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*** Instructions and Qualifications for Programme
Coordinators
and
Instruction for the Programme Councils
at the
Faculty of Science and Technology**

Replaces the following documents (in Swedish): Beslut, Instruktion för programansvariga, 5 March 2013.
Beslut, Instruktion för programrådsfunktion, 5 March 2013.
Beslut, Farmaciutbildningens organisation, 9 Nov 2011.

* 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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Qualifications for Programme Coordinators at the Faculty of Science and Technology

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 qualification¹,
- Having received an educational award.

Term of office for Programme Coordinators

- The term of office for programme coordinators is four years².
- 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.

¹ See <https://www.aurora.umu.se/en/employment/skills-development/acquisition-of-educational-qualifications/>

² New programme coordinators are appointed from 1 January 2020.



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Instructions for Programme Coordinators

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

Quality and development

- To work continuously with the development of the programme, in dialogue with the programme council, to meet the needs of an everchanging society.
- To implement, together with the programme council, Umeå University's quality system for education and its six permeating perspectives³.
- To be 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 education³.
- To clarify and work for the progression within the programme, and have insight into the programme's degree projects.
- To ensure 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.
- To perform an advisory role for e.g. course syllabi, and prepare documents such as programme syllabi and qualification descriptors, for the Education Committee.

Student contacts and marketing

- To participate in the marketing work of the programme together with the faculty communications officers, for example 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.

The programme coordinator collaborates internally within Umeå University with

- the programme students and student's union,
- 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.

³ FS 1.1-1324-18, Quality System for Education, Umeå University, 26 February 2019, <https://www.umu.se/en/about-umea-university/quality-system-for-education/>



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A programme coordinator collaborates externally outside Umeå University with

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

Faculty internal activities

The Education Committee (UK) at the Faculty of Science and Technology appoints and 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, GUSA⁴, S3P meetings⁵, and student information meetings for the Foundation Course in Technical and Natural Sciences (basår) and programmes with common initial study period (öppen ingång).

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 procedure⁶. 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, faculty director of studies, chair of the Education Committee, international coordinators as well as equal opportunities administrators and work environment representatives. In case of additional need for support, the faculty director of studies and/or the chair of the Education Committee may be involved.

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

⁴ GUSA stands for the Swedish "GrundUtbildningsSamverkansArena", which means meetings with Programme coordinators, heads of departments and director of studies two half days per year.

⁵ 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.

⁶ See the faculty's delegation procedure (in Swedish)

<https://www.aurora.umu.se/enheter/teknat/fakultetens-organisation/>



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Instructions for programme councils

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.

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 involved persons may be co-opted to the council. The members of the programme councils are appointed by the Education Committee.

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 the Umeå Student Union of Science and Technology (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.



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In cases where the programme council is linked to two or more programmes (clusters), 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.

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.⁷
- Minutes of every programme council meeting should be written, communicated to the Programme Council for ratification, and archived in digital form on a relevant medium, for example Canvas.

The term of office for the programme council

The programme councils' term of office is normally four years.

⁷ 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/>



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Appendix

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

November–December

- Start update and revision of programme syllabus/block study schedules (August–October for Master's Programmes with international applications)
- If needed, revision of qualification descriptors
- Application for strategic funds to the Educational Committee
- GUSA, meeting between programme coordinators, head of departments, directors of studies, and faculty
- Programme council meeting (chair convening)

August–October

- Meeting with first-year entrant students
- Information to students about election of courses for 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 31.10, with achieving of national qualitative targets (activity 5) as appendix
- Programme council meeting (chair convening)



January–March

- Final revision of programme syllabus/block study schedules
- Update of information for the programme website
- Open House event for prospective students
- Information to students about election of courses for autumn semester
- Programme coordinator dialogue (PA-dialog) – once per programme during January–June
- Programme council meeting (chair convening)

April–June

- Follow-up of student surveys (activity 1 from the quality system)
- Carrying out programme evaluation (activity 4)
- Follow-up of annual report and activity plan (activity 6)
- GUSA, meeting between programme coordinators, head of departments, directors of studies, and faculty
- Programme final (last-year students)
- Programme council meeting (chair convening)