



# Assignment description for programme coordinators<sup>1</sup>

This assignment description was ratified by the Faculty Board on 8 June 2022  
and is in effect as of the same date.

Dnr HS 2024/21

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<sup>1</sup> This is a translation of the Swedish version (Uppdragsbeskrivning för programansvarig lärare, registration number HS 2022/406.) 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), each degree programme is to have a programme coordinator. In some cases, this assignment may be divided between two teachers. Programme coordinators are appointed by the Head of the School at which the programme is offered. Appointment proposals are submitted by the applicable Head of Division.

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

# 2 Competence

Programme coordinators are to be well versed in the subject/subjects which constitute the focus of the programme. Competence wise, programme coordinators of degree programmes at the first-cycle level should have a master's degree (or the equivalent competence). Programme coordinators at the second-cycle level should have a doctoral degree (or the equivalent competence). Some familiarity with the professional area that the programme focuses on is desirable. Furthermore, programme coordinators must have some teaching experience connected to higher education.

Special requirements exist in regard to programme coordinators of programmes which lead to professional qualifications (regardless of level). The subject coordinator must then have a doctoral degree (or the equivalent competence) and must also be well acquainted with the professional field that the programme focuses on.

Subject coordinators must furthermore be well acquainted with, and apply, national and local regulations for higher education. Local instructions, timetables, forms etc. are also covered by these regulations. Particular attention should be paid to regulation regarding student rights and obligations as well as to ensuring that equal conditions are highlighted.

# 3 Tasks and responsibilities

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

coordinator of the main field of study of the programme<sup>2</sup> – having a clear responsibility for quality assurance and quality development of the programme.

### **3.1 The content, organisation and development of programme**

The studies are to rest on scientific or artistic grounds and on proven experience. The programme coordinator – in consultation with the subject coordinator of the main field of study of the programme – is responsible for the content, organisation and development of the programme.

The following aspects are to be consistently considered by the programme 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

### **3.2 Coordination**

The programme coordinator is responsible for coordination of the programme. This coordination responsibility primarily involves regular contacts with the subject coordinators of the subjects that make up the programme. Regular coordination must also take place with course coordinators and other teachers within the programme, other programme coordinators for coordination of cross-listed courses, applicable Heads of Divisions, support services as well as, when applicable, coordinators of placement studies.

Moreover, the programme coordinator has a special responsibility, in consultation with course coordinators and in dialogue with the university library, to coordinate the university library's participation in relevant courses of the programme. Special emphasis should be placed on progression in the development of information literacy throughout the programme.

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<sup>2</sup> In those cases where a programme leads to a professional qualification “subject coordinator of the main field of study of the programme” is usually equated with several subject coordinators. In such programmes, progression does not only take place in one subject (main field of study) but within several subjects that conjointly form the core of the studies within a professional field.

### **3.3 Progression and goal attainment**

Together with subject coordinators of the programme's main field of study, programme coordinators have a responsibility for progression and goal attainment within the courses of the programme.

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 programme – 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 courses of the programme also have to contribute to ensuring that local programme objectives are met and that an equality perspective (see sub-section 3.1) is integrated into the programme.

The programme coordinators' work with progression and goal attainment takes place, as outlined above, in close collaboration with subject coordinators of the programme's main field of study. 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 programmes where the subject is the main field of study and what type of a degree the programme leads up to<sup>3</sup>.

As support for the work with progression and goal attainment in degree programmes, there are special target matrices to connect qualitative targets, programme objectives and courses. The responsibility of compiling and keeping target matrices up-to-date rests with the programme coordinators. In accordance with the stipulations above, however, the work with the matrix should be carried out in close collaboration with the subject coordinators of the programme's main field of study.

### **3.4 Programme syllabi**

Programme coordinators are responsible for ensuring that programme syllabi are up-to-date. Proposals for new programme syllabi or changes to programme syllabi are to be prepared in consultation with subject coordinators of the programme's main field

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<sup>3</sup> In those cases where the programme leads to a professional qualification, the programme 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 to be carried out in close collaboration with the teachers who are subject coordinators on the courses of the programmes.

of study and other teachers involved in the programme<sup>4</sup>. Programme syllabi are to be constructed in accordance with “Guidelines for the construction of programme syllabi”.

In those cases where a degree programme is offered in English, it is the responsibility of the programme coordinator to ensure that the programme syllabus is translated into English.

### **3.5 Follow-ups and evaluations**

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

#### **3.5.1 Course evaluations**

Programme coordinators are responsible for ensuring that the results of the course evaluations of the courses attached to the programme are taken into account in the development of the programme. The process for course evaluations is described in “Guidelines for course evaluations”.

#### **3.5.2 Programme evaluations**

Programme coordinators are responsible for ensuring that programme evaluations are carried out, documented and followed up as well as that the results are taken into account in the development of the programme. The work is conducted in accordance with “Guidelines for programme evaluations within courses and programmes at the first-cycle and second-cycle levels”.

#### **3.5.3 Annual follow-ups of degree programmes**

Programme coordinators are responsible for the annual follow-ups of degree programmes. The work is to be conducted in consultation with subject coordinators of the programme’s main field of study. Programme coordinators have the main responsibility for the work. The follow-ups are carried out in accordance with “Guidelines for annual follow-ups of degree programmes”.

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<sup>4</sup> Decisions about programme syllabi for new programmes are taken by the Faculty Board and decisions about revisions of programme syllabi is taken by the applicable curriculum committee. When the need arises, programme coordinators can be co-opted to a curriculum committee meeting.

#### **3.5.4 Six-year follow ups of subjects and related degree programmes**

Programme coordinators are to take an active part in the follow-ups of subjects and related degree programmes 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 programmes at the first-cycle and second-cycle levels”.

#### **3.5.5 National evaluations**

Programme coordinators are to take an active part in national evaluations of degree programmes. The work is to be conducted in consultation with the applicable subject coordinator, who is normally the contact person and is in charge of preparing assessment documents.

### **3.6 Working life connections**

Each degree programme at the University must have a special forum for working life connections. Programme coordinators are responsible for ensuring that such a forum is established and that it is active. The work with working life connections is carried out in accordance with “Guidelines for working life connections to studies”.

### **3.7 Programme meeting for student influence**

To ensure student influence in the degree programmes, programme coordinators must invite the students (or representatives of the students) to programme meetings every term, for consultation between teachers and students. Applicable representatives of support services and other teachers who are connected to the programme can also be invited to the meetings.

### **3.8 Student contacts, student follow-ups and alumni contacts**

Programme coordinators, together with the relevant study and career guidance counsellor, are responsible for contacts with - and follow-ups of - the students enrolled in the programme. The contacts can consist of advice when choosing courses within the programme, individual student follow-up talks, etc. Agreements on an adapted course of study are made in consultation with the students concerned and the study and career guidance counsellor. This work also includes, if necessary, consultation with coordinators for students with disabilities.

Programme coordinators must be involved in the introduction of new programme students.

The assignment of programme coordinator also includes responsibility for contacts with the programme's alumni, within the framework of the University's overall alumni activities.

### **3.9 Assessment of qualifications, credit transfers and programme administration**

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

Moreover, programme coordinators must check before the beginning of each term that the course instances entered into “Kursinfo” (the University’s local database) correspond to the programme’s course of study.

### **3.10 Information and marketing**

Together with the Marketing and Communications Office, the programme coordinators are responsible for information about and marketing of the degree programmes.

## **4 The document is in effect as of**

The document is in effect as of 8 June 2022 and replaces the assignment description from 13 November 2019 (registration number HS 2019/848).