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UNIVERSITET

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# Rules of Procedure

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For the Disciplinary Domain of  
Science and Technology  
as of 1 June 2017

Adopted by the Board of the Disciplinary Domain/Faculty  
of Science and Technology on 2014-12-03.  
Revised on 2016-11-29, 2017-05-30.

# Rules of Procedure for the Disciplinary Domain of Science and Technology as of 1 June 2017

Adopted by the Board of the Disciplinary Domain/Faculty of Science and Technology on 30 May 2017

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# I The Faculty of Science and Technology

## **Disciplinary Domain**

Uppsala University's operations are organised into the following Disciplinary Domains:

- The Disciplinary Domain of Humanities and Social Sciences
- The Disciplinary Domain of Medicine and Pharmacy
- The Disciplinary Domain of Science and Technology

The Disciplinary Domain of Science and Technology consists of the following Faculty:

- The Faculty of Science and Technology

## **Sections and Departments**

The Faculty of Science and Technology is divided into six Sections with the following Departments:

### **Mathematics and Computer Science**

Department of Information Technology

Department of Mathematics

### **Physics**

Department of Physics and Astronomy

### **Technology**

Department of Engineering Sciences

### **Chemistry**

Department of Chemistry – BMC

Department of Chemistry – Ångström Laboratory

### **Biology**

Biology Education Centre

Department of Cell and Molecular Biology

Department of Ecology and Genetics

Department of Organismal Biology

### **Earth Sciences**

Department of Earth Sciences

Teachers and research groups may request the Disciplinary Domain Board/Faculty Board for permission to belong to two sections. Voting rights may, however, only be exercised through the “primary” department to which the teachers or research groups belong.

### **Elected office within the Faculty**

The rule in the Faculty of Science and Technology is that no one individual may hold two elected offices simultaneously which involve the individual preparing matters or making decisions which have to do with the other office held. The appropriateness of combining different elected offices shall be assessed restrictively. Within the Faculty's educational organisation, however, special appraisals may be made in some cases.

## II Elections Commission

The University Board has resolved (1998-10-12) that the members of the Disciplinary Domain Boards/Faculty Boards, with the exception of the student members, shall be appointed by election by the Elections Commission that is appointed by the Faculties/Sections and that the Elections Commission shall make recommendations to the Vice-Chancellor for the appointment of the chairperson of the Disciplinary Domain Board (Vice-Rector) and the deputy chairperson of same. The Elections Commission shall also appoint 16 teachers to the Academic Senate.

The Vice-Chancellor has resolved (UFV 2016/1388) that the Elections Commission shall consist of 30 electors with personal alternates. The Elections Commission shall elect from among its members a chairperson, a deputy chairperson and an election committee. The mandate period of the Elections Commission is from 1 October 2016 to 31 December 2019. The number of electors on the Elections Commission from each Section is proportionate to the number of teachers in each Section. The ratio has been decided by the Vice-Chancellor and is as follows:

- Mathematics and Computer Science: 5 electors
  - Physics: 6 electors
  - Technology: 5 electors
  - Chemistry: 4 electors
  - Biology: 8 electors
  - Earth Sciences: 2 electors
- In total: 30 electors

According to the current Rules of Procedure, the Elections Commission appoints twelve teacher members and two external members by election to serve on the Disciplinary Domain Board/Faculty Board. The Elections Commission appoints teacher members of the Disciplinary Domain Board/Faculty Board to the following offices:

- Deputy Dean of Research and chairperson of the Advisory Committee for Research
- Deputy Dean of Education and chairperson of the Advisory Committee for Education
- Deputy Dean of Collaboration and chairperson of the Advisory Committee for Collaboration
- Dean of Mathematics and Computer Science
- Dean of Physics
- Dean of Technology
- Dean of Chemistry
- Dean of Biology
- Dean of Earth Sciences
- Chairperson of the Educational Board of Science (NUN)
- Chairperson of the Educational Board of Engineering (TUN)

The Elections Commission nominates, to the Disciplinary Domain Board/Faculty Board, one teacher from each of the Department of Information Technology, Department of Mathematics, Department of Physics and Astronomy, Department of Engineering Sciences, and Department of Earth Sciences, one teacher from the Chemistry Section and one teacher from the Biology Section, to be elected as members of the Advisory Committee for Research.

The Elections Commission's election committee nominates, to the Disciplinary Domain Board/Faculty Board, a chairperson, a first deputy chairperson and a second deputy chairperson to be elected to serve on the Faculty's Appointment Committee.

### III Disciplinary Domain Board/Faculty Board

Higher Education Act, Chapter 2 Section 5: A higher education institution decides on its own internal organisation in addition to the board and vice-chancellor, unless otherwise provided. When the higher education institution decides on its internal organisation, Sections 6 and 7 below are to apply.

Section 6: Decisions are to be made by individuals with research or artistic competence if these decisions require appraisal of

1. the profile, implementation or quality of a course or programme, or
2. the organisation or quality of research.

If the appraisal referred to in the first paragraph above is to be made by a group of individuals, the majority of them shall possess research or artistic competence. A board may decide, however, that such a majority is not required if there are special grounds for doing so. *Act (2013:119)*.

Section 7: The students are entitled to representation when decisions or preparations are made that have bearing on their courses or programmes or the situation of students. *Act (2016:744)*.

Higher Education Ordinance, Chapter 2 Section 2:8 (the board of governors shall itself decide) on rules of procedure with important regulations on the overall organisation of the higher education institution, delegation of authority to make decisions, the management of issues and operational procedures in other respects, unless otherwise provided by statutes or regulations

*Uppsala University's Rules of Procedure (UFV 2015/1342 Chapter 6 § 1):*

The duty of the Disciplinary Domain Board within the Disciplinary Domain is to:

1. hold the overarching responsibility for operations within the scope determined by the University Board and the Vice-Chancellor,
2. pass resolutions about its own Rules of Procedure,
3. pass resolutions about the profile, implementation and quality of education,
4. pass resolutions about the organisation and quality of research,
5. pass resolutions about the establishment and termination of doctoral study programmes,
6. submit proposals or statements of opinion to the Vice-Chancellor regarding the establishment of programmes of study (other than doctoral),
7. submit annual reports to the Vice-Chancellor in advance of the University Board's resolutions regarding the allocation of funds among the Disciplinary Domains,
8. establish an annual plan of operations for the Disciplinary Domain as well as pass resolutions regarding the responsibilities and the allocation of funds among the respective Faculty Boards or Departments etc.,

9. provide data for the University's annual report and annual budget data to the Government,
10. provide data to the Vice-Chancellor regarding the University's long-term planning of its premises,
11. provide proposals or statements of opinion to the Vice-Chancellor on an annual basis regarding plans for competence support,
12. pass resolutions about appointment profile for recruiting a professor in consultation with the Vice-Chancellor,
13. pass resolutions about initiating the recruitment of professors,
14. submit proposals to the Vice-Chancellor to nominate an individual for a post as professor,
15. pass resolutions about initiating the recruitment of senior lecturers, associate senior lecturers, and postdoctoral research fellows,
16. pass resolutions about a change of disciplinary domain for senior lecturers, associate senior lecturers, and postdoctoral research fellows,
17. pass resolutions when a post as postdoctoral research fellow turns into a post as associate senior lecturer,
18. monitor the study conditions of students and their study environment, as well as suggest or implement measures for improvement of these where necessary,
19. provide annual assignments for the operations of the Subject Library Division of the University Library,
20. conduct elections for a Department Board in cases where a new Department is being established.

The Disciplinary Domain Board may delegate its responsibilities to officials deemed to be individuals with research competence or to other bodies where the majority of members are individuals with research competence unless otherwise prescribed. Above-named points 1–2, 6–13 and 16–19 may not be delegated further.

Composition: The Vice-Chancellor has resolved that the Board of the Disciplinary Domain of Science and Technology/Board of the Faculty of Science and Technology shall consist of 21 members, two of which are doctoral students and three of which are students, with at most two group alternates for the doctoral students and students. The alternates have the right to attend meetings and to express opinions.

Representatives of the University's three staff organisations have the right to attend meetings and to express opinions.

The chairperson and Vice-Rector and the deputy chairperson and Deputy Vice-Rector are appointed by the Vice-Chancellor. Twelve teacher members and two external members of the Disciplinary Domain Board/Faculty Board are appointed by the Elections Commission (see II above). Members appointed by the students are appointed according to the Student Union Act (2009:769).

The mandate period for members of the Disciplinary Domain Board/Faculty Board is in the case of teacher members and external members three years and for student representatives one year.

The Disciplinary Domain Board/Faculty Board normally meets three times each semester. Minutes of the meetings of the Disciplinary Domain Board/Faculty Board are posted on the Faculty's website [[www.teknat.uu.se](http://www.teknat.uu.se)].

The deputy chairperson of the Board of the Disciplinary Domain of Science and Technology/Board of the Faculty of Science and Technology is also the Deputy Vice-Rector and Deputy Dean.

## IV Executive Committee

Duties:

- To decide matters according to the decision-making authority delegated by the Disciplinary Domain Board/Faculty Board
- To prepare matters for the meetings of the Disciplinary Domain Board/Faculty Board

Composition: Vice-Rector, Deputy Vice-Rector, Deputy Dean of Research, Deputy Dean of Education and Deputy Dean of Collaboration as well as student representatives with the right to attend and express opinions. Matters are decided in the presence of the Faculty Offices' administrator. Staff representatives have the right to attend and express opinions upon application.

The Executive Committee meets once weekly during semester time. Agendas and minutes of meetings are made available for the Disciplinary Domain Board/Faculty Board's other members, the chairperson of the Research Programme Board, the Disciplinary Domain's Heads of Departments, the University Director and the University's staff organisations.

## V Duties of the Deputy Chairperson of the Disciplinary Domain Board/Faculty Board (Deputy Vice-Rector and Deputy Dean)

The deputy chairperson of the Disciplinary Domain Board/Faculty Board is the Deputy Vice-Rector and Deputy Dean as well as the chairperson of the Faculty's Equal Opportunities Committee.

## VI Duties of the Deputy Dean of Education

The Deputy Dean of Education is appointed by the Elections Commission, is a member of the Disciplinary Domain Board/Faculty Board and is chairperson of the Advisory Committee for Education. The Deputy Dean of Education collaborates on overarching matters with the Deputy Dean of Research and the Deputy Dean of Collaboration. The Deputy Dean of Education represents the Faculty's programmes externally, presents reports to the Disciplinary Domain Board/Faculty Board, and prepares matters concerning:

- coordination of the Graduate Educational Board (FUN), the Educational Board of Science (NUN) and the Educational Board of Engineering (TUN)
- formats for collaboration with other faculties and higher education institutions within the programmes concerned
- consultation with the chairpersons of the Educational Board of Science (NUN) and Educational Board of Engineering (TUN) respectively on recommendations for teacher representatives and representatives of industry on the respective educational boards and programme boards, and recommendations for individuals to be responsible for the respective programmes.
- matters involving education at doctoral level that require special decisions regarding issues to do with education, employment and, in consultation with Deputy Dean of Research, funding.

In addition to this, the Deputy Dean of Education presents proposals and recommendations to

- the chairperson of the Research Programme Board (FUN) in advance of the Disciplinary Domain Board/Faculty Board's resolutions.
- the chairperson of the Board for Appointment of Excellent Teachers in advance of the Disciplinary Domain Board/Faculty Board's resolutions.



## VII Duties of the Deputy Dean of Research

The Deputy Dean of Research is appointed by the Elections Commission, is a member of the Disciplinary Domain Board/Faculty Board and is chairperson of the Advisory Committee for Research. The Deputy Dean of Research collaborates on overarching matters with the Deputy Dean of Education and the Deputy Dean of Collaboration. The Deputy Dean of Research represents the Faculty's research activities externally, presents reports to the Disciplinary Domain Board/Faculty Board and prepares matters concerning:

- coordination of large-scale research projects
- quality and evaluation, issues involving premises and infrastructure, recruitment, national and international research projects
- matters involving education at doctoral level that require special decisions regarding issues to do with funding
- formats for research collaboration with other faculties and higher education institutions.

In addition to this, the Deputy Dean of Research presents proposals and recommendations to

- the chairperson of the Board for Appointment of Associate Professors (Swedish Docent) in advance of the Disciplinary Domain Board/Faculty Board's resolutions.

## VIII Duties of the Deputy Dean of Collaboration

The Deputy Dean of Collaboration is appointed by the Elections Commission, is a member of the Disciplinary Domain Board/Faculty Board and is chairperson of the Advisory Committee for Collaboration. The Deputy Dean of Collaboration collaborates on overarching matters with the Deputy Dean of Education and the Deputy Dean of Research. The Deputy Dean of Collaboration represents the Faculty's collaboration externally, presents reports to the Disciplinary Domain Board/Faculty Board and prepares matters concerning:

- coordination of collaborative efforts for the Faculty with other faculties, higher education institutions, industry and society
- national and international collaborative networks in innovation, marketing, innovation strategies, issues concerning contact with industry, premises and infrastructure
- formats for collaboration with other faculties, higher education institutions, industry and society

In addition to this, the Deputy Dean of Collaboration presents proposals and recommendations to

- the chairperson of the Scholarships Committee in advance of the Disciplinary Domain Board/Faculty Board's resolutions.

## IX Duties of Deans and Members of the Disciplinary Domain Board/Faculty Board

Six of the members of the Disciplinary Domain Board/Faculty Board are individually Deans of one of the Faculty's six Sections. The Deans are appointed by the Elections Commission. The duties of the Deans of the various Sections are:

- to work for the strategic development of the Faculty
- to work for the strategic development of the Section

- to work to ensure that the requisite information and preparatory procedures are in place for pan-Section matters
- to be responsible where appropriate for distributing allocated funds within the Section
- to appoint subject coordinators
- to appoint a chairperson and an opponent for the public defence of each doctoral thesis (“disputation”) (doctoral programme)
- to appoint an examination committee in advance of the disputation (doctoral programme)
- to nominate one teacher from each Section to be a member of the Research Programme Board (FUN)
- to nominate one teacher from each Section to be a member of the Scholarships Committee
- to nominate one professor from each Section to be a member of the Board for Appointment of Associate Professors (Swedish: docent)
- to nominate one teacher from each Section to be a member of the Board for Appointment of Excellent Teachers
- to nominate a search group in advance of appointing a professor
- to nominate experts and special experts to advise on the appointment of professors, adjunct professors and guest professors
- to nominate experts to advise on applications for promotion to professor
- to nominate two subject representatives as members of the Appointment Committee for each individual matter within the Section concerned. One of the subject representatives shall be proposed as presenter to the Appointment Committee for the matter in question. If the Dean is disqualified as regards a particular matter, the Head of Department will nominate the subject representatives and presenter.

## X Professor responsible for research programme

The professor responsible for each research programme is appointed by the Disciplinary Domain Board/Faculty Board to serve for one year at a time but normally serves for several years. The duties may rotate among professors actively engaged within each programme.

The professor responsible for the research programme shall in a collegial spirit be responsible for:

- organisation of the research and quality of the programme
- the connections with research in the first- and second-cycle programmes
- dimensioning of the doctoral programme carried out within the research programme, especially with regard to supervision and other resources for the implementation of education.

The professor responsible for the research programme shall plan and carry out the research activities on the basis of the funds and premises placed at the disposal of the research programme by resolution of the Head of Department and Department Board.

The duties of the professor responsible for the research programme also include

- being familiar with the Faculty’s operational plan
- participating in the Faculty’s informational and discussion meetings
- participating in the preparatory work of the Section
- participating in the preparatory work of the Department.

## XI Advisory Committee for Education

### Duties:

- Preparation of matters relating to education in advance of the Disciplinary Domain Board/Faculty Board's resolutions
- Preparation of operational planning for education, funding allocation and dimensioning in advance of the Disciplinary Domain Board/Faculty Board's resolutions
- Programme and course offerings, quality and evaluation, issues relating to premises and equipment, student recruitment, marketing, throughput of students, programme results, and the student and teacher service
- Strategies for the Faculty's teacher recruitment, development of the Faculty's programmes, strategic pedagogical development, links with research and industry, internationalisation, national and international collaboration, evaluation issues
- Appoint a member to sit on the Advisory Committee for Collaboration
- Collaboration on overarching matters with the Advisory Committee for Research and the Advisory Committee for Collaboration.

Composition: The Deputy Dean of Education is the chairperson of the Advisory Committee for Education. The respective chairpersons of the Research Programme Board (FUN), the Educational Board of Science (NUN) and the Educational Board of Technology (TUN) as well as the subject coordinators are members of the Committee. Three student representatives (including one doctoral student) are appointed by the student unions concerned. The Advisory Committee for Education appoints a deputy chairperson from among its members. The Advisory Committee for Education appoints an individual responsible for equal opportunities from among its members. One representative from the Faculty's Council for Educational Development (TUR) has the right to attend meetings and to express opinions. The senior faculty administrator/education manager at the Offices of the Faculty of Science and Technology provides administrative support from the Faculty Offices to the Advisory Committee for Education.

## XII Advisory Committee for Research

### Duties:

- Preparation of research matters in advance of the Disciplinary Domain Board/Faculty Board's resolutions
- Preparation in advance of the Disciplinary Domain Board/Faculty Board's resolutions regarding operational planning for research, funding allocation and dimensioning
- Preparation, nomination and prioritisation at Disciplinary Domain level of applications for research funds, prizes, etc.
- Strategies for the Faculty's teacher recruitment
- Coordination of large-scale research projects
- Quality and evaluation, issues relating to premises and equipment, recruitment, national and international research projects
- Formats for research collaboration with other faculties and higher education institutions
- Collaboration on overarching matters with the Advisory Committee for Education and the Advisory Committee for Collaboration.

Composition: The Deputy Dean of Research is the chairperson of the Advisory Committee for Research. The chairperson of the Research Programme Board (FUN) is a member of the Advisory Committee for Research. One teacher member from each of the Department of Information Technology, the Department of Mathematics, the Department of Physics and Astronomy, the Department of Engineering Sciences and the Department of Earth Sciences is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Elections Commission. One teacher member from the Chemistry Section is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Elections Commission. One teacher member from the Biology Section is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Elections Commission. Three student representatives (including two doctoral students) are appointed by the student unions concerned. The Advisory Committee for Research appoints a deputy chairperson from among its own members. The Advisory Committee for Research appoints an individual to be responsible for equal opportunities from among its own members.

### XIII Advisory Committee for Collaboration

Duties:

- Preparation of collaboration matters in advance of the Disciplinary Domain Board/Faculty Board's resolutions
- Coordination of collaborative efforts for the Faculty with other faculties, higher education institutions, industry and society
- National and international collaborative networks within innovation, marketing, innovation strategies, contact with industry, and matters relating to premises and infrastructure
- Formats for collaboration with other faculties, higher education institutions, industry and society
- Collaboration on overarching matters with the Advisory Committee for Education and the Advisory Committee for Research.

Composition: The Deputy Dean of Collaboration is the chairperson of the Advisory Committee for Collaboration. One member is appointed by UU Innovation. One member is appointed by the Advisory Committee for Education. At least two teacher members and at least two external representatives are appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deputy Dean of Collaboration. Two student representatives (including one doctoral student) are appointed by the student unions concerned. The Advisory Committee for Collaboration appoints a deputy chairperson from among its own members. The Advisory Committee for Collaboration appoints an individual to be responsible for equal opportunities from among its own members.

## XIV Appointment Committee

According to the University's Appointment Regulations (UFV 2010/1842), the Disciplinary Domain Board/Faculty Board that deals with matters concerning professorial and teaching appointments for which a Doctoral Degree is required, shall establish one or more recruitment groups. The Disciplinary Domain has established an Appointment Committee to perform the following duties:

- to deal with matters pertaining to the appointment of professors
- to deal with matters pertaining to teaching appointments for which a Doctoral Degree is required, but not appointments as postdoctoral research fellows
- to deal with applications for promotion from associate senior lecturer to senior lecturer
- to deal with applications for promotion from lecturer to senior lecturer
- to deal with applications for promotion to professor
- to deal with applications for appointment as senior lecturer instead of lecturer
- to deal with applications for appointment as professor instead of senior lecturer.

Composition: Chairperson, first deputy chairperson with special responsibility for equal treatment issues and second deputy chairperson with special responsibility for appraising teaching expertise are appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Elections Commission's election committee. The mandate period for the chairperson is three years from 2015 inclusive. The mandate period for the first deputy chairperson and second deputy chairperson is two years from 2015 to 2016 inclusive and for three years thereafter.

For each individual matter to be considered two subject representatives are appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Dean of the Section concerned. The Dean proposes one of the subject representatives to present the matter to the Committee.

Two student representatives (including one doctoral student) with one alternate each are appointed by the student union concerned for at least one and no more than three years.

## XV Scholarships Committee

Duties:

- To consider applications for scholarships and to make resolutions about/propose the award of scholarships according to the relevant statutes.

Composition: The chairperson is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deputy Dean of Collaboration, one teacher from each Section is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deans, and two student representatives (including one doctoral student) are appointed by the student union concerned. The Scholarships Committee appoints the deputy chairperson from among its members.

## XVI Equal Opportunities Committee

### Duties:

- To hold overarching responsibility within the Disciplinary Domain for monitoring and evaluating the work done to support equal opportunities
- To be the Disciplinary Domain Board/Faculty Board's body to which proposed measures are referred for consideration
- To plan and execute equal opportunities projects
- To act as the steering group for the Faculty's mentoring programme, whose coordinators shall report annually to the Committee on the continued progress of the programme
- To draft and follow up for Disciplinary Domain-specific activities for the equal opportunities work.

Composition: The Deputy Vice-Rector is the chairperson. The members of the Advisory Committee for Education, the Advisory Committee for Research and the Advisory Committee for Collaboration respectively who are responsible for equal opportunities issues are members of the Equal Opportunities Committee. A further one-two teacher members of the Committee are appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deputy Vice-Rector. Two student representative (including one doctoral student) are appointed by the student unions concerned. The three staff organisations may appoint one representative each.

## XVII Board for Appointment of Associate Professors (Swedish Docent)

### Duties:

- To draft proposals for criteria and guidelines for appointment of associate professors (Swedish: docent) within the Faculty of Science and Technology. The guidelines shall be established by the Disciplinary Domain Board/Faculty Board.
- To establish the procedures of the Board for dealing with matters relating to appointment of associate professors
- To pass resolutions concerning the appointment of associate professors.

Composition: The chairperson is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deputy Dean of Research, one professor from each Section is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deans, and two student representatives (including one doctoral student) are appointed by the student union concerned. The Board for Appointment of Associate Professors appoints the deputy chairperson from among its members.

## XVIII Board for Appointment of Excellent Teachers

### Duties:

- To draft proposals for criteria and guidelines for appointment of Excellent Teachers within the Faculty of Science and Technology. The guidelines shall be established by the Disciplinary Domain Board/Faculty Board.
- To draft instructions for applicants as to the development and content of their teaching portfolios
- To establish the procedures of the Board for dealing with matters relating to appointment of Excellent Teachers
- To pass resolutions concerning the appointment of Excellent Teachers.

Composition: The chairperson is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deputy Dean of Education, one teacher from each Section is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deans, and three student representatives (of which two at first- or second cycle level and one doctoral student) are appointed by the student union concerned. The Board for Appointment of Excellent Teachers appoints the deputy chairperson from among its members.

## XIX Duties of bodies and functions within the Faculty's educational organisation

The Faculty's educational organisation has, in addition to the various Departments, the following functions and bodies:

- Deputy Dean of Education
- Advisory Committee for Education
- Research Programme Board (Forskarutbildningsnämnden - FUN)
- Educational Board of Science (Naturvetenskapliga utbildningsnämnden - NUN) with Coordination Committees and Programme Boards as subordinate bodies
- Educational Board of Engineering (Tekniska utbildningsnämnden - TUN) with Coordination Committees and Programme Boards as subordinate bodies
- Individuals with responsibility for the various programmes at first and second cycle levels
- Subject coordinators
- Professors responsible for graduate education
- Council for Educational Development at the Faculty of Science and Technology (TUR)
- Senior faculty administrator/education manager at the Offices of the Faculty of Science and Technology

All the bodies and functions within the educational organisation are tasked with responsibility for educational matters within the Faculty and with representing on its behalf the education offered by the Faculty vis-à-vis students, teachers, industry, the employment market, schools, other universities and higher education institutions, the mass media and external organisations, and also internally within the Faculty and the University. These responsibilities are performed by means of the following:

Strategic planning based on

- local, national and international developments within the area of responsibility
- the needs of the labour market and society
- research developments
- the demand of students for education.

Quality assurance and quality development by

- ensuring that the activity's goals are fulfilled and that resolved plans of action are implemented
- taking the initiative for and monitoring evaluations and surveys and, where required, taking action to bring about improvement and development
- collaborating with student organisations and working to achieve strong student influence and involvement
- working for collaboration across Disciplinary Domain borders
- strengthening quality awareness.



Providing objective and relevant information to

- students concerning the Faculty's programmes
- upper-secondary school students and other potential applicants
- teachers and other staff concerned
- bodies and functions within the educational organisation and the rest of the Faculty
- external stakeholders.

All the bodies and functions within the educational organisation otherwise undertake all other duties and tasks which they are required to perform.

All the bodies and functions within the educational organisation are administratively supported by the Faculty Offices.

## XX Deputy Dean of Education

See VI above.

## XXI Advisory Committee for Education

See XI above.

## XXII Research Programme Board (FUN)

Duties:

- To prepare matters for the Disciplinary Domain Board/Faculty Board
- To establish and adopt subject/specialisation syllabuses upon delegation of authority from the the Disciplinary Domain Board/Faculty Board
- To review the reasons for decisions concerning transfers of credits
- To identify and establish the courses offered by all the graduate education programmes and publish an online course catalogue
- To monitor the work with individual study plans and study results
- To be responsible for general information and recruitment matters
- To be responsible for overarching quality control and evaluation
- To be responsible for training and information for professors responsible for graduate education
- To monitor that the Faculty's supervisors are offered/undertake training
- To collaborate with the Departments' directors of third-cycle studies
- To collaborate with the Educational Board of Science (NUN) and the Educational Board of Engineering (TUN)
- To collaborate with other faculties and higher education institutions.

Composition: The chairperson (F) is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deputy Dean of Education, one teacher from each Section is appointed by the Disciplinary Domain Board/Faculty Board upon the recommendation of the Deans, and two student representatives (doctoral students) are appointed by the student union concerned. The Board appoints the deputy chairperson from among its members.

## XXIII Duties of the Chairperson of the Research Programme Board (FUN)

The chairperson (F) of the Research Programme Board is appointed by the Faculty Board upon the recommendation of the Deputy Dean of Education. In addition to leading the work of the Research Programme Board (FUN), the duties of the chairperson include

- being a member of the Advisory Committee for Research
- being a member of the Advisory Committee for Education
- collaborating with the Deputy Deans of Education and Research
- representing graduate education in working groups, within the University and in national and international collaboration
- developing the graduate education programme and its organisation.

## XXIV Division of responsibilities and powers of graduate education functions in the Faculty of Science and Technology

The terms below are used to describe the position, duties and powers of teachers within the organisation for research and graduate education at the Faculty of Science and Technology.

### **Professor**

Each professor represents her/his subject. With the title follow responsibility for the content, development and quality of this subject in both research and undergraduate and graduate education.

The appointment to a professorship carries with it, as well as collective responsibility for one's subject, responsibilities for graduate education and/or study programmes (see X above) according to the Disciplinary Domain Board/Faculty Board's resolution in each case.

### **Professor responsible for graduate education**

One professor to be responsible for graduate education (FUAP) is appointed annually by the Faculty Board for each graduate education subject and specialisation upon the recommendation of the Dean concerned. The duties of the office may be prolonged. It is a requirement that the professor participates in the information events for professors responsible for graduate education organised annually by the Faculty in order to maintain the confidence of the Faculty.

The professor responsible for graduate education has an overarching responsibility for the quality and development of the graduate education within her or his subject, in collaboration with other professors and teachers in the subject.

The professor responsible for graduate education is responsible:

- for ensuring that a subject syllabus is established and translated into English, and that it is continuously revised (established by the Research Programme Board with authority delegated by the Disciplinary Domain Board/Faculty Board)
- for seeing to it that doctoral students are offered a selection of graduate education courses that are relevant in terms of scope and quality
- for giving an opinion on proposals for individual study plans (ISP, established by the Head of Department with authority delegated by the Disciplinary Domain Board/Faculty Board, after consultation with the supervisor, doctoral student and FUAP)
- for participation in regular individual monitoring of education progress, at least annually in conjunction with the follow-up of individual study plans
- for ensuring that the quality of the language in which each doctoral thesis is written in the subject is of a good standard
- for ensuring that supervisors within the area of responsibility is working together in a collegial spirit regarding the content, quality and implementation of graduate education.

The professor responsible for graduate education is responsible for nominating a chairperson, opponent and examination committee in advance of the public defence of a doctoral thesis; “disputation” (appointed by the Dean concerned with authority delegated by the Disciplinary Domain Board/Faculty Board).

The professor responsible for graduate education, or another professor to whom she or he delegates the task, determines the grade of a licentiate thesis after consultation with the principal supervisor and external examiner.

The professor responsible for graduate education, or another professor to whom she or he delegates the task, shall in applications for associate professorships/docentships give an opinion on the applicant’s competence, research and teaching expertise and independence, and of the anticipated benefit to research and education of admitting the applicant to an associate professorship/docentship.

### **Supervisors – principal supervisor**

For each doctoral student, the Disciplinary Domain Board/Faculty Board (with authority delegated to the Head of Department) shall appoint at least two supervisors, one of whom is appointed principal supervisor. At least one of the supervisors shall be employed by or adjoined to Uppsala University or the Swedish Institute of Space Physics. At least one of the supervisors must have competence as for an associate professor/docent.

Principal supervisors must have undertaken a training course for doctoral supervisors equivalent to at least two days. Supervisor training is organized centrally at Uppsala University. It is strongly recommended that the principal supervisor has followed the course required for appointment as associate professor/docent lectureship.

The principal supervisor for the individual doctoral student is responsible for all aspects of the doctoral student's education according to the individual study plan, ISP. For more information about the supervisor's role, see “General curriculum in English”.

The principal supervisor shall annually inform the Disciplinary Domain Board/Faculty Board (with authority delegated to the Head of Department) of the progress of the doctoral student’s education.

Monitoring is performed including through the revision of the individual study plans (in consultation with the doctoral student and the professor to be responsible for graduate education, FUAP). All individual study plans should be registered and available at the Department.

The principal supervisor is responsible to determine, in consultation with the other supervisor and the professor responsible for graduate education (FUAP), when the work on the doctoral thesis has advanced sufficiently to enable a date to be set for the public defence (“disputation”) or if relevant for the licentiate seminar. The principal supervisor can, to the FUAP, propose a Faculty opponent and examination committee and if relevant appoint an examiner for the licentiate thesis. For more information on the regulations concerning the public defense, see “General curriculum in English”.

### **Examiners in the graduate education programme**

Examinations and tests that form part of the graduate education programme shall be assessed according to the system of grading prescribed by the University. The grade shall be determined by a teacher (examiner) appointed by the University.

For courses that form part of the graduate education programme, the course teacher is normally the examiner.

Examinations and tests for the licentiate thesis shall be appraised by the professor responsible for graduate education, or another professor to whom she or he delegates the task, after consultation with the principal supervisor and the external examiner. The supervisor should not also be the examiner of the licentiate thesis.

The authority to decide whether to transfer credits from second-cycle studies is delegated to the principal supervisor, in consultation with the professor responsible for graduate education and the other supervisor. Reasons for the decision on credit transfers is reviewed by the Research Programme Board, FUN (se XXII above).

### **Director of studies third cycle**

Graduate education is conducted within the departments and under the responsibility of the Head of Department. To support Heads of Departments in matters pertaining to postgraduate studies within the department, such as active support on various matters to the Department's doctoral students, supervisors and professor responsible for graduate education, departments shall establish the office of director of third cycle studies/doctoral level (FUS).

The holder of the office should be an associate professor/docent or professor and shall have supervised doctoral students and acted as a principal supervisor, as well as having undertaken the relevant supervisor training. Furthermore, it should be possible for this individual to be nominated as a member of the Faculty's Research Programme Board (FUN).

Each department shall decide the design and scope of the mission as FUS, as well as forms of collaboration with professors responsible for graduate education and other supervisors. The mission as FUS could include, for example:

- Preparation of admissions to doctoral studies
- Introduction of doctoral studies at the department to doctoral students and senior faculty
- Regular information efforts with respect to relevant local and national regulations for graduate education at doctoral level, for example at supervisor meetings and doctoral student meetings
- In collaboration with professors responsible for graduate education within the department follow-up the revision of individual study plans
- Coordination of the courses offered by the Department (professors responsible for graduate education are responsible for the course offerings in their respective subjects/specialisations)
- Participate in dealing with disputes that arise in situations involving graduate education
- Support the Head of Department with contacts and assignments concerning graduate education such as referrals.

Assignments as FUS and FUAP are different in nature and may be combined.

## XXV Educational Board of Science (NUN) and Educational Board of Engineering (TUN)

Duties:

- To create overarching visions and strategies and implement the resolutions of the Board of the Disciplinary Domain/Faculty Board relating to the long-term development of education programmes and free-standing courses
- To structure and bring about rejuvenative changes in programmes in response to ongoing internationalisation, research, and the needs of industry and society
- To take strategic initiatives on matters concerning national and international educational collaboration
- To take strategic initiatives on matters concerning rejuvenative changes in teaching methods and examinations, throughput of students and study results, and recruitment and marketing
- To monitor various aspects of quality in the education and the individual programmes, pass resolutions concerning measures and procedures to improve quality, and report to the Disciplinary Domain Board/Faculty Board
- To formulate and revise goals for the respective programmes and follow up said goals
- To follow and support the work of the individuals responsible for the programmes and the programme boards and where required pass resolutions concerning their assignments
- To annually establish programme syllabuses and new course syllabuses for all the programmes and free-standing courses within the respective educational boards
- to appoint examiners upon the recommendation of the Department responsible for the course concerned
- To collaborate with other educational boards

The chairperson of each Educational Board – N and T respectively – is appointed by the Elections Commission. Teacher representatives and representatives of industry are appointed to each Educational Board by the Disciplinary Domain Board/Faculty Board upon the recommendation of N and T respectively in consultation with the Deputy Dean of Education. Student representatives are appointed by the student union concerned. Each Educational Board appoints a deputy chairperson from among its members.

## XXVI Duties of the Chairpersons of NUN and TUN

The chairpersons of the Educational Board of Science (NUN) and the Educational Board of Engineering (TUN) respectively are members of the Disciplinary Domain Board/Faculty Board and are appointed by the Elections Commission. In addition to leading the work of the respective Educational Boards, the duties of the chairpersons are

- to be members of the Advisory Committee of Education
- to recommend individuals to be responsible for the programmes (this does not apply to Master's degree programmes, for which the Departments are responsible) as well as teacher representatives and representatives of industry on the programme board (this does not apply to Master's degree programmes, for which the Departments are responsible) in advance of the Disciplinary Domain Board/Faculty Board's resolutions. The recommendations will be solicited in consultation with the Deputy Dean of Education and the subject coordinators.

- to recommend teacher representatives and representatives of industry to sit on the Educational Board of Science (NUN) and the Educational Board of Engineering (TUN) respectively in consultation with the Deputy Dean of Education in advance of the Faculty Board's resolutions
- to report to the Disciplinary Domain Board/Faculty Board and to present matters to the Disciplinary Domain Board/Faculty Board
- to represent the specific programmes externally within the respective programme areas
- to represent the Faculty in working groups and similar within the University and in national, Nordic and international collaboration
- to develop the education and its organisation

## XXVII NUN and its subordinate bodies

The Educational Board of Science (NUN) has the following subordinate bodies:

- Coordination committees
- Programme boards

### Strategic leadership – Educational Board of Science (NUN)

The Educational Board of Science normally has three minuted meetings per semester.

Composition: Ordinary members: chairperson (N), seven teachers, two representatives of industry, five students.

Alternates: Three teachers, three students.

The teacher representatives shall include the chairpersons of the coordination committees and one representative from the Faculty's Council for Educational Development (TUR).

The Faculty's education manager participates.

### Coordination committees

The coordination committees make no formal decisions. The committees' main task is to act as a forum for information and to bring to the forefront proposals for changes to programmes and course offerings, especially with regard to programme syllabuses, outlines and course syllabuses. The purpose of the committees is to provide opportunities for coordination and to strengthen the preparatory work done in advance of the Educational Board of Science's resolutions.

The coordination committee for first-cycle courses coordinates the Foundation Year Programme and the Bachelor Programmes in Mathematics, Computer Science, Physics, Chemistry, Earth Sciences, Biology and Environmental Science.

The coordination committees normally meet twice each semester. The meetings are minuted. The agenda is drafted by the chairperson and responsible education manager.

Ordinary members: The chairperson, deputy chairperson, persons responsible for the Bachelor Programmes and Foundation Year Programmes respectively, three students.

The chairperson and deputy chairperson are nominated by N in consultation with the Deputy Dean of Education and are appointed by the Educational Board of Science (NUN). The student representatives are appointed by the student union concerned. The Faculty's education manager participates. Subject coordinators for the respective subjects are called to attend meetings.

The coordination committee for second-cycle courses coordinates Master's Programmes and Magister Programmes in science and engineering.

Ordinary members: The chairperson, the individuals responsible for the respective programmes and three students.

The chairperson is nominated by N in consultation with the Deputy Dean of Education and is appointed by the Education Board of Science (NUN).

The Faculty's education manager participates. Subject coordinators for the respective subjects are called to attend meetings.

The chairpersons of the two committees are teacher members of NUN.

## Operational leadership – Programme Boards for Bachelor Programmes and Foundation Year Programme

Each programme has a programme board headed by the individual responsible for the programme.

The eight programme boards (for Biology, Computer Science, Physics, Earth Sciences, Chemistry, Mathematics, Environmental Science and the Foundation Year programme) have regular minuted meetings about two to three times per semester.

The principal task of the programme board is to strengthen the quality of the programme and to advance its development, and also to function as an advisory body for the individuals responsible for the programmes with regard to their duties.

Proposals for programme syllabuses, outlines and new course syllabuses for the programme shall be considered by the programme board. The minutes shall state whether the programme board approves the proposal or not. The programme board passes resolutions concerning revision of programme-specific courses and approves the revision of pan-programme courses.

The education manager and normally also the programme advisor and scheduler concerned participate in the meetings or parts of the meetings. The agenda is drafted by the chairperson and responsible education manager.

Composition: The individual responsible for the programme (chairperson), two teachers, one representative of industry, two students and one alternate for the students with the right to attend and express opinions. The programme advisor, education manager and subject coordinator respectively have the right to attend the meetings and express opinions.

The individual responsible for the programme is the chairperson of the programme board. Teacher representatives and representatives of industry are appointed by the Disciplinary Domain Board/Faculty Board, upon the recommendation of N in consultation with the individual responsible for the programme, the Deputy Dean of Education and the subject coordinator concerned. Student representatives are appointed by the student union concerned.

## Operational leadership for Master's Programmes

The Department Boards function as decision-making bodies. One programme-responsible individual is appointed for each programme by the respective Department Boards. The Department Board appoints one programme board for each Master's degree programme, among other things in order to ensure a good degree of student influence. Each programme board shall have at least one student representative appointed by the student union concerned.



The Departments have responsibility for the programmes as follows:

- Master's Programme in Mathematics: Department of Mathematics
- Master's Programmes in Computer Science and Computational Science: Department of Information Technology
- Master's Programme in Human-Computer Interaction (parts of): Department of Information Technology
- Master's Programme in Physics (with the exception of the specialisations Geophysics and Meteorology): Department of Physics and Astronomy
- Master's Programme in Chemistry: Chemistry Section and its two Departments
- Master's Programmes in Biology and Applied Biotechnology: Biology Education Centre
- Master's Programmes in Earth Sciences and Sustainable Development: Department of Earth Sciences
- Master's Programme in Wind Power Project Management: Department of Earth Sciences
- Master's Programme in Physics (specialising in Geophysics and Meteorology): Department of Earth Sciences

## XXVIII TUN and its subordinate bodies

The Educational Board of Engineering (TUN) has the following subordinate bodies:

- Coordination committee
- Programme boards

### Strategic leadership – Educational Board of Engineering (TUN)

The Educational Board of Engineering normally has three minuted meetings per semester.

Composition: Ordinary members: chairperson (T), six teachers, three representatives of industry, five students.

Alternates: Three teachers and three students.

The Faculty's education manager and one representative of the Faculty's Council for Educational Development (TUR) participate.

### Coordination committee

The coordination committee makes no formal decisions. The committee's main task is to act as a forum for information and to bring to the forefront proposals for changes in programmes and courses offered, especially with regard to programme syllabuses, outlines and course syllabuses. The purpose of the committee is to provide opportunities for coordination and to strengthen the preparatory work done in advance of the Educational Board of Engineering's resolutions.

The coordination committee normally meets three or four times each semester. The meetings are minuted. The agenda is drafted by the chairperson and responsible education manager.

T is chairperson of the coordination committee.

Members: The chairperson, the individual who is responsible for the programmes that fall within TUN's purview and three student representatives appointed by the student union concerned. In addition, the Faculty's senior faculty administrator/education manager participates and, when required, subject representatives (e.g. subject coordinators and directors of studies) and representatives of the Faculty's Council for Educational Development (TUR).

## Operational leadership – Programme Boards

Each programme has a programme board headed by the individual responsible for the programme.

Teacher representatives and representatives of industry are appointed by the Disciplinary Domain Board/Faculty Board, upon the recommendation of T in consultation with the individual responsible for the programme, the Deputy Dean of Education and the subject coordinators concerned. For Master's programmes for which a Department is responsible, teacher representatives and representatives of industry are appointed but by the respective Department Boards. Student representatives are appointed by the student union concerned.

The principal task of the programme board is to strengthen the quality of the programme and to advance its development, and also to function as an advisory body for the individuals responsible for the programmes with regard to their duties.

Proposals for programme syllabuses, outlines and new course syllabuses for the programme shall be considered by the programme board. The minutes shall state whether the programme board approves the proposal or not. The programme board passes resolutions concerning revision of programme-specific courses and approves the revision of pan-programme courses.

The education manager and normally also the programme advisor and scheduler concerned participate in the meetings or parts of the meetings. The agenda is drafted by the individual responsible for the programme in consultation with the responsible education manager.

### Programme Boards for Bachelor Programmes in Engineering

For each Bachelor's degree programme in Engineering (Swedish: *högskoleingenjörsprogram*) the composition of the respective programme boards is given below. The subject and departmental affiliations of the teacher members of the programme board are intended to ensure breadth and representativeness on the programme board for the subject content of the respective programmes and are determined for each programme by the Educational Board of Engineering (TUN).

The programme board can itself decide to co-opt any additional members.

For each programme board one alternate for the student members is also appointed by the student union concerned. The alternate has the right to attend meetings and to express an opinion.

#### Structural Engineering

Programme board: The programme-responsible, two teachers, one representative of industry, two students.

#### Electrical Engineering

Programme board: The programme-responsible, two teachers, one representative of industry, two students.

#### Mechanical Engineering

Programme board: The programme-responsible, two teachers, one representative of industry, two students.

**Quality Engineering and Management**

Programme board: The programme-responsible, two teachers, one representative of industry, two students.

**Nuclear Engineering**

Programme board: The programme-responsible, two teachers, two representatives of industry, two students.

**Programme Boards for Master's Programmes in Engineering (5 years)**

For each Master's degree programme in Engineering (Swedish: *civilingenjörsprogram*) the composition of the respective programme boards is given below. The subject and departmental affiliations of the teacher members of the programme board are intended to ensure breadth and representativeness on the programme board for the subject content of the respective programmes and are determined for each programme by the Educational Board of Engineering (TUN).

The programme board can itself decide to co-opt any additional members.

For each programme board one alternate for the student members is also appointed by the student union concerned. The alternate has the right to attend meetings and to express an opinion.

**Energy Systems Engineering**

Programme board: The programme-responsible, two teachers from Uppsala University, two teachers from the Swedish University of Agricultural Sciences (SLU) (appointed by SLU), one representative of industry, three students.

**Electrical Engineering**

Programme board: The programme-responsible, three teachers, one representative of industry, three students.

**Environmental and Water Engineering**

Programme board: The programme-responsible, two teachers from Uppsala University, one teacher from the Swedish University of Agricultural Sciences (SLU) (appointed by SLU), one representative of industry, three students.

**Sociotechnical Systems Engineering**

Programme board: The programme-responsible, three teachers from the Faculty of Science and Technology, one teacher from the Disciplinary Domain of Humanities and Social Sciences, one representative of industry, three students.

**Engineering Physics**

Programme board: The programme-responsible, four teachers, one representative of industry, three students.

**Information Technology**

Programme board: The programme-responsible, three teachers, one representative of industry, three students.

**Molecular Biotechnology Engineering and Bioinformatics**

Programme board: The programme-responsible, three teachers, one representative of industry, three students.

**Chemical Engineering**

Programme board: The programme-responsible, two teachers from the Faculty of Science and Technology, one teacher from the Faculty of Pharmacy, one representative of industry, three students.

**Materials Engineering**

Programme board: The programme-responsible, three teachers, one representative of industry, three students.

**Programme Boards for Bachelor and Master's Programmes****Bachelor Programme in Leadership – Quality Technology – Improvement**

Programme board: The programme-responsible, two teachers, one representative of industry, two students.

**Master's Programme in Energy Technology**

Programme board: The programme-responsible, two teachers, one representative of industry, two students.

For other Master's programmes in Engineering the responsible Department is given below. An individual is appointed to be responsible for each programme, who may be employed by another Department. Each programme shall have a programme board, the composition of which is determined by the Department responsible for the programme. A programme board shall have at least one student representative appointed by the student union concerned.

The Departments are responsible for the Master's programmes as follows:

- Embedded Systems: Department of Information Technology
- Renewable Electricity Production: Department of Engineering Sciences
- Industrial Management and Innovation: Department of Engineering Sciences
- Bioinformatics: Biology Education Centre
- Molecular Biotechnology Engineering: Biology Education Centre.

## XXIX Duties of individuals with programme-responsibility

Each educational programme is headed by an individual who is responsible for the programme, who also has an operational function within the programme. The most important overarching task of the individual with programme-responsibility is to monitor the quality of the programme from various aspects, and to take the initiative for development and improvement. The programme-responsible shall prepare proposals for change in consultation with the programme board, but also through other contact with students, teachers and departments. The programme-responsible shall also be prepared to participate in working groups and similar in connection with her or his duties.

The duties of the programme-responsible are:

- to be chairperson of the programme board
- to be responsible for seeing to it that the programme's goals are fulfilled and that the current syllabus is followed, and also monitor that the course syllabuses are being followed
- to be responsible for ensuring that resolutions passed by the Disciplinary Domain Board/Faculty Board and the educational boards are implemented in the programme
- to annually submit proposals for the programme syllabus and programme outline in advance of the resolutions of the Educational Board of Science (NUN) and the Educational Board of Engineering (TUN) respectively
- to submit proposals for course content for new courses and changes in existing course syllabuses, and consult with the director of studies at the Department responsible for the course
- to continuously evaluate the programme, for example by following up course evaluations, links to industry and internationalisation, and to take the initiative to develop and improve the programme
- to review once in each period of teaching the course evaluations of the previous period together with representatives of the students
- to monitor student recruitment, student throughput and the labour market and, if required, take the initiative for the appropriate measures and for programme renewal
- to develop and update data for brochures, websites, and so on
- to have contact with students and be available, preferably at fixed times, to enable rapid problem solving and to answer questions
- to be responsible for information on the choice of courses and specialisations
- to be responsible for ensuring that individual matters affecting students are dealt with according to the Faculty's and the University's policy concerning admission and reception of new students, transfer of credits, validation of competence, admission to second- and third-cycle studies, examination issues etc. and thereby collaborate with study counsellors and directors of studies
- to submit an annual report for the programme in consultation with the programme board, including reporting on how the programme's disposable funds have been used. The annual report shall be submitted to the Educational Board for Engineering (TUN), and to the respective coordination committees (MDF, KGB or Master's) under the Educational Board of Science (NUN).
- to have contact with study counsellors and responsible schedulers, teachers and directors of studies, and with other individuals with programme-responsibility.

## XXX Duties of Subject Coordinators

The subject coordinators are appointed by the Deans. The subjects are Biology, Computer Science, Physics, Earth Sciences, Chemistry, Mathematics and Engineering Sciences. The subject coordinators coordinate the first- and second-cycle programmes within the subject, recommend syllabuses, and are the contact persons for the subjects for the Faculty Management, Faculty Offices and individuals with programme-responsibility in subject-specific issues, including offerings of freestanding courses and the distribution of funds within the Section.

## XXXI Duties of the Faculty's Departments within the educational organisation

The Departments are responsible for implementing courses in accordance with the adopted programme syllabuses and course syllabuses. This responsibility includes endeavouring to appoint teachers who have an understanding of the role of the course within the programme and thus to encourage teachers and give them the opportunity to participate by, for example, including teacher days in the programme. The Departments are furthermore responsible for the development of the pedagogical competence of the teaching staff, and for taking the initiative in consultation with the individuals with programme-responsibility and with the programme boards to develop and improve courses and programmes.

The following duties also apply:

- Proposals for changes to the syllabuses for Master's programmes made by the individuals with programme-responsibility shall be considered and approved by the Board of the Department responsible for the programme, or by the body/official to whom decision-making is delegated.
- New course syllabuses and changes to existing course syllabuses for courses for which the Department is responsible shall be considered and approved by the Department Board or by the body/official to whom decision-making is delegated, in advance of the matter being considered by the programme board.
- The Departments are responsible for seeing to it that all courses and all course rounds are evaluated and analysed in accordance with the University's regulations and guidelines.
- The Departments make decisions regarding allocation of funds and staffing for the courses after consultation with the programme-responsible.
- The Department appoints an individual with programme-responsibility for the Master's programme or part of a Master's programme for which the Department is responsible.
- The Department is responsible for seeing to it that the individual appointed by the Disciplinary Domain Board/Faculty Board to be responsible for a programme is given the opportunity to perform this duty.
- The Department is responsible for seeing to it that the member of staff appointed by the Disciplinary Domain Board/Faculty Board to be a member of an educational board or programme board is given the opportunity to perform this duty.

## XXXII Faculty of Science and Technology's Council for Educational Development (TUR)

The Council for Educational Development at the Faculty of Science and Technology (TUR) is tasked with facilitating the Faculty's educational development work. The Council collaborates with the Faculty's teachers, pedagogical leaders and student representatives. The Council reports on its work annually to the Faculty Board and the educational boards. Membership of the Council is determined by the Disciplinary Domain Board/Faculty Board. Student representatives are appointed by the student unions concerned.

## XXXIII Duties and powers of Education Managers in first-, second- and third-cycle programmes

The education managers are employed by the Disciplinary Domain's Offices, which are part of the University Administration. They deal with general educational issues within the Faculty of Science and Technology and present matters to the Faculty's drafting and decision-making bodies.

The education managers

- are the principal administrative officers for educational matters within the Faculty, which includes obtaining data and carrying out analyses in advance of decisions, initiating and preparing matters for the Disciplinary Domain Board/Faculty Board and other bodies, and executing and notifying execution of resolutions passed
- carry out projects by order of the Disciplinary Domain Board/Faculty Board and its subordinate bodies
- perform the function of expert in relation to educational boards, departments, heads of departments, administrators, programme-responsible individuals and directors of studies
- when required act in lieu of programme-responsible individuals (first- and second-cycle programmes only)
- are responsible for ensuring that the Faculty's guidelines for dealing with matters concerning individuals are complied with and have the powers to both make and change decisions (first- and second-cycle programmes only)
- represent the Faculty in working groups and similar within the University and in national, Nordic and international collaboration
- prepare matters that concern pan-Faculty courses, e.g. course syllabuses (first-, second- and third-cycle programmes).
- make decisions on the revision of course syllabuses for freestanding courses upon the recommendation of the department responsible for the course.
- make decisions on the revision of course syllabuses for programme-wide courses as agreed by the programme board
- may upon delegation of authority from the Educational Board of Science (NUN) and the Educational Board of Engineering (TUN) respectively and in consultation with the chairpersons of the respective educational boards establish course syllabuses (first- and second-cycle programmes only)