

Guidelines for Education Subjects at Luleå University of Technology

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1. CRITERIA FOR ESTABLISHING EDUCATION SUBJECTS

Education subjects are established for areas of strategic importance for education where a research subject is lacking. The establishment of education subjects is done restrictively. Teachers within an education subject have their organizational affiliation within that subject.

An education subject is a defined area of competence for courses, and in exceptional cases for programmes at the undergraduate level, where there is no research subject and there is a need to highlight and ensure competence.

An education subject can also be a cluster of subjects considered necessary for programmes or courses, but which are of such limited scope that a separate research subject cannot be justified.

2. QUALITY ASSURANCE OF ESTABLISHED EDUCATION SUBJECTS

In the exceptional cases where an education subject is responsible for an entire programme, specific monitoring and evaluation of the subject will be carried out alongside the University's follow-up and evaluation of education programmes. In these cases, teachers employed in the education subject must be ensured a good artistic and/or scientific research environment through the organizational placement of the subject.

3. GUIDELINES FOR APPLICATIONS FOR THE ESTABLISHMENT OF EDUCATION SUBJECTS AT LULEÅ UNIVERSITY OF TECHNOLOGY

Requests for the establishment of education subjects may be initiated directly by the responsible head of department (prefect), or alternatively, the faculty board may instruct the department head to submit supporting documentation for the proposed establishment. The application is then processed by the relevant faculty board.

An application for the establishment of an education subject must:

1. **Justify the need for the education subject in relation to teacher appointments** (i.e., why it is not appropriate to appoint teachers within an existing research subject).

2. **Justify the establishment of the education subject based on *at least one* of the following criteria:**
 - The need to ensure competence within a subject or a main field of study (huvudområde).
 - A defined and delimited area of competence that requires visibility.
 - The grouping, or clustering, of subjects of strategic importance for courses or programmes that cannot be placed with an established research subject.

3. **Define the education subject, including:**
 - Swedish and English names.
 - A subject description (e.g., existing definition of a main field of study), limited to a maximum of 100 words.
 - A SCB code, from the Standard for Swedish classification of Research Subjects.
 - List of LTU subjects (LTU ämnen) to be linked to the education subject.
 - The organizational placement (department and division affiliation).
 - An estimated scope of full-time equivalents (FTEs) within the education subject.

4. **The head of department's commitment and assurance, including:**
 - A justification for the organizational placement, including how it ensures a good artistic and/or research environment.
 - An overview of leadership and responsibility for the education subject (e.g., will it be led by the head of subject for a related research subject or the head of department?).
 - A clarification of how the links to research will be upheld, if the education subject is responsible for the main field of study (huvudområde) of an undergraduate programme.
 - A list of teachers assigned to the education subject, including their positions and full-time equivalents (FTEs).

4. PROCEDURE FOR APPLYING FOR THE ESTABLISHMENT OF AN EDUCATION SUBJECT

1. The head of department (prefect) submits an application for the establishment of an education subject to the relevant faculty board (via Platina). Alternatively, if initiated by the faculty board, the head of department provides the supporting information requested by the faculty board.
2. The faculty board reviews the application based on the established criteria.
3. The faculty board makes a recommendation to the vice-chancellor on whether to approve the establishment the subject.
4. The vice-chancellor makes the final decision on the to approval or rejection on the education subject's establishment.