



## **The Director of Doctoral Studies**

Every department is to have at least one director of doctoral studies, appointed by the head of department on consultation with the academic vice president for doctoral education. The term of office should run for at least three years. The department receives a fixed sum plus a sum per active doctoral student by way of remuneration from the Faculty Board.

**The main responsibilities of the Director of Doctoral Studies** are to support doctoral students and their supervisors, to maintain a high standard of doctoral education and to ensure compliance with all pertinent regulations and instructions.

### **The position includes the following duties:**

- To inform
  - To provide the department's doctoral current and prospective students and supervisors with information and advice on doctoral education.
  - To ensure that new doctoral students are given a specific introduction to the department and that the departmental website is kept update with information about doctoral education at KI.
- To assess doctoral environments and supervision
  - To liaise with the head of department and other departmental managers in making sure that doctoral students are not admitted to inappropriate environments. This is mainly done through the reviews that are carried out ahead of the establishment of a doctoral position and the Green Light process, but also requires the continual monitoring of environments and supervisor competence.
  - To present reports on doctoral candidates to the head of department for decisions regarding admissions. This includes checking that the information on the candidates, even in cases exempt from advertisement, confirms that their suitability and ability have been assessed and assured.
- To establish and review individual study plans
  - To help ensure that the doctoral students' individual study plans maintain a high standard and thus serve as a support for their education. (A well-conceived individual study plan that clearly lays out the undertakings of the student and his/her supervisors eases the handling of problems and the withdrawal of resources.)
  - To ensure that the general syllabus is followed, particularly that doctoral students are aware of which courses are compulsory (which depends on the nature of their project and their background).
  - To decide on the establishment of individual study plans when so delegated by the head of department<sup>1</sup>.
- To monitor the students' progress
  - To help students stick to schedule by ensuring that different programme components and checkpoints take place at the right time (the introduction, compulsory courses, annual follow-ups, half-time review and thesis defence). This includes issuing

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<sup>1</sup> Otherwise the establishment of the individual study plan is decided by the head of department.

reminders and providing information and support. It is particularly important that the half-time review takes place on time. Any problems of a serious or principle nature are to be reported to the head of department.

- To invite all doctoral students to a meeting, either individually or collectively, at the time of the first annual follow-up. This is to give the director of studies a chance to meet the students and anticipate any problems there might be.
  - To ensure that all requirements are met in advance of the half-time review (e.g. that a suitable half-time board has been proposed) and that any separate follow-up recommended by the board is carried out.
  - To focus during the third annual follow-up on identifying doctoral students at risk of falling behind schedule so that relevant measures may be taken.
  - To ensure that the department has appropriate and effective procedures in place for the regular semesterly reports on each student's activity and study funding.
  - To certify that doctoral students have met the requirements of the general syllabus ahead of their thesis defence.
- To manage problems
    - To support doctoral students and their supervisors should any problems arise, and to give advice and practical help in taking the necessary remedial measures (e.g. change of supervisor).
    - To maintain close contact with the individuals involved and ensure that meetings and agreements are properly recorded.
    - To inform and consult with the central director of studies and/or academic vice president whenever the director of studies and the head of department need support and/or are unable to resolve the situation.
    - To assist the head of department in applying to the president for the withdrawal of a doctoral student's resources.
  - To serve as chairperson on the Doctoral Board
    - Each department is to have a board that deals with issues related to doctoral education. Tasks include judging the scientific project on the establishment of a doctoral position and supporting the director of doctoral studies on matters of concern to doctoral education.
  - To accredit courses and approve the reporting of credits
    - To review and decide on credit transfer when so delegated by the head of department<sup>2</sup> and in accordance with the Higher Education Ordinance and KI's instructions, and to consult with the central director of studies in the event of any uncertainty.
    - To approve the reporting of participation in credit-bearing educational components/activities that are not courses, and to consult with the central director of studies in the event of any uncertainty.
  - To consult
    - To inform the head of department at the agreed intervals about the doctoral education situation at the department, including any problems, and to propose means of strategic development.
    - To inform and consult with the academic vice president for doctoral education and the central director of studies regularly in an emergency and at the academic vice

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<sup>2</sup> Otherwise accreditation is decided by the head of department.

president's annual follow-up of doctoral education at the department; and to take active part in the centrally arranged directors of study meetings.

**Bias/conflict of interest**

Should a director of doctoral studies have a bias or conflict of interest (e.g. in matters concerning a student whom he/she is supervising), he/she is to be replaced by a presidentially approved delegee.