Digitalization Policy at KTH

This policy document has been adopted by the University Board (Reference number V-2020-0402) and is effective from 10 June 2020. This policy document provides governance principles that govern KTH's work for the purpose of achieving the goals related to digitalization and digital transformation in the Development Plan for 2018-2023 (V-2017-0805). The entity with the responsibility for the supervision and questions about the policy document is the IT Department within the University Administration and the Vice President for Digitalization.

1   The concept of Digitalization

In this policy document, digitalization refers to the development of the activities of the University based on the opportunities and possibilities offered by technology, i.e. a digital transformation that entails that we can do things in completely new ways, or do completely new things. Digitalization leads to increased quality, efficiency and a better user experience for students, academic and support staff, and the community-at-large.

The Swedish Government has adopted a National Digital Strategy that includes the overall goal that Sweden shall be the best in the world in the use of the opportunities and possibilities that digitalization provides, in order to achieve the Government's vision for a sustainable digital Sweden. For the purpose of achieving the Swedish Government's overall goal, the Government has established five distinct sub-targets relating to digital skills, digital security, digital innovation, digital leadership and digital infrastructure. (Swedish Government Document 2017/18:47)

2   A KTH for a More Digitalized World

KTH's Development Plan 2018–2023 includes an overall goal of A *KTH for a More Digitalized World*, which among other things means that KTH, with its expertise in the field, will take a leading role in the digitalization of education, research, joint collaborations and joint operational support.

The following approaches and overall principles guide the activities towards the objectives of the Development Plan:

- KTH develops and uses its **digital skills** in the breadth of its education, research, joint collaborations with others and joint operational support.

- KTH establishes good preconditions for **digital security** by establishing security for the user in the digital work environment and in the digital society.

- With **digital innovation**, KTH establishes the best possible preconditions for innovative environments and for the purpose of developing, disseminating and using digitalization.

- KTH's **digital leadership** is goal-oriented and ensures the compliance with the laws, so that the benefits of efficiency improvements and quality development will benefit the University and society-at-large.

- KTH develops a strong **digital infrastructure** that facilitates flexibility, capacity and stability for digital services within KTH and for other universities, trade and industry, and the society-at-large.

3 Principles for a more digitalized KTH

The following principles characterise the activities of a more digitalized KTH, which in the long term contributes to the Development Plan's goal of A *KTH for a More Digitalized World.*

Research, publications and research data

- At KTH, research in digitalization has leading quality and focuses on societal relevance and benefits to the society-at-large.

- At KTH, research on digitalization and digital transformation is applied for the purpose of enabling innovation and quality in the development of the activities of the University.

- KTH's research publications are made available in digital format.

- KTH's research data, which is the basis for published research results, are made available and searchable in such a manner that it can be used by others.

Digital transformation of education

- The digitalization of KTH's education enables the education to be delivered, tracked and examined via digital media.

- The digitalization of KTH's education contributes to making education accessible for lifelong learning.

- The education that KTH offers provides the students with fundamental digital literacy.

- KTH's education strengthens the working life with the requisite advanced digital skills.

Use of IT support tools

- KTH's teachers and researchers make use of new innovative IT support tools for the implementation of the University's activities.

- KTH's teachers and researchers are provided support and opportunities to independently explore the possibilities of digitalization in their own teaching and research.

Collaboration and communication

- KTH's teachers and researchers use digitalization for the purpose of expanding, promoting, and improving their interaction with the community-at-large.

- KTH's digitalization facilitates joint collaboration and strengthens the University's brand.

- KTH's digital communication is characterised by usability, accessibility and positive user experiences.

Governing for efficiency and quality

- KTH's digitalization is governed for the purpose of contributing to a sustainable and international university, with equal opportunities for all.

- KTH's digitalization is governed so that available resources are used efficiently.

- KTH's digitalization promotes high quality in the activities of the University by utilising the leading IT tools and infrastructures that suppliers can offer.

- KTH's digitalization provides beneficial functionality for the education and research.

- KTH promotes digital accessibility and inclusion, so equitable access to information and services is provided to everyone in the society.

Digital operational support

- KTH's digital operational support is characterised by a high degree of usability, security and robustness.

- KTH's digital operational support and infrastructure are procured/acquired, developed and introduced with user-centered methods, for the purpose of achieving high usability and accessibility.

- KTH's digital operational support is adequate, complies with legal rules and is professional.

- KTH's operational support uses digitalization for the purpose of establishing efficiency in an overall comprehensive perspective. Digitalization generates data used for analysis and further development of the activities of the University.

- KTH's operational support uses digitalization for the purpose of streamlining and simplifying its own operations and to establish new opportunities via digital innovation.

Digital transformation

- There is an organisation and development processes at KTH that provide the prerequisites for digital development via systematic step-by-step improvements.

- At KTH, the effect of digitalization is followed up and measured, for the purpose of ensuring that expected benefits can be best utilised.

Digital literacy

- KTH's employees develop their own digital skills to exploit the full potential of the digital support systems.

- KTH employees and students are systematically learning effective ways of working with the IT tools provided.

- KTH's employees are familiar with using basic digital tools for the activities of the University.

Digital work environment

- KTH's digitalized work environment will facilitate a flexible way of working.

- KTH's digital work environment is systematically followed up and reviewed with the goal of achieving increased quality and efficiency.

- At KTH, the students' digital work environment is characterised by a high degree of usability and accessibility.