Policy and guidelines for the PhD education at Umeå Institute of Design

This document gathers local guidelines and practices relating to the doctoral education at Umeå Institute of Design. The purpose is to create a common structure and equal conditions for all PhD students at UID. These guidelines can also function as a quality system for developing the PhD education. The doctoral education is seen as a whole, where doctoral students and supervisors are part of a larger research context with projects, seminars, workshops and courses, and in which the department supports and monitors each PhD student through the individual study plan, mid-seminar and other activities. The idea is that a structured framework and clear guidelines shall facilitate the work situation for PhD students and supervisors, which should lead to the production of high quality dissertations and pushing the boundaries of design research.

There is no comprehensive document that describes and regulates the position of doctoral student or the PhD education as a whole. For more detailed documents describing laws, rights, policies and practices in Sweden and at Umeå University, please see:

Faculty homepage for PhD students
http://www.teknat.umu.se/english/education/doctoral-studies/?languageId=1

Umeå University policy and guidelines for PhD education
http://www.anstalld.umu.se/english/doctoral-studies/?languageId=1

Swedish National Agency handbook for PhD students
http://www.doktorandhandboken.nu/english

For the content, aims, structure and examination of the PhD education, please see the educational plan and the respective individual study plans for each PhD student.

Responsibilities in the PhD education

The Board of the Faculty of Science and Technology has the overall responsibility for all education on PhD level. Much of the practical work with carrying out the PhD educations is delegated to each department, and in practice the Faculty has more of a supervising and quality monitoring role. Some of the tasks of the Faculty Board, such as acceptance of students to PhD education, assigning supervisors, and drawing up individual study plans, is delegated to the department. According to Umeå University’s rules for PhD education, the responsibilities are the following:
Faculty responsibilities
At Umeå University the faculties are responsible for

- the fulfillment of demands for supervisors
- assigning a minimum of two supervisors, of which one main supervisor, upon initiating the education
- investigating and take eventual action in cases when PhD student and supervisor do not agree that they are fulfilling their respective tasks
- establishing individual study plans
- following up the individual study plans
- taking action in cases where the follow up of individual study plans show need for changes
- decisions of revoked right to supervision in cases where the PhD student does not carry out the tasks
- that a change of supervisor is investigated and effectuated after request from PhD student
- establishing overall agreements about the organization of the PhD education together with other higher education institutions

Department responsibilities
At Umeå University the Head of department is responsible for

- assigning work time for main and assisting supervisor
- assisting supervisor(s) agreements with external supervisors
- safeguarding that supervisors participate in pedagogical education for supervisors

Supervisor responsibilities
At Umeå University the main supervisor shall

- carry out their tasks in accordance to the Higher Education Ordinance and the Individual Study and Financial Plan with follow up.
- establish the dissertation work area and plan together with the PhD student
- together with the PhD student assure that the courses and other activities are carried out as specified in the Individual study plan.
- draw up an Individual study plan with financing plan together with the PhD student
- be responsible for the yearly follow up and revision of the Individual Study Plan (ISP) for each PhD student
- be responsible for documenting and reporting study achievements – study credits – to administrator/Ladok as the partial goals in the Individual Study Plan are reached, at least twice a year.
- advice and support the PhD student in making national and international contacts, and work for the possibility for the PhD student to participate in conferences and study visits.

At Umeå University the assisting supervisor shall

- carry out their tasks in accordance to the Higher Education Ordinance and the Individual Study Plan.
- assist the main supervisor and highly contribute to supporting the dissertation project.
- bring additional scientific or professional competence to support the dissertation project
- advice and support the PhD student in making national and international contacts, and work for the possibility for the PhD student to participate in conferences and study visits.

PhD student responsibility
At Umeå University the PhD student shall

- draw up the Individual Study Plan together with the main supervisor
- take responsibility for carrying out courses and other activities as specified in the Individual Study Plan.
- follow up and revise the individual study plan together with the main supervisor
- assist in reporting study progress – study credits – to supervisor as the partial goals in the Individual Study Plan are fulfilled.
- on a regular basis, in writing, report progress, research results and actual work to the supervisors – including both work in progress and completed articles or case studies.
Organization of PhD education at UID

At UID, all strategic decisions regarding the PhD education are made by the Department Board. In order to plan and prepare decisions, there are a number of work groups and functions that are involved in the PhD education:

PhD education group
The PhD education group is a preparatory body that handles issues on PhD level at Umeå Institute of Design. These can be questions regarding recruitment and acceptance of PhD students, structuring of the PhD education, general issues regarding study plans, follow-up of individual study plans, quality and course development in the PhD education, employability for PhD students, general questions of supervision, and cooperation with the PhD student council. The PhD education group convenes upon demand, when a question regarding the PhD education is raised by any UID employee. The group consists of Director of PhD education, Rector, Head of Department, and Administrator for PhD education.

Director of PhD education
The main task for the Director of PhD education is to initiate, prepare and see too that PhD education is carried out at UID. This includes internal and external issues on PhD education level, such as initiating PhD course planning, assembling the College of supervisors and collecting the Individual study plans.

Administrator for PhD education
The administrator with responsibility for the PhD education is mainly to register the individual students’ study credits in Ladok. It is to the administrator that the supervisors and course responsibles turn to report credits, and to whom the PhD students turn to report activity, eventual study breaks, and to receive transcripts of records after approval from supervisor.

Examiners
Normally, the main supervisor – if employed by UID – is the examiner of the PhD student she or he supervises, while the Final examiner is the Rector of UID. The examiners have the main responsibility to assess and approve grades in the PhD education throughout its duration for the individual student. Recognition of studies in the PhD education is also a task for the examiner. The Final examiner at the department has the task to approve the PhD programme as a whole and to decide when all the courses required for a doctor’s degree or licentiate degree have been passed. Persons planning PhD courses should discuss with the Final examiner regarding content level and examination of the course.

College of supervisors
The College of supervisors’ task is to informally discuss and exchange experiences of the pedagogy of tutoring and situations relating to supervision of PhD students. Furthermore, it is the responsibility of the College to give input and suggestions of relevant PhD courses to be arranged on a regular basis. The College should meet once a term, and besides the supervisors also include Director of PhD education Responsible for PhD education (who calls for and chairs the meetings), Head of Department and Rector of UID. If issues regarding the PhD education arise that are of a more structural nature, these should be passed on to the PhD education group.

PhD student council
The PhD students organize themselves in a council for discussion of common issues. The PhD student council elects representatives for the Department board. All issues concerning the structure of the PhD education shall be discussed with the PhD council for feedback and comments.

Admission to PhD studies

Faculty criteria of admission
At the Faculty of Science and Technology, students may only be accepted to the PhD education if they:
• fulfill the demands of basic and specific requirements
• are assessed as having the ability to carry out the education
• can be offered relevant tutoring and supervision and acceptable terms in general
• can be guaranteed funding during the whole education

Basic requirements are that the applicant has either

1. a degree on advanced level, or
2. documentation of fulfilled studies (passed) of 240 credits, of which a minimum of 60 credits on advanced level, or
3. in some other manner – within or outside Sweden – have obtained equivalent knowledge

The Board of the Faculty may, for an individual applicant, approve exception from the demand of basic requirements if there are specific reasons. (HF 7 kap 39 §)

A person who before July 1 2007 fulfills the demands for basic requirements for acceptance to PhD education, i.e. basic higher education of at least 120 credits or the equivalent, or equivalent knowledge obtained in another manner within or outside Sweden, shall also after that be considered to have basic requirements for acceptance to PhD education, but not after the end of June 2015. (HF Övergångsbestämmelser 2006:1053, 11 st)

Specific requirements

Essential prerequisites at the time of registration as a PhD student include either I) 240 ECTS credits (Swe. högskolepoäng) of higher education studies of which 60 should be on an advanced level (Master level) within industrial design, or equivalent competence, or II) 120 Swedish (old) credits (Swe. poäng; corresponding to 180 ECTS-credits) of higher education studies if they were taken before July 1, 2007 or equivalent competence. You must have a good command of oral and writing skills in English.

Department guidelines for acceptance

At Umeå Institute of Design, it is the Department Board, on delegation from the Faculty of Science and Technology, that accepts students to the PhD education.

The Department shall make certain that the planned dissertation project is reasonably outlined and possible to carry out, and also assess if there is a relevant base for case studies or research material for the project. In order for a PhD student to be accepted, relevant supervision must be offered at the Department. If general knowledge of the applicant’s research topic is missing at the department, the applicant should not be accepted.

The intended main supervisor should have employment at Umeå Institute of Design. Exception can be made if there are specific reasons, for example if the PhD student is connected to another Umeå University based research centre or an affiliated university or research partner, and the funding of the supervision is arranged through this. In any case, the main supervisor should be employed by Umeå University.

External tutors shall always be contracted using written agreements, approved and signed by the Head of department.

Routines for the PhD education application process

1. Researchers intending to apply for project funding including PhD student positions shall always well in advance before submitting the application inform Head of Department and Director of PhD studies. Normally, the Department can only accept externally funded PhD projects if there is full covering of all costs in the project. Important to plan and cover in an application are costs for salary, supervision, travel expenses, material costs/case study costs, work place and infrastructure costs and OH percentage on these. The economic calculation must be discussed and planned with the UID accountant.
2. All PhD positions – announcement and application process – should be handled by a group of 3-4 qualified persons at UID and/or affiliated partners, headed by the Rector. This group should handle the preparations for announcement and application process together with the Head of Department. Student representatives can be called to join the group in order to safeguard the students’ interests, for example for interviews. In externally funded projects, one of the group members should be a representative from the project. The group’s task is to review if the applicants fulfill basic and specific requirements, and other above stated criteria, and make a short list of which of the applicants is/are most suitable for acceptance. The basis for assessment shall be transcripts of records and other materials submitted by the applicants, and interviews with shortlisted applicants. The group’s work shall result in a written documentation ranking the applicants, suggesting which applicant(s) to accept, and including a qualitative argumentation for the suggestion and the ranking of the top candidates.

3. A representative for the group shall submit the written document to the UID Department Board, and be available to orally present the assessment and ranking to the Department Board, which then has the opportunity to ask questions and comment. The Board shall specifically check that formal requirement criteria have been met. The Department board decides upon acceptance, or non-acceptance, based on this written and oral material.

Establishment and follow-up of Individual Study Plans

In the Higher Education Ordinance it is stated that each PhD student shall have an Individual Study Plan and that this shall be revised and reviewed each year by the Department, on delegation from the Faculty Board.
Submission of the Individual study plan is done by the main supervisor to the PhD Education group in the beginning of the year, normally in January. The group reviews the ISP:s and after eventual adjustments upon the feedback given by the group, the main supervisor hands in the ISP to the Director of PhD education. The Director of PhD education then submits the ISP:s to the Department Board for formal establishment, after which the plans are passed on to the Faculty. An approved and signed copy is then sent to the student, for his/her records. The writing and revision of the Individual study plan is done together by main supervisor and PhD student, but it is the main supervisor’s responsibility to hand in the Individual study plan on time.

A realistic individual study plan demands that supervisor and PhD student initially discuss delimitations and research focus. In the beginning of a PhD project, the supervisors have an important task in helping the PhD student outlining the project and getting started on the research work. It is the responsibility of the main supervisor to report study credits, at least once every full year from the date when the student was accepted.

If the PhD student has been working 100% with research and thesis work under a year, this normally equals 60 credits. PhD students at UID usually work 80% with research and thesis work (and 20% with teaching and departmental work), which equals 48 study credits per year.

If the PhD student despite full time work and despite showing results, does not fulfill all the stated goals in the Individual Study Plan, adjustments must be made by revising and changing the plan, not by retaining parts of the credits. Since the amount of courses to be included in the PhD degree is stated in the education plan, it is above all the thesis work that must be focused and adjusted. This must be done by supervisor and PhD student together.

It is the PhD student’s responsibility to on a regular basis, in writing, report progress, research results and actual work to the supervisors – including both work in progress and completed articles or case studies. If these results are regularly assessed and checked against the Individual study plan, situations of lacking credit reports, or miscalculation of credits in relation to actual progress in thesis writing, should be
avoided. Only if and when a PhD student has neglected the study tasks stated in the Individual study plan should credits be withheld. If neglect continues, the Department can ask of the Faculty board to restrict the PhD student’s right to supervision and other resources (Higher Education Ordinance 37§).

Follow-up of the Individual study plan

- The individual study plan shall be established directly when the PhD student is accepted and employed (within 1 month if no special reasons apply) and be submitted to the Director of PhD education. The ISP shall then be revised again at the next new year transition, normally in January. Directly after acceptance, the PhD student shall have a meeting with the Director of PhD education, and at this meeting be informed of the framework of the PhD education, UID practices and the PhD student rights and responsibilities.

- The first revision of the plan, after 6 months or a year (depending on the date of acceptance) shall be reviewed by a group consisting of Director of PhD education, Rector, a senior researcher, and with the senior supervisor as presenter. Besides the study plan, a thesis disposition should be submitted and updated every year. The group shall specifically review that delimitations and time plan seem reasonable. Thereafter, the study plan and eventual revisions should be submitted to the Director of PhD studies.

- During the third or fourth year of studies, the PhD student should have a mid-review seminar (approximately after 60 or 70% of the study time). The seminar should be planned with ample time for the PhD student to prepare for the last year of studies. The seminar should have an external opponent to comment on and review the thesis work at that stage of the project. After the seminar, an assessment meeting should be held focusing on what has been carried out and what remains to be done in the PhD studies in general and in the thesis work specifically. The meeting shall include the PhD student, the supervisors, Director of PhD studies, Rector and one more assessor. This should be a senior researcher at the Department, but without direct connection with the PhD student’s research project. The main supervisor is responsible for planning the mid-seminar and assessment meeting together with the Director of PhD studies.

- Upon starting up the last year of PhD studies, the Individual study plan should be presented and reviewed as above, and a meeting shall also be held with the PhD student, supervisors, Rector and Director of PhD education. At this meeting the final phase of the thesis work, supervision situation, review of thesis manuscript, publication, opponent and budget for this shall be discussed. A final date for thesis defense should be established, together with a detailed time plan.

Supervision

Supervision at Umeå University
All PhD students have the right to continuous and regular supervision and tutoring during 4 years (5 if PhD studies are conducted on 80%). A part time PhD student has the right to supervision to a corresponding extent, with a limit of 8 years. UID adheres to Umeå University’s recommendations of allowing each PhD student with 100% activity at least 100 hours of supervision per year. This amounts to approximately 10 hours of tutoring (not counting the two months of summer) per month in total. The supervisors divide the amount of hours between them, normally 70 hours for the main supervisor and 30 hours for the assisting supervisor. The division of hours is discussed between the supervisors, the Director of PhD education and Head of Department yearly, in relation to the Individual study plan follow-up and depending on the needs of the PhD student. Also, the intensity and frequency of tutoring will vary over time, and it is up to the supervisors and PhD student to plan for and agree on this in the Individual study plan. If PhD student activity is less than 100%, the amount of tutoring per year will be lowered accordingly.

Umeå University’s requirements for documented pedagogical merits for appointment as main supervisor
• Main supervisor shall have carried out pedagogical training for PhD supervisors at Umeå University, or the equivalent.
• Main supervisor lacking pedagogical training for PhD supervisors shall be able to formally prove the she or he has the equivalent pedagogical merits.
• The Board of the Faculty of Science and Technology, or the person to whom the responsibility is delegated, shall assess the pedagogical merits.

At Umeå University the requirements for supervision are that
• at least one of the supervisors must be a docent
• at least one of the supervisors must be active in the environment where the supervising takes place
• at least one of the supervisors has a permanent position at Umeå University, preferably at the department where the PhD student is admitted
• the assistant supervisor must have at least a doctoral degree

UID demands on and appointment as supervisor
According to the delegation order, it is the UID Department Board that appoints supervisor for PhD studies. Appointment of supervisor touches on both staff planning and scientific competence in the subject of design research and supervision. Therefore, questions of appointing supervisors are processed by the Director of PhD education, final examiner(s) and Head of Department before suggestion to the Department board.

The most important criterion for appointing supervisors is academic competence in a wide definition. Some PhD students can be appointed a supervisor who is expert in exactly their dissertation topic, but a strict adherence to the field of research is not applied. In many cases, PhD students will be appointed assistant supervisor from another subject area, or another department, or a completely external assistant supervisor. This is done when there are relevant topics, research fields, methodologies or professional connections that are deemed as important, which is a case of individual consideration in each PhD project together with the suggested main supervisor.

UID demands that all academic supervisors have pedagogical training in PhD student supervision, both main and assisting supervisor. If an intended supervisor is lacking such training, this person can be appointed if she or he takes that education as soon as possible. Supervisor and department shall in collaboration see to that this is done as soon as possible, within the first year of supervising the PhD student. If this demand is not fulfilled within a year, a new review of the supervision situation is done. Exception from this demand for training, is made for supervisors with documented extensive experience: having previously supported at least four PhD students successfully to completed PhD studies, of which as main supervisor for at least three of these. Nonetheless, these experienced supervisors are also recommended to take the PhD supervision course.

Criteria for staff planning in relation to PhD supervision, is that the main supervisor shall be employed by UID and have room for supervision in their employment. Exception can be made if the PhD student is connected to other departments, research schools or centers at Umeå Arts Campus or Umeå University, and the PhD project is funded through these. In any case, one of the supervisors must be employed by Umeå University.

External supervisor can be appointed if there is adequate funding, and if a specific competence is needed in supporting the PhD project. In cases where an external tutor is appointed, a formal agreement regulating the extent and content of the supervision, as well as the economical compensation for the supervision and other related costs. Only the Head of Department can approve such an agreement.

The PhD student shall always be informed in the discussions of appointing supervisors, but has no right to appoint supervisors herself/himself.

Change of supervisor
In the Higher Education Ordinance, it is stated that “A doctoral student that demands a change of supervisor shall have the right to do so”. In other words, a PhD student always has the right to change
supervisor without needing to argue for the reasons. For the sake of the PhD student as well as for the department, though, the best situation is if there is a continuity during the doctoral education. If a change of supervisor becomes necessary, it shall be conducted as smoothly and with as little disturbance as possible. The PhD student shall in such cases turn to the Director of PhD education who then handles the change together with the Head of Department. A new supervisor is appointed according to the same above criteria. When a PhD student demands a change of supervisor, the Umeå University form shall be used.

In connection to the Mid-seminar, and/or at the planning meeting before the last year of PhD studies, supervisors and supervision shall routinely be discussed as a mandatory item. If a supervisor retires, is on sick leave, has a guest professorship or research period on other location, or goes to work for another employer, the supervision situation shall automatically be reviewed, which is the responsibility of the Director of PhD education (and which of course means he or she must be informed by the supervisors).

*Extension of education and reasons for leave*
Supervision ends at the end of the education, which is after 4 (5, if 80%) years of full time studies. The period of education can only be prolonged if there are special reasons. These reasons are: sick leave, leave for military service, leave for commission of trust in trade union, or parental leave. Education and departmental work cannot exceed 20%, i.e. a full time PhD student can at most extend the education/employment to five years (if you have not been on leave etc. which further prolongs the time). PhD student and supervisor are responsible for monitoring the amount of departmental work and education in the Individual Study Plan. A PhD student may also apply for leave of absence for shorter periods, for example for internships not related to the field of research. Application for leave of absence is made to the Head of Department and main supervisor.

*Revoking supervision and resources*
According to the Higher Education Ordinance, there is only one reason to revoke supervision and resources for a PhD student. That is if a PhD student substantially neglects the tasks and responsibilities stated in the Individual study plan. Then, the Faculty Board shall decide that the PhD student no longer is entitled to supervision and other resources (for more details, see Higher Education Ordinance 37§).

*Actions when not meeting dissertation deadline*
How, then, shall UID manage PhD students who do not fulfill their education within the set time frame? Even if the employment has formally ended due to that the set time frame is passed, there should be certain flexibility since it is in both the department’s and the PhD student’s interest that the dissertation is completed:

In connection to the ending of the PhD student’s employment and/or study time, the Director of PhD education shall call to a meeting with the PhD student, the supervisors, Head of Department and PhD student union representative (if the PhD student so wishes) to discuss the situation. If there is an agreement that a definitive date for dissertation defense can be set within 6 months, the supervision will continue until then. If a date cannot be set within 6 months, the supervision will be ended.

In order to once again access supervision, the PhD student must submit a full manuscript to the Director of PhD education for assessment. If she or he assesses that the manuscript may be ready for printing with a maximum of 6 months, a new supervisor can be appointed to support the PhD student (if possible, the same supervisor as before). The supervision will not be as extensive as during the PhD education period. UID can also contract an additional reader to assess the final manuscript. If the manuscript is not presented within the agreed time, the supervision will be suspended again until a final manuscript, ready for print, is handed in. If this manuscript is of a quality meeting the demands of a PhD thesis, the department will assist in arranging the dissertation defense practicalities.

Please observe that if a PhD student is enrolled at Arbetsförmedlingen as unemployed and receives unemployment benefit, the PhD education must be formally terminated and the department cannot provide supervision.
**PhD education courses**

The main responsibility for initiating, planning and providing departmental PhD courses lies on the Director of PhD education and the supervisors. These shall see to it that mandatory courses that form part of the PhD educational plan are offered on a regular basis. The Director of PhD education is responsible for passing on information about UID PhD courses to the PhD study administrator, and for having the course information published on the UID web site. PhD students can take initiative to courses, but this must be done in collaboration with a supervisor, examiner and Director of PhD education.

The same rules apply for PhD education courses as for courses on basic and advanced level. This comprises that course syllabi and schedules must be ready and available for students at least one month before the course starts, that course certificates can be awarded, that assessment, grading and reporting of credits is done within the stipulated time, and that the students are given the possibility to evaluate the course – including the three mandatory University questions for evaluations – in a manner that the course responsible decides.

**Course syllabi and course certificates**

All PhD level courses, including individual reading courses, shall have course syllabi that have been processed in the PhD education group and approved by the UID Department board. For every course, a course certificate should be awarded to the students to use when, upon finishing the education, needed to verify or inform of the contents of the PhD education. It is the course responsible for each course that provide the content for the course certificate text to the PhD education coordinator, who administrated them.

**PhD courses at other departments**

At each yearly revision of the Individual study plan, the PhD student together with the supervisors plan for the courses to take during the upcoming study year. PhD courses at other departments at Umeå University or other institutions can, after confirmation by supervisor and examiner, be accredited according to the academic credit transfer in the PhD education at UID.

If a PhD student wishes to participate in a course which has a participation fee, or which would include travel and/or lodging, the financial situation and funding of the PhD project must be considered together with the main supervisor, project leader and/or Head of Department. The benefit of the course shall be certified by the main supervisor in writing, and a budget provided for the cost of participating in the course. If the PhD student project has a budget for expenses, the costs will be charged to this. If the PhD student is Faculty financed and has no project means, the PhD student is advised to well in advance apply for travel and expense funding from central Faculty and Umeå University funds, or external funds in the first hand, and for UID funds in second hand. This planning should be done on a yearly basis, when revising the ISP.

**Expenses and travel funding**

For travel funding for conferences and workshops, the PhD students should be an active participant, i.e. present a paper, hold a talk or a workshop. If the allowed funding is not used for the purpose they were allowed for, they are revoked automatically (you cannot transfer the funding to another conference, but must submit a new application). Funding for travel to participate in conferences and courses can only be awarded to PhD students employed by UID or who have not surpassed the time limit for PhD education. Access to UID funding also depends on the form of financing of the PhD student project.

**Faculty funded PhD students**

PhD students who have no external funding, are encouraged to in the first hand apply for funding from Faculty, University or external funds and foundations, already when setting up the yearly Individual Study
Plan. If no funding is found, the PhD student can apply for funding from UID, by making an application to the Head of Department for financial support for conference participation, project related case studies, material costs, workshop costs, course costs etc. In the application, a description of the event including a budget must be specified, including a verification of benefits for the PhD student’s education made by the supervisor. Decisions are made by the Head of Department together with the Director for PhD education.

Externally funded PhD students
Externally funded PhD students shall in the first hand use the expense funding provided by the research project they are employed through. This funding request should be submitted to the project leader(s) according to the principle of full cost coverage. If there are no such funds in the project, the PhD student can apply in the same manner as Faculty funded PhD students, in the first hand to other funding sources, in the second to UID. How much the Department can contribute with depends on how much the external project can co-finance.

Evaluation of PhD education

As part of the systematic quality work at UID, regular evaluations of the PhD education shall be held. All students participating in, or finishing, education on doctoral level shall be given the possibility to share their experiences and comments regarding the PhD education. Besides evaluations in relation to PhD courses, each PhD student shall at least twice during the educational period be given the possibility to hand in an evaluation. This is done in connection to the mid-seminar and in connection to the thesis defense. Responsible for conducting and processing these evaluations is the Director of PhD education.

On PhD level, it is hard to hold anonymous evaluations. In order to at least provide an opportunity to “speak freely”, the handing in of evaluations is done to the Director of PhD education. PhD students supervised by that person can instead hand in the evaluations to the Head of Department.

The evaluation should cover the following:

Framework of the PhD education: setting up and reviewing of Individual Study Plans, organization of PhD education, information, administrative support, etc.

PhD education content, i.e. dissertation work and courses.

Support and guidance, i.e. questions of tutoring/supervision, seminars and other methodological and intellectual support during dissertation work and education.

Knowledge and competences, i.e. questions of perceived intellectual development during PhD education, skills and competencies developed, and the personal views on benefits of PhD level education in design.

Cooperation and network: questions of international contacts and network within academia and the professional design field, connected to employability.

Contentment, i.e. an overall assessment of the PhD studies.