

Guidelines for postgraduate study in the Faculty of Veterinary Medicine and Animal Science

1. Admission and financing

Extract from superior decisions

Higher Education Ordinance (HEO) Chapter 7 Section 34

The number of doctoral students admitted to third-cycle courses and study programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study and whose studies are funded pursuant to section 36. Ordinance (2006:1053).

HEO Chapter 7 Section 36

A higher education institution may only admit applicants to third-cycle courses and study programmes who have been appointed to doctoral studentships or awarded doctoral grants. The higher education institution may, however, admit applicants who have some other form of funding for their studies if it considers that the funding can be guaranteed during the entire period of study and that the applicants 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. Ordinance (2010:1064).

HEO Chapter 7 Section 37

Decisions relating to admissions are made by the higher education institution. A person who wishes to be admitted to a third-cycle course or study programme shall apply within the time prescribed and in compliance with the procedures laid down by the higher education institution.

When a higher education institution intends to admit one or several third-cycle students, information shall be provided by the higher education institution through advertising or some equivalent method. Information need not, however, be provided:

- 1. about the admission of a third-cycle student who is to complete the course or study programme within the framework of employment by an employer other than the higher education institution*
- 2. about the admission of a third-cycle student who has previously begun third-cycle studies at another higher education institution, or*
- 3. if there are similar special grounds. Ordinance (2006:1053).*

HEO Chapter 7 Section 38

A higher education institution that has been entitled to award third-cycle qualifications within a field 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 field 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).

HEO Chapter 7 Section 41

In selecting between applicants who meet the requirements laid down in Sections 35 & 36 their ability to benefit from the course of study programmes shall be taken into account.

The higher education institution determines which assessment criteria shall be used in determining the ability to benefit from the courses and study programmes.

However, the fact that an applicant is considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants. Ordinance (2010:1064).

HEO Chapter 5 Section 3

Only those who are or have been admitted to third-cycle courses and study programmes at a higher education may be appointed to doctoral studentships. Ordinance (2006:1053).

HEO Chapter 5 Section 3a

A doctoral studentship shall 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).

HEO Chapter 5 Section 4

A student in receipt of a doctoral grant shall on application be appointed to a doctoral studentship no later than the date on which according to the individual study plan there remains a period of study corresponding to two years of full-time study 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 Section 30 of Chapter 6 of this Ordinance or of the doctoral grant pursuant to Section 14 of the Ordinance on Doctoral Grants for Doctoral Students (1995:938). Ordinance (2010:1064).

HEO Chapter 5 Section 5

When an appointment to a doctoral studentship is to be made in cases other than those referred to in Section 4, the ability of the student to benefit from third-cycle courses and study programmes shall be taken into account. In addition, the second and third paragraphs shall apply.

If an appointment to a doctoral studentship is to be made in connection with admission to a study programme, the provisions of the second and third paragraphs of Section 41 of Chapter 7 on determination of the assessment criteria and the prohibition of preferential treatment shall apply.

The higher education institution shall provide information about vacant positions in the form of advertising or some equivalent procedure so that those who are interested in appointment to a doctoral studentship may notify the higher education institution of their interest within a stipulated period. Information need only be provided, however, if appointment to a doctoral studentship is to be made in connection with admission to a study programme and pursuant to Section 37 of Chapter 7 information shall be provided in connection with admission. Ordinance (2006:1053).

HEO Chapter 6 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).

Admission regulations for third level education programmes at SLU - the Swedish University of Agricultural Sciences. Board decision 2010-04-28 (journal no. SLU ua 41-1201/10)

2. The admission process adopted by the Board of SLU

Admission of new research students in receipt of an employment or research student grant must be advertised in accordance with the instructions in paragraph 3 of this document. All admissions, i.e. also the ones financed by scholarships or other forms, must follow the following procedure:

- *Evaluation and ranking of the applicants in accordance with the instructions in paragraph 5 of this document.*
- *Applicants called to interview are informed of the education programme in accordance with the instructions in paragraph 7 of this document.*
- *The head of the department nominates a candidate for admission to the faculty board. The nomination must include*
 - *written reasons based on the candidate's ability to benefit from the education programme in accordance with the instructions in paragraph 6 of this document;*
 - *certification that the candidate meets the basic and special eligibility requirements (where applicable);*
 - *an individual study plan.*
- *The faculty board reviews the nomination and evaluates the financial plan, including the form and basis for funding.*
- *The faculty board approves admission when the instructions in paragraph 7 of this document have been met.*

3. Advertisement of research places

Regardless of the source of funding, all research student places with an employment or research student grant must be advertised on the SLU home pages:

www.slu.se/Researchadvert and <http://personal.slu.se/job> . Exemption from this requirement may be granted if advertisement would hinder the recruitment of suitable research students in a research subject area, or where the terms of a research contract with an external partner necessitate exemption. Exemption from the advertisement requirement is granted by the faculty board in question.

Advertisement is not required for research student places with forms of funding other than an employment or research student grant.

Once each semester the university will organise and finance an advertisement including all research student places available at the time in national newspapers. The Vice-Chancellor is responsible for this advertisement.

6. Selection among applicants

All faculty boards at SLU apply the same criteria when selecting among applicants. The assessment criteria are as follows.

1. A written application including a CV and other supplements the applicant wishes to rely upon.
2. One copy of a written presentation of a diploma project representing 15 HEC at Master of Science (One Year) level. If the applicant asks for exemption from basic eligibility, one copy of a written presentation of a relevant independent project with a degree of difficulty and scope equivalent to a diploma project representing 15 HEC at one-year master's level.
3. Personal references.
4. Certified knowledge of the English language equivalent to "Engelska B" (for students with Swedish education) or certified results from international tests such as TOEFL with 550 p or IELTS with 6.0).
5. An interview performed by the principal supervisor and the head of the department or equivalent. It is recommended that one of research students from the department also take part in the interview.

The selection process may be divided into two parts where only those shortlisted on the basis of criteria 1 - 4 are called to interview.

7. Decision of Admission

If an applicant has basic eligibility, he or she cannot be admitted before having presented a degree certificate for Master of Science (One Year), Master of Science (Two Year) or a professional qualification of at least 240 HEC. If the applicant is granted exemption from the basic eligibility requirements, he/she must produce a bachelor's degree certificate.

The faculty board is responsible for admission and assessing the reliability of the funding for the studies (HEO Chapter 7, § 36.) The faculty board must draw up guidelines for the funding of research studies. The guidelines must lay down criteria for the funding forms accepted by the faculty board.

Before anyone with a form of funding other than as described in HEO Chapter 7, § 36 is admitted, the appropriacy of the funding level must be assessed.

SLU accepts scholarships associated with research work that include funding of the research student's doctoral project. The net funds available to the research student must not be less

than SEK 12,000 per month during the student's stay in Sweden. SLU does not accept scholarships whereby the research student may become liable to repay funding if he or she ceases to pursue the third-level education programme. SLU prefers scholarship funding to be arranged via SIDA/GLOBFORSK or a similar organisation.

Before proposals for admission of research students in receipt of a scholarship are decided on by the head of department and sent to the faculty, the suitability of the student for the third-level education programme must be assessed by the department to which the student is to be admitted. The assessment must include consideration of whether the special eligibility requirements have been met (see item 5), and application of the assessment criteria for determining the ability of the student to benefit from the third-level education programme (see item 6).

The head of department's written admission proposal must be accompanied by a certified copy of the contract between the donor and the scholarship holder. The copy is to be filed at the faculty office. All funding must be clearly evident from the contract. The contract must not include any terms limiting the ability of the scholarship holder to complete the education programme in accordance with Swedish law and practice. The admission proposal must also be accompanied by an account of the full funding of the doctoral work, and the manner in which any supplement to the scholarship is funded. In addition, the department must have an action plan setting out measures to be taken in the event of non-payment of the scholarship, i.e., responsibility for the funding of the remainder of the education.

A student can either be admitted to a four-year third-level education programme ending in a doctoral degree or a two-year third-level education ending in a licentiate degree. Admission to a licentiate programme requires that the general syllabus for the research subject area specify the requirements for a licentiate degree. A research student admitted to the licentiate programme and examined for a licentiate degree must apply for readmission to continue towards to a doctoral degree. After an evaluation of the funding for the previous two years, a research student admitted to a programme ending in a licentiate degree may be transferred by the faculty board to the third-level programme ending in a doctoral degree without readmission. Before transfer, an updated individual study plan, signed by principal supervisor, research student and head of the department, must be presented to the faculty board. The form and level of funding must also be evaluated and accepted by the faculty board.

A four-year third-level education programme ending in a doctoral degree is considered to be the norm. Hence, reasons must be given in each case of admission to a two-year third-level programme ending in a licentiate, which must not occur as a matter of course.

At the time of interview, official information about the third-level education programme and the general syllabus for the third-level research subject area must be given to the applicant.

The admission process set out in paragraph 2 must be organised in a manner permitting the faculty board to admit new research students at least once each semester; preferably in late August and late January.

All applicants must be informed of the results of the admission process not later than seven days after a decision has been taken.

8. Employment as research student

There is no advertising requirement where a scholarship is converted into employment.

The Faculty's delegation of authority regarding the duties of the Postgraduate Education Committee (FUN):

to decide on individual study plans for the postgraduate study programme,

to decide on research student grants,

to , after receiving a proposal from the head of the department, decide on

- admission to the postgraduate study programme,

- appointment of a main supervisor for the research student and of other supervisors

Faculty Board guidelines

A special form is used for application for admission to postgraduate studies. The form is available at the University's website for PhD education.

An individual study plan shall be drawn up according to the template available at the University's website and shall be approved by the head of the department. The admission decision is made, and the individual study plan established, by the Postgraduate Education Committee . The head of the department shall ensure that the research student, in connection with his/her admission, receives the necessary information about socio-educational relations and support functions.

The research student may be admitted to one of the research education subjects Animal Science, Clinical Science, Medical Biosciences or Pathobiology, with their respective areas of specialisation. An applicant may only be admitted to a research education subject outside of the department where his/her principal supervisor is employed or working as an adjunct professor if this is motivated by special circumstances.

The forms of financing permitted by the Faculty are listed below. For each form of financing, any special conditions that may apply are listed.

1. For *doctoral/licentiate employment and research student grants financing*, the department bears full financial responsibility. Doctoral/licentiate employment and financing via research student grants may only be terminated in the event that supervision and other resources are cut in accordance with HEO Chapter 6 § 37. A shortage of funds, therefore, may not be referenced as a reason.

Doctoral/licentiate employment shall be the normal form of study financing at the Faculty. Research students may be financed by study grants for a maximum of one year of the postgraduate study period, after which time the research student is to be offered doctoral/licentiate employment.

2. "*Other*" forms of employment at SLU such as lecturer and clinical veterinarian are only accepted under the special consideration that the student be given adequate time within the appointment so that his/her studies may be completed in accordance with HEO Chapter 7. 36 §. Employment as a research assistant is to be used very restrictively and only under special

circumstances. The head of the department is to determine the existence of special circumstances.

3. *Employment with another employer* (company, university or other organization) In observance of HEO Chapter 7. § 36, research students with this form of financing may be accepted. However, a contract is to be drawn up between the employer, the doctoral student and the head of the department, regulating time for research studies and containing a plan of action for measures to be taken in the event of the doctoral student's dismissal - particularly regarding the responsibility for financing for the remaining time of the study period.

4. *Scholarships* may only be used to finance studies if the external financier has explicitly designed the financing as a scholarship for the research student.

Special considerations for foreign research students

For foreign research students with financing types 3 and 4, a special assessment should be performed if the research student him/herself cannot be assumed to have knowledge of the circumstances of postgraduate study in Sweden. For the duration research student's stay in Sweden, the head of the department shall investigate in particular that (s)he has a "suitable financial situation", that the project financing is feasible, and that medical insurance is in place. Additionally, the head of the department shall take into consideration and give information about the potential option of an extension of the financed study period in the event of illness and parental leave.

Information on rules regarding financing

Before admission, all research students shall be informed by the head of the department, orally and in writing, of the rules that apply for the relevant form of financing, as well as what this entails with respect to the research student's safety, social security and the requirements for pursuing one's studies in accordance with the Higher Education Ordinance.

2. Resources and supervision

Extract from superior decisions

HEO Chapter 6 Section 28

At least two supervisors shall be appointed for each doctoral student. One of them shall be nominated as the 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 shall be allowed to change supervisor. Ordinance (2010:1064).

HEO Chapter 7 Section 34

The number of doctoral students admitted to third-cycle courses and study programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study and whose studies are funded pursuant to section 36. Ordinance (2006:1053).

Admission regulations for third level education programmes at SLU - the Swedish University of Agricultural Sciences. Board decision 2010-04-28 (journal no. SLU ua 41-1201/10)

1. General

A person who is an associate professor or professor, and employed at or visiting SLU may become the principal supervisor of a research student without a specific decision to that effect. A principal supervisor who is not an associate professor at SLU must have a recognised qualification in pedagogy of supervision. SLU offers courses in pedagogy of supervision to all supervisors who do not have sufficient training. SLU also offers regular further pedagogical training courses for supervisors.

If the principal supervisor is due to retire within four years at the time a new research student is admitted, it is highly recommended that one of the deputy supervisors be an associate professor so he/she is ready to become principal supervisor upon the retirement of the first principal supervisor.

Departments must ensure that research students have a good quality study environment. The working environment for research students must meet the same standard as for university employees.

The Faculty's delegation of authority regarding the duties of the Postgraduate Education Committee:

to , after receiving a proposal from the head of the department, decide on

- admission to the postgraduate study programme,*
- appointment of a main supervisor for the research student and of other supervisors*

Faculty Board guidelines

The research student shall have at least one assistant supervisor. The assistant supervisor shall have a doctoral degree.

The main supervisor shall be employed, or working in an adjunct capacity, at the department to which the research student has been admitted. The Postgraduate Education Committee may decide to make exceptions to this if special circumstances exist. At least one supervisor, however, shall be employed at the research student's department.

Normally, it is not appropriate for two persons with a close private relation (such as marriage or being closely related) to be members of the same group of supervisors.

In the event that the main supervisor declines the assignment, the Postgraduate Education Committee shall appoint a new main supervisor after a proposal from the head of the department. In the event that the main supervisor concludes employment at SLU, (s)he may maintain the assignment of main supervisor for up to one year thereafter.

3. Content, scope and follow-up

Extract from superior decisions

HEO Chapter 6 Section 2

The extent of a course or study programme shall be denoted by credits, with full-time study during a normal academic year of 40 weeks corresponding to 60 credits. Ordinance (2006:1053).

HEO Annex 2, THIRD-CYCLE QUALIFICATIONS

Licentiate [Licentiatexamen]

Scope

A Licentiate is awarded

either after a third-cycle student has completed a study programme of at least 120 credits in a subject in which third-cycle teaching is offered,

or after a third-cycle student has completed one part comprising at least 120 credits of a study programme intended to conclude with the award of a PhD, if a higher education institution decides that a licentiate of this kind may be awarded at the institution.

Doctor of Philosophy

Scope

A Doctor of Philosophy is awarded after the third-cycle student has completed a study programme of 240 credits in a subject in which third-cycle teaching is offered.

HEO Chapter 6 Section 25

A university or higher education institution entitled to award third-cycle qualifications shall determine the subjects in which third-cycle courses and programmes may be offered. Ordinance (2010:1064).

HEO Chapter 6 Section 26

For each subject in which third-cycle courses or study programmes are offered a general study syllabus is required. Ordinance (2010:1064).

HEO Chapter 6 Section 27

A general study syllabus shall indicate the following: the main content of the study programme, specific entry requirements and any other regulations required. Ordinance (2010:1064).

HEO Chapter 6 Section 29

An individual study plan shall be drawn up for each doctoral student. This plan shall 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 shall be adopted after consultation with the doctoral student and his or her supervisors.

The individual study plan shall be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her 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).

The Faculty's delegation of authority regarding the duties of the Postgraduate Education Committee:

to exercise supervision over the implementation of the study programme

to submit proposals of subjects for the postgraduate study programme including specialisations within subjects to the Faculty Board

to submit proposals of general study plans for the postgraduate study programme to the Faculty Board

to decide on individual plans of study for the postgraduate study programme.

Faculty Board guidelines

During the 4-year (2-year for licentiate students) period of full-time study comprised by the postgraduate programme of study, this time is to be dedicated to one's own education. Limited department duty may only be included in these 4 years if it is deemed to be significant for the student's research studies. In the event of the above, the duty shall be defined in the individual study plan.

Doctoral students at the Faculty shall complete postgraduate-level coursework¹ consisting of 30 to 75 higher education credits. The majority of these credits shall be obtained during the student's time as a registered post-graduate student, therefore a maximum of 15 HEC can be transferred from previous studies. Course credits that are part of the eligibility requirements can not be transferred. The course credits shall be obtained through participation in general basic courses and specific subject courses. Postgraduate students shall also participate actively in several seminars that are part of a seminar series, and may be awarded a maximum of 4 HEC for this participation.

For licentiate students, half of the number of credits applies.

Any applicable obligatory courses are to be defined in the general study plan for the postgraduate study subject.

Once the doctoral student has completed half of the study period, a so-called half-time follow-up is to be performed and then presented on a special form to the board of postgraduate studies. Licentiate students do not need to perform a half-time follow-up.

4. Scope of the thesis

¹ "Postgraduate-level coursework" refers to organized courses/seminar series that have been scheduled and announced and that are specially designed for research students. In individual cases, however, lower-level courses may be accepted if the main supervisor deems them to be particularly relevant. Courses included in the research student's basic university education do not count. One higher education credit must be equivalent to 2/3 of a week of full-time study.

Extract from superior decisions

HEO Annex 2

Research thesis (doctoral thesis)

For the degree of Doctor of Philosophy the third-cycle student shall have been awarded a pass grade for a research thesis (doctoral thesis) of at least 120 credits.

Thesis

For a Licentiate the third-cycle student shall have been awarded a pass grade for a research thesis of at least 60 credits.

Faculty Board guidelines

Theses which are submitted to the faculty shall be so-called compilation theses, written in the English language.

A doctoral thesis shall contain 3-5 composite papers which shall be of sufficient quality such that they could be published in a peer-reviewed international academic journal. At least two shall be published or accepted for publication in such a journal. The theses may not be comprised of conference publications. The doctoral student shall be listed as 'first author' in at least half of the composite papers.

A licentiate thesis shall contain 1-2 composite papers which shall be of sufficient quality such that they may be published in a peer-reviewed international academic journal.

5. Application for thesis defence (licentiate seminar)

Faculty Board guidelines

Application for a public thesis defence or licentiate seminar is to be made to the faculty office on a special form available at the office at least 12 weeks before the planned thesis defence/licentiate seminar.

At the time of the thesis defence/licentiate seminar, the coursework portion of the study programme shall have been completed. This is documented by attaching coursework certificates to the application.

The notification period is three weeks, at least two of which must occur during the fall or spring semester.

The thesis defence or licentiate seminar shall take place during the fall or spring semester, or at most one week thereafter.

The thesis defence and licentiate seminar shall take place on the SLU campus in Uppsala or Skara. If the education is a collaboration between universities (i.e. aiming for "Double Degree" or "Joint Degree") the thesis defence can take place at the / another university involved, provided that the defence can be followed from SLU campus by way of a video conference. Only one thesis defence or licentiate seminar may take place at the faculty on any

given morning or afternoon. If needed, a video conference may be set up between the locations.

6. Thesis defence/licentiate seminar

Extract from superior decisions

HEO Chapter 6 Section 33

The qualification descriptors for PhD's and doctorates in the fine, applied and performing arts lay down that an approved doctoral thesis is required for the award of these degrees.

The doctoral thesis shall be presented and defended orally in public. A faculty examiner (opponent) shall be appointed for this presentation. Ordinance (2010:1064).

HEO 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).

HEO Chapter 6 Section 34

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

The Faculty's delegation of authority regarding the duties of the Postgraduate Education Committee:

to, after receiving a proposal from the head of the department, decide on

- the appointment of an examining committee, chairperson and examiner at the thesis defence,*
- the appointment of an examiner and reviewers for the licentiate essay,*
- the time and place of the thesis defence and for the presentation of the licentiate essay.*

Faculty Board guidelines

The chairperson at the thesis defence and licentiate seminar shall be the head of the department. If this is not possible, the head of the department shall appoint a substitute. The principal supervisor, assistant supervisors or co-authors of the composite papers in the thesis being presented may not be chairperson at the defence. The examiner shall have a doctoral degree and be an associate professor or possess the equivalent competence from a foreign institution and be from another faculty².

The members of the examining committee at the thesis defence shall have a doctoral degree and at least three of them shall be at least associate professors or have the equivalent competence from a foreign institution. If three ordinary members are appointed, an additional reserve member shall be appointed. In addition to the requirement in HOE that at least one of those participating in the grading of a doctoral thesis shall be someone who does not have

² By "be from another faculty" means that the person is appointed docent/associate professor at another faculty. The person must not be employed at the Faculty of Veterinary Medicine and Animal Science, SLU.

a post at the higher education institution (i.e. university) awarding the degree, at least one of the members of the examining committee shall be employed at the faculty.

Neither the examiner nor any member of the examining committee may have co-published or had any close research collaboration with the respondent (doctoral student) during the six years preceding the thesis defence.

The examiner or a member of the examining committee may only occasionally and then to a limited extent have co-published or had other close research collaboration with the main supervisor during the six years preceding the thesis defence. Each case of co-publishing or research collaboration will be judged separately and registered in the minutes.

The examining committee at the licentiate seminar shall consist of three members with a doctoral degree, at least one of which shall be from another department; one reserve shall be appointed.

The decision of the examining committee shall not be given a documented motivation.