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Swedish University of Agricultural Sciences

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Annex to: Vice-Chancellor's decision, 9 February 2021, Section 23/21 and the changes of 24 March 2021, Section 56/21, 30 June 2021 Section 116/21 and 6 September 2021 Section 132/21.

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")

2021 version

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Organisation and division of responsibility for the vice-chancellor of SLU and members of staff who report directly to the vice-chancellor – the vice-chancellor's delegation of authority

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

The vice-chancellor is appointed by the Swedish government pursuant to Chapter 2, Section 8 of the Swedish Higher Education Ordinance (HF, 1993:100) following a proposal from the SLU Board of Governors ('the SLU Board'). The same ordinance also states:

- 1) The SLU Board is the managing body of SLU and has the general responsibilities laid down in Section 3 of the Government Agencies and Institutes Ordinance (2007:515) (Chapter 2, Section 2).
- 2) The vice-chancellor is chair of the staff 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 decisions on employing or terminating the 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 5 November 2020, Section 89/20), the SLU 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 SLU Board has not reserved the right to decide upon or expressly delegated to other bodies within the university. The decision of the SLU Board, together with the provisions of the ordinance, forms the basis for the vice-chancellor's delegation of authority.

According to the decision of the vice-chancellor, the vice-chancellor's duties are:

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 representatives on 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 Council of Researchers (For), the Research Infrastructure Council (Fir), the International Advisory Board (IAB), the Equal Opportunities and Gender Equality Council (JLV Council) *and* the Council for Animal Healthcare and Related Clinical Research and Education (DKU Council),

to decide, where necessary and following the proposal of the Board of Education, on the suspension (temporary freeze on admissions) of a degree programme;

to be the licence holder for the licences issued by the Swedish Board of Agriculture to use animals in research and teaching;

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;

to employ, in addition to professors, the chief operating officer, the library director, the head of the University Animal Hospital 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;

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

to decide on dismissals due to redundancy;

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 SLU Board in relation to the appointments procedure for academic positions and admission regulations for courses and programmes at different levels;

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

to appoint members of the Board of Education to the extent decided by the SLU Board,

to appoint members 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 Zeal and Integrity in the Kingdom's Service* in accordance with the rules that apply for that award;

to decide, following a proposal from a dean, the chief operating officer, the chief librarian or the head of the University Animal Hospital, 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 ten years, the SLU Board makes the decision to enter into agreement and are expected to, in each case, decide who has the authority to sign the agreement on behalf of the university.

to decide, following a proposal 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 proposal from a dean (or equivalent), to enter into lease agreements relating to renting or letting where the agreement period exceeds five years but is no more than ten years. In accordance with Section 4.1 on the duties of

the chief operating officer, they have the authority to *sign*, on behalf of the university, all agreements relating to renting/letting when the contract period is ten years or less, regardless of who has decided to enter into the agreement.

to decide, following a proposal from the chief operating officer, on the acquisition of real estate where the purchase price does not exceed SEK 25 million. The SLU 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 proposal from the chief operating officer, on the disposal of real estate where the sale price is no more than SEK 25 million; The SLU 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 proposal 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 SLU 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 manage and coordinate the university's education at first-cycle and second-cycle level, for example with regard to the self-evaluations that form the basis for the evaluations made by the Swedish Higher Education Authority of the programmes and actions related to these;

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;

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 duties

to manage, coordinate, develop and be responsible for issues related to external collaboration and EMA from a general university perspective;

to submit proposals to the vice-chancellor on operational support such as assignments for GIS support, environmental data support and central communications and event organisation resources;

to represent the vice-chancellor on issues related to collaboration and EMA in relation to the university's 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 what is known as the Sector Council;

to be responsible for the vice-chancellor's contacts with SLU Holding and Green Innovation Park;

to manage and coordinate collaboration assignments, being responsible for follow-up of such assignments and contacts with teachers/researchers with collaboration tasks;

to submit, in consultation with the vice-chancellor, applications for external funding for collaboration with external partners;

to submit proposals to the vice-chancellor, after consulting with the Council for External Collaboration, on the scope and distribution of funds allocated to university-wide collaboration by the SLU Board;

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 appoint and lead an externally recruited strategic reference group for the reporting area and to convene with this at least once per year;

to work to strengthen the link between EMA and research, teaching and collaboration;

to promote, together 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;

to submit, following consultation with Fomar, proposals to the vice-chancellor on the allocation of direct government funding to EMA from the funds set aside for university-wide objectives by the SLU Board.

3.2 Pro vice-chancellor for international relations

The duties of the pro vice-chancellor for international relations 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 where the vice-chancellor or a person appointed by them is the host;

to manage SLU's participation in the *Global Challenges University Alliance* (GCUA) initiative;

to initiate and, following consultation with the deans, work for teacher exchanges with foreign higher education institutions;

to contribute, following consultation with the deputy vice-chancellor, to the development of student exchange, including doctoral students, with foreign higher education institutions;

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

to represent the vice-chancellor in contacts at and outside the university within the field of global development;

to represent the university in the task force connected to the *Euroleague for Life Sciences* (Ells) network;

to represent the university within the *Nordic Forestry, Veterinary and Agricultural University Network* (Nova);

to manage and coordinate the university's education at doctoral level;

to chair the Council for PhD Education (Fur);

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

4. Chief operating officer

4.1 Duties

The duties of the chief operating officer are:

Comprehensive and organisational duties

to manage and lead the joint university administration², 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 efficient and coordinated administration in the form of personnel, premises, archive, university-wide administrative systems and frameworks as well as equipment to enable the SLU 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 SLU 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 (SLU Board and vice-chancellor) are kept up-to-date;

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

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;

² Joint university administration means 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 5 November 2020, Section 89/20, or in this decision. The staff of the departments therefore do not form part of the joint university administration.

to ensure that the positions of director of human resources, director of financial administration, head of legal affairs, head of security, head of admissions and head of the Ship Management Unit are always filled, following consultation with the vice-chancellor;

to use personal delegation to give the director of human resources, the director of financial administration, the head of legal affairs, the head of security, the head of admissions and the head of the Ship Management Unit the powers they need to be able to perform their duties³;

to appoint, following consultation with the vice-chancellor, an assistant chief operating officer, who will perform the duties of the chief operating officer in the absence of the latter;

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;

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 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;

³ The chief operating officer 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 SLU.

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 that are employed by the chief operating officer;

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 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 SLU Board, or suggests that the SLU 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 proposal from the dean responsible, the chief librarian or the head of the University Animal Hospital, on the planning of system documents (so-called policy decision) and subsequently on the possible implementation of construction projects involving an estimated 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 or the SLU Board.

to decide, following a proposal from the responsible head of division (or equivalent) within the university administration, on the planning of system documents (so-called policy decision) and subsequently on the possible implementation of construction projects for use within the university administration, including the university management, with an estimated investment cost estimated not to exceed SEK 25 million. The vice-chancellor or SLU Board 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 10 years, the decision is taken by the vice-chancellor or the SLU Board.

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

to enter into lease agreements for real estate when the contract period is less than 10 years. For contracts period longer than this, the decision rests with the vice-chancellor or the SLU Board.

to *sign*, on behalf of the university, all lease agreements with an external party relating to renting/letting when the agreement period is ten years or less, regardless of who (SLU Board, vice-chancellor, etc.), in accordance with applicable delegations, has decided to enter into the agreement. If the agreement period exceeds ten years, the SLU Board, in each individual case, decides who has the authority to sign the agreement;

to enter into and sign agreements on real estate development, rights of use, easement, land leases, hunting 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 council⁴;

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

⁴ 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.

to appoint, in writing, within the administration the required number of 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, who in turn can delegate this task within the division; and

to appoint, in writing, within the administration 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).

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 targeted 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; and

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;

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 work to ensure a high-quality library service for the whole of the university, within the framework of the resources allocated;

to provide effective access to information throughout the university by providing high-quality 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 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 SLU Board or the vice-chancellor;

Staff, environment and work environment duties

to organise the staff and resources of the library 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 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 an estimated 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 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. If the length of the lease agreement exceeds five years, the vice-chancellor or the SLU Board make the decision on 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.

5.2 The Data Curation Unit (DCU)

The DCU is a university-wide secretariat consisting of university employees who work full or part time within the secretariat. Those who, in accordance with a decision by the library director, work for the DCU are still employed at their regular organisational unit, but all or part their salary is paid for using funds at the disposal of the DCU.

5.3 Duties of the chief librarian

The duties of the chief librarian related to the DCU are:

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

to staff the DCU, within the framework of available funds and following consultation with the managers concerned;

to ensure that the DCU is an advisory and support function for the whole university in regard to archiving and publication of research data in Tilda;

to be responsible for the operational process of archiving and publishing research data;

to act, following consultation with the university administration division responsible for the central university archives, as system owner of the Tilda system;

to be responsible for horizon scanning in regard to research infrastructure and access requirements for research data.

5.4 DCU steering group

5.4.1 Composition

The members of the steering group are the chief librarian (chair), one member appointed by the chief librarian, the deans 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.

5.4.2 Duties

The task of the steering group is to ensure that decisions taken by the chief librarian on important issues are based on a comprehensive grounds. The group also has the following duties:

to process general issues relating to strategic archiving and publishing of research data in the Tilda system to support the management of research data and EMA data at the university;

to advise the chief librarian in their role as system owner for Tilda;

to submit budget, operational plan and annual report proposals to the chief librarian;

to draft proposals for policies and other governing documents within DCU's area of responsibility for the decision of the vice-chancellor or another authorised decision-maker;

to meet at least twice a semester.

6. Head of the University Animal Hospital

6.1 Duties

The duties of the head of the University Animal Hospital (UDS) are:⁵

⁵ The following does not apply during periods when the Council for Animal Healthcare and Related Clinical Research and Education is not active.

Comprehensive and organisational duties

to act as manager of and lead UDS operations and make decisions on its organisation, working methods and infrastructure within the framework of existing resources;

to work to ensure high-quality veterinary care at SLU, within the framework of the resources allocated;

to provide effective support for education at first- and second-cycle level and research within the field by providing high-quality veterinary nursing;

to be responsible for contacts and coordination with interested parties and stakeholders within the field;

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

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

to appoint, in writing, the required number of certified permit issuers for flammable hot work at the UDS, in accordance with the regulations of the Swedish Fire Protection Association. The permit issuers must be clinical directors (or equivalent), who in turn can delegate this task within the division;

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

to be responsible for registration and archiving within the UDS;

to be responsible for UDS finances;

to participate in the work of the Council for Animal Healthcare and Related Clinical Research and Education's (DKU Council);

to request the opinion of the DKU Council on the proposed budget;

to appoint a deputy manager, as necessary;

to otherwise perform the duties assigned by the SLU Board or the vice-chancellor.

Staff, environment and work environment duties

to organise the staff and resources of UDS 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 UDS,

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 Animal Hospital;

to perform the role of environmental and chemicals coordinator for UDS;

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

to decide on the recruitment of staff for the UDS and, in consultation with the director of human resources, 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 UDS involving an estimated 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 chief operating officer must be informed before such a decision is made. The DKU Council must be given the opportunity to comment before the 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 five years, the vice-chancellor or the SLU Board make the decision on the agreement. Otherwise the decision is made by the chief operating officer;

to decide, after obtaining the opinion of the DKU Council, on other investments in the University Animal Hospital of up to SEK 5 million;

Part 2: Joint university bodies

7. Vice-chancellor's management group

7.1 Composition

The vice-chancellor's management group consists of the vice-chancellor, deputy vice-chancellor, pro vice-chancellors, chief operating officer, head of the University Animal Hospital and a member appointed by Sluss. In the event of absence, a dean may be represented by their pro-dean, the chief operating officer by the assistant chief operating officer and the student representative by a person appointed by Sluss. The head of communications has the right to attend and speak at management group meetings. The vice-chancellor can also invite other members of staff at SLU to participate in the management group's meetings.

7.2 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 relating to the university's research for the decision of the SLU Board or the vice-chancellor;

to provide decision-making support to the vice-chancellor and the deans.

8. Council for PhD Education (Fur)

Wording as per 1 July 2021.

8.1 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 faculties'

directors of studies for doctoral education are entitled to attend and speak at Fur meetings.

8.2 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 submit proposals to the vice-chancellor on the distribution of funds allocated to Fur;

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 the right to attend and speak at Fur meetings, as required, and

to meet at least once per semester.

8.3 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.

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

9.1 Composition

FDN, SLU's animal welfare body, is made up of the vice-chancellor or a member appointed by them (chair), two members from the VH Faculty and one member each from the other faculties, one member from the UDS and one member appointed by Sluss. The participation of the LTV Faculty is voluntary, provided that the faculty does not use animals in its operations. 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 and UDS members are appointed by the vice-chancellor, after a proposal from the deans and the head of UDS respectively, 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 and UDS member must also have a personal deputy who is appointed by the vice-chancellor after a proposal from the deans and the head of UDS respectively. The deputies are summoned if the ordinary member cannot attend.

9.2 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 (policies, guidelines, 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 2017:40 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 2017:40 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 the right to attend and speak at meetings, as required;

to meet at least twice a semester.

9.3 Coordinator for laboratory animal welfare, legislation and education

The duties of the coordinator for laboratory animal welfare, legislation and education, who is appointed by the vice-chancellor usually for a period of three years, are:

to be the contact person for staff and students on issues relating to animal welfare in the use of animals for research and teaching at SLU as well as to draw up an action plan together with the university and faculty management teams and other responsible staff in the event of any failings in animal welfare;

to be responsible for contact with the Swedish Board of Agriculture and the regional control authorities on animal issues and related permit management;

to represent the university before, during and after the supervision and inspection of the university's animal facilities by the control authorities;

to draft proposals for governing documents (policies, guidelines, etc.), for the decision of the vice-chancellor, on issues related to the use of animals in research and teaching;

to maintain continual contacts with the university's responsible directors, experts and laboratory animal veterinarians;

to provide advice and information on issues related to the use of animals in research and teaching, primarily within the university, but also externally,

to provide regular statutory staff training in laboratory animal science;

to prepare, as appropriate, comments on reports on laboratory animal welfare, legislation and education;

to represent the university externally within the field of laboratory animals and animal experiment ethics;

to chair FDN.

9.4 Responsible directors, laboratory animal veterinarians or experts, principal investigators⁶ and staff caring for research animals – responsibilities and duties

9.4.1 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.

9.4.2 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 2017:40 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 2017:40 L150;

to abort the experiment if any non-compliances with the provisions of SJVFS 2017:40 L150 or the ethical approval are identified.

The named training and competence officer has the following duties:

to ensure that the requirements of SJVFS 2017:40 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.

⁶ In this context, the Swedish term *försöksledare* is not the same as the *professional title* *försöksledare*.

The named information officer has the following duties:

to ensure that information and documentation in accordance with the requirements of SJVFS 2017:40 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.

10. Student Welfare Council (Strå)

10.1 Composition

Strå 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 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 activities of Strå should focus on students on first-cycle and second-cycle courses and programmes.

10.2 Duties

The duties of Strå are:

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 issues⁷;

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;

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

⁷ Examples of student welfare issues include insurance, diversity, equal treatment, working environment, campus environment and student health.

to submit proposals to the vice-chancellor on the allocation of the available funds;

to appoint its own deputy chair;

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

to meet at least twice a semester.

11. Library Council (Bir)

11.1 Composition

Bir 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, as well as one member appointed by Sluss. The chief librarian has the right to attend and speak at meetings. 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.

11.2 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 high-quality, 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 supporting documents to the chief librarian, the vice-chancellor and faculty management;

to submit proposals for the annual allocation of funding to the library, both from general funds and from the faculty boards;

to continually monitor the activities and budget of the library;

to appoint its own deputy chair;

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

to meet at least once per semester.

12. Council for Environmental Monitoring and Assessment (Fomar)

12.1 Composition

Fomar 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 members or deputies of a faculty board.

12.2 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 develop and propose objectives, intermediate objectives and joint or faculty-specific measures for this field;

to draw up 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 EMA matters for decision by the SLU Board or the vice-chancellor;

to comment on EMA issues to be decided by the vice-chancellor or the SLU Board;

to initiate general evaluations of activities;

to appoint its own deputy chair;

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

to meet at least twice a semester.

13. Council of Researchers (For)

The Council of Researchers is currently not active.

13.1 Composition

For is composed of the vice-chancellor or a member appointed by them (chair), 5 or 6 senior researchers and 4 or 5 junior researchers. The senior researchers are professors with excellent scientific production and a good ability to apply a university perspective to the issues dealt with by For. The junior researchers should have the potential to become prominent researchers and leaders at SLU. The composition of the council must be balanced in terms of academic specialisation, faculty representation and site of operations. The members are independent and only represent themselves. Deans, pro-deans, vice-deans or heads of department are not permitted to be members of For. The members are appointed for a period of three years and take up their positions no later than three months after the newly elected faculty boards are established. The senior members are appointed by the vice-chancellor following consultation with the deans. The junior members are appointed by the vice-chancellor following proposals from the deans. The members do not have deputies.

13.2 Duties

The duties of For are:

to be a forum for collegial dialogue between researchers and the vice-chancellor on research issues that are of strategic importance to the university;

to support the vice-chancellor and the management group in handling issues relating to the university's research that are of particular importance;

to submit proposals for or comment on proposals for scientific initiatives, such as nominations and other assessments prior to decisions to be taken by the SLU Board or the vice-chancellor;

to meet at least once per semester.

14. The Council for External Collaboration (Sar)

14.1 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 deputy vice-chancellor, managing director of SLU Holding with the Innovation Centre and the chief operating officer may appoint one person each with the right to attend and speak at Sar meetings.

14.2 Duties

The duties of Sar are:

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 national and international collaboration within the fields of research, education and EMA;

to be responsible for continually updating the strategy for collaboration, which is approved by the vice-chancellor, and to coordinate the work on implementing the strategy;

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

to initiate general evaluations of the university's collaboration activities;

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

to appoint its own deputy chair;

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

to meet at least twice a semester.

15. The IT Council

The IT Council is currently not active.

15.1 Composition

The IT Council is composed of the vice-chancellor or a member appointed by them (chair), a member from each faculty, the chief librarian and one member appointed by Sluss. The faculty members, who should be members or deputies of the faculty

board or vice-deans, are appointed by the vice-chancellor, after proposals 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 council should be composed of members who are teachers, researchers and staff who primarily work with EMA. The chief operating officer may appoint a maximum of two employees within the university administration with particular IT competence with right to attend and speak at council meetings.

15.2 Duties

The duties of the IT Council are:

to be a forum for dialogue relating to IT issues from an organisational perspective;

to monitor and follow external and internal cooperation and strategic IT projects within the university;

to gather competitive intelligence, focusing on IT within the fields of research, EMA and education;

to identify the core operations' IT requirements and assess if and which measures should be taken;

to decide, before a decision is made by the qualified authority, on proposals within the IT field, for example:

- general safety demands
- standards for system developments, management, etc. at SLU
- working methods and equipment within the field;

to prioritise which campus licences SLU should have within the framework of the budget;

to propose priorities for system development projects in cases where there is competition for the same resources;

to appoint its own deputy chair;

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

to meet at least twice a semester.

16. Equal Opportunities and Gender Equality Council (JLV Council) and Library and University Administration Equal Opportunities and Gender Equality Committee

16.1 Composition

The council is composed of the vice-chancellor or a member appointed by them (chair), the chairs of the faculties' JLV committees 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, have the right to attend and speak at meetings.

Staff organisations Saco, ST and Seko may appoint one person each who has the right to attend and speak at meetings.

16.2 Duties

The duties of the JLV Council are:

to hold strategic discussions regarding gender equality and equal opportunities work for students and staff;

to plan systematic work in this field;

to submit to the vice-chancellor proposals for decisions related to gender equality and equal opportunities;

to decide on how to use the resources allocated to the council;

to follow up and evaluate systematic work in this field;

to appoint its own deputy chair;

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

to meet at least once per semester.

16.3 Library and University Administration Equal Opportunities and Gender Equality Committee (JVL-UB)

16.3.1 Composition

JVL-UB 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 chief operating officer is not chair, the assistant chief operating officer or the chief librarian should 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 has the right to attend and speak at meetings.

16.3.2 Duties

The duties of JLV-UB 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 appoint its own deputy chair;
- to grant additional persons the right to attend and speak at meetings, as required;
- to meet at least once per semester.

17. The Research Infrastructure Council

17.1 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, as well as 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 chief librarian, or someone appointed by them, and the director of IT, someone appointed by them, have the right to attend and speak. 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.

17.2 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 submit proposals to the vice-chancellor for decisions concerning SLU-wide, national and international 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 contribute to efficient use of resources through increased accessibility and shared use of the university's research infrastructure;

to contribute to increased cooperation on research infrastructure with other higher education institutions, public authorities and external actors;

to be a forum for strategic discussions on research and environmental data issues related to research infrastructure;

to be responsible, by assignment from the vice-chancellor, for planning and implementing university-wide calls for research infrastructure funding;

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.

18. 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.

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

19.1 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. The faculty members are appointed by the vice-chancellor, after a proposal 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 after a proposal from each faculty board. The deputies, who are summoned if the ordinary member is prevented from attending, should be teachers employed for an indefinite period.

19.2 Duties

The duties of Nex are:

to manage the 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.

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

20.1 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 a proposal 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.

20.2 Duties

The duties of NSM are:

to be responsible for the annual call for applications for the competence level senior environmental assessment specialist;

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 the right to attend and speak at meetings, as required;

to appoint its own deputy chair.

21. Council for Animal Healthcare and Related Clinical Research and Education (DKU Council)

The Council for Animal Healthcare and Related Clinical Research and Education is currently not active.

21.1 Composition

The DKU Council is composed of the vice-chancellor or a person appointed by them (chair), two externally recruited members with relevant professional experience, the dean of the VH Faculty or someone appointed by the dean (preferably the deputy dean), the head of the University Animal Hospital, two senior members of staff from clinical operations – one working with small animals and one working with horses – who both conduct research and teach clinical veterinary nursing at UDS, one member appointed by each of the staff organisations Saco, ST and Seko, and one member appointed by Sluss.

The externally recruited members and the two senior, clinically active members of staff are appointed by the vice-chancellor for a period of three years. The senior, clinically active members of staff must be able to demonstrate close links between their own veterinary nursing practice, clinical research and clinical training. These members must also demonstrate credibility by demonstrating clinical and scientific expertise, enjoy substantial trust within academia and at the UDS, and apply a strong clinical perspective on their research and teaching. The vice-chancellor appoints these members following consultation with the operations in question. The choice of members must be based on gender equality aspects as well as the vice-chancellor's assessment of what constitutes an optimal combination of members for the council to function efficiently. A member of staff, with good knowledge of the financial control system and appointed by the chief operating officer, and a secretary have the right to attend and speak at meetings.

21.2 Duties

The duties of the DKU Council are:

to support the vice-chancellor in decision relating to UDS operations;

to work to ensure good cooperation between UDS and the VH Faculty by discussing comprehensive strategic issues;

to comment on proposals for budget and operational plan prior to a decision by the head of the University Animal Hospital;

to submit proposals or submit an opinion to the vice-chancellor regarding larger operational changes;

to continually follow financial and operational developments;

to continually follow and monitor current general work environment and staff issues;

to submit opinions on proposed investments presented by the head of the University Animal Hospital;

to follow and monitor cooperation between animal health care and related clinical research and teaching;

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

22. International Advisory Board (IAB)

22.1 Composition

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

22.2 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 horizon scanning;

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

23. 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 “SLU Board’s delegation of authority”.

23.1 Duties

The duties of the dean, as head of a faculty, are:

Comprehensive and organisational duties

to work to ensure that the faculty carries out top-class education, research and EMA within the parameters of existing resources,

to work to ensure that the university’s goals, visions 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, staff development, equal opportunities, record-keeping, archiving, environment, 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 24.2 below;

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 24.1, 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 23.3 below;

to work to ensure that the facilities management offices are shared by two or more faculties, as appropriate, and in such cases agree 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 SLU 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 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, who in turn can delegate this task within the 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 take decisions on matters not referred to the faculty board or a body established by it;

Staff, environment and work environment duties

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 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;

Teaching and learning duties

to ensure that the faculty, 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, on behalf of the university, degrees for doctoral level education.

EMA 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 vice-chancellor or the SLU Board make the decision on 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 SLU Board decides on amounts above this.

23.2 Particular duties of the dean of the VH Faculty

The dean of the VH Faculty has the following duties:

to propose members of the DKU Council to the vice-chancellor⁸.

23.3 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 chief operating officer.

⁸ Does not apply during periods when the council is not active.

23.4 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).

23.4.1 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 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. The head of the University Animal Hospital has the right to appoint one member of the VH Faculty's JLV committee. 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 attend and speak at meetings.

23.4.2 Duties

The duties of the JLV Committee are:

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

to plan the faculty's systematic gender equality and equal opportunities work;

to 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 appoint its own deputy chair;

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

to meet at least twice a semester.

24. Departments and heads of department

24.1 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* is carried out. A department is led by a head of department appointed by the dean in

accordance with the procedure described below. Collaborative centres and other profit centres that report directly to a dean are also considered departments.

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 chief operating officer shall specify the administrative guidelines for inter-faculty departments in accordance with section 4.1. The chief operating officer may decide if and when to change the main faculty.

Heads of department are appointed for a period of three years, beginning six months after the newly elected faculty boards are established. If the dean, the departing head of department and the new head of department all agree, the appointment may start five, seven or eight months after the newly elected faculty boards have taken office. 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)⁹.

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 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.

⁹ The requirement for research or artistic competence came into effect on 1 January 2014 for those appointed head of department for the first time; the provisions applicable up to and including 2013 apply to reappointments. 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 prop. 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.

24.2 Duties¹⁰

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 be responsible for the department carrying out first-class education, research and environmental monitoring and assessment;

to apply for grants and assignments and sign contracts as per the guidelines for external funding as decided by the vice-chancellor;

to set up an advisory management group in which the students are entitled to be represented by a member appointed by Sluss;

to be responsible for department finances;

to take part, as soon as a course is available, of the management course 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;

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;

¹⁰ 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 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 and chemicals coordinator at the department;

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

to be responsible for ensuring 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 someone as responsible for the department's doctoral courses and programmes (director of studies or equivalent);

to decide on the responsibilities and powers to be delegated to the director of studies (equivalent) for doctoral courses and programmes;

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

25. Programme boards

The SLU 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.

25.1 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 have the right to attend and speak at meetings.

25.2 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 have the right to attend and speak at meetings.

25.3 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 tasked with providing members for. PN-S must appoint its own deputy chair. The board is permitted to decide if others have the right to attend and speak at meetings.

25.4 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 have the right to attend and speak at meetings.

26. Programme directors of studies

26.1 General

A newly established programme board must appoint programme directors of studies for a period of three years, beginning six 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.

26.2 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 student representatives 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.