

Equal Treatment Plan for the Department of Political Science
2014-2016

Adopted by the Department Board on 6 May 2014
(Reg. no. 320-1.1.2-0085-14)

1. Overarching goals

The overarching goal of this plan is to contribute to the Department of Political Science's operations being characterised by equal opportunities, equal treatment, and openness. The Department should provide good working conditions and a creative study and research environment for all students, teachers and other employees. Regardless of ethnicity, gender, religion or other belief, sexual orientation, transgender identity or expression, age, or disability, all employees, students and prospective students should be met and treated with respect and dignity. The Department aims for ethnic and social diversity and should help counteract social bias in recruitment.

The Department should promote equal rights and opportunities for all employees and students based on their own capabilities. All types of victimisation are unacceptable and prohibited. The equality work at the Department should be developed so that harassment and discrimination on various grounds can be prevented and avoided.

2. Responsibility for the work to promote equal rights and opportunities

In accordance with the Discrimination Act (SFS 2008:567) and Stockholm University's central guidelines (Plan for Equal Rights and Opportunities 2014), the Department should establish a gender equality plan every three years, as well as an equal treatment plan that will be followed up annually. Both plans are in effect from 2014 to 2016. This equal treatment plan thus contains some inevitable overlap with the gender equality plan. The responsibility to follow up the equal treatment plan every year is part of the Department's responsibility to provide education, which means that the plan places particular focus on the Department's responsibility in relation to students. According to Stockholm University's guidelines, all departments that are in direct contact with students must implement "at least three measures with the aim to promote equal rights and opportunities for employees and students" (Plan for Equal Rights and Opportunities 2014:5). These three measures are in addition to the measures implemented continuously by the Department, such as information for new employees, and the equal treatment plan will specify which three measures these are for each year.

It is the responsibility of the Department Board (ultimately, the head of department) to ensure that the goal of an equal workplace is achieved, and that the work to promote equal treatment and rights is given sufficient resources. An annual follow-up of implemented measures should be reported in connection with the Department's annual report, as well as in the following year's equal treatment plan.

Others with special responsibility for the work to promote equal rights and opportunities include:

- The head of department, the deputy head of department, and the head of administration (with special responsibility for recruitment and work environment issues)
- The director and deputy director of studies for all levels (with special responsibility for teaching staff, scheduling, and course content)
- Coordinating teachers (with special responsibility for course content)
- Teachers (with special responsibility for ensuring that their teaching is respectful)

3. Committee for gender equality and equal treatment

The head of department is responsible for appointing a committee for gender equality and equal treatment with special responsibility for monitoring and collecting information about the work to promote gender equality. A convenor of the committee is to be appointed. The committee comprises representatives of teachers, administrative staff, students, and doctoral students. Employed committee members are compensated with 5 teaching hours per year and person for meetings, planning, and follow-ups. Special compensation is awarded for additional work, such as collecting statistics, conducting surveys, etc.

This assignment entails the following:

- On behalf of the Department Board, establish and evaluate the Department's gender equality and equal treatment plans.
- On behalf of the Department Board, conduct surveys or other studies on students and employees' views on and experiences of gender equality at the Department
- The convenor of the committee acts as a contact person and will assist students and employees who have been subjected to harassment or other unwanted conduct.
- The committee is appointed for one year at a time.

4. The work of the committee

The most recent equal treatment plan for the Department of Political Science was established in 2008.

The 2013-2014 committee comprises the following people:

Convenor	Maria Wendt
Representative of the teaching staff/researchers	Lily Lanefelt
Representative of the administrative staff	Maria Appelgren
Representative of the doctoral students	Helena Tinnerholm-Ljungberg, Elin Hafsteinsdóttir (2014)
Representative of SVÄR	Markus Furendal (2013), Christel Kraupp (2014)

The committee was appointed by the head of department in May 2013. The following measures have been implemented since then:

- 1) Discussion of gender equality and equal treatment at the kick-off in August. Inventory of problems, with proposals for the coming years' work to promote gender equality and equal treatment.
- 2) As a result of this discussion, work has started on developing new plans for gender equality and equal treatment.
- 3) New questions have been added to the evaluations in order to gain more information about the students' perception of the study environment and teaching with respect to gender equality and equal treatment. A first collection has been made and the information is currently being processed.

5. Equal treatment plan 2014

Chapter 3, Section 16 of the Discrimination Act stipulates that a provider of education "is to draw up a plan each year containing an overview of the measures needed to (1) promote equal rights and opportunities for the children, pupils or students participating in or applying for the activities, regardless of sex, ethnicity, religion or other belief, disability or sexual orientation, and (2) prevent and hinder harassment" (SFS 2008:567). The Department of Political Science's equal treatment plan is a local application of Stockholm University's overarching Plan for Equal Rights and Opportunities 2014.

The Department of Political Science's specific goals for 2014-2016 are described in the next section. The goals and measures are described under the headings Employment, Work to prevent harassment, Accessibility, and Work to promote broader recruitment. Some measures are expected to be implemented continuously, while others are meant for a specific year. The equal treatment plan should be followed up and updated annually.

5.1 Teaching

Goals

One goal of the work to promote equal treatment is for the teaching to be characterised by openness and respect. This entails a responsibility for directors of studies and course coordinators in particular to ensure that the Department's teaching (i.e. the seminar culture) is perceived as being equal. The Department should pay special attention to increasing the teachers' awareness of hidden discrimination and informal structures, as well as of how to deal with such matters in teaching situations and other interactions between students, teachers and administrative staff. The work to promote equal treatment also includes matters of accessibility; the Department's facilities should not be an obstacle to participation.

As part of this work, a question about to what degree the students perceive the seminar culture as equal was added to all course evaluations in 2013.

Male and female teachers, seminar leaders, and supervisors must be available at all levels (Political Science I, II, III, the master's programme, and in the subject of social science). Furthermore, the gender perspective and literature on gender should be integrated at all levels of education. It was stated already in the previous gender equality plan that there was no overview of how the gender perspective and gender literature were used in the teaching. Such a survey was never conducted. The gender equality plan includes a planned measure involving a survey of the gender perspective in the Department's courses and course literature.

Measures

- Follow up the new questions about equality in the seminar culture that were added to the course evaluations in 2013.
Coordinator: The committee for gender equality and equal treatment.
Timetable: Autumn 2014.
- Organise a half-day course for the Department's teachers with a focus on creating an equal teaching environment, partly based on the results of the follow-up of the new questions in the course evaluations.
Coordinator: The committee for gender equality and equal treatment, and the Department's directors of studies.
Timetable: Spring 2016.

5.2 Work to prevent harassment

Goals

Section 7 of the Discrimination Act stipulates that “if an education provider becomes aware that a child, pupil or student participating in or applying for the provider's activities considers that he or she has been subjected in connection with these activities to harassment or sexual harassment, the education provider is obliged to investigate the circumstances surrounding the alleged harassment and where appropriate take the measures that can reasonably be demanded to prevent harassment in the future” (SFS 2008:567).

The goal of the Department's work to promote gender equality and equal treatment is for no employee or student to be subjected to harassment, and for everyone to be treated professionally in a healthy work environment. A first step is to attempt to reduce the number of people who feel that they have been subjected to harassment. Another goal is to ensure that everyone knows where to turn when they feel harassed.

The head of department has a responsibility to prevent and investigate harassment, as well as to take action to end ongoing harassment.

Furthermore, all employees and students are responsible for their own attitudes, values and actions, and are expected to act when someone in their vicinity is subjected to harassment. If you are subjected to harassment, you can contact the convenor of the Department's committee for gender equality and equal treatment, a manager or a union representative. Students can also turn to SVÄR (the political science student council) or the Student Union. If you want to speak to someone outside the Department, students are recommended to turn to the Stockholm Student Health Unit or the University's healthcare provider.

Situation report

In the Department's equality report from 2007, 13.5% of students and 30% of employees responded that they were not sure, somewhat agreed, or fully agreed with the statement that they believed that they had been subjected to sexual harassment in some form, such as marginalisation or hidden discrimination. Another problem was that relatively few students knew where to turn in case they were subjected to sexual harassment (which is likely the case for other types of harassment as well). In order to acquire a better knowledge base, questions about harassment and discrimination were added to the central course evaluations in 2013.

In order to make it clearer where students should turn, the Department of Political Science will adopt special procedures for dealing with reported discrimination against a student. These are based on the procedures recommended centrally by Stockholm University, but need to be established at the Department and made available to both students and employees.

Measures

- Adopt procedures for dealing with reported discrimination against a student (see Appendix 1). Publish information about the procedures on the Department's website and inform the staff. The information should also be available in English.
Coordinator: The head of department.
Timetable: Spring 2014.
- In connection with internships or similar, the workplace should be provided with information about the University-wide plan for equal rights and opportunities, particularly about the associated responsibilities. Information should also be provided to the students going on work placement. The information should be available in both Swedish and English.
Coordinator: The directors of first- and second-cycle studies, and the internship coordinator.
Timetable: Continuous from spring 2014.
- Newly admitted students and newly appointed staff should continue to receive information, both orally and in writing, about the Department of Political Science's gender equality work and work against harassment. This should be done during introduction days for students and introduction meetings for all new employees, including doctoral students. The gender equality and equal treatment plans should be available on the website and distributed to all employees and students.
Coordinator: The head of department, the directors of studies, and the head of administration responsible for work environment issues.
Timetable: Continuous.
- The gender equality and equal treatment plans should be presented as part of the programme during the Department's annual autumn kick-off. In addition, the work to promote equal rights and opportunities should be discussed by a workgroup or addressed by invited guests who will give a lecture on the topic.
Coordinator: The head of department.
Timetable: Continuous at each kick-off.
- Investigate, by means of a questionnaire, the students' perceptions about discrimination and harassment at the Department and compare the results to previous surveys.
Coordinator: The committee for gender equality and equal treatment.
Timetable: Spring 2015.
- Follow up the survey of the students' experiences of discrimination and harassment, with a special focus on gender. Present the results at the Department's annual autumn kick-off.
Coordinator: The committee for gender equality and equal treatment.
Timetable: Autumn 2015.

5.3 Work to promote broader recruitment

Goals

The Department of Political Science encourages diversity among its employees and students. This includes active work to promote broader recruitment, in addition to efforts to prevent student drop-out.

The Department of Political Science collaborates with Student Services at Stockholm University regarding broader recruitment. The aim of this work is for departments at the University to, in addition to their regular recruitment activities, systematically carry out activities with the aim of recruiting students from underrepresented groups. The focus is on measures to reduce the social bias in recruitment and includes visits from secondary school pupils and their teachers. The most recent visit, in February 2014, included a guided tour of the University, a lecture on the topic of Global Justice (which is part of the course unit Political Theory in Political Science I), and a seminar where the pupils and their teachers had the opportunity to discuss and reflect upon questions prepared by the lecturer in collaboration with the teachers from the secondary school and the director of first-cycle studies at the Department of Political Science.

Measures

- Continue the collaboration with Student Services at Stockholm University to promote broader recruitment.
Coordinator: The director of first-cycle studies.
Timetable: Continuous.
- Organise a workshop on a trial basis to support students from disadvantaged backgrounds during the first semester. The workshop should be given regularly during the semester in order to provide support in addition to the regular teaching. An evaluation will be carried out after one semester in order to decide whether or not to continue.
Coordinator: The committee for gender equality and equal treatment, and the Department's director of first-cycle studies.
Timetable: Autumn 2015.
- Carry out an evaluation of student drop-out rates at the Department in order to learn more about the reasons for student drop-out and possible improvements the Department can implement in order to prevent student drop-out.
Coordinator: The committee for gender equality and equal treatment, and the Department's directors of studies.
Timetable: Spring 2016.
- Organise a half-day workshop about student drop-out for teachers at the Department, based on the evaluation of student drop-out rates. The focus should be on improvements the Department can make in order to prevent student drop-out.
Coordinator: The committee for gender equality and equal treatment, and the Department's directors of studies.
Timetable: Autumn 2016.

Checklist

MEASURE	COORDINATOR	TIMETABL	ACHIEVED?
Newly admitted students and newly appointed staff should continue to receive information, both orally and in writing, about the Department of Political Science's gender equality work and work against harassment. This should be done during introduction days for students and introduction meetings for all new employees, including doctoral students. The gender equality and equal treatment plans should be available on the website and distributed to all employees and students.	The head of department, the directors of studies, and the head of administration responsible for work environment issues.	Continuous	Yes <input type="checkbox"/> No <input type="checkbox"/>
The gender equality and equal treatment plans should be presented as part of the programme during the Department's annual autumn kick-off. In addition, the work to promote equal rights and opportunities should be discussed by a workgroup or addressed by invited guests who will give a lecture on the topic.	The head of department.	Continuous at every kick-off	Yes <input type="checkbox"/> No <input type="checkbox"/>
Continue the collaboration with Student Services at Stockholm University to promote broader recruitment.	The director of first-cycle studies	Continuous.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adopt procedures for dealing with reported discrimination against a student (see Appendix 1). Publish information about the procedures on the Department's website and inform the staff. The information should also be available in English.	The head of department.	Spring 2014	Yes <input type="checkbox"/> No <input type="checkbox"/>
In connection with work placement or similar, the workplace should be provided with information about the University-wide plan for equal rights and opportunities, particularly about the associated responsibilities. Information should also be provided to the students going on work placement. The information should be available in both Swedish and	The directors of first- and second-cycle studies, as well as the internship coordinators.	Continuous from spring 2014.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Follow up the new questions about equality in the seminar culture that were added to the course evaluations in 2013.	The committee for gender equality and equal treatment.	Autumn 2014	Yes <input type="checkbox"/> No <input type="checkbox"/>

Investigate, by means of a questionnaire, the students' perceptions about discrimination and harassment at the Department and compare the results to previous surveys.	The committee for gender equality and equal treatment.	Spring 2015	Yes <input type="checkbox"/> No <input type="checkbox"/>
Follow up the survey of the students' experiences of discrimination and harassment, with a special focus on gender. Present the results at the Department's annual autumn kick-off.	The committee for gender equality and equal treatment.	Autumn 2015	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organise a workshop on a trial basis to support students from disadvantaged backgrounds during the first semester. The workshop should be given regularly during the semester in order to provide support in addition to the regular teaching. An evaluation will be carried out after one semester in order to decide whether or not to continue.	The committee for gender equality and equal treatment, and the Department's director of first-cycle studies.	Autumn 2015	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organise a half-day course for the Department's teachers with a focus on creating an equal teaching environment, partly based on the results of the follow-up of the new questions in the course evaluations.	The committee for gender equality and equal treatment, and the Department's directors of studies.	Spring 2016	Yes <input type="checkbox"/> No <input type="checkbox"/>
Carry out an evaluation of student drop-out rates at the Department in order to learn more about the reasons for student drop-out and possible improvements the Department can implement in order to prevent student drop-out.	The committee for gender equality and equal treatment, and the Department's directors of studies.	Spring 2016	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organise a half-day workshop about student drop-out for teachers at the Department, based on the evaluation of student drop-out rates. The focus should be on what the Department can improve in its work to prevent student drop-out.	The committee for gender equality and equal treatment, and the Department's directors of studies.	Autumn 2016	Yes <input type="checkbox"/> No <input type="checkbox"/>

Procedures for dealing with reported discrimination against a student¹

Adopted by [the department board/equiv.] on [date]

Harassment and victimisation

Actions that affect an individual negatively, that may lead to the person being left out of the community at the department/unit, or that may make it more difficult for the person to do a good job, may be classified as harassment under the Discrimination Act, or as victimisation/bullying.

Harassment includes any behaviour that violates a person's dignity and is connected to one of the grounds for discrimination: Sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation, or age. Sexual harassment is any behaviour of a sexual nature that violates a person's dignity.

Repeated reprehensible or negative actions directed at a specific individual, but not of a sexual nature or connected to one of the grounds for discrimination, may be classified as victimisation/bullying.

It is the person who feels subjected to negative actions that determines what is offensive, but sometimes this person is required to make it clear that the behaviour is unwelcome or perceived as offensive.

If a representative of the University learns that a student feels subjected to any of the above, the circumstances must be investigated and actions taken to make sure the violations cease immediately.

What do you do if you feel discriminated against?

If someone acts towards you in a way that you perceive as harassment, write down what happened, when and where, and discuss the matter with someone you trust. At the Department of Political Science, we recommend that you first turn to the convenor of the committee for gender equality and equal treatment (Maria Wendt) or the head of department (Maritta Soininen). You can also turn to the coordinating teacher of the course in question or the director of studies for the relevant cycle. Another option is to turn to the Department's study counsellor.

Keep in mind that when you report a case of harassment, the informed member of staff is obliged to bring the matter to the head of department. In turn, the head of department is obliged to start an investigation and inform the University's coordinator for equal treatment.

If you want to seek support or discuss what happened before you know if you want the matter to be investigated, start by turning to the Student Union or the Stockholm Student Health Unit.

Investigation and follow-up

Whenever suspected harassment is reported, individual conversations should be held with all concerned parties in order to establish what happened. This will be carried out by the head of department or the convenor of the committee for gender equality and equal treatment. The conversations should be documented in writing, preferably in brief bullet points. The matter should be handled swiftly and confidentially. The University's coordinator for equal treatment should also be informed at this first stage. The purpose of the individual conversations is to end the unwanted behaviour.

If it remains unclear after the conversations whether or not discrimination has occurred, an investigation of the circumstances should be carried out by the University's coordinator for equal treatment. In case the incident may be a case of victimisation, an investigation of the circumstances should be carried out by the Department.

¹ The text is based on the proposed procedures recommended by Stockholm University in its *Plan for Equal Rights and Opportunities 2014*.

Decisions relating to cases of discrimination are made by the Vice-Chancellor. The head of department should follow up the matter by contacting the reporting party within a specific time period [e.g. one month] to verify that the behaviour has ceased. If this is not the case, the University's coordinator for equal treatment should be contacted for further action.

If you feel discriminated against in connection with your studies at the Department of Political Science, please contact one of the following people:

Maria Wendt, convenor for the committee for gender equality and equal treatment, maria.wendt@statsvet.su.se

Maritta Soininen, head of department, maritta.soininen@statsvet.su.se

Student Services

Coordinator for equal treatment, e-mail: jamlikhet@su.se, telephone: 08-16 25 59

Support

Stockholm University Student Union - for contact information, please refer to www.sus.su.se [or a local student union (Department of Social Work or DSV)] Stockholm Student Health Unit - for contact information, please refer to www.studenthalsanistockholm.se

3.3. What do you do when somebody contacts you regarding perceived discrimination?

Step 1

- Deal with the situation immediately.
- Take the victim's version of events seriously.
- Show respect for everyone involved.
- Ask questions to ascertain what happened.
- Inform the affected party about the procedures and what you can do to prevent the continuation of any potentially discriminatory actions.
- Promptly contact the relevant coordinator or refer to an appropriate contact person – unless you are going to deal with the matter yourself.
- Document what is said and how the matter will be dealt with. Verify that you and the affected party agree on what you have documented.

Step 2

- The person investigating the matter should form their own view of the situation by speaking privately with both parties.
- Discuss the options for further action with the affected party and describe which people and instances will be able to help them.
- Document what is said and how you are going to proceed. Verify that you and the affected party agree on what you have documented.
- Prevent gossip and cliques among the staff/students that may lead to bullying or exclusion.
- The Department should always contact the Human Resources Office or Student Services.

Step 3

- The coordinator for equal treatment at Student Services is responsible for investigating cases of discrimination against students. Decisions in cases of discrimination are not delegated from the Vice-Chancellor.

- The coordinator for equal treatment should maintain regular contact with the involved parties and continuously inform them about the progress of the investigation and the relevant timelines.
- If a person who has reported discrimination is unhappy with the investigation or the University's ruling, they may contact the Equality Ombudsman (DO).