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Dnr STYR

LUNDS UNIVERSITET

Lunds Tekniska Högskola

This is a translation of Föreskrifter för Centre for Engineering Education

Instructions for Centre for Engineering Education

The following instructions are in effect as of 1 January 2016.

The Board of the Faculty of Engineering at Lund University has decided the following based on chapter 2, § 5 in the Higher Education Act (1992:1434).

The issue has been subject to negotiation according to the Employment (Co-determination in the Workplace) Act §11, 15 September 2015.

Organization

Centre for Engineering Education is part of the Faculty of Engineering and is a unit that reports directly to the faculty board.

Background

The Centre for Engineering Education takes existing pedagogically oriented activities, currently organized within the faculty administration, and gathers them in a single unit directly under the faculty board. The change is motivated by the fact that the Centre for Engineering Education, with its mix of supportive and teacher-led education, will be able to more effectively support the faculty's undergraduate education, doctoral education, and research.

Objective

samverkan som har LTH-gemensam karaktär.

The Centre for Engineering Education aims to strengthen LTH's activities in education, research, and outreach through critically reviewed and scientifically based development work, skills development, and management support. The Centre for Engineering Education will also conduct education, research, and outreach that has a faculty-wide character.

Mission

Centre for Engineering Education har i uppdrag är att:

The Centre for Engineering Education should:

- Perform academic development work within the framework of Genombrottet, as decided by the faculty board (2005-05-26).
- For all doctoral education disciplines at LTH, conduct training with a special emphasis on the degree objectives not included in the dissertation work, as well as education and training for docent candidates, and assessments in support of doctoral education.
- Conduct competence development activities with focus on education and research, especially regarding the qualifications of university staff.
- Run the Supplemental Instruction program at LTH.
- Deliver foundational programs for recruitment to LTH's education program.

- Develop and perform other activities that are consistent with the purpose of the Center for Engineering Education.

All activities are to be aimed at strengthening and supporting LTH as a whole, as well as contributing to the development of knowledge in learning and academic development at Lund University. The mission includes maintaining a close dialogue with faculty management, committees, departments, individual teachers, the faculty office, the student union, and other stakeholders, with the purpose of capturing and meeting the needs of LTH. A priority area is to cooperate with and create conditions for enhanced collaboration with other academic development initiatives at Lund University.

Board

The Centre for Engineering Education shall have a board. The board has overall responsibility for the centre's activities, sets out detailed guidelines, sets out budget proposals and the annual activity plan, and decides on the forms of quality assurance. The director should submit an annual report to the faculty board.

The board should consist of eight members as follows:

- Chair
- Four members from LTH
- One member from outside LTH
- Two student representatives

The Dean appoints the chair and other members to the board on recommendation from, for example, the director. The term of office of the members of the board, with the exception of the student representatives, is three years. The board shall convene at least three times each year.

The student representatives are appointed according to the rules in § 7 in the Student Union Act.

Director

The Centre for Engineering Education has a director who is also the head of the centre. The director should work for the pursuit of high-quality research, education and other activities, including seeking external cooperation projects and external funding. The director represents the Centre for Engineering Education within and outside the university.

The director is appointed by the Dean for a period of three years. The director is the main rapporteur at the board of Centre for Engineering Education and has to right to attend and participate (speak, make proposals) in meetings.

Acting and deputy director

The Center for Engineering Education should have an acting director appointed by the board of the Center for Engineering Education, on the recommendation of the director.

The Center for Engineering Education may also have a deputy director who may also serve as acting director.

The deputy director should then have a special assignment, which should be set out in writing. The deputy director is appointed by the board of the Center for Engineering Education, on the recommendation of the director.

Financing and budget management

The Center for Engineering Education is financed by funds designated by the faculty board and other means that may be provided. The different activities should be divided into separate cost centers. Financial management follows the principles that apply to a department.

Staff

Vid Centre for Engineering Education ska personal kunna förtecknas. Rekrytering
At the Centre for Engineering Education, staff may be employed. Recruitment of staff takes place according to the same procedure and under the same rules as elsewhere at the university.

Administration

The Centre for Engineering Education should not build its own administrative functions and an agreement regarding the provision of such services should be made with the faculty administration.

Change of instructions

Changes in these instructions are made through decisions by the Dean.

/ Signatures