

PhD-coordinator at the Department of Political Science

March 2018

Job interviews

The PhD-coordinator is normally invited by the Head of Department to participate in job interviews with prospective PhD-students. His or her role is to describe the PhD-programmes at the department and the general requirements that are defined by them, and to respond to relevant questions.

Mentor programmes

Within the first few days at the department a new PhD-student will have a mentor assigned by the PhD coordinator. The mentor will be an “older” PhD-student. Second, when the PhD-student is about to begin teaching, a teaching mentor will be assigned to him or her. This teaching mentor will be an older colleague with several years of teaching and supervision experience (in most cases at least at *lektor/associate professor* level). The details on the mentoring are specified in the so-called PhD-pamflet.

Contact person

The PhD coordinator is a contact person for PhD-students related to formalities. PhD-students are also welcome to contact the PhD-coordinator should a dispute arise between a supervisor and the student, or between the student and another colleague.

Events

The PhD-group has two fixed events during each semester—a “semester start meeting” and one additional event. In the fall semester the additional event is an in-house meeting where all PhD-students present (parts of) their PhD-projects. In the spring semester the additional is an out-of-the-house event, where the PhD-group and PhD-coordinator have an overnight stay. This latter event will focus on a specific topic relevant for all PhD-students.

Not involved in the projects or teaching

It is not the role of the PhD-coordinator to secure progress in the individual PhD-students projects, or to ensure the fulfilment of the requirements stipulated in the norm system.

Not involved in MUS

Unlike previously, the PhD coordinator is not involved in MUS, which is conducted by the Head of Groups and, at the end of employment, by the Head of Department.

Related roles

The PhD-coordinator typically also functions as head of the PhD-committee (*ph.d.-fagudvalg*) and as a member of the Faculty’s PhD-committee (if elected).