



Curriculum Committee for third cycle studies¹

1 General information

At the University of Skövde (the University), there must be a Curriculum Committee for third-cycle studies. The committee's responsibility and tasks (see below) concern the third-cycle subjects established by the Vice-Chancellor, within areas where the University has degree awarding powers for third-cycle studies.

The work in the Curriculum Committee must be done in collaboration with managers of the concerned schools, as well as with concerned teachers and supervisors. Collaboration must also take place with the Faculty Board.

2 Responsibilities and tasks

Included in the Curriculum Committee's assignment, upon delegation from the Faculty Board, are the following responsibilities and tasks:

- establishing courses
- approving of course syllabi
- discontinuation of course
- amendments to general syllabus²
- template proposals for individual study plan³

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för utbildningskommittén inom utbildning på forskarnivå 2022/827). In the event of any discrepancy, the Swedish version of this document shall prevail.

² A new general syllabus is established by the Faculty Board

³ The template for an individual study plan is established by the Dean.

Also included in the assignment is to, upon request from the Faculty Board, prepare governing documents and different matters relating to the quality of the studies. Before such tasks are given, a reconciliation with the chairperson and vice chairperson in the committee takes place and, if needed, with the concerned Head(s) of School.

3 The compilation of the Curriculum Committee

The following functions must be included as members in the Curriculum Committee:

- Subject Coordinators in third-cycle studies
- Directors of PhD Studies
- two Doctoral Students
- Coordinator of PhD Studies

The Chairperson and Vice Chairperson in the committee are Subject Coordinators and appointed by the Faculty Board. The doctoral student members are appointed by the Student Union. The Coordinator of PhD studies is a function organised in the Academic Affairs and Student Support Office. Administrative support for the committee is provided by an officer from the Academic Affairs and Student Support Office.

Representatives for research schools, if any, with connections to the studies must be co-opted to the committee's meetings. If needed, Heads of Schools, Heads of Divisions, supervisors or other concerned persons can also be co-opted to the meetings.

The committee's members normally act as rapporteurs of matters during the committee's meetings. If needed, other persons may also be summoned to the meetings as rapporteurs.

According to the regulation of the Higher Education Act and Rules of procedure at the University of Skövde, groups that make decisions that require an assessment of "design, implementation or quality of the education" must have a majority of persons with scientific competence, i.e. persons with a Degree of Doctor⁴. The Curriculum Committee can make decisions when at least half of the members are present, among them the Chairperson or Vice Chairperson.

4 The document is valid from

The document is valid from 2023-01-01 and replaces the assignment description from 2020-09-09 (reg. No. HS 2020/730).

⁴ The requirement concerns the Curriculum Committee's formal composition of members, i.e. not the composition of members in each individual meeting.