

Rules

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Rules for centres and forums at Mid Sweden University

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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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Dnr MIUN 2016/418

This document is only a translation of the Swedish original. In the event of any discrepancy between the original and the translation, the original takes precedence.

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Rules for centres and forums at Mid Sweden University

Starting points

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

Mid Sweden University has two forms for organizing 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

A centre shall be a profile-bearing environment with a strong position within and outside the university where the environment is a cohesive activity with a common vision and plan¹.

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

¹ See also Mid Sweden University rules of procedure MIUN 2019/580

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;
- 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 organizational 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, acting 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 centres researchers.

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;
- 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 considered.

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.

Process for establishment

Proposals to set up a centre shall be initiated and prepared by the faculty board(s). The proposal shall be drawn up in accordance with the present guidelines and shall be deemed to meet the definition of criteria for centres. The proposal shall be approved by the faculty board(s).

The faculty board(s) ensures that the application is reviewed by external experts, normally, 2-3 experts. The experts submit written observations including a weight of evidence as to whether a set-up is recommended. The assessment is designed in such way that it is possible to assess the criteria applicable to the centres. The cost of the examination is financed by the relevant faculty board(s).

The faculty board(s) sends the application together with the expert's reports to the Mid Sweden University Research Council, which issues an opinion on whether the Council approves the application or not. The faculty board(s) then sends the overall documentation, including the Council's opinion, to the Vice-Chancellor for decision.

In cases where the initiative for the establishment of the centre comes from only one of the faculties, this faculty (the relevant faculty board) is responsible for ensuring that the application process, including the external examination and selection of experts, takes place in continuous dialogue with the other faculty.

Decisions on establishment and discontinuation

In the decision of establishing the Centre, it shall state that the Centre's activities shall be evaluated no more than six years after its establishment.

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 shall follow the University's Communication Policy (MIUN 2019/180), plan for communication (MIUN 2019/179 and graphic profile (MIUN 2020/1058). 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.

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 national and 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 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, acting 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 be preceded by the hearing of the Forum's affiliated researchers.

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.

Process for establishment

Proposals to set up a forum are initiated and prepared by the faculty board(s). The proposal shall be drawn up in accordance with the present guidelines and shall be deemed to meet the definition of criteria for forums. The proposal shall be approved in the faculty board(s).

The faculty board(s) ensures that the application is reviewed by external experts, normally 2-3 experts. The experts submit written observations including a weight of evidence whether a set-up is recommended. The assessment is designed in such a way that it is possible to assess the criteria applicable to forums. The cost of the review is financed by the responsible faculty board(s).

The faculty board(s) sends the application together with the expert's reports to the Mid Sweden University Research Council, which issues an opinion on whether the Council approves the application or not. The responsible faculty board(s) then sends the overall documentation, including the Council's opinion, to the Vice-Chancellor for decision.

Decisions on establishment and discontinuation

The decision shall state that the activities of the Forum shall be evaluated no more than six years after its establishment.

In cases where a forum no longer meets the criteria for forums or its strategic importance is diminished, the faculty(s) may suggest the vice-chancellor to dismantle the forum. Winding-up shall then take place in an orderly manner for at least six months and not more than 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-brands. All communication shall follow the University's Communication Policy (MIUN 2019/180), plan for communication (MIUN 2019/179 and graphic profile (MIUN 2020/1058). 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 leader in this work.

Appendix 1: Instructions for applying for a Centre and Forum at Mid Sweden University

Centre

Application

The application shall be written in English and designed as follows:

1. Initial explanation of why the Centre is/will be of strategic importance for the University's development (max 2 pages)
2. Presentation of planned activities
 - a) vision and operational goals (max 2 pages)
 - b) joint projects (max 3 pages)
3. Description of staff, scientific production, and quality. The report shall include the tables in appendix 2 which according to the relevant faculty(s) are considered relevant to the Centre's activities.
4. Presentation of existing and planned interactions with external actors and international research networks (max 4 pages)
5. Description of the detailed subject areas and how collaboration takes place/planned to take place (maximum 2 pages).

Assessment criteria

1. The Centre is of strategic importance for the University's development. This assessment is made by the faculty(s) and Mid Sweden University's Research Council and is not part of the expert's examination.
2. The Centre's activities are strategically formulated in vision and operational objectives as well as in joint projects.
3. The Centre's activities have a scientific/artistic excellence expressed in well-established and internationally competitive research in the research field.
4. The Centre has significant interactions with strong actors in the surrounding society and in international research networks

5. The Centre's activities are based on cooperation between several subject areas.

The assessment can consider that an area is under development and has great potential to soon become a strategically important area for the university.

The centre should normally convert at least SEK 10 million per year into total research funding.

External experts

The faculty board(s) ensures that the application is reviewed by external experts, normally, 2-3 experts. The faculty(s) is responsible for the recruitment and remuneration of the experts.

Statements

The experts shall draw up a joint report covering the assessment criteria 2-5 above. The opinion shall indicate whether each criterion is deemed to be fulfilled. The statement must also state whether Mid Sweden University is recommended to set up the relevant centre or not.

The continued process is set out in the Rules for Centres and Forums at Mid Sweden University.

Forum

Application

The application shall be designed as follows:

1. Initial presentation of how the forum's activities harmonise with the University's strategy (max 2 pages)
2. Description of planned activities (max 6 pages)
 - a) vision and operational objectives
 - b) any projects
 - c) data on affiliated researchers (as set out in Tables 1 to 3 of appendix 2)

3. Description of scientific output and quality (according to tables 4 to 7 of appendix 2 which according to the faculty(s) are considered relevant for the activities of the Forum).
4. Presentation of existing and planned interactions with external actors and national and international networks (max 3 pages)
5. Description of how the forum should stimulate collaboration between researchers from different subject areas (maximum 2 pages).

Assessment criteria

1. The Forum's activities harmonise with the University's strategy;
2. The Forum's activities are strategically formulated in vision and operational objectives as well as in any projects;
3. The activities of the Forum are of high scientific/artistic quality expressed in well-established and internationally competitive research in the research field;
4. The Forum has significant interactions with strong actors in the surrounding society and in national and international networks;
5. The forum stimulates collaboration between researchers from different disciplines.

The assessment may consider the fact that an area is under development.

External experts

The faculty board(s) ensures that the application is reviewed by, normally, 2-3 external experts. The faculty(s) is responsible for the recruitment and remuneration of the experts.

Statements

The experts draft a joint opinion covering the assessment criteria 2 to 5 in Section 2.2. The opinion shall indicate whether each criterion is deemed to be fulfilled. The statement must also state whether Mid Sweden University is recommended to set up the current forum or not.

The continued process can be found in the Rules for Centre and Forum at Mid Sweden University, MIUN 2019/2272.

Appendix 2: Tables

Staff statistics

Provide information of the number of individuals and full-time equivalents (FTE) of the staff's research activity. The "T" columns show values for a total and "W" for women. The number of individuals and FTE is integrated over the whole year.

Table 1: Number of individuals and full-time equivalents of permanent research staff

Year	20xx		20xx		20xx		20xx		20xx	
	T	W	T	W	T	W	T	W	T	W
Staff ¹⁾										
Professor										
FTE										
Assoc. prof.										
FTE										
Assist. prof.										
FTE										
Lecturer										
FTE										
Other research staff										
FTE										
Total Individuals										
Total FTE										

¹⁾ Professor denotes persons employed as full professors. Associate professor denotes staff qualified to act as principal advisor for PhD students (docent appointment or similar). Assistant professors denote the rest of staff with a PhD. Lecturers are teachers/researchers without a PhD. FTE refers to time for research.

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Table 2: Number of individuals and full-time equivalents of temporary research staff

Year	20xx		20xx		20xx		20xx		20xx	
	T	W	T	W	T	W	T	W	T	W
Staff ¹										
Guest professors										
FTE										
Adjunct professors										
FTE										
Assistant professor										
FTE										
Post-Docs and research assistants										
FTE										
Other research staff										
FTE										
PhD students										
FTE										
Total individuals										
Total FTE										

¹) FTE refers to time for research

Table 3: Number of individuals and full-time equivalents of other staff supporting research in UoA

Year	20xx		20xx		20xx		20xx		20xx	
	T	W	T	W	T	W	T	W	T	W
Staff ¹										
Research assistant/ technician										
FTE										
Administrator										
FTE										
Total individuals										
Total FTE										

¹) Fixed term and visiting research staff. Staff is included in the research output as well as in the bibliometric analysis. FTE refers to time for research.

Publications

Publications and other research output achieved during 20xx-20xx to provide the publication profile of the Unit of Assessment (UoA).

Table 4: Total number of scientific publications produced by the UoA.

Publication types	20xx	20xx	20xx	20xx	20xx	Total	Period average
Article in journal, peer reviewed							
Article in journal, not peer reviewed							
Article in journal, book review							
Monographs							
Article in journal, review (review articles)							
Edited book							
Chapter in book							
Conference paper (peer reviewed)							
Conference paper (not peer reviewed)							
Thesis, doctoral							
Thesis, licentiate ¹							
Report							

¹) Licentiate is a Swedish and Finnish academic degree at graduate level corresponding to approx. half of a Swedish PhD.

Table 5: Aggregate publication information

Year	20xx	20xx	20xx	20xx	20xx	Total	Period average
Total number of publications in DIVA							
Total number of publications in DIVA, author fractionalized							
Number of publications in Web of Science							
Number of publications in Web of Science, author fractionalized							

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Year	20xx	20xx	20xx	20xx	20xx	Total	Period average
Web of Science visibility (per cent of publications included)							
Journal Impact Factor							
Norwegian score							
Norwegian score fractionalized							
Publications ¹ in level 1, Norwegian list							
Publications ¹ in level 2, Norwegian list							

¹⁾ Including journals, conferences and books

Table 6: Citation indicators Web of Science

Year	20xx	20xx	20xx	20xx	20xx	Total	Period average
Total number of citations							
Number of citations, author fractionalized							
Citations per publication							
Share of publications not cited							
Share of publications among the 10 per cent most cited in the field ¹⁾							
Share of publications among the 25 per cent most cited in the field							
WoS H-index for the UoA 20xx-20xx							

Table 7: Citation and publication indicators Scopus

Year	20xx	20xx	20xx	20xx	20xx	Total	Period average
Average Field-Weighted Citation Impact (FWCI)							
Share of publications among the 10 per cent most cited in the field							
Share of publications among the 25 per cent most cited in the field							

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Year	20xx	20xx	20xx	20xx	20xx	Total	Period average
Share of Scopus publications not cited							
Scopus visibility (per cent of publications included)							
Source Normalized Impact per paper (SNIP)							
Average SCImago Journal Rank (SJR)							
Scopus H-index for the UoA for 20xx-20xx							

Table 8: Authorship

Year	20xx	20xx	20xx	20xx	20xx	Total	Period average
Average no. authors per publication							
Share of publications with international co-authors							
Share of publications with national co-authors							

Table 9: Role of key scholars

	2017	2018	2019	2020	2021	Total	Period average
Share of publications by the three most active authors ¹							

¹) Most active authors are determined by calculating the number of authors contributions, that is if a researcher has been author or co-author to x number of publications, he or she has x author contributions. The number of author contributions of the 3 most active authors is then divided with all author contributions for the time period.

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Table 10: Productivity¹

Year	20xx	20xx	20xx	20xx	20xx	Total	Total/ Annual average
Number of publications in relation to total funding (MSEK) (optional)							
Number of publications in relation to FTEs							
Number of citations in relation to FTEs							

¹) FTE refers to time for research