

GSLT's policy concerning students rights and obligations

8th Sept 2008

Supervision

- Students who devote 100% of their time to their doctoral studies have the right to 80 hours supervision per year from their main supervisor and 40 hours per year secondary supervision. This time includes the supervisors' preparation for supervisions etc. Normally a student can expect to meet her supervisor at least once every other week during term time.
- Supervisors who are employed in a different department to that of the student can be reimbursed for their time by GSLT up to 40 hours per year.

Accommodation and equipment

- Students have the right to desk space with necessary computational resources and other office equipment at their home institution.
- During teaching which takes place in Göteborg GSLT is responsible for providing students with access to a computer lab and accommodation.

Travel and other expenses

- GSLT reimburses students for all train journeys to GSLT activities (retreat, internal conference, intensive weeks, final course sessions) and in addition up to two train journeys a semester for supervision. For activities in Göteborg GSLT in addition pays for accommodation.
- Home institutions receive a sum of 10 000 kr a year as a contribution to accommodation at GSLT's activities outside Göteborg, literature purchased as part of the student's employment and similar additional costs. More information concerning travel is available in GSLT's travel policy document <http://www.gslt.hum.gu.se/internal/resepolicy.pdf>.

Study activities

- Students are to devote at least 50% of their time to their graduate studies. A student who is employed 100% at their home institution should devote at least 80% of their time to their studies and cannot be required by their home institution to carry out more than 20% departmental duties in any year (see also the Higher Education Act Ch 5 paragraphs 2 and 3). Students cannot be required to work overtime.
- GSLT students shall be allowed to take part in their home institution's work in the same way as other students at their department as well as contribute to and benefit from competence available at the department.
- *GSLT seminars.* As part of the activities at intensive weeks and internal conferences GSLT schedules seminars. GSLT students, as well as supervisors, are invited to give seminars on a regular basis.

During their time of study GSLT students are required to give two longer thesis seminars relating to their thesis topic with the main supervisor present. The first one of these should take place after about two years of study, and the second one, about six months before completion of the thesis. The latter may be given at the student's home department.

- Students shall follow the policy of their home institution concerning attendance at work.
- In situations where a student is to represent her affiliation in terms of name of institution or logo, GSLT's name and/or logo should be used in addition to that of the home institution.

Student status in GSLT

- It is in the interest of students, their home departments and GSLT that students complete their degree within the period of funding provided by GSLT. The notion of "good standing" introduced below is meant to encourage this and to show our concern that students who do not finish within the funding period receive adequate support in achieving a speedy completion of their degree.
- Once a student has been admitted to the School they become a GSLT student. They will cease to be a GSLT student (and be welcomed as an alumnus!) when they have completed their degree and submitted a copy of their degree certificate (examensbevis) to the school.

- Students who complete their study during the final year of their funding will have the right to continue to receive funding until the year is complete.
- GSLT students are obliged to submit an individual study plan for each calendar year for approval by the Academic Board. This obligation holds until the student ceases to be a GSLT student, or ceases to be an active graduate student, regardless of whether they (or their home department) are receiving money from GSLT.
- A GSLT student is “in good standing” if an individual study plan for the current period has been approved by the Academic Board.
- In the case of students whose funds from GSLT have been exhausted the Board will normally require the study plan to include plans for completion within two semesters (including a detailed timetable), financial support (if any) and supervision.
- A participating university or college will be eligible to receive new GSLT students in a given year’s admissions exercise only if their active GSLT students (in all the relevant departments) are in good standing in the month preceding the announcement of PhD positions for that year.
- In certain cases (e.g. for personal reasons) a student may wish to withdraw from graduate studies before completing their degree. In this case, the student’s home department should send a copy of documentation from the home university that the student has withdrawn and they will thereby cease to be a GSLT student.
- A student who has received three months or less funding from GSLT may decide that, although they wish to continue to be a graduate student at their home department, they no longer wish to be a part of GSLT. In this case both the student and the supervisor should notify the School of their intention to withdraw and GSLT funding will be terminated. Students who have received more than three months’ funding are committed to following GSLT’s programme.
- For each student the Academic Board will appoint a board member (or if appropriate another GSLT supervisor) who is not one of the student’s supervisors to review the student’s study plan, progress, work to date and plans for further study. The reviewer will examine the student’s individual study plan each year and report to the Academic Board in connection with approval of the study plan. The reviewer may also make comments to the student and supervisor(s) on the best way to achieve a successful and timely completion of studies and will also be present at the student’s thesis seminars. Guidelines for the review procedure are provided in Appendix A.

Appendix A Guidelines for the review of study plans

We suggest the reviewer follow the procedure described below:

1. look at the individual study plan – is it acceptable?
2. look at the student’s production (publications, papers, programs, thesis drafts etc.) – is it reasonable for the period under consideration? (The reviewer is not expected to read or comment on the production in detail but to form a general opinion of whether it represents a body of work of appropriate size and quality for the stage which the student has reached.)
3. consider the student’s prospects for completion of the degree – is the student on course to complete on time?
4. make contact with the student and the main supervisor (possibly also assistant supervisor(s)). If everything is ok, this may be just a brief email. Otherwise a telephone or video conference may be in order. (If the parties involved wish to meet physically, travel expenses will be reimbursed by GSLT.) If the reviewer has noted problems, the contact should result in a written proposal from the student and supervisor(s) concerning how the problems should be solved (or a document explaining why there is no problem to be solved, if this is their view). The document should be made available by email to Joakim and will be discussed at an Academic Board meeting together with the ISP and the reviewer’s report.
5. Finally, the reviewer should provide a written report on the points above via email to Joakim. If no problems have been noted, the report may simply indicate that there are no problems with respect to 1–3.