

Mandate and Guidelines of The Research Board at The Faculty of Biosciences and Aquaculture, Nord University

Approved by the Dean of the Faculty of Biosciences and Aquaculture, 15th of April 2025, 25/01939-1.

Section 1 Scope

The Research Board at the Faculty of Biosciences and Aquaculture (FU-FBA) is an advisory body to the Dean of the Faculty, dealing with research matters and doctoral education.

Section 2 Mandate

FU-FBA shall contribute to ensuring stable research activity through coordination of efforts undertaken at its campuses in Bodø and Steinkjer. FU-FBA shall promote and implement qualitative and quantitative measures for the conduct of scientific activities at the faculty, by promoting initiatives for procuring research grants, facilitating forums for scientific interactions, stimulating scientific output of high quality, and supporting the smooth operations of the doctoral programme in Biosciences. The cases considered by the board can be either decision on behalf of the Dean or recommendations for action by the Dean.

Section 3 Areas of responsibility

The following are defined as the responsibilities of the research board

3.1 Research

- a) Prepare the faculty's 4-year action plan for research and verify its implementation
- b) Review strategies of the research groups and align it with the faculty strategy
- c) Provide input on the faculty's research strategy to the central research board
- d) Address research and development matters at the faculty and propose cases for consideration by the central research board at the university (only with the dean's approval)
- e) Monitor the faculty's scientific output including publications, dissemination and communication activities.
- f) Discuss matters pertaining to the quality of the faculty's scientific output and advocate for maintaining high ethical standards in science.
- g) Contribute to the preparation of the yearly report on research activities of the faculty covering grant applications, successful projects and their outcomes, and the status of the doctoral programme.
- h) Review the status of research infrastructure and functions of laboratories, and provide input on investments for the maintenance and upgrade of infrastructure
- i) Contribute to the development of the data management policies and practices at the faculty

3.2 Doctoral education

- a) Review the application for admission to the PhD programme, the PhD project

proposal, expertise of the supervisory committee, and funding plan to recommend the admission of candidates fulfilling the requirements for admission.

- b) Monitor the progress of PhD candidates by reviewing the performance reports (CPR), and the yearly target for candidate production.
- c) Coordinate with the PhD administration to conduct the annual dialogue meeting with PhD students as well as the supervisors' forum. Handle matters raised during the dialogue meetings/supervisor forum.
- d) Approve thesis submitted by a candidate for evaluation. If the thesis is not prepared according to the faculty guidelines, the board will ask for changes prior to its approval for evaluation by an external committee.
- e) Verify the qualifications and supervisory experience of the doctoral thesis assessment committee proposed by the supervisor.
- f) Organise career guidance seminar for PhD students.
- g) Approve the establishment or removal of PhD courses and maintain a portfolio of PhD level courses offered at the faculty.
- h) Revise the supplementary guidelines of the PhD programme when necessary.
- i) The doctoral programme coordinator (SPA), who also serves as the deputy leader of the FU-FBA presents the yearly quality report on the PhD programme.

Section 4 Composition and the designated period of service of FBA-FU

FU-FBA is composed of the following members:

- The Pro-Dean for Research and Development (leader)
- The PhD program coordinator, SPA (deputy leader)
- Leaders of each research division at the faculty
- Academic representatives from two research divisions, nominated for a one-year term, and rotated among the divisions
- A PhD representative, nominated by the PhD student body at the faculty for a one-year term

The above-mentioned members (excluding the academic representatives and the PhD representative) of the board are appointed by the dean for a four-year term, corresponding to the dean's period of service. If vacancies arise during a term, the dean reserves the right to appoint new members for the remaining period.

The pro-dean is the leader of the FU-FBA. In the absence of the pro-dean, the deputy leader shall take over the responsibilities of the board. The composition of FU-FBA shall be in accordance with the Act relating to universities and university colleges Section 5-4 and Act relating to gender equality.

Section 5 Processing of Cases

- The pro-dean will call for board meeting and prepare the agenda together with the faculty administration that deals with research matters and doctoral education.
- The administration will send out the agenda and call to all FU members one week prior to the scheduled meeting.

- A quorum for a meeting is reached when 50 % or more of the members are present.
- The board will make recommendations to the dean or take decisions based on simple majority.
- If the board members do not agree on a case decision, the leader of the board (Pro-Dean) or in the absence of the leader the deputy leader (*SPA*) will have the deciding vote
- FU-FBA can invite others to participate in the meeting, either as observers or to present cases or make to make proposals to the board.
- Minutes of the FU-FBA meetings will include the information on participants and recommendations/decisions.
- FU will normally have five physical (or online if situations demand) meetings every year in addition to several email meeting. Extraordinary/email meetings will be conducted to deal with urgent issues.

Section 6 Administrative Resources

The FU-FBA is supported by the administration with resources from both the PhD administration, project administration and the economy division of the faculty. They will be responsible for preparing their respective cases for the FU-FBA. The faculty director will nominate a secretary and a deputy for the board.