

Admission Regulations for Third-cycle Courses and Study Programmes

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Short Summary	Describes how admission to third-cycle courses and study programmes is regulated at SEDU.

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1. Introduction

In accordance with the Higher Education Ordinance (HF), Chapter 2, Section 2 (SFS 1993:100), the Board of the Swedish Defence University (SEDU) has established the following admission regulations for the admission process for third-cycle education.

The admission regulations for third-cycle education are supplemented by regulations that describe how the admission regulations are to be applied. These regulations are decided by the Vice-Chancellor.

SEDU admits students to third-cycle courses and study programmes which lead to a doctoral degree corresponding to four years of full-time study within a subject appropriate for the third-cycle level. The admission qualifications for the subject are regulated in each subject's General Syllabus for PhD studies.

1.1 Statutory texts that regulate admissions

General provisions for admission to third-cycle education are defined by the Government in HF Chapter 7, sections 34-41.

1.2 Degrees

A licentiate degree is awarded either after the doctoral candidate has completed a programme of at least 120 higher education credits in a subject for third-cycle education, or after the doctoral candidate has completed a portion of at least 120 higher education credits of a programme to be completed with a doctoral degree, and if the university decides that such a licentiate degree can be awarded at the university (Ordinance for the Swedish Defence University 2007:1164, appendix).

A doctoral degree is awarded after the doctoral candidate has completed a programme of 240 higher education credits in a subject for third-cycle education (Swedish Defence University Ordinance 2007:1164, appendix).

2 Registration and advertising

HF states that SEDU administers the application process, including any questions arising within the process. An applicant to the third-cycle programme must apply within the given timeframe and according to the specifics detailed in the position posting which are determined by the university. The Research and Education Board (FoUN) decides on more specific regulations and applications for the announcement of third-cycle programme positions.

If the higher education institution (HEI) intends to admit one or more doctoral candidate(s), it will provide necessary information about the position(s) publicly in an employment posting, announcement of available positions, or an equivalent procedure through a number of channels. The admission process must include competition among candidates.

Exceptions to the public announcement of programme positions may be granted in the following cases:

- when admitting a third-cycle candidate who will complete their studies within the framework of employment by an employer other than SEDU,
- when admitting a third-cycle candidate who has previously begun third-cycle studies at another HEI, or
- if there are similar special grounds (HF Chapter 7 Section 37).

A HEI that has been authorised to award third-cycle degrees in a field may, without a new admission process, decide that a doctoral candidate who has been admitted to another HEI may transfer to that HEI to continue their education and be examined there. However, this only applies if the doctoral candidate has completed the main part of their doctoral studies at the first HEI and within the field in which their degree is to be awarded.

3 Admission

The number of doctoral students admitted to third-cycle education is restricted by the availability of supervision as well as acceptable study conditions in accordance with Chapter 7, Section 34 of HF, and whose studies are financed in accordance with Section 36.

The university may admit applicants to third-cycle education who are employed as doctoral candidates. The university may also admit an applicant who has some other form of study financing, if the university judges that:

- financing can be guaranteed during the entire period of study, and
- the applicant can devote enough time to their studies to enable their completion within four years in the case of a licentiate degree or eight years in the case of a doctorate.

For an applicant with funding via a grant, funding under item 1 of the first paragraph is regarded as guaranteed if the grant 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 published annually by Statistics Sweden. If the applicant will alternate time in Sweden and another country, the requirement for the level of the grant only applies to the time the applicant intends to be in Sweden. Ordinance (2019:1014).

Study financing with scholarships is also regulated in Chapter 5 of HF:

Section 4 On application, a third-cycle student whose financing is grant-based must be appointed to a doctoral studentship no later than the date when, according to the individual study plan, the remaining period of study corresponds to three years of full-time study before the award of a doctorate 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 under Section 30 of Chapter 6. Ordinance (2017:947).

Section 4 a A third-cycle student whose financing is grant-based does not need to be appointed in accordance with Section 4 if the grant is awarded as part of:

- an aid and capacity building programme in which grants 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 how the grant is paid, or
- a programme funded by the European Union or other partnerships, in which grants with reasonable terms and conditions comprise an accepted form of funding and where requirements for funding through employment are a barrier to the admitting higher education institution's participation. Ordinance (2018:525).

If not all eligible applicants for a programme can be admitted, a selection of applicants will be made. The Government, or the authority designated by the Government, will issue selection regulations (Chapter 4, Sections 1-3 HL).

4. Entry requirements

To be admitted to a third-cycle programme, according to Chapter 7, Section 35 of HF, the applicant must:

- meet the general and specific entry requirements prescribed by the HEI, and
- is considered to be able to benefit from and draw upon the course or study programme in other respects.

Unless otherwise implicated by Government issued regulations or a Government designated authority, the HEI that organises a third-cycle programme determines the admission requirements.

4.1 General entry requirements

HF states that basic eligibility for third-cycle education is granted to those who have:

- been awarded a second-cycle qualification,
- satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second-cycle, or
- acquired substantially equivalent knowledge in some other way in Sweden or abroad (HF chapter 7, section 39).

FoUN may decide on an exemption from basic eligibility for an individual applicant with reference to special reasons.

4.2 Specific entry requirements

In addition to basic eligibility for admission to third-cycle education, other requirements may also be imposed in the form of specific eligibility. Specific entry requirements will be stated in the general syllabus for each subject at third-cycle level in accordance with Chapter 6, Section 26 of the Higher Education Ordinance.

The specific entry requirements must be absolutely necessary for the student to benefit from the programme. The requirements may relate to:

- knowledge from one or more higher education courses and study programmes or corresponding courses and study programmes,
- specific professional or vocational experience, and
- necessary language skills or other conditions determined by the course or study programme.

If specific entry requirements in the form of specific professional experience, necessary language skills, or other conditions are specified in the general syllabus, the criteria to be applied in the assessment will also be specified.

5 Selection and admission procedure

Selection among applicants for third-cycle education who meet the requirements of sections 35 and 36 (eligibility and study financing) will be made based on their ability to benefit from the programme (HF Chapter 7, section 41).

The HEI decides which assessment criteria to apply when assessing the candidate's ability to benefit from the programme. The assessment criteria to be applied for selection to third-cycle education will be stated in the general syllabus which, according to Chapter 6, Section 26 of the Higher Education Ordinance, is required for each subject when an HEI organises third-cycle education.

Prior to admission, all doctoral students, regardless of the form of funding, must undergo a quality review in accordance with FHS procedures.

According to Chapter 7, Section 41, third paragraph of the Higher Education Ordinance, an applicant assessed as having previous education or professional activity credited for third-cycle education may not be given priority over other applicants.

The admissions process for third-cycle education will be transparent. An overall written description of what the admissions process generally looks like, including procedures for the selection process, the working group overseeing admissions, and other important aspects will be easily accessible to potential applicants. The description must also state which working group decides on admission.

6. Decision on admission

Decisions on admission to third-cycle programmes are made by the head of research. The subject council for the relevant third-cycle subject will prepare the decision for the head of department. Before an admission decision is made, it must be ensured that the admission process has been carried out in accordance with the regulations in this document. The advisory subject council will ensure that the justification of the selection of applicants is documented in writing and sufficiently clear for the head of research to be able to decide on admission.

Decisions on admission to third-cycle education will be in writing and state the date of the decision, the content of the decision, and who made the decision (see section 21 of the Government Ordinance). In cases where someone has acted as rapporteur or been involved in the final processing without participating in the decision, this person must also be named. The

Administrative Procedure Act (section 20) states that the reasons for an admission decision may be omitted. However, if the reasons have been omitted, the authority should, if possible, inform the applicant of them afterwards at the applicant's request.

7. Appeals against decisions

A decision to reject an applicant from third-cycle courses and study programmes cannot be appealed. This follows from HF Chapter 12, sections 2 and 4.