



The composition of the Grading Board and the authority to give reasons for decisions on grades

Internal regulation no. 11/95

Valid from 21/08/1995

Amended from 09/12/2008

This internal regulation is based on:

- The Higher Education Ordinance (SFS 1993:100)
- President's decision Reg. no. 930-37-95 Dossier 60
- President's decision 431/00, reg. no. 930-738-00, dossier 60
- President's decision no. 361/2005, "KTH rules of procedure" reg. no. 930-2005-0480, dossier 10
- President's decision no. 396/2005, reg. no. 930-2005-0553, dossier 60
- President's decision no. UF-0449-07, reg. no. V-2007-0625, dossier 60
- President's decision no. UF 314-08, dossier 60

Background

The Higher Education Ordinance (Chapter 6, sections 34 - 35) provides that, within stated limits, the university may draw up more detailed rules with regard to the Grading Board. From the point of view of legal rights it is desirable that common basic rules on the composition and functions of the Grading Board should apply to the entire KTH.

In accordance with the Higher Education Ordinance, the Grading Board has a right to decide whether reasons should be given for its decisions on grades unless the higher education institution itself has decided that another system should apply.

The President has resolved that

the following rules for the composition of the Grading Board and the authority to give reasons for decisions on grades should apply at KTH.

Composition

The Grading Board must be made up of either three or five members. The director of doctoral students at the School in question decides on the number of members in each individual case and appoints them.

The majority of the ordinary members of the Grading Board must be recruited from outside KTH. At least one member must be a teacher from another university. The Grading Board should normally consist of both men and women. The majority of the members of the Grading

Board should be docent. Members of the Grading Board must, as a minimum requirement, have obtained a doctorate. A replacement must always be appointed and may be recruited from within the doctoral student's department (institution).

The applicable rules for disqualification must be complied with and observed when appointing members of the Grading Board. For more information, see Förvaltningslagen (the Swedish Administrative Procedure Act), sections 11-12 and

[Rules on Disqualification](#)

Meetings of the Grading Board

The members of the Grading Board must attend the disputation of the doctoral thesis and must meet as soon as possible thereafter. If a decision has been made that the disputation relates to a qualification with a faculty designation other than technology, the Grading Board should include a representative of the faculty where the designation in question is the normal one.

Form:

"Decision on disputation" (Beslut - Disputation) see

[Forms and templates](#)

The faculty examiner and the main supervisor must be present at meetings of the Grading Board. The faculty examiner must issue a verbal opinion of the doctoral thesis at the meeting.

Decisions by the Board

The Grading Board's meetings and decisions must be documented in minutes which must be signed by all members of the Grading Board. The minutes must be submitted to the office of student affairs of the School in question.

Form:

"Minutes" (Protokoll fört vid betygsnämndens sammanträde) See

[Forms and templates](#)

If the Board is not unanimous in its decision to pass the thesis or if the thesis is failed, the reason for the decision must be entered in the minutes or other document. The same applies to the reasons given by an individual member for a dissenting or other view. Persons other than members present have a right to have dissenting opinions noted.