

## Preparatory and decision-making bodies at the faculties

### Faculty of Humanities

#### Faculty Board

The Faculty Board is the faculty's governing body. It decides, for example, on the implementation of new educational programs, the announcements of employment vacancies, such as professors and lecturers, and the budget. Prior to the Faculty Board's meetings, so-called preliminary meetings are held where a selected group of members meet and prepare necessary documents.

#### The Academic Appointments Board (LFN)

The Academic Appointments Board prepares cases and proposes decisions concerning the employment of professors, associate professors, assistant professors, and research assistants. As a representative on the board, you can thus help decide who should be promoted or employed as an assistant professor, professor, or associate professor at Stockholm University.

#### The Budget Preparation Group

The budget preparation group's task is to prepare the faculty's annual budget, as well as dealing with other budget related matters that might arise during the year. The budget preparation group is also responsible for monitoring the use of the faculty's grants/funds.

#### The Scholarship Committee

The purpose of the Scholarship Committee is to prepare cases and propose decisions concerning donation scholarships and other type of scholarships, as well as the Higher Education Association's prize for "outstanding scientific achievement". As a student representative, you get a good insight into what you can get scholarships for, which is undoubtedly useful for the future. You also get to participate in the discussions about what defines outstanding research, across disciplines, when the best thesis is awarded.

#### Language Studio Reference Group

In this group, the Faculty of Humanities' departments' needs and wishes regarding Language Studio's services and development are discussed. In consultation with the faculty's departments, the Language Studio shall provide a good foundation and adequate tools for teaching, examination, self-studies, and research in language and language-related subjects. The Language Studio shall also promote languages on a broad scale and offer support to students, teachers, and researchers at the University. The Language Studio reference group is a vital component in achieving this, as well as identifying needs and wishes. As a student representative, you can influence the formulation of operational objectives and strategies.

### The Preparatory Working Group for Education and Quality (HUGO)

HUGO is a preparatory group for educational matters at the Faculty of Humanities. It was formed specifically to deal with issues concerning education at bachelor's and master's levels. It also focuses on issues at doctoral level. One of its tasks is to prepare decisions on the department's action reports within the framework of Stockholm University's (SU) quality work. As a student representative in HUGO, you get to participate in assuring the quality of education at the university and learn more about the laws, rules, and guidelines governing education content and design.

## Faculty of Social Sciences

### Faculty Board

The Faculty Board is the governing body of the Faculty of Social Sciences. According to the Higher Education Ordinance, the board is primarily responsible for education at bachelor's, master's, and doctoral level, as well as for research conducted within the faculty. The board also decides on the budget of the faculty and its departments, and has the final say on courses, programs, and recruitment of academic staff. It also makes strategic decisions concerning the departments of the faculty.

### The Preparatory Working Group for Education at Bachelor's and Master's Level (SAGA)

SAGA serves as a reference group for the Faculty Board in matters concerning education at bachelor's and master's level. The group is responsible for monitoring and following up on overarching issues relating to the quality, efficiency, and organization of education at the bachelor's and master's level at the faculty. SAGA shall also contribute to the advancement of departments' quality enhancement work in education.

### The Preparatory Working Group for Education at Doctoral Level

The preparatory working group for education at doctoral level serves as a reference group for the Faculty Board in matters concerning postgraduate education. The group has an overarching responsibility for department-wide postgraduate courses. They are also responsible for awarding donation scholarships and nominating laureates for the Higher Education Association's prize for the best thesis of the year.

### Budget Group

The budget group serves as a reference group for the Faculty Board in financial matters and prepares the faculty's annual budget.

### Equality Group

The equality group's responsibility is to monitor and follow up on equality issues within the faculty. The group shall promote and support the departments' equality and gender

equality work among staff and students by providing a platform for sharing experiences and positive examples.

### Academic Appointments Board I

The Academic Appointments Board I prepares decisions regarding promotion and employment of teachers. As a representative on the board, you can thus help decide who should be promoted or employed as an assistant professor, professor, or associate professor at Stockholm University. The Academic Appointments Board I handles cases of the following departments:

- Department of Child and Youth Studies
- Department of Education
- Department of Special Education
- Department of Psychology

### Academic Appointments Board II

The Academic Appointments Board II prepares decisions regarding promotion and employment of teachers. As a representative on the board, you can thus help decide who should be promoted or employed as an assistant professor, professor, or associate professor at Stockholm University. The Academic Appointments Board II handles cases of the following departments:

- Department of Public Health Sciences
- Swedish Institute for Social Research (Sociology)
- Stress Research Institute
- Department of Social Work
- Department of Criminology
- Department of Human Geography
- Department of Social Anthropology
- Department of Sociology
- Department of Political Science

### Academic Appointments Board III

The Academic Appointments Board III prepares decisions regarding promotion and employment of teachers. As a representative on the board, you can thus help decide who should be promoted or employed as an assistant professor, professor, or associate professor at Stockholm University. The Academic Appointments Board III handles cases of the following departments:

- Department of Economic History and International Relations
- Stockholm Business School
- Institute for International Economic Studies (IIES)
- Department of Economics
- Department of Statistics
- Department of Computer and Systems Sciences
- Swedish Institute for Social Research (Economics)

## Faculty of Science

### Board of Science (Faculty Board; ON)

The highest governing body of the Faculty of Science is the Board of Science (ON). The Dean chairs the Board, while the Assistant Dean is Vice Chair. The board is responsible for the faculty's strategic plan, determines the budgets for the departments, decides which employment vacancies are to be announced together with the associated job descriptions, writes public consultative documents, determines the syllabus for research education and for undergraduate education, and draws up guidelines for the faculty's departments.

### Preparatory Working Group for the Board of Science (AU)

AU is the working group for the Board of Science (ON), consisting of the dean, the vice-dean, all section deans, and the chair of Bachelor's and master's Committee (GB). To be a student representative in AU, you also must be a representative on ON. This group's duties are to prepare for the decisions the Faculty Board makes. AU also makes per capsulam decisions regarding many things that are too minor for the Faculty Board, with some examples being: granting extended leave for professors, accepting the applications for Experts in regard to hiring new professors, granting money for strategic purposes (help with the purchase of new equipment, hiring of staff etc.).

### Promotions Board

The Promotions Board prepares decisions regarding academic promotions for professors etc.

### Board of the Bergius Botanic Garden

The Bergius Botanic Garden (BBT) spreads knowledge and information about biodiversity, botany, and horticulture relevant for researchers, students, and others.

### Board of the Bolin Centre for Climate Research

The Bolin Centre for Climate Research is a multi-disciplinary consortium performing climate research, arranging the Bolin Days and other activities in relation to climate research.

### Senior Lecture Committee

After having completed one's PhD studies and complementing scientific and pedagogical competence, researchers can be employed as a docent at the faculty. The Senior Lecture Committee treats applications, while the Board of Science makes decisions based on the recommendations from the Senior Lecture Committee.

### Research Education Advisory Committee (FB)

Research Education Advisory Committee (FB) ensures that the faculty's PhD student supervisors are offered a course in supervision. The group also initiates surveys on research education and organizes director of studies meetings. In the committee, PhD

students can broach potential problems within the research education that they want the Faculty Board to pay attention to.

### Bachelor's and Master's Committee (GB)

Bachelor's and Master's Committee (GB) works with all things and questions concerning the bachelor's and master's programs at the Faculty of Science. The student representatives (who can be either undergraduate or PhD students) weigh in with an undergraduate student's perspective when needed. GB prepares all decisions about the bachelor's and master's educations for the Board of Science. Decisions regarding course plans and similar documents are always prepared in advance in a working group called GB-AU. These plans are legally binding documents, and their content governs, for example, what a course or a program should contain and how the knowledge of the students is controlled and examined. GB discusses matters such student recruitment, nationally and internationally, and quality assurance work. GB also discusses matters surrounding basic education, such as digital examination and the education of teachers at the Faculty of Science. GB can also appoint temporary working groups for specific issues related to e.g., the grading scale or a specific program.

### Preparatory Working Group for the Bachelor's and master's Committee (GB-AU)

GB-AU is the preparatory working group for Bachelor's and master's Committee (GB). GB-AU prepares the GB meetings by preparing documents, agendas, and so forth. Most of the time is spent reviewing revised, and new, program and course plans to make sure that they are in accordance with the law, as well as national and local guidelines. This work is highly important as the program and course plans are legally binding documents that serve to inform and protect the students. GB-AU meets 6 times a year. The meetings are about 3 hours long. To be a representative in GB-AU, you should also be a representative in GB.

### Information Committee

The Information Committee discusses the faculty's strategies for information and decides which projects to take on regarding research information and student recruitment. In this group, representatives from the faculty's four sections convene and many of them do work at their sections related to information dispersal. Work is being done in regard to the career fairs, as well as other similar fairs.

### Academic Appointments Boards

The faculty has four Academic Appointments Boards (LFN). They prepare academic appointments and teacher employments before the Faculty Board's or President's decisions. When employing teachers, the academic appointments board, together with experts, hold "mock lectures" and interviews with the primary candidates. They also rank the candidates applying for the senior academic positions.

### Advisory Committee for Collaborations

Advisory Committee for Collaborations prepares matters regarding collaborations to be decided on by the Faculty Board. The committee also develops suggestions for

collaborations for the Faculty Board, and it is the Area of Science's contact organ for the External Relations and Communications Office.

### Section Advisory Committees

In the four Section Advisory Committees, representatives from each department (within the respective sections) treat overarching departmental questions. Issues discussed are basic education, research education, economy, changes to a bachelor's program that concerns more than one department, and so forth.

### Scholarship Committee

The scholarship committee is a committee at faculty level that is responsible for recommending to the Board of Science who should receive the faculty's scholarships, especially the donation grants, Liljevalch Jr's travelling grants, and Bendixson's grants for docents.

### Board of the Stockholm Mathematics Centre

Stockholm Mathematics Centre (SMC) is a collaboration between SU and the Royal Institute of Technology (KTH). At SMC, education and research in mathematics is coordinated between the mathematical departments at SU and KTH. The center is also involved in the joint master's program between SU and KTH.

### Board of Stockholm University Centre for Circular and Sustainable Systems (SUCCeSS)

SUCCeSS is a completely new center at the university, focusing on circular and sustainable systems research.

### The CIVIS hub council for Climate, Environment, and Energy

CIVIS is a European university alliance formed between Stockholm University and seven other universities (Aix-Marseille, Athens, Brussels, Bucharest, Madrid, Rome, and Tübingen). The aim is to collaborate on education. The hub council for the CIVIS hub "Environment, Climate, Energy" will go through applications on collaborative projects in this field from all the different universities and propose to the governing body of CIVIS which activities will be approved. The council has representatives from each member university but all student representatives in the group are from SU, because SU is responsible for the specific hub.

### Quality Assurance Groups

Review Groups work within the program evaluation system, which is part of the SU quality assurance system. At the beginning of each evaluation cycle, Report Groups at departmental level draft a report of one or more evaluated programs at undergraduate or research level. The Review Groups work at faculty level to read the reports and write review reports, where changes to the evaluated program/s are being suggested. The Review Groups work for half a semester each. Measurements Group also works within the program evaluation system, which is part of the SU quality assurance system. The group reads the review reports handed in by the Review Groups and prepares decisions

regarding which of the suggested changes should be implemented. The decision to implement the changes is taken by the Board of Science after passing through either the Bachelor's and Master's Committee (GB) or Research Education Advisory Committee (FB). Measurements Group also writes the annual quality report for the Faculty of Science, which is presented to the President of the university.

#### Teacher Education Committee (LUS)

The main task of the Teacher Education Committee is to initiate and prepare on matters concerning teacher education at the faculty, as well as to advise the Bachelor's and Master's Committee (GB) on these issues. An important task for LUS is, on behalf of GB, to review all syllabuses that can be used in teacher education programs or in the training of working teachers.

### **Faculty of Law**

#### Faculty Board

The Faculty Board is the highest decision-making body of the Faculty of Law. The board is responsible for all tasks concerning education at bachelor's and master's level, research, and doctoral education at the faculty. Most of the board's members are academically competent teachers working at the faculty.

#### Research Committee

The Research Committee decides on matters relating to doctoral education, such as the syllabus, the selection of postgraduate courses, and admission to doctoral studies. The committee appoints and dismisses supervisors for doctoral students. In addition, the committee appoints opponents, examining committee and chairpersons for the public defense of doctoral theses or for public seminars held for the defense of licentiate theses. It is also responsible for questions concerning evaluation of research and doctoral studies.

#### Academic Appointments Board

The Academic Appointments Board is a preparatory body for the Faculty Board in employment and promotion of professors and assistant professors, and issues concerning associate professors. The Academic Appointments Board handles appointments of professors, associate professors, and assistant professors in accordance with the rules in Higher Education Ordinance and Stockholm University's employment regulations. The board also prepares cases of promotion from assistant professor to professor.

#### Education Committee

The Education Committee participates in the planning of the studies at the faculty, the preparation of matters concerning significant changes in the law study program and the organization of studies, as well as decisions on issues concerning the substantive content of the studies. The committee also decides on the admission requirements to, and organization of, the law study program, which courses are included in it, and on



matters concerning the Master of Laws study program. The committee is also required to state its opinion on committee reports referring to the law study program or another undergraduate study program, submitted to it for its consideration. The education committee shall stimulate progress in education and ensure that it is based on scientific grounds.

#### Labor Market Council

The Labor Market Council shall assist the Faculty of Law with advice and support in the development of the Study Programme in Law, as well as other programs offered at the faculty. The council shall also assist the Faculty of Law in discussing and communicating current research issues. The council consists of external members who together shall constitute a representative selection from the labor market for lawyers. The members are invited to a meeting twice a year. The Vice-deans are responsible for and lead each meeting, respectively. These meetings are an opportunity for the faculty to inform the external members about current activities at the faculty, but most importantly to obtain thoughts and ideas from the labor market representatives, which in turn will have an impact on the faculty's strategic work on education and research.