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Swedish University of Agricultural Sciences

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Organisation and division of responsibility in relation to the vice-chancellor of SLU and members of staff who report directly to the vice-chancellor

(Vice-chancellor's delegation of authority)

2024 edition

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Part 1: The vice-chancellor and individual members of staff who are directly responsible to the vice-chancellor

1. Vice-Chancellor

1.1 Duties

According to the decision of the government

In accordance with Chapter 2, Section 8 of the Higher Education Ordinance (HF, 1993:100) the vice-chancellor is appointed by a Government decision on the basis of a proposal from the SLU Board. The same ordinance stipulates that:

- 1) In Chapter 2, Section 2, that the university board is the management body of SLU and has the general responsibilities laid down in Section 3 of the Government Agencies and Institutes Ordinance (2007:515);
- 2) The vice-chancellor is chair of the disciplinary board (Chapter 2, Section 15).
- 3) The vice-chancellor is chair of the disciplinary board (Chapter 10, Section 4).
- 4) The vice-chancellor takes decisions on the appointment of teachers.
- 5) The vice-chancellor may not delegate the employment or termination of employment of professors (Chap 4 Sections 13 and 17).
- 6) The vice-chancellor may not delegate decisions to withdraw or restore supervision and other resources for a doctoral student (Chapter 6, Section 36).

According to the decision of the SLU Board

In its delegation of authority (wording of 18 December 2023, Section 107/23), the university board grants the vice-chancellor a number of express powers and also indicates that the vice-chancellor may make decisions on other matters which the university board has not reserved the right to decide upon or expressly delegated to other bodies within the university. The decision of the university board, together with the ordinances mentioned, forms the basis for the vice-chancellor's delegation of authority.

According to the decision of the vice-chancellor

Wording as per the vice-chancellor's decision of 26 January 2024, Section 13/24

The vice-chancellor's duties are:

- to** set up and chair a management group;
- to** enter into agreements with other public authorities and organisations on issues that concern the university as a whole or, for other reasons, should be entered into by the vice-chancellor as head of a public authority¹;
- to** appoint SLU's members of councils, committees, etc. that are common to both SLU and other authorities or organisations;
- to** decide, within the parameters of the general government legal framework, on principles for reporting and activity accounting within SLU;
- to** manage and be responsible for the development of the university's research infrastructure and SLU's engagements on other national research infrastructures in accordance with internal requirements;
- to** chair the Research Infrastructure Council (Fir), the International Advisory Board (IAB) and the Equal Opportunities and Gender Equality Council (JLV Council);
- to** decide, as appropriate, on the establishment or discontinuation of a degree programme at first-cycle or second-cycle level;
- to** decide, annually, on the degree programmes offered by the university at first-cycle and second-cycle level;
- to** decide on a temporary freeze on admissions for announced degree programmes at first-cycle and second-cycle level²;
- to** be the licence holder for the licences issued by the Swedish Board of Agriculture to use laboratory animals; to be the licence holder for the licences issued by the Swedish Board of Agriculture to use laboratory animals;
- to** establish and run programmes within the reporting area of environmental monitoring and assessment (EMA) and to appoint a dean (faculty) as coordinator for each EMA programme;

¹ One example is agreements that involve a long-term financial commitment. The vice-chancellor has decided on a policy to draw up partnership agreements with foreign universities and institutions, the most recent version of which is dated 27 January 2014.

² According to the board's decision of 18 December 2023, this authority may not be delegated.

to employ, in addition to professors, the head of university administration, the chief librarian and the heads of other organisational units established by the vice-chancellor and reporting directly to the vice-chancellor;

to appoint pro vice-chancellors;

to be the immediate superior or the deputy vice-chancellor, deans, pro vice-chancellors, the head of Internal Audit, and for other members of staff employed by the vice-chancellor, except for those professors employed within a faculty or its departments;

to decide on redundancies;

to make decisions on opinions on consultation papers received by SLU from the Government Offices of Sweden and from government authorities, unless this task has been delegated in the case in question;

to submit proposals to the university board in relation to the appointments procedure for academic positions and admission regulations for courses and programmes at different levels;

to establish common strategies, policies, rules and other governing documents for the university, unless the authority to do so lies with another body according to a decision of the university board or has been delegated;

to appoint members and deputies of the Board of Education to the extent decided by the university board;

to appoint members and deputies of the advisory bodies indicated in Section 2;

to appoint the members of the disciplinary board, except for the student representatives;

to decide on SLU's visual identity;

to decide on the conferment of the award *For Zealous and Devoted Service of the Realm* as per the rules for that award;

to decide, following a request from a dean, the chief operating officer or the chief librarian, on the planning of system documents (so-called policy decision) and subsequently on the possible implementation of construction projects involving a calculated investment cost in excess of SEK 25 million. In the case of construction projects run by the university the SLU Board will, after obtaining permission from the government, take decisions on investments exceeding SEK 25 million. The length of the lease agreement must be stated in both the policy and implementation decisions. If the length of the lease agreement exceeds 10 years, the decision is taken by the vice-chancellor after informing the board of the agreement.

to decide, following a request from a dean (or equivalent), on other investments in excess of SEK 10 million and up to a maximum of SEK 25 million;

to decide, following a request from a dean (or equivalent), to decide on lease agreements with an external party on renting or letting where the agreement period is more than 5 but less than 10 years; If the length of the lease agreement exceeds 10 years, the decision is taken by the vice-chancellor after informing the board of the agreement. In accordance with Section 4.1 on the duties of the chief operating officer, on behalf of the university, has the authority to enter into all agreements with an external party relating to renting/letting, regardless of who has decided to rent or let.

to decide, following a request the chief operating officer, on the acquisition of real estate where the purchase price does not exceed SEK 25 million. The university board decides on amounts above this. The same applies if the acquisition is the result of a gift, donation or will;

to decide, following a request from the chief operating officer, on the disposal of real estate where the sale price is no more than SEK 25 million; The university board decides on amounts above this.

to grant authority for individual employees to represent SLU as authorised signatories, in addition to any authority granted to different members of staff in this document;

to decide on the holders of scholarships and other benefits where the rules stipulate that the vice-chancellor is to decide on the holders,

to decide on the date of the doctoral award ceremony and professorial inauguration;

to decide, following a request from the relevant head of department (or equivalent) and having obtained the opinion of the relevant dean, on the submission of a request to the government to establish companies, foundations, associations or other similar legal entity.

1.2 Vice-Chancellor's decision meetings (Reb)

The vice-chancellor holds regular decision meetings (Reb) during the academic semesters. The vice-chancellor approves guidelines for how these meetings are to be prepared and carried out.

2 Deputy vice-chancellor

2.1 Appointment of the deputy vice-chancellor

The deputy vice-chancellor is appointed by the university board in accordance with the rules specified in Chapter 2, Sections 10 and 11 of the Higher Education Ordinance. The vice-chancellor decides what powers the deputy vice-chancellor is to have in addition to being the vice-chancellor's deputy.

2.2 Duties

The duties of the deputy vice-chancellor are:

- to** act as the vice-chancellor's deputy and in the absence of the vice-chancellor to perform the duties of the vice-chancellor with the same authority as the vice-chancellor;
- to** support the vice-chancellor in the management and development of the university as a whole;
- to** manage and coordinate the university's education at first- and second-cycle level, including the quality assurance system;
- to manage and coordinate university operations in the field of lifelong learning;
- to** chair the Board of Education (UN) unless it is chaired by the vice-chancellor or the vice-chancellor has appointed another chair, the Student Welfare Council (Strå) and the Library Council (Bir);
- to** represent the university nationally and internationally within the education domain, for example in communication with the Swedish Higher Education Authority, and
- to** perform the tasks otherwise assigned by the vice-chancellor.

3. Pro vice-chancellors

3.1 Pro vice-chancellor for external collaboration and environmental monitoring and assessment

The duties of the pro vice-chancellor for external collaboration and environmental monitoring and assessment (EMA) are:

General

- to** manage, coordinate, develop and be responsible for issues related to external collaboration and EMA from an overall university perspective;
- to** support the vice-chancellor in the management and development of the university as a whole;
- to** represent the university on issues related to collaboration and EMA in relation to collaboration partners and other stakeholders;
- to** work to ensure that collaboration and EMA activities at SLU are coordinated with those of external partners, nationally and internationally;
- to** otherwise perform the duties assigned by the vice-chancellor.

Collaboration duties

- to** chair the Council for External Collaboration (Sar);
- to** chair the food sector council;
- to** be responsible for the university's contacts with SLU Holding;
- to** lead, coordinate and follow up the collaboration project system established by the vice-chancellor;

EMA duties

- to** chair the Council for Environmental Monitoring and Assessment (Fomar) and the Board for the Appointment of Senior Environmental Assessment Specialists (NSM);
- to** lead and appoint the external members of a strategic reference group for the reporting area and to convene with this group at least once a year;
- to** work to strengthen the link between EMA and research, teaching and collaboration;
- to** promote, in consultation with the vice-chancellor, conditions for the creation and management of data on environmental status and change, and for making such data

available to stakeholders and the public in an efficient way while at the same time coordinating this work with the management of research data;

to work, following consultation with the vice-chancellor, to ensure the availability of long-term financial resources for environmental monitoring and assessment and to internally promote efficient use of these resources;

3.2 Pro vice-chancellor for internationalisation and third-cycle courses and programmes

The duties of the pro vice-chancellor for internationalisation and third-cycle courses and programmes are:

to establish and develop contacts with relevant universities and academies outside Sweden;

to establish and develop contacts with relevant parts of the EU and other international organisations;

to be responsible, on behalf of the university, for receiving official, international visitors when the vice-chancellor or someone appointed by them is the host;

to support the vice-chancellor in the management and development of the university as a whole;

to head, as agreed with the vice-chancellor, SLU's participation in the international networks prioritised by management;

to contribute, in consultation with the vice-chancellor and after consulting those members of the Vice-Chancellor's Management Group that are affected, to the development and coordination of integrated internationalisation, that is international mobility as well as internationalisation at home;

to represent the university and submit, for decision by the vice-chancellor, proposals for the orientation of university activities in the field of global development;

to coordinate support for external research funding internationally and nationally;

to manage and coordinate the university's education at third-cycle level, including the quality assurance system;

to chair the Council for PhD Education (Fur) and the Board for Good Research Practice (GSF);

to continue, in cooperation with the vice-chancellor, the development of the university's Agenda 20230 efforts;

to otherwise perform the duties assigned by the vice-chancellor.

4. Chief operating officer

4.1 Duties³

The duties of the chief operating officer are:

Comprehensive and organisational duties

to manage and lead the university administration⁴, which includes managing real estate and agricultural operations and making decisions regarding their organisation, division of responsibility, internal delegation, finances, human resources and infrastructure.

to provide resource-efficient and coordinated administration services in the form of personnel, premises, archive, university-wide administrative systems and frameworks as well as equipment to enable the university board, vice-chancellor, faculty boards, deans, members of staff reporting directly to the vice-chancellor and university-wide bodies to perform the duties incumbent on them;

to support the vice-chancellor in the management and development of the university as a whole;

to be responsible for the preparation of matters to be decided by the university board or the vice-chancellor, and for the execution and follow-up of decisions made;

to work to ensure that the university's goals, visions and values are widely known and implemented in operations;

to decide on administrative guidelines for inter-faculty departments;

to be responsible for ensuring that decisions governing SLU's central organisation, division of responsibility and delegations (university board and vice-chancellor) are continuously kept up-to-date and relevant;

to be responsible for organising, within the university administration, a unit responsible for ownership and maintenance issues related to the research vessel *Svea*;

³The chief operating officer has delegated several of their duties to heads of division or other managers in the university administration. These delegations are described in the university administration's delegation of authority.

⁴ The university administration comprises the organisational elements of SLU that are necessary for the university's core operations to function and which are not expressly referred to in the "university board's delegation of authority", most recent decision of 18 November 2023, Section 107/23, *or* in this decision. The staff of the departments therefore do not form part of the university administration.

to ensure that the manager of the Ship Management Unit is part of, and if needed sets up, the networks within and outside the university required to ensure that decisions concerning the research vessel's operations are as well prepared as possible and support for them is established;

to ensure that the positions of director of human resources, director of financial administration, head of legal affairs, head of security, head of protective security, head of admissions, coordinator and assistant coordinator for laboratory animal welfare, legislation and education, and head of the Ship Management Unit are always filled, following consultation with the vice-chancellor;

to delegate, using personal delegation, the authority needed by the director of human resources, the director of financial administration, the head of legal affairs, the head of security, the head of protective security, the head of admissions, the coordinator for laboratory animal welfare, legislation and education and the head of the Ship Management Unit to perform their duties⁵;

to appoint, following consultation with the vice-chancellor, an assistant head of university administration, who will perform the duties of the head of university administration in the absence of the latter; **to** appoint, following consultation with the vice-chancellor, an assistant head of university administration, who will perform the duties of the head of university administration in the absence of the latter;

to decide on university guidelines for reporting IT incidents;

Staff, environment and work environment duties

to develop a good spirit and a creative environment for all employees and students within the university administration;

to make an active contribution to the positive development of the university as a whole;

to work to ensure that the university's goals, visions and values are widely known and implemented in operations;

to be responsible for staff development, work environment, environment gender equality and equal opportunities within the university administration;

to perform the role of environmental coordinator for the university administration;

⁵ The head of university administration may also give personal delegations to other members of staff within the administration. All such delegations must be certified by the vice-chancellor as necessary, so that the members of staff concerned are able to demonstrate their authority, primarily in contacts outside the university.

to ensure the university has a whistleblowing function as per the *act (2021:890) on the protection of persons reporting irregularities*;

to communicate topical issues to the staff concerned and, where appropriate, students;

to act to ensure that work environment actions as far as possible are coordinated with the infrastructure councils;

to appoint, in writing, the required number of certified permit issuers for flammable hot work within the university administration, as per the regulations of the Swedish Fire Protection Association. The permit officers must be heads of division, who in turn can delegate this task within the division;

to appoint, in writing, the required number of directors for flammable and explosive goods within the university administration, as per Section 9 of the Swedish Act (2010:1011) on Flammable and Explosive Goods (LBE);

to decide on the recruitment of staff within the university administration and, following consultation with the director of human resources, to decide on employee benefits and job titles;

to decide, following consultation with the director of human resources, on any changes to employee benefits between reviews and any change in job title for staff currently employed in the university administration;

to be responsible for staff management relating to those managers within the university administration who are employed by the chief operating officer and hold the post of head of division or equivalent; staff management responsibilities for other staff rest with their respective head of division;

Real estate, agricultural operations and investment-related duties

to represent the university externally and internally on issues concerning the university's real estate and agricultural operations;

to be responsible for ensuring that real estate management and agricultural operations are carried out based on the current and future needs of the university's core activities, as well as on a professional, business-like basis, without being subsidised by central funding;

to be responsible for annually producing a management plan, a list of properties, an investment plan and a disposal plan for real estate, for the approval of the vice-chancellor;

to be responsible for annually producing a management plan and an investment plan for agricultural operations, for the approval of the vice-chancellor;

to annually report the results of real estate management and agricultural operations to the vice-chancellor and to make suggestions for profit/loss allocations;

to submit, as necessary, proposals to the vice-chancellor regarding the acquisition or disposal of real estate. The vice-chancellor then makes the decision within the parameters of their authority as granted by the university board, or suggests that the university board decide on the matter;

to enter into agreements on the selling of cereals and other products relating to agricultural operations;

to approve applications for funding linked to agricultural operations (SAM applications);

to decide which classrooms are pool teaching rooms and decide on rent and usage guidelines for these rooms;

to decide, following a request from the responsible dean, the chief librarian or a head of division (equivalent) within the university administration, on the planning of system documents (so-called policy decision) and subsequently on the possible implementation of construction projects involving a calculated investment cost exceeding SEK 5 million but less than SEK 25 million. The length of the lease agreement must be stated in both the policy and implementation decisions. If the length of the lease agreement exceeds 10 years, the decision is taken by the vice-chancellor after informing the board of the agreement.

to decide, following a request from the responsible dean or the chief librarian, on other investments exceeding SEK 5 million up to a maximum of SEK 10 million;

to enter into lease agreements with external parties for real estate when the contract period is less than 10 years. If the length of the lease agreement exceeds 10 years, the decision is taken by the vice-chancellor after informing the board.

to enter, on behalf of the university, into agreements with an external party relating to renting/letting, regardless of who (university board, vice-chancellor, etc.), in accordance with applicable delegations, has decided to enter into the agreement;

to enter into and sign agreements on real estate development, rights of use, easement, leases, right of way, road community associations and similar agreements within the framework of the university's land management;

to put SLU's case against external parties in disputes and on issues of damages relating to the university's real estate management and agricultural operations, subject to the consent of the head of legal affairs;

to set up advisory infrastructure councils in locations where this would benefit the university as a whole and at the same time decide on tasks and compositions for each council⁶;

to appoint members to the infrastructure councils. Members employed at a faculty are appointed following a proposal from the dean in question;

Teaching and learning duties

to decide on admissions to the university's courses and programmes at first-cycle and second-cycle level in those cases where this is not to be decided by the programme boards;

to ensure that the university administration, where applicable, implements any university-wide actions proposed by the Board of Education and the Council for PhD Education as a result of their annual assessment of SLU programmes as part of the quality assurance procedures;

to award degrees, on behalf of the university, at first-cycle and second-cycle level;

to decide on student welfare issues such as deferring the start of the study period, guaranteed admission for approved leave of studies and study support for students with disabilities;

to, without report, decide on credit transfers for full courses for individual students at first-cycle and second-cycle level in accordance with the university's credit transfer procedures for first-cycle and second-cycle level;

to decide, based on Section 10 of the Ordinance on application fees and tuition fees at higher education institutions (SFS 2010:543), on the suspension of students who have not paid the tuition fees within the stipulated time;

to provide statements to the Higher Education Appeals Board on student issues, including rejection of applications for credit transfer at first-cycle and second-cycle level;

⁶ An infrastructure council is a joint body for preparing, managing and gaining support for issues and tasks common to a campus or site such as environmental certification, support and service, and facility and infrastructure issues.

5. Chief librarian

5.1 Duties

The duties of the chief librarian are:

Comprehensive and organisational duties

- to** act as manager of and lead library operations and make decisions on its organisation, working methods and infrastructure within the framework of the resources allocated, and, where appropriate, consult the Library Council (Bir);
- to** provide resource-efficient library services for all of the university, within the framework of the resources allocated;
- to** ensure access to information throughout the university by providing information media and user-friendly search systems and other library services;
- to** provide advice and training on searching, evaluating and using information;
- to** be responsible for the university's contacts with SLU Holding;
- to** be responsible for the library's finances;
- to** be responsible for registration and archiving in the library;
- to** provide administrative support for the Library Council;
- to** submit, as required, proposals to the vice-chancellor on changes to the overall organisation of the library with regard to campus libraries;
- to** appoint a deputy manager, as necessary;
- to** otherwise perform the duties assigned by the university board or the vice-chancellor;

Staff, environment and work environment duties

- to** organise the staff and resources of the library in a resource-efficient manner and in accordance with the applicable regulations;
- to** develop a good spirit and a creative environment for all employees and students at the library;
- to** make an active contribution to the positive development of the university as a whole;

to work to ensure that the university's goals, visions and values are widely known and implemented in operations;

to be responsible for staff development, working environment, environment. gender equality and equal opportunities within the library;

to perform the role of environmental coordinator for the library;

to communicate topical issues to the staff concerned and, where appropriate, students;

to decide on the recruitment of staff within the library and, in consultation with the director of human resources, to decide on employee benefits. In the event of disagreement, the final decision rests with the director of human resources;

to specify, together with the director of human resources, job titles for new employees as well as any changes to titles for current employees. In the event of disagreement, the final decision rests with the director of human resources;

Investment-related duties

to decide on the planning of system documents (so-called policy decisions) and subsequently on the possible implementation of construction projects for use within the library involving a calculated investment cost of no more than SEK 5 million. The chief operating officer or the vice-chancellor decides on amounts above this. The vice-chancellor and the head of university administration must be informed before such a decision is made. The length of the lease agreement must be stated in both the policy and implementation decisions. If the length of the lease agreement exceeds 10 years, the decision is taken by the vice-chancellor after informing the board of the agreement. Otherwise the decision is made by the chief operating officer;

to decide on other investments in the library of up to a maximum of SEK 5 million.

Data Management Support Unit (DMS)

to appoint director of DMS;

to decide, following consultation with the steering group, on budget, operational plan and annual operations report;

to ensure that the DMS assists data producers at SLU with advice on good data management;

to work long term to ensure that SLU's research and environmental data are curated and preserved long-term and that as much data as possible are openly available and reusable;

to ensure that the DMS supports SLU's data producers in preparing data management plans;

to fulfil the quality assurance assignment for environmental data decided on by the pro vice-chancellor for collaboration and EMA and funded after consultation with Fomar and the director of DMS;

to ensure that the DMS represents SLU in national and international cooperation with other higher education institutions and public authorities on issues related to open data and data management.

Part 2: Joint university bodies

6. The vice-chancellor's management group

6.1 Composition

The vice-chancellor's management group consists of the vice-chancellor (chair), deputy vice-chancellor, pro vice-chancellor, head of university administration, deans and a member appointed by Sluss. If a member is excused, they will not be replaced if the excuse is temporary. The head of communications is entitled to be present and make representations at management group meetings. The vice-chancellor can also invite other members of staff at SLU to participate in the management group's meetings.

6.2 Duties

The duties of the management group are:

- to** work to ensure quality, relevance and collaboration by dealing with general strategic issues intended to support, coordinate, stimulate, quality assure and develop the university's operations;
- to** be a body for the university and the faculties tasked with investigating issues for the decision of the university board or the vice-chancellor;
- to** provide decision-making support to the vice-chancellor and the other members;
- to** strive for good communications between members, for members in their respective roles and when communicating the work of the group.

7. Council for PhD Education at SLU (Fur)

7.1 Composition

Fur is composed of the vice-chancellor or a member appointed by the vice-chancellor (chair), a member or deputy of the faculty board or a vice-dean from each faculty, and four members appointed by Sluss. The faculty members are appointed by the vice-chancellor following a proposal from the deans, for a period of three years, and take up their positions no later than three months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The deputies, who are summoned if the ordinary member is prevented from attending, should be members or deputies of a faculty board. The vice-chancellor may, upon a justified request by a dean, allow a member and/or deputy member to take up their post within six months of a newly elected faculty board assuming office. The vice-chancellor may, upon a justified request by a dean, appoint a member and/or deputy member who is not a member or deputy member of faculty board. The faculties' directors of studies for doctoral education are entitled to attend and speak at Fur meetings.

The members are to communicate the activities of the group to their part of the organisation (faculty or equivalent) and bring any issues from their part of the organisation to the attention of the management group.

7.2 Duties

The duties of Fur are:

to be a body for the university and the faculties tasked with handling general strategic issues intended to support, coordinate, stimulate and develop doctoral education;

to help develop the quality of doctoral education from both a national and an international perspective, as well as to improve cooperation for the efficient use of resources within doctoral education;

to draft proposals for guidelines, policy documents and action plans for doctoral education for the decision of the vice-chancellor;

to initiate the identification and analysis of student welfare problems within doctoral education and to evaluate measures implemented with regard to doctoral student welfare problems;

to issue opinions on a faculty's proposed doctoral education subjects and report its position to the vice-chancellor;

to issue opinions on topics related to doctoral education or, where appropriate, draft proposals for decisions to be taken by the university board or the vice-chancellor;

to be responsible, within the framework of the funds allocated to Fur, for SLU's offering of interfaculty third-cycle courses, including the general basic courses and Nova courses, as well as for training supervisors at the university;

to submit proposals to the vice-chancellor on a model for the allocation of funds to and criteria for SLU's graduate schools;

to advise its chair on decisions relating to the *Acta Universitatis Agriculturae Sueciae* series, where SLU theses are published;

to appoint its own deputy chair;

to grant additional persons entitlement to be present and make representations at meetings, as required;

to meet at least once per semester.

7.3 Duties of the Fur chair

The duties of the Fur chair are:

to be responsible for the *Acta Universitatis Agriculturae Sueciae* series and take any necessary decisions on it, after consulting Fur. If the decision concerns publishing, the chief librarian must also be consulted, and if the decision concerns registry or archiving issues, the head of the administrative division responsible for the archives must also be consulted;

to decide, after the case has been prepared by Fur, on the use of the direct government funding that the vice-chancellor, based on the university board's annual decision on appropriations, allocates to Fur's area of activity (cost centres 1002002 Fur and 1001003 Nova).

8. The Board for Animals in Research and Teaching (FDN) and the coordinator for laboratory animal welfare, legislation and education

8.1 Composition

FDN, SLU's animal welfare body, is made up of the vice-chancellor or a member appointed by the vice-chancellor (chair), three members from the VH Faculty and one member each from the other faculties and one member appointed by Sluss. The participation of the LTV Faculty is voluntary, provided that the faculty does not use animals in its activities. At least one of the members must be a licensed veterinary surgeon, one must be approved by the Swedish Board of Agriculture as a director for animal welfare and care in laboratory animal activities, one must be an active researcher and of the VH Faculty members must belong to the animal care staff. The faculty members are appointed by the vice-chancellor following a proposal from the deans, for a period of three years, and take up their positions no later than three months after the newly elected faculty boards are established. One of the members proposed by the dean of the VH Faculty should be clinically active. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The vice-chancellor may, upon a justified request by a dean, allow a member and/or deputy member to take up their post within six months of a newly elected faculty board assuming office. The deputies are summoned if the ordinary member cannot attend.

8.2 Duties

The duties of FDN are:

to actively work to ensure that good standards of animal welfare are observed at the university;

to give advice, in accordance with the provisions of Section 20 (4) of the Swedish Animal Welfare Act (1988:534), on issues of animal welfare with regard to the acquisition, upkeep, care and use of laboratory animals;

to give advice on how the requirements for payment, limitation and refining of animal experimentation are to be applied and to provide information about technical and scientific developments in this field;

to monitor the university's activities from an animal welfare perspective and, where necessary, draw the attention of decision-makers (vice-chancellor, dean, head of department, etc.) to non-compliance with the applicable regulations and indicate the action to take;

- to** provide opinions on the proposals of the coordinator for laboratory animal welfare, legislation and education for the decision of the vice-chancellor on governing documents (strategies, policies, rules, etc.) on animal welfare issues at the university;
- to** prepare and review internal procedural descriptions for the monitoring, reporting and follow-up of animal welfare as well as for general animal welfare work in operations;
- to** give advice on the re-homing of animals owned by SLU, including appropriate methods for the socialising of such animals;
- to** review the detailed plans/SOPs (Standard Operating Procedures) used in activities involving laboratory animals and to revise them as necessary;
- to** try and take decisions on changes to existing permits for animal experiments according to the regulations and general advice of the Swedish Board of Agriculture (SJVFS 2019:9 Saknr L150). If simple majority cannot be obtained, the chair or, if the chair cannot take part, the vice chair, has the casting vote;
- to** decide on instructions for consultations on animal experiments as prescribed in SJVFS 2019:9 Saknr L150;
- to** keep minutes of their decisions and advice and to follow up the implementation of them;
- to** appoint its own deputy chair;
- to** grant additional persons entitlement to be present and make representations at meetings, as required;
- to** meet at least twice a semester.

8.3 Coordinator for laboratory animal welfare, legislation and education

The duties of the coordinator for laboratory animal welfare, legislation and education are:

- to** represent the university in the *permit holder council* for higher education institutions working with laboratory animals;
- to** perform the tasks stated in the personal delegation decided by the chief operating officer in accordance with section 4.1;
- to** chair the Board for Animals in Research and Teaching (FDN);
- to** decide, as chair of the FDN, on the use of the direct government funding that the vice-chancellor, based on the university board's annual decision on appropriations, allocates to FDN's area of activity (cost centre 1002005).

The duties of the assistant coordinator for laboratory animal welfare, legislation and education are:

to fulfil the tasks of the coordinator, with the same authority, should the coordinator be absent;

to perform the tasks otherwise assigned by the coordinator.

8.4 Responsible directors⁷, laboratory animal veterinarians or experts, principal investigators⁸ and staff caring for research animals – responsibilities and duties

8.4.1 Consultations on the planning of animal testing

It is the task of all staff working with animals in research or teaching:

to read and implement the SLU policy on the use of animals in research and teaching;

to arrange consultations as described below before an application is submitted to the regional Animal Experiment Ethics Board.

8.4.2 Duties

The named animal care and welfare officer has the following duties:

to take part in consultations on the planning of animal experiments, taking into account, in particular, the experiment end-point, the humane end-point, the animal's pain and suffering and need for supervision;

to ensure that records are kept in accordance with the requirements of SJVFS 2019:9 L150;

to ensure that there is information, next to the space (cage, box, room) where the animal is kept, on who the principal investigator is and that the experiment has received ethical approval;

to ensure that all animals are marked with their identity in accordance with SJVFS 2019:9 L150;

to abort the experiment if any non-compliances with the provisions of SJVFS 2019:9 L150 or the ethical approval are identified.

⁷ The three *named animal care and welfare officers* appointed by the Swedish Board of Agriculture, separately for each permit to use or breed research animals.

⁸ In this context, the Swedish term *försöksledare* is not the same as the *professional title* *försöksledare*.

The named training and competence officer has the following duties:

- to** ensure that the requirements of SJVFS 2019:9 L150 on training and competence are fulfilled;
- to** ensure that there is a written instruction for the care of the animals;
- to** ensure that staff work according to these instructions.

The named information officer has the following duties:

- to** ensure that information and documentation in accordance with the requirements of SJVFS 2019:9 no L150 are available to all staff working with animals at the facility for laboratory animals;
- to** ensure that there are up-to-date instructions for how to prevent and correct any defects in buildings and equipment;
- to** submit annual statistics on laboratory animals to the Swedish Board of Agriculture.

The laboratory animal veterinarian/expert has the following duties:

- to** take part in consultations on the planning of animal experiments;
- to** draft a written plan for the operation's preventive animal welfare and health;
- to** draft a written plan for the stunning, anaesthesia, sedation, pain relief, surgical procedures including pre- and postoperative care and killing;
- to** give the guidance and advice needed for the physical and psychological wellbeing of laboratory animals;
- to** draft a written plan for assessing the physical and psychological well-being of laboratory animals, including habituation and training programmes;
- to** draft a written plan for the enrichment of the environment for laboratory animals;
- to** decide if a laboratory animal can be re-used or not.

The principal investigator has the following duties:

- to** take part in consultations on the planning of animal experiments;
- to** document this consultation and be able to produce it on request;
- to** provide clear instructions for staff caring for animals on the experiment, including to what extent they are authorised to remove an animal from the experiment or kill it.

Animal welfare and health staff/exploratory fisheries staff/field assistants have the following duties:

- to** appoint, among themselves, a representative to take part in consultations for planning animal experiments;
- to** immediately contact the principal investigator, the named animal care and welfare officer or the laboratory animal veterinarian/expert if they suspect a nonconformity in relation to the ethical approval;
- to** follow the instructions from the principal investigator.

9. Student Welfare Council (Strå)

9.1 Composition

Strå is composed of the vice-chancellor or a member appointed by the vice-chancellor (chair), a member or deputy of the faculty board or a vice-dean from each faculty, and two members appointed by Sluss. The faculty members are appointed by the vice-chancellor following a proposal from the deans, for a period of three years, and take up their positions no later than three months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The deputies are summoned if the ordinary member cannot attend. The vice-chancellor may, upon a justified request by a dean, allow a member and/or deputy member to take up their post within six months of a newly elected faculty board assuming office. The vice-chancellor may, upon a justified request by a dean, appoint a member and/or deputy member who is not a member or deputy member of faculty board.

The members are to communicate the activities of the group to their part of the organisation (faculty or equivalent) and bring any issues from their part of the organisation to the attention of the management group.

9.2 Duties

The activities of Strå should focus on students on first-cycle and second-cycle courses and programmes. The council has the following duties:

to be a general body for the university and the faculties tasked with handling general strategic issues intended to support, coordinate, stimulate and develop work on student welfare issues⁹;

to initiate the identification and analysis of student welfare problems and evaluate measures implemented with regard to student welfare problems;

to submit proposals for guidelines, policy documents and action plans relating to student welfare;

to submit, as necessary, proposals for measures to the relevant authority (e.g. vice-chancellor, faculty board) responsible for decisions on specific measures relating to student welfare;

⁹ Examples of student welfare issues include insurance, diversity, equal treatment, working environment, campus environment and student health.

to disseminate information to departments and individual students on student welfare issues;

to appoint its own deputy chair;

to grant additional persons entitlement to be present and make representations at meetings, as required;

to meet at least twice a semester.

9.3 Duties of the Strå chair

The duties of the Strå chair are:

to decide, after the case has been prepared by the council, on the use of the direct government funding that the vice-chancellor, based on the university board's annual decision on appropriations, allocates to Strå's area of activity (cost centre 1002001 Board of Education).

10. Library Council (Bir)

10.1 Composition

Bir is composed of the vice-chancellor or a member appointed by the vice-chancellor (chair), a member or deputy of the faculty board or a vice-dean from each faculty, as well as one member appointed by Sluss. The chief librarian is entitled to be present and make representations. The faculty members are appointed by the vice-chancellor following a proposal from the deans, for a period of three years, and take up their positions no later than three months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The deputies, who are summoned if the ordinary member is prevented from attending, should be members or deputies of a faculty board. The vice-chancellor may, upon a justified request by a dean, allow a member and/or deputy member to take up their post within six months of a newly elected faculty board assuming office. The vice-chancellor may, upon a justified request by a dean, appoint a member and/or deputy member who is not a member or deputy member of faculty board.

The members are to communicate the activities of the group to their part of the organisation (faculty or equivalent) and bring any issues from their part of the organisation to the attention of the management group.

10.2 Duties

The duties of Bir are:

- to** be a general body for the university management, the faculties and the library tasked with handling general strategic issues relating to the operations of the university library;
- to** work to ensure a resource-efficient library service for the whole of the university;
- to** define and discuss the task of the library at SLU;
- to** submit opinions on proposals for decisions to the chief librarian, the vice-chancellor and faculty management groups;
- to** submit proposals for the annual allocation of funding to the library, both from general funds and from the faculty boards;
- to** follow up the activities and budget of the library;
- to** appoint its own deputy chair;
- to** grant additional persons entitlement to be present and make representations at meetings, as required;

Organisation and division of responsibility in relation to the vice-chancellor of SLU and members of staff who report directly to the vice-chancellor

to meet at least once per semester.

11. Council for Environmental Monitoring and Assessment (Fomar)

11.1 Composition

Fomar is composed of the vice-chancellor or a member appointed by the vice-chancellor (chair), a member or deputy of the faculty board or a vice-dean from each faculty, and one member appointed by Sluss. The faculty members are appointed by the vice-chancellor following a proposal from the deans, for a period of three years, and take up their positions no later than three months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The deputies, who are summoned if the ordinary member is prevented from attending, should be members or deputies of a faculty board. The vice-chancellor may, upon a justified request by a dean, allow a member and/or deputy member to take up their post within six months of a newly elected faculty board assuming office. The vice-chancellor may, upon a justified request by a dean, appoint a member and/or deputy member who is not a member or deputy member of faculty board.

The members are to communicate the activities of the group to their part of the organisation (faculty or equivalent) and bring any issues from their part of the organisation to the attention of the management group.

11.2 Duties

The duties of Fomar are:

to be a general body for the university and the faculties tasked with handling general strategic issues and to support, coordinate, stimulate and develop work on EMA and its coordination with other reporting areas;

to work to ensure that the results of activities are effectively disseminated to users;

to contribute to the university's strategy work;

to define planning and follow-up procedures that can be used by all faculties in a consistent manner;

to submit proposals to the vice-chancellor for the annual allocation of direct government funding to the faculty boards and joint objectives within the reporting area;

to initiate and prepare environmental assessment matters for decision by the university board or the vice-chancellor;

to comment on environmental assessment issues to be decided by the vice-chancellor or the university board;

to initiate overall evaluations of activities;

to appoint its own deputy chair;

to grant additional persons entitlement to be present and make representations at meetings, as required;

to meet at least twice a semester.

11.3 Duties of the Fomar chair

to decide, after the case has been prepared by Fomar, on the use of the direct government funding that the vice-chancellor, based on the university board's annual decision on appropriations, allocates to Fomar's area of activity (cost centre 1002003 Fomar).

12. The steering group of the Data Management Support Unit (DMS)

DMS is a joint university body for data management. Its staff are university employees who work full- or part-time at DMS. Those who, in accordance with a decision by the library director, work for the DMS are still employed at their regular organisational unit, but all or part their salary is paid for using funds at the disposal of the DMS.

12.1 Composition

The members of the steering group are the chief librarian (chair), the deans, one member appointed by the chief librarian, and member appointed by Fomar and two members appointed by the chief operating officer. A dean has the right to appoint an active researcher, who should be a member or deputy of the faculty board, to take their place. All members except the chair have the same period of office as the faculty boards. The chief librarian is responsible for providing adequate administrative support for the steering group.

12.2 Duties

The duties of steering group are:

- to** ensure that decisions taken by the chief librarian on important issues are based on a comprehensive grounds;
- to** process general strategic issues relating to support for the management of research data and environmental data at the university;
- to** submit budget, operational plan and annual report proposals to the chair;
- to** draft proposals for policies and other governing documents within DMS' area of responsibility for the decision of the vice-chancellor or another authorised decision-maker;
- to** grant additional persons entitlement to be present and make representations at meetings, as required;
- to** meet at least twice a semester.

13. The Council for External Collaboration (Sar)

13.1 Composition

Sar is composed of the vice-chancellor or a member appointed by them (chair), a member or deputy of the faculty board or a vice-dean from each faculty, and one member appointed by Sluss. The faculty members are appointed by the vice-chancellor following a proposal from the deans, for a period of three years, and take up their positions no later than three months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The deputies, who are summoned if the ordinary member is prevented from attending, should be vice-deans, members or deputies of the faculty board. The vice-chancellor may, upon a justified request by a dean, allow a member and/or deputy member to take up their post within six months of a newly elected faculty board assuming office. The vice-chancellor may, upon a justified request by a dean, appoint a member and/or deputy member who is not a member or deputy member of faculty board.

The chair of the Board of Education, the managing director of SLU Holding with the Innovation Centre and the chief operating officer may appoint one person each to be entitled to be present and to make representations at Sar meetings.

The members are to communicate the activities of the group to their part of the organisation (faculty or equivalent) and bring any issues from their part of the organisation to the attention of the management group.

13.2 Duties

The duties of Sar are:

to base its work on the definition ‘collaboration is a means or a process where SLU, together with partners outside academia, achieve objectives the partners cannot achieve on their own’;

to be a general body for the university and the faculties tasked with drafting proposals for general measures and actions relating to collaboration;

to coordinate, stimulate and develop collaboration within the fields of research, education and environmental monitoring and assessment based on the university’s strategy;

to develop and propose objectives and evaluation criteria for this field;

to submit proposals or comment on proposals for collaboration initiatives that are of particular importance prior to a decision by the university board or the vice-chancellor;

to appoint its own deputy chair;

to grant additional persons entitlement to be present and make representations at meetings, as required;

to meet at least twice a semester.

13.3 Duties of the Sar chair

The duties of the Sar chair are:

to decide, after the case has been prepared by Sar, on the use of the direct government funding that the vice-chancellor, based on the university board's annual decision on appropriations, allocates to Sar's area of activity (cost centre 1002004).

14. Equal Opportunities and Gender Equality Council (JLV Council) and Library and University Administration Equal Opportunities and Gender Equality Committee (JLV-VSB)

14.1 Composition

The council is composed of the vice-chancellor or a member appointed by them (chair), the chairs of the faculties' JLV committees, the chair of JLV-VSB and two members appointed by Sluss. A regular member who cannot attend a meeting should, if possible, appoint a replacement. If the vice-chancellor does not assume the chairpersonship, the deputy vice-chancellor or someone with a pro vice-chancellor position shall be appointed chair.

Three persons from the university administration, appointed by the chief operating officer and responsible for planning, human resources and education issues respectively, are entitled to be present and make representations. Staff organisations Saco, ST and Seko may appoint one person each who is entitled to be present and make representations.

The members are to communicate the activities of the group to their part of the organisation (faculty or equivalent) and bring any issues from their part of the organisation to the attention of the management group.

14.2 Duties

The duties of the JLV Council are:

to be a university-wide body tasked with handling general strategic issues intended to support, coordinate, stimulate and improve gender equality and equal opportunities efforts aimed at staff and students;

to draft proposals for rules, policies, procedures and action plans for gender equality and equal opportunities efforts aimed at staff and students;

to plan, follow up and evaluate systematic work within the field;

to appoint its own deputy chair;

to grant additional persons entitlement to be present and make representations at meetings, as required;

to meet at least once per semester.

14.3 The Library and University Administration Equal Opportunities and Gender Equality Committee (JLV-VSB)

14.3.1 Composition

The JVL-VSB consists of the chief operating officer, or a person appointed by them (chair), the chief librarian, or a person appointed by them, and five other members appointed for a period of three years. Four members are appointed by the chief operating officer and one by the chief librarian. If the head of university administration is not personally the chair, the assistant head of university administration or chief librarian must primarily be appointed chair. The heads of division (equivalent) within the university administration must be given the opportunity to submit proposals for members to be appointed by the chief operating officer and the chief librarian respectively. Staff organisations Saco, ST and Seko may appoint one person each who is entitled to be present and make representations.

14.3.2 Duties

The duties of the JLV-VSB are:

- to** provide information on ongoing gender equality and equal opportunities work;
- to** plan, follow up and evaluate the administration's and library's systematic gender equality and equal opportunities work;
- to** offer continuing professional development and raise awareness among staff of issues related to gender equality and equal opportunities;
- to** contribute to the work of the JLV Council;
- to** appoint its own deputy chair;
- to** grant additional persons entitlement to be present and make representations at meetings, as required;
- to** meet at least once per semester.

15. Research Infrastructure Council (Fir)

15.1 Composition and definition

Fir is composed of the vice-chancellor or a member appointed by them (chair), a member or deputy of the faculty board or a vice-dean from each faculty, one member appointed by the chief operating officer with special IT competence, and one member appointed by Sluss. The faculty members are appointed by the vice-chancellor following a proposal from the deans, for a period of three years, and take up their positions no later than three months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The deputies are summoned if the ordinary member cannot attend. The vice-chancellor may, upon a justified request by a dean, allow a member and/or deputy member to take up their post within six months of a newly elected faculty board assuming office. The vice-chancellor may, upon a justified request by a dean, appoint a member and/or deputy member who is not a member or deputy member of faculty board.

The Council for Environmental Monitoring and Assessment (Fomar) may appoint one person with the right to attend and speak.

For this purpose, the concept research infrastructure covers facilities, equipment, laboratories and e-infrastructure used in research but that may also be used in teaching or environmental monitoring and assessment.

The members are to communicate the activities of the group to their part of the organisation (faculty or equivalent) and bring any issues from their part of the organisation to the attention of the management group.

15.2 Duties

The duties of Fir are:

to be a general body for the university and the faculties tasked with handling general strategic issues and to support, coordinate, stimulate and develop work on environmental monitoring and assessment and its coordination with other reporting areas;

to prepare and submit proposals to the vice-chancellor for decisions concerning university-wide, national and international research infrastructure;

to contribute to the efficient use of resources through follow-up of the use and availability of university-wide research infrastructure;

- to** contribute to increased cooperation on research infrastructure with other higher education institutions, public authorities and external actors by acting as a preparatory body for the vice-chancellor or other person representing SLU;
- to** be a forum for strategic discussions on research and environmental data issues related to research infrastructure;
- to** monitor national and international developments concerning research infrastructure;
- to** contribute to an increased exchange of knowledge and experience regarding research infrastructure within the university;
- to** appoint its own deputy chair;
- to** grant additional persons the right to attend and speak at meetings, as required;
- to** set up reference and working groups, as needed;
- to** meet at least twice a semester.

16. Disciplinary Board

According to the decision of the government

Chapter 10 of the Higher Education Ordinance (1993:100) states the following:

Section 3 Cases involving disciplinary measures shall, unless otherwise stipulated in Section 9, be dealt with by a disciplinary board. Every higher education institution shall have a board of this kind.

Section 4 The disciplinary board shall consist of the vice-chancellor as chair, a legally qualified member who shall hold or have held tenure as a judge, and a representative of the teaching staff at the higher education institution. The students at the higher education institution shall be entitled to representation on the board by two members.

Section 5 The legally qualified member and the member representing the teaching staff shall be appointed by the higher education institution for a period of three years.

Section 6 The members of the board representing the students shall be appointed for a period of one year.

Section 7 When the chair is prevented from attending, the deputy vice-chancellor or another specially appointed deputy shall act as chair of the disciplinary board. There shall be a deputy for each and every member of the board. The deputy for the legally qualified member shall hold or have held tenure as a judge. The deputies shall be appointed according to the same procedure and for the same period as the members of the board.

Section 8 The disciplinary board is in quorum when at least three of its members are present, among them the chair and the legally qualified member.

According to the decision of the vice-chancellor

The two student members are appointed by Sluss.

If the student suspected of misconduct requests it, a student mediator should have the right to attend and speak whenever the student is present.

17. Board for the Appointment of Distinguished University Teachers (Nex)

17.1 Composition

Nex is composed of the vice-chancellor or a member appointed by them (chair), a tenured teacher from each faculty and one member appointed by Sluss. Nex is composed of the vice-chancellor or a member appointed by them (chair), a tenured teacher from each faculty and one member appointed by Sluss. The faculty members are appointed by the vice-chancellor, after proposals from the faculty boards, for a period of three years, and take up their positions no later than six months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor, at the suggestion of each faculty board. The deputies, who are summoned if the ordinary member is prevented from attending, should be teachers employed for an indefinite period. The vice-chancellor may, upon a justified request by a dean, appoint a member and/or deputy member who is not a member or deputy member of faculty board.

17.2 Duties

The duties of Nex are:

to publish a call for applications for the title *Distinguished University Teacher* at least once every two years;

to appoint external experts and carry out application reviews in accordance with the procedure defined by the chief operating officer;

to submit proposals to the vice-chancellor on the employees proposed for the title of Distinguished University Teacher;

to appoint its own deputy chair;

to grant additional persons the right to attend and speak at meetings, as required.

18. Board for the Appointment of Senior Environmental Assessment Specialists (NSM)

18.1 Composition

The NSM is composed of the vice-chancellor or a person appointed by them (chair) and seven regular members; two from the NJ Faculty, two from the S Faculty, one from the VH Faculty, one from the LTV Faculty and one member appointed by Sluss. The LTV Faculty's participation is voluntary unless an applicant for the title of senior EMA specialist is employed at the faculty. The faculty members are appointed by the vice-chancellor, after proposals from the faculty boards, for a period of three years, and take up their positions no later than six months after the newly elected faculty boards are established. The faculty members must have a doctorate, be employed for an indefinite period and have substantial experience in environmental monitoring and assessment. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor after a proposal from each faculty board. The deputies, who are summoned if the ordinary member is prevented from attending, should have doctorates, be employed for an indefinite period and have substantial experience in environmental monitoring and assessment.

18.2 Duties

The duties of NSM are:

- to** publish a call for applications for the competence level *senior environmental assessment specialist* at least once every two years;
- to** appoint external experts and carry out application reviews in accordance with the instructions established by the chief operating officer;
- to** submit proposals to the vice-chancellor for employees to be appointed senior environmental assessment specialists;
- to** grant additional persons entitlement to be present and make representations at meetings, as required;
- to** appoint its own deputy chair.

19. Board for Good Research Practice

19.1 Composition

The Board for Good Research Practice is composed of the vice-chancellor or a member appointed by them (chair) and a member from each faculty (faculty representatives). The vice-chancellor may also appoint at most two externally recruited members. The faculty members appointed by the vice-chancellor, after proposals from the deans, for a period of three years, and take up their positions no later than six months after the newly elected faculty boards are established. Each faculty member must also have a personal deputy who is appointed by the vice-chancellor following proposals from the deans. The deputies are summoned if the ordinary member cannot attend. Any members recruited externally are appointed by the vice-chancellor following consultation with the deans and the head of legal affairs. They are appointed for the same period as the faculty members. Sluss has the right to appoint one doctoral student with the right to attend and speak.

The faculty members must be professors at SLU of high scientific reputation and with an excellent publishing reputation.

19.2 Duties

The duties of the Board for Good Research Practice are:

to act as the university's advisory body on general and comprehensive matters related to good research practice and scientific publication in accordance with the vice-chancellor's guidelines for the board;

to provide adequate training for university staff on matters related to good research practice and scientific publication;

to act as contact for the National Board for Assessment of Research Misconduct and be responsible for the university's information and documentation in accordance with Sections 6 and 12–14 in the *Act on responsibility for good research practice and the examination of research misconduct (2019:504)*;

to monitor developments within SLU regarding good research practice and investigate any suspected deviations from this within the university;

to process any incoming cases and decide on further processing:

- to transfer the case to the National Board for Assessment of Research Misconduct due to suspected research misconduct in accordance with Section 6 in the act on responsibility for good research practice and the examination of research misconduct;

- the reported case does not constitute research misconduct but deviates from good research practice in other ways, thus requiring relevant measures to be taken within the university;
- to dismiss the case if the act on responsibility for good research practice and the examination of research misconduct is not applicable, or if the report is not complete.

to adopt working procedures for the board, including when the chair may take a decision without convening the board;

to keep themselves informed of developments in this field at the national level and if necessary propose changes to the vice-chancellor's guidelines and other governing documents;

to submit annually, by 1 March, a short written report to the vice-chancellor on the board's activities during the previous calendar year;

to appoint its own deputy chair;

to grant additional persons entitlement to be present and make representations at meetings, as required;

to meet at least once a semester or as needed.

19.3 Authority for the chair of the Board for Good Research Practice

If needed, the chair may engage further external scientific or legal expertise, or others with the necessary competence, to assist the board.

The chair must report on all decisions taken by them alone at the subsequent board meeting.

The chair must keep the vice-chancellor informed of the board's work.

20. International Advisory Board (IAB)

20.1 Composition

The IAB consists of the vice-chancellor or a person appointed by the vice-chancellor (chair) and a maximum of seven other members appointed by the vice-chancellor, after consultation with the deans and the chief operating officer. Members are appointed for three years.

20.2 Duties

The duties of the IAB are:

- to** act as an advisory body on strategic issues concerning the university as a whole;
- to** contribute an international perspective on SLU's policy and competitive intelligence;
- to** act as an advisory body on the quality enhancement activities at SLU;
- to** submit, at the request of the vice-chancellor, written opinions on particular issues and
- to** meet at least once a year.

Part 3: Deans, facilities management offices, gender equality and equal opportunities committees, departments and heads of department

21. Deans and facilities management offices

The concepts *faculty* and *dean* are defined in *Organisation and division of responsibility in relation to the SLU Board of Governors and bodies that report directly to it*, the “university board’s delegation of authority”.

21.1 Duties

The duties of the dean, as head of a faculty and member of the Vice-Chancellor's Management Group, are:

Comprehensive and organisational duties

- to** act for resource-efficient teaching, research and environmental monitoring and assessment within the faculty’s subject fields and within the allocated financial framework;
- to** support the vice-chancellor in the management and development of the university as a whole;
- to** work to ensure that the university’s goals, vision, mission statement, strategy and values are widely known and implemented in operations;
- to** decide, in consultation with the vice-chancellor, on the division of the faculty into departments and other units that report directly to the dean; the faculty board decides on boards, committees and other bodies that report directly to the faculty board;
- to** decide on the activities of the faculty and the departments with regard to e.g. administration, records management, archiving, premises and security. The dean should indicate, in a separate decision, the extent to which this responsibility is delegated to the heads of department;
- to** decide on the responsibilities and powers to be delegated to heads of department and other heads that report directly to the dean, in addition to what is stated in Section 22.2 below;
- to** take part, as soon as a course is offered, in leadership training as suggested by the vice-chancellor;
- to** be responsible for the faculty’s finances and to follow the development of each department;

to appoint and dismiss, in compliance with the procedure specified in section 22.1, heads of department and heads of other units that report to the dean and to act as their manager and supervisor;

to ensure that a person appointed head of department, on taking up their post, is offered an introductory training adapted to faculty-specific conditions in accordance with the vice-chancellor's guidelines;

to ensure that an employee appointed head of department takes part of the management course offered by the director of human resources;

to decide, following a proposal from the head of department, an acting head of department;

to obtain the consent of the vice-chancellor for the use of designations other than *department* and *head of department* for the level immediately below that of dean;

to obtain the consent of the vice-chancellor for the new name in the event that a department or other organisational unit under the dean is renamed;

to establish facilities management offices covering a majority of the faculty's property portfolio in accordance with the provisions of section 21.2 below;

to work to ensure that the facilities management offices are shared by two or more faculties, as appropriate, and in such cases agree with the other deans concerned on the running of the office and the division of responsibility and allocation of costs for the office;

to submit proposals, on the basis of decisions by the university board and the vice-chancellor, to the faculty board on tasks and the allocation of resources to departments and other units, divided by reporting area;

to submit, on the basis of decisions by the vice-chancellor and the faculty board, assign tasks and provide guidelines related to these decisions to the heads of department;

to give any consent required, following assessment, for the proposal from a head of department for externally funded contracts in accordance with the external funding guidelines established by the vice-chancellor;

to take decisions on matters not referred to the faculty board or a body established by it;

Staff, environment and work environment duties

to decide on the activities of the faculty and the departments. The dean should indicate, in a separate decision, the extent to which this responsibility is delegated to the heads of department;

to develop a good spirit and a creative environment for all employees and students at the faculty;

to be responsible for staff development, work and study environment, environment, gender equality and equal opportunities within the faculty and, as part of this, monitor developments at each department;

to appoint the required number of environmental coordinators within the faculty;

to appoint, in writing, within the faculty the required number of certified permit issuers for flammable hot work in accordance with the regulations of the Swedish Fire Protection Association. The permit officers must be heads of division or equivalent at a department, as they in turn can delegate this task within their division;

to appoint, in writing, within the faculty the required number of directors for flammable and explosive goods in accordance with Section 9 of the Swedish Act (2010:1011) on Flammable and Explosive Goods (LBE);

to ensure that the university's radiation safety procedures are known and applied at the faculty;

to make an active contribution to the positive development of the university as a whole;

to communicate topical issues to the staff concerned and, where appropriate, students;

to decide on the employment of staff to be funded by and work for the faculty generally and, in consultation with the director of human resources, to decide on employee benefits. In the event of disagreement, the final decision rests with the director of human resources;

to specify job titles, together with the director of human resources, for new employees to be funded by and work for the faculty generally, as well as any changes to titles for current employees. In the event of disagreement, the final decision rests with the director of human resources; If such an employee is assigned to a department, this must be done in consultation with the head of department;

Duties related to education, in addition to work environment and equal opportunities

to draft an action plan based on the university-wide improvement actions proposed by the Board of Education and the Council for PhD Education as a result of their annual assessment of SLU programmes as part of the quality assurance framework;

to award, on behalf of the university, degrees for doctoral level education.

Environmental monitoring and assessment duties

to appoint, for a period of three years beginning three months after the newly elected faculty boards are established, a coordinator and, if necessary, deputy coordinator for the EMA programmes that the faculty, in accordance with a decision by the vice-chancellor, is responsible for;

to propose objectives for each programme to the faculty board, following consultation with the coordinators of the EMA programmes;

to appoint external stakeholder groups of 2–5 members for each programme, following consultation with the EMA programme coordinators;

to identify, following consultation with the EMA programme coordinators, sub-areas within each programme for which funding is openly advertised within SLU and after the application period to decide how the advertised funding is to be allocated;

Investment-related duties

to decide, following a proposal from a head of department (or equivalent), on the planning of system documents (so-called policy decisions) and subsequently on the possible implementation of construction projects involving an estimated investment cost in excess of SEK 1 million but no more than SEK 5 million. The vice-chancellor and the chief operating officer must be informed before such a decision is made. The chief operating officer or the vice-chancellor decides on amounts above this. The length of the lease agreement must be stated in both the policy and implementation decisions. If the length of the lease agreement exceeds five years, the decision rests with the vice-chancellor. If the length of the lease agreement exceeds 10 years, the decision is taken by the vice-chancellor after informing the board of the agreement. Otherwise the decision is made by the chief operating officer;

to decide, following a proposal from a head of department (or equivalent), on other investments in excess of SEK 1 million but not exceeding 5 million. The chief operating officer, vice-chancellor or university board decides on amounts above this.

21.2 Duties of the facilities management offices

The duties of the facilities management offices are:

to coordinate issues of infrastructure, such as use of premises, service, security, environment, joint laboratories, cultivation resources and other research infrastructure;

to carry out tasks assigned by the vice-chancellor, dean, head of department or head of university administration.

21.3 Gender equality and equal opportunities committee

The dean is responsible for ensuring that the faculty has an equal opportunities and gender equality committee (JLV committee).

Composition

The JLV committee consists of the dean or a person appointed by them (chair) and an additional number of members as decided by the dean, but at least six people. Two of the members are appointed by Sluss. The other members are appointed for a period of three years and take up their positions no later than three months after a newly elected faculty board is established. If the dean is not personally the chair, a vice-dean, member of the faculty board or faculty board deputy is appointed chair. The heads of department (equivalent) must be given the opportunity to submit proposals for members to the dean. Staff organisations Saco, ST and Seko may appoint one person each who is entitled to be present and make representations.

Duties

The duties of the JLV Committee are:

to provide information on ongoing gender equality and equal opportunities work;

to plan, follow up and evaluate the faculty's systematic gender equality and equal opportunities work;

to offer continuing professional development and raise awareness among staff and students of issues related to gender equality and equal opportunities;

to contribute to the work of the JLV Council;

to appoint its own deputy chair;

to grant additional persons entitlement to be present and make representations at meetings, as required;

to meet at least twice a semester.

22. Departments and heads of department

22.1 Definitions and procedure for appointing heads of department

The term *department* at SLU means an operational unit where education is provided at first-cycle, second-cycle and third-cycle, and where research and environmental monitoring and assessment are carried out. A department is led by a head of department appointed by the dean in accordance with the procedure described below.

Inter-faculty departments belong to a main faculty for administrative purposes. The main faculty is the faculty where most of the permanent staff are employed. The head of university administration shall specify the administrative guidelines for inter-faculty departments in accordance with section 4.1. The head of university administration may decide if and when to change the main faculty.

Heads of department are appointed for three years, beginning no earlier than five and not later than 8 months after the newly elected faculty boards are established. If there are substantial grounds, a dean may, following consultation with the vice-chancellor, appoint a head of department for a different period. If the periods of office of a head of department and dean are the same, an outgoing dean may extend the appointment of the head of department by up to six months. Procedure for appointing heads of department: The dean must give all employees of the department the opportunity to propose a head of department to the dean during the third month before the end of the period of office. The dean then appoints the head of department. The person appointed must have the research or artistic competence referred to in Chapter 2, Section 6 of the Swedish Higher Education Act (1992:1434)¹⁰.

For inter-faculty departments, both deans shall give their employees the opportunity to propose a head of department. After the end of the proposal period, the deans shall consult with one another on who should be appointed head of department. If they are unable to agree, the vice-chancellor shall decide. The dean of the main faculty makes the formal decision to appoint a head of department. The person appointed head of department shall remain a member of their original faculty, regardless of which dean makes the decision.

If a head of department leaves when more than one year of their period of office remains, the procedure shall be the same as in the preceding paragraph. The dean may appoint an acting head of department for the period required to recruit a new head of

¹⁰ The requirement for research or artistic competence is based on the text of Chapter 2, Section 6 of the Swedish Higher Education Act (1992:1434), which has been in force since 2011, and the underlying reasoning given in bill 2009/10:149 *En akademi i tiden ökad frihet för universitet och högskolor* (A modern academic sector – greater freedom for universities and university colleges), page 37. This change to the Higher Education Act is usually referred to as *autonomireformen*, the autonomy reform.

department. If a head of department leaves when one year or less of their period of office remains, the dean may appoint an acting head of department for the remainder of the period.

22.2 Duties¹¹

Comprehensive and organisational duties

- to** act as manager of and lead department operations and take decisions on its organisation, working methods and infrastructure within the framework of the resources allocated and the delegations of authority in place;
- to** ensure resource-efficient teaching, research and environmental monitoring and assessment within the faculty's subject fields and within the allocated financial framework;
- to** apply for funding and commissions and to sign contracts in accordance with the more detailed provisions of the guidelines on external funding decided by the vice-chancellor;
- to** set up an advisory management group in which the students are entitled be represented by a member appointed by Sluss;
- to** be responsible for department finances;
- to** take part, as soon as a course is offered, in leadership training offered by the director of human resources;
- to** decide on internal leasing of premises, subject to the consent of the dean. Internal leasing means leasing from the university administration. A head of department may not decide on external leasing.
- to** decide on opinions on decisions that have been appealed, subject to the consent of the head of legal affairs;
- to** put SLU's case against external parties in disputes and on issues of damages, subject to the consent of the head of legal affairs;
- to** submit, to the dean, proposals for acting head of department;

¹¹ If a dean, after obtaining the consent of the vice-chancellor, uses designations other than *department* and *head of department* for units that report directly to the dean, the responsibilities below shall apply to the heads of unit, irrespective of the unit's name.

- to** appoint, as appropriate, an acting head of department;
- to** decide on the responsibilities and powers to be delegated to the deputy and assistant heads of department;
- to** decide on other issues that affect the activities of the department and which are not incumbent on the vice-chancellor, dean or other body;
- to** otherwise perform the tasks delegated by the dean to the heads of department within the faculty;

Staff, environment and work environment duties

- to** organise staff and other resources at the department in an efficient and appropriate manner and in accordance with the applicable regulations;
- to** develop a good spirit and a creative environment for all employees and students at the department; the term ‘students’ includes all doctoral students regardless of whether they are employed by the university or provided for in some other way;
- to** make an active contribution to the positive development of the university as a whole;
- to** work to ensure that the university’s goals, visions and values are widely known and implemented in operations;
- to** be responsible for staff development, work and study environment, environment, gender equality and equal opportunities within the department;
- to** establish a coordination group for handling working environment issues, security and equal opportunities;
- to** ensure that all doctoral students who are not employed by the university are offered the same conditions and opportunities as university employees to the extent possible;
- to** perform the role of environmental representative and chemicals coordinator at the department;
- to** communicate topical issues to the staff concerned and, where appropriate, students;
- to** ensure that the university’s radiation safety procedures are known and applied at the department;
- to** ensure that all employees at the department are informed of the department’s allocation of funding, operational plan and budget;
- to** decide, subject to the consent of the dean, on the employment of senior lecturers, lecturers and other researchers and teachers employed for an indefinite period and, in

consultation with the director of human resources, to decide on employee benefits. In the event of disagreement, the final decision rests with the director of human resources;

to decide on the recruitment of other staff and, in consultation with the director of human resources, to decide on employee benefits. In the event of disagreement, the final decision rests with the director of human resources; The right to employ staff may be restricted if the dean decides, for financial reasons, on an employment review for one or more of the faculty's departments.

to specify, together with the director of human resources, job titles for new employees as well as any changes to titles for current employees. In the event of disagreement, the final decision rests with the director of human resources;

to submit proposals to the faculty board for position descriptions for professors and senior lecturers;

to obtain the consent of the dean before changing the scope of employment for professors and senior lecturers who have reached the age of 65;

Teaching and learning duties

to appoint examiners in accordance with the guidelines established by the Board of Education for first-cycle and second-cycle courses and programmes, and by the vice-chancellor for third-cycle courses and programmes. Examiners may decide on grades without report;

to appoint those responsible for the department's courses and programmes at first-cycle, second-cycle and third-cycle level (director of studies or equivalent);

to decide on the responsibilities and powers to be delegated to the director of studies (equivalent).

Investment-related duties

to decide on the planning of system documents (so-called policy decisions) and subsequently on the possible implementation of construction projects involving an estimated investment cost of no more than SEK 1 million. The dean, chief operating officer or the vice-chancellor decides on amounts above this. The vice-chancellor and the chief operating officer must be informed before such a decision is made. The length of the lease agreement must be stated in both the policy and implementation decisions.

to decide on other investments of up to a maximum of SEK 1 million.

Part 4: Programme boards and programme directors of studies

23. Programme boards

The university board has decided on the duties of the programme boards and have tasked the vice-chancellor with deciding on the composition of these boards and their connection to the faculties.

23.1 Programme Board for Education in Landscape and Horticulture (PN-LT)

The Programme Board for Education in Landscape and Horticulture (PN-LT) is composed of at least five but no more than eight teachers and three members appointed by Sluss. There must be two group deputies for the teachers. Five of the teachers and group deputies are appointed by the LTV Faculty Board, which also appoints one of the five teachers as chair. The other faculty boards may appoint a teacher each to be a member of PN-LT. The deans must, unless it is plainly unnecessary, consult each other before the faculty boards appoint members to other programme boards than the one they are tasked with providing members for. PN-LT must appoint its own deputy chair. The board is permitted to decide if others are entitled to be present and to make representations at meetings.

23.2 Programme Board for Education in Natural Resources and Agriculture (PN-NJ)

The Programme Board for Education in Natural Resources and Agriculture (PN-NJ) is composed of at least five but no more than eight teachers and three members appointed by Sluss. There must be two group deputies for the teachers. Five of the teachers and group deputies are appointed by the faculty board for the NJ Faculty, which also appoints one of the five teachers as chair. The other faculty boards may appoint a teacher each to be a member of PN-NJ. The deans must, unless it is plainly unnecessary, consult each other before the faculty boards appoint members to other programme boards than the one they are tasked with providing members for. PN-NJ must appoint its own deputy chair. The board is permitted to decide if others are entitled to be present and to make representations at meetings.

23.3 Programme Board for Education in Forestry (PN-S)

The Programme Board for Education in Forestry (PN-S) is composed of at least four but no more than seven teachers and three members appointed by Sluss. There must be two group deputies for the teachers. Four of the teachers and group deputies are appointed by the faculty board for the S Faculty, which also appoints one of the four teachers as chair. Other faculty boards may each appoint a teacher as member of PN-S. The deans must, unless it is plainly unnecessary, consult each other before the faculty boards appoint members to other programme boards than the one they are

chiefly responsible for. PN-S must appoint its own deputy chair. The board is permitted to decide if others are entitled to be present and to make representations at meetings.

23.4 Programme board for education in veterinary medicine and animal science(PN-VH)

The Programme Board for Education in Veterinary Medicine and Animal Science (PN-VH) is composed of at least four but no more than seven teachers and three members appointed by Sluss. There must be two group deputies for the teachers. Four of the teachers and group deputies are appointed by the faculty board for the VH Faculty, which also appoints one of the four teachers as chair. The other faculty boards may appoint a teacher each to be a member of PN-VH. The deans must, unless it is plainly unnecessary, consult each other before the faculty boards appoint members to other programme boards than the one they are tasked with providing members for. PN-VH must appoint its own deputy chair. The board is permitted to decide if others are entitled to be present and to make representations at meetings.

24. Programme directors of studies (PSR)

24.1 General

A newly established programme board must appoint programme directors of studies for a period of three years, beginning no earlier than six and no later than twelve months after the newly elected faculty boards are established. This may be extended by three years, up to a total of six years. Subject to the vice-chancellor's approval, a programme board may decide on a further extension. The person appointed programme director of studies must have the research or artistic competence referred to in Chapter 2, Section 6 of the Swedish Higher Education Act (1992:1434). The responsibilities of a programme director of studies cover one or more degree programmes.

24.2 Duties

The duties of a programme director of studies are:

- to** develop the academic progression and quality of the programme;
- to** represent the programme in collaboration projects both within and outside SLU;
- to** consult with students appointed by Sluss and with heads of department or the representatives of the departments concerned appointed by the heads of department;
- to** draw up the programme syllabus and course schedule within the given financial framework;
- to** decide on minor revisions of existing course syllabuses for courses within the area of responsibility;
- to** follow up, analyse and report to the programme board (PN) on the programme's academic progression and the students' results, from both a qualitative and quantitative perspective;
- to** provide guidance and information for studies on the programme and to provide information about and refer students to other student services available within the university;
- to** comment on credit transfer requests of courses for individual students;
- to** decide on exemption from compulsory courses for individual students;
- to** give their opinion on admissions to the latter part of programmes and changes of specialisation within programmes.