

SKH's key process

Process description for research follow-up through key figures

Description of key processes at SKH

The description of key processes is part of our systematic quality improvement activities. The purpose is to ensure the quality of education, research and academic support/administration by having clear processes that define the different steps and specify which functions and organisational units are involved in the process. Linked to the key processes are procedure descriptions that specify in more detail what, for example, a department, subject unit or administrative department should do in relation to the event in question. The procedure descriptions are developed by those involved in the process.

Each key process has an associated matrix. The purpose of the matrix is to clarify in general terms how a process is followed up and developed. The matrix states which process is covered, the objective of the process, the data used for follow-up, where the results of the follow-up are checked and analysed, and who is/are responsible for ensuring that measures are taken based on the follow-up carried out. The matrix also states the governing and support documents that can be linked to the process.

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.

Process matrix

Process	Overall responsibility for action	Objective(s)	Governing and support documents	Verification and follow-up	Input for follow-up
Key figures for research as a basis for quality development, prioritisation and strategic decisions for operational development.	Vice-Chancellor, Vice-Rector for Research, Director of Administration, Heads of Department, Heads of Subject and Board of Education and Research.	Achieve short- and long-term goals and assignments for the organisation according to the strategic plan.	<p>SKH's strategic plan</p> <p>Quality policy</p> <p>Guidelines for systematic quality enhancement work</p> <p>Guidelines for registration, archiving and publishing in DiVA and Research Catalogue</p> <p>Guidelines for the call process and distribution of internal project funding</p> <p>Guidelines for managing externally-funded projects (<i>under development</i>)</p> <p>Operational planning</p> <p>Operational plans</p> <p>Guidelines for research evaluations (<i>under development</i>)</p> <p>Process descriptions at the relevant departments</p>	<p>Operational dialogues</p> <p>Management group</p> <p>Discussions and meetings at the local level (collegial and other)</p>	<p>Compilation and analysis of key figures</p> <p>SKH's operational plan</p> <p>Local operational plans</p>

Process description including procedures

Key figures for research follow-up are collected from the annual report and existing systems. The key figures form the basis for annual operational dialogues and research evaluations (*under development*).

Functions and organisational units involved in the process

Vice-Chancellor, Vice-Rector for Research, Heads of Department, Heads of Subject, Research Centre, Library and Higher Education Administration.

ESG/other national standards and guidelines

SUHF's (Association of Swedish Higher Education Institutions) common framework for higher education institutions' quality assurance and quality development of research:

3.1.2 Higher education institutions ensure that they continuously collect, analyse and use information related to the quality and relevance of research as a basis for quality development, priorities and strategic decisions.

3.2.3 Higher education institutions work systematically and follow up their efforts to collaborate with the surrounding community, provide information about their activities, and work to ensure that research results produced at higher education institutions are disseminated and utilised.

3.2.4 Equal opportunities and gender equality are obvious and integrated starting points.

Governing documents

SKH's strategic plan

Quality policy

Guidelines for systematic quality enhancement work

Guidelines for registration, archiving and publishing in DiVA and Research Catalogue

Guidelines for managing externally-funded projects (*under development*)

Guidelines for the call process and distribution of internal project funding

Guidelines for research evaluations (*under development*).

Support documents

Vice-Chancellor's assignment on operational plan, template with associated appendices.

External parties

N/A

Support systems

SwePuB, Prisma, Ladok, Unit4 and Primula.

Prerequisites and related processes and procedures

Operational planning, annual report, educational evaluations, research evaluations (*under development*) and the Research Office's procedures.

How social equality (incl. gender equality) is taken into account in the process

Key figures, where possible, are reported by legal gender.

How sustainable development is taken into account in the process

N/A

How student and doctoral student perspectives are taken into account in the process

Students participate, for example, in SKH's management meetings, and decision documents are circulated for consultation with the student unions before decisions are made.

Employment (Co-Determination in the Workplace) Act

N/A

Events in the process based on governing and supporting documents and procedures for the functions and organisational units involved in the process.

1. **Preparation of key figures.** The key figures are collected annually, and in the compilations cover the last five years, broken down by year. As far as possible, the key figures are taken from existing systems and from the annual report.
 - a. Number of research and teaching staff, including information on employment category and broken down by legal gender. The information is compiled in table form by the HR Department and is taken from the annual report. Responsible: Quality Coordinator
 - b. Published artistic (and scientific) production
 - i. number of publications by publication and content type
 - ii. number of peer-reviewed publications
 - iii. number of publications published with open access

The information is retrieved from SwePub (including records from Research Catalogue and DiVA). The information is compiled in table form. Responsible: Head Librarian.
 - c. External funding
 - i. number of applications, amount awarded and degree of awarding broken down by SKH/national and legal gender
 - ii. grants awarded and amounts per funding administrator

The information is obtained from the Swedish Research Council's statistics on artistic research for SKH and nationally, and from the Prisma application system. Information may also be obtained from other funding bodies. The information is compiled in table form. Responsible: Research Office.
 - d. Internal funding through calls for proposals
 - i. number of applications, amount awarded and degree of awarding broken down by organisational unit and legal gender

The information is obtained from the Research Office's data in accordance with the Office's procedures. The information is compiled in table form. Responsible: Research Office.

- e. Third-cycle courses and study programmes
 - i. number of applicants and admitted doctoral students, broken down by legal gender
 - ii. number of doctoral students, broken down by legal gender
 - iii. number of degrees awarded, broken down by legal gender, including information on net and gross study time

The information is obtained from the annual report and is also included as one of the documents in SKH's internal programme evaluations. The information is compiled in table form. Responsible: Research Office.

- f. Number of ongoing and completed research projects per organisational unit.
The information is retrieved from Unit4 and online. The information is compiled in table form. Responsible: Research Office.
- g. Collaboration with the surrounding community, number per organisational unit.
The information is obtained from DiVA and in connection with the collection of data for the annual report. The information is compiled in table form. Responsible: Head Librarian and Research Office.
- h. Research data (*under development*).
- i. Interdisciplinary collaborations in research contexts, within SKH and nationally and internationally (*under development*).

2. **Summary and analysis of each key figures.** The analysis under each table should be brief and include reasoning about what differences and changes may be attributable to. Responsible: Organisational unit or function that compiled the information in table form as specified in point 1 above. Completed: 15 September.
3. **Compilation of all key figures in table form, including summaries and analyses.** Responsible: Quality Coordinator Completed: 30 September.
4. **Operational dialogues.** The compilations, including the analyses, are part of the data for the operational dialogues in the autumn semester.

5. **Operational planning and operational plans.** See the respective process description. Plus discussions and meetings at the local level (collegial and other).
6. **Quality reporting.** Underlying data for annual reporting to the University Board. Responsible: Quality Coordinator
7. **SKH's research evaluations.** Underlying data for SKH's research evaluations, which are conducted every six years (*under development*).

Follow-up and development of the key process

Responsible: Quality Coordinator in annual dialogue with other functions and organisational units involved in the process.

Process arrow for the key process

