



UMEÅ UNIVERSITY

PROCEDURES FOR ESTABLISHING, DISCONTINUING, REVISE, CHANGING THE NAME OF A THIRD-CYCLE SUBJECT AREA OR SPECIALISATION AT UMEÅ UNIVERSITY

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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1. Description

This procedure describes the process to establish, discontinue, revise and change the name of a third-cycle subject area or specialisation at Umeå University. The purpose of the procedure is to contribute to quality assurance of the University's range of third-cycle (doctoral) education.

2. Background

To establish a third-cycle subject area or specialisation requires a specific application describing how the University's quality requirements will be met. The quality requirements for the third-cycle subject area or specialisation are followed up regularly in accordance with Umeå University's quality system².

The faculties can establish their own local procedures based on this procedure. This means, for example, that decisions defined in this procedure as made at the faculty level can be delegated. The relevant decisions are defined in the faculty's delegation of authority. As part of quality assurance, the Strategic Council for Research and Doctoral Education (FOSTRA) has special responsibility when third-cycle subject areas or specialisations are established, discontinued, revised or have their names changed.

3. Process for establishing a third-cycle subject area or specialisation

1. The dean, faculty board or department can propose establishing a third-cycle subject or specialisation. Establishment proposals are to be formulated in accordance with the *Quality requirements for third-cycle subject areas*³.
2. Proposals from departments, regarding the establishment of a subject or specialisation as well as a general study plan, are supported or rejected by the faculty board⁴.

² See Quality System for Education, FS 1.1-1324-18.

³ See Quality System for Education, FS 1.1-1324-18.

⁴ When establishing cross-faculty third-cycle subject areas, all relevant faculty boards must support the proposal.



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3. FOSTRA recommends or rejects the proposal⁵.
4. The Vice-Chancellor approves the establishment of a third-cycle subject area or specialisation. When establishing a postgraduate subject or specialization, the general study plan is determined by the vice-chancellor at the same time as the decision on establishment is made.
5. The faculty is responsible for ensuring that Ladok is updated when changes occur to third-cycle subject areas or specialisations.

4. Process for revising the general study plan

1. Revision of the general study plan for postgraduate subject or specialization must be prepared in the responsible committee at faculty level and determined by the faculty committee.
2. The dean is responsible for ensuring that information reaches affected employees and doctoral students.
3. The faculty is responsible for updating Ladok in the event of a change in postgraduate subject or specialization.

5. Process for changing a name

1. The dean, faculty board or department proposes any changes to the name of a third-cycle subject area or specialisation. The faculty is responsible for informing FOSTRA that a proposal has been made.
2. The Vice-Chancellor decides whether to change the name in consultation with the relevant third-cycle subject area or specialisation or department⁶ and the Language Council.
3. The faculty is responsible for ensuring that Ladok is updated when changes occur to third-cycle subject areas or specialisations.

⁵ For cross-faculty third-cycle subject areas, the host faculty is responsible for ensuring all documentation is submitted to FOSTRA.

⁶ For cross-faculty third-cycle subject areas, the Vice-Chancellor makes the decision in consultation with the other relevant faculties. In cases of disagreement between the relevant faculties, the Vice-Chancellor makes the final decision based on deliberations by FOSTRA.



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6. Process for discontinuing a third-cycle subject area or specialisation

1. A proposal for discontinuing a third-cycle subject area or specialisation is to be based on an assessment that, in turn, is based on the Quality requirements for third-cycle subject areas⁷. Proposals for discontinuation comes from the dean, faculty or department.
2. A proposal for discontinuing a subject at PhD level must be supported or rejected by the faculty board⁸.
3. FOSTRA recommends or rejects the proposal.
4. The Vice-Chancellor makes the final discontinuation decision. A decision is to specify the transition rules, which will allow the doctoral students affected by the discontinuation decision, to complete their studies.
5. In the case of discontinuation, the dean is responsible for ensuring that information is provided to relevant staff and doctoral students.
6. The faculty is responsible for ensuring that Ladok is updated when changes occur to third-cycle subject areas or specialisations.

⁷ See Quality System for Education, FS 1.1-1324-18.

⁸ For cross-faculty third-cycle subject areas, the faculty board of the host faculty decides to either recommend or reject the proposal in consultation with the other relevant faculties.