The PhD coordinator at SCIENCE is a vital part of the organization of the PhD School. Each department appoints one or more PhD coordinators (as a general guideline it is recommended that the department appoints one PhD coordinator for every 25-30 PhD students). The PhD coordinator must be an associate professor or professor with experience in PhD supervision and knowledge of the PhD programme at SCIENCE.

PhD coordinators assist and advise the Head of Department and the department Deputy Head of Research (VILF) in all questions regarding PhD education. The PhD coordinator also acts as a link between the department (students and staff), the official boards at SCIENCE, e.g. the PhD Committee, and the faculty administration. Furthermore, the PhD coordinator acts as an ombudsman – i.e. a person who investigates complaints and mediates settlements on behalf of PhD students at the department. Specifically, the PhD coordinator must:

- Recommend applications for enrolment
- Recommend applications for credit transfer and general dispensations from the standard requirements
- Approve progress assessment reports
- Participate in PhD status seminars
- Recommend applications for extension of the study period
- Recommend applications for new courses from departments (incl. a number of ECTS) and from PhD students for approval of PhD courses (incl. a number of ECTS for courses taken outside the faculty of SCIENCE/UCPH?)
- Mediate in conflicts between the PhD students and their supervisors; this task may include conducting confidential talks with students and giving coaching.

Participate in cases of rectification.

5 November 2013