



UPPSALA
UNIVERSITET

Rules of Procedure

Disciplinary Domain of Medicine and Pharmacy

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1. Introduction

§1 On 20 February 2019, pursuant to the provisions of the Swedish Higher Education Act (1992:1434) and Higher Education Ordinance (1993:100), the University Board adopted *Rules of Procedure for Uppsala University*. These Rules concern the University's overall organisation, division of labour between the University Board and Vice-Chancellor, delegation of the right of decision, handling of certain cases, and other forms of work.

The Board of a Disciplinary Domain is responsible for education, research, development, commissioned activities and collaboration with the community at large, and for providing information about these activities.

For elections, there is an electoral assembly.

Provisions on the composition of the Disciplinary Domain Board have been adopted by the University Board, and the membership numbers of the Faculties of Medicine and Pharmacy respectively are stated in the Vice-Chancellor's *Guidelines for election of members of disciplinary domain and faculty boards 2020–2023* (Reg. no. UFV 2019/203).

§2 Work is conducted in Departments, unless otherwise decided for particular activities. Every Department belongs to a Faculty.

- a) The Faculty of Pharmacy comprises three departments: Medicinal Chemistry; Pharmacy and Pharmaceutical Biosciences.
- b) The Faculty of Medicine comprises eight departments: Public Health and Caring Sciences; Immunology, Genetics and Pathology; Surgical Sciences; Women's and Children's Health; Medical Biochemistry and Microbiology; Medical Cell Biology; Medical Sciences; and Neuroscience.

§3 The University Administration includes an Office for Medicine and Pharmacy. The overarching function of the Office for Medicine and Pharmacy is to offer knowledgeable support, with a high level of service, to the domain's students, managers, researchers, teachers, technical and administrative staff, as well as guests and others active, to achieve the objectives of the disciplinary domain and the university. The Office for Medicine and Pharmacy comprises five units: The Research support unit; Education support unit; Faculty support unit; Student service, pharmacy, medicine and care; and MedfarmDoIT.

2. Organisation

§1 The Disciplinary Domain Board of Medicine and Pharmacy sets up the following advisory and preparatory bodies:

- Executive Committee
- Medical Committee
- Pharmaceutical Committee
- Research Training Committee

- Undergraduate and Master’s Education Committee, with seven programme committees for the Faculty of Medicine
- Undergraduate and Master’s Education Committee for the Faculty of Pharmacy
- Collaboration Committee
- Research Infrastructure Committee
- Premises Committee
- Recruitment Committee for Faculty of Pharmacy appointments
- Recruitment Committee for Faculty of Medicine appointments
- Docenture Committee
- Equal Opportunities Committee
- Prize Committee

§2 The disciplinary domain also includes:

- The Faculty Assemblies: one for the Faculty of Medicine and one for the Faculty of Pharmacy
- The Heads of Department Meeting
- The Electoral Assembly

§3 Besides the above-mentioned bodies, the Disciplinary Domain Board may set up additional subcommittees and temporary working groups.

§4 Members representing the teachers in the preparatory bodies are appointed for the same term of office as the members of the Disciplinary Domain Board. For members representing the students, the maximum term of office is one year.

3. Academically qualified individuals

§1 Decisions are made by academically qualified individuals, if the decisions require assessment of:

- the structure, implementation and quality of education; and
- the organisation and quality of research.

For group assessment, the majority must be academically qualified (Chapter 2, Section 6 of the Swedish Higher Education Act, 1992:1434).

For a definition of the term ‘academically qualified individual’, see *Rules of Procedure for Uppsala University* (UFV 2017/95).

4. Delegation

§1 Delegation entails the transfer of the right of decision-making from one body or officer to a subordinate body or officer. Transfer of duties that do not involve making decisions does not constitute delegation.

A person entitled to make decisions also has the right to delegate, unless otherwise prescribed. Delegation may be made to a decision-making body or an officer.

Correctly implemented delegation entails a transfer of responsibility for decisions made to the body to which, or officer to whom, the task has been delegated.

Correctly implemented delegation requires the recipient of the delegation to have the independence and qualifications required for the task concerned. The content of the delegation must be clear. Those who delegate tasks are duty-bound to supervise the performance of the tasks and obliged to take action if the tasks are not executed correctly.

5. Disciplinary Domain Board of Medicine and Pharmacy

Tasks

§1 The Disciplinary Domain Board:

1. bears overarching responsibility for the operations, within the scope of instructions issued by the University Board and Vice-Chancellor;
2. decides on its own rules of procedure;
3. decides on the structure and implementation of education and systematically assures, develops and monitors its quality;
4. decides on the organisation and quality of research;
5. decides on setting up and phasing out doctoral (third-cycle) subject areas;
6. submits proposals or statements of opinion to the Vice-Chancellor on setting up study programmes;
7. annually submits data to the Vice-Chancellor ahead of the University Board's decisions on resource allocation among the various Disciplinary Domains;
8. annually draws up an operational plan for the Disciplinary Domain and decides on targets and resource allocation among its constituent departments etc;
9. submits documentation for the University's Annual Report and annual budget data to the Government;
10. submits documentation to the Vice-Chancellor for the University's long-term planning of premises provision;
11. annually submits proposals or statements of opinion to the Vice-Chancellor for planning of skills provision;

12. decides on professors' appointment profiles after consultation with the Vice-Chancellor;
13. decides to initiate recruitment of professors;
14. submits proposals for nominations of professors to the Vice-Chancellor;
15. decides to initiate recruitment of senior lecturers and associate senior lecturers;
16. decides on changes of subject area for senior lecturers, associate senior lecturers, lecturers and assistant professors;
17. decides when an assistant professor's position becomes an associate senior lecturer's position;
18. monitors the students' study conditions and study environment and, where necessary, proposes or takes measures to improve them;
19. defines annual targets for the University Library's subject library system; and
20. when a new department is to be set up, conducts elections to the Department Board.

§2 The Disciplinary Domain Board may delegate its duties to academically qualified staff, or to bodies in which the majority are academically qualified members, unless otherwise specially prescribed.

Tasks 1–2, 6–12 and 15–18 above may not be delegated further.

Composition

§1 The Disciplinary Domain Board comprises the following members:

- a) Vice-Rector (Chair)
- b) Deputy Vice-Rector (Vice Chair)
- c) Sixteen academically qualified teachers, comprising:
 - the Dean of the Faculty of Medicine;
 - the Dean of the Faculty of Pharmacy;
 - the Vice-Dean for Undergraduate and Master's Education at the Faculty of Medicine;
 - the Vice-Dean for Undergraduate and Master's Education at the Faculty of Pharmacy; and
 - twelve other academically qualified teachers, including one from the Faculty of Pharmacy.
- d) Three members appointed by the students
- e) A maximum of two student-appointed group alternates for the members appointed by the students.

The following people are entitled to attend meetings and express opinions:

- a) Alternates for the students
- b) The Vice-Dean of the Faculty of Medicine, Vice-Dean for Research Training, Vice-Dean for Collaboration and Vice-Dean for Research Infrastructure
- c) One representative from each of the three staff organisations
- d) The Director of Uppsala University Hospital
- e) The Administrative Director (AD) and Deputy AD, as well as a Communications Officer and Faculty Financial Officer, both appointed by the AD.

In addition, the Disciplinary Domain Board may entitle others to attend meetings and express opinions.

The Vice-Rector and Deputy Vice-Rector are appointed by the Vice-Chancellor on proposals from the Electoral Assembly of the Disciplinary Domain.

Except for the students' representatives, members are elected by the Electoral Assembly. In the Disciplinary Domain Board, members may be elected who do not belong to the Domain's faculties. Academically qualified teachers or researchers in the Disciplinary Domain Board's sphere of responsibility, specifically defined in the *Rules of Procedure for Uppsala University* (UFV 2017/95), have voting rights in elections to the Disciplinary Domain Board. Elections are conducted by secret ballot.

Student-appointed members and alternates are appointed in line with the provisions of the Swedish Student Union Ordinance (2009:769). Representatives of the staff organisations are appointed according to the Swedish Staff Representatives Ordinance (1987:1101).

The term of office of the Chair, Vice-Chair and the academically qualified teachers is three years, with the option of extension. For the Chair and Vice-Chair, the term of office may be extended, but no more than twice, for a maximum of three years at a time.

For student-appointed members, the maximum term of office is one year.

Working methods (see also section 19)

- §4 The Disciplinary Domain Board meets at least nine times a year.
- §5 Items on the agenda for the Disciplinary Domain Board should be received by the officer in charge ten days before the meeting.
- §6 Notice to attend and the agenda are sent to the members seven days before the meeting. Documents and draft decisions are normally posted on the web at the same time as the agenda is sent.
- §7 A member who is unable to attend the Disciplinary Domain Board's meeting must, in good time, report this to the Board's officer in charge.
- §8 It is incumbent on each member to report to the Chair circumstances that may constitute a conflict of interest under the rules on conflict of interest in Sections 16–18 of the Swedish Administrative Procedure Act (2017:900).

- §9** The Administrative Director (AD) is responsible for ensuring that the items on the agenda for the Disciplinary Domain Board's meetings are dealt with in accordance with information and negotiation requirements under current labour law.
- §10** Items on the agenda are settled following their presentation. The AD or, in the AD's absence, the Deputy AD is the chief rapporteur. If the AD has appointed another officer to present a particular item, this person attends the Disciplinary Domain Board's meeting, but only for the review of the item concerned.
- §11** Minutes of the meeting are kept by a responsible officer appointed by the AD. The Disciplinary Domain Board appoints a person to check the minutes with the Chair.
- §12** The Vice-Rector heads the Disciplinary Domain Board's meeting. In his or her absence, the Deputy Vice-Rector will step in to chair the meeting.
- §13** Only members and serving alternates have voting rights.
- §14** The Disciplinary Domain Board is a quorum when more than half of the members, including the Chair, attend. Resolutions are passed with a simple majority. Under Section 29 of the Swedish Administrative Procedure Act, if anyone requests a vote it must take place openly. If votes are equally divided, the Chair has the deciding vote.
- §15** A member who has taken part in the Disciplinary Domain Board's decision is entitled, under Section 30 of the Swedish Administrative Procedure Act, to enter a reservation against the decision by having a dissenting opinion noted in the minutes.
- The rapporteur and other officers who are present at the meeting when the final discussion takes place, without taking part in the decision, are entitled to have dissenting opinions noted. In addition to the provisions of the Act, alternates for student representatives are entitled to have dissenting opinions noted in the minutes.
- §16** In urgent matters, when the Disciplinary Domain Board is unable to meet, under Chapter 2, Section 5 of the Swedish Higher Education Ordinance the matter may be settled through communications between the Chair and at least as many members as are required for a quorum. Such a decision must be reported at the next meeting.
- §17** Minutes are drawn up no later than 10 days after the meeting has been concluded.

6. Executive Committee

Tasks

- §1 The Executive Committee is an advisory and preparatory body in current and ongoing matters for the Disciplinary Domain Board, which has delegated the following decision-making functions to the Committee:
1. submission of opinions on certain documents circulated for comment;
 2. appointment of external experts;
 3. appointment or nomination of members of boards, committees etc;
 4. decisions on costs not exceeding SEK 100,000;
 5. decisions on the use of the funds available from certain foundations associated with Uppsala University, that are subject to the foundation's board's general provisions, and that the Disciplinary Domain Board has not decided to delegate to another body; and
 6. decisions in certain consultation matters (recruitment) according to decisions in the Disciplinary Domain Board (MEDFARM 2014/241).

Composition

- §2 The Executive Committee comprises the following members:
- a) the Vice-Rector (Chair);
 - b) the Deputy Vice-Rector, who is entitled to attend meetings and express opinions and, in the event of the Vice-Rector's absence, stands in for him or her as Chair of the meeting;
 - c) the Dean of the Faculty of Medicine and Dean of the Faculty of Pharmacy;
 - d) the Vice-Dean for Undergraduate and Master's Education at the Faculty of Medicine and Vice-Dean for Undergraduate and Master's Education at the Faculty of Pharmacy; and
 - e) three members appointed by the students.

The following people are entitled to attend meetings and express opinions:

- a) the Vice-Dean of the Faculty of Medicine, Vice-Dean for Research Training, Vice-Dean for Collaboration and Vice-Dean for Research Infrastructure; and
- b) the Administrative Director (AD) and Deputy AD.

In addition, the Executive Committee may entitle others to attend meetings and express opinions.

The Disciplinary Domain Board appoints the members, except for the students on the Committee.

Student-appointed members are appointed in line with the provisions of the Swedish Student Union Ordinance (2009:769).

Working methods

- §3 Items on the agenda are settled following their presentation. The Administrative Director (AD) or, in the AD's absence, the Deputy AD is the chief rapporteur. If the AD has appointed another officer to present a particular item, this person attends the Disciplinary Domain Board's meeting, but only for the review of the item concerned.
- §4 Items on the agenda for the Executive Committee should be received by the officer in charge three days before the meeting.
- §5 Notice to attend and the agenda are sent to the members two days before the meeting. Documents and draft decisions are normally posted on the web at the same time as the agenda is sent.
- §6 See also section 19.

7. Medical Committee and Pharmaceutical Committee

Tasks

- §1 These committees are advisory and preparatory bodies for the Disciplinary Domain Board. The committees:
1. prepare the operational plan and decisions on resource allocation;
 2. prepare the strategic programme for skills provision of the disciplinary domain; and
 3. initiate and prepare major fundamental issues of a strategic nature, especially those specific to the individual faculty concerned, and lead each faculty's overarching planning and development work.

The committees may set up subcommittees for special issues and temporary working groups.

Composition of the Medical Committee

- §2 The Medical Committee comprises the following members:
- a) the Chair, who is also Dean of the Faculty;
 - b) Vice-Dean of the Faculty of Medicine;
 - c) Vice-Dean for Undergraduate and Master's Education at the Faculty of Medicine;
 - d) Vice-Dean for Doctoral Education or, alternatively, Vice-Chair of the Research Training Committee;
 - e) Heads of the Departments at the Faculty of Medicine, each of whom is entitled to appoint a personal alternate from the Department concerned;
 - f) one director representing the clinical research centres in Dalarna, Gävleborg, Västerås and Sörmland County Council, appointed by the Disciplinary Domain Board on a proposal from the directors;

- g) two students appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

The Vice-Chair is appointed by the Committee.

The Vice-Rector, Deputy Vice-Rector, Vice-Dean for Research Infrastructure, Vice-Dean for Collaboration, and Administrative Director are entitled to attend meetings and express opinions.

In addition, the Committee may entitle others to attend meetings and express opinions.

Composition of the Pharmaceutical Committee

§3 The Pharmaceutical Committee comprises the following members:

- a) the Chair, who is also the Dean of the Faculty;
- b) the Vice-Dean for Undergraduate and Master's Education at the Faculty of Pharmacy;
- c) the Vice-Dean for Research Training or, alternatively, Vice-Chair of the Research Training Committee;
- d) the heads of departments at the Faculty of Pharmacy;
- e) one or two academically qualified teachers per Department, appointed by the Disciplinary Domain Board on a proposal from the Dean in consultation with the Department; and
- f) two students, appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

The Vice-Chair is appointed by the committee.

The Vice-Rector, Deputy Vice-Rector, Vice-Dean for Research Infrastructure, Vice-Dean for Collaboration, and Administrative Director are entitled to attend meetings and express opinions.

In addition, the committee may entitle others to attend meetings and express opinions.

Working methods

§4 The committee meets at least three times per term.

§5 See also section 19.

8. Research Training Committee

Tasks

§1 The committee is an advisory and preparatory body for the Disciplinary Domain Board in matters relating to research training (third-cycle education) and its quality, content and organisation. The committee:

1. prepares matters for the Disciplinary Domain Board and works according to section 20, Delegation procedures;
2. monitors and initiates matters relating to research training;
3. collaborates with the other education bodies of the disciplinary domain; and
4. collaborates with other faculties and higher education institutions.

The committee may set up subcommittees on special issues and temporary working groups.

Composition

§2 The committee comprises the following members:

- a) the Chair, who is also Vice-Dean for Research Training;
- b) five members who must be teachers;
- c) two members appointed by the students;
- d) four group alternates for the teachers; and
- e) two alternates for the students.

The Vice-Rector, Deputy Vice-Rector and Administrative Director are entitled to attend meetings and express opinions.

In addition, the committee may entitle others to attend and express opinions.

The Disciplinary Domain Board appoints the members who must be teachers and alternates for the same. Of the Chair and the other five teachers, two must represent the Faculty of Pharmacy, and of the group alternates for the teachers, two must represent the Faculty of Pharmacy. The Disciplinary Domain Board decides the order in which the group alternates are to join the committee.

Student-appointed members and alternates are appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

The Vice-Chair is appointed by the committee. The Chair and Vice-Chair are required to represent one faculty each.

Working methods

§3 Items on the agenda for the Research Training Committee should have been received by the officer in charge 14 days before the meeting.

§4 See also section 19.

9. Undergraduate and Master's Education Committees

Number of committees

§1 For undergraduate (first-cycle) and Master's (second-cycle) education, there must be a committee for the Faculty of Medicine and a committee for the Faculty of Pharmacy, within the area of the Disciplinary Domain Board's work. The following programme committees are subject to the Medical Undergraduate and Master's Education Committee:

- Biomedicine Programme Committee
- Biomedical Laboratory Science Programme Committee
- Physiotherapy Programme Committee
- Speech and Language Pathology Programme Committee
- Medicine Programme Committee
- Master's Programmes Committee
- Nursing Programmes Committee

Tasks

§1 The committees are advisory and preparatory bodies for the Disciplinary Domain Board in matters relating to arrangement, implementation and quality of undergraduate (first-cycle) and Master's (second-cycle) education, dimensioning of the various programmes and allocation of funds, and matters of principle. The Disciplinary Domain Board has delegated certain decisions to the committees under section 20, Delegation procedures.

§2 The committees are expected to monitor and initiate matters relating to undergraduate and Master's education and to cooperate with other faculties and higher education institutions.

The committees may set up subcommittees on special issues and temporary working groups.

Within the Faculty of Medicine, the following study programmes are provided:

- Midwifery Programme
- Biomedicine Programme
- Biomedical Laboratory Science Programme
- Physiotherapy Programme
- Complementary programme¹ for biomedical laboratory scientists with foreign degrees
- Speech and Language Pathology Programme

¹ Education provided under the Swedish Ordinance on higher education bridging programmes to supplement foreign qualifications (2008:1101).

- Medicine Programme
- Radiography Nursing Programme
- Nursing Programme
- Specialist Nursing Programme
- Master’s programmes in Advanced Medical Imaging, Biomedicine, Public Health, Forensic Science, Global Health, Infection Biology, Innovative Medicine, Medical Research, Medical Nuclide Techniques and Molecular Medicine
- Freestanding courses

Within the Faculty of Pharmacy, the following study programmes are provided:

- Master of Science Programme in Pharmacy
- Complementary programme² for pharmacists
- Bachelor of Science Programme in Pharmacy
- Master’s programmes in Drug Management, Drug Discovery and Development, and Pharmaceutical Modelling
- Master’s Programme in Clinical Pharmacy
- Assisting in the provision of the drug specialisation of the Master’s Programme in Chemical Engineering
- Freestanding courses

Composition of the Undergraduate and Master’s Education Committee at the Faculty of Medicine

§3 The Undergraduate and Master’s Education Committee at the Faculty of Medicine comprises the following members:

- a) the Chair, who is also Vice-Dean for Undergraduate and Master’s Education at the Faculty of Medicine;
- b) seven members, each of whom also chairs a Programme Committee;
- c) one representative of the Uppsala Region, one representative of Uppsala University Hospital and one representative of Uppsala Municipality;
- d) four student-appointed members representing four different study programmes; and
- e) four student-appointed alternates for the members appointed by the students.

The Vice-Rector, Deputy Vice-Rector, Administrative Director and Dean of the Faculty of Medicine are entitled to attend meetings and express opinions.

² Education provided under the Swedish Ordinance on higher education bridging programmes to supplement foreign qualifications (2008:1101).

The Vice-Chair is appointed by the committee.

The committee may entitle others to attend meetings and express opinions.

The members who chair programme committees are appointed by the Disciplinary Domain Board. The members who represent the Uppsala Region, Uppsala University Hospital and Uppsala Municipality are nominated by the Region, the Hospital and the Municipality respectively and appointed by the committee. Student-appointed members and alternates are appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

Composition of the Undergraduate and Master's Education Committee at the Faculty of Pharmacy

§4 The Undergraduate and Master's Education Committee at the Faculty of Pharmacy comprises the following members:

- a) the Chair, who is also Vice-Dean for Undergraduate and Master's Education at the Faculty of Pharmacy;
- b) five members from the Faculty of Pharmacy, predominantly teachers;
- c) two members appointed by the students;
- d) two group alternates for the teachers, appointed by the Disciplinary Domain Board; and
- e) two student-appointed group alternates for the members appointed by the students.

The following are entitled to attend meetings and express opinions:

- a) coordinators of the Master's and Bachelor's Programmes in Pharmacy, other Master of Science Programmes, the Master's Programme in Chemical Engineering and the Complementary Programme for pharmacists with foreign degrees;
- b) one PhD student and one study counsellor at the Faculty of Pharmacy; and
- c) the Vice-Rector, Deputy Vice-Rector, Administrative Director and the Dean of the Faculty of Pharmacy.

In addition, the committee may entitle others to attend meetings and express opinions.

The Vice-Chair is appointed by the committee.

The Disciplinary Domain Board appoints the five members from the Faculty of Pharmacy and the two group alternates for the same. Student-appointed members and alternates are appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

Programme committees at the Faculty of Medicine

§5 The tasks of the programme committees are decided by the Undergraduate and Master's Education Committee at the Faculty of Medicine.

§6 The programme committees for the various study programmes comprise the following members:

- a) the Chair, appointed by the Disciplinary Domain Board;
- b) eight to twelve representatives of teachers and clients, appointed by the Undergraduate and Master's Education Committee at the Faculty of Medicine to represent well the various areas included in the study programmes concerned;
- c) three members appointed by the students; and
- d) three alternates appointed by the students.

The Vice-Chair is appointed by the committee.

Client representatives are nominated by the organisation concerned.

Student-appointed members and alternates are appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

Working methods

§7 Working methods according to section 19.

10. Recruitment Committees

Tasks

§1 The recruitment committees deal with matters relating to employment as a professor, adjunct professor, visiting professor, senior lecturer, adjunct senior lecturer or associate senior lecturer, and also matters relating to employment in accordance with the 'Guidelines for employment at Uppsala University after the age of 68' (UFV-PA 2020/1748), apart from employment of technical and administrative staff for up to one year.

The recruitment committees also handle promotions under the *Appointment Regulations for Uppsala University*. The Disciplinary Domain Board has set up the following recruitment committees:

- Recruitment Committee for Faculty of Medicine appointments
- Recruitment Committee for Faculty of Pharmacy appointments

Composition

§2 Each recruitment committee comprises the following members:

- a) the Chair, who is also the Dean of the Faculty;
- b) the Vice-Chair, who is a teacher appointed by the Disciplinary Domain Board;
- c) three teachers on the Faculty of Pharmacy's Recruitment Committee and five teachers on the Faculty of Medicine's Recruitment Committee, appointed by the Disciplinary Domain Board;
- d) two members appointed by the students;

- e) two group alternates for the teachers on the Faculty of Pharmacy's Recruitment Committee and one group alternate on the Faculty of Medicine's Recruitment Committee, including the Chair and Vice-Chair, appointed by the Disciplinary Domain Board; and
- f) two personal alternates appointed by the students, one for each of the two student-appointed members.

The following are entitled to attend meetings and express opinions:

- a) the Vice-Rector, the relevant head of department and external experts; and
- b) the Director of Uppsala University Hospital, or a person appointed by the same, is entitled to attend meetings and express opinions on recruitments or promotions to employments associated with positions at Uppsala University Hospital or with clinical duties.

The Recruitment Committee may also entitle others to attend meetings and express opinions.

Student-appointed members and alternates are appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

Working methods

§3 Working methods according to section 19.

11. Docenture Committee

Tasks

§1 The Docenture Committee is a preparatory and advisory body for the Disciplinary Domain Board. The Committee's work complies with the Disciplinary Domain Board's rules adopted on 9 June 2011. The Docenture Committee also monitors and initiates matters relating to docentships (associate professorships), is responsible for quality control and reviews, and collaborates with other faculties and higher education institutions.

Composition

§2 The Docenture Committee comprises the following members:

- a) the Chair, who must be a teacher;
- b) four teachers;
- c) one representative appointed by the students;
- d) two group alternates for the teachers; and
- e) one alternate for the representative appointed by the students.

The Vice-Chair is appointed by the committee.

In addition, the committee may entitle others to attend meetings and express opinions.

The Disciplinary Domain Board appoints the Chair and also the four teachers and group alternates for the same. Student-appointed members and alternates are appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

Working methods

§3 Items on the agenda for the Docenture Committee should have been received by the officer in charge 14 days before the meeting.

§4 See also section 19.

12. Equal Opportunities Committee

Tasks

§1 The Equal Opportunities Committee is an advisory and preparatory body for the Disciplinary Domain Board in matters relating to equal opportunities.

The Committee:

1. participates in planning, action and reviews concerning equal opportunities matters in the disciplinary domain;
2. works to create equal conditions and good prospects for all students and employees in the disciplinary domain; and
3. compiles an annual report for presentation to the Disciplinary Domain Board with respect to equal opportunities work and the current situation.

Composition

§2 The Equal Opportunities Committee comprises the following members:

- a) At least nine teachers and one representative of the technical and administrative staff, appointed by the Disciplinary Domain Board. The Committee Chair is appointed from among the members of the Disciplinary Domain Board. Five teachers are appointed from among the members of the following boards, committees and groups (one from each):
 - a. the Undergraduate and Master's Education Committee at the Faculty of Medicine (GRUNK);
 - b. the Undergraduate and Master's Education Committee at the Faculty of Pharmacy (GRUFF);
 - c. the Research Training Committee (KUF);
 - d. the Recruitment Committee for appointments at the Faculty of Medicine (RGM); and
 - e. the Recruitment Committee for appointments at the Faculty of Pharmacy (RGF).

Three teachers and one representative of the technical and administrative staff, unconnected with the above-mentioned boards, committees and groups, are appointed by the Disciplinary Domain Board.

- b) Three students, appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

The Vice-Chair is appointed by the Equal Opportunities Committee.

In addition, the committee may entitle others to attend meetings and express opinions.

Working methods

- §3 Working methods according to section 19.

13. Prize Committee

Tasks

- §1 The Prize Committee is a preparatory and decision-making body for the Disciplinary Domain Board in matters relating to the nomination and selection of prize-winners in certain cases, such as the Björkén Prize and the Eric K. Fernström Prize to young and particularly promising and successful scientists.

Composition

- §2 The Prize Committee comprises the Chair and six other members.

The Chair and members of the committee are appointed by the Disciplinary Domain Board.

The Vice-Chair is appointed by the committee.

In addition, the committee may entitle others to attend and express opinions.

Working methods

- §3 The Prize Committee usually meets once or twice per term. Minutes are kept at the meetings.

14. Collaboration Committee

Tasks

- §1 The Collaboration Committee (MEDFARM 2016/439) is an advisory and preparatory body for the Disciplinary Domain Board in matters relating to collaboration and strategic communication. The Committee:
1. prepares collaboration matters ahead of the Disciplinary Domain Board's decisions;
 2. prepares matters of strategic communication ahead of the Disciplinary Domain Board's decisions;
 3. monitors developments in national and international collaboration;
 4. implements the University's programme and action plan for collaboration in the Disciplinary Domain;
 5. continuously contributes to the exchange of knowledge and experience within Uppsala University regarding collaboration and strategic communication;

6. continuously helps to stimulate and develop the disciplinary domain's work on, and forms of, collaboration and strategic communication;
7. participates in work with national and international networks for collaboration;
8. participates in reviews of collaborative activities; and
9. continuously assesses needs for development and modification of incentive structures for collaboration and strategic communication in the disciplinary domain.

Composition

§2 The Collaboration Committee comprises the following members:

- a) the Chair, who is also Vice-Dean for Collaboration;
- b) one member from preclinical work;
- c) one member from clinical work;
- d) one member from work in caring sciences;
- e) one member from pharmacy work;
- f) two members appointed by the students under the provisions of the Swedish Student Union Ordinance (2009:769);
- g) one representative of Uppsala University Innovation; and
- h) one representative of the Disciplinary Domain Office, appointed by the Administrative Director.

The Vice-Rector, Deputy Vice-Rector and Administrative Director are entitled to attend meetings and express opinions.

The Vice-Chair is appointed by the committee.

The members of the Collaboration Committee, apart from those appointed by the students, are appointed by the Disciplinary Domain Board.

Working methods

§3 The Chair is one of the Disciplinary Domain's two representatives in the University's Council for Collaboration.

§4 Where necessary, the Chair is expected to represent the Disciplinary Domain in relation to the surrounding community in matters of collaboration and strategic communication.

§5 See also section 19.

15. Research Infrastructure Committee

Tasks

- §1 The Research Infrastructure Committee (MEDFARM 2014/1134) is an advisory and preparatory body for the Disciplinary Domain Board in matters relating to national and regional research infrastructure of importance to the Disciplinary Domain's research activities. The Committee:
1. continuously assesses the need for research infrastructure of national and regional interest from the point of view of the disciplinary domain;
 2. continuously prioritises the IT systems for research administration of the disciplinary domain;
 3. proposes criteria and funding models for domain-funded regional research infrastructure;
 4. proposes evaluation methodology for major evaluations of domain-funded regional research infrastructure;
 5. every three years, carries out a major review of domain-funded regional research infrastructures and surveys requirements for new regional research infrastructure;
 6. every three years, proposes funding of domain-funded research infrastructure for a three-year period; and
 7. continuously assesses the need for change in funding and organisation of domain-funded regional research infrastructure.

The committee's tasks do not include research infrastructure managed by CFVUU or by the steering committee of the Science for Life Laboratory (SciLifeLab) in Uppsala.

Composition

- §2 The Research Infrastructure Committee comprises the following members:
- a) the Chair, who is also Vice-Dean for Research Infrastructure;
 - b) two members from a pre-clinical department;
 - c) two members from a clinical department;
 - d) one member from work in caring sciences;
 - e) one member from a department at the Faculty of Pharmacy; and
 - f) one member appointed by the students under the provisions of the Swedish Student Union Ordinance (2009:769).

The Vice-Rector, Deputy Vice-Rector and Administrative Director are entitled to attend meetings and express opinions.

Members of the Research Infrastructure Committee are appointed by the Disciplinary Domain Board.

The Vice-Chair is appointed by the committee.

Working methods

§3 The Chair is the disciplinary domain's representative in the central University Council for Research Infrastructure.

§4 The Chair is a member of the steering committee of the Science for Life Laboratory (SciLifeLab) in Uppsala.

§5 See also section 19.

16. Premises Committee

Tasks

§1 The Premises Committee is a preparatory and advisory body for the Disciplinary Domain Board in matters relating to the domain's overarching needs of research and teaching premises, including examination premises. The committee:

1. prepares for the Disciplinary Domain Board matters relating to the domain's needs of research and teaching premises, including examination premises;
2. continuously monitors and initiates matters relating to the domain's needs of research and teaching premises, including examination premises;
3. works for coordination of the domain's research and teaching premises, including examination premises;
4. compiles an annual report for the Disciplinary Domain Board concerning the domain's overarching needs of research and teaching premises, including examination premises.

The Committee may set up subcommittees on special issues and temporary working groups.

Composition

§1 The Premises Committee comprises the following members:

- a) the Deputy Vice-Rector, who is the committee's Chair;
- b) the Vice-Dean for Research Infrastructure, Vice-Dean for Undergraduate and Master's Education at the Faculty of Medicine, Vice-Dean for Undergraduate and Master's Education at the Faculty of Pharmacy;
- c) the heads of each of the department of the disciplinary domain;
- d) the Director of the Uppsala Clinical Research (UCR) Center, Head of CFVUU and Director of the Science for Life Laboratory (SciLifeLab);
- e) the directors from each of the campus management offices of the disciplinary domain;
- f) one representative of the Building Division, appointed by the head of the division;
- g) three members appointed by the students;

- h) the heads of each of the department of the domain, Director of the Uppsala Clinical Research (UCR) Center, Head of CFVUU and Director of SciLifeLab can each appoint their own personal alternate; and
- i) one student-appointed alternate for the members appointed by the students.

The following are entitled to attend and express opinions:

- a) the Director of Uppsala University Hospital or a person appointed by the same, for matters concerning premises relating to the Hospital; and
- b) the Vice-Rector, Dean of the Faculty of Medicine, Dean of the Faculty of Pharmacy, Vice-Dean for Research Training and Administrative Director.

In addition, the committee may entitle others to attend meetings and express opinions.

The Vice-Chair is appointed by the committee.

Student-appointed members and alternates are appointed under the provisions of the Swedish Student Union Ordinance (2009:769).

Working methods

§3 Working methods according to section 19.

17. Faculty Assemblies

Tasks

§1 The faculty assemblies are forums for information and discussion on current matters. The assemblies elect an electoral assembly for the Disciplinary Domain of Medicine and Pharmacy, as well as electors in the Domain's Electoral Assembly. The faculty assemblies also appoint honorary doctors.

Composition

§2 Academically qualified individuals, under the *Rules of Procedure for Uppsala University* (UFV 2017/95), are summoned to the Faculty Assemblies.

Working methods

§3 The assemblies meet at least twice every term, with the Vice-Rector as Chair.

18. Heads of Department Meeting

Tasks

§1 The Heads of Department Meeting is a forum for information and discussion on issues relevant to the heads of department or equivalent at the disciplinary domain and university administration.

Composition

§2 Those invited to the Heads of Department Meeting are the disciplinary domain's heads of department, directors of the clinical research centres and directors of Uppsala Clinical Research Center, the Centre for Disability Research and the administrative centre for the Science for Life Laboratory (SciLifeLab) in Uppsala.

The Deputy Vice-Rector, Deans, Vice-Deans, Administrative Director and Deputy Administrative Director are entitled to attend meetings and express opinions.

Working methods

- §3 As a rule, Heads of Department Meetings are held two to four times per term, with the Vice-Rector as Chair. Minutes are kept by a responsible officer appointed by the Administrative Director.

19. Working methods for boards and committees

- §1 Information about members and meeting times is posted on the www.medfarm.uu.se/ website.
- §2 Items on the agenda for a board or committee should be received by the responsible officer concerned eight days before the meeting.
- §3 The notice to attend and the agenda are sent to the members no later than seven days before the regular meeting. Documents and proposed decisions are usually posted on the web simultaneously.
- §4 A member who is unable to attend must, in good time, notify the officer responsible.
- §5 It is incumbent on a member to report to the Chair any circumstances that may constitute a conflict of interest under the rules on conflict of interest in Sections 16–18 of the Swedish Administrative Procedure Act (2017:900).
- §6 Matters are settled after presentation by the Chair or the person appointed by the Chair.
- §7 Where applicable, minutes of the meeting are kept by a responsible officer appointed by the Administrative Director.
- §8 Only members and serving alternates have the right to vote.
- §9 The board or committee is a quorum when more than half the members, including the Chair, are present. Decisions take place by acclamation unless voting is requested, and resolutions are passed with a simple majority. If anyone requests a vote, it must take place openly. If votes are equally divided, the Chair has the deciding vote.
- §10 Under Section 30 of the Swedish Administrative Procedure Act, a member who has participated in a decision by the board or committee concerned is entitled to enter a reservation against the decision by having a dissenting opinion noted in the minutes. The rapporteur and other officers present at the meeting who are present at the meeting when the final discussion takes place, without taking part in the decision, are entitled to have dissenting opinions noted.
- §11 In urgent cases, when the board or committee concerned is unable to meet, matters are settled, under Chapter 2, Section 5 of the Swedish Higher Education Ordinance, through communications between the Chair and at least as many members as are necessary for a quorum. Such a decision must be reported at the next meeting.

§12 Every board or committee, besides the Disciplinary Domain Board, makes special decisions on the alternates' right to attend meetings, express opinions and have dissenting opinions entered in the minutes.

§13 Minutes must be drawn up no later than 10 days after the meeting has been concluded.

20. Delegation procedures

Delegations to the Vice-Rector

(fd) = right to further delegation.

- Appointment of working groups to draft opinions on documents circulated for comment.
- Submission of opinions on certain documents circulated for comment (fd).
- Decisions on non-essential matters in cases that cannot wait until the regular decision-making session (fd).
- Decisions on costs not exceeding SEK 100,000.

Delegations to the Vice-Chair

In the Vice-Rector's absence, the same delegation procedures apply to the Vice-Chair replacing the Vice-Rector as to the Vice-Rector.

Delegations to deans

- Negotiations on salaries and establishment grants for professors' recruitment.
- Decisions in certain consultation cases under the disciplinary domain's decision of 25 September 2014 (MEDFARM 2014/241).
- Appointment of working groups for internal faculty issues.

Delegations to the Executive Committee

- Submission of opinions on certain documents circulated for comment.
- Appointment of external experts.
- Appointment or nomination of members of boards, committees etc.
- Decisions on costs not exceeding SEK 100,000.
- Decisions on use of disposable funds from certain foundations associated with Uppsala University that are subject to the foundation's board's general provisions, where the Disciplinary Domain Board has not decided to delegate such a decision to another body.
- Decisions in certain consultation cases (recruitment) under the Disciplinary Domain Board's decision of 25 September 2014 (MEDFARM 2014/241).

Delegations to the Undergraduate and Master's Education Committees

- Decisions on financial matters within the framework of the budget proposed by the Disciplinary Domain Board (fd).

- Decisions on programme and course syllabuses, and matters relating to the content and organisation of the study programme, within the framework of decisions taken by the Disciplinary Domain Board (fd).
- Decisions on setting-up and discontinuation of specialisations in programmes at the Master's (second-cycle) level are taken by the Disciplinary Domain Board; these may not be delegated.
- Decisions on matters relating to the conduct of studies, special eligibility requirements for courses, exemptions, accreditation, changes of study location, numbers and allocation of study places, and certain admission matters (fd).
- Decisions on exceptions from the fixed term dates regarding field studies, certain degree projects or certain placements, in accordance with UFV 2020/314 ('Set dates for academic years and terms at Uppsala University, in Swedish).
- Decisions on alternative grading scales for courses relating to degree projects, on-site training, and project-oriented and foundation courses under UFV 2018/1961 ('Grading scales for undergraduate and master's education', in Swedish).
- Decisions on matters concerning international student exchange in undergraduate and Master's education (fd).
- Decisions on examiners' and course directors' appointments (fd).
- Responsibility for quality in education, including course evaluations (fd) and follow-ups (fd).
- Responsibility for the Swedish Higher Education Authority's evaluations and follow-ups (fd).
- Responsibility for implementing evaluations of courses and study programmes in line with the Disciplinary Domain's routines for evaluation and annual follow-up (fd).
- Decisions on proposed measures following course and study programme evaluations, ahead of adoption in the Disciplinary Domain Board.
- Decisions on proposed measures prompted by the annual follow-up in line with the Disciplinary Domain's routines for evaluation and annual follow-up.
- Decisions on proposed measures prompted by the annual follow-up in line with the Guidelines for approving, monitoring and phasing out degree programmes, main fields of study and subsidiary fields of study (UFV 2015/184).
- Decisions on course literature (fd).
- The Chairs of the Undergraduate and Master's Education Committees may decide on matters of a non-fundamental nature relating to undergraduate and Master's education.
- For decisions on costs exceeding SEK 50,000, special delegation is required.

Delegations to the Research Training Committee

- Proposals for subject areas in the disciplinary domain's research training (third-cycle education).
- Decisions on study plans (for each doctoral subject area).
- Decisions on special eligibility for admission to research training.
- Admission of doctoral students.
- Decisions on individual study plans in connection with admission to research training (including time schedule, funding plan, supervisor, examiner, courses, work plan and specific commitments), and on revisions of the plans (such as changes of supervisor, project or subject).
- Implementation of mid-term reviews and annual follow-ups, and proposals for associated regulations.
- Decisions on plans for doctoral courses within a budget framework adopted by the Disciplinary Domain Board, and decisions on budget, planning, admission, credits, guidelines, etc., and publication of a web directory.
- Decisions connected with public PhD thesis defences: time, place, external reviewer, chair, examination committee, initiation of preview, allocation of activity credits among the departments (report card), decision on shortened period for availability of thesis.
- Decisions connected with licentiate seminars (examination committee).
- Proposals for regulations connected with public PhD thesis defences and licentiate seminars.
- Decisions on dividends from certain funds.
- Responsibility for quality control and evaluations.
- Responsibility for implementing evaluations of study programmes in line with the Disciplinary Domain's routines for programme evaluation and annual follow-up.
- Proposals for rules on distribution of activity credits.
- The Chair of the committee may decide on matters of a non-fundamental nature that are relating to research training.
- For decisions on costs exceeding SEK 50,000, special delegation is required.

Delegations to the Office for Medicine and Pharmacy

- Administrative officers at the Office for Medicine and Pharmacy may decide on administrative matters not based on principle.
- For decisions on costs exceeding SEK 25,000, special delegation is required.