



## Rules and regulations for the Board of Education and Research Education at Jönköping University

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The Board of Education and Research Education at Jönköping University ('NUF') was originally established by the Foundation Board at Jönköping University ('JU'). According to the Foundation's Rules of Procedure, the assignment of the President includes ensuring that first-, second- and third-cycle courses and study programmes meet the requirements imposed by the Swedish Government to entitle the University to issue qualifications. The mandate to regulate NUF's assignment thus lies with the President. NUF's assignment, composition, Rules of Procedure and related issues are determined in these Rules and Regulations. These Rules and Regulations are structured as follows:

- A. INTRODUCTORY RULES
  - B. GENERAL RULES
  - C. RULES OF PROCEDURE
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### A. INTRODUCTORY RULES

#### §1 NUF's assignment, responsibilities and powers

NUF shall review and follow up on behalf of the President that all first-, second- and third-cycle courses and study programmes at Jönköping University meet the quality requirements imposed by the Swedish Government for courses and study programmes and that are fundamental to Jönköping University's right to issue government-regulated qualifications under the Act concerning Authority to Award Certain Qualifications (1993:792).

Moreover, NUF shall be responsible for checking compliance with the rules for courses and study programmes decided by the President.

NUF has the following responsibilities and powers:

- to adopt JU's general study plans for third-cycle studies,
- to appoint a faculty opponent, examining committee and chair, following a proposal from a School, for the public defence of a doctoral thesis prior to the award of a Degree of Doctor,
- to decide on the establishment of main fields of study, third-cycle subject areas and/or titles of qualifications (for professional and general qualifications) within JU's degree-awarding powers, following a proposal from a School,
- to decide on the phasing out of titles of qualifications and also qualifications (for professional and general qualifications) following a proposal from the School responsible for the degree project or current general syllabus,
- to draw up on an ongoing basis a list of qualifications and titles of qualifications established and phased out, including transitional provisions,
- to draw up rules and processes to assure the quality of all courses and study programmes at JU,
- to ensure that the quality of all courses and study programmes at JU is controlled in accordance with the above-mentioned rules and processes for quality assurance,
- to after a quality audit has been implemented present to the MD at the relevant School NUF's recommendations and instructions for action that should be taken before the next quality audit,



- to, for outstanding and significant quality shortcomings, recommend to the President after the next quality audit the discontinuation of a study programme and/or phasing out of a qualification and/or title of a qualification,
- that if quality shortcomings can be attributed to applicable rules for courses and study programmes at JU, recommend amendments of these to the President.

Furthermore, NUF shall prepare matters within its area of responsibility in accordance with an assignment from the President and also report to the President in accordance with the President's separate decisions.

## B. GENERAL RULES

### §2 NUF members and how they are appointed

#### *Number of members and criteria for the composition of the Board*

NUF shall comprise ten members, eight of whom shall be employed as teachers or researchers at a School<sup>1</sup> at JU ('Teacher Members') and two of whom shall be representatives of the students at JU ('Student Members'). The composition of NUF shall also meet the following criteria:

- Two of the Teacher Members shall be employed at the School of Health and Welfare, two at the School of Education and Communication, two at the School of Engineering and two at Jönköping International Business School.
- At least six of the Teacher Members shall have a Degree of Doctor or equivalent, at least four shall have the qualifications required for appointment as a *docent* (reader) and at least two shall be employed as a professor.
- At least three of the Teacher Members shall be women and at least three shall be men.
- A Teacher Member may not simultaneously hold a post in a School's senior management (MD, Educational Director, Research Educational Director, Research Director, Operations Manager or equivalent).
- A person may be a Teacher Member for no more than two consecutive terms of office and no more than three terms of office in total.
- One of the Student Members may be employed as a doctoral student at JU.

#### *Appointment of Teacher Members*

The following selection procedure shall be used to select candidates prior to the appointment of Teacher Members.

All teachers and researchers working at least 40% full-time on indefinite-term contracts three months before the first day of the term of office may be selected as candidates.

All teachers and researchers working at least 40% full-time on indefinite-term contracts three months before the first day of the term of office are entitled to vote when selecting candidates.

Candidates are selected in accordance with the procedure described in §4 below. Thus, selected Teacher Members are then formally appointed by the President for a three-year term of office.

#### *Appointment of Student Members*

A Student Member employed as a doctoral student is appointed by the President with a one-year term of office following nomination by NUF's central office and after consulting Jönköping Student Union. The second Student member is appointed by the President with a one-year term of office following nomination

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<sup>1</sup> School of Health and Welfare, School of Education and Communication, School of Engineering and Jönköping International Business School.



by Jönköping Student Union. A personal deputy shall also be appointed for each Student Member following nominations in accordance with the above.

### §3 Chair and Vice-Chair

The NUF shall have a chair (referred to as the Dean) and a Vice-Chair (referred to as the Pro-Dean). The Chair and Vice-Chair are appointed by the President from among NUF's Teacher Members. The Chair and Vice-Chair constitute NUF's Presiding Committee.

### §4 Procedure for electing Teacher Members

1. NUF's central office compiles a list of teachers eligible to vote and be elected for each School and also provides voting instructions and a time schedule.
2. Through voting, which is attended to by each School, each School nominates at least three candidates who are eligible for election and have been asked. At least two of these shall have publicly defended their doctoral thesis, at least one must be a professor, at least one must be a woman and at least one must be a man.
3. The results from the voting, including number of votes for each nominated candidate, are reported to the Registrar at Jönköping University in accordance with the specified time schedule.
4. The number of votes for each nominated candidate is then divided by the number of persons eligible to vote at each School to make a comparison between the Schools' election results. The nominated candidates are then ranked in a common list in descending order according to the standardised number of votes.
5. Teacher Members are elected in order from the common list of nominated candidates. In the event that a candidate, who is the next to be chosen, means that the rules in respect of the composition of the NUF will not be met (see §2 above), this person is removed from the list.

### §5 By-election

If a Teacher Member leaves their post or member assignment during their term of office, the School that nominated the member through the election procedure in accordance with the above *mutatis mutandis* shall nominate a new candidate who fulfils the criteria for NUF's composition in accordance with §2 above. In this way the elected Teacher Member is formally appointed by the President for the remaining term of office.

The Vice Chair shall take over the assignment as chair if the Chair leaves their post or member assignment during their term of office. The President shall appoint a new Vice-Chair when a by-election is held for a new Teacher Member. If the Vice-Chair leaves their post or member assignment during their term of office, the President shall appoint a new Vice-Chair following a by-election in accordance with the above. The same procedure applies when members are prevented from performing their assignment for a prolonged period.

Jönköping Student Union or NUF's central office respectively shall nominate a new Student Member in accordance with the rules applicable for the composition of NUF in §2 above if a member leaves JU or their member assignment during their term of office. The same procedure applies when members are prevented from performing their assignment for a prolonged period.

#### *By-election in particular circumstances*

In particular circumstances and when the composition of NUF following a by-election does not meet the requirements of §2, the composition may be made in accordance with the supplementary regulations issued by the President.



## §6 Co-opted members

The Chair (or Vice-Chair if the Chair is unable to attend) may co-opt people with the right to attend and be heard for each matter or meeting.

## §7 The Board's central office and manager

NUF shall have a central office represented by a manager. The manager is appointed by the President and is responsible for preparing and presenting matters at NUF.

# C. RULES OF PROCEDURE

## §8 Meetings

At least four meetings shall be held per semester in accordance with a meeting plan adopted each semester through a decision of NUF.

Matters are prepared by the Presiding Committee supported by NUF's central office prior to NUF meetings. The Presiding Committee also adopts an agenda for NUF meetings. Decisions taken by the Presiding Committee are minuted at the next scheduled meeting.

Members shall receive documents for NUF meetings at least one week before each meeting.

Minutes concerning resolutions and decisions shall be kept at NUF meetings. Minutes shall be checked within three weeks of the meeting.

## §9 Quorum

At least half of the members, including the Chair or Vice-Chair, are required to attend for there to be a quorum at NUF meetings. NUF's matters are decided through a majority decision from members present. The vote of the Chair (or Vice-Chair if the Chair is unable to attend) is decisive in the event of any voting and an equal number of votes. Members, officers reporting on the matter and co-opted members may note a dissenting opinion in the minutes.

A decision may be made by two members, one of whom shall be the Chair, or Vice-Chair, for urgent matters, e.g. in conjunction with unanticipated impediments during the public defence of doctoral thesis. Such decisions shall be entered in the minutes and reported to the NUF at the next meeting.