



Translation of decision
Dnr STYR2020/336

2020-02-18

LUNDS UNIVERSITET

Lunds Tekniska Högskola

This is a translation of *Beslut om föreskrifter för LTHs särskilda verksamheter, Centre for Engineering Education, CEE*.

Decision on instructions for LTH's specialised centres, Centre for Engineering Education (CEE)

The following instructions are in effect as of 18 February 2020.

The Board of the Faculty of Engineering at Lund University (LTH) decides on the following based on chapter 2, section 5 in the Swedish Higher Education Act (1992:1434).

The instructions have been subject to negotiation according to the Employment (Co-determination in the Workplace) Act §11, 4 February 2020.

Background

In 2016, all existing pedagogically oriented activities were brought together into a unit that directly reports to the LTH Faculty Board (dnr STYR 2015/1014). The activities were: the Academic Development Unit (Genombrottet), the Supplemental Instruction Programme (SI), the Pre-University Course in Technical Sciences and the Doctoral Support and Training. It was decided that an assessment should take place after two years. Therefore, in 2018, an external group was appointed to conduct the assessment, and the report was submitted to the LTH Faculty Board in August 2019. The assessment together with discussions between the dean of LTH and the director of CEE has resulted in the current changes to the previous instructions. The changes are motivated by a wish for clearer visions, objective and purpose aligned with LTH's 2026 strategic plan. The parties wish for a clear connection to the didactic learning within engineering education, with a possibility to conduct research within the area. CEE should act proactively towards the strategic plan and directly report to the Faculty Dean. Organisationally, the unit will continue to be a specialised centre and will neither be placed under the Faculty Office nor under a department.

Vision and Purpose

LTH has developed a strategy that sets its direction and claims that by 2026, the faculty should be renowned for its driving force within educational development and teaching of the highest quality. CEE should act proactively towards reaching the above, as well as contribute to LTH being a creative environment for learning and knowledge seeking.

CEE contributes to LTH's active strategic work where interdisciplinarity, openness to change, inclusion, equality, diversity, research ethics and sustainability are essential components of the organisation. LTH should be characterised for interdisciplinary excellence within education. LTH should be renowned for a subject-specific didactic application within the fields of technique, engineering architecture and industrial design. CEE proactively acts towards developing university teachers' competencies in developing their own teaching and supervision methods from a learning perspective for subjects within LTH. CEE should stimulate teachers to a research approach towards teaching and learning, as well as contribute to an active involvement in the pedagogical discussion at LTH. The work is conducted towards reaching clear and high ethical goals. In all education, research ethical processes are guiding.

All activities should aim at strengthening and supporting LTH as a whole, as well as contributing to the development of knowledge in the fields of learning and developmental work within teaching and learning in higher education at Lund university. As part of its mission, CEE should work proactively with a shared responsibility to maintain close dialogues with the Faculty Board, committees, departments, individual teachers, the Faculty Office, the student union, Lund University and other stakeholders.

Mission

CEE should proactively:

- Perform higher education development work within the framework of Genombrottet, as decided by the LTH Faculty Board (2005-05-26).
- Conduct education and training for readership candidates, doctoral supervision courses, and follow-ups to support LTH's doctoral courses.
- Conduct doctoral courses with a special emphasis on the degree objectives not included in the dissertation work.
- Perform competence development activities with a focus on education and research, especially qualifications of LTH staff.

- Plan and develop LTH's system for pedagogical qualification and hereby seek collaboration with other faculties.
- Run the Supplemental Instruction program at LTH.
- Deliver foundational and qualifying education (Pre-University Course in Technical Sciences) for recruitment to LTH's degree programmes.
- Contribute to the development of knowledge within higher education teaching and development work.
- Contribute to academic writing and pedagogical use of learning platforms, in collaboration with the LTH Library.
- Seek collaboration within the whole of Lund University regarding teaching and learning in higher education.
- Develop and perform other activities that are consistent with the purpose of the Centre for Engineering Education.

Organisation

CEE is part of LTH and is a specialised centre directly reporting to the Dean of LTH. CEE is led by a director who has the overall responsibility for the unit, establishes budget proposals and the annual operational plan, as well as makes decisions regarding quality insurance. By the 30 November each year, the director should submit an annual report to the Dean of LTH.

Board

To support CEE there is a board that should consist of eight members as follows:

- Chair, who is either LTH's Pro dean, Dean or the Deputy dean responsible for first-cycle courses and study programmes.
- Five members, of whom at least two are from LTH and have been awarded ETP
- Two student representatives

The Dean at LTH appoints the chair and other members after a dialogue with the director. The term of office for the members of the board is, with the exception of the student representatives, three years. The board shall convene at least three times each year. The student representatives are appointed according to the § 7 rules in the Student Union Act (2009:769).

Director

At CEE there should be 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 funding. The director represents

CEE within and outside the university. The director is appointed by the Dean of LTH, for a period of three years. The director is the main rapporteur at the CEE Board and has the right to attend and participate (speak, make proposals) in meetings.

Acting and Deputy Director

CEE should have an acting director appointed by the CEE Board, on the recommendation of the director. CEE may also have a deputy director who may also serve as acting director. If a deputy director is appointed, he or she should have a special area of responsibility which is then set out in a separate document. The deputy director is appointed by the CEE Board, on the recommendation of the director.

Financing and Budget Management

CEE is financed through funds allocated by the LTH Faculty Board and through external means that the centre might be provided with. Different activities can be divided into separate cost pools. Financial management should follow the principles that apply to the rest of LTH.

Staff

Staff may be employed at CEE. Recruitment of staff follows the same rules and regulations as within the rest of Lund University. When staff already employed at LTH is affiliated or connected to CEE, this should be done in close consultation and after the approval of the respective head of department.

Administration

CEE should not build its own administrative functions but an agreement regarding the provision of such services should be made with the LTH Faculty Office. Agreement on needs and costs is to be done annually.

Evaluation

The present instructions should be evaluated after three years, in accordance with the criteria the Dean of LTH decides upon.

Change of Instructions

Changes in these instructions are made through a decision by the Dean of LTH.

The decision in the present errand has been taken by the undersigning Pro dean, also Deputy dean at LTH, in the presence of the director of CEE, Per Warfvinge, after a presentation of Veronica Gummesson, and with the Student Union representative.

/ Signatures