



Guidelines for supervision in third-cycle education

1. General information

Under Chapter 6, Section 28 of the Swedish Higher Education Ordinance (1993:100), at least two supervisors must be appointed for each doctoral student. One of them must be nominated as the principal supervisor. Doctoral students are entitled to supervision during their studies unless the vice-chancellor has decided otherwise under Chapter 6, Section 30. A doctoral student who so requests must be allowed to change supervisor.

In addition to the above, the following guidelines apply to supervision in third-cycle education at Södertörn University.

2. Formal requirements for supervisors

Supervisors in third-cycle education must have at least a doctoral degree or the equivalent. In addition, at least one of the doctoral student's supervisors must be at least an associate professor (*docent*). The principal supervisor must be employed by Södertörn University.

At least one of the supervisors must have completed supervisor training or have been assessed as having the equivalent competence by the relevant supervisory collegium. New supervisors who have not previously supervised doctoral students should undergo this training during their first year as a supervisor.¹

3. Appointment and replacement of supervisors

The doctoral student's principal supervisor must be appointed within two months of the programme starting.² Other supervisor(s) are appointed as soon as possible. Proposals for supervisors must be presented by the supervisory collegium, who then consult the doctoral

¹ *Rekommendationer för utbildning på forskarnivå*. REK 2011:3 Association of Swedish Higher Education Institutions

² Admission Regulations for Third-Cycle Studies at Södertörn University, reg. no. 3945-2.2.1-2021

student. The proposal is confirmed with the head of department (responsible for staffing). The steering committee then appoints the supervisor(s) and transfers the case to the head of department for staffing.

Bias must be considered when appointing supervisors.

A request to replace a supervisor must be submitted to the chair of the relevant steering committee for doctoral education. There is no need to provide a reason for the request. Consultation on replacing a supervisor can be carried out with the director of studies, head of department or other suitable person. Cases regarding replacing a supervisor must be dealt with without delay and in accordance with the relevant routines. The replacement must be documented in the doctoral student's individual study plan.

A supervisor who wishes to step down from their position as supervisor must contact the supervisory collegium to have the case processed.

4. Supervision

The work of a supervisor includes

- providing advice and guidance and, in consultation with the doctoral student, regularly following up work on the thesis
- encouraging the doctoral student to achieve the programme objectives in the syllabus
- possessing good knowledge of the national and local regulations for third-cycle education
- having a good understanding of and insight into the work of the doctoral student, as regards both educational and funding issues
- participating in the subject's supervisory collegium at the university.

The work of the principal supervisor specifically includes

- responsibility for advice as regards the focus, scope and execution of work on the thesis
- responsibility for the subject of the thesis being delimited in such a way that studies can be completed in the equivalent of four years of full-time study for a doctoral degree, or two years for a licentiate degree
- responsibility for establishing and regularly following up and updating the individual study plan in consultation with the doctoral student
- where relevant, responsibility for an application for ethical review being submitted for studies included in the thesis project.

The doctoral student's obligations include

- planning and, in consultation with supervisors, starting their thesis work early in the programme
- planning and conducting their thesis work in accordance with good research practice and remaining updated on current regulations in research ethics

- regularly present drafts of their thesis work at higher seminars or the equivalent
- active participation in the subject's seminar activities and other research contexts relevant to their studies
- informing the supervisor if anything occurs that may necessitate revisions to the individual study plan or that time planning and deadlines are delayed.

The subject or research area for doctoral education may, when necessary, produce supplementary instructions for supervisors.

5. Scope of supervision

Supervision of doctoral students who are aiming for a doctoral degree, for full-time study, is compensated with a maximum of 480 clock hours for the entire period of study. The equivalent for doctoral students aiming for a licentiate degree is 240 clock hours. So that number of supervision hours lasts for the entire programme, the clock hours are adapted to the actual study hours, i.e. based on part-time or the time that remains after departmental duties, sick leave, parental leave, etcetera is discounted. To enable correct staffing, supervision hours are planned in consultation with the head of department.

The principal supervisor is responsible for suggesting how hours are allocated between the supervisors. This allocation and planned and completed supervision must be stated and specified in the doctoral student's individual study plan and recorded in the university's workforce planning system. The individual study plan must also state what each supervisor is responsible for.

The right to supervision remains throughout the entire study period as long as the doctoral student does not register formal non-completion of the programme or the vice-chancellor, under Chapter 6, Section 30 of the Higher Education Ordinance (1993:100) decides to withdraw the doctoral student's right to supervision.

Supervision after a the end of employment on a doctoral studentship must be offered as long as the doctoral student has not publicly defended their thesis, is conducting active studies and fulfilling their obligations under the individual study plan. If the number of supervision hours exceeds 480 clock hours (or 240 for a licentiate degree) the third-cycle subject area must consult the head of department about funding for continued supervision; scope is determined based on need and the subject area's potential for financing these extra hours. If a doctoral student does not submit a thesis text, supervision will be paused until the doctoral student is active again. This must be noted in the individual study plan.

6. Follow up to supervision

The doctoral student's supervision must be followed up in association with follow ups to their individual study plan, or after they have made a complaint about supervision. The relevant

third-cycle subject area is responsible for remedying any problems with supervision in consultation with the steering committee for the research area.³

7. External supervision

When an external supervisor is engaged, the third-cycle subject area, in consultation with administration, is responsible for drawing up an agreement that specifies the conditions of appointment.

8. Entry into effect

These guidelines enter into effect on 14 December 2022.

³ See *Guidelines for Individual Study Plans for Doctoral (Third-Cycle) Studies*, reg. no. 3516-1.1.2-2022