



INSTITUTIONEN FÖR SOCIOLOGI OCH ARBETSVETENSKAP

Rules and Procedures for Postgraduate Studies

Head of department decision, 13 Oct 2022

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The Department of Sociology and Work Science conducts postgraduate studies in two subjects. These are sociology (a specialisation in science and technology studies included therein) and work science. At the department, there are also research students who have been admitted to the third-cycle subject area education in social science. This subject area is part of the Educational Sciences Graduate School at the Centre for Educational Sciences and Teacher Research (CUL).

The purpose of this document, *Rules and Procedures for Postgraduate Studies*, is to clarify for research students and supervisors: the contact people for various issues; and, which rules and procedures apply at the department. However, it is important that research students and supervisors also read the university-wide rules and regulations. The latter are based on Sweden's Higher Education Act and Higher Education Ordinance. These are set out in *Rules and Regulations for Third-cycle Studies at the University of Gothenburg – Doktorandreglerna*.

The following positions at the department are held by the people set out below (updated August 2023).

Assistant head of department with responsibility for research and postgraduate studies: Mattias Wahlström.

Director of postgraduate studies and research student examiner: Lotta Dellve / Sofia Strid

Postgraduate studies administrator: Sandra Schriefer / Iréne Carlensberg

Human resources officer: Anna-Karin Wiberg

Purchases and travel administrator: Pia Jacobsen

Chair of the postgraduate studies subject group: Megan Rådesjö.

Who is in charge of what

Head of department

The head of department decides on:

- Admission to third-cycle courses and study programmes. Admission cases are prepared by the Department Council (IR) and the Drafting Committee for Research and Postgraduate Studies (BFF).
- Leave of absence for research students. Leave has to be in accordance with the University of Gothenburg's (GU's) *Rules and Regulations for Third-cycle Studies*.
- Extension of postgraduate study period owing to departmental duties (including, for example, teaching and administration). In accordance with the University of Gothenburg's *Rules and Regulations for Third-cycle Studies* (§ 11.3) and the Higher Education Ordinance (1993:100 § 5.2), this "may not exceed 20% of a full-time position across the study period" (i.e. 1,700 hours over four years = an extension of one year).

The head of department is responsible for each research student:

- Having, no later than by the start of studies, access to: a workplace; the university's premises; a computer for own use; and, other equipment necessary for his/her studies.
- Being given a good introduction, as well as access to relevant information regarding the terms and conditions of his/her appointment and to rules and procedures

regarding third-cycle courses and study programmes.

Assistant head of department with responsibility for research and postgraduate studies

The assistant head of department with responsibility for research and postgraduate studies:

- Is chair and convener of the Preparatory Committee for Research and Postgraduate Studies and represents the department on the faculty's Preparatory Committee for Research and Third-cycle Courses and Study Programmes (BFF).
- Reports to the head of department.
- Is in charge of the department's strategic work within the area of research and postgraduate studies.
- Is responsible for issues related to research and postgraduate studies being forwarded, where relevant, to the department's communications officer and being made visible via the website.

On delegation by the head of department, the assistant head of department decides on (in accordance with the department's Delegation of Authority Policy, 29 Sep 2022):

- Transferring of course credits into third-cycle courses and study programmes.
- Appointing supervisors for research students (principal supervisors, second supervisors and, if necessary, stand-in supervisors).
- Appointing reviewers of licentiate theses.
- Ratification of individual study plans (ISPs).
- Monitoring and approving of ISPs (in the role of research student examiner in cases where the director of studies is a supervisor).
- Planning and preparing (in collaboration with the BFF) admission to postgraduate studies.

Director of postgraduate studies

The director of postgraduate studies has the operative responsibility for third-cycle education and collaborates with assistant head of department and postgraduate studies administrator in the strategic and improvement work. The director of studies:

- Prepares and monitoring general syllabuses.
- Monitors and approving ISPs (in the role of research student examiner).
- Prepares, in collaboration with the BFF, postgraduate course syllabuses/changes to postgraduate course syllabuses.
- Plans the order of courses and appoints course coordinators for the upcoming academic year.
- Examines "individual undertakings" (IÅs).
- Plans and convenes meetings of the Supervisors' Colloquium.
- Is contact person on issues related to postgraduate study courses, supervision and progress in the writing of theses.
- Conducts performance reviews with research students.
- Plans the inductions of newly admitted research students.
- Conducts, in collaboration with the assistant head of department with responsibility for research, residential sessions for research students.
- Decides on the use of funds from the "internationalisation pool".
- Collaborates with assistant head of department regarding work with doctoral student admission.

- Suggests supervisors and handles matters related to the change of supervisor.
- Is responsible for information about rules and procedures within doctoral education.

Postgraduate studies administrator

The postgraduate studies administrator is responsible for:

- Providing administrative support in postgraduate studies by;
 - processing information about research students, supervisors, thesis proposals, midway seminars and final reviews (scheduling of these three latter included therein).
 - coordinating information dissemination in respect of thesis proposals, midway seminars and final reviews of thesis manuscripts.
 - in connection with thesis defence, assisting with defence requests, venue bookings, technical support (streaming included therein) forms for the examining committee's minutes and remuneration for external reviewers (see point 12).
- Collecting and compiling, in collaboration with course coordinators, the written composite course evaluations of participants on postgraduate study courses.
- Compiling the departmental duties performed by research students and, with the head of HR, coordinating paid hours used/remaining.
- Administering the Ladok, FUBAS and Canvas study administration systems.

Preparatory Committee for Research and Postgraduate Studies

The Preparatory Committee for Research and Postgraduate Studies assembles all the department's professors and the director of postgraduate studies. The committee is in charge of:

- Drafting programme and course syllabuses for the Department Council.
- Drafting and submitting postgraduate study admission proposals for decision by the head of department.
- Drafting strategies for research and postgraduate studies.
- Monitoring objectives and strategies for research and postgraduate studies.
- Drafting responses to documents circulated for comment in the area of its responsibilities.

Supervisors' Colloquium

The Supervisors' Colloquium is a collegial forum for pedagogic and constructive discussions centred on general supervision issues. It is convened by the director of postgraduate studies and assembles all postgraduate study supervisors.

1. The general syllabus

There shall be a general syllabus for each postgraduate study subject. Said syllabuses are to: regulate entry requirements, content, structure and learning outcomes for the courses and study programmes; and, be the starting point for each individual research student's ISP. The Faculty Board is to adopt new general syllabuses and decide on changes therein. The general syllabuses shall be in Swedish and English.

The latest general syllabuses for sociology (including sociology with a specialisation in science and technology studies) and work science were adopted by the Faculty Board of Social Sciences in June 2023. CUL research students study in accordance with the general

syllabus for third-cycle courses and study programmes for education in social science adopted by the Committee of the Faculty of Social Sciences in March 2014.

Where research students have been admitted under general syllabuses earlier than the above then, for example, course components and compulsory course credits may be different from those in the latest general syllabuses. If supervisor and research student agree to switch general syllabus to the most recently adopted, there are no formal obstacles to this. If they do not agree, then the general syllabus under which the research student was admitted applies. Any switch of a general syllabus shall be recorded in the relevant ISP.

2. The individual study plan

An individual study plan (ISP) shall be ratified no later than two months after admission. The principal supervisor is responsible for an ISP being initiated and for the annual monitoring of said ISP. ISPs shall be updated annually. This entails a recurring opportunity to plan for and evaluate the entire postgraduate study period and the supervisor relationship. In this discussion, do not hesitate to use *Documentation for evaluation of the supervisor relationship* (appendix). Updated ISPs are also essential for the department's ability to react in time and provide the support that is necessary if the rate of study is not as planned.

In consultation with the research student examiner, each ISP is to be jointly updated by the research student and supervisor. No later than the 15th of October each year, ISPs shall be revised and signed in the ISP system. Each one is then to be approved by the research student examiner and ratified by the head of department. Each ISP shall be revised at least once a year, even if the research student is not actively conducting postgraduate studies (<https://medarbetarportalen.gu.se/studieadministration/sah-forskarniva/>).

- Supervisor and research student are responsible for the ISP being discussed with the research student examiner once a year before the stated date.
- The principal supervisor is, along with the research student, responsible for making the ISP a living document and tool throughout the entire study period.
- Before updating of ISPs, postgraduate studies administration compiles, for each research student, details of level of activity and remaining postgraduate study time (granted leaves of absence, teaching and departmental duties).

3. Postgraduate study courses

Course components and compulsory and elective courses are regulated by the general syllabus in each subject. The courses to be given in sociology and work science are planned on a two-year basis. The compulsory courses given at the department are set out in Appendix G. For current courses, see FUBAS (the university-wide system support for postgraduate course syllabuses). For information on the long-term scheduling of courses, contact the director of postgraduate studies.

An “individual undertaking” (IÅ, Sw. “individuellt åtagande”) is a credit-attracting element that, although it is in a research student's third-cycle courses and study programmes, does not have a course syllabus. An IÅ relates to one (1) research student on one (1) occasion and is designed by a supervisor in accordance with the administrative procedures set out below.

1. Supervisor and research student together identify a theoretical or methodological area for which there is no established course, but for which research students have a need.
2. Any planned IÅ is to be recorded in the relevant ISP.
3. In accordance with a template, the principal supervisor writes IÅ documentation and attaches it to the ISP.
4. Each ISP, any IÅ included therein, is to be approved by the research student examiner and ratified by the head of department.
5. When an IÅ has been completed, there are assessments of: (1) the work; (2) the process. These are carried out by, respectively, the supervisor/course coordinator and the research student examiner. The research student examiner then informs the postgraduate studies administrator, who enters the results in Ladok. Said results are then attested by the research student examiner.

4. Seminars

All research students at the department shall actively participate in the department's seminar operations. Each research student is to record planned and completed seminar participation in his/her ISP, i.e. which seminar(s) and scope of involvement. Seminar participation is also regulated by the general syllabus (sociology, sociology with a specialisation in science and technology studies, work science and CUL research students), which states that each research student is to present his/her work at a seminar on at least three occasions:

- the thesis proposal;
- the midway seminar; and,
- the final review.

For each such seminar, research student and supervisor: book a time; invite, in consultation with the director of studies, internal commentators (preferably a research student and a researcher who has a doctoral degree); and, spread information and documentation for the seminar, in collaboration with the chair of the seminar.

Thesis proposal procedures

Thesis proposal is to take place: three months (effective time) after admission; and, in one of the department's seminar series (preferably a seminar series that the research student is primarily attending).

Midway seminar procedures

The midway seminar is to take place: after the elapse of half the study period; and, in one of the department's seminar series (preferably a seminar series that the research student is primarily attending).

In line with the general syllabuses, commentators may be internal or external (preferably a research student and a researcher who has a doctoral degree). For research students writing compilation theses, the research student's and the supervisors' planning in respect of the number of articles shall be discussed with the reviewers.

Final review procedures

The final review is to take place six months before the estimated date of thesis defence. The review is to be arranged as part of the General Seminar. There are guidelines for reviewing theses at final reviews (see appendices).

There is a template for hourly remuneration of commentators and reviewers at the above seminars. Contact the postgraduate studies administrator for the current hourly rates.

5. Supervision

Two supervisors (a principal supervisor and a second supervisor) are to be appointed for each research student. The main rule is that the principal supervisor is employed at the Department of Sociology and Work Science or has a link (e.g. through an affiliation) with said department (or, when needed for the multidisciplinary subject work science: is employed at the University of Gothenburg); have at least reader (docent) qualifications; and, have undergone supervisor training. The second supervisor shall be linked to the University of Gothenburg by employment or an assignment contract.

After consultation with the assistant head of department, research student and envisaged supervisors, the director of studies nominates supervisors. The decision on supervisors is taken by the assistant head of department with responsibility for research and postgraduate studies. Details of *Supervisor and research student undertakings* and *Documentation for evaluation of the supervisor relationship* are available (see appendices). Detailed descriptions of, and checklists covering, what supervisors are expected to do and the department's pedagogic and administrative support for supervisors are available via the Staff Portal.

Each research student is entitled to a total of 400 supervision hours throughout the postgraduate study period. Hours are to be divided between principal supervisor and second supervisor as agreed by said supervisors (see the appendix with example models for supervision by seconds or assistants). The principal supervisor is responsible for reporting (in advance) the division of hours to the finance administrator.

Research students are entitled to change both principal supervisor and second supervisor. Requests should be written and addressed to the head of department. No justification of a request needs to be provided. On such a request being made, the head of department shall, in consultation with the research student examiner and assistant head of department with responsibility for research and postgraduate studies, seek to effect a smooth change of supervisor.

If a principal or an assistant supervisor is to be on sick leave for a lengthy period, a stand-in supervisor is to be appointed.

6. Research student examiner

At admission, a research student examiner is to be appointed for each research student. The research student examiner shall be at least a reader and employed by the University of Gothenburg. Neither principal supervisor nor second supervisor may be the research student examiner. The research student's research student examiner shall be stated in the ISP.

In consultation with supervisor and research student, the research student examiner shall draw up and revise said ISP and participate in the monitoring of studies. After consulting with the research student and principal supervisor, the research student examiner is to approve the ISP. This is then to be ratified by the head of department. On a proposal

from the head of department, the dean decides who may be research student examiners. The dean can grant exemption from the requirement that the research student examiner shall be at least a reader.

In our department, the main principle is that the director of postgraduate studies is the research student examiner for those research students for whom said director is not a supervisor. Where said director is a supervisor, the assistant head of department is normally the research student examiner.

The research student examiner: decides whether research students fulfil course requirements as per the general syllabus for the relevant subject; and, attests theses in Ladok.

7. Appointment and salary

The department admits research students who are fully financed. This often entails a research studentship at the department. Salary is as per the research student pay scale (four levels). When thesis work progresses as per the study plan, pay increase dates are determined in accordance with levels 1 – 3. The increase to 100% (level 4) takes place after thesis defence (as per GU's local regulations).

Increases are taken care of by HR and the postgraduate studies administrator in their monitoring of research student hours and departmental duties. If a research student does not follow his/her ISP or study route, pay level increases may be postponed. This is decided collaboratively by principal supervisor and research student examiner at the annual monitoring of ISPs or when any other relevant reason arises.

There are separate pay-level rules for research students whose appointments are with other employers or who are appointed in another country.

8. Internationalisation

There is a formal requirement for research students to be internationally active. For this to be possible in practice, the director of postgraduate studies can grant funds of around SEK 60,000 for each research studentship. Fund use shall be approved by supervisors and decided on by the director of studies. For CUL research students, the department is to provide the sum corresponding to the difference between SEK 60,000 and direct funding from the CUL Graduate School. Research students are not automatically entitled to use the funds.

Being active internationally can be accomplished both abroad and on home ground. Funds can be used for various activities throughout the study period, for example, active scholarly participation in international conferences. The “internationalisation pool” also covers language reviews of thesis texts. Literature purchases can only be approved in exceptional cases (e.g. if it is course literature for an international postgraduate study course or hard-to-obtain literature).

Research students are to: address questions regarding fund use to the director of studies; complete travel orders; and, themselves keep records of claimed expenses.

At the annual monitoring of ISPs, internationalisation (conference and longer visits both

included therein) and how such activities can be facilitated are to be discussed.

9. Departmental duties and leave of absence

The Higher Education Ordinance (HF chap. 5 § 2) enables departments to require research students to undertake departmental duties (e.g. teaching and administration). Said duties may not exceed 20% of the studentship (cf. § 11.3 of GU's *Rules and Regulations for Third-cycle Studies*). For the Department of Sociology and Work Science, this means that there may be, in total, no more than 1,700 clock hours of departmental duties per four-year research studentship. Departmental duties shall give rise to a corresponding extension of the study period. As a standard recommendation to supervisors and research students, it is additionally the case that departmental duties should not exceed 40% of the studentship in any semester (i.e. 340 hours in a full-time studentship). In addition to the above, the research studentship may, in accordance with the *Rules and Regulations for Third-cycle Studies*, be extended where the research student takes on a position of trust or student union work.

After consultation with supervisors and the director of postgraduate studies, all departmental duties shall, before implementation, be approved by the head of department via ratification of the ISP. The director of postgraduate studies shall seek to: take each research student's interests into account in the planning of teaching in first-cycle courses and study programmes; and, ensure that such departmental duties comply with the Higher Education Ordinance (HF chap. 5 § 2) and GU's *Rules and Regulations for Third-cycle Studies* (§ 11.3) in that "Departmental duties may not have a negative impact on the courses and programmes and may not exceed 20 per cent of a full-time position over the entire study period".

Postgraduate studies shall be full-time. If there are special reasons, the head of department may grant leave of absence of no more than 50% of a full-time position. Under other legislation or agreements (e.g. Sweden's Parental Leave Act), research students may be entitled to more leave of absence. Granted leave of absence may give rise to an extension of the study period.

Research students whose mother tongue is not Swedish are to be encouraged to learn Swedish. As an element in this, the department has adopted a policy entailing that, over the study period, the head of department is to grant, for language studies, leave of absence of up to 20% of a full-time position.

10. Ethics

In third-cycle courses and study programmes at the University of Gothenburg, courses in research ethics (totalling at least 2.5 higher education credits) are compulsory (Vice-chancellor decision U 2018/513).

As regards research student projects with research involving humans or animal tests, the principal supervisor is responsible for any applications for ethical approval being submitted and approved.

Licentiate theses and doctoral theses shall be written in accordance with good research practice.

On suspicion of deviation from good research practice, a report shall be drawn up in accordance with Sweden's Act on responsibility for good research practice and the examination of research misconduct. Said report is to be processed in accordance with the university's administrative procedures on suspicion of deviation from good research practice.

11. The thesis defence process

This is a compilation of the department's processes related to leading and coordinating thesis work through to the writing of a thesis manuscript in its final form and the defence thereof. Several people/bodies participate in the thesis defence process. Their areas of responsibilities and tasks have been summarised below.

GU's and the Faculty of Social Sciences' rules around thesis defence and notification ("nailing") of the date of thesis defence are available on the faculty's Staff Portal website. Said site also has: a web form for requesting a thesis defence; and, the application for a doctoral degree:

<https://medarbetarportalen.gu.se/samfak/doktorander/disputationsinformation/>.

The principal supervisor is responsible for:

- Consulting with research student, director of studies and postgraduate studies administration on: the date of the defence; the external reviewer; and, members of the examining committee. Praxis is that the internal reviewer who was in the review committee at the final review is to be included in the examining committee. However, external reviewers of the thesis manuscript at the midway seminar or final review should not be proposed as members of the examining committee.
- Submitting, to the assistant head of department with responsibility for research and postgraduate studies: proposals for defence date, external reviewer and members of the examining committee; and, as regards travel bookings, accommodation, purchases, etc., informing either the postgraduate studies or purchases administrator as soon as possible.
- Contacting envisaged external reviewer and members of the examining committee and investigating, in accordance with current principles, any conflicts of interest.
- Ensuring that the external reviewer receives written and oral information about requirements and expectations at the defence proceedings (see "To the opponent").
- Receiving the external reviewer and examining committee (at lunch).
- Ensuring that signed examining committee minutes and fee forms are submitted to the postgraduate studies administrator.

The research student examiner is responsible for:

- Ensuring that the defence request (with proposals for external reviewer, examining committee and chair) is made preferably eight (and no less than six) weeks before the defence. External reviewer and examining committee shall already have been approached by a supervisor and accepted the assignment.
- Ensuring that the external reviewer receives written and oral information about requirements and expectations at the defence proceedings.

The postgraduate studies administrator is responsible for:

- Completing, in accordance with details from the principal supervisor, a digital form requesting a defence, preferably eight (and no less than six) weeks before the defence.

- Booking venues for the defence and the examining committee’s deliberations.
- Informing a communications officer.
- Disseminating information about the defence (streaming link included therein) to everyone at the department.
- Ensuring that technology (equipment for digital streaming included therein) is available on-site.
- Ensuring that the external reviewer receives a form for the payment of remuneration (foreign external reviewers are also to have a so-called SINK form – “Application Special income tax for non-residents”) and that this latter is paid.

An administrator is responsible for:

- Arranging bookings for incoming travellers and communicating, with the relevant people, about travel and hotels.
- Booking lunch for the examining committee’s members, etc.
- Arranging purchases of flowers.

A communications officer is responsible for:

- The research student being offered the opportunity to disseminate the findings of the thesis via press releases, either before or after the defence. If the research student wishes to assist in this, press releases are to take the form of an interview. Press releases are also to be translated into English.
- Disseminating information about the defence and the findings of the thesis via the department’s social media and watching for and disseminating any external media attention in connection with publication of the findings.
- Entering information about the defence in the calendar on GU’s/the department’s website (in accordance with information from the postgraduate studies administrator).

The research student is responsible for:

- Maintaining contact with the ISBN administrator and the purchase administrator (who is to get quotations from printing companies).
- Preparing the layout of the thesis manuscript (cover included therein) – templates for notification of submission of a thesis and for layout are available from the purchase administrator.
- Appending to the thesis manuscript an up-to-date list of all the department’s theses (available from administration).
- Booking a time for printing. The printer shall deliver no later than four weeks before the defence.
- Providing documentation (notification of submission of a thesis and manuscript) to the faculty’s education officer so that this latter can book said notification. Notification (“nailing”) shall take place no later than three weeks before the defence. Note that days between 16 June and 15 August, as well as between 24 December and 6 January, are not to be counted in the notification time.
- Submitting 15 legal deposit copies of the thesis to the university library (UB).
- Ensuring that the external reviewer and examining committee receive a copy of the thesis no later than three weeks before the defence.
- Making purchases in preparation for the mix and mingle after the defence – see under the Disputationer (“Thesis defence”) heading of https://medarbetarportalen.gu.se/digitalAssets/1764/1764065_policy-bema--rkelser-socav-200206.pdf.

- Organising people to: set tables for and serve at the mix and mingle; and, prepare the venue before and tidy it up after said event. It is suggested that this is done via the email list, doktorander@socav.gu.se.
- Writing and printing any errata for the day of the defence.

The chair of the defence proceedings is responsible for:

- Opening and getting the defence proceedings under way by welcoming everyone and presenting the research student, external reviewer, examining committee and supervisor.
- Throwing the floor open as per the following principles:
 1. External reviewer (or thesis author) summarises the thesis.
 2. External reviewer and thesis author discuss the content of the thesis.
 3. The examining committee's members are given opportunity to put questions to the thesis author.
 4. The audience is given opportunity to put questions to the thesis author.
 5. The chair declares the defence proceedings closed.
- Escorting examining committee, external reviewer and supervisor to a venue for deliberations. When the examining committee has appointed an internal chair, the chair of the defence proceedings' assignment is at an end.

12. Further information

University-wide rules and regulations for third-cycle studies and other information are available at:

<http://www.doktorand.gu.se/> and

<https://samfak.gu.se/forskarutbildning/regler-och-riktlinjer>.

APPENDICES

a. SUPERVISOR AND RESEARCH STUDENT UNDERTAKINGS

1. *What can a research student expect of supervisors?*

In general, that supervisors:

- Provide supervision to the extent financed by the department (for both supervisors, a total of 400 hours across four years, i.e. 100 hours a year when full-time, without extension) said time also including the supervisors' preparation ahead of supervision.
- Are familiar with the research student's thesis work and comply with agreements made with the research student.
- Review the research student's work constructively (giving both oral and written feedback) and document how supervision is progressing. This is for safety's sake, in case something should happen to a supervisor. Alternatively, supervisor and research student can agree that the research student is to take notes and, a few days after each supervisor meeting, resubmit these as "minutes".
- Over time, adapt the scope of supervision to the current needs expressed in the ISP.

More specifically, that a supervisor:

- Has prime responsibility for the ISP and ensures that the research student starts thesis work and has clear tasks at the beginning of his/her research study period.
- Is responsible for applying for ethical approval for research student projects with research involving human or animal tests.
- Helps to demarcate the thesis subject and plan the thesis work (this including choice of methods, materials and theories as well as methodical performance and analysis) and recommends literature relevant to the thesis work.
- Carries out an annual evaluation of the supervisor relationship.
- Aids the research student's planning when compulsory and elective courses have to be chosen and discusses appropriate elective courses for the research student.
- Discusses the research student's teaching undertakings and wider issues critical to his/her career.
- Supports the research student in his/her research work in a good work environment and stimulates the research student's independence.
- Encourages the research student to participate in international conferences and courses and helps to establish contacts and introduce the research student into Swedish and international research networks.
- Helps with applying for funding (for conference trips, travel for empirical purposes, etc.) throughout the postgraduate study period.
- Shall promote the research student being introduced into national and international research communities.
- Is responsible for the research student regularly and repeatedly having access to career guidance throughout the study period.

2. *What can supervisors expect of a research student?*

That the research student:

- Adheres to the plans and agreements decided on with supervisors.
- Regularly works on his/her thesis manuscript and allows supervisors to study what has been written.
- Comes prepared to supervision sessions (i.e. has submitted input in good time).
- Is honest with supervisors about what has and has not been done in thesis work.
- Maintains contact with supervisors and informs them of breaks owing to holidays, illness or parental leave.
- Takes the initiative in making arrangements when supervision is required and makes clear to supervisors: what the research student needs help with; and, the student's expectations as regards what supervisors are to do.

b. EXAMPLES OF MODELS FOR SUPERVISION BY SECONDS OR ASSISTANTS

Flexible model: The assistant supervisor's input is decided from case to case depending on need and expertise. This may be done on a one-year basis with a follow-up evaluation.

Assistant supervision in abeyance: Assistant supervisors serve as stand-ins who come in (either 50/50 or to help 80/20 with more specific tasks) after a year or so.

Predetermined pool: Assistant supervisors have fixed amounts of time and money that can be drawn on for special supervision in theory or methodology. On top of this, there is a pool that can, for example, be used for certain quantitative/qualitative analyses or special supervision in academic writing.

Overlapping supervision: Assistant supervisors are less experienced than principal supervisors, but the aim is that those starting as second supervisors shall take over as principal supervisors.

c. DOCUMENTATION FOR EVALUATION OF THE SUPERVISOR RELATIONSHIP

Annually, as an element of supervision, the principal supervisor and research student shall jointly evaluate the supervisor relationship. The form and date of evaluation shall be jointly decided by both parties. However, it is important that the ISP states that evaluation has taken place. This is to be done by noting “supervisor relationship evaluated” in the “Supervision Table”. The questions below are intended as inspiration for what can be dealt with in the evaluation.

1. What, over the past year, has worked well in supervision:

- From the research student’s perspective?
- From the supervisor’s perspective?

2. Which supervision input does the research student require more of in the coming year:

- From the research student’s perspective?
- From the supervisor’s perspective?

3. How is communication with, and work allocation between, principal and assistant supervisor functioning:

- From the research student’s perspective?
- From the supervisor’s perspective?

4. What, over the past year, has worked less well in supervision:

- From the research student’s perspective (as regards both supervisor and own input)?
- From the supervisor’s perspective (as regards both research student and own input)?

5. What can be done to reinforce the good and avoid the less good elements in supervision?

d. GUIDELINES FOR DOCTORAL THESES AND LICENTIATE THESES

The guidelines set out below for doctoral theses and licentiate theses apply at the Department of Sociology and Work Science (embodied in the department's BFF of 15 Dec 2015).

In accordance with the rules that the Higher Education Ordinance sets out for doctoral and licentiate degrees, theses for these shall be defended in, respectively, a public defence and a public seminar. The conflict of interest rules (§§ 16 – 18) of Sweden's Administrative Procedure Act (2017:900) shall be observed in appointing an external reviewer.

Theses shall be: based on independent research work; of good international scholarly standard; and, written in accordance with good research practice as per Sweden's Act (2019:504) on responsibility for good research practice and the examination of research misconduct. The format can be either a uniform, cohesive work (monograph thesis) or a compilation of academic papers (compilation thesis).

A doctoral compilation thesis shall contain at least three articles, the research student being the lead author of at least two of these. At least one of these should be peer-reviewed and accepted.

If the research student is not the lead author of at least two of the articles, or if there are other relevant reasons, the number of articles is to be increased to 4 – 5.

If a thesis has contributions from several authors, the individual research student's contribution shall be detailed in writing and attested by co-authors. Said detailing and attestation shall be joined in a separate appendix.

The summarising chapters (Sw. kappa) are an essential component of a compilation thesis. Their function is to frame the articles in a wider academic context and show the relationships between them. The summarising chapters shall contain the same basic elements as a monograph thesis: theory, previous research, methods, problematisation, results, analysis and summary. A doctoral thesis can include a previously assessed licentiate thesis or part, or edited parts, of this latter. If parts of a licentiate thesis are included in doctoral thesis work, this shall be clearly set out in the latter thesis and shall be defended at the thesis defence.

The requirements in respect of a licentiate thesis equate approximately to half a doctoral thesis. A licentiate thesis can be written as a monograph or as a compilation. If it is a compilation, it is normally to contain summarising chapters (Sw. kappa) and one to two articles, the licentiate student being the lead author of at least one of these. It is not necessary for the articles to have been published at the time of defence. Nonetheless, they are to be of a quality assessed as satisfactory for publication in a scholarly journal. Requirements in respect of the summarising chapters are lower than is the case for a doctoral thesis, but depend on the number and character of the articles. If a compilation licentiate thesis has only one article, the requirements in respect of the summarising chapters are higher than when such thesis has two articles.

Licentiate theses do not have to be printed. When a thesis is written in a language other than Swedish, there must be a Swedish summary. If a **thesis** is in Swedish, there must be an English summary.

e. INDUCTION OF RESEARCH STUDENTS

First working week

Workplace induction:

- HR matters, room, IT, etc.
- Building tour/presentation of colleagues.

Supervision and introduction to fellow research students

Supervision: Formally, supervisors shall have been appointed no later than one month after admission.

Research student contact: A research student is to be appointed as the newly admitted research student's contact person. Said contact person is responsible for ensuring that the newly admitted research student becomes a part of the social environment and is introduced to the research student body. The contact shall also be on hand to answer questions.

First working week in which all new admittees are assembled

Review of postgraduate studies at the department:

- Rules, procedures and content of the courses and study programmes.
- Appointment as a research student.
- Postgraduate studies subject group (chair).
- Lunch together.
- The department in general and research at the department (assistant head/head of department).

First half year/semester

- Drawing up of ISP no later than 2 months after admission.
- Presentation of thesis proposal at a seminar, 3 months after admission.

First year

- Introduction to postgraduate studies.
- Status checking meeting between research student/supervisors/director of studies and revision of ISP after one year (thereafter, at least once a year).

f. GUIDELINES FOR REVIEWING THESIS MANUSCRIPTS – FINAL REVIEW

Purpose

The purpose of the review is to assure the quality of the research student's thesis manuscript. The review shall result in constructive, ameliorative views that contribute to a satisfactory outcome at the thesis defence. Review involves an open final review and an internal review committee.

Choice of reviewer

After supervisors and research student have discussed the matter, the director of postgraduate studies, in consultation with the supervisors, selects suitable reviewers. Two reviewers (normally one internal and one external) are appointed, regard being had to subject expertise. The reviewers should be of at least reader level. Both sexes should be represented on the review committee (internal reviewer, supervisor and any assistant supervisor).

Final review

Three to six months before the scheduled thesis defence, the thesis manuscript shall be dealt with at a public final review. By the time of the final review, the internal reviewer shall have reviewed the manuscript in its entirety. However, it is the external reviewer's comments that are to be the focus of the final review.

Written comments and re-review

Immediately after the final review, the review committee, in dialogue with the research student, is to take a position on the external reviewer's comments and any other comments emerging at the final review. The internal reviewer is to submit written comments shortly after the final review. A distinction is made between manuscript changes that *must* be implemented before the thesis can "go forward" to a public defence and views that the research student *is recommended* to take into consideration. If possible, the entire review committee should back any requirements. If the internal reviewer requires certain adaptations in the manuscript, there is to be a re-review. The research student is to clearly detail where corrections have been made. Once the manuscript has been re-submitted to the reviewer, re-review should not take more than one month.

g. COMPULSORY THIRD-CYCLE COURSES GIVEN AT THE DEPARTMENT

Method courses

Qualitative Data Analysis and Conceptualisation / Kvalitativ dataanalys och konceptualisering, 7.5 credits (SC30006)

Statistical Analysis in Social Sciences / Samhällsvetenskaplig statistisk analys, 7.5 credits (SC30014)

Sociology

Contemporary Sociological Theory / Samtida sociologisk teori, 7.5 credits (SC30007)

Classical Sociological Theory / Klassisk sociologisk teori, 7.5 credits (SC30003)

Work science

Classical Works in Work Science: Organisational Perspectives / Klassiska arbetsvetenskapliga studier: organisatoriska perspektiv, 7.5 credits (SC30013)

Perspectives and Applications in Work Sciences / Perspektiv och tillämpning i arbetsvetenskap, 7.5 credits (SC30008)

Sociology with a specialisation in science and technology studies

Classical texts in Science and Technology Studies / Klassiska texter i teknik- och vetenskapsstudier, 7.5 credits (SC30012)

Ethnography within Science and Technology Studies / Etnografi inom teknik- och vetenskapsstudier, 7.5 credits (SC30010)

Education in social science – The Graduate School at the Centre for Educational Sciences and Teacher Research (CUL)

Sociology of knowledge perspectives on research traditions and theory of science in an educational context / Kunskapssociologiska perspektiv på forskningstraditioner och vetenskapsteori i utbildningsvetenskapligt sammanhang, 5 credits (SC30001)

h. QUICK GUIDE TO TRAVEL – RESEARCH STUDENTS

Any travel on official business shall always be supported by a supervisor and decided in consultation with:

- the director of postgraduate studies (when claiming from funds for internationalisation).
- the project manager (when travel is to be paid for by funds from an external project).
- the head of department (all other cases).

Complete a travel order, submit it to the appropriate person above (director of studies/project manager/head of department) for approval and then to the administrator who books travel. As far as possible, all planned expenses shall be stated on the travel order.

https://medarbetarportalen.gu.se/digitalAssets/1664/1664361_reseorder-besta--llning--171115.pdf

Booking procedures

Domestic and foreign travel and accommodation are always to be booked via a purchase administrator and after submission of a signed travel order. This also applies to field trips (including those made using public transport or, by necessity, car). To discuss individual solutions, contact the purchase administrator. Conference fees are also to be paid via an administrator.

Tickets ordered through the university's travel agency (framework agreement) come with insurance that, in brief, covers:

Public transport delays of more than 4 hours. Luggage delays of more than 6 hours (not when travelling homeward). The excess in the event of damage to car or home when travelling abroad. Injuries sustained in accidents. Travel cancellation.

Foreign travel and insurance

Before travelling abroad, a European Health Insurance Card should be obtained.

See www.fk.se, which gives information on: the countries in which the card is valid; and, the medical care agreement with other countries. The card is valid for three years. Other provisions apply to travel outside the EU.

Anyone travelling to non-Convention countries should obtain a Swedish State Business Travel Insurance Certificate from Kammarkollegiet (Sweden's Legal, Financial and Administrative Services Agency). By enabling medical facilities to immediately check that there is an insurance policy covering the costs, the purpose of the certificate is to ensure rapid access to emergency medical care. The Kammarkollegiet insurance certificate can be obtained from the purchase administrator. Terms and conditions are available at www.kammarkollegiet.se. Home insurance does not apply to travel on official business.

Subsistence allowance

When completing a travel order, whether or not a subsistence allowance is to be paid can be discussed with director of studies/project manager/head of department. Main principle: No one shall be obliged to incur extra private costs while travelling on official business. However, neither should a subsistence allowance be claimed unnecessarily. A subsistence allowance is only to be claimed if it covers actual outlay (as receipts are not reported for a subsistence allowance, this must be kept track of personally) and is reasonable with regard to the purpose of travel. If said purpose is networking with other research students and researchers, certain expenses (e.g. lunches) may be justified. This does not mean that a full subsistence allowance is always justified. Long trips abroad may also entail unforeseen extra costs that are difficult to avoid. Assessments must be made on a case-by-case basis.

Personal outlays

Shall be avoided – travel expense claims are to be registered via Primula no later than 1 month after completed travel. Attach tickets, receipts and similar for costs that are to be covered from funds administered by the University of Gothenburg. Attach also programmes, invites or similar setting out the purpose of travel and any conference dates.

Read more at <https://medarbetarportalen.gu.se/service-stod/for-arbetsgivare/personaladministration--rutiner-och-checklistor/resor/resehandbok/>.