

PhD coordinator at the Department of Law

Function description

Objective

The objective of the PhD programme at the Faculty of Business and Social Sciences is to educate researchers at a high international level. The PhD programme aims to meet current and future needs for skilled labour for the performance of research, development and teaching tasks within the university world, private companies and/or public bodies.

The PhD coordinator functions to support this objective at each department. The PhD coordinator is thus responsible for the department's PhD-related activities and for ensuring satisfactory and successful PhD courses for the department's PhD fellows.

Appointment, period of employment

The PhD coordinator is appointed by the head of department. The appointment is for a 3-year term.

Tasks and responsibilities

New PhD fellows

The PhD coordinator is responsible for introducing new PhD fellows to the PhD programme at the Faculty of Business and Social Sciences, including answering questions about PhD courses, work commitments, change of research environment, supervisor tasks, three evaluations, etc.

Quality assurance of the PhD programme

The PhD coordinator is not responsible for and does not have the competence to make decisions regarding the content and/or quality of a PhD Fellow's project (it is incumbent on the PhD Fellow's supervisor to help ensure this). However, the PhD coordinator must help to ensure the reasonable completion of the PhD fellow's overall PhD course, and the PhD coordinator should help with quality assurance of the department's PhD programme. In this regard, the PhD coordinator shall:

- Be available to PhD fellows and principal supervisors regarding issues related to the preparation of PhD plans. The plans must be delivered to the PhD school within two months of enrolment.
- Participate in PhD fellows' *status seminar* after 6–9 months of enrolment and *mid-term evaluation/ mid-term seminar* after 16–18 months of enrolment and be available to PhD fellows and principal supervisors in relation to questions relating to these two seminars, including ensuring a genuine and comprehensive evaluation thereof.
- Be continuously available to and have an individual meeting with each PhD fellow once a year to discuss any challenges that the PhD fellow may encounter in relation to the PhD programme.
- Be continuously available to and have an individual meeting with each PhD supervisor (principal supervisor) once a year to discuss any challenges that the supervisor may encounter in relation to a specific PhD programme and in relation to the Department's PhD programme in general.
- Be continuously available to the Chairs of the Department's PhD Assessment Committee in order to discuss the role of the Chair in general and the specific role(s) in relation to a current assessment task.

Rules and courses

- The PhD coordinator is responsible for keeping up to date on relevant formalities, rules and new initiatives in the PhD area and to inform and advise the Department's PhD fellows, supervisors and management team about these.
- The PhD coordinator is responsible for informing and advising the Department's PhD fellows on relevant PhD course activities. This is done in collaboration with the Department's supervisors.
- The PhD coordinator has overall responsibility for the Department's offering of PhD courses.

Joint events/meetings

The PhD coordinator is responsible for planning and carrying out various joint events:

- The PhD coordinator, in collaboration with the PhD fellows, will plan two annual joint meetings/seminars for the Department's PhD fellows with the aim of ensuring joint professional sparring, exchange of experiences and strengthening of quality in the PhD programme. The themes of the individual meetings/seminars are agreed with the PhD fellows.
- At least once a year, the PhD coordinator will plan and hold an event for the Department's PhD supervisors, with the aim of ensuring quality supervision of the PhD fellows and to support the exchange of experience among the supervisors.
- The PhD coordinator shall participate in a meeting with the Department's Management Group as appropriate (but a minimum of once a year) in order to ensure the continuous development and quality assurance of the Department's PhD programmes and to discuss general issues or challenges related to the Department's PhD activities.

Contact person, etc.

The PhD coordinator acts as the Department's contact person in various contexts:

- The PhD coordinator is the Department's contact person in connection with the Faculty's PhD School.
- The PhD coordinator is the Department's contact person and sparring partner in connection with the PhD Committee.
- The PhD coordinator is a member of the Department's PhD Subject Committee.
- The PhD coordinator is responsible for responding to any enquiries regarding the possibility of becoming a PhD fellow at the Department and/or enquiries related to specific PhD job advertisements.

External relations

The PhD coordinator represents the Department externally and is, among other things, the Department's representative in JurForsk.

Ombudsman function

A well-functioning relationship between a PhD fellow and their supervisor is essential for a successful PhD programme. If problems arise in the relationship between PhD fellow and their supervisor, the PhD fellow can approach the PhD coordinator, who in that case acts as an independent third party/ombudsman. The PhD coordinator treats information from both PhD fellow and supervisor confidentially. The PhD coordinator does not have staff responsibilities, and any matters of a personnel nature are therefore transferred to the head of department.

Financial and personnel responsibility

The PhD coordinator does not have financial or personnel responsibilities. The PhD fellows' expenses are approved by the respective research group leaders, who also hold MUS (performance and development review) with the Department's PhD fellows. The PhD coordinator, if this is deemed appropriate or is the

desire of a PhD fellow, may participate in the MUS.

Gender Equality

In connection with ongoing contact with the department's PhD fellows, the PhD coordinator (and individual supervisors) should be aware of the extent to which gender, nationality, age or other circumstances of PhD fellows result in particular challenges or particular behavioural patterns that are inappropriate in relation to the PhD fellows' programmes. If the PhD coordinator observes inappropriateness in this respect, they should discuss it with the head of department and/or the head of the PhD School with a view to implementing initiatives to address this.

Department of
Law
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