



This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

## Guidelines for supervising third-cycle studies

These guidelines have been approved by the faculty boards on 17 May<sup>1</sup>, 11 June<sup>2</sup> and 13 June<sup>3</sup> 2019 respectively.

### 1 Introduction

Pursuant to Chapter 6 Section 28 of the Swedish Higher Education Ordinance (SFS 1993:100), doctoral students are entitled to supervision during their studies.

This document contains general rules and local faculty-wide guidelines for supervising third-cycle studies at Örebro University.

Additional rules on supervision and the role of supervisors can be found in guidelines on individual study plans, the design of third-cycle courses and study programmes, general questions on third-cycle education and post-retirement professors, as well as in regulations on the public defence of doctoral theses, etc. at Örebro University.

### 2 General rules in the Swedish Higher Education Ordinance

#### Swedish Higher Education Ordinance (SFS 1993:100)

The number of doctoral students admitted to third-cycle courses and study programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study (Chapter 7 Section 34).

The doctoral student is entitled to supervision during his or her studies unless the vice-chancellor has decided otherwise (Chapter 6 Section 28).

At least two supervisors shall be appointed for each doctoral student (Chapter 6 Section 28).

One of the supervisors shall be nominated as the principal supervisor (Chapter 6 Section 28).

A doctoral student who so requests shall be allowed to change supervisor (Chapter 6 Section 28).

An individual study plan shall be adopted after consultation with the doctoral student and his or her supervisors. The individual study plan shall be amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisors (Chapter 6 Section 29).

The supervisors shall be given an opportunity to make representations on matters concerning the withdrawal of supervision and other resources for a doctoral student (Chapter 6 Section 30).

### 3 Appointing and replacing supervisors

Supervisors are normally appointed at the same time as a decision is taken to admit a doctoral student. Such appointments shall be made in consultation with the head of subject and the supervisors committee. As a general rule, a supervisor should not be principal supervisor to more than five doctoral students at any one time. Any decision to grant an exemption from this rule shall be made in accordance with faculty board delegation rules. The person who appoints a supervisor also decides on replacing the supervisor.

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<sup>1</sup> Board of the Faculty of Humanities and Social Sciences

<sup>2</sup> Board of the Faculty of Business, Science and Engineering

<sup>3</sup> Board of the Faculty of Medicine and Health



## 4 Requirements for supervisors

Supervision is an important quality-assurance issue for all third-cycle studies.

### 4.1 General requirements for supervisors

Principal supervisors shall at the least be qualified for appointment as a docent or have equivalent research expertise. The minimum requirement for assistant supervisors is a doctorate or equivalent research expertise. At least one of every doctoral student's supervisors shall have completed the course *Supervising PhD Students* at Örebro University or have equivalent competence.

The principal supervisor shall be employed at Örebro University. This requirement may be waived if special reasons exist, in which case an assistant supervisor employed at Örebro University shall be appointed.

Individuals in close relationships or with family ties may not be part of the same supervisory constellation. No familial or couple relationships are permitted between doctoral students and supervisors.

### 4.2 Exceptions to the requirement for employment at the Faculty of Medicine and Health

In the disciplinary research domain of medicine, the Board of the Faculty of Medicine and Health may grant exceptions to the requirement for employment at Örebro University for principal supervisors, so that unsalaried docents who are not employed at the university can act in the role of principal supervisor. Any such unsalaried docent should have an association with Örebro University in the form of employment with Region Örebro County.

## 5 The supervisor's role

### 5.1 Duties of the supervisor

#### ***Work to ensure that the doctoral student achieves the intended outcomes of the programme***

National intended learning outcomes are stated in the Swedish Higher Education Ordinance and are also stated in Appendix 1 to the general syllabus for each third-cycle programme. One crucial task of the principal supervisor is to work to ensure that the doctoral student achieves the intended outcomes of the programme.

#### ***Representative of the university***

Supervisors are appointed by the university and represent the university in matters related to the doctoral student's education. This demands that supervisors are familiar with the full circumstances of the doctoral student, both in terms of their study programme and funding, and that supervisors have a good working knowledge of national and local regulations applicable to third-cycle studies.

#### ***Supervision as part of employment or as a personal assignment***

If a supervisor is employed at Örebro University, the assignment is part of the duties of that position.

For supervisors who are not employed at Örebro University, the assignment is personal. This relationship is not altered if the supervisory assignment is undertaken during working hours for employment outside Örebro University.

#### ***Bring attention to conflicts of interest on the part of oneself or others***

Supervisors should call attention to any conflicts of interest, whether on their own part or that of other supervisors, examiners, external reviewers or other involved individuals.



While in certain situations the supervisor themselves may have a conflict of interest, at the same time they are often well placed to identify any other conflicts of interest and thus protect the doctoral student.

## 5.2 Duties above and beyond supervision

### ***Examiner***

There is no examiner role included in the supervisory assignment. A separate decision is always required to, for example, appoint an examiner for a course or delegate decisions on credit transfer to a teacher.

### ***Management***

The role of supervisor does not include any managerial responsibility for the doctoral student. The immediate manager of a doctoral student at Örebro University is the director of division or head of school.

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### **Enters into force**

These guidelines enter into force on 2019-07-01.