



GUIDELINES

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Decision-maker

President

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Responsible department

UF/PLU

Quality Assurance Guidelines for Research

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish version will prevail.

KTH shall apply a cohesive quality assurance system to education, research and collaboration. Just like the quality assurance of education, the quality assurance of research must be an integral part of our operations. KTH's quality assurance management shall relate to both national and international guidelines, the goals stated in KTH's Development Plan and the goals and requirements stipulated in KTH's central governance documents. The following principles shall apply at KTH:

1. The scope and content of the quality assurance system

- KTH's quality assurance system for research shall include continuous monitoring and periodic reviews.
- Content – i.e., the areas (conditions, processes and results) that are to be quality assured and the requirements to be applied to continuous monitoring and periodic reviews – shall be based on KTH's own goals, national and international guidelines and the national system for quality assurance of higher education formulated by the Swedish Higher Education Authority.
- Quality assurance of collaboration shall be integrated into both continuous monitoring and periodic reviews of KTH's research.

2. Division of responsibilities

- KTH's Delegation Rules and Rules of Procedure shall govern management's overall responsibility for the quality and quality assurance of operations.
- The Faculty Council is responsible for ensuring that KTH's quality assurance system is monitored, evaluated, developed and that feedback is obtained on an ongoing basis and that the system is efficient and fit for purpose.
- The Faculty Council shall issue instructions for the continuous monitoring and periodic review of KTH's research.
- At university-wide level, responsibility for the continuous monitoring and periodic review of KTH's research rests with the Dean of Faculty. At school level, this responsibility rests with the Head of School.
- The Head of School, or the member of school management delegated by the Head of School, is responsible for planning and implementing activities for the continuous monitoring and periodic review of research conducted within their school.
- KTH's governance documents shall promote the preconditions for KTH's staff and students to engage in the work of assuring quality within their own courses, study programmes, research and other activities.
- KTH's operational support at university and school level shall support the development of the quality assurance system and coordinate quality assurance management.

3. Principles for continuous monitoring

- Continuous monitoring shall follow a one-year cycle and be integrated through quality dialogues in annual business monitoring.

- The Dean of Faculty is responsible for planning and implementing the continuous monitoring of KTH's research in accordance with the President's guidelines and instructions from the Faculty Council.

- Continuous monitoring shall include aggregated analyses at school level based on analyses conducted at all of the school's research units.

- Recommendations resulting from continuous monitoring shall be incorporated into the Development Plan and its school appendices and followed up in quality dialogues in annual business monitoring.

- The Head of School is responsible for ensuring that the results of annual continuous monitoring are openly presented and discussed with the school's researchers and teachers.

4. Principles for periodic reviews

- Periodic reviews of research shall be conducted every seven years and include a self-assessment process and external collegial assessment.

- The Vice President for Research is responsible for planning and implementing periodic reviews of KTH's research in accordance with the President's guidelines and instructions from the Faculty Council.

- The results of periodic reviews shall be reported to the Faculty Council and followed up in conjunction with quality dialogues in annual business monitoring.

- The Dean of Faculty is responsible for ensuring that the results of periodic reviews are openly presented and discussed with the university's researchers and teachers.