

## **Minor Field Studies - Instructions to Swedish supervisors and contact persons in the field**

The university's home department shall ensure that the student has a supervisor in Sweden and a contact person in the country where the study is to be conducted.

The university shall have received assurances that there are no obstacles to carry 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 necessary.

### **The academic supervisor in Sweden**

The responsibilities of the supervisor at the student's home department is to:

- Advise the student when formulating the project description, choice of method and any other professional issues related to the study.
- Support the student during the field study.
- Approve the student's final report.

If necessary, the supervisor can also:

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

### **The contact person in the field**

The contact person is to:

- Help the student with practical arrangements such as transport, travel permits and lodging.
- Inform the student about necessary arrangements regarding authorizations from authorities, possible research visa and the security situation in the country.
- Introduce the student to authorities, institutions and individuals who may be of assistance.

The contact person may also:

- Help to formulate the project description.
- Assess and comment the draft report.