

Procedure for reviews by the Swedish Higher Education Authority at Mid Sweden University

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Decision-makers: Vice-Chancellor.

Responsible function: Staff of the University Management

Administrator: Administrator ULS

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Summary: This procedure clarifies the roles, division of responsibilities and work path of Mid Sweden University's work linked to the Swedish Higher Education Authority reviews.
If any question marks arise, the Swedish version applies.

Previous versions: MIUN 2018/1789

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

Procedure

2023-08-29

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Introduction

The Higher Education Institutions (HEIs) and the Swedish Higher Education Authority (UKÄ) have a joint responsibility for ensuring the quality of higher education in Sweden. HEIs are responsible for the quality of their activities, and it concerns both quality control and quality development. UKÄ's task is to ensure that universities take this responsibility. Each HEI shall monitor the quality by reviewing its educational programs, courses, and research activities. Universities shall also define and implement quality-enhancing measures when necessary. Mid Sweden University's *Quality Assurance System for First-, Second- and Third-cycle Education* (MIUN 2018/1820) and the *Mid Sweden University Quality Assurance for Research* (MIUN 2021/1904) include quality monitoring that is central to quality work. The systems include UKÄ's reviews.

Reviews

UKÄ conducts four different types of reviews to ensure the quality in Swedish HEI. The model has been used in the years 2017-2022 and revised in 2023. The system is developed and implemented in accordance with the Higher Education Act, the Higher Education Ordinance and the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). The four reviews are:

- Institutional reviews of the HEIs' quality assurance processes
- Program evaluations
- Thematic evaluations
- Appraisal of applications for degree-awarding powers

This procedure clarifies the course of work and responsibilities at Mid Sweden University. One of the UKÄ's reviews is not included in this document; [Applications for degree-awarding powers](#).

Current reviews can be found on the UKÄ website; [Ongoing reviews – University Chancellor's Office \(uka.se\)](#).

Review of quality assurance work

UKÄ reviews the HEIs' internal quality assurance system for education and research. The review process in brief:

- Information about upcoming reviews and the possibility to nominate subject experts and assessors.
- Start-up meeting.
- The university submits supporting documents.
- Site visits; During the first site visit, the assessors ask remaining questions based on the university's self-assessment and identify which deepening tracks to follow up. During the second site visit, the assessors examine how the HEI's quality work works in practice on the basis of the chosen in-depth tracks.
- A preliminary opinion is given.
- Sharing: The HEI may read and comment on factual errors in the opinion.
- Decision and Report. Judgment is left.
- The overall assessment of the HEI's quality assurance work is given on a three-degree scale. Approved quality assurance processes, approved quality assurance processes with reservations and quality assurance processes under review.

More information about the review on the UKÄ website [Review of HEIs' quality assurance work – University Chancellor's Office \(uka.se\)](https://uka.se/en/quality-assurance-work).

Program evaluations

The selection of program under review is based on accumulated knowledge and experience from previous quality reviews, efficiency analyses, statistics, and supervisory matters, but also UKÄ's external monitoring and dialogue with HEI. Evaluation of doctoral studies follows the same process as when programs at undergraduate and advanced levels are evaluated. One difference is that a random selection of individual study plans for doctoral students is reviewed.

The review process in brief:

- Pre-study and dialogue meeting.
- The university submits supporting documents.

- Interviews with representatives of the program examined and with students.
- A preliminary opinion is given.
- Sharing: HEI may read and comment on factual errors.
- Decision and Report. Judgment is left.
- The overall review is given on a two-point scale; High quality or under review.
- Exchange of experience and further development.

More information on UKÄ's website [Program evaluations – University Chancellor's Office \(uka.se\)](#).

Thematic evaluations

The purpose of thematic evaluations is to provide a better understanding and national comparisons of how various HEIs work and of achieved results in the examined theme.

The methodology for the thematic evaluations is adapted to the topic concerned but shall follow as much as possible the methodology applied to the other components of the national quality assurance system.

More information on UKÄ's website [Thematic evaluations – University Chancellor's Office \(uka.se\)](#).

Responsibilities

Mid Sweden University's Rules of Procedure (MIUN 2019/580) describe roles and responsibilities at different levels. *The Rules of Procedure of the Faculty of Science, Technology and Media* (MIUN 2019/1139) and the *Rules of Procedure of the Faculty of Human Sciences* (MIUN 2019/658) describe which bodies and executives within the faculties may make decisions on behalf of each faculty board. The following document describes a few roles that have a responsibility related to UKÄ's reviews.

Vice-chancellor

The Vice-Chancellor is responsible for ensuring that the operations are conducted in accordance with the law and efficiently. The Vice-Chancellor has an overall responsibility for quality in education and research at Mid Sweden University. The Vice-Chancellor decides on documentation submitted to UKÄ.

Faculty Board

The faculty boards have an overall responsibility for quality and development of the content of the faculty's activities. The area of responsibility of a faculty board consists of the main areas of education at undergraduate and advanced levels, as well as the subjects at the doctoral level and the research belonging to the faculty.

Each board is responsible for planning how the work with reviews concerning the faculty will be handled, for example if the work is delegated to underlying body or to individuals/functions. It is therefore up to each faculty to draw up the internal time and staffing plan.

Administrator Vice-Chancellors office

Appointed administrator at Vice-Chancellors office (ULS) is responsible for providing relevant participants within the university with up-to-date information from UKÄ and coordinating the work with nominations of assessors and experts for each review. The administrator is staffing the email kvalitet@miun.se.

The administrator is also the contact person for UKÄ Direct¹ and helps with passwords and some support. UKÄ Direct will be replaced by a collaborative portal.

Contact person

Each review shall have a designated contact person. The contact person is appointed by the faculty at program evaluations and by the vice-chancellor in thematic evaluations and reviews of the review of quality assurance work.

The contact person is responsible for maintaining contact with those concerned throughout the evaluation, such as head of department, subject representative, faculty office, administrative units, and administrator at ULS. The contact person is responsible for planning the work and producing documentation for the persons and/or bodies appointed by the vice-chancellor or faculty to compile self-assessments and other documentation.

¹ Website for sending in documentation to Swedish Higher Education Authority.

The contact person ensures that approved self-assessments linked to reviews are submitted to the UKÄ and that a copy of the submitted material is sent to the registrar's office (diariet).

Work and Division of Responsibilities

Prior to review

- Receives information about upcoming review and forwards information to interested parties – Administrator ULS
- Nominations
 - ◇ Receive nomination letter – Vice-Chancellor and administrator ULS
 - ◇ Coordinate the work with nominations and mediate the nominations received for the vice-chancellor – Administrator ULS
 - ◇ Notify UKÄ of nominees – Administrator ULS
- Contact person
 - ◇ Receive information that contact person shall be appointed and forward information to the vice-chancellor. Coordinate work on appointing contact person – Administrator ULS
 - ◇ Appoint contact person – Dean (program evaluations) and vice-chancellor (thematic evaluations as well as reviews of quality assurance work).
 - ◇ Notify contact person to UKÄ – Administrator ULS

Under review

- Attend kick-off meeting – Contact person and designated persons
- Plan the work and produce documentation for the persons and bodies appointed by the vice-chancellor or faculty to compile self-assessments and other documentation. The work includes coordination between the faculties and/or administration if required – Contact person
- Ensure that documentation submitted to UKÄ is processed by those bodies and/or persons/functions designated by vice-chancellor or faculty – Contact person

- Decide on documentation submitted to UKÄ – Vice-Chancellor
- Coordinates the process of checking the content and pointing out any factual errors in the UKÄ-rapport – Contact person
- Receive advance rulings and decision – Vice-Chancellor
- Report results to the University Board – Vice-Chancellor

After review

- Coordinate the work with follow-up and if areas for improvement are identified coordinate work with action plan/action reporting. The work includes reporting to the Vice-Chancellor and strategic advice – Contact person or person appointed by the Vice-Chancellor or faculty
- Report measures to the University Board – Vice-Chancellor