



Instructions for supervisor and contact person

The university in Sweden shall ensure that the student has a supervisor both in Sweden and in the country where the study is to be carried out. The university shall have received assurances that there are no obstacles to carrying out the study, for example, due to problems of security in the host country. An authorization from the host country to pursue the study is sometimes also necessary.

The supervisor in Sweden

The supervisor in Sweden has the responsibility to:

- Advise the student when formulating the Terms of Reference, choice of method and any other professional issues related to the study.
- Approve the student's final report.

If necessary the supervisor in Sweden can also:

- Assist in identifying a contact person in the field and inform him/her of his/her duties.
- Support the student in practical arrangements related to his/her departure.

The contact person in the field

The contact person in the field is to:

- Inform the student about the security situation in the host country.
- Inform the student about necessary arrangements regarding authorization from authorities.
- Introduce the student to authorities, institutions and persons who may be of help.
- Help the student with practical arrangements when necessary, such as transport, lodging, travel permits.
- If possible, on completion, of the assignment go through the draft report with the student and give necessary comment

The contact person in the field may also:

- Initiate a study, help to formulate Terms of Reference.
- Identify a local student or staff member to work together with the student.