ACADEMIC ADMINISTRATION AT THE UNIVERSITY OF GOTHENBURG
A POLICY

The University of Gothenburg shall conduct education and research in collaboration with the surrounding society. The University’s rules of procedure and delegation of authority policy set out the overarching framework for this work. They stipulate how the University is organised and where in the organisation it is that decisions are made. This policy complements the rules of procedure and delegation of authority policy by clearly setting out the role and values of the Academic Administration in a number of principles and guidelines. It shall contribute to a more cohesive academic administration and thus to the achievement of the University’s vision. The senior management of faculties, departments and the University Administration are jointly responsible for the implementation of this policy. This shall take place as part of ordinary work with action and operational plans and is to be complemented with strategies and development plans within various functional areas. It is within the scope of these strategies and plans that the organisation and working practices of the Academic Administration are defined in detail in terms of, for example, distribution of duties within various areas of responsibility.
PRINCIPLES AND GUIDELINES

PRINCIPLE 1.

The Academic Administration shall be structured on the basis of the prerequisites, driving forces and needs of education and research.

GUIDELINES

The Academic Administration shall

• have a good understanding of the prerequisites and driving forces of education, research and collaboration,

• be easily accessible and organised on the basis of the tasks that need to be accomplished,

• provide advice on the basis of the organisation’s needs and contribute to legal and regulatory compliance,

• actively monitor and analyse external events and trends that may have an impact on the University,

• be developed in close consultation with the organisations concerned.
**PRINCIPLE 2.**

The Academic Administration shall be characterised by professionalism.

**GUIDELINES**

The Academic Administration shall

- have adequate knowledge and expertise in terms of both its own duties and the University’s operations as a whole,
- actively contribute to identifying problems and producing solutions,
- be attentive and service oriented,
- continually review and improve working practices within its areas of responsibility and contribute to collective development efforts.

**PRINCIPLE 3.**

The Academic Administration shall be distinguished by its quality consciousness and cost-effectiveness.

**GUIDELINES**

The Academic Administration shall

- be characterised by effectiveness and balancing quality and cost,
- endeavour, through cooperation, to distribute work in the best possible manner and to optimise the use of resources,
- be developed through suitable forums for meetings, both within the Academic Administration and between the Academic Administration, education and research,
- take advantage of the opportunities presented by digitalisation in order to develop an effective administration.