



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

**Faculty of Landscape Architecture,
Horticulture and Crop Production
Science**

Doctoral Education Committee

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Minimum requirements for responsibilities and rights delegated to doctoral studies coordinators/deputy heads of department for doctoral studies

- Assisting/supporting the head of department in carrying out the assignment by the faculty to provide high-quality doctoral education.
- Acting as a contact for the department's doctoral students and supervisors as well as the faculty's directors of studies and the vice dean for doctoral studies, and assist the head of department with sending information to the supervisors.
- Take part in meetings organised by the doctoral education committee to obtain information from supervisors and doctoral students in connection with the regularly recurring quality assurance process.
- To support the head of department with the review of the Individual Study Plan (ISP) prior to approval and annual updates.
- Together with the head of department, invite each doctoral student to two annual progress meetings, one of which is compulsory. These meetings are in addition to the annual staff development review held with the line manager. If the department's doctoral studies coordinator/deputy head of department for doctoral studies, or the head of department, is also a supervisor, the acting head of department or equivalent should be appointed to replace them at the progress meetings.
- The first meeting should be set up as an introduction, and the supervisor should attend part of the meeting to discuss their expectations and those of the doctoral student, ideally using the discussion form for the introduction of new doctoral students as support. This will help them define commitments in the first individual study plan, and the meeting should, therefore, take place

during the first three months of the doctoral student's appointment. This first meeting should be coordinated with the introductory meeting between the doctoral student, the supervisor and the faculty director of studies but can take place either before or after that meeting.

- To ensure that each newly admitted doctoral student gets a social introduction at the department.

Optional

- Initiating the doctoral student's introductory seminar during the first six months, i.e. a seminar where the doctoral student presents their project to the department.
- Informing each doctoral student about the possibility of attending a progress meeting with another doctoral student and their supervisor. The purpose of this is to listen in, without commenting, on another doctoral student's progress meeting to experience different ways of conducting such a meeting. The doctoral student is themselves responsible for finding a candidate whose meeting they can attend, preferably at another department.