

## **UNIVERSITY REGULATIONS**

The University's Board approved these University regulations on 22 June 2017 on the basis of Section 14, Item 2, Point 8 and Section 28 of the Finnish Universities Act (Yliopistolaki, 558/2009). The University of Vaasa may also have other University regulations approved by the Board.

### **General regulations**

#### **1. University's structure**

The University of Vaasa's research and education is organised by four Schools with consistent management structures. The Schools are:

- School of Management
- School of Accounting and Finance
- School of Marketing and Communication
- School of Technology and Innovations

In addition, the University has research platforms and institutions as defined herein, as well as University Services. The Schools, research platforms, institutions and University Services operate as independent profit centres.

#### **2. Organisation of the University's administration**

The University's administration is run by the University Collegium, the Board, the Rector and the Vice-Rector, the management groups and Deans of the Schools, and the Research Council and Education Council, the directors of the research platforms and independent institutions as defined herein, and the University Services. In addition, the University has an appointment committee. The University may also have other administrative bodies appointed by the Board.

#### **3. Representing the University**

The Rector represents the University in matters within the remit of his/her position in accordance with the Universities Act, as well as in other matters relating to the University. The Rector decides who is entitled to sign on behalf of the University in addition to the parties stated in the Universities Act. The Board represents the University in matters falling within its jurisdiction in accordance with the Universities Act.

#### **4. Duties of the employer and manager**

The Rector and the personnel working in management positions in University Services as appointed by the Rector serve as the University's employer representatives. The personnel nominated as representatives of the employer represent the University when the working conditions and remuneration of employees covered by the collective bargaining agreement are determined, and they also represent the employer at other times and are responsible for the legal compliance of the University's activities as an employer.

Each employee has a manager who is assigned in writing. In the Schools, the managers are assigned by the Dean. In the research platforms, the director of the platform assigns the managers. In University Services, the Rector assigns the managers. In the independent institutions, the director assigns the managers unless otherwise stated in the institution's own rules of procedure.

The director of the profit centre is responsible for the management, operations, operational development, profitability and quality of the unit, as well as for the personnel and the personnel's occupational well-being at the profit-centre level. Managers appointed by the director of the profit centre are responsible for immediate managerial work, the personnel and the personnel's occupational well-being, as well as for the operations of their subordinates and operational development, profitability and quality. The manager is responsible for keeping his/her subordinates' job descriptions up to date, setting personal targets, monitoring job performance and quality, and developing personal competences. The manager is responsible for reporting on the operations to his/her own manager and/or the relevant administrative body.

## **5. University's finances**

The Rector, the Deans of the Schools, the directors of the research platforms and the directors of the independent institutions decide upon the approval of appropriate expenses to support the achievement of targets for the profit centres they lead and upon acquisitions for the units as specified in detail in the financial regulations. The Rector, the Deans of the Schools, the directors of the research platforms and the directors of the independent institutions may make a written decision to assign to a specified person employed by the University the entitlement to decide upon the approval of expenses and acquisitions as specified in detail in the financial regulations. However, the person assigning the entitlement is always responsible for monitoring financial decision-making.

The Rector issues more detailed regulations regarding the approval of agreements and commitments binding on the University.

## **6. Auditing**

The University Collegium elects two auditors. One of the auditors must be an Authorised Public Accountant (KHT) or a firm of auditors, with the principal auditor being an Authorised Public Accountant (KHT). The other auditor must be an Authorised Public Administration Accountant (JHT) or a firm of auditors, with the principal auditor being an Authorised Public Administration Accountant (JHT). If an Authorised Public Accountant (KHT) or an Authorised Public Administration Accountant (JHT) is elected in person as the auditor, a personal deputy must also be appointed.

## **General administration**

### **7. University Collegium**

The University Collegium has 15 members, who have personal deputies. Five of the University Collegium's members and corresponding deputy members represent professors, five are from the teaching and research staff and other personnel, and five are students.

The University Collegium is elected in the manner specified by law and by these rules of procedure. The University Collegium has a term of four years, but the terms of student members and their deputy members can be a maximum of two years.

The University Collegium's duties are specified in the Universities Act. The University Collegium's duties also include the following:

- For the Education Council:
  - o Elect members to represent the professors, other teaching and research staff and other personnel
  - o Approve the members to represent the students and the elections of members selected by the Schools' management groups as specified in detail in the University regulations for elections
- for the Research Council
  - o elect members representing professors and other teaching and research staff, as well as a postgraduate student member
  - o approve the member to represent the students and the elections of members selected by the Schools' management groups as specified in detail in the rules of procedure for elections

Decide upon remuneration for members of the Board

The Rector appoints an employee of the University to serve as secretary of the University Collegium.

## **8. Board**

The Board is elected in the manner specified by law and by these rules of procedure.

The Universities Act specifies the personnel who cannot belong to the Board. In addition, the following cannot be Board members:

- The Dean or Vice-Dean of a School
- The director of a research platform
- The director of an independent institution
- The director of University Services or the manager of a service unit
- A member or deputy member of the Research and Education Council

The Universities Act specifies the duties of the Board. In addition, the Board's duties include the following:

1. Elect the Rector upon a proposal by the chair of the Board from among the people who have registered their willingness or consent to take up the position
2. Decide upon the Rector's term of office and the terms and conditions of employment
3. Decide upon the proceedings of the election and appoint an election committee as specified in the University regulations for elections

In certain individual cases, the Board may take decisions concerning matters that fall within its jurisdiction in accordance with the Universities Act, even if the matter is delegated to a different administrative body by these University regulations or other stipulations.

## **9. Rector and Vice-Rector**

The University has a full-time Rector.

The Rector's duties are stated in the Universities Act. In addition, the Rector takes on the management personnel directly subordinate to him/her. In addition, the duties of the Rector, Vice-Rector or Dean include representing the University in specific disciplines in the manner specified in detail by the Rector and taking responsibility for the consistent development of the disciplines.

The Rector may submit a matter for the Board to decide upon if the matter concerns several of the University's units, even if the matter is otherwise delegated to a different administrative body or director by these rules of procedure.

The University has one or more Vice-Rectors as decided by the Board on the Rector's proposal. The Board appoints the Vice-Rector for a term of up to five years on the proposal of the Rector from among those who have applied for the position or given their consent for the appointment. A person who is a professor or has a doctorate can be appointed Vice-Rector. On the proposal of the Rector, the Board can withdraw the appointment of the Vice-Rector on justified grounds.

The Rector defines a more detailed job description for the Vice-Rector together with the person elected for the position. The Vice-Rector can resolve a matter falling within the Rector's remit if the Rector is temporarily unavailable, as decided in more detail by the Rector.

## **10. Education Council**

The University has a Education Council, which is the administrative body responsible for the quality of education. The duty of the Education Council is:

1. take responsibility for developing the University's education as well as monitoring its quality and related practices at university level
2. Decide upon the grounds for admitting students and make a proposal to the Board regarding the number of students to admit
3. Monitor the realisation of student selections and study targets
4. Monitor the evaluation of theses
5. Decide upon the degree requirements of the University's degree programmes and approve the structures of the degree programmes as specified in detail in the degree regulations
6. Issue decisions on appeals relating to the following:
  - The evaluation of a doctoral dissertation or thesis as part of a licentiate degree or post-graduate studies
  - Decisions issued in relation to appeals concerning the evaluation of other study attainments or studies completed elsewhere or credit for expertise demonstrated in other manners
7. monitor and develop procedures related to the career structures of teaching tasks at university level
8. to monitor study and teaching services at the university level and to make related suggestions for development
9. Handle other matters related to students' legal protection and issue relevant statements

The Education Council is chaired by the Vice-Rector and includes one member and one personal deputy member from each of the Schools, as well as nine other representatives of the University community and their personal deputy members as follows:

- Three members and deputy members representing professors
- Three members and deputy members representing other teaching and research staff and other personnel
- Three members and deputy members representing students

The Education Council selects one of its members representing the professors to act as deputy chair. The Deans and Vice-Deans of Schools cannot be members of the Education Council.

When processing appeals as referred to in Section 10, Part 1, Point 6 of these rules of procedure, the following apply:

- If the chair is not a University professor, the chair will be the deputy chair of the Research Council and education or, in their absence, one of the board's members representing the professors.
- In addition to the chair of the meeting, the members representing the professors, other teaching and research personnel, and the students may participate in decision-making. In such cases, the other members of the board are also entitled to speak at the meeting.
- The Education Council has a quorum when at least six members entitled to participate in decision-making are present in addition to the chair of the meeting.

With the exception of the Vice-Rector, the term of the members of the board of education is four years, but the terms of student members and their deputy members can be a maximum of two years. The Rector appoints an employee of the University to serve as secretary of the Education Council.

The Education Council may submit matters falling within its remit in accordance with these rules of procedure to the Rector for resolution.

### **10a. Research Council**

The University has a Research Council, which is the administrative body responsible for the quality of research. The duty of the Research Council is to:

1. take responsibility for developing the University's research as well as monitoring its quality and related practices at university level
2. take responsibility for developing the University's innovation as well as monitoring its quality and related practices at university level
3. Develop and monitor the research school as well as the quality of postgraduate degree programmes and give statements on them to the Education Council:
4. monitor international and national developments in research funding and research funding partnerships and research cooperation;
5. monitor and develop frameworks for the preparation, implementation and reporting of research projects and make related suggestions for development;
6. monitor and develop the university's publishing activities as well as the practices of research ethics, good scientific practice, open science and research communication;
7. monitor and develop procedures related to the career structures of research tasks at university level

8. to monitor research services at the university level and to make related suggestions for development and
9. handle other matters related to research and issue relevant statements.

The Research Council is chaired by the Vice-Rector and includes the deans or the professor responsible for the research of the academic unit appointed by the dean, research platform directors and one distinguished member from each academic unit, and four other representatives of the University community, of which

- One member representing professors
- one distinguished research member from other teaching and research staff
- one member is a postgraduate student who is active in his or her graduate studies and
- one member representing students.

The Research Council selects a member representing the professors to act as deputy chair.

With the exception of the Vice-Rector, the term of the members of the Research Council is four years, but the terms of postgraduate student member and the student representative can be a maximum of two years. The Rector appoints an employee of the University to serve as secretary of the Research Council.

The Research Council may submit matters falling within its remit in accordance with these rules of procedure to the Rector for resolution.

## **11. University's management group**

The University has a management group chaired by the Rector, with membership consisting of the Vice-Rector, the Deans of the Schools and the University's employer representatives. The Rector may also invite other members to join the management group. The management group is tasked with supporting the Rector in managing the University, as well as preparing and implementing the strategy. The management group monitors the targets set for the University's profit centres, as well as performance against the targets and resourcing. The Rector appoints an employee of the University to serve as secretary of the management group.

### **Administration of the Schools**

## **12. School management groups**

The duties of the Schools' management groups include the following:

1. Monitor the quality of the School's activities and take initiatives to develop the activities
2. Review and, at its discretion, comment on the School's action plan, budget and HR plan
3. Review and, at its discretion, comment on the criteria for the admission of students for the degree programmes and subjects under the responsibility of the School, and the number of students enrolled in the School
4. Review and, at its discretion, comment on the structures and curricula of the degree programmes under the responsibility of the School
5. Make proposals to the Rector regarding the duties and job descriptions of professors and holders of tenure track positions, including an appointment plan, and proposals on whether professors or

candidates for professor-level tenure track positions are required to have practical competences in their duties

6. Nominate members of the appointment committee as specified in Section 20 of these rules of procedure
7. In matters concerning granting the title of docent, the following apply:
  - Decide on the appropriateness of the docentship from the point of view of the School
  - Select experts to issue a statement on the applicant for the title of docent
  - Decide whether an applicant for the title of docent is required to give a teaching demonstration and evaluate such a demonstration as part of the applicant's teaching skills
  - Make a proposal concerning granting the title of docent
8. Elect one member and one personal deputy member from among the staff of the School to the Education Council and one member to the Research Council as specified in detail in the University regulations for elections
9. Assign the examiners / preliminary examiners, opponent(s) and thesis supervisor in cases concerning the evaluation of licentiate theses and dissertations relating to the School's subjects, grant the examination permit, and confirm the grades of licentiate theses and dissertations.

Schools' management groups are chaired by the Dean, with the Vice-Dean as deputy chair and nine other representatives of the University community and their personal deputy members as follows:

- o Three members and deputy members representing professors
- o Three members and deputy members representing other teaching and research staff and other personnel
- o Three members and deputy members representing students

With the exception of the Dean and Vice-Dean, the term of the members of the Schools' management groups is four years, but the terms of student members and their deputy members can be a maximum of two years. The Rector invites an employee of the University to serve as secretary of the School's management group.

When processing matters concerning the evaluation of doctoral dissertations as referred to in Section 12, Part 1, Point 9 of these rules of procedure, the members of the management group who hold doctorate degrees may participate in decision-making in addition to the chair of the meeting, and the meeting has a quorum when at least three members entitled to participate in decision-making are present in addition to the chair of the meeting. In such cases, the other members of the management group are entitled to speak at the meeting.

Schools' management groups may submit matters falling within their remit in accordance with these University regulations to the Dean for resolution.

### **13. School Dean**

The Dean of each School manages the School's activities. The Dean's main duties include the following:

1. Agree upon the School's targets with the Rector and take responsibility for the preparation of the School's action plan, HR plan and budget
2. Take responsibility for the quality, development and profitability of the School's activities, the attainment of the targets set for the School, as well as reporting to the Rector

3. Take responsibility for the School's finances and decide upon the School's internal targets and budgets
4. Promote collaboration between the Schools and research platforms and within the School, and coordinate the School's activities
5. Take responsibility for preparing matters to be submitted to the Education Council and the Research Council and the School's management group for decisions to be made
6. Decide upon the School's appointments in the manner specified in detail by the Rector, with the exception of
  - a. professor or research director positions when the professor or research director is recruited on a permanent contract or a fixed-term contract of more than two years and
  - b. tenure track positions.
7. Upon hearing the Rector's views, prepare a proposal for submission to the School's management group concerning the duties and job description for a new or vacant professor or tenure track position, including an appointment plan, and a proposal on whether professors or candidates for professor-level tenure track positions are required to have practical competences in their duties
8. Develop and monitor the quality of degree programmes in accordance with the policies of the Education Council
9. Approve the curricula of the University's degree programmes under the School's responsibility as specified in detail in the degree regulations
10. Admit new students onto degree programmes and subjects for which the School is responsible and resolve appeals related to student selection
11. Decide whether to uphold or rescind the right to study on degree programmes and subjects for which the School is responsible, and decide whether students are entitled to be readmitted to study
12. Confirm the grades of the theses included in post-graduate studies related to degree programmes and subjects for which the School is responsible
13. Grant the degrees completed at the School and issue certificates for degrees completed at the School and for other studies
14. Decide upon matters that are relevant to the School and that have not been delegated for resolution by a different administrative body by regulations or orders

If a degree programme is run by several Schools jointly and no School has been designated as responsible for the programme, the Vice-Rector will decide upon matters referred to in Section 13, Part 1, Points 10, 11 or 12 of these University regulations instead of the Dean of the School as specified in detail in the degree regulations.

The Dean may delegate matters or duties falling within his/her jurisdiction to the Vice-Dean or another employee of the School for resolution. In certain individual cases, the Dean may take decisions on matters concerning the School, even if the matter is delegated to another employee of the School by these University regulations or other stipulations. The Dean may submit a matter that falls within his/her jurisdiction to Education Council or the Research Council for resolution if the matter is far-reaching or of importance in principle in terms of the School.

The Rector appoints a full-time Dean for a maximum five-year term on the basis of applications or consent after having heard the views of the School's management group. The position of Dean can be taken by a person who has completed a doctorate degree. The Rector can withdraw the appointment of a Dean if there are justified grounds for doing so.

The Rector acts as the Dean's manager. The Rector determines the Dean's job description in more detail together with the selected person.

The Dean appoints the School's Vice-Dean, who can resolve matters falling within the Dean's remit in the manner specified by the Dean if the Dean is temporarily unavailable. The Vice-Dean must be an employee of the School and he/she must hold a doctorate degree. The Dean can withdraw the appointment of a Vice-Dean if there are justified grounds for doing so.

The Dean must hear the views of the School's personnel and students when preparing and making decisions on matters of particular significance to these groups in an appropriate manner.

#### **14. Management positions in Schools**

As the director of the School, the Dean is responsible for the occupational well-being of the School's personnel. The Dean is the manager of the School's employees.

Schools may have teams to arrange teaching and research, and the Dean of the School will appoint managers to these teams for a term of up to five years. Managers must be employees of the School and they must hold a doctorate degree. The Dean can withdraw the appointment of a manager if there are justified grounds for doing so. However, the Dean is always the manager of employees working in positions of responsibility for the School's degree programmes.

Matters within the manager's remit are resolved by the Dean if the manager has a conflict of interest or is temporarily unavailable.

#### **Research platforms**

#### **15. Organisation of the research platforms**

The University of Vaasa has one or more independent research platforms for developing and organising multidisciplinary phenomenon-based research. Based on the Rector's proposal, the Board sets the criteria for a research platform to be established. The Board then decides whether to establish the research platform and determines the key duties and objectives. Regulations governing the activities of research platforms are specified in detail in a work plan approved by the Rector.

#### **16. Research platform director**

The activities of research platforms are managed by an appointed director. The Rector selects the research platform director and acts as the director's manager. The position of director can be taken by a person who has completed a doctorate degree. The director handles and resolves matters concerning the research platform. The research platform director agrees upon the research platform's targets with the Rector and takes responsibility for achieving the targets, reporting to the Rector.

The research platform director works closely with the Deans and personnel of the Schools to achieve the research platform's targets. Schools' personnel participate in the activities of research platforms in the manner specified by the Rector and subject to detailed agreements made by the research platform director and the Deans of Schools. If a research platform has its own personnel, the research platform director decides on recruiting personnel in the manner specified in detail by the Rector. In addition, the research platform director acts as the manager of the research platform's personnel and is responsible for the research platform's HR management.

Matters within the research platform director's remit are resolved by the Rector if the research platform director has a conflict of interest or is temporarily unavailable.

## **Independent institutions**

### **17. University's independent institutions**

The following independent institutions exist within the University: the Language Centre, the Levón Institute and Tritonia, the science library and learning centre shared with Åbo Akademi University, VAMK University of Applied Sciences and Novia University of Applied Sciences.

The activities of independent institutions are managed by an appointed director. Each independent institution has separate University regulations covering the selection of a director for the independent institution and the independent institution's duties and administration. The Rector acts as the director's manager.

Independent institutions may have a management group tasked with supporting the director of the independent institution in the management of the institution. The director makes more detailed decisions regarding the management group, its duties and its members.

## **University Services**

### **18. Duties and organisation of University Services**

University Services are tasked with supporting the University's basic duties: research, teaching and societal impact. The Rector manages the activities of University Services.

University Services provide the services required by the Schools, research platforms, independent institutions and other units.

University Services include the employees who handle the University's service and administration duties. The organisation of University Services and the process for resolving matters with University Services' remit are specified in detail in a work plan approved by the Rector.

## **Personnel**

### **19. Procedure for selecting personnel**

The Rector's duties include approving the University's common procedural instructions related to selecting personnel and specifying the terms and conditions of employment.

### **20. Appointment committee**

The University has an appointment committee. In the decision-making concerning the recruitment of a professor or research director on a permanent contract or a fixed-term contract of more than two years, and the filling of tenure track positions, the appointment committee is tasked with the following:

- Select experts to give statements on the most suitable applicants for the position of professor or research director or a tenure track position in their considered views, as well as on whom to invite
- Decide whether an applicant for a teaching position is required to give a teaching demonstration and evaluate such a demonstration as part of the applicant's teaching skills
- Make a proposal to the Rector for the appointment of a candidate

The Rector appoints a chair and secretary to the appointment committee for a term of up to five years. The chair and secretary of the appointment committee must be employees of the University. If the chair or secretary are unavailable, the Rector appoints a temporary chair or secretary to the appointment committee.

In addition to the chair, the appointment committee includes the Dean of the School concerned and the director of the research platform related to the discipline in which the appointee will work. If the Dean of the School or the research platform director are unavailable, the School's management group will temporarily appoint the Vice-Dean and, if necessary, a university professor or research platform director to replace the Dean. In addition, for each procedure for appointing a professor, the management group of the School concerned appoints to the nomination committee the Dean of a different School at the University and one or two other expert members from the discipline in which the appointee will work. In the event that members of the appointment committee are unavailable, the Vice-Dean or another member nominated by the School's management group act as members of the appointment committee.

In making decisions regarding the progression of a tenure track employee to the next career level, the appointment committee includes, in addition to the chair of the appointment committee referred to in Section 20, item 2, one university professor from each School, appointed by the Schools' management groups, and the secretary is the secretary of the appointment committee referred to in Section 20, item 2. If a professor appointed as member is unavailable, the School's management group will temporarily appoint a university professor as member of the appointment committee. The term of office of the committee is up to five (5) years, and it is tasked with the following:

- Decide, on the proposal of the Dean of the relevant School and after consulting the research platform director, to initiate an evaluation procedure for the progression of a tenure track employee to the next career level
- Select the experts for the expert procedure related to tenure track positions
- Make a proposal to the Rector regarding the progression of an employee in a tenure track position to the next level on the career path

## **21. General eligibility requirements**

Candidates for positions at the University are required to possess the standard of education, experience and language skills demanded to successfully carry out their duties. These requirements are specified for each position before the appointment process begins.

The language skills required for teaching and research positions in accordance with Section 1, Item 1 of the Government Decree on Universities (Valtioneuvoston asetus yliopistoista, 770/2009) can be demonstrated by completing school education or a university degree in the relevant language. A certificate of language skills issued by another Finnish institute of higher education is also acceptable demonstration of language skills. If the required language skills are not stated on the application, language skills can be evaluated in an interview, trial lecture or by other suitable means. In such cases, the Dean of the School or the research platform director decides upon the means of verifying the required language skill level.

The degrees and other attainments required for personnel in teaching and research positions are specified elsewhere in these rules of procedure.

## **22. Special eligibility requirements**

If a position involves managing a unit, the candidate is required to have a relevant Master's degree, experience in the area and the management capability required for the position. Notwithstanding the foregoing, the appointment of the Rector will comply with the regulations of the Universities Act.

## **23. Professor**

Candidates for the position of professor must hold a Doctorate degree, have excellent scientific expertise, be experienced in leading scientific research, have an ability to provide outstanding research-based teaching and supervise theses, and have proven experience of international cooperation in their discipline. In addition, the position of professor requires the ability to act as an academic leader.

The applicant's merits will be evaluated on the basis of scientific publications and other research results of scientific value, teaching experience and pedagogical training, the ability to create teaching material, other teaching merits and, where necessary, a teaching demonstration and participation in doctoral education. Consideration will also be given to the applicant's activities in the scientific community, success in obtaining external research funding, research work abroad and international elected positions, as well as leadership and interactions skills.

## **24. Research director**

The same merits are required of a person to be hired as a research director as of a professor; however, special attention is paid to successful performance in managing research activities and research projects, success in acquiring external research funding and proven experience of international research cooperation. If the tasks of a research director do not involve a significant amount of teaching, the weighting given to teaching merits can be smaller than when hiring a professor.

## **25. Associate Professor**

Candidates for the position of associate professor, which is related to the tenure track pathway to permanent employment, are required to hold a Doctorate degree and be able to carry out independent scientific work. They are also required to have the teaching skills necessary for the position. In addition, the ability and motivation for a scientific career demonstrated through publications and otherwise is required. Associate professors are required to have the ability to lead research groups and manage research projects.

In addition to research work and teaching merits, the following will be considered when assessing the candidate's merits: success in obtaining external research funding, research work abroad and other international experience.

## **26. University lecturer**

Candidates for the position of university lecturer are required to hold a relevant Doctorate degree and have an ability to provide high-quality research-based teaching and supervise theses.

The merits of applicants for the position of university lecturer will be evaluated on the basis of teaching experience and pedagogical training, the ability to create teaching material, other teaching merits and, where necessary, a teaching demonstration, as well as the applicant's scientific work.

## **27. University researcher**

Candidates for the position of university researcher are required to have a Doctorate degree and proven experience of scientific research work. They are also required to have the teaching skills necessary for the position.

The position of university researcher demands the ability to lead a research group and acquire supplementary research funding, as well as administer research projects and associated finances. Scientific work conducted abroad and demonstrations of international cooperation are beneficial for this position.

## **28. Assistant Professor**

Candidates for the position of assistant professor or tenure track-related assistant professor are required to hold a Doctorate degree and be able to carry out independent scientific work. They are also required to have the teaching skills necessary for the position.

## **29. University teacher**

Candidates for the position of university teacher are required to have a relevant Master's degree and teaching experience.

Teaching experience at an institute of higher education, pedagogical training, the ability to produce teaching material and the ability to employ new teaching methods and new teaching technology are highly beneficial.

### **30. Doctoral student**

Candidates for the position of doctoral student are required to be eligible for postgraduate education in accordance with the Universities Act.

### **31. Professor of practice**

In addition to a university degree, special merits achieved outside the university community and high-level skills in their field are required of candidates for the position of professor of practice. In addition, the candidate selected is, as a rule, required to have a suitable Doctorate degree. The purpose of the position is to support and promote interaction and cooperation between the work sector and academic research and teaching. The position is temporary and is filled by invitation.

## **Procedures**

### **31. Electing members to multi-member administrative bodies**

The members of personnel groups representing the University community in the University Collegium and on the Board are elected as stipulated in legislation, these University regulations and the University regulations for elections. The student members are selected by the student union from among the students who are entitled to study for a degree at the University and who have registered as attending in the appropriate manner.

### **32. Invitations to meetings of multi-member administrative bodies and quorum**

Multi-member administrative bodies are convened by the chair or, if the chair is unavailable, the deputy chair. Administrative bodies also convene if one quarter of their members request a meeting in writing in order to address a stated matter.

Invitations to meetings must be sent to members of the administrative body at least three weekdays before the meeting. The meeting invitation may be sent in with the shorter notice period mentioned above, in accordance with the administrative body's unanimous decision, if it is not possible to wait for the decision of the administrative body without causing inconvenience to the university's operations. The invitation to the meeting must include an agenda. Subject to the unanimous approval of the members present at the meeting, the administrative body may also address matters that are not on the agenda.

The administrative body has a quorum when at least half of the members entitled to vote are present in addition to the chair. The chair may also decide to allow members to attend the meeting via a suitable video link. The meeting of the administrative body may also be held by remote meeting using technical means or by e-mail, if the chair so decides. The chair decides upon invitations and attendance by personnel who do not belong to the administrative body.

### **33. Decision-making procedure and documents**

"Proposal" refers to the presentation to a multi-member administrative body or an individual decision-maker of the preparation and content of a matter for decision. The proposer does not participate in decision-making, nor does he/she sign decision documents.

When a multi-member administrative body holds an election to select more than one person for a position, the provisions of the Universities Act will be adhered to, as well as a relative election method whereby each member of the administrative body votes for as many candidates as are to be elected or appointed and the candidate ranked first by the member receives one vote, while the remainder receive a fraction of one vote according to their ranking.

When matters are decided upon during meetings of the University Collegium, the Education Council or the Research Council, minutes are kept. Unless otherwise stipulated elsewhere, minutes are kept concerning matters handled by other multi-member administrative bodies if so decided by the administrative body or chair thereof.

The minutes of multi-member administrative bodies are to include the names of members participating in decision-making and the decision made on each matter. The documents prepared concerning matters handled at meetings of multi-member administrative bodies are signed by the chair and the meeting's secretary. Dissenting opinions or explanations of votes are entered into the minutes and must be signed by the person presenting the opinion or explanation, and the chair must verify that the content corresponds to the actual opinion or explanation. The minutes are scrutinised either by approving them during the following meeting of the administrative body or by selecting two people in attendance at the meeting to scrutinise the minutes.

Documents relating to decisions on matters resolved by the Rector, the directors of Schools and other personnel wielding decision-making power are signed by the person who resolved the matter.

## **Entry into force, transitional provisions and amendments**

### **34. Entry into force**

The University of Vaasa's University regulations enter into force on 1 January 2018. At the same time, the University regulations approved by the University of Vaasa's Board on 25 September 2009 and subsequent amendments will be annulled.

### **35. Transitional provisions**

Language education for degrees at the University of Vaasa will be moved to the University of Jyväskylä on 1 August 2017, and the Faculty of Philosophy will cease to operate when these rules of procedure enter into force. The language degree programmes that remain ongoing during the transitional period at the University of Vaasa and the students who continue to study on these programmes will become members of the School of Marketing and Communication, and decision-making regarding degree programmes in languages will be arranged in accordance with these rules of procedure.

### **36. Amendments and their entry into force**

Sections 10(1) and (2), 12(1), 13(1) and 20(3) of these University regulations have been amended and Sections 12(3) and 35 have been added at the Board meeting on 27 October 2017. The amendments will enter into force on 1 January 2018.

Sections 4(2), 12(1), (3) and (4), 13(1), 20(3), 23(1) and (2), and 28 of these University regulations have been amended, Sections 25 and 36(2) have been added, and Section 13(1)(12) has been removed at the Board meeting on 15 December 2017. The amendments will enter into force on 1 January 2018.

Sections 1(1) and (2), 4(3), 9(2), 10(1)(1), 10(2) and (3), 12(1)(1), (2), (3), (4), (5), (7), (8) and (9), 12(4), 13(1)(1), (2), (7), (10), (11) and (12), 15, 16(2), 20(1), 21(2), and 24 of these University regulations have been amended, Sections 20(4), 31 and 36(3) have been added, and Sections 10(1)(4) and 14(3) have been removed at the Board meeting on 22 February 2019. The amendments will enter into force on 1 March 2019, however, the amendments to Sections 10(2) and 12(1)(8) will enter into force on 1 January 2020 and will be applied for the first time when members and deputy members are elected for the Research and Education Council, which starts its term on 1 January 2020.

Sections 9(4) and (5), and 20(4) of these University regulations have been amended, and Section 36(3) has been added at the Board meeting on 15 November 2019. The amendments will enter into force on 15 November 2019.

Section 10(6) and section 26(5) have been added to the rule of procedure at the Board meeting on 3 April 2020. The amendment enters into force on 3 April 2020 and will remain in force until 31 August 2020.

Sections 17(1) and 32(2,3) of these rules of procedure have been amended and Section 35(1,2) has been removed and Section 36(6) has been added at the Board meeting on 9 June 2020. The change come into force on 9 June 2020.

Sections 2, 7(3), 12(1), 8(2), 10(1, 2, 3, 4, 5 and 6), 13(1 and 3), and 33(3) have been amended and Sections 10a and 36(7) have been added to these rules of procedure at the Board meeting on 3 December 2020. The amendment enters into force on January 1 2021 and measures required for their enforcement can be taken before the amendment enters force