| **Fur (Council for doctoral education)**  | **INstructions** SLU ID: SLU.ua.2024.1.1.2-2702024-01-23 |
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# Instructions for the quality assurance process in education at doctoral level in 2024

In 2024, a full-scale evaluation process of SLU’s doctoral education will be carried out. The envisaged process for this work is presented below.

# Roles and responsibilities

 **The Division of Planning** has overall responsibility for supporting and coordinating the process for SLU's systematic quality assurance.

**Faculty boards are expected to:**

* Produce documents (designed according to the instructions) for the quality dialogues.
* Make sure that those who are active in the education process at different levels are given the opportunity to contribute to the quality assurance work.
* Plan the work so that doctoral students are given the opportunity to participate in the quality assurance work.
* Implement identified development measures according to the Vice-Chancellor's decision, as well as report back according to planned follow-up.

**The Sluss DN is expected to:**

* Appoint doctoral student representatives who will participate in the quality dialogues.
* Contribute to efficient communication between relevant doctoral student representatives and the Div. of Planning as well as other participating groups.

**Respective PhD student councils are expected to:**

* Produce documents (designed according to the instructions) for the quality dialogues.
* Encourage doctoral students to participate in the quality assurance work at departmental level in preparation for the quality dialogues.
1. Initiation of the process (January)
At the beginning of the year, the Div. of Planning sends out instructions and documents for the year's quality assurance work.

**Documents:**

* + Overall instructions
	+ Dialogue tool – to support the discussions at department/division level
	+ Statistics/Key indicators
	+ Template for the current situation analysis from faculties
	+ Any other documentation, for example results from the latest doctoral survey and employee survey.

**The Div. of Planning is responsible for:**

* + Distributing instructions and other documents that are needed (see above).
	+ Booking dates for quality dialogues with faculty boards and doctoral student councils, and send invitations.
1. Work at faculties and departments with current situation analysis and other data before the quality dialogues (February -September)

From February, the faculty boards can work with the current situation analysis. How the process for this should be set up is decided by each faculty, but it is important that all groups that are involved in the doctoral education can share their experiences and views. The overall purpose of the current situation analysis is to jointly discuss the conditions for good quality within the faculty/department/department's doctoral education and to identify possible development measures. The dialogue tool can be used to support these discussions. The current situation analysis must not become a "desktop product". Each faculty board is responsible for planning the process in a way that best suits the conditions of the faculty and departments, so that the work leads to systematic and inclusive participation in the quality assurance process. The dialogue tool is intended to be used as a support for discussions about the quality of doctoral education at departmental level.

The faculty compiles the results from the work on the current situation analysis according to the instructions below and this is sent to the planning department in September to be used in the quality dialogues during the autumn.

1. Deadline for current situation analysis from faculty boards and comments from the PhD student council (September)

Each faculty board submits a current situation analysis according to the template. Each doctoral student council makes comments on the faculty's current situation analysis before the quality dialogues.

The current situation analysis shall contain:

* + SWOT analysis
	+ Summary of the results from the discussions at departmental level (supported by the dialogue tool).

The faculty's current situation analysis is sent **no later than September 15,** 2024 to Fur-sekr@slu.se.

The respective current situation analysis is immediately forwarded to the doctoral student council.

The doctoral student council writes comments on the faculty's current situation analysis and sends this to Fur-sekr@slu.se **no later than one week before the respective quality dialogue.**

1. Quality assurance dialogues are carried out (October-November)

Dates to be announced as soon as possible.

1. The chair of Fur makes a preliminary assessment of the education (November-December)

The assessment is based on the current situation analysis and the quality dialogue. If there is a need, the chairperson proposes quality-enhancing measures.

1. Fur discuss and decide on the chair's assessment at the Fur-meeting in December (December)
2. The result of the quality assurance process (Fur's assessment and decided development measures) is presented (December-February)

The assessment is shared with those responsible for education and made public in a memo that is published on the web. The assessments and measures that affect the support functions are processed within the framework of the following year's quality assurance process within the university administration. SLU's board is informed.

1. Follow-up of the quality work and decided measures

Follow-up of the quality work and decided measures takes place on an ongoing basis, as well as in connection with subsequent years' quality dialogues.