

6. Rules of Procedure for Research Centres

Approved by the vice-chancellor 7 September 2020

Research centres constitute Karlstad University's form of organising research groups beyond subjects and departments.

The goal is to facilitate and develop cooperation across departmental and/or faculty boundaries. Research centres also function as an interface for research collaboration with various parts of society at large. The establishment of a research centre signifies a long-term investment in the research area on the University's behalf.

6.1.1 Mandate

A research centre shall conduct research, evaluation and investigative activities, i.e. coherent activities in a multidisciplinary, thematic field. Research centres shall endeavour to increase interdisciplinary cooperation within the university, as well as cooperation with external actors.

As far as content is concerned, a research centre at Karlstad University is characterised by its intentions to create, develop and foster knowledge in a specific thematic field that spans more than one subject, based on the research expertise connected to the centre.

The mandate of research centres includes the management of research projects and their funding. Research centres may not, however, directly employ staff. Activities are carried out by staff members who are employed by the university's departments.

As a general rule, research centres should not conduct teaching. An exception from this general rule can be made when required for external funding purposes. Third-cycle students, however, belong and are admitted to a discipline with degree-awarding powers at the appropriate level, i.e. within the line organisation.

The host faculty's dean may specify the mandate of a research centre further.

6.1.2 Organisation

6.1.2.1 Establishment and discontinuation

Research centres are established by the vice-chancellor on recommendation of the faculty board, or the board of teacher education, if applicable, after preparation of the matter in the faculty or teacher education board, and in consultation with all deans. Research centres are discontinued by the vice-chancellor on recommendation of the faculty board, or the board of teacher education, if applicable, and after consultation with all deans.

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A research centre shall be hosted by a faculty, as decided by the vice-chancellor after consultation with all deans. Organisationally, research centres are placed directly under the dean of the host faculty. The board of teacher education may function as the host faculty.¹

A recommendation to establish a research centre shall include the following.

Activities

- Focus, aim;
- Scope, justification as regards the mandate of a research centre (see 6.1.1 above), justification in relation to existing university activities, and interested external parties.

Formalities

- Internal and external financing of basic operations;
- Evaluation of the possibility of securing external financing of research;
- Connection to departments and university staff;
- Organisation;
- Host faculty;
- Board;
- Director;
- Academic director (if not the director);
- Premises;
- Equipment;
- Name, including an English translation.

6.1.2.2 Host faculty

A research centre shall be hosted by a faculty. The faculty board of the host faculty is responsible for quality assurance of the centre's activities.

The dean of the host faculty decides how operations are to be managed as regards finances, provision of premises, purchases, etc. Should a research centre be deemed in need of specifically-appointed staff connected to the centre, the dean decides at which department they should be employed.

6.1.2.3 Board

A research centre shall have a board, including representatives of internal and external interests. The chair and board members are appointed by the vice-chancellor for three-year terms, as per recommendation of the faculty board of the host faculty. The board is quorate when at least half of its members are present. In the event of a tie, the chair has the deciding vote.

The board shall:

¹The sections on faculty also apply to the board of teacher education.

- Promote the dissemination of knowledge, contribute to the establishment of research programmes and projects, build networks and promote research and development outside the university;
- Develop the research centre's operational and communication plans;
- Take initiative in evaluating centre activities;
- Build networks and develop contacts with other national and international centres in the same field;
- Deliver annual activity reports to faculty boards and external parties;
- Assist the dean in appointing a director;
- Recommend an operational budget that is to be decided by the dean of the host faculty.

6.1.2.4 Director

The director leads the daily activities of the research centre and should be a permanently-employed member of Karlstad University's teaching staff. The director is appointed by the vice-chancellor for a period of three years, on recommendation of the host faculty's dean. The scope of the director's appointment is determined by the dean, who also allocates any administrative support the director may need.

It is the duty of the director of a research centre to continually keep the dean informed about operations and developments. Should operations deviate from the centre's mandate or other requirements, the dean needs to report this to the vice-chancellor.

Additionally, the director shall:

- Act as liaison between the centre and faculty and university management, heads of department concerned, as well as heads of subject;
- Be responsible for execution and consultation;
- Be accountable to external contacts;
- Be responsible for seminar activities, conferences and information campaigns;
- Assist the centre's board by providing documentation on research programmes and strategic planning;
- Draw up recommendations for external agreements;
- Ensure that operations adhere to the current administrative regulations and guidelines of Karlstad University;
- Be accountable for the financial administration of the centre and for preparing budgets.

The director may retain the authority to make decisions on delegation of the dean, who may also give the director additional assignments. The director's duties may be delegated in consultation with the dean concerned.

6.1.2.5 Other

Disagreements between a faculty board and a research centre or between a dean and a research centre are settled by the vice-chancellor.