Board decision:
30 May 2013 Reg. no. IT 2013/49

UPPSALA
UNIVERSITET

Department of Information Technology

Director of Doctoral Studies

is delegated responsibility by the head of department for:

Activity planning

- initiating and following up the annual revision of doctoral student study plans
- serving as contact for the faculty and department in questions related to doctoral studies
- establishing and developing department-wide procedures for doctoral education (the daily procedures are managed by the doctoral administration)
- supporting doctoral students and supervisors with questions related to doctoral education, including crisis management as defined in a special document
- webpages related to doctoral studies (these are an important part of internal communications at the department and externally).

Miscellaneous

- Participating in the department's development work, conducting professional development, and seeking out information relevant for the position's responsibilities.

In general, performing tasks based on instructions from the head of department.