



Kansli S

Assignment Description for Director of Studies for Third-Cycle (doctoral) Education

Background

Each department must have a Director of Studies for doctoral education. The role of Director of Studies normally includes responsibility for all subjects offered at doctoral level within the department. The Faculty Board has delegated to the Head of Department the authority to appoint a Director of Studies for doctoral education (Delegation of Authority and Working Procedures for the Faculty of Social Sciences, Case Number STYR 2025/904). The conditions for appointment as Director of Studies for doctoral education are specified in the Delegation of Authority and Working Procedures for the Faculty of Social Sciences.

The responsibilities of a Director of Studies for doctoral education may vary depending on the department. This assignment description represents the minimum requirements within the Faculty of Social Sciences.

Assignment

The role of Director of Studies for doctoral education includes:

- Overall responsibility for doctoral education, including planning, implementation, and follow-up
- Ensuring that the education maintains a high quality and complies with national and local regulations

- Ensuring that the general syllabus and any course syllabi are up to date and follow relevant guidelines

The work also involves:

- Preparing and carrying out admission and recruitment of new doctoral students (in collaboration with other teachers/researchers/professors and HR).
- Introducing newly admitted doctoral students to the department's doctoral education.
- Preparing (according to departmental procedures) and proposing supervisors for doctoral students. The decision to appoint supervisors is made by the Head of Department.
- Preparing and providing documentation and decision-making material on matters relating to doctoral education (e.g., for the Supervisors' Collegium, Departmental Board, and Faculty Board).
- Leading and convening the Supervisors' Collegium at the department.
- Reviewing and signing all doctoral students' Individual Study Plans (ISP). ISP:s are formally approved by the Head of Department.
- Handling certain study administrative matters, such as certification in Ladok and credit transfer.
- Responding to questions about doctoral education from external stakeholders.
- Being available for discussions and consultations with the department's doctoral students and supervisors, and managing conflicts in doctoral education when necessary.
- Reviewing and being responsible for the range of doctoral-level courses offered by the department.
- Communicating information about doctoral education to supervisors and doctoral students.
- Collaborating with the Director of Studies for undergraduate education regarding doctoral students' teaching duties.

- Ensuring that routines for doctoral education function properly and are developed as needed.

The Director of Studies for doctoral education participates in the following meetings:

- Member of the Faculty Research Studies Council
- Leads the department's Supervisors' Collegium
- Meets with doctoral student representatives at the department (as needed)