



Assignment description for Coordinator of PhD Studies and PhD Studies Officer¹

This assignment description has been finalised by the Faculty Board on the 7th of December 2022 and is valid from 2023-01-01.

Reg. No. HS 2023/250

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för forskarutbildningssamordnare och forskarutbildningshandläggare, Reg. No. HS 2022/828). 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), support must be provided for third-cycle studies through special functions, namely the Coordinator of PhD studies and the PhD studies officer. These functions provide support for all areas with degree-awarding powers for third-cycle studies.

The Coordinator of PhD studies and PhD studies officer are functions in the University's Support Services, at the Academic Affairs and Student Support Office. The functions collaborate with the Faculty Board (mainly through the Dean) as well as with concerned functions at the Schools, primarily the Directors of PhD studies and the Subject Coordinators for third-cycle subjects.

In terms of competence, the Coordinator of PhD studies must have at least a doctoral degree (or the equivalent competence).

2 Responsibilities and tasks

The Coordinator of PhD studies has an overall responsibility for the university-wide administrative support for the University's third-cycle studies. The PhD studies officer contributes to this work in various ways, according to what is stated in section 2.2.

2.1 Coordinator of PhD studies

Below is a specification of responsibilities and tasks for the Coordinator of PhD studies:

- Ensure that new doctoral students and supervisors receive an introduction to the education. The introduction must include information about how the education is implemented and what roles and responsibilities apply.
- Inform doctoral students and supervisors - including prospective doctoral students and supervisors - about the education and its implementation.
- Be responsible for the processing of governing documents (identifying the need for new governing documents and designing proposals for them, following up on existing governing documents and, if needed, designing proposals for revisions etc.)
- Be included as a member of the Curriculum Committee for third-cycle studies.
- Be responsible for implementing and compiling the results from the follow-up that is continually done through the survey 'PhD Mirror' (Doktorandspegel).
- Actively participate in and contribute with material for follow-ups, internal as well as external. Examples of follow-ups are the University's annual report, follow-ups of externally financed research schools where the University of Skövde is the host university and the Faculty Board's six-year

follow-up. The six-year follow-up is done in accordance with "Guidelines for Six-Year Follow-Up of Third-Cycle Subjects".

- Have an overall responsibility for ensuring that general information about the education on the University's website is up-to-date and relevant.
- Prepare and submit applications for licentiate seminars and defences of doctoral theses before they are decided on by the Dean. Included in this is a review to ensure that the requirements outlined in the general study plan and relevant regulations on examination of licentiate and doctoral theses have been met.
- Be an internal contact person at the University for issues that concern third-cycle studies. Included in this task is to, when needed, summon meetings with functions that provide administrative support to the third-cycle studies.
- Serve as a contact function for national networks that concern third-cycle studies.

2.2 PhD studies officer

Below is a specification of responsibilities and tasks for PhD studies officer:

- Act as secretary and administrative support to the Curriculum Committee for third-cycle studies.
- Expedite decision documents connected to third-cycle studies.
- Be responsible for developing and revising necessary templates and forms.
- Be responsible for information on the University's website regarding which third-cycle courses are offered during the semester in question.
- Register doctoral students and supervisors in Ladok and be responsible for e-mail lists to doctoral students.
- Be responsible for collecting and reporting (for example to SCB) statistical data concerning third-cycle studies (such as doctoral students' degree of activity, form of financial support etc.).

3 The document is valid from

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