

Assignment description for Director of PhD studies¹

This assignment description has been finalised by the Faculty Board on the 5th of March 2025 and is valid from 2025-03-05.

Reg. No. HS 2025/126

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för studierektor inom utbildning på forskarnivå dnr HS 2025/125). In the event of any discrepancy, the Swedish version of this document shall prevail.

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1 General information

At the University of Skövde (the University) there must be a Director of PhD Studies for each area of third-cycle studies in which the University has degree-awarding powers (third-cycle subject area). Within each area of third-cycle studies, one or several third-cycle subjects can be established. The responsibilities of a Director of PhD Studies include all established subjects in an area of third-cycle studies.

The Director of PhD Studies is appointed by the Faculty Board, after a proposal from the Head(s) of school concerned. The Director of PhD Studies is appointed for a term of three years, with the possibility of extension. The assignment may be terminated mutually with a notice period of three months.

The assignment of Director of PhD Studies may not be combined with that of a manager. The reason is that a combination of the two assignments may possibly entail a conflict of interest.

2 Competence

A Director of PhD Studies should be well acquainted with the area of the third-cycle studies and the subjects included in that area, and should at least be appointed Docent (or have the equivalent competence). A Director of PhD Studies should be an active researcher within the area of the third-cycle studies and should have experience of supervision in third-cycle studies, preferably as a principal supervisor.

Furthermore, a Director of PhD Studies must be well acquainted with - and apply - national and local regulations for third-cycle studies. Local instructions, timelines, forms etc. are also included in this.

3 Responsibilities and tasks

A Director of PhD Studies has - subordinate to the Dean, Head of School, Head of Division and in collaboration with the Subject Coordinators for third-cycle studies - an overall responsibility for the third-cycle studies within the area of the third-cycle studies. The responsibility includes the following tasks:

- To be included in the group for admission and recruitment that is formed when a doctoral student is admitted and recruited within the area of the third-cycle studies.
- To prepare and submit applications for admission when decisions are to be made. In addition to reviewing the applicant's merits in relation to the admission requirements, check to ensure that there is available financing for the studies. In the event that the studies are financed through a doctoral studentship at the University, the Director of PhD Studies must be included in the recruitment group. In the event that the doctoral student is admitted within the framework of

a contract with other higher education institutions, the Director of PhD

Studies must ensure that a supervisor from the University is included in the group of supervisors.

- Initiate and carry out a conversation with each doctoral student and their supervisor once a year, with an emphasis on following up and revising the individual study plan. The meeting is documented by the Director of PhD Studies. If there is risk of a delay in the doctoral student obtaining the degree, the Director of PhD Studies must inform the Dean. If the doctoral student is employed at the University, the Head of Division concerned must also be informed.
- Prepare and submit individual study plans before decisions are made.
- Approve and score an individual undertaking that has been carried out by the doctoral student. This also includes certifying the component in Ladok, after it has been reported by the educational issues officer.
- Decide on credit transfers of courses taken at another higher education institute or on a different educational level (including decisions on the number of credits that will be transferred), after the doctoral student has been admitted to third-cycle studies at the University².
- Analyse and communicate results from the survey Doktorandspegeln (PhD mirror) and produce an action plan if needed.
- Prepare and submit applications to change supervisor before decisions are made.
- If needed, assist doctoral students and/or supervisors in the event of conflicts in the educational situation. In cases where long-term conflicts are assessed as being an obstacle to the doctoral student completing their education, the Dean and the doctoral student's immediate managers must be informed.
- Assist the Dean in preparation of matters that concern the withdrawal of a doctoral student's resources.
- Be included as a member of the grading committee for third-cycle studies.
- Act as support for concerned Head(s) of division in the overall planning of which mandatory and optional third-cycle courses will be offered and which semester.
- Act as support to the Subject Coordinator(s) during the development of proposals and revisions of the general study plan.
- Act as support to the Subject Coordinator(s) in their work on keeping the objectives matrix updated. The objectives matrix offers support in the work on progression and attainment of objectives since it shows the link between national qualitative outcomes and courses.

² Decide on credit transfer of education and merits that have been acquired before a decision on admittance to a third-cycle study programme is made by the Dean.

- Act as support to Subject Coordinator(s) in the work of follow up of third-cycle subjects that the Faculty Board carries out according to a six-year cycle. The follow-up is done in accordance with "Guidelines for Six-Year Follow-Up of Third-Cycle Subjects".

4 Bias

In the event of a bias, a Director of PhD Studies must be replaced by the Subject Coordinator for the subject in question in the third-cycle studies. More information on the application of rules on bias can be found in "Guidelines on Bias".

5 The document is valid from

The document is valid from 2025-03-05 and replaces the assignment description from 2022-12-07 (reg. No. HS 2023/249).