

Rules of Procedure for the Faculty of Science,
Technology and Media
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Rules of Procedure for the Faculty of Science, Technology and Media

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Summary: Rules of Procedure for the Faculty of Science, Technology and Media. The Rules of Procedure describe the bodies and roles within the Faculty of Science, Technology and Media, and their overall responsibility.

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Rules of Procedure for the Faculty of Science, Technology and Media

1. Introduction

These Rules of Procedure are based on the Rules of Procedure for the Mid Sweden University laid down by the Mid Sweden University Board, Reg. No. MIUN 2019/580. The Rules of Procedure describe the bodies and roles within the Faculty of Science, Technology and Media, as well as their overall responsibility. Together with the faculty's decision-making and delegation scheme, the Rules of Procedure describe how the faculty is organised, the areas of responsibility of different levels and functions, and how decisions in the faculty are made.

The Rules of Procedure describe the faculty's linear organisational structure and the collegial academic organisation, their respective responsibilities, decision-making mandate and work methods. They describe central concepts and processes aimed at clarifying the role division and boundaries between the two organisations.

1.1 Teachers with scientific and artistic competence

The Rules of Procedure for Mid Sweden University state that:

Various regulations use the terms 'research competence' and 'artistic competence'.

A person meets the requirement of research competence if he or she is

- a professor or
- another kind of teacher, if he or she is in employment that requires a Degree of Doctor or an equivalent level of research competence.

A person meets the requirement of artistic competence if he or she is

- a professor or
- another kind of teacher, if he or she is in employment that requires a Doctorate of Arts or an equivalent level of artistic competence.

The persons referred to above are considered teachers within a Faculty Board's area of responsibility if they are employed by the university and at least 40% of their work is carried out in the same board's area of responsibility.

1.2 Student representation

The Rules of Procedure for Mid Sweden University state that:

Students have the right to influence their university education, and the university shall encourage students to take an active part in further developing the education in accordance with Chapter 1, Section 4a of the Swedish Higher Education Act (*Högskolelagen* – 1992:1434).

Students have the right to be represented when decisions are made or preparatory work is under way that will affect the education or the students' situation, according to Chapter 2, Section 7 of the Swedish Higher Education Act.

If decisions are going to be made or preparatory work done by a single person, information must be provided to, and consultation take place with, a student representative in good time before the decision is made or the preparatory work completed. If a decision is to be made by a group of persons, according to Chapter 2, Section 6, second paragraph of the Swedish Higher Education Act, students have a right to be represented by at least three members. However, the number of student representatives in such a group may be lower if there are special reasons, considering the total number of members in the group; Chapter 2, Section 14 of the Higher Education Ordinance (*Högskoleförordningen* – 1993:100).

The student unions are responsible for appointing and dismissing student representatives within their respective fields of activity. For bodies that cover the fields of activity of both student unions, or for decisions or preparatory work that otherwise affects both student unions, the student unions jointly appoint student representatives; Section 7 of the Ordinance on Students' Unions (*Studentkårsförordningen* – 2009:769).

In cases in which it is determined that opinions on a matter need to be obtained by referring to one or more other bodies and the matter relates to activities of importance to the education or the students' situation, the student unions shall constitute the referral body.

Student participation is an important part of developing the education at the Faculty of Science, Technology and Media. The students' feedback from course evaluations and participation in subject faculties, councils and boards is an important contribution to developing the quality of the education. A continuous dialogue with students is a condition of effective quality work.

After completing their education the students become alumni and, in this role, are able to continue to take part in the work to develop the education and to be ambassadors for it.

1.3 Faculty governance and work methods

The Faculty of Science, Technology and Media has both collegial governance and line management. The two forms of governance work side by side, with shared responsibility for the whole operation but different perspectives, work methods and expectations. The two forms of governance meet with the Dean, who chairs the Faculty Board, the highest collegial body, and the faculty's highest line manager.

1.3.1 The collegial academic organisation and its work methods

The Faculty Board is the highest body in the collegial organisation. Under the Faculty Board, there are a number of councils whose preparatory work is led by a chair. The departments have subject faculties to which everyone who conducts research and teaches in the respective subject belongs on equal terms. The work in the subject faculties is led by heads of subjects, who normally also chair the subject faculties' meetings.

The faculty also has planning areas for research. They include research teams that either are related by a relevant subject or can be brought together within one thematic research agenda. The planning areas are led by planners who are responsible for the strategic planning of the research within the area. The planner is also responsible for developing and leading the research seminar activity within the area.

The main perspective of the collegial organisation is the quality of the operation run at the faculty. Collegial decision-making is based on discussions in which different matters are investigated and discussed critically based on research knowledge and evidence and are all covered by the conclusions. If consensus cannot be reached on a matter, it is the responsibility of the chair to raise the matter to the next collegial or corresponding level within the linear organisational structure.

The collegial organisation is responsible for monitoring trends in the subject or area and for creating a self-image and insight into which context the subject or group is active in. This applies internally at the faculty and university to the way the subject, group or area can contribute to Mid Sweden University's strategy as well as in relation to national and international groupings that are active in the same area.

1.3.2 The linear organisational structure and its work methods

The linear organisational structure is led by the Dean and the line managers, Heads of Department and Head of the Faculty Office appointed by the Dean. The main linear perspective is staff matters, work environment, finance, and the content and orientation of the operation.

The Head of Department is responsible for the department's staff and operation. The Director of Studies is responsible for implementing staff planning at the department under the management of the Head of Department. Around the education, there are programme councils, Programme Co-ordinators and Course Co-ordinators. The Programme Co-ordinator has overall and planning responsibility for degree programmes and is the contact for the programme. Correspondingly, the Course Co-ordinator is responsible for planning and implementing the course. Within the research, there are Heads of Research who lead the work in research teams.

The Head of the Faculty Office is responsible for the operational support to the faculty management and operation.

1.3.3 Allocation of responsibilities between the linear and the collegial organisation

The Rules of Procedure for Mid Sweden University state that:

The linear organisational structure has a clear function to ensure that the tasks of the employer and public authorities can be fulfilled in a legally secure way, that governance and management work as they should and that decisions are implemented as intended.

The collegial organisation's function is to deliver solutions to questions concerning the operation. These expected collegial provisions concern the subject content of courses, the subject's progression in

courses and degree programmes, supervision and progression in postgraduate studies, strategies for financing research, publication and matters concerning competence development and earning a living, to name a few.

Around the education, the Subject Faculty and councils work together with the Course Co-ordinator and the Programme Co-ordinator, as well as the Director of Studies and the Head of Department. The function of the line is to manage and ensure that the faculty's decisions on the content of the education, progression and quality are safeguarded when conducting the courses and degree programmes and that the operation maintains high quality.

In the research, the planner interacts with the Head of Research on strategic future matters concerning the content and orientation of the research. A large part of the strategic development work for the research within the area takes place in the dialogue between the Head of Department and the planner.

The planners' perspective is to develop and change the research to increase the external funding and scientific impact within the area. The focus is on a long-term future perspective. Central matters for the planner are research funding, internationalisation and research connections for the education.

The Head of Department's perspective is continuity and quality for the operation and staff. Central matters for the Head of Department are to ensure continuity and security, and to safeguard the education perspective.

The intention is not for the interface between the linear and the collegial perspective to always be sharp: there is some overlapping responsibility. To manage and make these situations visible, the faculty has defined different processes to help confirm the existence and relevance of the arguments for both perspectives. Examples include the faculty's policy documents for allocating¹ and managing² research funds, quality support for research applications³, follow-up of degree programmes⁴, quality criteria for appointments⁵ and the faculty's regulations for postgraduate education⁶. The faculty's work on activities connected to Mid Sweden University's strategy is another example.

2. Faculty Board

The Rules of Procedure for Mid Sweden University state that:

The Faculty Board's area of responsibility consists of the subjects/main fields of education for the first and second cycles, subjects at postgraduate level and the research conducted at the faculty.

The Faculty Board is collectively responsible for education, research, innovation and cooperation, quality and development work, organisation, finances, and communication within the faculty concerned.

The overall responsibility of the Faculty Boards is to:

1. Process for allocating research funds at the Faculty of Science, Technology and Media, Reg. No. MIUN 2018/841
2. Instructions for managing research funds at the Faculty of Science, Technology and Media, Reg. No. MIUN 018/840
3. Process for quality support for and quality audits of applications to the EU Regional Structural Funds at NMT, Reg. No. MIUN 2016/3
4. Evaluation of the education, Reg. No. MIUN 2017/2045
5. <https://medarbetarportalen.miun.se/universitetet/nmt2/Strategiska-dokument/>
6. <https://medarbetarportalen.miun.se/universitetet/nmt2/utbildning-pa-forskarniva/RiktlinjerRegelverk/>

- assume general responsibility for the quality and quality development of the faculty's operations
- ensure and facilitate collaboration across subject and faculty boundaries in research and education
- submit proposals regarding establishing or closing down centres of excellence

2.1 Members of the Faculty Board

The Rules of Procedure for Mid Sweden University state that:

The Faculty Board consists of 11 members, including the chair. At least six of these members should have scientific or artistic competence, of which one should be the chair. There should also be two external members who have scientific or artistic competence or are otherwise suitable for the assignment, and three student representatives. The Vice-Chancellor issues detailed instructions for selecting members for the Faculty Board prior to each term of office.

The term of office for members of the Faculty Board is three years. The Dean serves as Chair of the Faculty Board. In the Dean's absence the Deputy Dean takes his or her place.

The Faculty of Science, Technology and Media has two appointed deputies who are entitled to attend and speak at Faculty Board meetings and can step in as members in the absence of ordinary members.

2.2 Faculty Board meetings

The Faculty Board usually meets four times per semester. Extra meetings are decided upon by the Dean. The Faculty Boards shall fit their meeting days around the University Board's meetings.

The Chair of the Employment Council, the Chair of the Council for Education at postgraduate level, and the Chair of the Council for Education at first and second cycle can be co-opted to the board meetings.

The Head of the Faculty Office, the board's secretary and administrators, council administrators, and a representative of each of the employee organisations with which the university has collective agreements are also entitled to attend and speak at the board meetings.

2.2.1 Notice, documents and disqualification

Meeting notices and agendas are sent to members no later than seven days before an ordinary meeting. Documents and proposals for decisions should normally be sent at the same time as the notices.

It is up to the members to report situations that may constitute a conflict of interest to the Dean before the meeting, in accordance with the provisions of Section 16 of the Administrative Procedure Act (*Förvaltningslagen* – 2017:900).

2.2.2 Preparatory work for cases

Preparatory work for cases is done within the Faculty Office under the management of the Head of the Faculty Office.

2.2.3 Decisions

The quorum for the Faculty Board is more than half of the members being present, the chair being among them, provided that the majority of the members who are present have scientific or artistic competence.

Decisions are made by acclamation unless voting is requested. Voting is open and carried out in accordance with Section 29 of the Administrative Procedure Act (*Förvaltningslagen*). The result is decided by a simple majority. If there is a tie, the chair has the casting vote.

According to Section 30 of the Administrative Procedure Act, a member who has participated in a decision being made is entitled to have reservations regarding the decision and to have dissenting opinions recorded in the minutes. The rapporteur and other officials who are present at the meeting during the final consideration but do not participate in making the decision are also entitled to have their dissenting opinions recorded.

Urgent matters for which the Faculty Board does not have time to arrange a meeting may be decided by messages sent between the Dean and at least as many members as are needed to achieve quorum. If this is not deemed appropriate, the Dean may make the decision him- or herself. Decisions that are made through special arrangements as above must be reported at the next meeting.

The rapporteur for a particular matter is responsible for administering the board's decision.

2.2.4 Other

The work methods are otherwise determined by the Faculty Board.

3. Dean, Pro-Dean and Deputy Dean

3.1 Dean

The Rules of Procedure for Mid Sweden University state that:

The Dean works directly under the Vice-Chancellor and is the faculty's highest manager, chairs the Faculty Board and leads the faculty's operations.

The Dean is appointed by the Vice-Chancellor for a period of four years, with the possibility of an extension of a total that ought not exceed a maximum period of eight years. A person who meets the requirements for employment as a university lecturer or professor is eligible to serve as Dean. The nomination committee that puts forward the members of the Faculty Board should also nominate persons who are suitable to serve as Dean and who have the confidence of the staff. The committee's nominees for Dean are submitted to the Vice-Chancellor for approval.

The nomination committee's suggestions for Dean should be preceded by consultation and dialogue with the Vice-Chancellor.

The overall responsibility of the Dean is to:

- lead the work of the Faculty Board
- lead the activities at the faculty, with responsibility for the operations and staff
- manage the heads of the faculty's departments, as well as the Head of the Faculty Office
- encourage high-quality research and education to be carried out within the faculty's field of activity
- promote collaboration by the faculty with the surrounding community
- represent the faculty within and outside of the university

- be responsible for ensuring that operations at the faculty are carried out in accordance with applicable regulations and satisfactory internal governance and control

3.1.1 Dean's decision meeting

The Dean's decisions are taken at the Dean's decision meetings. The meetings shall be held regularly and the decisions documented.

The Dean and Pro-Dean take part in the Dean's decision meetings. The students have the right to be present at the decision meeting with a representative from each student union. Other participants can be co-opted when necessary. Each case is presented by a rapporteur.

3.1.2 Dean's management team

The Dean's management team discusses matters concerning the linear organisational structure in the faculty.

The Dean's management team comprises the Dean, Pro-Dean, Heads of Department, Head of the Faculty Office and Head of Education Administration or coordinator.

3.2 Pro-Dean

The Rules of Procedure for Mid Sweden University state that:

The Pro-Dean is nominated by the Dean and appointed by the Vice-Chancellor for a period of four years, with the possibility of an extension of a total that ought not exceed a maximum period of eight years. A person who meets the requirements for employment as a university lecturer or professor is eligible to serve as Pro-Dean. The Pro-Dean serves as the Dean's deputy, which also includes serving as Chair of the Faculty Board. The Pro-Dean is entitled to attend and speak at faculty board meetings in the event that the Pro-Dean is not amongst the elected members of the board. The Pro-Dean's authority and duties are otherwise determined by the Dean.

3.3 Deputy Dean

The Rules of Procedure for Mid Sweden University state that:

Deputy Deans are appointed by the Dean for a maximum period of four years at a time. The Deputy Dean is responsible for the operation and development of a designated area. The Deputy Dean provides support primarily at faculty level and acts on behalf of the Dean.

4. Faculty administration

The Rules of Procedure for Mid Sweden University state that:

There shall be a council for education at first and second cycle for each faculty, a council for education at postgraduate level and an employment council. The councils undertake preparatory work for the Faculty Board, in particular on quality and development matters. The councils can be delegated authority to make decisions. The work of these councils is led by the Chair of the Council.

The Faculty of Science, Technology and Media also has a programme council. This is an important platform for quality and development work on the programmes and cooperation between similar programmes. The programme councils are organised under the Council for Education at first and second cycle.

The councils' most important assignment is to develop the quality of the operation. The councils cooperate in this work with the structures concerned, such as the subject faculty, departments and research centres, to create a basis for the line in terms of planning efforts and strategic resource allocation.

The Faculty Office has collective operational support within the faculty. The main task of the office is to assist the faculty's management and operation with decision and planning documents as well as administrative support.

4.1 Employment Council

The Employment Council conducts preparatory work for the Faculty Board on matters concerning recruitment and competence development.

The overall responsibility of the council is to:

- serve as support for the line of work on strategic competence supply by creating supporting documents for planning recruitment and competence development efforts
- be a referral body on employment matters
- follow up the results of the processes for which the Employment Council is responsible.
- develop the collegial discussion within the framework of its field of activity

The overall responsibility of the Chair of the Employment Council is to:

- lead and participate in the work to develop the collegial discussion within the framework of its field of activity
- together with the Heads of Subject, Heads of Department, managers of research centres and planners work on strategic recruitment
- report on the council's matters in the Dean's management team

The Employment Council consists of the chair, vice chair and four teachers appointed by the Faculty Board. One representative for the postgraduate students and one student are appointed by the student unions. If necessary, the Employment Council can co-opt members. The Dean shall be co-opted to the council when professors are appointed.

4.2 Council for Education at postgraduate level

The Council for Education at postgraduate level conducts preparatory work for the Faculty Board on matters concerning education at postgraduate level.

The overall responsibility of the council is to:

- monitor and promote the faculty's education at postgraduate level
- be a referral body in matters concerning education at postgraduate level
- follow up the results of the processes for which the Council for Education at postgraduate level is responsible
- develop the collegial discussion within the framework of its field of activity

The overall responsibility of the Chair of the Council for Education at postgraduate level is to:

- lead and participate in the work to develop the collegial discussion within the framework of its field of activity
- together with the Heads of Subject, Heads of Department, managers of research centres and planners work on the development of education at postgraduate level
- lead the work on quality evaluations concerning education at postgraduate level

- Report on the council's matters in the Dean's management team

The Council for Education at postgraduate level consists of the chair, vice chair and four teachers appointed by the Faculty Board. Two representatives of the postgraduate students are appointed by the student unions. If necessary, the Employment Council can co-opt members.

4.3 Council for Education at first and second cycle

The Council for Education at first and second cycle does preparatory work for the Faculty Board on matters concerning education at first and second cycle.

The council's overall responsibility is to:

- act to develop and ensure the quality of all education at first and second cycle at the faculty
- be a referral body in matters concerning education at first and second cycle
- follow up the results of the processes for which the Council for Education at first and second cycle is responsible
- lead and participate in quality evaluations and quality follow-up concerning education at first and second cycle
- develop the collegial discussion within the framework of its field of activity

The overall responsibility of the Chair of the Council for Education at first and second cycle is to:

- lead and participate in the work to develop the collegial discussion within the framework of its field of activity
- together with the Heads of Subject, Heads of Department, Chair of the Programme Council and planners work on the development of education at first and second cycle
- lead the work on quality evaluations concerning education at first and second cycle
- report on the council's matters in the Dean's management team

The Council for Education at first and second cycle consists of the chair, vice chair and four teachers appointed by the Faculty Board. Two representatives of the students are appointed by the student unions. If necessary, the Employment Council can co-opt members.

4.3.1 Programme Council

The Programme Council is organised under the Council for Education at first and second cycle. Guidelines for the Programme Council are laid down by the council. A programme council can be formed either on a directive from the faculty or on the initiative of a department, subject faculty or a group programme. Decisions on setting up a programme council are taken in the Council for Education at first and second cycle after a hearing by the Dean, and the Heads of Department and Head of Subject concerned.

The overall responsibility of the Programme Council is to:

- achieve systematic quality and development work and stimulate exchanges of experience between the programmes and subjects concerned
- actively safeguard the students' views and ideas on the programmes concerned
- improve efficiency and take the initiative for increased joint studies and other joint activities for the programmes concerned
- promote cooperation by concerned programmes with the local community
- work on shared core values and recruitment efforts for concerned programmes
- work to implement the university's strategy
- prepare supporting documents for the Council for Education at first and second cycle

- conduct a dialog with the concerned subject faculties regarding the courses that are part of the programme

The overall responsibility of the Chair of the Programme Council is to:

- be convenor of the Programme Council
- conduct a dialog with the Chair of the Council for Education at first and second cycle
- ensure that the matters that are raised in the Programme Council's meetings are forwarded to the right bodies

The councils consist of the chair and Programme Co-ordinators of the education concerned. For well-established programme councils, the chair can be appointed from the Programme Co-ordinators. The students have the right to be present with two representatives from the degree programme concerned.

The chair is appointed by the Council for Education at first and second cycle for a fixed term.

4.3.2 Organisation teacher training

The Rules of Procedure for Mid Sweden University state that:

A special investigation is ongoing and will be completed in 2019. Until further notice, the arrangement set out in Mid Sweden University's Rules of Procedure Reg. No. MIUN 2012/1290 apply.

4.4 Faculty Office

The Rules of Procedure for Mid Sweden University state that:

There is a Faculty Office for each faculty. This office is responsible for general administration of education and research, and supports the faculty's constituent parts, such as the Faculty Board, the Faculty Board Council, research centres and departments. The Faculty Office is led by the Head of the Faculty Office.

4.4.1 Head of the Faculty Office

The Head of the Faculty Office is appointed by the Dean and is responsible for the staff, planning, quality work, coordination and development of the office's operations. The Head of the Faculty Office's areas of responsibility also cover coordination with the Faculty Office at the other faculty and administration. Together with the Head of the Faculty Office, the faculty management shall draw up a cost ceiling for each financial year and in operational dialogues with the Dean follow up and comment on deviations from it.

The Head of the Faculty Office has overall responsibility for the Faculty Office. The Head of the Faculty Office has direct responsibility for the staff within management support, board support and research administration, as well as for the Head of Education Administration. Education administrative staff are organised under a Head of Education Administration or coordinator.

The Head of the Faculty Office is responsible for ensuring staff influence in the work with the office. The Head of the Faculty Office also serves as a link between the faculty management and the staff. An important part of this assignment is to keep the staff informed of what is happening at faculty and university level.

The overall responsibility of the Head of the Faculty Office is to:

- work on visions, strategies and cost ceilings for the office
- work on planning, allocation and coordination of resources for the office
- be responsible for the quality work in the office

- distribute information to staff at the office
- be responsible for creating archives within its field of activity
- be responsible for the work on equal terms being conducted in accordance with the university's action plan for equal terms

4.4.2 Education administrative coordinator or manager

The education administrative staff coordinator or manager is appointed by the Head of the Faculty Office and is responsible for education planning, follow up and service for the education activities. The education administrative coordinator or manager is also responsible for the operational education administration and the staff who primarily work with it.

The overall responsibility of the education administrative coordinator/manager is to:

- be a supervisor for the education administrative staff
- be responsible for staff development within the area of responsibility
- initiate staff changes
- be responsible for creating archives within the field of activity
- be responsible for competence supply for staff within the area of responsibility– a long-term competence supply plan and a plan for staff development to meet the needs of the faculty
- participate in setting salaries
- exercise employer's liability on work environment matters and be responsible for the work environment for staff within the area of responsibility in accordance with the laws, regulations and agreements in force
- within its area of responsibility, meet Mid Sweden University's undertakings according to the cooperation agreement with the trade unions
- be responsible for the work on equal terms being carried out in accordance with the university's action plan for equal terms
- distribute information to staff

5. Subject faculties, Head of Subject and examiner

Education and research are organised within the framework of subjects. Each subject at the Faculty of Science, Technology and Media belongs to a subject faculty in which the subject content and terms of reference are discussed, described and developed. The subject faculty includes everyone who teaches and conducts research in the subject. Students have the right to be present with two representatives from the education concerned.

The subject faculty is set up by the Faculty Board. A subject faculty can consist of one or more related subjects. The work at the faculty is led by the Head of Subject, or Heads, if the faculty consists of two or more subjects.

The faculties have overall responsibility for follow-up, quality and development within their own subject area. The faculty's role is to discuss, reflect on, and where appropriate, initiate and handle matters concerning education at first and second cycle and postgraduate level, as well as research within the subject in an open and inclusive way. The collegial work is expected to lead to the best arguments to provide a basis for strategic decisions in terms of content and orientation of the research and education within the subject. The subject faculty and Head of Subject's assignment includes cooperating with representatives of the linear organisational structure, with the faculty's councils and planners, with the aim of creating the best possible conditions for education and research within the subject. To facilitate the work, the faculty has defined different processes that make visible the

different actors' responsibilities, work methods and expected provisions. Work methods for the collegial bodies and the allocation of responsibilities between the collegial organisation and linear organisational structure are described in more detail in Section 1.3.

5.1 Subject faculties

The main assignment of the subject faculty is to:

- actively participate in a collegial discussion on important development matters within research as well as education at first and second cycle and postgraduate level
- be responsible for the subjects and main fields covered by the subject faculty
- be responsible for quality and development of courses within its area of responsibility
- work to coordinate the range of courses offered within its area of responsibility
- be responsible for the development of monitoring trends within its area of responsibility
- develop and revise course syllabuses
- quality assure courses
- prepare for course evaluations
- be a referral body in matters concerning the subject

5.2 Head of Subject

The Head of Subject is appointed by the Faculty Board after consultation with the subject faculty and line managers concerned from the professors in the subject for a fixed term of a maximum of three years at a time. If there is no professor in the subject or other special conditions make it necessary, another teacher who has successfully defended his or her doctoral thesis can be appointed as Head of Subject.

In the event that the Head of Subject is only responsible for first cycle education, an exception can be made for the requirement that the Head of Subject has successfully defended his or her doctoral thesis. For subjects with an artistic character, a university lecturer is treated in the same way as a teacher who has successfully defended his or her doctoral thesis.

The Head of Subject's assignment is to exercise academic leadership within a specified subject, which means working towards a scientific approach that permeates education at first and second cycle and postgraduate level, as well as research in the subject. This entails overall responsibility for scientific quality and quality development in all the parts of the subject.

The assignment of the Head of Subject is to:

- exercise overall responsibility for the quality of the subject
- lead the work in the subject faculty and the development of the subject
- represent the subject internally and externally
- actively contribute to a collegial discussion on important development matters
- be a referral body in matters concerning the subject
- represent the subject at the university and to national and international contacts in terms of research and education at first and second cycle as well as postgraduate level
- be the chair of the subject faculty – in the event of there being subject faculties with several subjects, the chair is appointed from among the heads of subjects

The Faculty Office is responsible for drawing up a list of the Heads of Subject that are appointed and keeping it updated.

5.3 Examiner

According to Chapter 6, Section 18 of the Higher Education Ordinance, grades shall be set for a completed course and decided by a teacher (examiner) appointed by the university.

5.3.1 Examiner at first and second cycle

The examiner is appointed by the Council for Education at first and second cycle following nomination by the subject faculty.

The examiner has overall responsibility for examination of the course and is responsible for:

- examination taking place in accordance with the syllabus
- determining grades after completion of the course

5.3.2 Examiner at postgraduate level

The examiner for courses at postgraduate level are appointed by the Council for Education at postgraduate level. For each individual licentiate seminar, the examiner is appointed by the Dean after nomination by the department.

The responsibility of the examiner for courses at postgraduate level is to:

- ensure that the examination takes place in accordance with the syllabus
- determine grades after completion of the course

The responsibility of the examiner after a completed licentiate seminar is to:

- determine the grade of the licentiate thesis

6. Departments

The Rules of Procedure for Mid Sweden University state that:

Each department is managed by a Head of Department. The Head of Department can appoint one or more assistants in consultation with the Dean, of which one is appointed as deputy. The assistant to the Head of Department is responsible for the operation and development of a designated area.

6.1 Head of Department

The Rules of Procedure for Mid Sweden University state that:

Heads of Department are appointed by the Dean following consultation with the Vice-Chancellor. They serve for a period of four years, with the possibility of an extension of a total that ought not exceed a maximum period of eight years. A person who is scientifically competent is eligible to serve as Head of Department. If there are special grounds, a Head of Department can be appointed without meeting the eligibility requirements. If a person is appointed as Head of Department without meeting the eligibility requirements, the Dean must ensure that procedures are in place for handling decisions that require research competence in accordance with Chapter 2, Section 6 of the Higher Education Act.

Heads of Department are suggested by a working group appointed by the Dean. All employees at the department are entitled to make nominations and provide comments to the working group when selecting a new Head of Department.

The overall responsibility of the Head of Department is to:

- lead activities at the department, with responsibility for budget, operations and staff
- encourage high-quality research and education to be carried out within the department's field of activity
- promote collaboration by the department with the surrounding community
- represent the department within and outside of the university
- be responsible for ensuring that operations at the department are carried out in accordance with applicable regulations and with satisfactory internal governance and control

6.2 Director of Studies

The Director of studies is appointed by the Head of Department, following consultation with the subject faculties concerned.

The Director of Studies shall be permanently employed and normally have scientific or artistic competence.

The Director of Studies is responsible for conducting staff planning at the department under the guidance of the Head of Department. Staffing matters shall be handled in consultation with all staff.

The main areas of responsibility of the Director(s) of Studies are to:

- plan and submit proposals for the distribution of work within the unit: the distribution of work shall be based on an overall weighing up of the needs of the operations, the competence of the staff, the wishes of the person and the unit's aims and resources
- follow up the appointment planning for the department staff
- plan and submit proposals for loaning of staff
- submit proposals for appointments of teachers on a temporary or hourly basis to the Head of Department
- participate in producing adverts for teacher appointments
- participate in overall staff planning at the faculty
- participate in the overall development of staff planning processes
- submit proposals for the courses and programmes offered and admission and planning numbers to the Head of Department
- plan and produce forecasts for student numbers and student performance in accordance with Mid Sweden University's routines
- coordinate agreements for teaching consultants

6.3 Programme Co-ordinator

Every degree programme has a Programme Co-ordinator. The Programme Co-ordinator has overall responsibility for planning and is the programme contact for students as well as staff and external interested parties. The assignment comprises overall responsibility for quality, coordination and monitoring trends.

The Programme Co-ordinator is appointed by Dean on the proposal of the Head of Department concerned.

The main tasks of the Programme Co-ordinator is to:

- conduct a dialog with the subject faculties concerned about the courses that are part of the programme
- be the students' contact for the programme
- be the programme contact for internal functions and external interested parties
- systematically work on the development of the programme and its quality in cooperation with internal and external interested parties
- be involved in the Programme Council (where appropriate)
- be part of producing documentation for the programme course instances; this should be in dialogue with the departments, subjects and programmes concerned
- work on marketing and communication of the programme in consultation with the Communications Officer
- lead the work on programme evaluations

6.4 Course Co-ordinator

Courses at first and second cycle and postgraduate level have a Course Co-ordinator. The Course Co-ordinator is appointed by the Head of Department in dialogue with the subject. The Course Co-ordinator's assignment is to lead the work to plan and implement the course according to the syllabus. The assignment includes responsibility for producing course material and being a course contact for the students, colleagues and where appropriate the Programme Co-ordinator.

7. Research Centres

The Rules of Procedure for Mid Sweden University state that:

At Mid Sweden University, there are research centres. A research centre is an environment with a specific research profile and a strong position within and outside of the university. Organisationally, a research centre is placed at the faculty that is responsible for the research centre's activities. A special investigation is ongoing and will be completed in 2019. Until further notice, the arrangement for research centres as set out in Mid Sweden University's Rules of Procedure (Reg. No. 2012/1290) applies.

8. Planning areas

Planning areas at the Faculty of Science, Technology and Media can consist of a research centre or subjects at one or more departments. The aim of dividing the faculty's research into planning areas is to improve strategic planning and resource setting for the research by creating clusters of research teams that are either related by subject or can be brought together in a thematic research agenda.

Planning areas are instituted by the Faculty Board following a proposal by the Dean.

The groups that fall under a common planning area shall be deemed to have relevant points in common regarding, for example, research tradition or existing or future orientation of cooperation ambitions.

Education at postgraduate level in a subject shall normally fall within one planning area.

The planning area is part of the faculty's collegial organisation in which researchers and research teams are expected to cooperate as a collegial body with work methods, responsibility and expected deliveries as described in Section 1.3 for the collegial organisation.

In the planning area, researchers and research teams share responsibility for producing long-term strategies on how research should be developed and financed and how the result should be communicated. The work is led by the planner and is carried out in cooperation with the subject faculties concerned, and linear organisational structure.

8.1 Planner

Each planning area has a manager who leads the planning process for the area. There are cases in which there are two managers for one planning area.

Planners for planning areas are appointed by the Dean according to one of the following:

- The assignment of planner for planning areas that consist of a research centre forms part of the assignment of manager of a research centre.
- The Head of Department or the person appointed by him or her is the planner for planning areas consisting of subjects at just one department.
- The planner for planning areas consisting of subjects at several departments is appointed by the Dean in dialogue with subjects in the area. Proposals for the planner shall be produced in a process involving all the subjects in the planning area.

The term of office for the planner is normally three years or in accordance with the assigned function of Head of Department or manager of a research centre.

The main assignment of the planner for a planning area is to:

- lead the planning process within the planning area
- propose the allocation of direct government funding for research to departments and research teams within the planning area
- lead the strategic development in the area
- cooperate with the Head of Department in the area of development
- develop and lead the research seminar activity within the planning area