



**Student Handbook
for the
Doctor of Philosophy (PhD) Programs in:
Business Administration
Economics
Finance**

The rules and regulations recorded in the Student Handbook have been ratified by the Faculty and Program Board.

This document is updated on an as-needed basis. The most recent version is published by the Academic Support & Records and posted on the SSE website (www.hhs.se) and on the SSE Portal. The document history lists the changes made since publication of the first version of the document.

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DOCUMENT HISTORY

The PhD Student Handbook replaces all previous versions of the PhD Academic Policies. The following changes concerning rules and regulations have been made to the content since the first version of the *Student Handbook for the Doctoral Programs* was approved on 2013-06-03:

2013-09-23 Change to section 3.9.1 Types of Dissertations, as approved by the Faculty and Program Board on 2013-09-23.

2014-03-11 Addition to section 3.10.2 Scheduling of the Defense, on including the three weeks needed for public display of the dissertation (“spikning”) in the scheduling for the defense.

2014-03-11 Addition to section 3.10.5 Distribution of the Dissertation, on the possibility of including the Re-examination period in August as part of the three “spikning” weeks for defenses taking place early in the Fall Semester (decision taken by Professorskollegiet 2006-05-22, minutes no.10 2005/2006).

2014-12-15 Addition to section 3.10 Rules and Regulations for the Doctoral Dissertation Defense, a new inserted section 3.10.1 Prerequisites for the Dissertation Defense, with subsections 3.10.1.1 Completed Course Component and 3.10.1.2 Completed Dissertation Component, requiring that the course component of the PhD is fulfilled before scheduling of the defense can take place; as approved by the Faculty and Program Board on 2014-12-15.

2014-12-15 Change to former section 3.10.1 Motion on Doctoral Defense (after amendment above, renumbered as section 3.10.2), on requiring that both the course component and the dissertation component be fulfilled before the Motion on Doctoral Defense can be sent to the Faculty and Program Board by the Head of Department; as approved by the Faculty and Program Board on 2014-12-15.

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2019-08-26 Chapter 1, section 1.6, Stockholm Student Health Unit, added to the section.
Chapter 2, section 2.1.1.5 Program Coordinators..., added to the chapter. Chapter 3, section 3.7.3 Rules and regulations for course grades, added to the chapter, as approved by the PhD Program Committee 3-2018/2019. Chapter 3, section 3.9 Teaching Assistanship, added to the chapter.
Chapter 3, section 3.10.1.2 Changes regarding Business Administration, as approved by the Faculty and Program Board on 2018-12-17.

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PREFACE

This Student Handbook for the SSE PhD Programs is a compilation of information, regulations and guidelines that are relevant to you as a student at the Stockholm School of Economics (SSE). It is intended for students enrolled in the Doctor of Philosophy (PhD) programs in Business Administration, Economics, and Finance, but the rules and responsibility stated below also apply for SSE LLD students. The overall purpose is to inform you about what regulations apply and to help you prepare for and complete your studies. It contains an overview of the curriculum (Chapter 2) and academic regulations (Chapter 3) for each program.

These academic regulations govern the relationship between you and SSE. The regulations stipulate and specify the responsibilities and rights you have as a student. One of your basic responsibilities is to stay informed about regulations and guidelines that are in effect during your studies.

You will find information about individual courses on the [SSE Portal](#)¹. The PhD [Student Support](#) website² will also provide you with information about various services offered at the school.

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¹ <https://portal.hhs.se/>

² <https://portal.hhs.se/StudentSupport/PhD/Pages/default.aspx>

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1 GENERAL INFORMATION ABOUT YOUR STUDIES AT SSE

“The aim of the Stockholm School of Economics is to promote the advancement of business in Sweden through academic education and research” (SSE Charter section 1, §1 1909).

More than 100 years have passed since the first students began their studies at SSE, and this aim has remained intact and continues to guide the School’s activities and priorities. However, the internationalization of Swedish economic life, globalization in general and the internationalization of higher education have led SSE to extend its outlook, reach and activities well beyond the borders of Sweden.

SSE offers degree programs at the Bachelor, Master and PhD level, as well as MBA and executive education³. SSE works in close collaboration with the Stockholm School of Economics in Riga (SSE Riga), where a BSc program in Economics & Business and executive education programs are offered.

The Bachelor of Science programs are intended mainly for those who are recent secondary school graduates with outstanding grades and with limited or no work experience. The Master of Science programs provide an advanced-level education and are intended for students who already hold a bachelor degree. In addition to its bachelor and master programs, SSE has PhD programs for students with a university degree in one of the economic disciplines, as well as executive education programs for students with relevant professional experience.

1.1 STUDENT RIGHTS AND RESPONSIBILITIES

The programs of the Stockholm School of Economics are characterized by an open atmosphere with an emphasis on student attendance and active participation. Students are represented in all decision-making and some advisory bodies. Through your student representatives, you can convey your views on matters, such as program design. You can also convey your views directly to the teachers or the Program Directors. You are obliged to evaluate each course you attend using a web-based evaluation tool. You are also obliged to evaluate the program you are in once a year using a web-based evaluation.

You have rights, but you also have responsibilities as a student. SSE expects that you follow SSE’s code of conduct. This means that you show respect for other students, teachers and other SSE staff members and that your conduct towards others upholds and promotes the reputation of the Stockholm School of Economics. SSE’s policy states that everyone should be treated equally regardless of gender, religion, ethnicity, sexual preference, social background, disability etc.⁴

You must be aware of the regulations that apply to studies and examinations as well as the guidelines for being on SSE’s premises. For more information about the academic regulations see Chapter 3. **When you are admitted to the Stockholm School of Economics, you sign a pledge by which you acknowledge and accept these regulations and SSE’s rights to modify them and make decisions based on them (Appendix 1).**

³ See <https://www.hhs.se/en/education/> for a full list of the programs offered by SSE.

⁴ For further information please see the Equal Treatment of Students Plan, available at <https://www.hhs.se/en/about-us/organization/equalityanddiversity/>

1.2 TEACHING AND LEARNING

The academic year is divided into four teaching periods, period 1 and 2 in the fall and period 3 and 4 in the spring. Each period ends with an exam period. The fall semester takes place between August and January and the spring semester between January and June.

A cornerstone of the pedagogical approach for all PhD Programs is attendance and interaction. The learning process is based on close interaction among students and between students and faculty, both of which require substantial presence on the SSE premises. Academic requirements are described in Chapter 3.

1.3 SSE PORTAL

Through the [SSE PhD Portal](#) you can conduct functions such as viewing important course and program announcements, registering for courses, checking your schedule, accessing e-mail, and read about the benefits that apply to you as a PhD student. To access the SSE PhD Portal, please use your SSE registration number as your username on the SSE Portal link. The SSE PhD Portal is the most important information channel for PhD students at SSE and all important information is uploaded to the Portal.

As a PhD student at SSE, you will also receive login credentials as SSE Staff (eg. ZZ.1234 & password). The Staff credentials are needed to log into the computer that you will be provided by SSE. Once you eventually start working as Teaching Assistant, you will also be required to use these credentials to log into the SSE Staff Portal to administer courses that you are TA-ing.

Contact details for SSE PhD students are registered in the SSE's database. Each PhD student is obliged to report any change of address, name or other change of status to the Program Manager and the SSE Personnel Department without delay.

1.4 REGISTRATION AND WITHDRAWAL

Students have to register for all **courses, seminar groups, and exams** and give notification of withdrawal from any of these. Students are registered automatically for compulsory courses for the first semester upon the start of the PhD Program (see Section 3.7). Information on the registration process to SSE courses is provided on each course's website.

1.5 STUDENT EVALUATIONS AND SURVEYS

1.5.1 Course and Program Evaluations

All SSE courses and Programs are evaluated. After you have participated in a course, you are obliged to complete an evaluation of the course where all participants can express their opinions anonymously. This is an important tool for maintaining high quality and continuously improving the courses. It also means that students, the teacher in charge and the school's management can make relevant comparisons between courses and follow developments over time. Course evaluations are

posted on the relevant website, as well as compiled quarterly in the quality reports, regardless of the form (or combination of forms) the evaluation has taken. Once a year you will also participate in a mandatory program evaluation to evaluate your experiences as an SSE student and the quality of your program.

1.5.2 Other Evaluations

SSE is obliged to report on PhD student activity levels, study interruptions, and degrees to Sweden's national statistics agency, Statistics Sweden (Statistiska Centralbyrån). To be able to submit accurate information, questionnaires might be sent to PhD students. The PhD student is obliged to respond to these questionnaires within the stipulated time.

As SSE continuously improves its programs and services, it is also necessary to conduct a range of other evaluations during and after programs. The aim of these evaluations is to align the programs and services with the SSE vision, and with student needs. For these reasons, it is of great importance that SSE receives student input in order to further develop its programs.

1.5.3 Alumni Surveys

As an alumna/alumnus you will also receive surveys from SSE, such as surveys for program rankings and surveys for long-term program development. SSE also conducts surveys as a basis for school and program rankings, which are important for SSE's competitive positioning and for prospective students when they choose schools. Surveys intended for program development purposes may also be distributed, for example to examine the relative importance and usefulness of different program components in a long-term career perspective.

Responding to our surveys is an important way to support SSE and ensure the quality of its future offerings and graduates.

1.6 SERVICES AVAILABLE TO STUDENTS

Department Administrators, Program Administrators and Program Manager

Infrastructure, such as office, access card, computer etc are the main areas of responsibility of the Department Administrators.

Questions that are specific to your program, course registration and course administration, course credits, scheduling, program support and formal grade transcripts are handled by the Program Administrators.

General questions about the PhD Programs, admissions, registration and de-registration of PhD students, special needs and assistance in resolving student-health issues, degree certificates, letters of enrollment, central course and program evaluation, program marketing and quality assurance are handled by the Program Manager. For further information please see the [PhD Student Support](https://portal.hhs.se/StudentSupport/PhD/Pages/default.aspx)⁵ page on the SSE Portal.

⁵ <https://portal.hhs.se/StudentSupport/PhD/Pages/default.aspx>

SSE Library

The SSE Library functions as the principal information resource for SSE students, offering a vast array of printed and digital resources within business and economics. Apart from a major collection of printed books and journals, the library offers printed textbooks and reference collections, electronic books and journals, some 60 databases, reference management tools, and interlibrary loans from other libraries. All PhD students can contact the library to arrange a time for individual instruction in the use of the library resources. For more information, please see the [Library website](#)⁶.

Student IT Services (SITS)

The Student IT Support (SITS) department is available to support you in all IT related issues. Their offices are close to the computer labs at Saltmätargatan 13-17. For contact information and a list of IT-related services available for you as a student, please see the [Student IT Support](#)⁷ page on the SSE PhD Portal. You can also have your laptop configured such that you can access Eduroam, the worldwide internet service for university students, researchers and staff.

Stockholm Student Health Unit (Studenthälsan)

The Stockholm Student Health Services is a complement to the public healthcare available to residents in Sweden and offers consultations in health-related areas for students at SSE. Through the Student Health Unit you can get in touch with nurses, psychologists and counsellors to discuss any health related problem. Consultation and counselling is free of charge. For further information please see the [PhD Student Support](#)⁸ page on the SSE Portal.

1.7 SSE ALUMNI

SSE alumni have access to a unique network that is useful both in your personal and professional life. The SSE Alumni Office handles alumni affairs and welcomes your thoughts and ideas at alumni@hhs.se.

1.8 STUDENT ASSOCIATION (SASSE)

The Student Association at SSE (SASSE) is a non-political, non-religious organization that has about 2,000 members from the BSc, MSc, and PhD Programs. SASSE exists thanks to the strong drive and commitment among the students and their wish to have fun and develop as a community. The purpose of SASSE is fundamentally to care for the joint interests of the students, which roughly can be summarized in educational coverage, extracurricular activities, and career services.

A modest annual student association membership fee allows you to have a Student card, which provides access to discounts for travel, clothes, and other local discounts. Please refer to the [SASSE website](#)⁹ for more information.

⁶ www.hhs.se/library

⁷ <https://portal.hhs.se/StudentSupport/SITS/Pages/default.aspx>

⁸ <https://portal.hhs.se/StudentSupport/Health-Well-Being/Pages/default.aspx>

⁹ See www.sasse.se

1.9 STUDENT INSURANCE

PhD students registered at SSE are insured by the Stockholm School of Economics. The insurance covers medical treatment and travels for medical purposes in case of accidents that occur while travelling on behalf of SSE or during SASSE activities. Students should have a Swedish personal identity number (personnummer). The insurance does not cover accidents outside the SSE premises, and the travel insurance is valid only for travels on behalf of the school (including conferences and PhD courses).

Please see more information on SSE PhD Portal under [Economic Support & Benefits/Insurance](#)¹⁰

¹⁰ <https://portal.hhs.se/StudentSupport/PhD/Economic/Pages/Insurance.aspx>

2 OVERVIEW OF THE SSE PHD PROGRAMS

SSE provides three PhD Programs: the Doctor of Philosophy programs in Business Administration, Economics, and Finance, which are presented below.

2.1 INTRODUCTION TO THE SSE PHD PROGRAMS

An overall aim of the Doctor of Philosophy programs in Business Administration, Economics, and Finance is to give students deep and broad theoretical knowledge in their subjects, including training and skills in research methodology and experience of practical research. After completing courses and conducting independent research for the dissertation under the guidance of one or more supervisors, the student will become a critical and autonomous researcher/analyst with the ability to plan, lead, finalize and publish research projects.

The SSE PhD Programs provide a full-time education in English towards a PhD degree (240 ECTS). Under special circumstances, a student may leave the program with a Licentiate degree after completing at least half the program (120 ECTS credits).

Since studies are full-time, students must ensure that any other commitments will not interfere with fulfilling the program's obligations.

All programs begin with orientation days. The orientation days are intended not only to welcome new students but also to provide newcomers with an overview of SSE as an institution of higher education and to help all students understand what to expect from their studies and what SSE expects of them as well as learn more about their opportunities for the future.

2.1.1 Governance of SSE PhD Programs

The governance and management of SSE PhD Programs are conducted primarily through the following decision-making bodies and positions:

2.1.1.1 Faculty & Program Board (FPB)

The Faculty & Program Board consists of the following delegates:

- The President (chair)
- The Vice President Degree Programs
- All SSE Heads of Department
- Two SASSE Student Representatives
- Two faculty representatives appointed by the Faculty Forum
- The Director of Research (adjunct member)
- Anyone coopted to the meeting by the President

The Faculty and Program Board decides on the following matters: education issues, recruitment and promotion issues, equality issues, scholarships and award issues.

2.1.1.2 Vice President Degree Programs

The Vice President Degree Programs has the overall responsibility for the SSE Degree Programs. Within the framework provided by the FPB, the Vice President Degree Programs is responsible for the review, follow-up and coordination of all programs.

2.1.1.3 PhD Program Committee

The PhD Program Committee consists of the following delegates:

- The Vice President Degree Programs (chair)
- The Program Directors for all PhD Programs
- PhD student representatives
- The PhD Program Manager (adjunct member)

The PhD Program Committee is an advisory body to the PhD Program Directors. Within the framework provided by the FPB, the focus is the competitiveness, content and quality of the PhD Programs.

2.1.1.4 Program Director

The Program Director is responsible for one or more Degree Programs. Within the framework provided by the Faculty and Program Board, Program Directors are responsible for the content, quality, and budget of their programs.

2.1.1.5 Program Coordinators – PhD in Business Administration

The Program Coordinator is a faculty member chosen by the Head of Department to coordinate PhD matters within that specific department. This role only exists within the PhD program in Business Administration.

2.1.1.6 Student Influence

The Student Association at SSE (SASSE) is represented in all decision-making bodies at SSE. In the case of PhD Program Committees and PhD Admission Board, SASSE representatives are substituted by PhD student representatives.

2.2 DESIGN AND CONTENT OF THE PHD PROGRAMS

The PhD Programs consist of a course component and a dissertation component. At the end of the studies, the PhD student must have acquired adequate insights and general knowledge within the specific subject area, especially regarding fundamental issues and previous research. The student must also have achieved in-depth subject knowledge that is relevant to the dissertation work.

2.2.1 The Course Component

The course component consists of basic theory and methodology as well as courses that provide in-depth knowledge within the student's own research area or adjacent fields of the business administration or economic sciences.

Each PhD Program has several compulsory courses. Information about courses in each program is made available to PhD students every semester through the SSE Portal.

2.2.2 The Dissertation Component

In the dissertation component, the PhD student will present own research in the dissertation.

There are two types of dissertations, the monographic dissertation and the consolidated dissertation. The monographic dissertation consists of one coherent paper containing a defined scientific problem treated in a comprehensive way. The consolidated dissertation consists of a summary and a collection of different scientific papers treating problems in one or several subject fields (see Section 3.9.1).

3 SSE ACADEMIC REGULATIONS

3.1 PROGRAM RULES AND REGULATIONS

The rights and obligations of PhD students in the PhD programs at the Stockholm School of Economics, the SSE PhD Programs, are formulated below. These regulations govern the relationship between SSE¹¹ and its PhD students.

3.1.1 Name of Degree

The Stockholm School of Economics awards two degrees within the PhD Programs: a PhD degree (“Ekonomie doktor”), translated into English as Doctor of Philosophy, Ph.D.; and a licentiate degree (“Ekonomie licentiat”), translated into English as Licentiate of Philosophy, Ph.Lic.

3.1.2 Degree Requirements

In order to receive an SSE Doctor of Philosophy (PhD) degree, students must earn 240 ECTS credits.¹² These credits consist of a course component, including both basic theory and methodology courses as well as courses that provide in-depth knowledge within the student’s own research area or adjacent fields of the business administration or economic sciences, and a doctoral dissertation component. In the dissertation component, the PhD student will present own research in the dissertation. Degree requirements for each program are described below.

Once a student has fulfilled all the requirements for a specific program, the student is eligible to receive a PhD degree certificate (see Section 3.12).

Under certain circumstances (see Section 3.11), a student may leave the PhD program with a Licentiate degree after completing at least half the program (120 ECTS credits).

3.1.2.1 Degree Requirements for the PhD in Business Administration

Within the PhD program in Business Administration, the course component comprises 90 ECTS credits and the dissertation component 150 ECTS credits. The PhD student often takes the compulsory courses during the first year and specialization courses during the second year. During the first two years of the program, the student should formulate a subject for the dissertation.

3.1.2.2 Degree Requirements for the PhD in Economics or Finance

Within the PhD program in Economics or Finance, the course component comprises 105 ECTS credits and the dissertation component 135 ECTS credits. The PhD student should take compulsory courses during the first year and specialization courses during the second year.

¹¹ The Swedish name of the university, “Handelshögskolan i Stockholm” and its abbreviation “HHS”, is translated into English as “Stockholm School of Economics”, and abbreviated as “SSE” throughout this document.

¹² European Credit Transfer and Accumulation System; ECTS corresponds to the Swedish term “högskolepoäng”.

3.1.2.3 Degree Requirements for the Licentiate in Business Administration

A Licentiate of Philosophy degree in Business Administration comprises 120 ECTS credits, where the course component and the dissertation component consist of 60 ECTS credits each.

3.1.2.4 Degree Requirements for the Licentiate in Economics or Finance

A Licentiate of Philosophy degree in Economics or Finance comprises 120 ECTS credits: 52 ECTS for the course component and 68 ECTS credits for the dissertation component.

3.2 FUNDING AGREEMENT

Once the PhD student has been accepted to the PhD Program, a funding agreement is established between the student and the relevant Department. This agreement should stipulate how the PhD student is to be funded for the entire duration of the studies. The funding agreement is signed by the Head of Department, or the Program Director if the Head has delegated responsibility to the Program Director.

The funding is conditional upon the PhD student making progress through the program during a reasonably continuous and limited period of time. PhD Programs at SSE are expected to take four years of full-time study (240 ECTS) for completion. For regularly financed PhD students (see section 3.2.1), being active as a teaching assistant entitles the student to a fifth year.

Delayed studies may have consequences for the student's funding. The PhD student should without delay report any illness or other condition that affects the rate of study to the (primary) supervisor, the Head of Department/Program Director, the Program Manager and the SSE Personnel Department. Long interruptions in the course of study may result in termination of funding even if all the years specified in the contract have not been completed.

3.2.1 Funding for Regularly Financed PhD Students

Regularly financed PhD students have guaranteed funding from SSE's own funds earmarked for PhD study, and receive a tax-exempt scholarship ("stipendium" in Swedish) for 24 months. The subsequent 24 months of scholarship or salary is guaranteed by the Department. The additional 12 months of scholarship or salary are guaranteed by the Department for students who choose to work as Teaching Assistants during years 2 to 4. The Head of Department/Program Director may decide to extend the scholarship or salary even longer if the student has conducted administrative and/or research assistant duties at the Department during the PhD studies.

However, the PhD student is guaranteed access to infrastructure (a workplace; IT/copying/printing, etc.; a PC) for up to 60 months.

In case of parental leave or serious illness lasting longer than four weeks, the above specified time periods (monthly pay and infrastructure) are extended accordingly, so-called "clock stoppers". To stop the clock the student needs to submit the relevant form available on the PhD Student Support

to the Program Manager and the Personnel Department. Sick leave pay and parental leave pay are paid in accordance with the rules and regulations at SSE¹³.

3.2.2 Externally Funded Extra-Chair PhD Students

Some PhD students are admitted as externally funded, extra-chair PhD students. Such students are admitted with a salary or scholarship provided by an external source, which remains wholly responsible for such funds. In the event that this funding stops for any reason, the SSE PhD Programs guarantees no further funding. All matters regarding the monthly payment should be directed to the external source of funding.

Costs for infrastructure (a workplace; IT/copying/printing, etc.; a PC) are covered by contracts between SSE PhD Programs, the Department and the external source, for as long as the student is in the PhD Program.

In case of parental leave or serious illness lasting longer than four weeks, the above specified time periods for infrastructure are extended accordingly, so-called “clock stoppers”. To stop the clock the student needs to submit the relevant form available on the PhD Student Support to the Program Manager and the Personnel Department. SSE is not responsible for sick leave pay or parental leave pay as this responsibility rests fully with the external source of funding.

3.3 PERIOD OF STUDY AND STUDY PACE

The PhD Program comprises 240 ECTS credits, the equivalent of four years of full-time study, where 1.5 credits equal one week of full-time study during the academic year.

The PhD student is expected to study on a full-time basis. Part-time study for a limited period may be approved through an agreement between the PhD student, the primary supervisor, and the respective department/program.

To be entitled to continued supervision, funding, a workplace, and equipment from the Department, the PhD student must follow an Individual Study Plan (see Section 3.4 below) and achieve the results stipulated therein. If the student does not achieve an approved rate of study, resources may be reduced, and the student may be considered for deregistration from the program by the Head of Department/Program Director (see Section 3.13).

3.4 INDIVIDUAL STUDY PLAN

The Individual Study Plan (ISP) is a contract between the supervisor and the PhD student about what is expected of both parties during the upcoming academic year. The ISP incorporates information about the student’s activities in the preceding year and the remaining courses and details of interim targets that should be achieved in the dissertation work in the upcoming year.

All PhD students are required by the Ministry of Education (Högskoleförordning 1993:100) to fill in an Individual Study Plan in the beginning of each academic year. The ISP has to be filled even by

¹³ <https://portal.hhs.se/StudentSupport/PhD/Economic/Pages/parental-and-sick-leave.aspx>

PhD students on leave and should be updated in conjunction with the planning and evaluation discussion between the PhD student and the (primary) supervisor. The Individual Study Plan must be approved by the Program Coordinator (for PhD in Business Administration) or Program Director (for PhD in Economics or Finance).

3.5 SUPERVISION

Supervision is one of the most important aspects of the SSE PhD education.

A PhD student should have access to the supervisor for the equivalent of 2.5% of a professor's working hours, or roughly one full hour per week over a longer time span.

Supervision is normally needed during the stipulated study period of four full-time academic years, and extended to compensate for periods of parental or sick leave ("clock-stoppers") or periods of administrative, research and/or teaching assistance at the Department.

3.5.1 Supervisors

3.5.1.1 Supervisors for the PhD in Business Administration

Within the PhD program in Business Administration, a **primary supervisor** is appointed by the Head of Department for each PhD student upon admission to the program. This primary supervisor should be a professor or associate professor at SSE.

About two years after admission of the PhD student, a **supervision committee** consisting of three to four members suggested by the primary supervisor and including the latter, is appointed by the Head of Department in conjunction with the submission and approval of the student's dissertation plan (see Section 3.9.2).

3.5.1.2 Supervisors for the PhD in Economics or Finance

Within the PhD program in Economics or Finance, the Program Director initially acts as a **supervisor** for the entering PhD student and is the student's contact person as regards the student's Individual Study Plan, rate of study, and deregistration.

A **primary supervisor** is appointed towards the end of the PhD student's second year of study, once the student has decided the subject for the dissertation. The primary supervisor should be a professor or associate professor at SSE. **Assistant supervisors** may also be appointed.

3.5.2 Role of the Supervisors

It is incumbent upon those appointed as supervisor, primary supervisor, or assistant supervisor, to follow the PhD student's studies and the dissertation work and to act as a support for the student for the duration of the studies. This includes being available for regular meetings with the PhD student, giving feedback on draft manuscripts, and attending presentations given by the PhD student at seminars, etc.

It is the duty of the primary supervisor to assess whether the PhD student is making satisfactory progress. If the primary supervisor deems that the student has little chance of achieving the PhD

degree within a reasonable amount of time, the supervisor can suggest that the student change the objective from a PhD degree to a Licentiate degree in order to avoid the risk of deregistration without a degree (see Sections 3.11 and 3.13).

The supervision committee for the student in Business Administration serves to advise the student on dissertation work. The committee should meet with the PhD student, preferably two to four times a year, and discuss written material presented by the PhD student relating to the dissertation. The PhD student is expected to regularly inform the supervision committee on progress. The supervision committee also assesses whether the student's PhD or Licentiate dissertation is ready for submission for public defense.

3.5.3 Change of Supervisor(s)

Should the PhD student wish to change supervisor(s) during the studies, the issue is to be primarily dealt with by the Head of Department (PhD in Business Administration) or Program Director (PhD in Economics and PhD in Finance), who must also appoint the replacement(s).

If the Head of Department or Program Director cannot resolve the matter, the PhD student may also wish to discuss the issue of a possible change of supervisor with the Vice President Degree Programs.

However, a change of supervisor can only occur provided there is a new supervisor willing to serve in that capacity.

3.6 PHD STUDENT OMBUDSMAN

A PhD Student Ombudsman ("doktorandombudsman") has been appointed by the Faculty and Program Board. The main duty of the ombudsman is to provide advice that helps to eliminate communication problems between the PhD student and the supervisor(s). The ombudsman can also act as an informal sounding board for the PhD student. Contact details of the PhD Student Ombudsman can be found on the SSE PhD Portal.

3.7 RULES AND REGULATIONS FOR COURSES

3.7.1 Courses for the PhD in Business Administration

Upon starting the PhD program, the PhD student in Business Administration is automatically registered for the compulsory courses offered in the first semester (SUBS, the Stockholm-Uppsala Business Studies program). However, the student must register for all subsequent courses via the SSE Portal.

Should a PhD student wish to take any PhD courses offered by other universities, this must first be approved by the primary supervisor to ensure the suitability of the course as well as financing of any possible course fees.

Course credits for PhD courses offered outside SSE are not automatically registered in the reporting system on the PhD level but registered by the PhD Administrator in Business Administration. For other PhD courses, a course credit certificate with the name of the course, the name and title of the

course director, the number of ECTS credits, the date of issue of the certificate, and a course description is required. It is the PhD student's responsibility to provide a copy of the course certificate to the PhD Administrator for registration of the course credits.

All course credit certificate copies for non-SSE elective courses must be submitted to the Program Administrator together with the relevant course registration form, which can be downloaded on the SSE PhD Portal under Course List/External PhD Courses. All such course credits must also be approved by the Program Director.

3.7.2 Courses for the PhD in Economics or Finance

The PhD student in Economics or Finance is automatically registered for the compulsory courses in the first semester on starting the PhD program (SDPE, Stockholm Doctoral Course Program in Economics, Econometrics and Finance). However, the student must register for all subsequent courses via the SSE Portal.

Should a PhD student in Economics or Finance wish to take any PhD courses offered by other universities outside the SDPE Collaboration and Uppsala University, the student must first consult the primary supervisor to ensure the suitability of the course as well as financing of any possible course fees. All such course credits must be approved by the Program Director.

Course credits for PhD courses offered under the SDPE Collaboration are registered automatically by the PhD Administrator. For other PhD courses, a course credit certificate with the name of the course, the name and title of the course director, the number of ECTS credits, the date of issue of the certificate, and a course description is required. It is the PhD student's responsibility to provide a copy of the course certificate to the PhD Administrator for registration of the course credits.

All course credit certificate copies for non-SSE elective courses must be signed and endorsed by the PhD student's primary supervisor before they are submitted to the Program Administrator. All such course credits must also be approved by the Program Director.

3.7.3 Rules and Regulations for courses grades

Course grades

Course grades for courses at SSE or at another program taken by a PhD student in the program in Business Administration are either "Pass" or "Fail".

Course grades for courses taken by a PhD student in the program in Economics or Finance are either "Pass with Distinction", "Pass" or "Fail", although only a grade of "Pass" or "Fail" is given for all courses transferred from other programs.

Correction and review of a course grade

Grading decisions cannot be appealed. However, obviously erroneous result calculations and registrations can be corrected (see below).

Correction of grades

Once a PhD student has been informed of the examination results, corrections can be made if the decision is erroneous due to typographical error, miscalculation or similar oversight by the examiner or other SSE employee. In such cases, a correction can be made, either raising or lowering the PhD student's result (even to a failed result). A correction to the detriment of the PhD student assumes that the error is obvious both to the individual responsible for making the decision and to the PhD student, and that the PhD student is afforded an opportunity to be heard before the correction is made. PhD Students shall be notified regardless of whether the correction is to their benefit or detriment.

Reassessment of grades

Requests for reassessments of course grades are to be addressed to the examiner responsible, who will only deal with requests in cases where an obviously erroneous assessment has been made. Reassessment requires that an observed error can, without more detailed analysis, be said to have led to the grade being erroneous and accordingly represents no obligation for the examiner to perform a new unbiased assessment of an answer or other performance. Examples of such errors include the examiner having overlooked parts of an answer.

Reassessment and correction of grades can be made both to the benefit or detriment of the PhD student. The request should be explained in detail and the causes for reconsideration must be specified. This shall be submitted in writing (by letter or email) to the examiner responsible as soon as possible, but no more than two weeks after the announcement of the grade. Note that if the examination paper has been collected, the right to request reassessment of the grade is forfeited.

Grade announcements

Course grades are announced via the My Results page on the SSE PhD Portal once the PhD student has been approved on all of the examination components on the course and has fulfilled the course requirements.

3.8 RESEARCH TRAVELS

3.8.1 Study Abroad

PhD students are encouraged to do some research at another university outside Sweden, for a maximum of one year. Any research trip to be undertaken by the PhD student must be approved by the primary supervisor. When the PhD student, in consultation with the primary supervisor, has decided on the timing and the duration of the research trip and the host university, this must be confirmed by the Program Director.

SSE announces travel scholarships for longer research stays five times a year, administered by the Research Scholarship Taskforce. Scholarship applications must be submitted before the event takes place.¹⁴

¹⁴ Scholarship information is available on:
<https://portal.hhs.se/StudentSupport/PhD/Scholarships/Pages/default.aspx>

3.8.2 Conferences and Shorter research travels

PhD students are encouraged to attend relevant conferences in their field and to submit and present papers at them. Conference participation should be planned in consultation with the primary supervisor. SSE PhD Programs do not count conference participation as course credit. In the case of travels for course participation offered by another university, students are encouraged to apply for funding for shorter research travels.

SSE announces travel scholarships for conference and short research travel five times a year, administered by the Scholarship Task Force. Travel scholarships for conference participation are only provided if the student is presenting a paper at the conference. Scholarship applications must be submitted before the event takes place.¹⁵

3.9 TEACHING ASSISTANTSHIP

Regularly financed PhD students (see section 3.2.1) are offered the opportunity to work as Teaching Assistant starting from their second year of study. The Teaching Assistant scheme covers 10% of the student's time during the second, third and fourth year in the program, and it is paid centrally by SSE. For students admitted in 2019 and later, successful competition of teaching entitles you to a fifth year in the program. The Teaching Assistant scheme is not available for externally funded extra-chair PhD students.

3.10 THE DISSERTATION

The requirements for a dissertation follow three principles. First, the problem must be relevant to the subject area. Second, methodological competency is required. In practice, this means that the methodological knowledge gained from the course component of the PhD Program must be put to good use although dissertation work can also be oriented towards method development. Third, the findings in the dissertation must have a certain degree of originality.

3.10.1 Types of Dissertations

The dissertation is to be written in either English or Swedish. Dissertations written in Swedish must contain a summary in English.

There are two types of dissertations: the monographic dissertation and the consolidated dissertation.

The dissertation component differs between programs, but within a program the required ECTS are the same for both types of dissertations (see below).

3.10.1.1 The Monographic Dissertation

The monographic dissertation consists of one coherent paper containing a defined scientific problem treated in a comprehensive way.

¹⁵ Scholarship information is available on:
<https://portal.hhs.se/StudentSupport/PhD/Scholarships/Pages/default.aspx>

3.10.1.2 The Consolidated Dissertation

Business Administration

1. The PhD dissertation is equivalent to 150 ECTS or 2.5 years of full-time work.
2. The dissertation should consist of the equivalent of three single-authored publishable papers plus a summary equivalent to 15 ECTS.
3. For each co-authored paper a short statement from all authors, describing the division of work, is submitted with the thesis.
4. The summary should position and discuss the work in relation to existing research.

Economics and Finance

1. The PhD dissertation is equivalent to 135 ECTS or 2.25 years of full-time work.
2. The dissertation should consist of the equivalent of three single-authored publishable papers plus a short summary.

It is the supervisors that make the judgment that the dissertation has reached the level of what is considered a PhD.

The decision to bring a dissertation to open defense is made by the Faculty and Program Board upon request from the Head of Department.

Ultimately, the Assessment Committee, as appointed by the Faculty and Program Board, decides to approve or not approve the dissertation.

3.10.2 The Dissertation Plan

3.10.2.1 The Dissertation Plan for the PhD in Business Administration

The PhD student in Business Administration is encouraged to continuously develop the ideas expressed in the Description of Research Project submitted with the application to the program even prior to the actual submission of the dissertation plan.

The PhD student should, normally after about two years and with the approval of the primary supervisor, submit a dissertation plan for review at a seminar. The dissertation plan should outline the research purpose, problem formulation, presentation of the theoretical background, methodological considerations, research techniques deemed appropriate, discussion of the theoretical and practical significance of the possible research findings, and a general timetable and work plan. The dissertation plan is subject to approval by the Head of Department. In conjunction with the approval of the dissertation plan, a supervision committee for the PhD student is appointed by the Head of Department (see Section 3.5.1.1).

3.10.2.2. The Dissertation Plan for the PhD in Economics or Finance

Before the third year of the PhD Program in Economics or Finance, the student should submit a dissertation plan, which presents the chosen subject and a preliminary time plan for the work.

Thereafter, the student should make a detailed plan for both the dissertation work and other work within the PhD Program, in consultation with the primary supervisor.

3.10.3 Printing of the Doctoral Dissertation

SSE has a house style for the publication of its doctoral dissertations. About six months before a PhD student expects to defend the dissertation, the Research Office should be contacted for information on the printing process and the document templates to be used.¹⁶

3.11 RULES AND REGULATIONS FOR THE DOCTORAL DISSERTATION DEFENSE

3.11.1 Prerequisites for the Dissertation Defense

3.11.1.1 Completed Course Component

A PhD student must have fulfilled the course component requirement for the specific program before the dissertation defense can be scheduled (see sections 3.1.2.1 and 3.1.2.2 for total credits required). An official course transcript showing that the student has fulfilled the course component requirement is then provided by the program administrator.

3.11.1.2 Completed Dissertation Component

Once the PhD student has fulfilled the course component requirement, and the PhD student's primary supervisor and other supervisors deem that the dissertation is ready to be defended, then the dissertation manuscript should be approved in the manner agreed upon by the Department.

3.11.2 Motion on Doctoral Defense

Once it has been established that the PhD student has completed the course component, and the dissertation manuscript has been approved by the student's Department, the Head of Department writes a motion on doctoral defense ("disputationsbrev") addressed to the Faculty and Program Board, containing the following information:

- Name of the PhD student
- Title of the doctoral dissertation
- Date, time, and place for the doctoral defense
- Name and title of the proposed chair at the public defense
- Name, title, and institutional affiliation of the proposed faculty opponent
- Names, titles, and institutional affiliations of the members of the proposed assessment committee.

At the Faculty and Program Board meeting, the opponent, assessment committee, and chairperson at the doctoral defense, and the date, time, and place for the defense are formally appointed.

¹⁶ Read more on <https://portal.hhs.se/StudentSupport/PhD/Dissertations/Pages/Dissertations.aspx>

Once the Faculty and Program Board has formally approved the defense motion, the SSE President's notification of the defense motion must be posted on the SSE bulletin board no later than three working weeks, including any examination weeks, before the defense is to take place.

3.11.3 Scheduling of the Defense

The defense must take place during the academic year unless the President, in consultation with the Faculty and Program Board, decides otherwise.

The primary supervisor and the PhD student agree about alternatives for dates for the public defense, and the primary supervisor finalizes the date and time for the public defense with the proposed faculty opponent and the assessment committee. The date and time for the defense is booked at the Office of Academic Affairs. Only one public defense of a doctoral dissertation can occur at the same time at SSE. The PhD student or the department books the venue for the public defense.

In scheduling the defense, the three weeks needed for the public display of the published dissertation should be included ("spikning", see Section 3.10.6).

3.11.4 The Chairperson at the Defense

The Faculty and Program Board appoints the chairperson at the defense, who is a professor, or if deemed appropriate, an associate professor at SSE. The chair at the defense is usually the primary supervisor of the PhD student.

3.11.5 The Opponent and the Assessment Committee

At least three working weeks before the defense, the Faculty and Program Board will appoint the following:

- One opponent—a professor or associate professor employed in the relevant field.
- An assessment committee to grade the dissertation, consisting of three members who must be professors or associate professors.
 - One should be from the PhD student's own department, but not a supervisor.
 - One should be from the teaching or research staff from another university or university college.
 - One should be from another department at SSE, *or* from the teaching or research staff from another university or university college.
 - A chairperson is appointed within the Assessment Committee.

In extenuating circumstances, the Faculty and Program Board may give dispensation from these requirements. Should a member of the assessment committee be unable to attend the defense, the Faculty and Program Board will appoint a replacement.

3.11.6 Distribution of the Dissertation

The published version of the dissertation should be available at least three working weeks before the defense takes place, and a copy for public scrutiny should be posted on the SSE bulletin board ("spikning"). Although the Re-examination period in August is not part of the academic year, it may

be counted towards the three-week “spikning” period for those defenses taking place early in the Fall Semester.

The dissertation, together with details regarding the date, time, and place of the defense, should be sent to every Swedish university or university college department that runs PhD programs in the same field of study.

The Research Office handles the “spikning” and the distribution of the dissertation.¹⁷

SSE Doctoral dissertations are published on DiVA Digitala Vetenskapliga Arkivet (Academic Archive On-line)¹⁸ after the defense. The Research Office should be contacted for any questions regarding publication and copyright issues.

3.11.7 Day of the Defense

The opponent and all members of the assessment committee must be present at the defense.

The PhD student, called the “respondent” during the defense, must defend the dissertation orally at the defense. During the defense, the opponent must comment on the dissertation, and the respondent must respond to those comments. Thereafter, anyone present at the defense is entitled to comment and pose questions regarding the dissertation in an order determined by the chairperson at the defense, and the respondent should respond to the questions and comments.

After the conclusion of the defense act, the assessment committee withdraws to deliberate on the grade for the dissertation.

3.11.8 Grading of the Dissertation

The assessment committee is quorate when all members are present. The majority opinion of the committee constitutes its decision as regards proposing which grade (“Pass” or “Fail”) to award. If the number of votes is equal, the chairperson has the casting vote. The grade, as recorded on the formal “Record of the Assessment Committee for Doctoral Dissertation” (“disputationsprotokollet”), must be accompanied by a “Statement of the Assessment Committee” (“utlåtandet”), a written explanation of the outcome and the issues raised at the defense. The opponent is entitled to be present and participate in the assessment committee’s deliberations, but may not take part in the committee’s decision-making.

The dissertation is awarded either a “Pass” or a “Fail” grade by the assessment committee. In awarding a grade, the assessment committee pays attention to both the content of the dissertation and how it has been publicly defended by the respondent. The “Record of the Assessment Committee for Doctoral Dissertation” and the written “Statement of the Assessment Committee” are reported to the Faculty and Program Board and the Program Manager.

¹⁷ <https://portal.hhs.se/StudentSupport/PhD/Dissertations/Pages/Dissertations.aspx>

¹⁸ <http://www.diva-portal.org/smash/search.jsf>

3.12 RULES AND REGULATIONS FOR THE LICENTIATE DISSERTATION SEMINAR

3.12.1 Rules Governing the Licentiate Dissertation Seminar

The Faculty and Program Board decides on the presentation of the licentiate dissertation at an open seminar. The licentiate seminar must take place during the academic year at a time and venue determined by the Faculty and Program Board. The time and venue for the seminar will be posted on the SSE bulletin board or be publicized in some other way at least three working weeks in advance.

3.12.2 The Chairperson and the Opponent

The Faculty and Program Board appoints a chairperson and an opponent for the open seminar at least three working weeks prior to the presentation of the licentiate dissertation at the seminar. A professor, or if deemed appropriate, an associate professor, is appointed as chairperson. The opponent and chairperson must be present at the licentiate dissertation seminar.

3.12.3 Distribution of the Licentiate Dissertation

Students should contact the Research Office for information on the document templates to be used for formatting of the licentiate dissertations.¹⁹ The publishing of licentiate dissertations is, however, not financed by the SSE.

The licentiate dissertation must be available at least three working weeks before the open seminar. An electronic copy of the final version of the dissertation must be available in the SSE Library to allow adequate examination of the licentiate dissertation, and an electronic copy should be sent to those faculty members and other academics working at SSE requesting a copy of the dissertation.

SSE Licentiate dissertations are published on DiVA Digitala Vetenskapliga Arkivet (Academic Archive On-line)²⁰ after the Licentiate seminar.

3.12.4 Defense Procedure

The PhD student, called the “respondent” during the defense proceedings, must defend the dissertation orally at the open seminar. The opponent comments on the licentiate dissertation at the seminar and the respondent should respond to those comments. Thereafter, anyone present at the seminar is entitled to comment and pose questions regarding the dissertation in an order determined by the chairperson, and the respondent should respond to the questions and comments.

3.12.5 Grading of the Licentiate Dissertation

The licentiate dissertation is awarded either a “Pass” or a “Fail” grade by the chairperson of the open seminar. In awarding a grade, attention is paid to both the content of the licentiate dissertation and how it has been defended. Results of the defense are to be reported to the Faculty and Program Board and the Program Manager.

¹⁹ <https://portal.hhs.se/StudentSupport/PhD/Dissertations/Pages/Dissertations.aspx>

²⁰ <http://www.diva-portal.org/smash/search.jsf>

3.13 DEGREE CERTIFICATE

To receive a PhD/Licentiate degree, the student must be awarded a “Pass” grade for the doctoral/licentiate dissertation, and fulfill the requirements for the course component for the degree. The Program Manager of SSE PhD Programs should be notified by the Program Administrator when the course credit requirements have been fulfilled by the student. If the PhD student has met the requirements for the course component and the dissertation component, the PhD/Licentiate degree certificate can be prepared and issued when the “Record of the Assessment Committee for Doctoral Dissertation” is available.

3.14 DEREGISTRATION WITHOUT A DEGREE

3.14.1 Deregistration

If the primary supervisor makes the assessment that the PhD student has little chance of achieving the established end-objective, i.e., the PhD degree, within a reasonable amount of time, the supervisor must immediately discuss the issue with the student. The supervisor must clarify in writing the measures that can be taken to improve the student’s chances of achieving the end-objective and provide an action plan or change the objective from a PhD degree to a Licentiate degree. Alternatively, the supervisor may recommend the student to finish the studies without graduating. If a supervision committee has been appointed, the primary supervisor should also inform the other committee members of the discussion and consult with them. The conditions for deregistration must be considered during the discussion as well as the issue of to what extent the supervisor or someone else can help the PhD student to transfer to some other activity.

Deregistration from the program can occur if the student:

- does not earn at least 30 ECTS credits per academic year, which may comprise either courses within the PhD Program or dissertation work. Interruption of studies or reported sickness or parental leave must be taken into consideration.
- is no longer deemed to have the capacity required to complete the PhD Program. This assessment is made jointly by the primary supervisor and Head of Department.
- is left without a supervisor (there is no one among the School’s faculty who is willing to be the student’s primary supervisor).
- does not fulfill the obligations in accordance with individualized agreements as spelled out in the individual study plan approved by the primary supervisor concerning study achievements or the equivalent.
- personally requests to be deregistered.
- breaks the School’s disciplinary rules.

Decisions on deregistration may, in exceptional circumstances, be precluded even though the conditions for deregistration have been met.

Decisions on deregistration are to be taken by the relevant Head of Department²¹. Unless the deregistration was personally requested, the PhD student may appeal the Head of Department's decision by writing to the Vice President Degree Programs²². The decision of the Vice President Degree Programs is final and may not be appealed.

3.14.2 Deregistration from the PhD Program (for MSc-PhD Parallel Enrollment)

Some SSE master students are admitted into the SSE PhD Program in the second year of their MSc studies, through MSc-PhD parallel enrollment. When admitted to the PhD program, the MSc student begins in the PhD program the following fall semester instead of continuing the second year studies within the MSc program.

An MSc-PhD student, who wishes to leave the PhD Program and to revert to MSc studies, may only count the PhD courses of 30 ECTS credits that are specified as elective courses in the MSc program towards the MSc degree course requirement. For further information, please see the MSc Degree Requirements.²³

3.15 ACADEMIC MISCONDUCT

SSE has a strict policy on academic conduct, which is formally regulated by the [Disciplinary Regulations](#).²⁴

3.16 OTHER REGULATIONS

- The student pledges to commit no copyright infringement by making copies of works protected by copyright or making such works available to the public.
- The terms of the IT agreement in effect at SSE are automatically accepted the first time the student logs in to the SSE Portal.
- The Stockholm School of Economics, SSE, Handelshögskolan i Stockholm, Handelshögskolan and HHS are important and valuable Trademarks and Trade names of the Stockholm School of Economics. These distinctive signs, and other registered trademarks of Stockholm School of Economics, may under no circumstances be used in connection with personal e-mail mailings, as an address on Facebook, or in other similar contexts in a way that suggests that the use is authorized by the Stockholm School of Economics.
- The student allows SSE to convey contact information to a third party. This is done very restrictively and mainly applies to recruitment and surveys and similar measures where the aim is to provide information useful to society. When requested by a third party to provide information on an SSE student (current or former), SSE will only confirm whether a student is or has been enrolled, the dates for that enrollment and what degree (if any) the student has received at SSE.

²¹ In cases where the Head of Department is also the primary supervisor, the decision is taken by the Program Director.

²² In cases where the Vice President Degree Programs is also the primary supervisor, the decision is taken by the President of SSE.

²³ Available at <https://www.hhs.se/en/education/study-at-sse/student-handbook--grading>.

²⁴ <https://portal.hhs.se/StudentSupport/Documents/DisciplinaryRegulations.pdf>.

APPENDIX 1: STUDENT PLEDGE



Student's Pledge and Personal Data Processing

The Stockholm School of Economics' aims, values and mission

Since 1909, the objective of the Stockholm School of Economics has been to, through scientific teaching and research, strengthen Sweden's competitiveness. Building on that primary mission, the SSE is today an international business school based in Stockholm.

Core values of the SSE

Scientific. SSE is a place for organized skepticism, for questioning, and for critical thought. SSE will inspire individuals to challenge established conventions. Knowledge produced at SSE will be widely shared and transcend political, national and religious prejudices.

Responsible. SSE is committed to upholding high standards of conduct in all spheres of its activities. All individuals in the SSE community must be aware of their responsibilities to society at large. SSE trains individuals to take ethical and responsible decisions.

Transparent. The School seeks transparency, clarity and fairness. Be it the presentation of methods used in research, be it grading schemes or be it recruitment or promotion decisions, it should be clear to all individuals involved why particular decisions are taken.

Values that distinguishes the SSE

Inventive. In all the School's activities, SSE seeks innovation and continuous improvement. The work aspires to be inventive and our pedagogical models are constantly developed in order to provide tools and models for innovative thoughts. SSE

is a place where people are inspired to become leaders that challenge the status quo and drive change.

International. Sweden is a small country reliant on and embedded in international interaction. SSE has therefore adopted a global state of mind. All the School's stakeholders look outwards, and its networks and new opportunities must be international.

Excellent. In all activities that produce an output from SSE, we strive for excellence. SSE will offer a high-class educational and research environment to those who have exceptional talent and ambition to attain more, regardless of their background or their means.

The SSE Educational mission

The SSE upholds an educational mission to foster learning where students embrace a fact- and science-based mindset and where they reflect critically, constructively and become self-aware. The SSE endeavors to facilitate a study environment where students are empathetic and culturally literate. Also, the school encourages an entrepreneurial and responsible way of thinking among faculty, researchers and students. At SSE, we actively work for equal opportunities and increased diversity.

The SSE welcomes an open debate from faculty, researchers and students and everybody is encouraged to contribute to establish the SSE as the natural arena and platform for constructive and critical discussions on today's and future challenges in business and society in general.

Special rules for all usage of user accounts, computer networks and IT resources

The usage of the SSE's computer network is intended to facilitate studying, research and the carrying out of normal working duties. Other types of usage that counteracts this purpose or causes harm for the SSE is not permitted.

In addition, the following applies:

- that all usage of user accounts and IT infrastructure must be done in accordance with Swedish law and the SSE regulations and by-laws,
- that user accounts, passwords and codes are individual and shall only be used by the intended individual,
- that computers, mobile devices and other network-connected equipment that is connected to the SSE computer network must have relevant protection such as anti-virus, anti-spyware and firewall, and finally

- that the ethical rules of SUNET regulate the usage. SUNET considers it unethical e.g. when e.g. someone:
 - attempts to gain access to network resources without due authorization;
 - attempts to conceal their user identity;
 - attempts to interfere or disrupt the intended usage of the network;
 - clearly wastes available resources (personnel, hardware or software);
 - attempts to disrupt or destroy computer-based information;
 - infringes on the privacy of others.

Any person found violating or suspected of violating these rules can be disconnected from the network and subject to investigation. Furthermore, disciplinary or legal actions can be taken.

Information about processing of personal data

During your studies at the SSE, the school will process personal data about you, which is necessary to carry out the school's higher educational activities and needed for the operations and to fulfil the obligations of the school, i.e. to plan courses and programs or to award grades. Data will also be collected and used in conjunction with evaluations, quality improvement and development of the school's operations and activities. In this respect, all processing of personal data corresponds to under what applicable law is referred to as performance of a task carried out in the public interest. Personal data in the form of grades and other academic information will be kept without a retention period. The personal data that SSE is not required to keep following legal requirements will be removed when it is no longer relevant for the school to hold. This is usually upon graduation but depending on study breaks and non-completed studies as well as the type of data it may differ between individuals.

Personal data handled and processed at the SSE are confidential; they are not public documents under Swedish administrative law; they are not subject to

public access; and they are not disclosed to any party outside of the SSE, unless the SSE is required to disclose such information by law or pursuant to other requirements in carrying out the school's educational activities. Neither do we use automated decision-making based on your personal data, with the exception for an automated system that ensures that academic pre-requisites are fulfilled before you are enrolled in specific courses at the school.

Should you have any privacy related questions, the DPO can be contacted at dpo@hhs.se. The GDPR gives data subjects the right to access the information that is being processed and relates to them, to rectify this information, to demand the erasure of the information and to object to the processing of the information. Should you wish to exercise any of the user rights outlined by the GDPR, there are forms available on the website that you can fill in and send to the DPO and we will do our best to accommodate your request as soon as we can.

If you believe that SSE has either violated privacy laws or your own privacy, you have the right to lodge a complaint to Datainspektionen.

Graduating and becoming SSE alumni

The school seeks to engage its alumni, friends and supporters fully as lifelong learners, advocates and supporters who contribute to and benefit from connections to each other and to the School and collectively help to protect and guarantee the future of the School. Upon graduation, you will therefore become part of our alumni network and personal data about you will be transferred to our

alumni database in order for us to be able to include you in the network and to communicate with you. You can find more extensive information on how we process personal data relating to alumni on the SSE website and in this respect, the SSE deem to have a strong and, under applicable law referred to, legitimate interest in maintaining and nurturing the relationship with alumni.

Information about course and program evaluations

The SSE conducts evaluations after every offered course, through student evaluation surveys, distributed digitally to students upon completion of each academic period throughout the year. In addition, evaluations are annually conducted for each program, at different levels.

The evaluations are important tools for the School to collect valuable information, to help improve the students' overall academic experience, and to ensure that the SSE maintains its high-quality programs and its standing as one of Europe's leading business schools.

Whilst conducting courses and programs, the SSE collects both quantitative (scores for the course), and qualitative (written comments about the

course) data, which is shared with selected key academic and professional staff of SSE. The evaluation results are processed to anonymous data, after which it is not possible to trace any answers to individual persons other than any teacher mentioned in the answers. The answers to the surveys are not public data.

To ensure that the SSE accurately assesses which areas of the courses and programs are of expected quality, as well as which areas you believe may need some improvement, it is very important that the SSE receives your valuable input and constructive feedback. The SSE therefore expects you to respond to the various evaluation surveys sent out to you.

Storing of course and program evaluation results

- Quantitative course evaluation information is stored to enable tracking and improving courses and programs over time.
- Qualitative information is deleted at the latest three months after the information was collected and received.
- Gender- and diversity-related qualitative information is stored by the SSE Equality and Diversity Manager in the SSE system in an aggregated way.

Ranking

Aggregated, statistical data from SSE's activities are used for the ranking processes the school partakes in.

Student's pledge – General rules for the education at SSE

By accepting admission as a student at the Stockholm School of Economics (the SSE) to the program I will be enrolled with, I hereby pledge:

- to accept and follow the applicable SSE regulations and by-laws stipulated *inter alia* in the Student Handbook for the program;
- to respect the SSE's disciplinary regulations and acknowledge that consequences may follow upon infringing these regulations;
- in using shared resources such as the library and IT, to follow the relevant regulations and by-laws governing those activities and functions;
- not to violate applicable copyright laws including, but not limited to, unauthorized reproduction, dissemination or make available of copyrighted material, whether by analogue or digital means or otherwise;
- for students with bachelor's degree from other universities than SSE: to present my original

bachelor's degree certificate, in both the original language and an official English translation (if the original language is not Swedish, Norwegian, Danish or English), no later than December 15 the year of enrolment;

- for SSE BSc graduates: to apply for the SSE BSc degree certificate no later than December 15;
- if I am a citizen of a country outside of the EU/EEA and Switzerland and am not excluded from paying the tuition fees at SSE: to execute the relevant tuition payments within the time frames given by the school;
- to conduct my studies with respect for my fellow students, teachers and other staff members, and to act towards others in such a way as to uphold and promote the aims and values of the Stockholm School of Economics

Student's pledge:

- I hereby certify that I have understood and pledge that I will abide by the general and specific regulations and by-laws as stated above.
- I assure that all documents submitted relating to my application to and enrolment at the Stockholm School of Economics are accurate and valid.

Stockholm, Date: _____

Signature

Name (printed)

Personal identity number

Citizenship

Second citizenship