

Regulations for conducting doctoral education

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Short Summary	Describes the mission and responsibilities of those identified in the Working Order level 2 as responsible for doctoral studies at the Swedish Defence University.

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1 Background

The Working Order level 2 (Ö 202/2021), applicable from 1 January 2022, states that in addition to chairing the Research and Education Board, the Dean will also be responsible for coordinating doctoral education. It also describes that each third-cycle subject area will have a Director of Studies and that subjects without their own third-cycle subject area will appoint a Doctoral programme coordinator.

This document outlines the tasks and responsibilities of the functions within doctoral education as set out in the Working Order level 2.

2 Distribution of tasks

2.1 Dean

- Follows up quality assurance and quality development of the third-cycle programmes as a whole.
- Supports the subjects in their efforts to ensure that SEDU's third-cycle programmes are included in national and international contexts in the form of networks, graduate schools and other collaborations.
- Monitors the study environment and situation of doctoral students.
- Responsible for interdisciplinary activities (e.g. doctoral conferences and interdisciplinary seminars). This includes preparation and planning of the area-wide budget and monitoring of activities at area level vis-à-vis the Head of Research (in particular with regard to quality and focus).
- Works with directors of studies and doctoral programme coordinators to further develop and strengthen the doctoral education at SEDU.
- Calls for and works towards making the supervisors' committee a lively arena for collegial exchange (e.g. regarding competence development, quality development/assurance and further development of the area).
- Approves, after preparation by the director of studies, credits for third-cycle courses completed before the start of the doctoral programme.
- Proposes to the Head of Department, after preparation by the Subject Council and consultation with the Research Committee of the Research and Education Board (REB), third-cycle courses to be developed, set up and implemented (Ö137/2018).
- Acts as convenor of the process for the transfer of a doctoral student to SEDU from another institution (Ö 684/2018).

2.2 Directors of studies for the respective third-cycle subject area

- Have joint operational responsibility for third-cycle programmes as a whole (including the study environment).
- Coordinate the activities of each third-cycle subject area (including management of individual study plans and courses, planning of announcements, admissions, dissertations, etc.).

- Are adjunct members of the Research Committee of REB.
- Decide on course assignments for third-cycle courses and how activities for courses and seminars will be allocated within each third-cycle subject area.
- Monitor whether updates need to be made to the PhD Student Handbook (in conjunction with Research, Education and Student Office).
- Prepare, with the support of the administration, the admission of the subject's doctoral students.
- Participate in the preparation and development of regulations related to doctoral education at SEDU.
- Prepare issues related to supervisor competence (including planning for long-term needs).
- Work with the Dean and the Doctoral programme coordinators to further develop and strengthen the area of doctoral education at SEDU.

2.3 Doctoral programme coordinator for subjects without third-cycle subject area

- Presents individual study plans of doctoral students working in the subject to the Dean.
- Monitors the study environment of these doctoral students and conducts a dialogue with the subject council on the issue.
- Works together with the Dean and the Directors of Studies to further develop and strengthen the doctoral education at SEDU.