



UMEÅ UNIVERSITY

# **INSTRUCTIONS FOR PROGRAMME COORDINATORS AND FOR PROGRAMME COUNCILS AT THE FACULTY OF SCIENCE AND TECHNOLOGY**

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<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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## 1. Background

This document describes the commitments of the programme coordinators and the function of the program councils at the Faculty of Science and Technology. The document is a revision of "Instructions and Qualifications for Programme Coordinators and Instructions for the Programme councils at the Faculty of Science and Technology. Dnr FS 1.1-749-20".

## 2. Qualifications for programme coordinators

### *A programme coordinator candidate*

- is interested in leading the work on quality and educational questions,
- has the ability to develop the programme by means of direct involvement and a systematic way of working,
- is meticulous, works methodically and in a structured manner,
- has good co-operation and communication skills (written and oral),
- is willing to develop and work actively with internal and external contacts,
- has a position as a teacher at the faculty and should have a doctoral degree (PhD),
- has access to Swedish language support if the candidate does not speak Swedish.

### *Programme specific qualifications*

- A programme coordinator for educations at master's level (second-cycle) should be an active researcher (outside of the frame for competence development time) in a specialisation within the field of the programme.
- A programme coordinator for professional educations should have insight into the professional role in question.

### *Meritorious qualifications*

- Having teaching experience from courses within the programme, experience of management assignments, participation in committees,
- Having an internal and external network of contacts within the field of the programme in both academia and industry,
- Having professional experience within the area of the programme,
- Having an appointment as recognised or distinguished teacher according to the Umeå University's model for acquisition of educational qualification<sup>2</sup>,
- Having received an educational award.

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<sup>2</sup> See <https://www.aurora.umu.se/en/my-employment/skills-development/acquisition-of-educational-qualifications/>



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### 3. Terms of office

- The term of office for programme coordinators is four years<sup>3</sup>.
- A programme coordinator should normally hold the position for a maximum of two consecutive terms (8 years).
- When seeking prolongation of an appointment of a programme coordinator who has held the position for more than 8 years, the maximum possible extension is two years.
- The Education Committee (UK) decides on the appointment of the programme coordinators and term of office after dialogue with the department where the coordinator is employed.

### 4. Instructions for Programme Coordinators

A Programme Coordinator (PA) at the Faculty of Science and Technology has the following assignments:

#### 4.1 Quality and development

- Works continuously on the development of the programme, in dialogue with the programme council, to meet the needs of an everchanging society.
- Works, together with the programme council, on quality development of the programme based on the Umeå University's quality system for education and its six permeating perspectives<sup>4</sup>,
- Responsible for carrying out an annual programme evaluation, monitor that the education meets the national qualitative targets, and implement the annual report/activity plan (verksamhetsberättelse/verksamhetsplan) according to activity 4–6 in Umeå University's quality system for education<sup>4</sup>.
- Clarifies and works on the progression within the programme and have insight into the programme's degree projects.
- Ensures that the programme council is active and meets at least once per semester, see the annual cycle (appendix). The chairperson of the programme council – usually a programme coordinator – convenes the programme council.
- Performs an advisory role for e.g., course syllabi, and prepare documents such as programme syllabi and qualification descriptors, for the Education Committee.

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<sup>3</sup> New programme coordinators are appointed from 1 January 2024.

<sup>4</sup> FS 1.1-1324-18, Quality System for Education, Umeå University, 2019-02-26, [www.umu.se/en/about-umea-university/quality-system-for-education/](http://www.umu.se/en/about-umea-university/quality-system-for-education/)



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### 4.2 Student contacts and marketing

- Participates in the marketing work of the programme together with the faculty communications officers, by contributing with texts to the student web and providing correct information about the contact person(s).
- To strive for a positive programme spirit and a good camaraderie among the students.
- To have regular dialogue with the programme students and take responsibility for information exchange.
- To convey adequate information about international exchange studies to programme students.

### 4.3 Internal collaboration within Umeå University

The programme coordinator collaborates internally within Umeå University with

- the programme students and Umeå Student Union of Science and Technology (NTK),
- the teachers and department managements involved in the programme,
- the Faculty Office and the Education Committee,
- other study programmes at the faculty/university, by exchanging experiences and sharing good examples with each other,
- the study counsellors and study administration.

### 4.4 External collaboration outside Umeå University

The programme coordinator collaborates externally outside Umeå University with

- programme coordinators for similar educational programmes at other universities,
- industry boards/external networks in society,
- alumni.

### 4.5 Faculty internal activities

The Education Committee (UK) at the Faculty of Science and Technology remunerates working hours for programme coordinators to work on their assignments. For both the faculty's own programmes and those that span across two or more faculties, dialogue takes place with the departments involved in the appointment process of programme coordinators and programme councils. Hence, a programme coordinator is therefore also expected to participate in the faculty's internal activities and meetings such as PA-meetings, S3P-meetings<sup>5</sup>, and student information meetings for the Foundation Course in Technical and Natural Sciences (basåret) and the Master of Science Programme in Engineering, Common entrance (Civilingenjörsprogrammet öppen ingång).

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<sup>5</sup> S3P stands for a joint meeting with directors of studies, study administrators, study counsellors and programme coordinators. S3P-meetings normally take place on two occasions per semester.



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### 4.6 Other

A programme coordinator handles issues concerning the number of places and the distribution of places at the programme according to the faculty's delegation procedure<sup>6</sup>. Additional support and resources for the programme coordinator may be available, depending on the department, in the form of, for example, a deputy programme coordinator, director of studies, quality teaching assistants, representatives of equal opportunities and work environment representatives as well as the international contact person at the department. Also, the faculty director of studies, the chair of the Education Committee, and the faculty's international coordinator constitutes support for the programme coordinators.

The appendix contains an annual cycle that illustrates how the programme coordinator's assignments are distributed over the entire year.

## 5. Instructions for programme councils

### 5.1 General

- Study programmes at Umeå University are established by the Vice-Chancellor. The Faculty Board is otherwise formally responsible for the study programmes of which the faculty constitutes the host.
- There should be a programme council linked to all study programmes at the faculty.
- A programme council works to develop the programme, regarding content and progression.
- The programme council is a resource for the programme coordinator in the work with programme syllabi and qualification descriptors, as well as in the work with the quality system for education. The programme coordinator is responsible for such continuous work.
- The programme council discusses the programme from a visionary and strategic perspective and contributes to the programme's long-term development.
- Thus, a programme council constitutes the advisory body for the respective programme coordinators.

### 5.2 The organisation of a programme council

A programme council consists of a chairperson, at least three active teachers with good insight into the programme/programmes and one to three programme students. If necessary, the director of studies, programme study counsellor, faculty director of studies, chairperson of the Education Committee or other persons may be co-opted to the council. The members of the programme councils are appointed by the Education Committee.

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<sup>6</sup> See the faculty's delegation procedure (in Swedish) [www.aurora.umu.se/en/organisation-and-management/organisation/faculties/faculty-of-science-and-technology/faculty-organisation/the-facultys-work-and-delegation/](http://www.aurora.umu.se/en/organisation-and-management/organisation/faculties/faculty-of-science-and-technology/faculty-organisation/the-facultys-work-and-delegation/)



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When it is deemed beneficial to do so, external teacher members (outside or within Umeå University but without a direct connection to the programme) can be elected as regular members of the programme council. In addition, a programme council is free to co-opt any external participants to the meetings, such as business or industry representatives, when deemed beneficial.

- Student members are appointed annually by NTK.
- An even gender distribution of the members of the programme council should be achieved.
- In cases where the programme council is linked to only one programme, the programme coordinator is chairperson and nominates the teacher representatives.
- In cases where the programme council is linked to two or more programmes (clusters), all the programme coordinators of the group jointly nominate the chairperson. The same group proposes teacher representatives for the programme council.
- Participation in programme councils is paid for by the department and is estimated to be about 12–15 working hours per year.

### 5.3 Programme Council assignments

- Programme councils constitute the review and consultation team in issues concerning, for example, programme syllabi and qualification descriptors.
- In collaboration with course-giving departments, programme councils propose the compulsory and elective courses that are to be included in the programme syllabi.
- If necessary, the programme council can initiate a dialogue with the relevant department regarding revision of courses or introduction of new courses.
- The programme council analyses the programme evaluation and approves the programme's annual report and activity plan (activity 6 in Umeå University's quality system) and is involved in the work with the other activities in the quality system.<sup>7</sup>
- Minutes of every programme council meeting should be written, communicated to the Programme Council for ratification. The minutes are archived in digital format on an appropriate storage site, for example a programme site in Canvas. Minutes that are saved and archived are considered as a public document.

### 5.4 Terms of office for the programme council

The programme councils' term of office is normally four years, with a six-month shift in relation to the programme coordinator's term of office.

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<sup>7</sup> FS 1.1-1324-18, Umeå University Quality system for Education, 26 February 2019, <https://www.umu.se/en/about-umea-university/quality-system-for-education/>



## ANNUAL CYCLE OF ACTIVITIES FOR PROGRAMME COORDINATORS (PAs) AT THE FACULTY OF SCIENCE AND TECHNOLOGY

### November-December

- Revision of programme syllabus/study schedules, (national application round)
- If needed, revision of qualification descriptors
- Programme council meeting (chair convening)
- Open House “Öppet hus” event for prospective students

### August-October

- Meeting with first-year entrant students
- Sending out the New Student Survey/the Study Barometer
- Information to students about election of courses for the next spring semester
- Follow-up on course and programme evaluation (activity 3 and 4 from the quality system) for the annual report and activity plan
- Annual report (activity 6) deadline around Nov. 15, with achieving of national qualitative targets (activity 5) as appendix
- Revision of programme syllabus/study schedules for master programmes (international application round)
- Programme council meeting (chair convening)
- Application for the Education Committee’s strategic funds



### January-March

- Final revision of programme syllabus/study schedules
- Update of information for the programme website
- Information to students about election of courses for autumn semester
- Programme coordinator dialogue with feed-back of the annual report
- Follow-up of last year’s annual report (activity 6)
- Programme council meeting (chair convening)

### April-June

- Carrying out programme evaluation (activity 4)
- Programme final (last-year students)
- Programme council meeting (chair convening)
- Follow-up of student surveys (activity 1 of the quality system)