

## Regulations for supervision in doctoral studies

| Policy document:        | Click and enter heading                                                                                                                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| Documents Replaced      | Ö 288/2019                                                                                                                                                                                                                 |
| Related Documents       | -                                                                                                                                                                                                                          |
| Short Summary           | Describes how PhD supervisors are appointed, the requirements for their academic competence and a description of their mission. It also covers the rights of doctoral students and the procedure for changing supervisors. |

# Regulations for supervision in doctoral studies

## 1. Introduction

Chapter 6, section 28 of the Higher Education Ordinance states:

At least two supervisors are to be appointed for each doctoral student. One of them is to be nominated as the principal supervisor. The doctoral student is entitled to supervision during his or her studies unless the vice-chancellor has decided otherwise by virtue of Section 30.

A doctoral student who so requests will be allowed to change supervisor. Ordinance (2010:1064).

The supervisors, and in particular the main supervisor, are the doctoral student's primary supervisors with regard to the research studies themselves, while the head of division has direct responsibility for the doctoral student.

Supervisors and doctoral students have important roles not only in the concrete implementation of the individually designed doctoral programme, but also in the formal regulation and follow-up linked to the individual study plan.

## 2. Appointing supervisors

Supervisors are appointed by the respective head of department on the proposal of the relevant subject council. The subject councils are responsible for ensuring that there is a clear preparation process.

At least two supervisors are appointed for each doctoral student and the main supervisor must be appointed at the beginning of the doctoral programme. The main supervisor must be a professor or associate professor, have completed a recognized doctoral supervisor course or equivalent and be employed by the Swedish Defence University. The assistant supervisor must have a doctorate and should also have completed a recognized doctoral supervisor course. The assistant supervisor should also be employed by the SEDU, unless there are special circumstances that require an external supervisor.

Until the main supervisor is appointed, the director of studies for the respective doctoral subject acts as the preliminary supervisor.

The assistant supervisor may, if there are special reasons, be appointed later than the main supervisor, but no later than 12 months after the start of the programme.

When appointing a supervisor, the doctoral student's views should be taken into account.

## 3. Supervisor's mission

The supervisor's task is to ensure, in accordance with Annex 2 of the Higher Education Ordinance (Degree Regulations), that the doctoral student achieves the objectives of knowledge

and understanding, skills and abilities, and judgement and attitudes specified for the doctoral degree during the course of the programme.

This is done by the supervisor who:

- is responsible for fulfilling his/her obligations as set out in the individual study plan
- is responsible for guiding and supporting the doctoral student in both practical and scientific matters in a professional manner
- is responsible for promoting the doctoral student's opportunities for contacts and exchanges with other researchers, nationally and internationally
- is responsible for keeping abreast of relevant regulatory, pedagogical, gender and equality issues
- is responsible for informing the doctoral student about conditions that may change the supervision situation

The main supervisor's duties include, in addition to the above:

- collaborating with the doctoral student in the preparation of individual study plan for decision by the Head of Department, in consultation with the supervisor (with annual follow-up)
- assuming overall responsibility for planning the doctoral programme so as to create the conditions for the doctoral student to achieve the degree objectives
- responsibility for the distribution of work and coordination between supervisors
- responsibility for ongoing monitoring of the doctoral student's work

#### **4. Rights and obligations of the doctoral student**

The doctoral student is entitled to a total of at least 80 hours of supervision per year for full-time studies. These hours may be reallocated between years.

The doctoral student is entitled to supervision and other resources during the course of his/her studies, unless the Vice-Chancellor decides otherwise on the basis of Chapter 6, Section 30 of the Higher Education Ordinance.

The doctoral student is responsible for informing supervisors of any changes in the thesis project or conditions of the doctoral programme. Together with the supervisor, and in consultation with the head of division, the doctoral student must prepare an individual study plan for decision by the head of department (with annual follow-up).

The Vice-Chancellor may decide that a doctoral student is no longer entitled to supervision and other resources for the programme if the doctoral student substantially fails to fulfill his/her obligations under the individual study plan.

### **5. Changing supervisor (incl. process)**

A doctoral student who so requests may be allowed to change supervisor. The request for a change of supervisor must be addressed to the Director of Studies at doctoral level, who will prepare the documentation for a decision by the respective head of department. In cases where the director of studies is the supervisor of the doctoral student, the request must be addressed to the dean.

### **6. Supervisors leaving FHS**

If a principal supervisor of a doctoral student at FHS leaves the university for another position, a new principal supervisor should be appointed from among the supervisors at FHS. If justified, the supervisor may be retained by an external employee for a limited period within the framework of his/her new employment. This must be in the best interests of the doctoral student and must be justified. This decision is made by the head of the department in question.