



## UID support to PhD students after end of employment

PhD education at Umeå University has a duration of 4 years, if carried out full time. Umeå Institute of Design normally extends the duration of the education to 5 years, during which the PhD student dedicates 80% time to the PhD education, and 20% to teaching and other departmental work. For the duration of these 5 years (corresponding to 4 years full time), in the most cases, the PhD student is employed as such at Umeå Institute of Design.

For the duration of the PhD student employment, UID provides an office infrastructure consisting of work station and computer, telephone etc., and supervision according to the defined praxis at UID. Supervision is given to all enrolled PhD students according to their percentage of activity in the PhD education. For a full time PhD student, 150 hours/year of supervision are provided. The time is divided between main and assisting supervisor(s) as defined in each student's ISP. For a PhD student following the usual 5-year education at UID (80/20), supervision amounts to 120 hours/year. Most often, 80 hours/year for main supervisor and 40 hours/year for assisting supervisor(s). Hours for supervision include regular meetings with the PhD student, readings of texts, participation in college of supervisors and PhD festival etc.

If a PhD student, in their final year, approaches the planned end date for employment without being finished with the PhD education, an assessment of the PhD student's situation and progress in the PhD education shall be made by UID to decide upon a revised time frame for the PhD student to complete their education. Based on the projected time needed to complete the PhD education and an assessment of the PhD student's ability to complete the thesis within this time frame, different degrees of support might be provided for the PhD student. Such support is also conditioned upon what resources are available at UID in relation to the given thesis project.

### Procedures for determining extent and duration of UID support

- At the yearly ISP follow-up in the College of supervisors at UID, general progress and any expected changes in planning for finishing the PhD studies is always discussed for each PhD student. Any signals that the studies are not progressing according to plan should therefore be raised as early as possible.
- The *main supervisor* is responsible for notifying the Director of PhD education and Head of department if it is assessed that a PhD student will not be able to finish their education within their deadline/end of employment.
- The main supervisor is asked by the *director of PhD studies* to provide a written statement of the PhD student's situation and progress in the PhD education, including information on: general progress during the PhD education, frequency of supervision during the 5 years, if the PhD student has completed all courses, if a date for dissertation defence is set or not, how much time the supervisor estimates that the PhD student needs to finish the education, if the remaining work requires supervision or not, what extent of supervision that would be required in order to complete the education, and what other support might be needed.
- The supervisor's statement is assessed by the Director of PhD studies together with the main examiner for PhD education and the UID Head of department. Decision on support level and duration of this is made at the UID decision meeting.

## Levels of support

Depending on the estimated time to dissertation defence (a date must have been set for the first two levels to apply), the following degrees of UID support is provided:

1-3 months to defence	<p><i>Supervision:</i> the regular frequency and amount of supervision (as during the employment) continues until the defence (10-12 hours/month).</p> <p><i>Infrastructure:</i> access to UID systems and infrastructure, including individual workspace etc. remains in full.</p>
3-6 months to defence	<p><i>Supervision:</i> frequency and amount of supervision corresponding to a 50% active PhD student (6,25 hours/month).</p> <p><i>Infrastructure:</i> access to UID systems and infrastructure remains in full. Individual workspace remains if possible (given limitations in space/number of workspaces). Otherwise access to PhD student hot desk.</p>
6+ months to defence	<p><i>Supervision:</i> one supervision session per term with main supervisor.</p> <p><i>Infrastructure:</i> Individual workspace remains if possible (given limitations in space/number of workspaces). Otherwise access to PhD student hot desk. Access to UID mail and PhD mailing list for the duration of the PhD education.</p>