



Assignment description for Subject Coordinator in third-cycle studies¹

This assignment description has been finalised by the Faculty Board on the 7th of December 2022 and is valid from 2023-01-01.

Reg. No. HS 2023/246

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för ämnesansvarig lärare inom utbildning på forskarnivå 2022/823). In the event of any discrepancy, the Swedish version of this document shall prevail.

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1 General information

At the University of Skövde (the University), there must be a Subject Coordinator for every third-cycle subject. The Subject Coordinator is appointed by the Faculty Board, after proposal from the Head(s) of school concerned.

Assignment as Subject Coordinator may not be combined with assignment as manager. The reason is that a combination of the two assignments may possibly entail a conflict of interest.

2 Competence

A Subject Coordinator must be well acquainted with research relevant to the subject and the third-cycle studies area that the subject belongs to² and must normally conduct such research. Furthermore, the Subject Coordinator should at least be appointed Docent and have teaching experience from third-cycle studies.

The Subject Coordinator must be well acquainted with, and apply, national and local regulations for higher education. Local instructions, timelines, forms etc. are also included in this.

3 Responsibilities and tasks

Below is a specification of responsibilities and tasks for a Subject Coordinator. The responsibilities and tasks entail that the Subject Coordinator - subordinate to the Faculty Board, Head(s) of school and Head(s) of division - has a clear responsibility for quality assurance work and quality development of the subject. Included in this responsibility is to consider how the subject is related to the area of the third-cycle studies.

3.1 Subject content, organization and development

Third-cycle studies must rest on a scientific or artistic foundation and proven experience. The subject and the area of the third-cycle studies must be an integrated part of the research environment, in which the subject and area have their scientific basis. The Subject Coordinator is responsible for the subject's content, organisation and development at the University.

The following aspects must consistently be considered by the Subject Coordinator:

- usability on the labour market
- digitalisation for sustainable development

² Subjects in third-cycle studies belong to an area where the University has degree awarding powers for third-cycle studies. One or several subjects can be included in the third-cycle studies area.

- internationalisation
- equality and equal opportunities
- collaboration with the surrounding community

In the work on the following aspects, relevant governing documents must be taken into consideration. Furthermore, the work must take place in consultation and collaboration with the functions that have a special responsibility or collaborative responsibility related to the aspects.

3.2 Subject definition

The Subject Coordinator is responsible for ensuring that the subject has a relevant subject definition and that this definition is known to concerned functions and groups. The definition must state which third-cycle area the subject belongs to.

When revision is needed, the Subject Coordinator must create a proposal for revision of the subject definition, in consultation with the Curriculum Committee (see below), concerned college of supervisors, Head of Division and Head of School. The Faculty Board approves the definition.

3.3 Course syllabi and general syllabus

The Subject Coordinator has an overall responsibility for the quality of the subject's courses. This means that the Subject Coordinator quality review proposals for new course syllabi as well as proposals for revision of existing course syllabi. Course syllabi must be designed in accordance with "Guidelines for the Design of Course Syllabus." The Subject Coordinator normally also initiates proposals for the discontinuation of courses, see "Guidelines on Discontinuation of Course".

The Subject Coordinator must also, in consultation with the concerned Director of PhD studies, develop proposals for and revision of the general syllabus.

3.4 Curriculum Committee

Decisions on the establishment of courses, approving and revision of course syllabi, discontinuation of courses, amendments to the general syllabus³ and proposals for the template of individual study plan⁴ are made in a curriculum committee. The Subject Coordinator is included in the Curriculum Committee and responsible for presenting the above-mentioned matters.

³ A new general syllabus is approved by the Faculty Board

⁴ The decision on a template for an individual study plan is made by the Dean

Furthermore, the Subject Coordinator must actively participate in the Curriculum Committee's work, as principal rapporteur for matters that concern the education in the subject. The Curriculum Committee's work is done in accordance with a special assignment description.

3.5 Progression and attainment of objectives

The Subject Coordinator has an overall responsibility for progression and attainment of objectives within the subject's courses⁵. Progression, where knowledge is gradually deepened and broadened in subsequent courses, must be guaranteed through continuous review of the courses' content and implementation. Both subject knowledge and generic skills must be included in the progression.

Special emphasis must be placed on ensuring that the courses combined contribute to the attainment of the objectives in the System of qualifications for the concerned qualifications⁶.

In support for the work on progression and attainment of objectives, there is an objectives matrix that shows the connection between national learning outcomes and courses, according to the general syllabus. The Subject Coordinator is responsible for, in consultation with the concerned Director of PhD studies, ensuring that the objectives matrix is updated.

3.6 Follow-up and evaluation

The Subject Coordinator has an important responsibility in the work involving local and national follow-ups and evaluations of education.

3.6.1 Course-evaluation

The assignment as Subject Coordinator includes an overall responsibility for work on course evaluations. This responsibility primarily involves following up on the implementation of course evaluations – and that the results are taken into consideration in the subject's development. The work must be carried out in accordance with "Guidelines for course evaluation".

⁵ Responsibility for overall progression for the individual doctoral student (in courses and thesis work) lies with the doctoral student's supervisors, see "Guidelines for Supervision and Study Follow-Up in Third-Cycle Studies".

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3.6.2 The survey 'Doktorandspiegel' (PhD mirror)

PhD mirrors are carried out on a regular basis through questionnaires to doctoral students and supervisors. The Subject Coordinator is responsible for that the results of the surveys are taken care of and are included in the development of the subject.

3.6.3 Six-year follow-up of subject

The Subject Coordinator must actively participate in the follow-up of third-cycle subjects carried out by the Faculty Board according to a six-year cycle. The follow-up is done in accordance with "Guidelines for Six-Year Follow-Up of Third-Cycle Subjects".

3.6.4 National evaluation

In a national evaluation of the subject or courses in the subject, the Subject Coordinator is normally the contact person and is responsible for producing assessment material.

3.7 Supply of information

The Subject Coordinator is - in consultation with the University Library and concerned Subject Coordinators in first- and second-cycle education - responsible for continually updating the supply of literature, journals and databases within the subject. Consultation must also take place with the University Library in the event of changes to educational and research specialisations.

3.8 Other tasks

The assignment as Subject Coordinator also includes to:

- act as support for the concerned Head(s) of school and Head(s) of division regarding the education's connection to the school's operational plan
- act as support for the concerned Head(s) of division in their overall planning of the subject's competence provision, staffing and economy (which includes support for overall planning of which mandatory and optional courses will be offered in the respective semesters)
- be included in the group for admission and recruitment that is formed during admission and recruitment of doctoral student in the subject.
- be responsible for ensuring that procurement and maintenance of special infrastructure is taken into consideration in the budget work (if it is required for the education in the subject)

- give support for the information and marketing of the subject, which is carried out by the Marketing and Communications Office
- to certify results in Ladok⁷, as the replacement for the Examiner (in exceptional cases)
- to participate in different work groups or perform other assignments, at the request of the Faculty Board, concerned Head(s) of school or concerned Head(s) of division.

4 The document is valid from

The document is valid from 2023-01-01 and replaces the assignment description from 2022-03-09 (reg. No. HS 2022/146).

⁷ Ladok is a national system that provides support for higher education institutions in the different study administrative processes.