description of the admissions process.