Instructions for Third-Cycle Education at BTH

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This is a translation of the officially adopted A*nvisningar för forskarutbildning vid BTH*. Should there be any discrepancy between the Swedish original and the English translation in this document, the Swedish original prevails.

Description

This document contains applicable instructions for third-cycle education at BTH. According to the Guidelines for Policy Documents at BTH, instructions are defined as "describing a specific way to handle a case, perform an activity, or process. An instruction may supplement a regulation or guideline".

The document *Regulations for Third-Cycle Education at BTH* contains a regulatory framework for which these instructions act as a supplement.

1. Introduction

This document contains applicable instructions for third-cycle education at BTH. According to the Guidelines for Policy Documents at BTH, instructions describe "a specific way to handle a case, perform an activity, or process." This document is a supplement to *Regulations for Third-Cycle Education at BTH*.

2. Admission to third-cycle education

This section supplements the Admission to third-cycle education section of Regulations for Third-Cycle Education at BTH.

The application form is to be completed and signed by the applicant and the head of department. The application is to include the following enclosures: verified documentation regarding the qualifying degree, and a finance plan signed by the head of department or an agreement with the financer of the third-cycle studies.

The application is to be sent to the registrar and should be submitted in good time before the relevant start date. Checks on eligibility, financing and supervision are conducted by the research officer in consultation with the dean.

The admission decision is made by the dean and sent to the applicant, main supervisor, examiner, head of department, department coordinator and HR Office.

If an application for a residence permit for third-cycle studies needs to be made, the main supervisor issues a study certificate for the third-cycle student, in accordance with the Swedish Migration Agency's template. HR provides guidance on the application process and which documents are to be enclosed with the application. The third-cycle student submits the admission decision, study certificate and a copy of their passport to the Swedish Migration Agency. For third-cycle students who are to be employed under doctoral studentships, the final decision/proof of employment is signed when the decision has been received from the Swedish Migration Agency.

3. Approved leave from studies

This section supplements the Approved leave from studies section of Regulations for Third-Cycle Education at BTH.

If a third-cycle student wishes to take approved leave from their studies, this is to be discussed first with the main supervisor, who is to assess whether it is

appropriate to take approved leave from studies. The application for approved leave from studies is made using a special form.

The head of department is to assess whether supervision, financing and other resources can be guaranteed when the third-cycle student intends to resume their studies. The decision is then made by the dean.

In the case of a doctoral studentship, the granting of approved leave from studies entails that the third-cycle student also needs to apply for leave of absence.

4. Individual study plan

This section supplements the Individual study plan section of Regulations for Third-Cycle Education at BTH.

The first version of the individual study plan is to be signed by the third-cycle student and main supervisor and sent to the registrar. The matter is then processed by the research officer.

If feedback from the research officer does not lead to alterations in the study plan, it is to be signed by the third-cycle student, all those in the supervisor group, the senior reviewer (not required for the first study plan) and head of department. It is then sent to the registrar again.

If feedback from the research officer does lead to alterations in the study plan, a revised version is to be signed by the third-cycle student, all those in the supervisor group, the senior reviewer (not required for the first study plan) and head of department. It is then sent to the registrar.

The individual study plan is subsequently submitted to the dean for review and a decision on adoption.

In connection with the annual follow-up of individual study plans, the research officer also carries out a follow-up of all third-cycle students' activity status. Inactive third-cycle students are contacted for clarification about whether they are active, wish to apply for approved leave from their studies or interrupt their studies.

5. Supervision

This section supplements the Supervision section of Regulations for Third-Cycle Education at BTH.

5.1. Request for a change in the supervisor group

An application for a change in the supervisor group is made using a special form, which is to be signed by all those involved and sent to the registrar. The matter is then processed by the research officer. The decision is made by the dean.

5.2. Request for a change of supervisor

A request for a change of main supervisor or supervisor received by the registrar is addressed to the head of the department where the third-cycle student is employed or to which they are mainly affiliated. There is no special form to be used in this matter.

A third-cycle student who is enrolled in third-cycle education at another higher education institution is covered by the other HEI's local rules for changing a supervisor.

6. Courses

This section supplements the Courses section of Regulations for Third-Cycle Education at BTH.

Once a course has finished, the results are to be registered in Ladok as soon as possible. The registration is carried out by the research officer.

The requirements for a course to be registered are:

- A message from the third-cycle student's examiner to the research officer fo.adm@bth.se stating that the course is to be registered. If there is a course certificate, this is to be enclosed.
- Requisite information – the course title (in original language and English), number of credits, cycle (first, second or third), examination date and the higher education institution or equivalent that conducted the course.

7. Application for prolongation

This section supplements the Extension and prolongation of period of employment section of Regulations for Third-Cycle Education at BTH.

The following procedure applies to an application for prolongation:

1. The prolongation of a doctoral studentship is discussed among the third-cycle student, main supervisor, supervisors, examiner and head of department.
2. Documentation of the special grounds invoked for the prolongation can be included continuously in the individual study plan.
3. The third-cycle student sends the application form for prolongation to the registrar.
4. The research officer prepares the matter for the dean, who makes a proposal for the decision.
5. The vice-chancellor makes the decision.
6. All those concerned are notified of the decision.

8. Review of a third-cycle student's right to supervision and other resources

This section supplements the Review of a third-cycle student's right to supervision and other resources section of Regulations for Third-Cycle Education at BTH.

Since the withdrawal of supervision and other resources is a serious measure, it is important that a request for withdrawal is not made until all other possibilities to rectify the situation have been exhausted. The main supervisor has the overall responsibility for this and for ensuring that the actions taken and proposed are carefully documented.

It is very important that the main supervisor communicates to the third-cycle student that a request for withdrawal of resources will be made if the results do not improve. The main supervisor also needs to explain what a withdrawal of resources concretely entails. This should preferably be done both through conversation and in writing, to ensure that the information is clear and reaches the student.

The main supervisor should also inform the head of department about the situation early on and should contact the research officer for support at an early stage.

The senior reviewer should be involved early in the process, to be able to support the third-cycle student and act as an independent party at meetings.

If the main supervisor assesses that the actions taken have not had the intended effect and that a request for a withdrawal of resources needs to be made, it is sent to the registry office and the documentation of the actions taken as described above should then be attached.

The withdrawal of resources can only be based on an assessment of the third-cycle student's performance in relation to the commitments in the individual study plan. When problems with a third-cycle student's progress are identified, it is therefore important to update the individual study plan at more frequent intervals than usual and to formulate the commitments of the doctoral student and the institution in a precise and measurable way.

Careful documentation of the entire process is crucial for the dean to be able to produce a well-founded decision proposal for the vice-chancellor. In addition to clearly formulated individual study plans, documentation of conversations, measures taken, etc. is needed.

It is important that the third-cycle student receives support throughout the process up to the vice-chancellor's decision. The senior reviewer can play an important role here and support can also be provided via the PhD Student Committee.

9. Licentiate seminar

This section supplements the Licentiate seminar section of Regulations for Third-Cycle Education at BTH.

At a licentiate seminar, the following administrative procedure applies:

1. The main supervisor contacts the research officer (fo.adm@bth.se) in good time to make a preliminary booking for the date of the licentiate seminar.
2. The third-cycle student contacts the library in good time regarding the printing process.
3. The application for the licentiate seminar is to be made using a special form at the latest five weeks before the planned date. The application is to be sent to the registrar and is then reviewed by the research officer.
4. The dean gives the go-ahead, after which the research officer informs the main supervisor and department coordinator.
5. The department is responsible for all the practical arrangements for the seminar such as invitations, distribution of the thesis etc.
6. The licentiate thesis is to be publically available in digital and printed formats, at the latest three weeks before the seminar.
7. The licentiate certificate is prepared by the research officer. After the seminar, the examiner certifies the pass grade and sends the certificate to the registrar. An electronic signature is advisable.
8. The research officer reports the result in Ladok.
9. When the pass grade has been reported, the third-cycle student can apply for the licentiate degree certificate.

9.1. Hybrid format

If the licentiate seminar is conducted in a hybrid format, information about GDPR is to be displayed on a notice at the entrances to the venue from which the webcast will be transmitted. See templates in section 9.2. If the transmission is to be recorded and saved, this is to be stated in the notice.

At least one roving microphone is to be available at the venue for audience members who want to ask questions, so that these questions can also be heard by those participating remotely.

There is to be a designated person who is responsible throughout the event for chat and dialogue with those participating remotely. This person should be designated as co-host for the video conference meeting, and should also know who to contact at BTH for technical assistance.

If the video camera at the venue is mobile, someone should operate it and redirect it as required.

The presenter should use a mouse pointer, and not a physical pointer, to give those participating remotely a better view of what is being pointed at.

It is possible to have a password for the video conference meeting. If a password will be used, this is to be sent out with the invitation.

In the event of clear sabotage of the seminar, the host or co-host of the meeting may block the person committing the sabotage.

Current security information regarding the video conference system is available on Inside.

9.2. Templates for information about webcasts of licentiate seminars

Below are templates for information in Swedish and English that can be displayed as a notice at the entrances of the venue where a licentiate seminar is held.

9.2.1. Webbsändning vid licentiatseminarium

Detta licentiatseminarium har en eller flera deltagare via webbsändning. En aktiv kamera kommer därför att finnas i salen. Ett licentiatseminarium ska vara offentligt och som åhörare eller deltagare kan du komma med i webbsändningen.

Alt 1. Inga bilder från licentiatseminariet lagras utan används enbart för kommunikation under licentiatseminariet.

Alt 2. Licentiatseminariet kommer att spelas in och göras tillgänglig på …. Om du har frågor eller invändningar mot hur Blekinge Tekniska Högskola behandlar dina personuppgifter kan du kontakta dataskyddsombudet på dataskyddsombud@bth.se eller hitta mer information på www.bth.se/personuppgifter.

9.2.2. Webcast of a licentiate seminar

This licentiate seminar has one or more participants attending via a webcast. Therefore, a web camera will be in use at the venue. A licentiate seminar must be open to the public and as an audience member or participant, you could be included in the webcast.

Option 1. No images from the licentiate seminar are stored and will only be used for communication during the licentiate seminar.

Option 2. The licentiate seminar will be recorded and made available on… If you have questions or objections to how the Blekinge Institute of Technology processes your personal data, you can contact the Data Protection Officer at dataskyddsombud@bth.se or find more information on https://www.bth.se/eng/about-bth/personal-data/.

10. Public defence of a doctoral thesis

This section supplements the Public defence of a doctoral thesis section of Regulations for third-cycle education at BTH.

At a public defence of a doctoral thesis, the following administrative procedure applies:

1. The main supervisor contacts the research officer (fo.adm@bth.se) in good time before the planned date to make a preliminary booking for the date of the public defence.
2. The third-cycle student contacts the library in good time regarding the printing process.
3. The research officer sends the declaration of conflict of interest form to the main supervisor for onward distribution to the external reviewer and examining committee members.
4. The main supervisor discusses the proposal for external reviewer and examining committee members with the dean at least ten weeks before the planned date.

5. The application for the public defence is made using a special form at the latest eight weeks before the planned date. The application is to be sent to the registrar.
6. The dean decides to approve the public defence and the decision is communicated to all those involved.
7. The department is responsible for all the practical arrangements for the seminar such as invitations and distribution of the thesis in accordance with instructions from the library.
8. The third-cycle student contacts the communication division regarding the press release.
9. The thesis is to be available in digital and printed formats, at the latest three weeks before the public defence.
10. The decision record is prepared by the research officer.
11. After the examining committee's meeting, the signed decision record is sent to the registrar. Electronic signatures are advisable. If possible, all examining committee members are to use EduSign. This service and the user manual are available via Inside or directly via sunet.se. Alternatively, the examining committee members can use another e-signature solution. As a final option, physical signatures can be used and the decision record (one copy) is sent round to the members and back to BTH. In the case of a combination of physical and electronic signatures, the electronic signature or signatures must be added last.
12. The research officer reports the result in Ladok.
13. The third-cycle student's examiner approves the result in Ladok.
14. When the pass grade has been reported, and all other components have been awarded a pass grade, the third-cycle student can apply for the doctoral degree certificate.

10.1. Hybrid format

If the public defence is conducted in a hybrid format, information about GDPR is to be displayed on a notice at the entrances to the venue from which the webcast will be transmitted. See templates in section 10.2. If the transmission is to be recorded and saved, this is to be stated in the notice.

At least one roving microphone is to be available at the venue for audience members who want to ask questions, so that these questions can also be heard by those participating remotely.

There is to be a designated person who is responsible throughout the event for chat and dialogue with those participating remotely. This person should be designated as co-host for the video conference meeting, and should also know who to contact at BTH for technical assistance

If the video camera at the venue is mobile, someone should operate it and redirect it as required.

The presenter should use a mouse pointer, and not a physical pointer, to give those participating remotely a better view of what is being pointed at.

At least the chair of the examining committee should return to be present in the public webcast when they publicly announce the examining committee's decision.

It is possible to have a password for the video conference meeting. If a password will be used, this is to be sent out with the invitation.

In the case of clear sabotage of the event, the host or co-host of the meeting may block the person committing the sabotage.

Current security information regarding the video conference system is available on Inside.

10.2. Templates for information on webcasts of public defences

Below are templates for information in Swedish and English that can displayed as a notice at the entrances to the venue where a public defence is held.

10.2.1. Websändning vid disputation

Denna disputation har en eller flera deltagare via webbsändning. En aktiv kamera kommer därför att finnas i salen. En disputation ska vara offentlig och som åhörare eller deltagare kan du komma med i webbsändningen.

Alt 1. Inga bilder från disputationen lagras utan används enbart för kommunikation under disputationen.

Alt 2. Disputationen kommer att spelas in och göras tillgänglig på […]. Om du har frågor eller invändningar mot hur Blekinge Tekniska Högskola behandlar dina personuppgifter kan du kontakta dataskyddsombudet på dataskyddsombud@bth.se eller hitta mer information på www.bth.se/personuppgifter

10.2.2. Webcast of a public defence

This public defence of a doctoral thesis has one or more participants attending via a webcast. Therefore, a web camera will be in use at the venue. A public defence must be open to the public and as an audience member or participant, you could be included in the webcast.

Option 1. No images from the public defence are stored and will only be used for communication during the public defence.

Option 2. The public defence will be recorded and made available on […]. If you have questions or objections to how the Blekinge Institute of Technology processes your personal data, you can contact the Data Protection Officer at dataskyddsombud@bth.se or find more information on https://www.bth.se/eng/about-bth/personal-data/