



## Mandate for Ph.D. Coordinator

Established	Established by
21.05.24	Vice Rector for Research

All specialisations in the Ph.D. programme have a Ph.D. coordinator.

The Ph.D. coordinators are individually responsible for the follow-up of all Ph.D. students and their supervisors within their respective specialisations. They are also responsible for the course portfolio and the academic coherence of their specialisation.

The Ph.D. coordinators are appointed by the Vice Rector for Research based on recommendations from the departments.

### **Role**

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The Ph.D. Coordinator

- serves as the academic leader and coordinator for the specialisation
- is responsible for promoting academic coherence within the programme
- reports to the Vice Rector for Research and is responsible for following up on decisions related to the Ph.D. programme
- acts as a liaison between the Vice Rector for Research and the departments

### **Areas of Responsibility**

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The Ph.D. Coordinator is responsible for

- the composition of the specialisation's course portfolio within the framework set by the Vice Rector for Research.
- quality-assuring courses and course descriptions before they are approved by the Vice Rector for Research.
- ensuring that each Ph.D. student's training component aligns with the learning outcomes at the programme level.
- proposing supervision committees.
- following up with supervisors in their work and execution of their role.
- monitoring the progress of each Ph.D. student, including ensuring the completion of progress reporting and mid-term evaluations.
- ensuring a positive learning environment within the specialisation.
- facilitating relevant career guidance for Ph.D. students.
- proposing assessment committees.

The Ph.D. Coordinator shares responsibility for

- maintaining and developing a specialisation characterised by high academic and pedagogical quality, optimally aligned with the programme-level learning outcomes.
- contributing to the Assurance of Learning (AoL) work within the Ph.D. programme.
- assisting in the promotion and recruitment efforts for the specialisation and the Ph.D. programme.

The Ph.D. Coordinator must also ensure that

- the specialisation facilitates opportunities for Ph.D. students to gain international experience, such as through participation in conferences, research stays, and/or internationalisation at home.

The departments may additionally delegate tasks to the Ph.D. Coordinators that naturally complement the responsibilities outlined in this mandate. For example:

- conducting employee development conversations.
- prioritising funding applications from Ph.D. students.