

## Memo

### Terms of reference for the Education Forum, Faculty of Arts (UFA)

#### Objectives

The UFA is the faculty's central strategic advisory body with regard to educational issues. The job of the committee is to support all-round developments with regard to educational issues at the faculty, and to help ensure the necessary coherence of the faculty's strategic initiatives in this area. The UFA will also help to encourage a dialogue regarding the development of the faculty's degree programmes involving the subject environments and the Vice-Dean for Education.

Niels Lehmann

Acting Vice-Dean for  
Education

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Page 1/2

In other words, the main tasks of the committee are:

- advising the Vice-Dean for Education and the entire faculty management team with regard to educational issues
- paving the way for decision-making, helping to ensure the quality of the decisions made by the faculty management team in this area
- coordinating, supporting and ensuring the quality of joint and cross-disciplinary initiatives in the field of education and following up on these initiatives, including the development and implementation of the faculty's quality practice
- encouraging dialogue on quality development across the faculty's many subject environments and between the subject environments and the central level of management in this area
- ensuring links between overall strategic objectives (as expressed in development contracts, the faculty strategy and elsewhere) and local educational initiatives in the subject environments
- helping to formulate joint policies and guidelines when these are deemed to be necessary
- coordinating joint activities relating both to educational theory/practice at the university and to the study environment

#### Composition of the committee

With a view to creating the strongest possible links between the faculty's units, the committee is composed in a manner which ensures that all the central stakeholders in the area of education take part in its work.

The members of the committee are: the Vice-Dean for Education (who is automatically the chair of the committee), the directors of studies and chairs of boards of studies at the schools, the director of the faculty's educational centre (CUDiM), and the division manager for education at the Administration Centre, Arts. Educational advisors from the Dean's Secretariat and one educational consultant from each school also take part in the committee's meetings.

Representatives of the Arts Council are also invited to attend meetings when necessary. The aim is that there should be at least one meeting between the UFA and the Arts Council each year. Other stakeholders in the field of education are also invited to attend meetings when necessary.

#### Operating procedures

The UFA must discuss any issues which the Vice-Dean for Education wants to be discussed. In addition, the members of the committee may all ask for certain points to be included in the agenda. If there is a need for investigations or similar activities with a view to preparing proposals, the committee may choose to set up ad hoc sub-committees which may also include other members of faculty staff.

The UFA meets once a month, and these meetings are arranged for one year at a time. Unless it is specifically stated that certain documents are confidential, the material processed at these meetings is open and can be included in decentralised discussions at school level. Agendas and minutes are drawn up by the Dean's Office; and staff from the Administration Centre, Arts prepare any appendices needed for the points in question. The agenda and minutes are made available on the homepage. The UFA secretariat is served by an educational consultant in the Dean's Secretariat.

#### Adopting the terms of reference

These terms of reference were discussed with the UFA in early 2016 and then adopted by the faculty management team on 14.04.2016. The terms of reference will be evaluated no more than three years after they are adopted (i.e. the beginning of 2019).