



Närvarande/Present

Maria Göransdotter, Ordförande/ *Chair*

Sara Eriksson, Sekreterare/ *Minutes taker*

Ärende/Issue

1. Justering samt översättning av kursplaner/ *Adjustments and translations of course plans*

2. Riktlinjer för budget, doktorander/ *Guidelines for budget, PhD students*

Beslut – Åtgärd / Decision – Action

Beslut/Decision: Beslut att fastställa kursplanerna enligt förslaget från utbildningsrådet. / *Decision to establish the course plans according to the suggestion from the Education Council.*

Underlag till beslutet/Basis for decision: Berett i Utbildningsrådet 2013-12-11. Se bilaga/ *Prepared and discussed in Education council 2013-12-11. See attachment.*

Beslut/Decision: Riktlinjerna för budget för doktorander fastställs. / *The guidelines for budget regarding the PhD students is established.*

Underlag till beslutet/Basis for decision: Ärendet behandlat i LSG 2014-01-08. / *Item discussed in Local cooperation group 2014-01-08.*

Maria Göransdotter
Head of Department

Sara Eriksson
Secretary

Närvarande/Present

Niklas Andersson
Birgitta Sundberg
Tomas Lindehell
Per Sihlén
Patrik Mattsson

Simon Larsson, BA2

Ordförande/Chair
Sekreterare/Secretary
Lärare/forskare ledamot, Teacher/Researcher member
Lärare/forskare ledamot, Teacher/Researcher member
Verkstadstekniker, TA-personal ledamot
Workshop technician, TA-staff member
Studentrepresentant/Student representative

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66. Information

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Birgitta Sundberg informerade från SP3-möte. Resultat av Nybörjarenkät finns här <http://www.teknat.umu.se/sr-pa-svl-moten>. Studiebarometer - det dokument som publicerats har tagits tillbaka då det var felaktiga siffror i dokumentet. De institutioner som har hög kvalitet kan få kvalitetspengar. De får dock bara 70 % av tilldelningen. 15 % går till Universitetet centralt och 15 % till fakultet. Antal examina som tas ut påverkar tilldelning av kvalitetspengar. I framtiden ska man utvärdera kvalitét genom kvalitetssystem som t.ex. kursrapporter och programutvärderingar. Fakulteten har som mål att genomströmningen på program ska vara 70 % vid programmets slut av studenter som börjat termin 1. Projektet Närkontakt vänder sig till företag som vill få kontakt med t.ex. studenter i studentprojekt. <http://www.teknat.umu.se/samverkan/foretag-narkontakt/> Budget för 2014 presenterades. Designhögskolan har åskat 164 HST, fakultetens förslag är 162 HST. Beslut tas senare vid fakulteten. Fakulteten har gjort en Utbildningskompass. Man kan läsa mer här: <http://www.teknat.umu.se/sr-pa-svl-moten> SP3-mötet diskuterade hur Master program som ges på engelska ska presenteras på UMUs websidor. Kursplaner "ägs" av institutionen och utbildningsplaner av fakulteten. Dokument som behöver översättas till engelska görs av den som "äger" dokumentet. Niklas Andersson informerade om läget när det gäller UKÄs utvärdering. 18 december ska allt lämnas in och vecka 10, 2014 kommer det att ske intervjuer. I juni 2014 kommer UKÄ ge sin bedömning.

En anställningskommitté kommer att bildas för rekrytering av ny rektor efter Anna Valtonen.

Information

Birgitta Sundberg informed from SP3 meeting. Results of the "New beginner" Survey is available here: <http://www.teknat.umu.se/sr-pa-svl-moten> (only in Swedish). Student Barometer - the document has been withdrawn since it was incorrect figures in the document. The departments that have high quality can get quality money. They may, however, only get 70% of the quality money. 15 % goes to the

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University centrally and 15% to the faculty.
Number of degrees (students who has applied and got degree diploma) affect the allocation of quality money.
In the future, the quality will be evaluated through quality systems such as course reports and program evaluations
The faculty has as a goal that student completion should be 70 % at the end of a programme by students who started in term 1.
Project Närkontakt is aimed at companies which want to connect with students in student projects.
<http://www.teknat.umu.se/samverkan/foretag-narkontakt/>
Budget for 2014 was presented. UID has requested 164 HST . The faculty proposal is 162 HST. Final decision about budget are made later by the Faculty .
The Faculty has made an Education Compass. You can read more here: <http://www.teknat.umu.se/sr-pa-svl-moten> (only in Swedish)
SP3 meeting discussed how the Master programs taught in English will be featured at UMU website.
Course plans are "owned" by the department and programme syllabus by the faculty. Documents that need to be translated into English is done by the person who "owns" the document.

Niklas Andersson informed about regarding the review of UID by the Swedish Higher Education Authority (UKÄ). Everything has to be submitted December 18. Interviews will be don week 10. In June 2014, UKÄ give their assessment.

A recruitment committee will be formed for the recruitment of new Rector after Anna Valtonen .

67. Översatta kursplaner

Justering av kursplaner inom Master programmen som har inaktuell information rörande begäran om ny examinator och tillgodoräknande.
Kurskoder: 5ID108, 5ID117, 5ID120, 5ID074, 5ID075, 5ID076, 5ID077, 5ID096, 5ID100, 5ID186, 5ID101

Översättning av kursplaner inom Master programmen till engelska.
Kurskoder: 5ID118, 5ID078, 5ID079, 5ID081, 5ID082, 5ID084, 5ID086, 5ID089, 5ID091, 5ID092, 5ID094, 5ID109

Mötet godkände att kursplanerna skickas till Beslutsmöte för att besluta om kursplanerna kan skickas till fakulteten.

Translated course plans

Adjustment of course plans in Master's programs that have outdated information regarding the request for new examiners and Academic credit transfer. Course codes: 5ID108, 5ID117, 5ID120, 5ID074, 5ID075,

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5ID076, 5ID077, 5ID096, 5ID100, 5ID186, 5ID101

Translation of course plans in Master Programmes to English. Course codes: 5ID118, 5ID078, 5ID079, 5ID081, 5ID082, 5ID084, 5ID086, 5ID089, 5ID091, 5ID092, 5ID094, 5ID109

The meeting approved that course plans are sent to Decision meeting where decision can be made if the course plans can be sent to the faculty.

68. Övriga frågor

Den Strategiska styrelsen vid Designhögskolan har gett EC i uppdrag att se över möjligheterna att skapa valbara kurser inom programmen. Det beslöts att nästa möte skulle ägnas denna fråga.

Simon Larsson frågade hur det är med kursutvärderingar. Hur görs de och får lärarna se dessa utvärderingar?

Kursutvärderingar kan göras både muntligt och skriftligt. Tanken är att alla studenter ska fylla i en webb utvärdering där resultatet sedan presenteras för berörda lärare. Resultatet av utvärderingen ska också dokumenteras i en kursrapport.

Tomas Lindehell tog upp frågan om att studenter "bosätter" sig i pc-labb vilket innebär problem när lärare ska ha lektioner. En policy om vad som gäller i pc-labb bör göras.

Han tog också upp frågan om närvaro vid lektioner då en pc-lektion hade få deltagare (6 av 18 dök upp på lektionen). Man bör se över hur man informerar om närvarokrav vid lektioner. Berörd kursansvarig har fått information om händelsen.

Additional questions

The Strategic Board at UID has given EC the task to look at the options to create elective courses within the programmes. It was decided that the next meeting would be devoted to this issue.

Simon Larsson asked how it is with course evaluations. How are they made and do teachers see these evaluations?

Course evaluations can be made both orally and in writing. The idea is that all students should answer an online evaluation form where the results are then presented to the teachers concerned. The results of the evaluations should also be documented in a course report.

Tomas Lindehell took up the issue of how students "settles" in the PC lab which means trouble when teaches are going to have lessons. A policy on how to use the PC labs should be done.



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He also raised the issue of attendance at lessons since a pc lesson had few participants (6 of 18 turned up at lesson.) One should review how it informs about the presence requirement in lessons. Concerned course responsible has been informed about the incident.

69. Nästa möte
Next meeting

Nästa möte är 22 januari december, 13.15
Next meeting is January 15, at 13.15

Justeras/Minutes checker

Vid protokollet/Minutes keeper

A handwritten signature in black ink, appearing to read 'Niklas'.

Niklas Andersson
Ordförande/Chairman

A handwritten signature in black ink, appearing to read 'Birgitta Sundberg'.

Birgitta Sundberg

Justering av kursplaner

I samband med att engelsk översättning gjorts av kursplanerna så har det upptäckts att alla kursplaner inte har uppdaterats med den nya informationen om att Designhögskolan inte längre har institutionsstyrelse samt den rekommenderade texten om Tillgodoräknande som kommit från Studentcentrum.

Kursplaner som redan har engelsk översättning , men gammal text rörande examinator/tillgodoräknande:

5ID108, 5ID117, 5ID120, 5ID074, 5ID075, 5ID076, 5ID077, 5ID096, 5ID100, 5ID186, 5ID101

Nyligen översatta kursplaner:

5ID118, 5ID078, 5ID079, 5ID081, 5ID082, 5ID084, 5ID086, 5ID089, 5ID091, 5ID092, 5ID094, 5ID109

Svensk text:

Under Examination så fanns följande text:

Begäran om ny examinator ställs till institutionsstyrelsen för Designhögskolan.

TILLGODORÄKNANDE

Student kan tillgodoräkna sig hela eller delar av denna kurs om intyg kan uppvisas som visar att studenten har genomgått och godkänts för en motsvarande kurs. Därutöver måste den ansvarige läraren ge sitt godkännande, med hänsyn tagen till studentens kunskapsnivå och erfarenhet i det aktuella ämnet.

Har ersatts av texten:

Begäran om ny examinator ställs skriftligen till prefekt på Designhögskolan.

TILLGODORÄKNANDE

Student har rätt att få prövat om såväl tidigare utbildning som motsvarande kunskaper och färdigheter förvärvade i yrkesverksamhet kan tillgodoräknas för motsvarande utbildning vid Umeå universitet. Ansökan om tillgodoräknande skickas in till Studentcentrum/Examina. Mer information om tillgodoräknande finns på Umeå universitets studentwebb, www.student.umu.se, och i högskoleförordningen (6 kap). Ett avslag på ansökan om tillgodoräknande kan överklagas (Högskoleförordningen 12 kap) till Överklagandenämnden för högskolan. Detta gäller såväl om hela som delar av ansökan om tillgodoräknande avslås.

Engelsk text:

Översättning av ovanstående "ersättningstext" har gjorts.



UID PhD student expense budget and travel guidelines

Summary

Each PhD student has an allocated expense budget that can be used for costs related to the PhD education: travel, materials, books, conference fees etc. The level of the PhD students' individual yearly expense allocation is decided as part of the yearly overall UID budget work. The PhD student is responsible for preparing an individual budget in dialogue with the Main Supervisor and in relation to the Individual Study Plan. When the main supervisor has approved the budget draft, the PhD student hands it in to the UID Accountant and Head of Department.

Important dates

Decision about yearly budget allocation: January/February (according to budget due-date for Faculty)

Individual budgets due: February 28

Budget Process

The Umeå University budget year runs from 1 January to 31 December yearly, and the UID budget is handed in to the faculty in January/February each year.

At UID, each PhD student should have an allocated expense budget that can be used for costs related to the PhD education: travel, materials, books, conference fees etc. The level of the PhD students' individual yearly expense allocation is decided as part of the yearly overall UID budget work.

When the yearly allocation has been decided, the PhD student is responsible for preparing an individual budget in dialogue with the main supervisor and in relation to the Individual Study Plan. When the main supervisor has approved a budget draft, the PhD student hands it in to the UID accountant and Head of Department.

Once the budget has been approved by the Head of Department, it is filed and used as basis for the approving of expenses during the year. The budget can of course be revised during the calendar year, and must then be updated to the same persons.

When a student has applied for, and received, additional external or internal funding for travel or other expenses, a revised budget including approval/decision of funding must be handed in to Accountant and main supervisor.

Individual PhD student expenses and travel funding

PhD students are expected to take own initiative to locate and apply for external or university internal funding for travel and other expenses. This is both a way to increase funding, and to train the ability to write funding applications.

The individual UID expense account should primarily be used for costs relating to the individual PhD education: conference participation, travel, materials etc. Normally, costs for the purchase of books should not be covered by these funds unless agreed upon as a budget post in the initial budget. Costs for meals etc. (allowances during travel) during conferences or other travels must be included in the approved planning/budgeting if these are to be covered by the individual expense account funding.

Using the individual funding

In order to use the individual expense budget, the PhD student fills in the expense form (link), gets approval from the main supervisor, checks her/his own financial status with the accountant, and hands the form in to the Head of department for approval. When approved, the PhD student is responsible for not exceeding the planned expenses, and for settling the economical practical details of purchase, remuneration procedure or travel booking with the Accountant, who also gives the details of the project account that the costs should be taken from.

The approved yearly UID funding for PhD students' expense accounts cannot be transferred from one budget year to the other. Externally received funding that has not been used up during the calendar year can be transferred to the next year in case the grant in question allows such transfers.

Funding for travel to conferences and workshops requires the PhD students to be an active participant, e.g., to present a paper, give a talk or a workshop. If the allowed funding is not used for the purpose they were allowed for, they are automatically revoked (i.e., one can not transfer the funding to another conference, but must submit a new application). Funding for travel to participate in conferences and courses can only be awarded to PhD students employed by UID or who have not surpassed the time limit for PhD education. Access to UID funding also depends on the form of financing of the PhD student project.

Externally funded PhD students

Externally funded PhD students may have access to additional funding within the project or funding source that they are connected to. Any funding from the project/source that is additional to the individual expense account, should be applied for by the PhD student directly to the project leader/owner.

UID travel funds

UID allocates a certain post within the yearly budget to allow UID staff and PhD students to apply for travel funding for attending conferences, exhibitions, fairs and similar events. Application for these funds is done according to the policy for these, twice a year. Funding for travel to conferences and workshops requires the applicant to be an active participant, e.g., to present a paper, give a talk or a workshop. If the granted funding is not used for the purpose it was intended for, it is automatically revoked. One can not transfer granted funding to another conference, but must submit a new application. Funding for travel to participate in conferences and courses can only be awarded to PhD students employed by UID or who have not surpassed the time limit for PhD education.