

KONSTFACK

University of Arts, Crafts and Design

Konstfacks forskarutbildning

Utbildnings- och forskningsnämnden, 2023-01-18

Guidelines for doctoral student supervision

Pursuant to Ch. 6 Section 28 of the Higher Education Ordinance, every doctoral student must have a supervisory team consisting of at least two supervisors:

At least two supervisors shall be appointed for each doctoral student. One of them shall 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 shall be allowed to change supervisor. Ordinance (2010:1064).

Qualification requirements for supervisors

The supervisory team must consist of at least two supervisors. The following competencies must be represented within the supervisory group:

- high-level artistic competence
- expertise in the form of a PhD
- experience of previous supervision at research level.

The main supervisor should be an employee of Konstfack, although in special circumstances the Deputy Vice-Chancellor may decide to allow an exception to this requirement. At least one of the supervisors must have completed training in supervision at PhD level or have the equivalent expertise. Supervisors employed at Konstfack who have not undergone supervisor training must undergo such training within two years of commencing their supervision appointment.

The Head of the Department shall ensure that a doctoral student always has a supervisor and at least one co-supervisor.

Scope of supervision

The scope of the supervision is regulated by the decision of the Vice-Chancellor (RÖ§24 2021-05-12).

What is included in the supervision time

Supervision includes meetings with the doctoral student to discuss supervisory matters, the reading of drafts, and similar tasks. The main supervisor's time also includes establishing and following up the individual study plan, planning stage seminars and the public defence/licentiate seminar, participating in supervisor collegiate meetings, and other activities related to the doctoral education.

The supervisor's responsibilities

The main supervisor is responsible for ensuring that an individual study plan is established and that the degree objectives are met.

The main supervisor and the co-supervisor are responsible for facilitating contacts, including internationally, and working to ensure that the doctoral student is given the opportunity to conduct study visits and participate in conferences.

Withdrawal of supervision and other resources

If the doctoral student fails to complete their undertakings according to the ISP, supervision and other resources may be withdrawn, pursuant to Ch. 6 Section 30 of the Higher Education Ordinance:

If a doctoral student substantially neglects his or her undertakings in the individual study plan, the vice-chancellor shall decide that the doctoral student is no longer entitled to supervision and other study resources. Ordinance (2010:1064).

Appointment of supervisors

The Head of the Department at which the doctoral student is to be employed proposes a main supervisor. The main supervisor then, after consulting with the doctoral student, proposes a co-supervisor. The proposals for a main supervisor and co-supervisor are presented to the Director of PhD Studies, who coordinates the process.

The Deputy Vice-Chancellor for Research appoints a main and a co-supervisor by approving the ISP.

Change of supervisor

Pursuant to the Higher Education Ordinance, a doctoral student who so requests is entitled to change supervisor (2010:1064). This may take place at any time during the programme.

The need to change supervisor may arise if, for example, a supervisor leaves their position, or if the evolution of the thesis project demands a different set of competencies in the supervisory team. The doctoral student may also request a change of supervisor for other reasons.

Regardless of the reason for the change of supervisor, the process described below shall be followed to apply for a change of supervisor.

Process for changing supervisor

The Director of PhD Studies coordinates supervisor changes; a doctoral student will therefore apply to the Director of Studies for a change of supervisor. The application is made using a special form. The application is processed by the Director of Studies in consultation with UFA, the Deputy Vice-Chancellor for research and the Head of Department.

The Director of PhD Studies will inform the doctoral student when the supervisor change can be carried out and the ISP shall then be updated immediately. Once the updated ISP has been approved by the Deputy Vice-Chancellor for Research, the change of supervisor has been formally carried out.

The change of supervisor is documented in Ladok.