

Curriculum Committee for First- and Second-Cycle Studies¹

The following curriculum committees are to be established for first- and second-cycle studies, prerequisite programme, and non-credit contract education.

1 The Curriculum Committee of Bioscience

Main field of study: Bioinformatics, Biosciences (including qualifying education), Cognitive Neuroscience, and Systems Biology

Resource subjects: Philosophy and Chemistry (including prerequisite programme)

2 The Curriculum Committee of Business

Main field of study: Business Administration

Resource subjects: Law, Economics, and Statistics

3 The Curriculum Committee of Health Sciences

Main field of study: Biomedical Science, Public Health Science, Nursing, Reproductive, Perinatal, and Sexual Health, and Social Psychology

Resource subjects: English, Higher Education Pedagogy, and Swedish Language

4 The Curriculum Committee of Informatics

Main field of study: Information Technology and Media, Aesthetics, and Storytelling

Resource subjects: Music

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för utbildningskommittéer för utbildning på grundnivå och avancerad nivå, registration number HS 2024/292.) In the event of any discrepancy, the Swedish version of this document shall prevail. The terms “first cycle” and “second cycle” are sometimes used by Swedish universities but may not be universally understood where basic and intermediate level might be used instead.

5 The Curriculum Committee of Engineering Science

Main field of study: Integrated Product Development, Mechanical Engineering, Production Engineering, and Virtual Product Development

Resource subjects: Physics (including prerequisite programme), Industrial Economics, and Mathematics (including prerequisite programme)

The duties of the curriculum committees, delegated by the Faculty Board, include the following responsibilities:

- Creation of courses
- Approval of course syllabi
- Approval of course descriptions for non-credit contract education
- Discontinuation of courses
- Minor amendments to programme syllabi²

The assignment also includes addressing various issues related to the quality aspects of course syllabi and programme syllabi when requested by the Faculty Board. Before such assignments are given, a consultation with the relevant individuals takes place. Feedback to the board from the committees is provided according to specific guidelines, typically through an oral or written report from the committee chair.

The setup of the curriculum committees consists of subject coordinators³ for the respective subjects⁴. If needed, the head/s of division or other relevant individuals may be co-opted to the committee meetings. Two student representatives should be included in each curriculum committee. The chair and vice-chair of the committees are appointed in a separate decision.

According to the regulations in the Higher Education Act and in the Rules of Procedure at the University of Skövde, groups making decisions that require an assessment of design, implementation, or quality of education must have a majority of individuals with scientific competence. The requirement for scientific competence among a majority of the curriculum committee members must be considered⁵. Consequently, adjustments may need to be made regarding the inclusion of teachers in the committees as outlined above. The

² The Faculty Board itself decides on the approval of new programme syllabi. In cases of extensive revisions of the programme syllabus, which involve significant changes in content and progression, the revised programme syllabus must be approved again by the Faculty Board."

³ "If there are both a subject coordinator and an assistant subject coordinator, the subject coordinator is the one who participates as a member."

⁴ Exceptions apply in cases where no subject courses are included in the current educational offerings (for example, due to the educational programme including the subject being dormant) and for the subject of higher education pedagogy. In exceptional cases, the subject coordinator does not participate in the committee's regular meetings but may be co-opted as needed.

⁵ The requirement applies to the formal composition of members of the curriculum committee, i.e., not the composition of members at each individual meeting.

curriculum committees are quorate when at least half of the members are present, including the chair or vice-chair.

The teacher members are responsible for presenting matters related to their own subject. If necessary, programme coordinators and course coordinators may also be called upon to present matters.

Administrative support to the committees is provided by administrators within the Academic Affairs and Student Support Office. Administrative support primarily pertains to the creation of courses, approval of course syllabi and descriptions, discontinuation of courses, and changes to programme syllabi.

6 Day of this document coming into effect

This assignment description was ratified by the Faculty Board on April 19, 2024 and went into effect on the same day. This assignment replaces the previous assignment description from December 2022, registration number HS 2022/870.