

Regulations

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Rules for centres and forums at Mid Sweden University

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Administrator: Håkan Wiklund

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Summary Mid Sweden University has two forms for organising its research groups in units: Centres and Forums. The terms centre and forum may only be used by centres and forums established by the vice-chancellor.

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Starting points

The research conducted at Mid Sweden University includes traditional subject research and thematic research and is organised under special units.

Mid Sweden University has two forms for organising research groups into units:

- Centres
- Forums

The terms centre and forum may only be used by centres and forums established by the vice-chancellor.

Centres

This document supersedes all previous decisions¹ regarding rules for centres at Mid Sweden University. The Rules of Procedure state that a centre shall be a profile-bearing environment with a strong position within and outside the university, where the environment engages in a cohesive activity with a joint vision and plan that constitute the focus of the centre's activities.

Content of a centre's activity

A centre's activities primarily consist of research, but may also include other assignments relevant to its area of activity.

Purpose, goals and added value

Through the facilitation and development of collaborations that extend beyond existing subject boundaries, a centre shall conduct internationally recognised research in a thematic area. The centre's activities shall promote external collaboration and attract external funding in a way that contributes to increased research quality.

A centre must clearly demonstrate the added value created by conducting research activities as a centre in a way that cannot otherwise be achieved within the framework of the university's existing activities. A centre shall have a clearly stipulated purpose and goals that can be evaluated in connection with the application for its establishment and which shall constitute the basis for follow-up and evaluation of the centre's activities.

Criteria

A centre shall meet the following criteria:

- The centre shall be of strategic importance for the university's development;
- The centre's activities shall be strategically formulated in a vision and operational objectives as well as in joint projects;
- The centre's activities shall strive towards academic/artistic excellence, culminating in well-established, internationally competitive research within the research domain;

¹ MIUN 2016/418

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- The centre shall, to a significant degree, engage in collaboration with relevant actors in the surrounding community and in international research networks;
- The centre's activities shall be based on a collaboration between several subject areas.

The centre's operations normally have a turnover of at least SEK ten million per year in total research funds.

When assessing the above criteria, consideration can be given to the fact that an area is under development and has strong potential to become a strategically important area for the university in the near future.

Location in the organisational structure

Within the organisational structure of the university, research centres are located at the faculty. The relevant faculty is responsible for the centre's activities and strategic development. A centre does not have its own dedicated staff, but is staffed with members from relevant departments and divisions according to agreements between the relevant heads of department, heads of division and the centre director.

Organisational structure of a centre

A centre is led by a centre director with academic/artistic competence. The scope is adapted according to the centre's activities. If necessary, a management group can be established to support the centre director. A reference group with internal and external representatives is affiliated with the centre. The chair of the reference group is normally an external representative. The task of the reference group is to advise the centre in the areas of strategic development and funding. The reference group is also a collaboration body with important external partners.

The centre director and reference group are appointed by the vice-chancellor according to the recommendation of the relevant dean(s). The centre director and reference group are typically appointed for a term of three years. If a management group is needed, members are appointed by the centre director. All decisions relating to the organisation of the centre shall only be made after consultation with the relevant research faculties.

Responsibilities of the centre director

The centre director's primary responsibilities are to:

- take responsibility for the vision, goals and strategies of the centre;
- coordinate research projects and project applications;
- establish research programmes;
- establish activity plans;
- take responsibility for the centre's communication plan;
- participate in budgeting and be responsible for resources allocated to the centre;
- engage in internal and external collaboration;
- be responsible for quality assurance and evaluation of the centre;
- report on the activities of the centre;
- be responsible for the centre's reference group and serve as the rapporteur;
- lead the work of the centre's management group, if one is appointed;

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- be responsible for internal and external communication relating to the centre's research;
- work in dialogue with relevant managers to determine the tasks of administrative staff assigned to the centre.

Funding

In order for a centre to function effectively, resources are needed to manage and develop the centre's activities. The centre's core activities are funded through internal and external research funding. Internal funds are distributed in the normal process according to the distribution model that applies for the respective faculty. Part of the centre's core funding is expected to go to support project applications and project management for externally funded projects. In the faculty's planning and follow-up, the dean shall ensure that there is a strategy and budget for the centre's development and administration.

Follow-up and evaluation

The relevant faculty is to perform annual follow-up of the centre's activities, which also determines the procedure for the follow-up. During annual follow-up, the currently applicable rules for the centre must be taken into account.

The centre's activities are evaluated by external reviewers in connection with the evaluation of the university's research. The evaluation shall include the criteria that apply to all centres at the university. An evaluation may also be performed following a decision by the relevant faculty board.

Decisions on establishment and discontinuation

Decisions to establish a centre are made by the vice-chancellor based on the recommendation of the relevant faculty board(s). The decision shall state that the centre's activities are to be evaluated no more than six years after the centre is established.

In cases where a centre no longer meets the criteria for centres at the university or its strategic importance has diminished, the faculty may submit a proposal to the vice-chancellor that the centre be discontinued. Discontinuation of the centre's activities shall then proceed in an orderly manner for a minimum of six months and a maximum of one year.

Communication and information

A centre must have clear external visibility and be associated with a clearly identified, high quality activity within Mid Sweden University. Mid Sweden University's centres are their own visible sponsors and their own sub-brand. The communications department is responsible for developing the sub-brand. All communication must follow Mid Sweden University's graphic profile. All communication must clearly indicate that the centre is part of Mid Sweden University. In all scientific publications, Mid Sweden University must also be specified as the home institution. All research centres shall have an established communication plan that is updated annually that clearly states the goal of communication and how it is to be achieved. The communications department can assist the centre director in this effort.

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Forums

A forum is a university-wide, multidisciplinary unit that serves as a hub for researchers and stakeholders in a thematic area.

Content of a forum's activity

A forum's activities primarily consist of research, but may also include other assignments relevant to its area of activity.

Purpose, goals and added value

The purpose of a forum is to increase multidisciplinary collaboration, internal interests and external interests and attractiveness, as well as development in a specific thematic area. A forum's tasks include working in the area of knowledge dissemination and education within the theme and serving as a university-wide hub for all parties who have an interest in the forum's theme.

A forum must clearly demonstrate the added value created by conducting research activities as a forum. A forum shall have a clearly stipulated purpose and goals that can be evaluated in connection with the application for its establishment and which shall constitute the basis for follow-up and evaluation of the centre's activities.

Criteria

A forum shall meet the following criteria:

- The forum's activities must be harmonised with the university's strategy;
- The forum's activities shall be strategically formulated in a vision and operational objectives as well as in any projects undertaken by the forum;
- The forum's activities shall strive towards scientific excellence, culminating in well-established, internationally competitive research;
- The forum shall, to a significant degree, engage in collaboration with relevant actors in the surrounding community and in international research networks;
- The forum shall stimulate collaboration between researchers from different subject areas.

Location in the organisational structure

Within the organisational structure of the university, a forum is located at the faculty responsible for the forum's activities and strategic development. A forum does not have its own dedicated staff, but is staffed with members from relevant departments and divisions according to agreements between the relevant heads of department, heads of division and the forum director.

Organisational structure of a forum

A forum is led by a forum director with documented competence within the forum's area of activity. The forum director must also have academic/artistic competence. The scope of the appointment is adapted to the forum's activities.

If necessary, a management group can be established to support the forum director. A reference group with internal and external representatives is affiliated with the forum. The chair of the reference group is normally an external representative. The task of the reference

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group is to advise the forum in the areas of strategic development and funding. The reference group is also a collaboration body with important external partners.

The forum director and reference group are appointed by the vice-chancellor according to the recommendation of the relevant dean(s). The forum director and reference group are typically appointed for a term of three years. If a management group is needed, members are appointed by the forum director. All decisions relating to the organisation of the forum shall only be made after consultation with the relevant research faculties.

Responsibilities of the forum director

The forum director's primary responsibilities are to:

- take responsibility for the vision, goals and strategies of the forum;
- coordinate research projects and project applications;
- take overall responsibility for achieving the goals of the forum's activities;
- establish activity plans;
- take responsibility for the forum's communication plan;
- participate in budgeting and be responsible for resources allocated to the forum;
- engage in internal and external collaboration;
- be responsible for quality assurance and evaluation of the forum;
- report on the activities of the forum;
- be responsible for the forum's reference group and serve as the rapporteur;
- lead the work of the forum's management group, if one is appointed;
- be responsible for internal and external communication relating to the forum's activities.

Funding

In order for a forum to function effectively, resources are needed to manage and develop the forum's activities.

The forum's core activities are funded through internal and external research funding. Internal funds are distributed in the normal process according to the distribution model that applies for the respective faculty. Part of the forum's core funding is expected to go to support project applications and project management for externally funded projects. In the faculty's planning and follow-up, the dean shall ensure that there is a strategy and budget for the forum's development and administration.

Follow-up and evaluation

A forum is not subject to the same research quality requirements as a centre and is therefore not evaluated in connection with the university's regular research evaluations. On the other hand, the relevant faculty is responsible for performing regular follow-up and evaluation of the forum's activities according to the procedure decided by the faculty.

Decisions on establishment and discontinuation

Decisions to establish a forum are made by the vice-chancellor based on the recommendation of the relevant faculty board(s). The decision shall state that the forum's activities are to be evaluated by the relevant faculty/faculties no more than six years after the centre is established.

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In cases where a forum no longer meets the criteria for forums at the university or its strategic importance has diminished, the faculty/faculties may submit a proposal to the vice-chancellor that the forum be discontinued. Discontinuation of the forum's activities shall then proceed in an orderly manner for a minimum of six months and a maximum of one year.

Communication and information

A forum must have clear external visibility and be associated with a clearly identified, high quality activity within Mid Sweden University. Mid Sweden University's forums do not serve as their own visible sponsors and thus do not have their own sub-brands². All communication must follow Mid Sweden University's graphic profile. All communication must clearly indicate that the forum is part of Mid Sweden University. In all scientific publications, Mid Sweden University must also be specified as the home institution. All forums shall have an established communication plan, which is updated annually and clearly states the goal of communication and how it is to be achieved. The communications department can assist the forum director in this effort.

²The exception is the Forum for Gender Studies (FGV).