



LUNDS
UNIVERSITET

Faculty of Fine and Performing Arts

Approved by the Faculty Board 25 September 2014

Regulations on supervision and other resources for third-cycle education

1. Supervision and other resources

Legislation and regulations

- Higher Education Ordinance, Chap. 7 Sec. 34 paragraph:
“The number of doctoral students admitted to third-cycle courses and study programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study and whose studies are funded pursuant to Section 36.”
- Regulations for doctoral education at Lund University (1 July 2013)
“The Faculty Board shall decide what further conditions shall apply for the doctoral student in order for acceptable conditions of study in accordance with Ch. 7 Section 34 HEO to be considered to be met.”
(...)
“The faculty board shall stipulate a standard minimum for the scope of a doctoral student’s supervision during his or her studies.”

Conditions for acceptable conditions of study

- Every doctoral student shall be assigned a principal supervisor with primary responsibility for the student’s studies, including the work on the thesis. The principal supervisor shall have the qualifications of a reader and/or have documented artistic expertise in the field.
- At least one assistant supervisor shall be appointed, with expertise that complements that of the principal supervisor.
- A doctoral student has the right to supervision for the period that can be considered necessary for the programme of 240 credits; four years for full-time study.
- Supervision encompasses both help with the direction of the student’s studies and the thesis and support during the course of the work.
- Doctoral students have the right to a workspace, computer, email address and telephone at their department.
- Doctoral students shall have a workplace induction.
- Doctoral students shall have an annual appraisal with the head of the department.

Scope and structure of supervision

- The total scope of four years' supervision is 340 working hours for the principal supervisor (5% for four years) and 204 working hours for the assistant supervisors (3% for four years).
- Supervision can take place either individually or in groups.
- Doctoral students reach an agreement with their supervisor on what forms supervision will take. Such agreements are to be documented in the individual study plan.

2. Routines for change of supervisor

Legislation and regulations

- Higher Education Ordinance, Chap. 6 Sec. 28 second paragraph: "A doctoral student who so requests shall be allowed to change supervisor."
- Regulations for doctoral education at Lund University (1 July 2013): "The faculty board shall decide on routines for a change of supervisor."

Procedure

Changing supervisor can entail practical and financial difficulties. It can be difficult to find a new supervisor with the right expertise, and also for a new supervisor to become familiar with a doctoral project that is at an advanced stage. Students who are considering changing supervisor should contact their supervisor/assistant supervisor as the first port of call, alternatively the head of department second and the dean third. The procedure is as follows:

- The doctoral student applies for a change of supervisor incl. name of proposed new supervisor. The application is made in writing and addressed to the head of department.
- The head of department discusses the proposed change with the doctoral student, possibly in consultation with the former supervisor and the subject coordinator.
- When the doctoral student and head of department have reached an agreement with the new supervisor, the individual study plan is updated and then submitted to the Faculty Board for a decision.

3. Routines for appointing an additional supervisor

Legislation and regulations

- Higher Education Ordinance, Chap. 6 Sec. 28 first paragraph: "At least two supervisors shall be appointed for each doctoral student. One of them shall be nominated as the principal supervisor."

Procedure

In the event that part of the studies require specialist knowledge outside the expertise of the student's ordinary supervisor, the doctoral student can be assigned a temporary additional supervisor.

- An application for an additional supervisor is submitted to the head of department by the doctoral student or the supervisor with the name of the proposed extra supervisor and the dates for which this would apply. The application must include an explanation as to why additional supervision is required.
- The head of department takes a decision on whether to approve or reject the application and whether to allocate resources for an extra supervisor.

4. Dealing with supervision problems

Any conflicts within the supervision situation should primarily be prevented and dealt with through discussion between the doctoral student and the supervisor. If this is not possible, the doctoral student should contact the subject coordinator or the head of department, and otherwise the dean. The doctoral students' union or the trade union can also provide support. The doctoral students' union also has a doctoral student ombudsman whom students can contact for help and support with any problems that arise during their studies.

More information and assistance is available on www.studera.nu:

<http://studera.nu/startpage/doctoral-studies/third-cycle-studies/the-supervisor/>