GUIDELINES FOR TEACHERS

Umeå Institute of Design

Processed in the Program council 2017-03-29
Established at Decision meeting 2017-04-12

Updated 2018-02-21
Welcome to UID as teacher!

To facilitate your work as teacher and tutor at UID, and to secure the needs and rights of the students, we ask you to please use these guidelines as a check list when you plan and conduct your education. This document is updated on a regular basis, to mirror and to include the ongoing discussions on and changes in our work – so please contribute with comments, changes and additions (to Director of studies or administrators, see contact details at the end of this document). More support and information is found on the UID web pages www.uid.umu.se and on the Umeå University home page www.umu.se.

For teachers employed at UID:
For you as a teacher employed at UID, this document gives support for your planning and teaching. Please use the check lists when planning and carrying out education. You are responsible yourself for planning and providing information about your needs to relevant colleagues (co-teachers, IT-support, house technician, administration, labs and workshops) when it comes to planning and preparing educational activites that relate to colleagues’ areas.

For incoming teachers/tutors:
If you are an incoming teacher, not living in or very near Umeå, you will receive assistance with booking travel and accommodation to fit the planned education. You will be contacted by UID staff about the booking after the programme director or course responsible has shared the details, agreed with you, with the UID staff handling bookings. See more information at the end of this document.

Please let us know well in advance which kind of equipment and support you will need for your education. Please tell us if you will be needing to access a computer or projector, or if you will bring your own computer, or perhaps need an overhead projector. Please also let us know if you need a whiteboard (or blackboard), flipchart or other material, and if any particular setup or furniture is needed. See Check list for teachers in this document.

Invoices and salary for incoming teachers. If you are sending us an invoice through your company, please note that Umeå University applies a payment period of 30 days. Salary forms can be procured from the staff administrator. See more information at the end of this document.
UID core values: People first / Engagement / Collaboration

To design is to be in dialogue with the world around in order to make a difference that matters. To make things, and to make things happen, we engage with matters and materials; with capacities and contexts, with people and practices; with society, industry and environment.

At Umeå Institute of Design, this engagement is the core of our philosophy. Our heartfelt passion for being in dialogue with people and with the world, stems from our Scandinavian tradition.

This is why:

• our design approach puts people first, from design methodology to aesthetics,
• we are committed to teamwork and to each individual student’s learning process,
• we work together to create a social and supportive environment,
• professional design practices have a strong presence in what we do,
• our projects are thoroughly collaborative, with external stakeholders and real issues,
• making things will always be a fundamental way of testing and explaining our ideas.

We are an international Swedish school, founded in 1989 with the aim of giving future designers the best possible start of a life-long professional career and personal development. As design is constantly evolving in response to changes in society and environment, education and research at the Umeå Institute of Design aims to be at the forefront of addressing the future foundations of industrial design.

We welcome you to join us in shaping our common future.

Planning education

The UID pedagogical foundation is based on a constructivist approach. Students work together in a social and creative process, building knowledge through discussion and argumentation with each other and with teachers/tutors. Examinations are mostly held openly for the whole study group, and the examiner gives individual feedback and assessment before the whole student group. Students on programs and courses work in a studio environment, often with the different years in the programmes sitting together. The school has a strong experience based pedagogical approach – learning-by-doing – with emphasis on theory in connection to practice and project work.

Conscious ethical considerations shall always be integrated in all planning and carrying out of education. Since we educate students in a user centred design practice, where all projects and many courses include a close contact with people in different stages of the design process, an active reflection on the role of the designer in relation to users and also a conscious discussion around the implications and consequences that both the design process and the project direction and theme include and lead to in relation to the involved persons and parties. When planning a project in collaboration with external partners, ethical considerations relating to the project collaboration and project theme shall always be made, and documented.

The work environment and working climate at UID is built on openness and mutual respect, between students and between staff and students. In everything we do, including how we address and treat each other, the point of reference shall always build on an equal opportunities perspective. Teachers shall be well informed of the guidelines and rules for education in general, including equal opportunities work and perspectives. More information is found on the Umeå University home page: http://www.student.umu.se/english/during-your-studies/equal-opportunity-and-work-environment/
**Study hours and scheduling**

All schedules are available online, and students have the right to receive their detailed schedule latest one month before the start of a course. More information is found on the UID web: [http://uid.umu.se/en/for-our-students/student-handbook/schedules/](http://uid.umu.se/en/for-our-students/student-handbook/schedules/)

**Study hours** are Monday to Friday, 8-17, and the scheduling of education usually – with certain exceptions – is between 9 and 16. Even if many of our students spend a lot of time at the school, the education shall always be planned and the requirements dimensioned so that it is both possible and reasonable for the students to achieve their tasks and reach the expected learning outcomes within the normal study times. A task shall never be given students with the assumption that they should dedicate evenings, weekends or vacations to completing these.

**Every Wednesday between 13 and 16, no education should be scheduled for programmes and one-year courses.** You can schedule “own work” for the students, but no teacher-led education. In single subject short courses, this is not generally applied, so Wednesdays may be scheduled for education. But please avoid scheduling internal UID teachers on Wednesday afternoons, since many need to participate in meetings and seminars these days.

**Student sports days** should not be scheduled with education. These are always Wednesday in week 37 of the autumn term, and on Shrove Tuesday in the spring term.

**General meetings and information**

Each Monday between 10.15 and ca. 10.35 we have **Wozzop**, a joint information session for the whole school, that all students should participate in. If possible, please plan your education so that the students can participate, and please do join in yourself also!

Almost every Wednesday there is a **Wednesday lecture** during the afternoon, open to all students and staff. Information is announced through posters around the school, and on our web site.

The first Wednesday of every month, between 13 and 14.30 a **School meeting** is held for all students and staff at UID. All incoming teachers are of course also welcome!

**Fika times**

UID times for fika (coffee break) are around 10.15-ca 10.35 in the morning and 14.30-14.50 in the afternoon. Every teacher may of course shedule breaks in other ways if it fits the planned education better.

Teachers and staff have their fika att the same times as the students, in the staff kitchen on floor 2. In the upper kitchen drawer closest to the fridge is a coffee key with a big blue keyholder that visiting teachers may use in the coffee machines. In the drawer is also a selection of teas. On Wednesday morning fika, a staff member will bring something good to accompany the coffee – don’t miss out on that!

**Facilities**

The UID main entrance is unlocked during office hours Monday – Friday between 8 am and 5 pm. After that, a key card is needed to get in.

Class rooms and teaching spaces can be furnished and set up in different ways. If you have specific needs of a certain structure, please let us know asap.

**Remember to restore the setup of the room, and have students clean up and take away their work materials, after a class.**
Check list for teachers and tutors at UID

Before teaching:

☐ If possible participate in planning meetings or in other ways inform yourself about the course.
☐ Read the course evaluation from the latest course, especially focusing upon the part of education you are responsible for.
☐ Be well aware of the course syllabus and expected learning outcomes and adjust your education to the goals of the course.
☐ Notify needs for teaching support in terms of facilities, equipment and ev. materials when discussing the scheduling
☐ Be well aware of the theme of the course project and connect your education to the aims of the project if possible.
☐ Be well aware of the course scheduling (available online) and understand the context of your education.
☐ Be well aware of the students’ programme affiliation and year on the programme, if they are in a programme education, and adjust your education accordingly.
☐ Assist the course responsible with descriptions of your education + criteria for assessment for the study guidelines or project brief.
☐ Account for the assessment criteria you will use to evaluate and grade the students' examination and/or mandatory assignments or deliverables and supply these in writing for both course responsible and for the students.

During education:

☐ Take note of attendance and hand to course responsible or administrator/coordinator.
☐ Give the students opportunity to participate at Wozzop on Mondays between 10.15 and 10.35
☐ Notify course responsible about any changes in the schedule so that the on-line schedule can be adjusted.
☐ Publish eventual study material or information on the course page/Cambro (or send it to course responsible for publishing).
☐ Submit grades or assessments – Fail, Pass, Pass with Distinction – for individuals and/or groups to Department administrator or Coordinator for education at the latest 15 work days after an examination or assessment.

After education:

☐ Please share your feedback and observations when needed (attendance in class, question, group dynamics etc) with the course responsible.
☐ Submit grades or assessments for individuals and/or groups, if you have education that includes assessment or examination, to Department administrator or Coordinator for education at the latest 15 work days after an examination or assessment.
Check list for course responsible teacher

Before course

- Read previous years’s course evaluation and course report and carry out any needed and relevant changes to the course in collaboration with programme director/director of studies and involved teachers.
- Call for planning meeting for the course well in advance, according to UID planning cycles, to ensure that all involved teachers have enough time to prepare.
- Provide all teachers with information about course syllabus, learning outcomes, student group, previous evaluations, guidelines for teachers, UID pedagogical foundation, and other issues relating to rules and guidelines for teaching and planning.
- Inform all involved teachers if there are any students with documented disabilities, for which there are individual solutions and considerations to be made in teaching or examination.
- Set criteria for examination and assessment in the course, based on the expected learning outcomes in the course syllabus, and describe these in writing in the brief or study handbook/study guide.
- Plan the project structure and project brief – including documentation of ethical considerations – and manage contacts with collaborating partners together with project tutor(s) (and ev. programme director).
- Make sure the scheduling of the course is planned in collaboration with the teaching team (and ev. programme responsible) well in advance – according to UID planning cycles.
- Make sure a detailed schedule is published latest 4 weeks before the course starts.
- Go through and update course information in the study handbook/guide (and on Cambro) in collaboration with other teachers (and ev. programme director).
- Submit DOLF information and project brief for ev. project to accountant (and double check project budget with programme director).
- Formulate and send a welcome letter before the course starts.

During course

- On single subject courses: Course responsible teachers at UID are responsible for providing information to students about fire safety and evacuation routines at the start of the course.
- On single subject courses: Inform about the course events weekly at Wozzop, Mondays at 10.15 or pass on information to someone else for presentation if you cannot be there.
- At the start of the course: Inform the student group about expected learning outcomes, course structure, study formats, examination and assessment criteria.
- At the start of the course, go through the course report/evaluation from last time the course was given, and comment any eventual changes.
- Make sure that changes in scheduling are published online.
- Be the contact person for students and teaching team when it comes to course content and examination, and issues that relate to the work and study environment and group dynamics in the class.
- Pass on and coordinate information on course content and other relevant information to the teaching team and, if necessary, to the director of studies.
- Carry out course evaluation according to UID and Faculty guidelines at the end of the course (see above link).

After course:

- Responsible for reporting final grades on the whole course to Department administrator or Coordinator for education after – if needed – calling for a grading meeting with other teachers and tutors well before deadline (grade must be reported latest 15 working days after final examination).
- Compile a course report according to Faculty guidelines (see above link).
- Give feedback on the result of the course evaluation (using the course report) to students and teaching team, programme responsible and Director of studies.
Compile study material and results for archiving and documentation, according to programme director’s or director of studies’ decision.

Compile and deliver visual presentation material for the UID web according to UID guidelines, and communication plan.

**Programme director/IDI course responsible is responsible for:**

- The *pedagogical quality work on the programme*, and for supporting teachers in the pedagogical and formal course work according to rules and guidelines at UID and Umeå university.
- *Communicating information about the role of course responsible* to the designated teacher, and give the information needed about staffing, course syllabus, learning outcomes, course budget, any students with documented disabilities/individual study pace, and other details needed in order for the course responsible to start planning the course and informing involved teachers.
- *Providing a basic scheduling* for the course in collaboration (Grand plan meetings) with director of studies and other UID programme directors, and in the planning weigh in suggestions for changes based on course evaluation and course report.
- *Contact any external teachers well in advance before course start*, in collaboration with course responsible, according to UID routines in order to negotiate payment, submit permit for external teacher to UmU centrally and sign the formal contract agreement with the teacher.
- Following up on that *course planning meetings* are held well in advance and that necessary information has been made accessible to all teachers involved.
- *Deciding what material in the course should be documented and archived*, in collaboration with course responsible, and for following up that the material is documented and archived at UID.
- Ensuring that the suggestions for course development and changes in course syllabus suggested by course responsible in the course report is discussed and followed up, and that a draft for *revised course syllabus* is handed in to the Programme council within the given time frames.
- *Continuously submitting course reports to the Programme council* according to UID routines and deadlines.

**Director of studies is responsible for:**

- The *overall pedagogical and educational quality work at UID*, and for supporting programme directors and teachers in the pedagogical and formal course work according to the rules and guidelines at UID and Umeå university.
- Calling programme directors to *overall planning meetings* ("grand plan") in order to work with planning issues between the educations (staffing, content, facilities etc)
- Informing programme directors and single subject course responsible of any students with documented disabilities that will be attending their educations.
- *Lead the resource management process for staffing within education* at UID.
- Provide *material for staff planning on a resource management level* for programme directors and course responsible, according to the UID planning cycle.
- *Following up that course reports* are handled at the Programme council.
- *Keeping information material for internal and external teachers updated*, and that routines are in place for providing material to programme directors and course responsible, for further communication to external teachers.
UID technical and administrative support

Besides the course responsible or programme director that you are in touch with, these persons are relevant for you as a teacher to contact for support:

**Birgitta Sundberg, Coordinator for education**
Tel: 090-786 96 14, e-mail: birgitta.sundberg@umu.se
Mainly handles issues regarding MFA programmes and single subject courses: Course administration, distribution of information, facilities booking etc. and eventual publication of course information on the UID web page. Contact her to communicate your needs for facilities setup and equipment needs, to get photo lists of students and to report results after the course.

**Adrian Löwander, Department administrator**
Tel: 090-786 51 60 e-mail: adrian.lowander@umu.se
Mainly handles issues regarding BFA programme and PhD education: Course administration, distribution of information, facilities booking etc. and eventual publication of course information on the UID web page. Handles travel bookings for external teachers, all educations. Contact him to communicate your needs for facilities setup and equipment needs, to get photo lists of students and to report results after the course.

**Sara Eriksson, Staff administrator.**
Tel: 090-786 69 96, e-mail: sara.eriksson@umu.se
Contact her if you are not invoicing through a company, but salaried by remuneration.

**Corné de Beer, Accountant.**
Tel: 090-786 56 76, e-mail: corne.de.beer@umu.se
Handles course and project finances. Contact her to set up project account in the DOLF system, and for any questions on invoicing and economy.

**Anders Hellström, House technician.**
Tel: 090-786 76 94, e-mail: anders.hellstrom@umu.se
Manages facilities in general, as well as key cards and sales of certain materials. Contact him in order to get key card access to UID, assistance with furniture in classrooms etc.

**Peder Fällefors, Computer technician**
Tel: 090-786 76 92, e-mail: peder.fallefors@umu.se
Contact him for support with computers, projectors and other IT equipment, including issues with printers and computer lab hardware.

**Linda Bogren, Director of studies**
Tel: 090-786 68 79, e-mail: linda.bogren@umu.se
Works with strategic and practical issues regarding education on basic and advanced levels. She also chairs the Programme council. Contact her for issues regarding education in general, and for rules and regulations regarding teaching and education.
Travel

Umeå Institute of Design can – when agreed beforehand – pay for flight tickets/train tickets to the school, and airport taxi in Umeå. Travel must be booked through Umeå Institute of Design as early as possible. Costs for rebooking or cancelling the trip, due to reasons not caused by changes or activities in UID's planning, are paid for by the teacher herself/himself.

Costs that are not compensated:

- travel time
- transport between accommodation in Umeå and the school
- air taxi / shuttle bus to the airport where you are travelling from
- Parking charges at the airport where you are travelling from
- meals

Billing and remuneration

If you have a registered company you can send your invoice to the address in boxes below. If you don’t have a register company it is possible to get compensated through remuneration, see instructions on next page. Each course has a course code in the format 5IDxxx, a project number and an activity number, please put these on the invoice. These are provided by the programme director.

Billing

Please send the invoice to one of the following addresses after finished your assignment.

<table>
<thead>
<tr>
<th>From a Swedish organization:</th>
<th>From a foreign organisation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Umeå University</td>
<td>Umeå University</td>
</tr>
<tr>
<td>Umeå Institute of Design 5310</td>
<td>Umeå Institute of Design</td>
</tr>
<tr>
<td>PG 1099</td>
<td>S-901 87 Umeå</td>
</tr>
<tr>
<td>737 84 Fagersta</td>
<td>Sweden</td>
</tr>
</tbody>
</table>

The invoice should contain the following information:

- The address of Umeå Institute of Design
- Reference code: 5310XXX (see list below)
- Project number and course code
- Suppliers name and address
- **Suppliers VAT-number or/and ID-number for the company**
- **Our VAT-number (SE202100287401) when invoice from another EU country.**
- Suppliers Postgiro/Bankgiro (IBAN and Swift code if international payment)
- Date and number of the invoice
- Due date and other terms of payment
- Currency
- Price and amount of the ordered goods/services and total amount to be paid

*The supplier needs to have a registered company (and be able to prove it) to send us invoices.*

*Reference codes, education:*

- Bachelor program (kandidat) 5310KAN
- Interaction program (IxD) 5310IXD
- Advanced Product Design program (APD) 5310APD
- Transportation program (TD) 5310TPD
Single subject courses 5310FRI
Industrial Design Intensive (IDI) 5310FRI
PhD education 5310FOU

Last date for invoice
Invoices for spring semester should be handed in latest by the 20th of June. Invoices for autumn semester should be handed in latest by the 20th of December.

Payment terms
The University will in general pay the invoice within 30 days. Fees for invoicing will not be paid by Umeå Institute of Design.

Remuneration
If you don’t have a registered company you will be paid a salary. Contact accountant to get the form to use. Payment is done the 25th every month, but please notice payment to a person without Swedish personal number takes a bit longer due to tax routines in Sweden. Tax will be deducted according to current tax table.