



STOCKHOLM UNIVERSITY
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Responsibilities during Research Education

Several teachers participate in research education, each in a different manner, and it is important to make the responsibilities and duties of these teachers clear. This will give stability to the education and the research student will know who he or she can consult in various matters.

The head of department has the final responsibility for all activities in the department. He or she distributes tasks between the employees, and is the work manager.

It is the responsibility of the head of department to ensure that a supervisor is appointed and that up-to-date individual study programmes are drawn up for each research student. He or she suggests the date of the disputation, and the opponent, members of the examining committee, and the chairperson of the disputation (in consultation with the principal supervisor).

The head of department has final responsibility for research education and it is thus appropriate that he or she can modify to a reasonable degree the tasks of the representatives for the research subjects, the principal supervisor, and the director of studies.

The board of the department admits students to research education.

Each subject within research education has a *representative*, appointed by the faculty board for a period of three years, following a proposal made by the department board. A representative may serve more than one period. The representative, who must have professor status, has responsibility, under the head of department, for maintaining the quality of science carried out during the research education within that subject.

The day-to-day tasks of the representative for a subject include:

- responsibility for the assessed credit values of courses (following a proposal from the principal supervisor)
- approving the presentation of doctoral theses and licentiate theses
- approving the completion of the education as a whole (in consultation with the principal supervisor).

Examiners are appointed by the board of the department. It is the task of the examiners to grade examinations. Examiners are to be appointed for courses both within undergraduate education and within research education.

The principal supervisor is appointed by the head of department when the research student is admitted.

The principal supervisor has immediate responsibility for the day-to-day supervision and for the quality of the thesis. It is also he or she who has immediate responsibility that an up-to-date individual study programme has been drawn up, and that this plan is reviewed each year.

The principal supervisor is to collaborate with the representative for the research subject, mainly in the responsibilities that have been described above.

The director of studies for research education is appointed by the head of department. Courses given within research education are his or her principal responsibility, as are information and advice concerning these courses. There is to be a director of studies available for any research student at the faculty.

The day-to-day tasks of the director of studies include:

- participating in monitoring that an up-to-date individual study programme has been drawn up and that it is reviewed each year
- responsibility for information concerning regulations and conditions for research education, and concerning the courses that are available
- ensuring that an adequate range of courses is offered in the field of responsibility
- providing a sympathetic ear and advice for research student.

These provisions come into force on 1 July 2004.