

Regulations for withdrawal of resources for doctoral students at SEDU

Policy document:	Click and enter heading
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Short Summary	Describes how SEDU handles the withdrawal of resources for doctoral students who deviate substantially from their individual study plan.

Regulations for withdrawal of resources for doctoral students at SEDU

1. Background

Chapter 6 of the Higher Education Ordinance states:

Section 30. If a doctoral student substantially neglects his or her undertakings in the individual study plan, the vice-chancellor shall 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 shall be given an opportunity to make representations. The case shall be considered on the basis of their reports and any other records available. The assessment shall take into account whether the higher education institution has fulfilled its own undertakings in the individual study plan. A written record of the decision shall be made, which is to include reasons for the decision.

Resources may not be withdrawn for any period in which the third-cycle student has been appointed to a doctoral studentship or is receiving a doctoral grant. Ordinance (2010:1064).

Section 31. If study resources have been withdrawn pursuant to Section 30, the doctoral student may, on application to the vice-chancellor, recover his or her entitlement to supervision and other resources.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 he or she can fulfil his or her remaining undertakings in the individual study plan. Ordinance (2010:1064).

(...)

Section 36. The vice-chancellor may not delegate decisions pursuant to Sections 30 & 31. Ordinance (2010:1064).

And chapter 12 of the Higher Education Ordinance states:

Section 2. Appeals may be made to the Higher Education Appeals Board against the following decisions of a higher education institution:

(...)

6. 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 recover these resources pursuant to Section 31 of Chapter 6,

2. Local rules

These rules apply to doctoral students admitted to the SEDU. Other doctoral students working at FHS are subject to the rules of the respective adopting institution.

In accordance with the above-mentioned regulations, significant deviations from the individual study plan may result in a decision by the University, through the Rector, that the doctoral student is not entitled to the University's resources.

The handling of *Individual Study Plans (ISP)* is described in the *Regulations for the Establishment of Individual Study Plans* and in the *General Study Plan (GSP)* of each doctoral subject.

The principal supervisor has the ongoing responsibility for assessing whether the ISP is being followed.

If, in connection with the annual review of the ISP, significant deviations have occurred, the supervisor will draw the doctoral student's attention to this in writing. This must be done in consultation with the Director of Studies, Dean and Head of Research.

If the deviation is significant and continues during the course of the following semester, the supervisor must report it to the dean and the respective director of studies in the form of a written report.

The notification must contain the following:

- a summary of the case
- individual study plans, from the original of the most recent
- any documentation relating to ISP follow-up meetings
- a description of any measures, other than those set out in the individual study plans, which have been tried or considered to resolve the problem
- all supervisors' and examiners' assessments of the doctoral student's current performance and ability to meet his/her commitments, and any other opinions from supervisors
- any additional documents referred to by the supervisor

The dean will give the doctoral student the opportunity to comment in writing on the supervisor's report. RESO will provide administrative support throughout the process.

The doctoral student's opinion on the matter, and any additional documents cited by the doctoral student, together with the supervisor's notification and the dean's opinion, will form the basis for the Head of Research's decision on whether to submit a proposal for withdrawal of resources to the Vice-Chancellor.

The proposal for withdrawal of resources submitted to the Vice-Chancellor must be justified and must include the supervisor's notification and the doctoral student's and dean's opinions.

If the Dean and the Head of Research disagree, the matter is referred to the Vice-Chancellor without recommendation.