



UPPSALA UNIVERSITET

Institutionen för informationsteknologi

Dept. of Information Technology

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Instructions regarding the Senior Group for PhD Students

In case of discrepancies with the Swedish original of this translation, the Swedish version is used.

According to a decision by the Board every PhD Student shall be assigned a group of senior researchers (other than his/her advisors/supervisors) that meet once a year for a follow-up on how things have worked out for the PhD student during the past year, and this meeting should also constitute one part of the annual collaborator dialogue (medarbetarsamtal) of the PhD student. The recommended time for the follow-up meeting is February-March. The remaining part of the annual collaborator dialogue is performed by the advisors/supervisors when updating the Individual Study Plan, usually in August-September.

The Senior Group shall be appointed by the relevant Head of Division, who also appoints the convener. The group will consist of two or three senior researchers.

The Division can choose to have the same Senior Group throughout the PhD student's study or to vary the composition of the group from year to year.

Overall aim

- The primary aim is that the Senior Group will be a support for the PhD student.
- The PhD student will develop contacts with several senior researchers in addition to the advisors/supervisors.
- The Senior Group can highlight problems and give advice to both the PhD student and the advisors/supervisors.

The Senior Group's responsibility

The Senior Group will organise an annual follow-up meeting with the PhD student, where all the members of the Senior Group meet the PhD Student at the same time. The advisors/supervisors do not participate in the meeting.

The follow-up must include:

- How has the PhD student's development been in the past year? The various aspects found in "The PhD Progression Matrix" can be used as a starting point, see <https://mp.uu.se/en/web/info/forska/doktorandhandbok-pa-it/supervisor/phd-progression-matrix>, (this update was made 201229)
- How does the PhD student find his/her situation? (Tutoring, contact with other PhD students, general well-being, etc.) A checklist with proposed questions is available in the appendix.

After the follow-up meeting the Senior Group members shall give *oral feedback about things that should be addressed*:

- Usually feedback will be given in form of advice to the PhD student and/or advisors/supervisors.
- *When there are more serious problems, the Senior Group will give feedback to the Head of Division, who takes on the responsibility to act.*

Appendix:

Proposed questions to use at the Senior Group follow-up meeting

The list below is intended to guide both the Senior Group and the PhD student:

1. How is your physical and psychosocial working environment?
2. How has the leadership of your advisors/supervisors influenced your working situation? Positive, negative?
3. Have you felt any shortcomings in your own ability to perform the tasks?
4. Are you satisfied with the level of independence and responsibility? Are there issues that need to be addressed?
5. How has the cooperation between you and others at your workplace been?
6. Are there steps that would increase your well-being or work satisfaction?