



PhD in Science of Professions – supervisors' responsibilities and tasks

A main supervisor and, where applicable, a co-supervisor are assigned to the candidate on admission to the programme. The faculty and the supervisors are responsible for ensuring that the candidate participates in an active research community.

The main supervisor's responsibilities and tasks:

- Maintain regular contact with the candidate on the candidate's initiative, within the stipulated supervision parameters (Section 8-2 of the PhD regulations)
 - Keep the candidate informed of all matters that may have a bearing on the supervision.
 - Together with any co-supervisors and the faculty, ensure that suitable alternatives is in place in the event of the supervisor's absence for more than four weeks.
- Assist in the development and progress of the candidate's research project
 - Provide guidance for the candidate in relation to the final project description, the plans for the start-up, midway and final seminars, and the thesis.
 - Help to organise and take part in start-up, midway and final seminars as well as the public defence of the thesis.
 - Discuss the methodological framework, substantive and research ethics topics related to the PhD project and assist in the assessment of academic literature and data sources (library, archives, data, transcribed data, data files, etc.).
 - Encourage the candidate to regularly present their work and participate in relevant workshops, conferences and meetings, and check out relevant sources of information and advice, both within the university and externally.
- Help ensure that the thesis is completed by the deadline (Section 8-2 of the supplementary guidelines).
 - Provide regular supervision of a high academic standard vis-à-vis the candidate's research project, assess which research questions and methods may be appropriate, and provide feedback on texts as the research project progresses.
 - Stay abreast of the candidate's progress with the project, and follow up on matters that may lead to delays.
 - Take an interest in the candidate's health and well-being.
 - Submit a standard progress report to the Working Committee on the progression in the candidate's research education, in accordance with deadlines and the reporting template. Report any concerns.

Decision by the Dean 26.01.2022

- Help the candidate to ensure that any required duties do not exceed 25% of the total working hours over the four-year period.
- Contribute to the development of the candidate's training component (Section 9 of the PhD regulations), with support for
 - Selecting relevant courses and external training options
 - Planning and executing internationalisation efforts
- Give feedback on the candidate's project work and writing (academic writing process, research tools, analytical framework etc.).
 - Provide constructive criticism and feedback on submitted texts within a reasonable timeframe, such that the candidate's work can be discussed and the timelines can be adhered to. This follow-up should take place at least three times per semester.
 - Support the candidate's affiliation with relevant research groups (Section 9-2 of the PhD regulations). For example, by
 - encouraging him/her to take part in relevant activities and seminars in the PhD programme
 - integrating him/her into a relevant research group, preferably one that the main supervisor is affiliated with
 - early introduction to relevant academic communities outside the faculty, including abroad
 - Ensure that the doctoral project complies with research ethics guidelines, norms and legislation (Section 11-1 of the PhD regulations).
 - Help ensure that the candidate makes the necessary research ethics considerations in all phases of the research project. This includes notifying the Norwegian Centre for Research Data if person data will be processed in the project. In projects that are subject to the Health Research Act, the supervisor shall act as the project manager and apply for prior approval from the Regional Committees for Medical and Health Research Ethics, but the candidate should co-sign the application. If data are to be collected at an institution (e.g. a hospital), the data protection officer at the institution must assess the project, and the head of the institution/division/department must give their permission for the data to be collected.
 - Ensure that the necessary notifications and approvals for the project are in place as required. Advise on questions relating to ethics in the research work and make the candidate aware of their responsibility to avoid all forms of research fraud in line with the following:
 - [Guidelines for research ethics at Nord University](#)
 - [Relevant research ethics guidelines](#)
 - [Good referencing practice, according to the reference style used](#)

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- Rules for co-authorship, see [ICMJE/recommendations](#)
- Special regulations for research related to the Sámi
 - a. [Sámi research and research ethics](#) (only in Norwegian and Sami language)
 - b. [Ethical Guidelines for Health Research in the Sámi Population](#) (only in Norwegian and Sami language)
- [Follow up on the data management plan submitted with the programme admission application.](#)
- Help ensure that the candidate stores research data securely and systematically in line with the university's guidelines.
- Discuss incidents with the candidate that appear to involve research fraud or plagiarism, and report any such suspicions to the faculty.

Supervisors are responsible for

- familiarising themselves with ethical guidelines that are applicable for the project
- applying for prior approval, submitting any changes and a final report for projects that are subject to the Health Research Act
- notifying the [Norwegian Food Safety Authority](#) in cases where the project is subject to notification under the Animal Welfare Act
- ensuring, together with the candidate, that collaboration agreements and any data processing agreements are in place in collaborative projects between Nord University and other institutions (hospitals, health institutions, local authorities etc.)
- ensuring that risk assessment is carried out for any laboratory work and/or field work in accordance with Nord University's [regulations for health, safety and the environment](#).

The co-supervisor's tasks:

- Participating in the planning of the candidate's research project and training component.
- Supervising the candidate's research project.
- Remaining informed about the candidate's progress in the work.
- Attending meetings with the supervision group, and/or holding regular coordination meetings with the main supervisor via telephone, email, etc.
- Supervising the candidate in relation to their research work and providing feedback on academic work/texts as the work is produced.
- Enhancing the supervision of the candidate's work through specialist knowledge in the candidate's research area.
- Helping to ensure continuity in the supervision in the main supervisor's absence.
- Participating in midway and final seminars.