



FACULTY OF ARTS AND SOCIAL SCIENCES

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Rules of Procedure for the Faculty of Arts and Social Sciences

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Rules of Procedure for the Faculty of Arts and Social Sciences

1. Introduction

This document constitutes the rules of procedure for the Faculty of Arts and Social Sciences and supplements and clarifies the Rules of Procedure as approved by the vice-chancellor. Certain sections are copied from the Rules of Procedure approved by the vice-chancellor.

2. Dean and deputy dean

Each faculty is headed by a dean, who is the chair of the faculty board. The vice chair acts as deputy dean. Deans and deputy deans are appointed by the vice-chancellor after nomination by a recruitment group. The recruitment group gathers input from reference groups consisting of staff and students, in addition to the outcome of an election process by a collegial reference group. Student representatives should be members of the recruitment and reference groups. A dean should at the very least meet the requirements for reader (docent) appointments, and a deputy dean must have a doctor's degree and should meet the requirements for reader (docent) appointments.

The dean is accountable for the quality and development of the faculty's teaching and research. Tasks also include the overall responsibility for staff and work environment, finances, pedagogical development, cooperation, internationalisation, gender equality, sustainable development, and student representation. The dean delegates tasks to the deputy dean, who is also the dean's alternate in the role of faculty head.

The dean has managerial responsibility for preparing and implementing decisions of the faculty board. The dean and deputy dean serve four-year terms.

The dean's additional responsibilities and mandates are established via delegation decisions by the vice-chancellor and faculty board.

3. The faculty board

The faculty boards report to the vice-chancellor. Their tasks include strategic planning, evaluation, and assessment of first-, second-, and third-cycle courses and programmes, as well as of research in the subjects falling under the faculty concerned. The faculty boards are responsible for ensuring that faculties operate according to the strategy determined by the university board.

Faculty activities are conducted and developed in cooperation with the other faculty, the board of teacher education, as well as external partners. Each faculty board is responsible for ensuring that the faculty follows its framework budget, i.e. the guidelines for development and use of the faculty's human and financial resources according to the framework determined by the university board for the university as a whole.

The faculty board is to ensure the quality and quality development of the content of faculty operations within the board's area of responsibility, meaning education and research in

collaboration with society at large. Each faculty board is also responsible for pedagogical development in the faculties. The faculty boards have the overarching responsibility for ensuring the quality of third-cycle education, including effectivity, structure, curricula, supervision, as well as the coordination of courses and the training of supervisors.

3.1 Faculty board composition

The majority of board members shall have appropriate research or artistic qualifications (Chap. 2, Sect. 6 Higher Education Act (1992:1434), HL). The chair and vice chair are appointed by the vice-chancellor after an extensive consultation process with faculty staff, and an election.

In this context, those with appropriate research or artistic qualifications are professors or teaching staff holding doctorates or with equivalent research or artistic expertise.

Eligibility for election

- To be eligible for election, teaching staff should be employed for at least 50 per cent of full-time for at least two years ahead in time.
- Only those with appropriate research or artistic qualifications are eligible for the positions of chair, vice chair, and four of the six teaching staff positions.

Right to vote

- The right to vote for the above mentioned eight teaching staff representatives is held by everyone who has at least 50 per cent of full-time employment at the faculty at the time when the voters' roll is drawn up.

Further information

- Elections shall be held after a nomination committee has suggested candidates. See the regulations for faculty board elections.
- Student representatives and a third-cycle student representative are appointed by the student representative body with union status.
- Three alternate board members are to be elected for the six teacher members, and at least two of them should have appropriate research or artistic qualifications. The ranking of alternate members with appropriate research or artistic qualifications is determined by the election results.

The vice-chancellor has decided that a faculty board shall have thirteen members. Its composition is shown in the table below.

The vice-chancellor has decided that administrative and technical staff at the faculty may elect two representatives, with the right to attend and speak at meetings, for three-year terms.

Staff representatives have the right to attend and speak at faculty board meetings. These are appointed and dismissed by the labour union(s) represented at the institution, in the manner indicated in the Staff Representation Ordinance.

Faculty board composition

Members	Number	Appointed/elected	Term duration
Chair (dean), (Teacher with a doctorate)	1	Appointed by the vice-chancellor after consultation with faculty staff, and an election.	4 years
Vice chair (deputy dean), (Teacher with a doctorate)	1	Appointed by the vice-chancellor after consultation with faculty staff, and an election.	4 years
Six teachers, of whom at least four have the appropriate research or artistic qualifications.	6	Elected by all faculty staff.	3 years
A third-cycle student registered at the faculty	1	Elected by the student representative body with student union status.	1 year (academic year)
An external member with appropriate research or artistic qualifications	1	Elected by all faculty staff.	3 years
Three student representatives with an alternate member for the group	3	Elected by the student representative body with student union status.	1 year (academic year)
The total number of members	13		

Right to attend and speak	Number	Appointed/elected	Term duration
Two representatives of administrative and technical staff	2	Elected by all faculty staff.	3 years
Two staff representatives	2	Elected by labour union(s) represented at the institution.	1 year
Total number	4		

3.2 Rules of procedure for the faculty board

3.2.1 Call

The call is determined by the dean. The final agenda is set at the board meeting. The call, agenda, and supporting documentation are distributed to members, representatives of administrative and technical staff, and to staff representatives at the latest six working days before an ordinary meeting. The dean may call an extraordinary meeting.

Members unable to participate in meetings shall notify the secretary of the faculty board.

3.2.2 Meeting procedure

The faculty board is quorate when more than half of its members are present, including the chair or vice chair.

Decisions shall be made by people with the appropriate research or artistic qualifications, if decisions involve evaluation of the organisation, implementation, or quality of courses and programmes, or the organisation or quality of research as well as artistic development.

If such evaluation is to be done by a group of people, the majority of group members shall have appropriate research or artistic qualifications. In specific cases, the university board may decide that such a majority is unnecessary (Chap. 2, Sect. 6 HEA).

If members with appropriate research or artistic qualifications do not constitute a majority, this may be handled by postponing the matter to the next board meeting, or by removing some of the members who do not have the appropriate research or artistic qualifications by lot. Note, however, that more than half of the members must be present for the board to be quorate.

The secretary of the faculty board also participates in meetings. Rapporteurs appointed by the dean participate in the matters in question. In addition, the dean may decide to give a specific person the right to attend and speak at a certain meeting or during the handling of a specified matter. The faculty board may make additional adjunctions.

The dean is responsible for ensuring that each separate board matter is prepared in accordance with the regulations on information and negotiation, as per current labour law and agreement.

When possible, suggested decisions about matters should be included with the documentation distributed before meetings.

Minutes are to be taken at each meeting. They shall be signed by the secretary and approved by the chair as well as by the corrector appointed by the meeting. Minutes shall be approved at the latest three weeks after the meeting.

Matters are decided by acclamation, unless voting is requested. Voting shall be open and the result is determined by simple majority. The voting regulations are stipulated in section 29 of

the Administrative Procedures Act (2017:900), APA. In the event of a tie, the chair has the deciding vote.

According to Section 30 of the APA, a board member who participated in decisions has the right to record a reservation. This involves having a dissenting opinion noted in the minutes, so that the member is seen not to have participated in the decision. Rapporteurs and other officials who have not been involved in a decision, but who have been involved in the handling of a matter, also have the right to have dissenting opinions noted. Dissenting opinions have to be recorded in connection to the meeting, i.e. before the minutes are adjusted.

3.2.3 Student representation

Student representatives are appointed by the student representative body with student union status. If no student body has student union status, the university needs to arrange for the election of student representatives. Alternate student representatives not on representation duty have the right to attend meetings without financial compensation, but do not have the right to speak or make suggestions.

3.2.4 Urgent matters

If a matter is so urgent that there is no time for the faculty board to convene and handle the issue, the matter may be decided by way of messages between the chair and as many members as needed so as to constitute a quorum. However, all board members have to be given the opportunity to participate in the decision. If this procedure is deemed inappropriate, the dean may decide the matter him/herself. Decisions taken in this manner have to be reported at the next faculty board meeting.

4. Drafting bodies for the faculty board

The faculty board has established the following drafting bodies within the faculty: appointment and promotion committee, research committee (dormant), committee for first-cycle and second-cycle education (education committee), committee for third-cycle studies (doctoral programmes committee), course syllabus groups, and artistic committee.

In addition to these drafting bodies, the faculty includes councils connected to each study programme.

4.1 Appointment and promotion committee

The appointment and promotion committee (ABU) reports to the faculty board and its duties include¹

- matter preparation and suggestions/recommendations to the dean regarding the appointment of the teaching categories below, when vacancies have been announced or there for other reasons is a selection of applicants:
 - professor, including adjunct professor

¹ Faculty board decision HS 2013-01-17 (excluding the item regarding recognised teacher/distinguished teacher)

- senior lecturer
- lecturer, when experts are appointed
- visiting research fellow, if there are multiple applicants
- matter preparation and suggestions/recommendations to the dean regarding promotion to
 - professor
 - senior lecturer, from lecturer when experts are appointed
- matter preparation and suggestions/recommendations to the faculty board regarding the appointment of
 - non-stipendiary docent
 - recognised teacher/distinguished teacher².

4.1.1 Appointment and promotion committee composition

The appointment and promotion committee shall have a chairperson and a vice chairperson. The committee is composed as follows³:

- five teacher representatives (normally professors)
- two teacher alternates (normally professors)
- one student representative
- one doctoral student.

The faculty board appoints all the committee members with the exception of student and doctoral student representatives, who are elected by the body with student union status. The term duration is three years.

4.2 Research committee

The research committee is currently dormant⁴.

4.3 Committee for third-cycle studies

The committee for third-cycle studies reports to the faculty board and its duties include⁵

- activities promoting quality in third-cycle studies
- monitoring quality-related work in third-cycle studies
- establishing a place in third-cycle studies if the doctoral student is externally funded throughout their studies
- preparing matters regarding the establishment of places in other instances than mentioned above to be decided on by the faculty board
- deciding on the admission of doctoral students based on proposals by the discipline/office

² Vice-Chancellor's Decision RB 75/16, reg.no. C2016/214

³ Faculty board decision HS 2019-09-12

⁴ Faculty board decision HS 2016-03-09

⁵ Faculty board decision HS 2020-05-07

- deciding on the principal supervisor and co-supervisor for the doctoral student based on proposals by the discipline
- deciding on replacing the principal supervisor and co-supervisor in third-cycle studies based on proposals by the discipline
- deciding on the examiner for a third-cycle student based on proposals by the discipline
- deciding on the approval of third-cycle course syllabi
- preparing general syllabi for third-cycle studies for faculty board decisions.

4.3.1 Committee for third-cycle studies composition

The committee for third-cycle studies is composed as follows⁶:

- three teacher representatives (the chair is normally a professor)
- one teacher alternate
- two third-cycle students.

The faculty board appoints all the committee members with the exception of third-cycle student representatives, who are elected by the student representative body with student union status. The term duration is three years.

4.4 Artistic committee

The artistic committee reports to the faculty board and its duties include assisting in preparation and support of the board in matters concerning artistic activity in first-cycle and second-cycle studies as well as artistic development efforts and research such as⁷

- strategies for the development of artistic activity
- boundaries and quality assurance of artistic studies — studies with artistic elements
- monitoring quality-related efforts in artistic studies on a first-cycle and second-cycle level including analyses of course evaluations
- criteria for the quality assessment of artistic production
- assessing whether artistic productions meet the criteria equivalent to peer review.

4.4.1 Artistic committee composition

The artistic committee is composed as follows⁸:

- our teacher representatives with professor or senior lecturer qualifications
- two external members with artistic expertise
- two student representatives.

The faculty board appoints all the committee members with the exception of student representatives, who are elected by the student representative body with student union status. The term duration is three years.

6 Faculty board decision HS 2019-09-12

7 Faculty board decision HS 2015-10-29

8 Faculty board decision HS 2015-10-29

4.5 Education committee

The committee for third-cycle studies reports to the faculty board and its duties include⁹

- the promotion of quality first-cycle and second-cycle education
- monitoring quality-enhancing initiatives for first-cycle and second-cycle education
- monitoring programme development in part through the programmes' annual reports
- using suggestions from the organisation to prepare proposals for new study programmes to be decided on by the faculty board
- preparing general syllabi for faculty board decisions
- promote teaching development in the courses and programmes and spearhead teaching initiatives
- promote internationalisation, gender equality, and sustainable development in the faculty's courses and programmes
- monitoring the work by the course syllabus group
- if necessary, acting as a consultative body for issues concerning first-cycle education.

4.5.1 Education committee composition

The education committee is composed as follows¹⁰:

- chair, deputy dean
- seven teacher representatives, of which the committee appoints one member as vice chairperson for the term duration
- four student representatives.

The faculty board appoints all the committee members with the exception of student representatives, who are elected by the student representative body with student union status. The term duration is three years.

4.6 Course syllabus group

The course syllabus group reports to the faculty board and its duties include¹¹

- approving the faculty's course syllabi for the first-cycle and second-cycle level
- twice annually presenting a summary of the group's experiences to the education committee
- staying abreast of development in terms of rules, guidelines, and best practice regarding the structure and content of course syllabi.

4.6.1 Composition of the course syllabus group

The course syllabus group is composed as follows¹²:

- three teacher representatives
- three student representatives.

⁹ Faculty board decision HS 2020-05-07

¹⁰ Faculty board decision HS 2023-05-04

¹¹ Faculty board decision HS 2019-06-13

¹² Faculty board decision HS 2020-12-10

The faculty board appoints all the committee members with the exception of student representatives, who are elected by the student representative body with student union status. The term duration is three years.

4.7 Programme council

Every study programme is required to have a programme council led by the programme director. Programme councils are organised how the programme director sees fit. Their organisation are, however, required to ensure student and stakeholder influence.

The programme councils' duties include¹³:

- processing programme analyses and alumni reports
- discussing the programme's course structure and if necessary proposing adjustments
- discussing proposed programme syllabi prior to their being raised by the education committee.

5. Internal faculty organisation

5.1 Department

Each faculty comprises a number of departments, each led by a department head. The departmental organisation of the faculty has been determined by the university board. The vice-chancellor is mandated by the university board to make changes regarding departmental organisation as well as the departmental location of subjects, as necessitated by operations.

The faculty comprises seven departments - Karlstad Business School; the Department of Geography, Media and Communication; the Department of Artistic Studies; the Department of Educational Studies; the Department of Political, Historical, Religious and Cultural Studies; the Department of Social and Psychological Studies; and the Department of Language, Literature and Intercultural Studies.

The internal organisation of each department should ensure efficiency and function. Therefore, all departments should include the following functions and forms of assembly - head of department, deputy head(s) of department, heads of subject, departmental councils, management team, subject meetings, and educational councils. Each department is required to have rules of procedure approved by the dean, specifying the organisation of labour, where and how decisions are made, and the avenues for student and employee influence. Below is a description of mandates and forms of assembly.

5.2 Head of department and deputy head of department

Each department shall be led by a head, who is appointed by the dean after consultation with the vice-chancellor. Department heads are usually appointed after an election process with reference groups. A head of department serves a four-year term. Heads represent the

¹³ Faculty board decision HS 2020-02-05

employer, form part of the faculty's management team, and lead in a way pursuant to the university's leadership and co-workership policy.

The position as head of department includes¹⁴

- leadership pursuant to the university's leadership and co-workership policy
- implementation of the university's, faculty's, and department's targets and strategies
- responsibility for staff and work environment
- responsibility for finances and overall service planning
- in dialogue with co-workers take responsibility for the strategic development and maintenance of the quality of the department's operations
- responsibility for the execution of employee appraisals and salary reviews
- responsibility for ensuring collaboration and internationalisation within the department
- responsibility for taking into consideration gender equality, diversity, sustainable development, and student influence
- proposal of the department's rules of procedure and delegation of authority for the dean to decide on
- involvement in the faculty management team
- leadership of the departmental council and the department's management team
- responsibility for taking into consideration gender equality and diversity, sustainable development, and student influence
- responsibility for fulfilling the tasks that the dean has delegated in dean's decision HS 39/22 regarding the duties a research principal has in accordance with the Ethical Review Act and associated regulations¹⁵.

The head of department also has an overall responsibility for student representation at the department and a special responsibility for student representation when a decision is to be made by one single individual by ensuring that consultation takes place with a student representative in good time before the decision is made, all in accordance with Chap. 2, Sect. 14, Higher Education Ordinance (1993:100).

The head's additional responsibilities and mandates are established via delegation decisions by the dean.

Each department should also have a deputy head of department. The deputy serves as assistant head and should thus not be tasked with responsibility for any specific subject or subject group. Overarching departmental matters involving staff, finances, work environment, and operational development can be delegated to the deputy head. The position's duties and mandate are specified in writing by delegated authority to the head of department.

¹⁴ Dean's decision HS 54/24, reg.no. HS 2024/944 (except bullet 12)

¹⁵ Dean's decision HS 39/22, reg.no. HS 2022/369

Deputy heads are appointed by the dean after consultation with department heads. The term duration is four years and the scope of the position is decided by the dean. The deputy head is accountable to the dean and the head of the department.

5.3 Examining teacher

In a course, in addition to the examiner, there may also be other teachers known as examining teachers who participate in the examination, for example, by being responsible for formulating or marking examination assignments or assessing students on course components or the entire course based on an oral presentation or written assignment. However, it is always the examiner who determines the grade. Being an examining teacher follows from the workforce planning for the subject.

The duties of an examining teacher include¹⁶

- ensuring that examinations are carried out in accordance with Karlstad University provisions
- entering examination results in Ladok.

5.4 First-cycle and second-cycle examiner

Grades on first and second cycle courses (master 60/120 HE credits) shall be determined by a specifically appointed teacher: the examiner. (Higher Education Ordinance (1993:100), Chap. 6, Sect. 18, HEO) First-cycle and second-cycle examiners and alternate examiners for one semester, one academic year, or one calendar year are appointed by the dean after consultation with the department head. The alternate examiner steps in when the examiner is absent.

The examiner should normally be a permanently employed teacher at the University. The minimum requirement is that an examiner is permanently employed at 50 per cent of full time, or holds a fixed-term appointment for a period of at least two years. Examiners for first-cycle courses shall at least hold doctorates. An examiner for second-cycle studies must be a docent or professor. Under special circumstances, the dean may allow exceptions.

Examiners should not simultaneously serve as examining teacher or supervisor for a student being graded on a paper or degree project. If there are compelling reasons in favour of a person serving as examiner and examining teacher, another person must be appointed supervisor¹⁷. The examiner should not simultaneously serve as course coordinator.

The position as examiner includes¹⁸

- ensuring that the examination is undertaken in ways that guarantee that learning outcomes are assessed
- ensuring that the students' performances are assessed equally and lawfully
- ensuring that grade levels correspond to national subject standards

¹⁶ Dean's decision HS 54/24, reg.no. HS 2024/944

¹⁷ Pursuant to *Regulations for first and second cycle education at Karlstad University*

¹⁸ Dean's decision HS 54/24, reg.no. HS 2024/944

- ensuring that the examination conforms to other examination provisions at Karlstad University
- making decisions on adjusted examinations where the decision involves a change in examination format
- making decisions regarding supplementary examination
- making decisions regarding complete or partial credit transfer and appeals
- making decisions about grades
- making decisions regarding re-evaluation of grades
- deciding on correction of typographical errors, miscalculations or similar oversights that pertain to grades.

The most recently appointed examiner for the course is responsible for the examination of resits and supplements and approves or rejects credit transfer for complete or partial courses, even in the case of an upcoming course instance. A course that has been withdrawn and is thus not offered in the semester when examination is available will be examined as per the above or by the examiner of the most accurately corresponding course.

5.5 Third-cycle course examiner

Examinations included in third-cycle studies will be graded by a specially appointed teacher; examiner. (Chap. 6, Sect. 32 HEO). Examiners and alternate examiners for third-cycle courses are appointed for one semester, one academic year, or one calendar year by the dean after consultation with the department head¹⁹. The alternate examiner steps in when the examiner is absent.

The third-cycle examiner should normally be a permanently employed teacher at the University. The minimum requirement is that an examiner is permanently employed at 50 per cent of full time, or holds a fixed-term appointment for a period of at least two years. An examiner for third-cycle courses must be a docent or professor. Under special circumstances, the dean may allow exceptions.

The position as third-cycle examiner includes²⁰

- ensuring that the examination is undertaken in ways that guarantee that learning outcomes are assessed
- ensuring that the third-cycle students' performances are assessed equally and lawfully
- ensuring that grade levels correspond to national subject standards
- ensuring that the examination conforms to other examination provisions at Karlstad University
- making decisions about grades
- making decisions regarding re-evaluation of grades
- deciding on correction of typographical errors, miscalculations, or similar oversights that pertain to grades.

¹⁹ Faculty board decision HS 2020-06-11 which supplements 2020-02-05

²⁰ Dean's decision HS 54/24, reg.no. HS 2024/944

5.6 Doctoral examiner/Third-cycle student examiner

An examiner shall be appointed for every third-cycle student. The committee for third-cycle studies appoints the examiner based on proposals from the discipline²¹. The student's examiner must not be the same person as their supervisor²².

The third-cycle student examiner should normally be a permanently employed teacher at the University. The minimum requirement is that an examiner is permanently employed at 50 per cent of full time, or holds a fixed-term appointment for a period of at least two years. A doctoral examiner/third-cycle student examiner should normally be a docent or professor.

The duties of a doctoral examiner/third-cycle student examiner include²³

- the overall responsibility to assure the quality of the third-cycle study process
- approving third-cycle courses
- making decisions regarding credit transfer
- submitting notification of an upcoming public defence and detailing the quality assurance process.

5.7 Third-cycle supervision

A principal supervisor and one co-supervisor shall be appointed for every third-cycle student. Supervisors are appointed by the committee for third-cycle studies based on proposals from the subject²⁴. The principal supervisor must be a docent or professor. At least one of the supervisors must have supervisor training. In exceptional cases, a university teacher with a doctorate can be the proposed principal supervisor, but only if the co-supervisor is a docent or professor. Such allowances must only be made when a supervisor for instance has particular expertise of great relevance to a student's research area²⁵.

The duties of a third-cycle supervisor include²⁶

- the overall responsibility for the third-cycle student's studies and for the comprehensive quality of the courses and doctoral thesis
- involvement in the monitoring of the third-cycle student's studies
- drawing up an individual study plan in consultation with the third-cycle student and monitoring the progress
- in consultation with the third-cycle student, filling out and submitting the form to move the student up the ladder.

5.8 Programme director

A programme director shall be appointed for each degree programme. Programme directors are appointed by the dean in consultation with the respective heads of department.

²¹ Dean's decision HS 109/20, reg.no. HS 2020/804

²² Pursuant to *Regulations for Third-Cycle Studies at Karlstad University*

²³ Dean's decision HS 54/24, reg.no. HS 2024/944

²⁴ Dean's decision HS 109/20, reg.no. HS 2020/804

²⁵ Pursuant to *Antagningsordning för utbildning på grundnivå, avancerad nivå och forskarnivå vid Karlstads universitet*

²⁶ Dean's decision HS 54/24, reg.no. HS 2024/944

Programme director appointments should always be announced within the faculty. The programme director reports to the faculty board and serves as coordinator of an individual study programme. The term duration is normally three years and the scope of the position is decided by the dean.

The duties of a programme director include

- staying abreast of the trends in the programme area nationally and internationally
- staying abreast of rules and conditions in higher education, locally and nationally
- ensuring a high-quality study programme
- ensuring that the courses in the study programme together fulfil the outcomes stipulated in the programme syllabus
- if necessary, developing the study programme further
- planning the execution of the study programme
- ensuring that the information about the study programme is up to date
- being involved in the recruitment of students for the programme
- informing students about the study programme.

For more information, please refer to The duties of a programme director²⁷.

5.9 Director of studies

Each of the department's subjects should be represented by a director of studies who answers to the head of department. The director of studies is appointed by the head of department after consultation with the dean. If necessary, the same director of studies can be appointed for more than one subject. It is also possible to appoint one director of studies for the subject's first-cycle and second-cycle education and another director of studies for the subject's third-cycle education. Director of studies appointments should always be announced within the department. The term duration is normally three years and the scope of the position is decided by the head of department.

The duties of a director of studies include²⁸

- service planning of the subject's first-cycle and second-cycle studies
- proposing examiners in first-cycle and second-cycle studies to the head of department
- in consultation with the head of department or deputy head, managing course budgets and resource distribution principles
- planning and monitoring the student planning in the necessary planning tools
- being the point of contact and person responsible for internal billing
- assisting the head of department in matters regarding the subject's skills supply plan
- ensuring coordination of the subject's teaching development
- working to develop and ensure the quality of the subject's first-cycle and second-cycle studies
- assisting the head of department in subject-specific evaluations

²⁷ Reg.no. HS 2020/481, approved by faculty board decision HS 2020-05-07

²⁸ Dean's decision HS 54/24, reg.no. HS 2024/944

- processing and making decisions about possible actions informed by course evaluations
- ensuring that results and possible actions taken based on completed course evaluations are communicated to the students
- the overall responsibility for the draft of course syllabi for new courses and necessary revisions of existing course syllabi
- processing matters concerning student rights and serving as the subject's point of contact for the student union
- making decisions about removing criteria for student admission
- making decisions about credit transfer based on qualitative targets (general ECTS credits)
- involvement in the departmental council and the department's management team
- leadership of subject meetings and the subject council.

Third-cycle directors of studies have duties corresponding to those of a head of subject for a third-cycle subject²⁹, see below.

The director of studies' additional responsibilities and mandates are established via delegation decisions by the head of department after consultation with the dean.

5.10 Head of subject

Each of the department's subjects should be represented by a head of subject who answers to the head of department. The head of subject is appointed by the head of department after consultation with the dean. If necessary, the same head of subject can be appointed for more than one subject. Head of subject appointments should always be announced within the department. A head of subject should normally hold a PhD in the subject in question and be qualified for a position of docent or hold equivalent artistic qualifications. The term duration is normally three years and the scope of the position is decided by the head of department.

The duties of a head of subject include³⁰

- responsibility for the strategic development and continued high quality of the subject's education, research, and collaboration
- the overall responsibility for exposure drafts pertaining to research and education
- the overall responsibility for subject-specific evaluations and follow-ups
- ensuring that strategic plans are drafted, established, and implemented by the subject
- responsibility for the subject's seminar activities
- assisting the head of department in recruitments
- assisting the head of department in matters regarding the subject's skills supply plan
- representing the subject in internal and external contexts as decided by the head of department
- leading the subject's supervisor meetings.

²⁹ Dean's decision HS 54/24, reg.no. HS 2024/944

³⁰ Dean's decision HS 54/24, reg.no. HS 2024/944

The duties of a head of subject for a subject offering third-cycle studies also include

- processing and making decisions about possible actions informed by course evaluations
- ensuring that results and possible actions taken based on completed course evaluations are communicated to the third-cycle students
- the overall responsibility for the draft of course syllabi for new courses and necessary revisions of existing course syllabi
- the overall responsibility for necessary revisions of existing general syllabi
- processing matters concerning third-cycle student rights and serving as the subject's point of contact for the third-cycle student representative
- leading third-cycle student meetings
- managing exposure drafts and policies for third-cycle studies.

If a subject has a designated director of studies for third-cycle studies, the above duties instead fall on that individual.

The head of subject's additional responsibilities and mandates are established via delegation decisions by the head of department.

5.11 Course director/course coordinator

Course director/course coordinator refers to a teacher with the overall responsibility for the course. Course director/course coordinator may naturally be a teaching and examining teacher for the course.

The duties of a course director/course coordinator include³¹

- ensuring that the course is in accordance with the course syllabus
- planning the execution of the course in consultation with other teachers (teams)
- drafting, revising, and developing the course's study document(s), in consultation with teacher teams where applicable
- updating the online course room in consultation with the faculty administrator
- coordinating and updating the reading list, in consultation with teacher teams where applicable
- keeping the library informed of reading list changes
- submitting material to inform scheduling and classroom reservations, in consultation with teacher teams where applicable
- ensuring, in consultation with teacher teams where applicable, that schedules and material for work placement (VFU) are available to the students at least 14 days before the course starts
- in consultation with teacher teams where applicable, conducting course evaluations including analysing and giving comments regarding the result
- if necessary, initiating changes to the course to maintain/improve its quality

³¹ Dean's decision HS 54/24 reg.no. HS 2024/944

- responsibility for archiving course material such as study guide, other course material, compiled course evaluations, examinations, et cetera in accordance with the university's plan for information management.

The role of course director/course coordinator is established in the subject's service planning. Course module coordinators can be appointed where applicable.

5.12 The departmental management team

The department must have a management team to deal with strategic and operational issues. The composition of the management team is determined by the department head in consultation with the dean.

5.13 Departmental council

The department must have a departmental council to advise the head of department. The council is to secure student influence and the strategic development, operational planning and monitoring, finances, and work environment for every subject in the department. The composition of the departmental council is determined by the department head in consultation with the dean. Student representatives are appointed by the students' union.

5.14 Subject meeting

Every departmental subject is to hold subject meetings to bring up issues regarding education, research, collaboration, and any other topics related to operations.

5.15 Educational council

Every department must have an educational council or equivalent to secure student influence in issues regarding course syllabi, course analyses, or other student-related topics. Where appropriate, several subjects can form a joint educational council. The composition of the educational councils is determined by the department head in consultation with the dean.

6. Faculty administration

An administrative office is organised directly under the dean. The office serves as a shared and cohesive administrative resource for the whole faculty. The office is to provide administrative support to the dean, faculty board, departments, and students. The work is characterised by flexibility and a focus on the organisation's needs. The administrative office is led by an administrative head who reports to the dean.

6.1 Administrative head and deputy administrative head

The main task of the administrative head is to manage operations of the administrative office in such a way that its tasks are completed efficiently. Additionally, the administrative head shall assist the dean in certain matters, including budgeting, evaluation, and staff administration, and shall also cooperate with the university director in administrative matters.

The administrative head's duties include

- responsibility for the preparation of material to inform decisions and for implementation following the decision
- responsibility for the preparation of matters from the faculty to the Vice-Chancellor
- supporting externally directed work such as student recruitment, internationalisation, and collaboration with the community at large
- responsibility for the office's staff and work environment.

The administrative head's additional responsibilities and mandates are established via delegation decisions by the dean.

The office also has a deputy administrative head who serves as assistant head and works with office-wide issues as delegated by the administrative head.

6.2 Department head administrator

The department head administrator is appointed by the department head and administrative head. The administrator's duties are determined by the department head and may include the preparation and administration of matters on behalf of the department head, serving as the point of contact and person in charge of the department's premises, conducting minor audits, and taking notes at management team meetings and departmental councils.

6.3 Administrative and technical staff

Administrative and technical staff that are unambiguously and specifically tied to the education and research of a department can be hired at the department by the department head after consultation with the administrative head and the dean.