

Assignment description for subject coordinators at the first-cycle and second-cycle levels

This assignment description was ratified by the Faculty Board on 9 March 2022 and is in effect as of the same date¹.

Registration number HS 2022/145

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för ämnesansvarig lärare (dnr HS 2022/145)). In the event of any discrepancy, the Swedish version of this document, which is the official version, will be used.

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1 General Information

At the University of Skövde (the University), each subject at the first-cycle and second-cycle levels of education is to have a subject coordinator. The subject can be within a main field of study² or a resource subject³. In special circumstances, an assistant subject coordinator may also be appointed⁴. Subject coordinators (including assistant subject coordinators) are appointed by the Faculty Board, at the suggestion of the applicable Head of School.

The position of subject coordinator or assistant subject coordinator cannot be combined with a position as manager. Moreover, the position of subject coordinator should not be combined with the position of program coordinator of a program where the subject in question constitutes the main field of study. The reason for avoiding a combination of the aforementioned positions is that such a combination could result in conflicts of interest.

2 Competence

Subject coordinators are to be well versed in the subject, have teaching experience within studies at the university level and conduct research which is relevant for the subject.

For a subject that is a main field of study, the subject coordinator *must* have a minimum of a doctoral degree (or the equivalent competence level). For a resource subject, the subject coordinator *ought to* have a minimum of a doctoral degree (or the equivalent competence level).

Subject coordinators are to be well versed in, and use, national and local regulations as regards higher education. For certain areas and tasks that are described in this document, the University's support services have designed specific instructions, time plans, documents etc. These documents constitute a part of local regulations.

3 Tasks and responsibilities

The tasks and responsibilities of a subject coordinator are stipulated below. The tasks and responsibilities amount to the subject coordinator – under the Faculty Board, the Head of School and the Head of Division and in consultation with program coordinators

² A main field of study is a subject within which a general degree may be issued.

³ Within a resource subject, studies at the first-cycle level are possible (specialisation level G1N and G1F). Degrees are not issued within resource subjects.

⁴ Special circumstances entail that the subject has substantive breadth, for example, several areas of specialisation, or that there is a large number of degree programs, courses and/or students where the subject constitutes a main field of study.

where the subject is a main field of study – having a clear responsibility for quality assurance and quality development of the subject.

3.1 Content, organisation and development of the subject

The studies are to rest on scientific or artistic grounds and on proven experience. The subject coordinator is responsible for the content, organisation and development of the subject.

The following aspects are to be consistently considered by the subject coordinator:

- connections to research and proven experience
- usefulness for the labour market
- digitalisation for sustainable development
- internationalisation
- equality and equal conditions
- collaboration with the surrounding community

In working on the abovementioned aspects, relevant steering document must be considered. Moreover, the work is to be conducted in consultation with those bodies that have the special responsibility or collaboration responsibility related to these aspects.

3.2 Definition of the subject

The subject coordinator is responsible for ensuring that the subject has a relevant subject definition and that this definition is known by the subject group⁵.

When the need arises, the subject coordinator should draft a revision proposal of the subject definition in consultation with the subject group, the Head of Division, and the Head of School. The definition must be ratified by the Faculty Board.

3.3 Course syllabi, course descriptions, program syllabi and curriculum committees

Subject coordinators have the overall responsibility for the quality of the courses within the subject and within those degree programs where the subject is the main field of study. This means that the subject coordinator is to conduct quality audits of proposals for new

⁵ The subject group consists of the teachers that are employed within and/or who teach within the subject.

course and program syllabi, proposals for new course descriptions, proposals for non-credit-bearing contract education as well as proposals for revisions of current course syllabi, course descriptions and program syllabi. Course and program syllabi are to be constructed in accordance with instructions in "Guidelines for the construction of course syllabi" and "Guidelines for the construction of program syllabi", respectively. The construction of course descriptions are regulated by "Guidelines for contract education". The subject coordinator normally also initiates proposals for discontinuation of courses, see "Guidelines for discontinuation of courses".

Decisions concerning the establishment of courses, ratifications and revisions of course syllabi and course descriptions, revisions of program syllabi and the discontinuation of courses are taken by curriculum committees. The subject coordinator participates in a curriculum committee and has the responsibility for presenting the subject's course syllabi and course descriptions as well as program syllabi where the subject is the main field of study. The work on curriculum committees is regulated by a special assignment description.

3.4 Progression and goal attainment

Subject coordinators have the main responsibility for progression and goal attainment within the subject's courses. Progression, where knowledge becomes successively deeper and wider in subsequent courses, must be guaranteed by means of continuous monitoring of the content and execution of the courses. Both subject knowledge and generic proficiencies should be included in the progression.

Special emphasis should be placed on ensuring that courses of the main field of study within the degree programs – and in some cases courses in the remaining subjects – conjointly contribute to meeting the goals of the system of qualifications attached to a particular degree.

The subject coordinators' work with progression and goal attainment related to courses within the degree program is to take place in close collaboration with applicable program coordinators. The division of labour can be carried out in different ways, depending on the circumstances of the studies. Factors that play a role are, among other things, the number of programs where the subject is the main field of study and what type of a degree the program leads up to⁶.

⁶ In those cases where the program leads to a professional qualification, the program coordinator has an extended responsibility for ensuring that the courses of the program collectively lead to the attainment of the qualitative targets. The work is

As support for the work with progression and goal attainment in degree programs, there are special target matrices to connect qualitative targets, program objectives and courses. The subject coordinators have, in line with what is stipulated above, the overall responsibility for programs that lead to a general degree (where the progression takes place within the main field of study). The responsibility of compiling and keeping target matrices up-to-date, on the hand, rests with the program coordinators.

3.5 Follow-ups and evaluations

Together with program coordinators, the subject coordinators have an important role of responsibility as regards the work with local and national follow-ups and evaluations of programs and courses.

3.5.1 Course evaluations

The subject coordinator assignment involves the overall responsibility for the work with course evaluations. The responsibility primarily entails ensuring that follow-ups and evaluations are conducted – and that the results are taken into account in the development of the subject. The work is to be carried out in accordance with "Guidelines for course evaluations".

3.5.2 Program evaluations

Subject coordinators are responsible for ensuring that the results of the program evaluations, where courses in the subject are included, are considered in the development of the subject. This primarily concerns the results of evaluations of programs where the subject constitutes the main field of study. The process for program evaluations is described in "Guidelines for program evaluation within studies at the first-cycle and second-cycle levels".

3.5.3 Annual follow-ups of degree programs

As regards those programs where the subject constitutes the main field of study, subject coordinators are to participate actively in the annual follow-up of degree programs. The work is to be conducted in consultation with program coordinators, who have the main responsibility for ensuring that processes are initiated and executed on a regular basis. The follow-ups are to be carried out in accordance with "Guidelines for annual follow-ups of degree programs".

carried out in close collaboration with the teachers who are subject coordinators on the courses of the programs.

3.5.4 Six-year follow-ups of subjects and related degree programs

Together with program coordinators of programs where the subject constitutes the main field of study, applicable Heads of Divisions and Heads of Schools, subject coordinators are to take an active part in the follow-ups of subjects and related degree programs conducted by the Faculty Board, based on a six-year cycle. The follow-ups are to be carried out in accordance with “Guidelines for six-year follow-ups of subjects and related degree programs at the first-cycle and second-cycle levels”

3.5.5 National evaluations

As regards national evaluations of the subject, courses within the subject or programs where the subject constitutes the main field of study, the subject coordinator is normally the contact person and is in charge of preparing assessment documents.

3.6 Proposals for appointing course coordinators and examiners

Subject coordinators are responsible for submitting proposals to the Head of Division when it comes to appointing course coordinators and examiners.

3.7 Assessment of qualifications and credit transfers

Upon request from admissions officers or degree evaluations officers, subject coordinators are to submit opinions in matters relating to assessments of qualifications and transfers of credits, including appeals in these matters. The formal decisions in these cases are taken by admissions officers and degree evaluations officers.

Applicable program coordinators and course coordinators are to provide the subject coordinators with support in the work with assessments of qualifications and credit transfers. Special support is to be provided by program coordinators in matters pertaining to the latter part of programs and in evaluations of foreign programs and courses.

3.8 Provision of information

In consultation with the university library, subject coordinators are in charge of ensuring that the selection of literature, scientific journals and databases connected to the subject is updated on a regular basis. Consultations with the university library is also to be conducted in connection to changes of study and research domains.

3.9 Other tasks

The subject coordinator assignment also includes:

- supporting the Head of School and Head of Division concerning links between courses/programs and the operational plan of the school
- supporting the Head of Division in the overall planning of the subject's competence provision, staffing and budget (which includes planning which courses are to be offered each term)
- participating in the work of recruitment groups as regards the employment of teachers within the subject group⁷
- ensuring that the procurement and maintenance of special infrastructure is considered in the budget work (if such infrastructure is required for studies in the subject)
- providing support in regard to the information about and marketing of the subject which is carried out by the Marketing and Communications Office
- certifying results in Ladok⁸, in lieu of the examiner (in exceptional cases)
- participating in different working groups or carrying out other tasks assigned by the Faculty Board, Head of School or Head of Division

4 The document is in effect as of

The document is in effect as of 9 March 2022 and replaces the assignment description from 13 November 2019 (registration number HS 2019/847).

⁷ If there are several subject coordinators within a subject (for both the first-cycle, second-cycle and third-cycle levels), one of the subject coordinators will generally participate.

⁸ Ladok is a national system that provides universities with support as regards the different administrative processes related to studies.