Job definitions and descriptions of mandates for the Department of Information Technology

Archivist ................................................................. 2
Division Administrator .................................................. 3
Head of Division .......................................................... 4
Head of Administrative Support Unit ................................ 5
Financial Administrator .................................................. 6
Financial Assistant ......................................................... 7
Financial Coordinator .................................................... 8
Postgraduate Studies Administrator .................................. 9
Professor Responsible for Postgraduate Studies .................. 10
Head of Research .......................................................... 11
Senior Research Engineer ............................................... 12
Director of Research Centre ............................................ 14
Supervisor of Postgraduate Studies .................................. 15
Department Technician ................................................... 17
Gender Equality Officer ................................................... 18
Coordinator of strategic innovation programme IoT Sweden .... 19
Coordinator for the Collaboration Committee ....................... 20
Course Administrator ....................................................... 22
Chair of the Students’ Counsellors’ Group .......................... 23
Personnel Administrator .................................................... 24
The Head of Department ................................................... 25
Programme Director ........................................................ 27
Registrar ............................................................................ 29
Head of Computer Support Unit .......................................... 30
Director of Undergraduate Studies ..................................... 31
Director of PhD Studies ..................................................... 33
Student Counsellor ........................................................... 34
Systems Administrator ....................................................... 35
Systems Expert UPPMAX .................................................. 36
Technical Coordinator UPPMAX ......................................... 38
Head of Education ............................................................. 39
Web Editor .......................................................................... 40
Subject Coordinator .......................................................... 41
Archivist

shall by mandate of the Head of Department be responsible for:

- managing the Department’s archives
- establishing and updating an archives catalogue
- collecting and filing documents

Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit
Division Administrator

shall by mandate of the Head of Division and the Head of the Administrative Support Unit respectively be responsible for:

Internal administration

• assist with information, administration and certain services at PhD dissertations and licentiate seminars
• assist the division with booking of business travel, conferences, etc
• order books

Other

• participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field.

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit.
Head of Division

shall by delegation of the Head of Department be responsible for:

**Operational planning**
- head the Division’s operations and be responsible for the development of the Division, as well as internal governance and control
- the Division’s personnel
- the Division’s budget
- prepare a development plan for the Division and regularly monitor and revise it to take account of changes in the activities of the division and in the wider world
- provide stimulus for and create the conditions for strategic discussions at the Division
- the Division’s staffing plan
- continuous supplementation of staff and revision of staffing levels
- provide remuneration data to personnel administrators

**Day-to-day tasks**
- present proposals for distribution of resources within the Division
- monitor and work towards improving the working environment within the Division
- provide information on matters concerning the Division – both externally and internally
- present proposals for appointments of teaching and research staff
- see to it that performance reviews for the Division’s staff are held in accordance with the Department’s schedule.

**Other**
- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field.

Otherwise carry out tasks as directed by the Head of Department.
Head of Administrative Support Unit

shall by delegation of the Head of Department be responsible for:

Operational planning

- head the operations of “A-gruppen” (Administrative Support Unit) and be responsible for the development of “A-gruppen”, as well as internal governance and control
- the personnel in “A-gruppen”
- the budget for “A-gruppen”
- personnel planning in “A-gruppen”
- encourage the above personnel to attend to their own continuing professional competence and development needs
- develop administrative routines

Day-to-day tasks

- monitor and work towards improving the working environment within “A-gruppen”
- see to it that performance reviews for the staff of “A-gruppen” are held in accordance with the Department’s schedule
- deal with all matters concerning leave of absence, holidays, sick leave, rehabilitation and transfers for the staff of “A-gruppen”
- memos within the executive committee
- support the Head of Department
- act as visit coordinator for departmental visits

Overarching management responsibility for information work

- work to provide an objective and correct picture of the Department’s professionality, diversity and dynamism in research and education
- act as the point of contact for all contacts with the media
- overarching responsibility for the Department’s web pages together with the Web Editor
- continuous updating of LäsIT
- assist the Head of Department with external and internal information
- inform other parties about the application of Uppsala University’s visual brand identity
- act as an advisor in policy matters regarding information dissemination

Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Department.
Financial Administrator

shall under the leadership of the Finance Officer be responsible in an unsupervised capacity for financial administration within one or more of the Department’s divisions:

**Finance**

- budget, annual accounts and financial monitoring
- day-to-day financial administration and some personnel administration
- estimate project costs as well as administering and accounting for all kinds of external appropriations

**Other**

- responsibility for ensuring that the information on the financial and business travel pages on the Department’s web page is current
- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field.

Otherwise carry out tasks as directed by the Finance Officer and/or Head of the Administrative Support Unit.
Financial Assistant

shall under the leadership of the Finance Officer be responsible in an unsupervised capacity for:

Day-to-day financial administration

- handle and process invoices
- account-coding for, and payment of, suppliers’ invoices, electronic processing
- record customer invoices and internal invoices
- deal with requisitions for external appropriations based on supporting documents
- request entry of customers/foreign suppliers in respective registers
- make transfers in the financial system
- process travel expenses, remunerations and compensation
- provide assistance with balancing of books/annual accounts
- purchase books
- issue requisitions for purchases against invoices
- manage business cards
- administer facilities

Other

- participate in the Department’s development work, develop his/her professional competence and seek information relevant to his/her field

Otherwise carry out tasks as directed by the Finance Officer Financial Controller and/or Head of the Administrative Support Unit
Financial Coordinator

shall, on behalf of the Head of Department, be responsible for:

**Business planning**

- Have overall responsibility for managing the financial administration at the Department.
- Assist the Head of Department with expert support regarding financial issues.
- Lead and coordinate the department’s budget planning, follow-up of results, business analysis and financial statements.
- Responsible for development and coordination of financial operations in the department.
- Responsible for staffing the financial administration group, in consultation with the Head of the Administrative Support Unit.
- Serve as chair and convene meetings with the financial administration group.

**Finances**

- Responsible for administration of shared finances for support activities and the department regarding the budget, ongoing budget follow-up and financial statements.
- Assist the Head of Education/Study Director Group and Head of Research/Directors of programmes (programansvariga professorer) with budgetary support.
- Serve as advisor on financial matters in the department and the financial administration group.
- Present financial matters to the department’s Board and serve as external contact for financial matters.

**Other**

- Part of the steering group (ledningsgruppen).
- Participate in the department’s improvement initiatives, pursue personal skills development and stay up to date on news in his or her area of operation.

Otherwise carry out work tasks according to directions from the Head of Department and Head of the Administrative Support Unit.
Postgraduate Studies Administrator

shall by mandate of the Head of Department, Director of PhD Studies and Head of the Administrative Support Unit respectively be responsible for:

Internal administration

- assist with service relating to Graduate studies
- assist with information and administration at PhD dissertations and licentiate seminars
- maintain the register of PhD students (in Uppdok)
- create statistics and follow-up documentation from the register of PhD students
- distribute the series of reports produced by the Department

Day-to-day tasks

- participate in the introduction of newly appointed PhD students

Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field.

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit.
Professor Responsible for Postgraduate Studies

This is a Faculty mandate and its content and scope are defined by the Faculty Board. Below are cited the regulations adopted by the Board of the Disciplinary Domain of Science and Technology on 29 May 2012, Log. No. TEKNAT 2011/192. See www.teknat.uu.se for current information.

A professor responsible for postgraduate studies is appointed annually for each doctoral subject and specialisation, on the nomination of the Committee of Deans. The post can be extended. It is a requirement that the professor appointed participate in the information activity for professors responsible for postgraduate studies organised annually by the Faculty in order to be re-appointed to the office.

A professor responsible for postgraduate studies has an overarching responsibility for the quality and development of the postgraduate studies within his/her subject. This includes seeing to it that the language in theses written within the subject is of high quality. A professor responsible for postgraduate studies is responsible in collaboration with other professors and teachers in the subject for drawing up a subject-specific study plan, having it translated into English and subjecting the plan to continuous revision (to be approved by the Graduate Education Board by delegation of the Disciplinary Domain Board/Faculty Board) and also for giving opinions on proposals for individual study plans (to be approved by the Head of Department by delegation of the Disciplinary Domain Board/Faculty Board, after consultation with the supervisor and doctoral student concerned).

A professor responsible for postgraduate studies has a responsibility to ensure that doctoral students can be offered a relevant selection of doctoral courses in terms of scope and quality. A professor responsible for postgraduate studies, or other professor to whom he/she delegates the task, sets the grade on the licentiate thesis after consultation with the principal supervisor and external examiner. A professor responsible for postgraduate studies, or other professor to whom he/she delegates the task, shall upon applications for associate professorships (“docentur”) give an opinion on the applicant’s competence, research and teaching expertise and independence, and on the expected benefit for the research and education of admitting the applicant as an associate professor (“docent”).
Head of Research

shall by delegation of the Head of Department be responsible for:

**Strategic tasks**

- prepare a strategy document setting out how we intend to develop the research, for use in presentations to the Faculty and in relation to development of research at the Department
- expose the Department’s research to the wider community
- provide stimulus and create the conditions for strategic discussions in the Supervisor of Postgraduate Studies’ committee/professors’ committee, with the aim of visibilising the various research specialisations and strengthening collaboration within the Department.

**Day-to-day tasks**

- act as outreach representative for the research, including contact with research funders
- when required, organise meetings with the Department’s research directors
- act as recipient for information from the wider community for the Department’s total research effort
- prepare an operational plan for research and postgraduate education
- prepare a plan for development of research/postgraduate education and regularly monitor and revise it to take into account changes in operations and/or in the wider community
- coordinate the Department’s internal work in connection with evaluations of research and postgraduate education
- prepare allocation of department-wide research resources
- have overarching responsibility for ensuring that the research information on the Department’s web pages is clear, well set out and up-to-date

**Other**

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field
Senior Research Engineer

shall in an unsupervised capacity, or in consultation with, the Computer Operations Coordinator and in consultation with the Head of Department be responsible for:

**Overarching activity**
- participate in computer-related strategic planning
- act in an advisory capacity on procurement of computing equipment, including such intended for individual groups of researchers
- manage procurement of IT equipment
- installation of computer equipment
- administer the Department’s IT system

**Operation and maintenance of:**
- shared computer systems such as equipment in labs and staff computers
- servers in the computer rooms
- contracted external resources
- IT infrastructure
- IT security

**Support for users with own personal computers (e.g. laptops):**
- knowledge and information about how personal computers shall be installed (but not operation of same)
- subject to agreement with the Department and jointly planned procurements, operation of servers intended for individual groups of researchers

**Supervision**
- provide assistance in resolving technical problems related to the Department’s computers
- fault-finding and handling assistance for administrators’ PCs
- some involvement in training
- user support, including compiling user documentation
- development and dissemination of documentation to facilitate handling of the computers

**Development**
- continuous monitoring of IT developments, both internally and externally, to enable the Department’s IT support to be maintained at the cutting-edge of IT

**Other**
- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field
Otherwise carry out tasks as directed by the Computer Operations Coordinator
Director of Research Centre

The Department hosts a number of research centres. The role of Director of a Research Centre is determined by the respective research centres.
Supervisor of Postgraduate Studies

Excerpt from “Admissions Ordinance for Studies at the Graduate Level Uppsala University (AFUU in Swedish)”: Under Ch. 6 Sec. 3 of the Higher Education Ordinance (HF) (2006:1053), the Admissions Ordinance comprises the regulations that the University applies for studies at the graduate level in regard to, on the one hand, applications, eligibility, exemptions from eligibility requirements, and selection and, on the other hand, how decisions are made about admissions and about exemptions from eligibility requirements. The Admissions Ordinance must be adopted by the Board of the University (Ch. 2 Sec. 2 HF).

The Admissions Ordinance is based on Chs. 5, 6 and 7 of the Higher Education Ordinance and the Ordinance (1995:938) on Grants to Doctoral Candidates. Furthermore, the Board has adopted regulations for graduate-level education 2006-12-14 (UFV 2006/1973). Faculty boards may moreover come to establish guidelines in their respective areas of responsibility. (See http://regler.uu.se/digitalAssets/2/2313_Antagningsordning.pdf)

Access to Studies at the Graduate Level – Supervision

- Ch. 6 Sec. 31 HF: The faculty board shall appoint at least two supervisors for each doctoral candidate. One of them shall be appointed principal supervisor. Doctoral candidates have a right to supervision during their studies, unless the faculty board decides otherwise pursuant to Sec. 37. Any doctoral candidate who so requests shall have his/her supervisor replaced.
- Ch. 7 Sec. 34 HF: No more doctoral candidates may be admitted to graduate studies than can be provided with supervision and acceptable study conditions in general and can be granted funding for their studies pursuant to Sec. 36.

Local Regulations, Uppsala University:

- Sec. 1 AFUU: For each doctoral candidate the faculty board shall appoint two supervisors, one with the primary responsibility for the candidate’s studies, including dissertation work, and one assistant supervisor. One of the supervisors must be employed by or adjoined to Uppsala University. At least one of the supervisors must be an associate professor.

Normally a work place and other conditions required for the pursuit of graduate studies shall be provided by the Department.

Local Regulations at the Faculty Level

Each doctoral candidate shall have at least two supervisors. The principal supervisor shall be employed by or adjoined to Uppsala University. At least
one supervisor must be an associate professor and at least one of the supervisors must have completed training for Supervisor of Postgraduate Studies or have equivalent competence.

Local Regulations at the Department Level
Supervisory responsibility:
• be responsible for seeing to it that the performance review interview with the doctoral candidate/candidates is held in accordance with the Department’s schedule

Other
• participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field.

Otherwise carry out tasks as directed by the Head of Department.
Department Technician

shall in an supervised capacity under the leadership of the Head of the Administrative Support Unit be responsible for service in the Department:

Post and goods management

- deal with post, daily newspapers and goods/materials
- carry out departmental business at post office, bank, university management, shops, etc
- send out copies of licentiate theses that the Department is obliged to provide

Photocopying and office materials

- photocopying and binding
- production of compendia
- make supporting documents for billing photocopying
- take inventory, order and unpack paper, office materials and consumable supplies

Inventories, premises and keys

- be in charge of the keys to the post-office box, building 1, level 4
- be responsible for code-operated locks
- be responsible for specialised furniture, e.g. height-adjustable tables/desks

Cooperate with the campus management

- cooperate with the campus management on matters concerning AV equipment, locks/keys, waste management/recycling, furnishing, fault-reporting and more

Other

- when required, order and collect food, organise coffee/pastries (“fika”) at break times, handle milk and fruit deliveries to the Department
- have overarching responsibility for the common lunchroom
- electronic invoice management
- manage own payment card
- telephony (order telephones, telephone jacks, check invoices etc)
- provide some service at PhD dissertations and licentiate seminars
- petty cash
- purchase of AV projectors, installations etc
- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit
Equal Opportunities Officer

shall by delegation of the Head of Department be responsible for:

Strategic tasks

- head the equal opportunities group
- keep updated on gender equality and equal opportunity developments within Uppsala University and in other higher education institutions

Day-to-day tasks

- convene meetings of the equal opportunities group
- follow up the meetings of the equal opportunities group
- draft proposals for the plan for equal opportunities
- inform individuals with responsibility for elements of equal opportunities what they should do according to the plan for equal opportunities and request reports from the same responsible individuals about what has been done
- draft follow-up document (to append to plan for equal opportunities)
- manage funds from the “Prestationsresurs B” (a faculty resource): o responsibility for drafting proposals for principles and campaigns o responsibility for publications o prepare received applications and compile recommendations for decisions

Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field
- Otherwise carry out tasks as directed by the Head of Department
Coordinator of strategic innovation programme IoT Sweden

serve as assistant programme director and, in collaboration with the programme director of IoT Sweden, be responsible for:

**Business planning**
- Contribute to the development of IoT Sweden, for example by formulating business plan suggestions
- Plan the activities on the established business plan

**Ongoing**
- Help carry out decisions taken by the Board
- Communicate results and activities that the programme will carry out
- Participate in Board meetings and other meetings related to IoT Sweden
- Conduct and be responsible for the activities on the established business plan
- Help review IoT project applications
- Monitor projects financed by the programme
- Summarise and analyse the results of projects financed by the programme

**Development**
- Gather business intelligence continually (national and international)

**Other**
- Personal skills development
Coordinator for the Collaboration Committee

The Coordinator for the Collaboration Committee shall by delegation of the Head of Department be responsible for:

**Strategic tasks**

- head the collaboration committee
- prepare strategic documents and guidelines for the Department’s collaboration with the wider community
- keep updated on how the Faculty and the University are otherwise organised and act to promote collaboration with the wider community
- identify important areas and formats for collaboration
- initiate activities which various divisions and committees/groups within the Department can and wish to implement
- deal with initiatives proposed by divisions and committees/groups, and provide advice and support.
- act as the contact person vis-à-vis other actors in the Faculty and the University
- act as the contact person vis-à-vis various actors who wish to collaborate with the Department, with regard to the relevant type of contact
- support, by providing information, advice, contacts and so on, such activities that various divisions and committees/groups within the Department intend to implement

**Day-to-day tasks**

- organise and lead the work of the collaboration committee
- provide information about planned activities and useful contacts
- participate in relevant meetings within the Faculty and the University
- prepare an annual report on collaboration activities
- when invited to do so, participate in discussion meetings within the Department’s divisions and committees/groups

**Other**

- The Coordinator shall not have a directly operational role, personally implementing collaboration activities, but shall be a strategic resource for the purpose of creating and facilitating contacts and through various initiatives and support ensuring that the
Information Technology Department collaborates well and effectively with the wider community. This role should be viewed as separate from that of the Head of Research, but the two may cooperate if desired.

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Department
Course Administrator

shall as directed by, or in consultation with, the Head of the Administrative Support Unit be responsible for:

Course administration

- student and teacher service
- carry out the usual course administration duties, using the administrative system designed for that purpose
- book rooms and carry out scheduling, including examinations
- administration concerning exchange students and to some degree also second-cycle students

Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit
Chair of the Students’ Counsellors’ Group

shall by mandate of the Head of Education be responsible for:

Operational planning

- prepare a plan for the development of student guidance at the Department and regularly monitor and revise it to take account of changes in the operations and in the wider community
- create the conditions for strategic discussions in programme and departmental student guidance at the Department
- create the conditions for cooperation with course administrators, the student admission unit and other relevant interested parties

Day-to-day tasks

- chair the students’ counsellors’ group
- pass on information from the directors of undergraduate and PhD studies to the students’ counsellors’ group
- present business relating to student guidance to the directors of studies’ group
- act in an advisory capacity to the directors of studies’ group with regard to student guidance matters
- work to ensure that tasks are divided among the members of the students’ counsellors’ group so that, over time, changing needs can be accommodated to the greatest possible extent
- encourage students’ counsellors to attend to their own continuing professional competence and development needs

Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Education.
Personnel Administrator
shall by mandate of the Head of the Administrative Support Unit and the Head of Department respectively be responsible for:

Personnel matters – labour law, recruitment and the work environment
- assist in ensuring compliance with and use of current statutes and collective agreements, as well as the University’s own rules and regulations, agreements, adopted guidelines and directions
- assist in matters relating to staff recruitment and redundancy
- assist the Head of Department in matters concerning labour law, recruitment and the work environment
- introduction of newly appointed staff, together with the Head of Division/equivalent

Day-to-day tasks personnel administration
- present personnel-related matters to the Department Board and the steering group
- deal with all matters concerning staff leave of absence, holidays, sick leave, rehabilitation and transfers
- provide data for the University catalogue and e-mail requirements
- providing service to visiting academics

Finance
- if required, help produce supporting documentation and record claims for fees and travel expenses

Other
- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit
The Head of Department

Excerpts from “The Vice-Chancellor’s description of the mandate of the Head of Department” (UFV 2011/619, 2012-05-08, supplementing Decision UFV 2009/7, UFV 2010/840)

The Head of Department’s overarching mandate is:

- to work to ensure that research and education of the highest class is pursued within the Department’s field and to advance the Department’s collaboration with the wider community;
- to dispose of the Department’s personnel and resources as effectively and appropriately as possible and in accordance with the current regulations;
- to develop a good and creative environment for all employees, and for visiting academics, doctoral students and students at the Department;
- to work for the development of the University as a whole and thereby be part of the University’s management organisation;
- to work to ensure good internal governance and control of the operations.

General description of the Head of Department’s mandate

The Head of Department shall

- within the framework of the mandate perform the duties which according to the Swedish Higher Education Act, Higher Education Ordinance, Civil Service Ordinance, the Act on Non-discrimination of Students, and other legislation lie with the Vice-Chancellor;
- within the area of his/her responsibility fulfil the employer’s obligations according to current laws and agreements in the areas of labour law and the work environment;
- within his/her area of responsibility fulfil the obligations incumbent upon the University according to the environmental legislation;
- fulfil the obligations incumbent upon the person responsible for personal data according to the personal data protection legislation;
- where appropriate fulfil the obligations incumbent upon those persons who have permission according to the animal protection legislation to use animals for scientific purposes;
- where appropriate within his/her area of responsibility fulfil the obligations incumbent upon the University according to the biobank legislation;
- where appropriate in the capacity of principal investigator fulfil the obligations incumbent upon Uppsala University according to the legislation on ethical review of research.

In addition to the matters regulated in regulations and collective agreements, the Head of Department is responsible for ensuring that local decisions, guidelines, directions and instructions are followed.
Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field
Programme Director

The duties of programme-responsible individuals are regulated by “Rules of Procedure for the Disciplinary Domain of Science and Technology as of 1 June 2012” (TEKNAT 2012-192). Adopted on 19 May 2012.

Each educational programme is headed by an individual who is responsible for the programme, who also has an operational function within the programme. The most important overarching task of the Programme Director is to monitor the quality of the programme from various aspects, and to take the initiative for development and improvement. The Programme Director shall prepare proposals for change in consultation with the programme board, but also through other contact with students, teachers and departments. The Programme Director shall also be prepared to participate in working groups and similar in connection with his or her duties.

Duties of the Programme Director:

- to chair the programme board (where appropriate)
- to be responsible for seeing to it that the programme’s goals are fulfilled and that the current syllabus is followed, and also monitor that the course syllabuses are being followed
- to be responsible for ensuring that resolutions passed by the Disciplinary Domain Board/Faculty Board and the educational boards are implemented in the programme
- to annually submit proposals for the programme syllabus and programme outline in advance of the resolutions of the Educational Board of Science (NUN) and the Educational Board of Engineering (TUN) respectively
- to submit proposals for course content for new courses and changes in existing course syllabuses, and consult with the director of studies at the Department responsible for the course
- to continuously evaluate the programme, for example by following up course evaluations, links to industry and internationalisation, and to take the initiative to develop and improve the programme
- to review once in each period of teaching the course evaluations of the previous period together with representatives of the students
- to monitor student recruitment, student throughput and the labour market and, if required, take the initiative for the appropriate measures and for programme renewal
- to develop and update data for brochures, websites and so on
- to have contact with students and be available, preferably at fixed times, to enable rapid problem solving and to answer questions
- to be responsible for information on the choice of courses and specialisations
- to be responsible for ensuring that individual matters affecting students are dealt with according to the Faculty’s and the University’s policy concerning admission and reception of new students, transfer of credits, validation of competence, admission to second- and third-cycle studies,
examination issues etc. and thereby collaborate with students’ councillors and directors of studies

- to submit an annual report for the programme in consultation with the programme board, including reporting on how the programme’s disposable funds have been used. The annual report shall be submitted to the Educational Board of Engineering (TUN), and to the respective coordination committees (MDF, KGB or Master’s) under the Educational Board of Science (NUN).
- to have contact with students’ councillors and responsible schedulers, teachers and directors of studies, and with other individuals with programme-responsibility.

**Other**

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field.
Registrar
shall by mandate of the Head of Department be responsible for:

• overarching responsibility for the Department’s diary/journal
• journal-keeping (both ordinary post and e-mail)

Other
• participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit
Head of Computer Support Unit

shall by delegation of the Head of Department be responsible for:

**Operations**

- management responsibility for the activities of the computer operations group and responsibility for the development of the computer operations group, as well as for internal governance and control
- the personnel in the computer operations group
- the budget for the computer operations group
- personnel planning
- prepare a plan for developing the computer operations and regularly monitor and revise it to take account of changes in the operations and in the wider community
- encourage the personnel mentioned above to attend to their own continuing professional competence and development needs

**Day-to-day tasks**

- monitor and work towards improving the working environment within the unit
- responsibility for ensuring that performance reviews within the computer operations group are held in accordance with the schedule

**Other**

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Department.
**Director of Undergraduate Studies**

*shall by delegation of the Head of Education be responsible for:*

The Director of Undergraduate Studies shall be a member of the Department’s Directors of Studies Committee, who by delegation of the Head of Education have the following duties:

Responsibility for planning, implementing and evaluating the educational mandate in accordance with current course syllabuses and using the available resources. It is assumed that all members of the committee will collaborate and have regular contact among themselves and with relevant interested parties.

**Operational planning**

- make proposals for staffing plans for the Department’s courses, including degree projects
- be responsible for ongoing proposals to supplement staff and revise staffing levels
- work to develop the course offerings; initiation and discontinuation of courses
- compile/follow up the Department’s educational offerings in connection with the budget work with respect to finance, student throughput, and so on
- plan, implement and evaluate contract education courses and prepare agreements between the Department and the client
- prepare business and opinions as requested for the Department Board and other authorities

**Educational management**

- be responsible for the development of teaching and examination formats
- be responsible for quality assurance and quality development in first-cycle studies
- be responsible for the introduction of new teachers
- work for the educational development of teachers, for example by means of an annual planning interview
- be responsible for ensuring that course evaluations are made and followed up
- work to ensure that the teaching staff are brought together to discuss matters of shared interest
- issue certificates of service for educational activity

**Current courses**

- put together data for schedulers ahead of the scheduling periods
- put together proposals for remuneration documentation for the use of personnel administrators
- be responsible for contacts between the Department and the programmes
• be responsible for ensuring that courses/examinations/application codes are kept up to date
• establish and revise course syllabuses and be responsible for databases being updated
• be responsible for providing data for the course catalogue
• be responsible for informing the book shops about course literature
• deal with matters relating to cheating
• put together/present material for student recruitment and marketing of first-cycle studies
• present the division’s courses ahead of course selection
• provide continuous information to the divisions and the Student Office about future and ongoing academic and educational affairs
• be responsible for course information for use in web pages and other media

Other
• participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Education
Director of PhD Studies

shall by delegation of the Head of Department be responsible for:

**Operational planning**
- initiate and follow up of the annual review of doctoral students’ study plans
- act as contact person vis-à-vis the Faculty and the Department in matters related to doctoral programmes
- maintain and develop department-wide routines around doctoral programmes (the day-to-day routines are handled by the research administration)
- provide support for doctoral students and supervisors in matters concerning doctoral programmes and education, including crisis management in accordance with separate document
- responsibility for web pages dealing with doctoral studies (these are an important part of the contact with both the Department and the wider community)

**Other**
- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Department
Student Counsellor

shall by order of the Head of Education be responsible for:

The student councillor provides guidance and information to individual students or to groups of students. It is assumed that all members of the student councillors’ committee will collaborate and have regular contact among themselves and with relevant interested parties.

**Study counselling and guidance**

- provide advice and guidance to all the Department’s students concerning all the Department’s courses
- provide information to student groups ahead of course selection about the Department’s courses and study programmes
- hold personal interviews with students about, for example, problems concerning their studies, personal problems, and careers guidance
- be responsible for the information provided by the Department to upper secondary school students
- assist in developing the information provided by the Department about courses and study programmes
- draw up individual study plans for programme students where required
- mediate contact with the student health service if required
- mediate contact for adaptation of the study environment for students with special needs/disabilities
- keep well-informed about relevant courses/study programmes

**Admissions**

- assist the admissions unit to check that applicants satisfy entry requirements
- carry out reserve admissions
- undertake supplementary checks to ensure that admitted students satisfy entry requirements ahead of course commencement

**Day-to-day tasks**

- write CSN certificates and other certificates for students
- deal with cases of leave of absence from studies and discontinuation of studies
- order and distribute information material concerning studies at the University/Department.

**Other**

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Studies, First Cycle
Systems Administrator

shall in an unsupervised capacity, or in consultation with, the Computer Operations Coordinator and in consultation with the Head of Department be responsible for

See the job definition and mandate description for Senior Research Engineer.
 Systems Expert UPPMAX

is a staff mandate which has various functions. A Systems Expert shall in an unsupervised capacity, or in consultation with, the Director of UPPMAX and the Technical Coordinator for UPPMAX be responsible for:

**Overarching operations**

- participation in UPPMAX strategic planning
- project management role in introductions of new systems
- consultative role in choice of UPPMAX computer equipment and software
- installation, operation and monitoring of UPPMAX computer equipment and software
- support for users of the UPPMAX system
- in collaboration with suppliers prevent and resolve hardware problems
- deal with issues relating to hacking and security

**Procurement, configuration, operation, maintenance and monitoring of:**

- computer rooms and their infrastructure
- computing resources and other computer servers
- data storage resources
- networks and network equipment
- basic network services (such as routing, DNS, LDAP, dhcp, kickstart, e-mail, configuration tools, log server) that are required to support UPPMAX’s computing and data storage resources
- computing resource services (such as batch-system, accounting-system, logging in) that are required to use the computing resources
- storage resource services (such as quota-management, backup) that are required to use the data storage resources

**Support for users of the UPPMAX system:**

- knowledge and information about how users should use the UPPMAX computer resources
- actively assist in UPPMAX support queues for users
- user support, including developing user documentation
- development and dissemination of documentation that facilitates the use of UPPMAX resources
- installation and configuration of computer programs/software
- development and maintenance of new user services
**Development**

- continuous monitoring of IT developments, both internally and externally, to enable UPPMAX’s storage and computing services to be maintained at the cutting-edge of IT
- participation in relevant courses, conferences, and similar

**Other:**

- develop his/her professional competence, seek information relevant to his/her field
- exchange of knowledge with other high-performance computing (HPC) centres

Otherwise carry out tasks as directed by the Director of UPPMAX and the Technical Coordinator for UPPMAX
Technical Coordinator UPPMAX

shall by delegation of the Director of UPPMAX be responsible for:

Operational planning

- lead, plan and coordinate the UPPMAX IT environment
- UPPMAX strategic planning
- plan and coordinate procurement of computing and storage systems for UPPMAX

Day-to-day tasks:

- participate in the Technical Committee of Swedish National Infrastructure for Computing (SNIC)
- encourage systems experts in UPPMAX to attend to their own continuing professional competence and development needs
- work to ensure that tasks are allocated within UPPMAX so that, over time, changing needs can be accommodated to the greatest possible extent
- participate in systems expert activities

Development

- continuously monitor IT developments, both internally and externally, to enable UPPMAX’s storage and computing services to be maintained at the cutting-edge of IT
- participate in relevant courses, conferences, and similar

Other:

- develop his/her professional competence, seek information relevant to his/her field
- exchange knowledge with other high-performance computing (HPC) centres

Otherwise carry out tasks as directed by the Director of UPPMAX
Head of Education

shall by delegation of the Head of Department be responsible for:

Operational planning

- overarching budget responsibility for the so-called UGA activities (teaching of first- and second-cycle programmes), negotiate with the divisions on teaching content, present proposals for teaching appointments to the Board (together with the Head of Division) and be responsible for ensuring that responses to matters for consideration reach their recipient
- prepare a plan for development of first- and second cycle programmes at the Department and regularly monitor and revise it to take account of changes in the Department’s operations and in the wider community
- execute the decisions of the Head of Division with respect to financial matters and activities within first- and second cycle programmes
- provide stimulus and create the conditions for strategic discussions on education in first- and second cycle programmes
- initiate and pursue educational issues

Day-to-day tasks

- prepare proposals for allocation of resources for UGA activities to the divisions and IT jointly
- chair meetings of the directors of studies’ committee
- represent first- and second cycle education in the executive committee
- present UGA business to the Board
- work to ensure that pedagogical qualifications are considered when new teachers are recruited
- make proposals for the appointment of teachers together with the Heads of Divisions

Other

- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of Department
Web Editor

shall by order of the Head of the Administrative Unit and in consultation with the Web Committee be responsible for:

**Overarching areas of responsibility**
- be responsible for and lead the strategic work with the Department’s web pages both technically, structurally and organisationally
- be responsible for the Department’s Internet presence
- work to ensure that the Department looks after its own resources and competencies in the development
- be responsible for allocating funds intended for web development
- contact and coordination with individuals with equivalent functions at the Faculty and in the rest of the University

**Day-to-day tasks**
- convene meetings of the Department’s web committee
- be responsible for updating the department-wide web pages

**Other**
- participate in the Department’s development work, develop his/her professional competence, seek information relevant to his/her field

Otherwise carry out tasks as directed by the Head of the Administrative Support Unit
Subject Coordinator

This is a Faculty mandate and its content and scope are defined by the Faculty Board. Below are cited the Faculty’s rules and regulations adopted by the Board of the Disciplinary Domain of Science and Technology on 29 May 2012, Log. No. TEKNAT 2011/192. See www.teknat.uu.se for current information.

The subject coordinators are appointed by the Deans of Sections. The subjects are Biology, Computer Science, Physics, Earth Sciences, Chemistry, Mathematics and Engineering Sciences. The subject coordinators coordinate the first- and second-cycle programmes within the subject, recommend syllabuses, and are the contact persons for the Faculty Management, Faculty Offices and individuals with programme-responsibility in subject-specific issues, including offerings of freestanding courses and the distribution of funds within the Section.