

## Regulations for transferring doctoral students from another university

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Short Summary	The regulations describe the treatment of doctoral students, admitted at another university, who apply to be transferred to the SEDU. This applies to the establishment of new doctoral subjects and to doctoral students who, prior to the application for transfer, have mainly been working at the SEDU.

# Regulations for transferring doctoral students from another university

## 1. Background

With the acquisition of doctoral level education rights by the SEDU, doctoral students admitted at another institution are entitled to apply for transfer to the SEDU. This applies to doctoral students who, up to the time of application for transfer, have been working mainly at the SEDU. The doctoral student can then obtain their degree at the SEDU.

The Higher Education Ordinance states:

Chapter 7, section 38: A higher education institution that has been entitled to award third-cycle qualifications within an area may permit a third-cycle student who has been admitted to some other university or some other higher education institution to transfer without a new admission process to the higher education institution and to continue his or her courses and study programmes and receive his or her qualification there. This only applies, however, if the third-cycle student has completed the major part of his or her third-cycle studies at the higher education institution in the area in which entitlement to award third-cycle qualifications has been granted.

What is said in the first paragraph is to apply similarly at a higher education institution that in having been granted the title of university is entitled pursuant to Section 11 of Chapter 1 of the Higher Education Act (1992:1434) to award third-cycle qualifications. Ordinance (2010:1064).

The transfer of a doctoral student must always take place on the doctoral student's own initiative. The decision to approve the transfer is taken by the Head of Research.

## 2. Process for deciding on a transfer

In order for a doctoral student to be transferred to the SEDU, the following points must be taken into account.

- Once the doctoral student has submitted an application for transfer, the case must be drawn up in the files and communicated to the Dean and the RESO.
- A committee consisting of the dean (convener), the director of studies for the doctoral programme in the subject in which the doctoral student will graduate, and the supervisor (if at the SEDU) will evaluate the courses completed and any dissertation text (parts of monographs or articles to be included in the dissertation) in relation to the general curriculum of the subject. This, in conjunction with their assessment of the doctoral student's ability to assimilate the training, provides the basis for an assessment of whether the remaining doctoral time is sufficient to complete the doctoral programme.
- The review panel may consult subject representatives as necessary. The decision of the review panel constitutes a recommendation to the Director of Research for admission or rejection.

Funding for the remaining time to complete the thesis must be secured. In the event that funding for the entire estimated remaining time is not available, the head of department concerned must provide an opinion as to whether it is possible to secure funding until the thesis is completed. This opinion is addressed to the Dean.

- The decision of the Head of Research is reported as an information item to the Research and Education Board.

### **3. Decision documents**

The advisory group (with the assistance of RESO) prepares a proposal document outlining the above points and submits it to the Head of Research. The dossier must include:

- Documents from the doctoral student stating that (and why) the doctoral student wishes to be transferred to the SEDU.
- Ladok certificate with credits completed to date.
- Written assessment by the advisory committee of the doctoral student's credits completed to date in relation to the subject's established general curriculum.
- the written assessment by the supervisory board of the doctoral candidate's chances of completing his/her doctoral studies in the remaining time.
- the financial plan for the remaining period, approved and signed by the head of department concerned. If funding for the entire remaining period is not available, the head of department concerned must give an opinion on whether funding can be secured until the thesis has been completed.

### **4. In the event of a transfer being granted**

If the application is granted, the following applies:

- The doctoral student is established in Ladok by RESO.
- The doctoral student applies to have his/her previously taken credits at doctoral level credited or transferred to the Swedish Defence University.
- An individual study plan is drawn up in accordance with the rules of the FHS.