

Organisation of IMADA

Sections and research groups

The scientific staff at IMADA form research groups which in turn form sections. Each section has a Head of Section (HoS). PhD students, postdocs and scientific assistants are by default part of the sections of their main supervisors and hosts.

The IMADA Management group (IMADA-LG)

IMADA-LG group consists of the HoS, the chair of the IMADA Teaching Committee and the Head of Department (HoD, chairman). The departmental secretary provides administrative support to the group.

IMADA-LG is advisory to the HoD. Its role includes the following tasks:

- Defining, maintaining, and overseeing the overall strategic development plan of the department, including:
 - hiring plans;
 - research development, including investments in new strategic research areas;
 - priorities for service teaching and continuing education;
 - the set of degrees offered by the department.
- Appointing representatives of IMADA in external committees or relations to external entities.
- Approving representatives proposed by the internal working groups and committees at IMADA.
- Overseeing the balance of the workload distribution.
- Supporting a positive development of the sections, research groups, committees and working groups within the department.
- Sharing experiences and ideas among the HoS.
- Discussing possible changes to the organisation and procedures of the department and make adjustments and changes when needed.
- Handling issues, challenges and tasks that cannot be solved within the current sections and committees.

The HoD is expected to keep IMADA-LG informed of relevant decisions made without the involvement of the group.

In the start-up phase, IMADA-LG will

- regularly revisit the status of the organisation and the sections and discuss possible adjustments to the organisation and the procedures (at least until the end of 2019);
- establish the duration of mandates of group representatives (HoS, Heads of CS/Math group, teaching committee members, etc.) and the processes by which they are chosen;
- if judged necessary, invite support from external consultants on communication, meeting structure and meeting content.

The role of the sections

The sections are expected to

- define and when necessary adjust a strategic research plan for the development of the section and provide input to the management group regarding strategic research directions and concrete initiatives;
- coordinate strategic positioning and third-party funding within the section;

- create research group identity, visibility and branding;
- support junior researchers, new staff and talent development within the section;
- support a good working environment and provide collegial support, both scientific and social, in particular for new staff members;
- distribute tasks assigned to the section among its members;
- construct, maintain and coordinate specialisations for MSc degrees, including distribution of teaching and supervision tasks on the specialisations;
- create an attractive environment for (MSc) students.

Each section is expected to have an up-to-date web page with core information about the section, linking to the web pages of the research groups under the section.

The main tasks of the HoS are to

- promote and take responsibility for the activities of the section;
- take responsibility for any funds allocated to the section;
- represent the section in the management group;
- manage communication, coordination, and feedback between the section and the management group.

Section structures, including HoSs, must in no way restrict or dictate the choice of research topics or research directions for any researcher at IMADA.

Degree responsible and Teaching committee (UUV)

For each degree at IMADA, a degree responsible person is appointed. Tasks for the degree responsible person are:

- Ensuring that the degree, major as well as minor (if applicable), fulfils all the criteria and quality controls specified by Study Board, SDU's quality policy, ministry regulations etc.
- Controlling the quality of the degree (characterised by SDUs quality policy) and proposing and implementing plans for its improvement. This includes monitoring course evaluations, failure and drop-out rates and study time.
- Approving MSc specialisations for the degree (proposed by the relevant groups).
- Handling student applications and other requests pertaining to the degree.
- Collecting, reporting and presenting information about the degree when required. This includes the *uddannelsesberetning*.
- Coordinating with external teachers.
- Acting as the main contact person for the degree.
- Ensuring the adequate involvement of - and dialogue with - the relevant group of teachers and researchers as well as students in matters pertaining the degree.

Additional persons attached to the degrees may also be appointed by the HoD to form a team together with the degree responsible person, within which tasks may be distributed. The degree responsible person is then responsible for an adequate distribution of the tasks within the team.

UUV consists of a chairman, the degree responsible persons as well as additional team members for each degree and appointed student representatives. The study secretary of the department lends administrative support to UUV. The degree responsible and additional team members for each degree report to the chairman of UUV. Among the degree responsible persons, someone with a scientific background different from that of the chairman is chosen as vice chairman. The chairman and the vice chairman represent IMADA's degrees in the faculty *Uddannelsesudvalg*.

The role of UUV is to

- Coordinate and oversee initiatives, structural changes and similar actions that relate to teaching and degrees at IMADA, in particular actions that involve or affect more than one degree.
- Share information that relates to teaching and degrees at IMADA, including information from study board, management etc., information from students and best practice.
- Recommend, when necessary, to IMADA-LG matters pertaining to teaching and degrees at IMADA.
- Organise information meetings, evaluation workshops etc when relevant for IMADA's degrees.
- In collaboration with IMADA-LG, ensure an appropriate advisory board for the department's degrees and maintain a dialogue with its members.
- Ensure the quality of service teaching.
- Compile and maintain plans for teaching and exams for all courses that involve the department, including service teaching. The teaching and exam plans should be made and maintained in collaboration with the relevant researchers and teachers and should stretch sufficiently far ahead in time to allow for adequate negotiation and planning of sabbaticals. MSc specialisations should be planned in dialogue with the corresponding sections.

UUV is advisory to IMADA-LG. Changes to degrees proposed by members of UUV should be discussed in the committee and approved by the committee before these are submitted to the Study Board. Larger structural changes and changes that have significant strategic impact or impact on resource allocation should also be approved by IMADA-LG prior to submission to the Study Board or the faculty.

For shared degrees and service teaching of more permanent or extensive character, such as mathematics-economy and computational biomedicine, coordinators may be appointed with the purpose of coordinating between IMADA's teaching committee and/or relevant degree responsible persons at IMADA and the departments or faculties that own the degrees in question. Whether such coordinators are members of UUV or not is determined on a case-by-case basis.