

Administrative Instruction for Åbo Akademi University

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Chapter 1. General provisions on Åbo Akademi University

1 § Legal basis and instructions

In accordance with the Universities Act (558/2009), Åbo Akademi University is a public university.

In addition to the Universities Act and other applicable legislative provisions, all functions carried out at Åbo Akademi University are subject to this Administrative Instruction and other instructions approved by the University Board.

This Administrative Instruction is the highest regulatory document in the hierarchy of norms at Åbo Akademi University. In addition to this document, the University Board approves the following instructions:

Instruction on Finances
Instruction on Studies and Examinations
Instruction on Doctoral Studies
Instruction on Ethics and the Responsible Conduct of Research
Instruction on Procurements Instruction on Elections
Instruction on Internal Auditing
Instruction on Personnel

The University Board also approves instructions for separate units/departments (such as the Vaasa Teacher Training School) and may also approve other instructions, where needed. The Swedish version of all instructions shall be considered the binding version.

All regulatory documents approved by the University Board are called instructions. When the Rector issues regulatory documents, they are referred to as regulations. The Rector also sets responsibility and delegation rules. The regulatory documents approved by deans or directors are referred to as rulesets or guidelines.

2 § Mission of Åbo Akademi University

Under the Universities Act, it is the mission of Åbo Akademi University to promote independent academic research as well as academic education, to provide research-based higher education and to educate students to serve their country and humanity at large. Åbo Akademi University shall, in particular, meet the need of Finland's Swedish-speaking population for research and education as well as take Finland's bilingual status into consideration in every aspect of its operations.

Åbo Akademi University's operations shall be organised in a manner that safeguards a high international standard of research, education and teaching, whilst observing ethical principles and good scientific practices. Åbo Akademi University observes the Finnish National Board on Research Integrity (TENK) Guidelines on the responsible conduct of research.

3 § Domicile

The domicile of Åbo Akademi University is Turku. Åbo Akademi University also maintains a campus in Vaasa.

4 § Language

The language of instruction, examination and administration at Åbo Akademi University is Swedish. The use of other languages in instruction and examination as well as completed studies is regulated in instructions and regulations.

Chapter 2. Organisation and administration

5 § Åbo Akademi University management

The highest decision-making body at Åbo Akademi University is the University Board. The Rector serves in an executive capacity and is responsible for operations at Åbo Akademi University.

Åbo Akademi University has a University Collegiate Body, which represents the university community.

6 § Faculties

Åbo Akademi University has the following faculties:

- 1) Faculty of Arts, Psychology and Theology
- 2) Faculty of Education and Welfare Studies
- 3) Faculty of Social Sciences, Business and Economics, and Law
- 4) Faculty of Science and Engineering

Each Faculty has its own Faculty Board and is headed by a Dean.

7 § Separate units/departments

The University Board may form or dissolve separate units/departments. These separate units/departments are headed by a director, chief librarian or other appointee.

Chapter 3. Åbo Akademi University bodies, composition and tasks

8 § University Board

The University Board is composed of 7 or 9-14 members. The University Collegiate Body decides on the number of members and term, which may be no more than five (5) years in duration. The following groups must be represented in the University Board:

- 1) Professors
- 2) Other teachers and researchers as well as other personnel,
- 3) Students

The number of members from each of the above-mentioned groups may be no more than half of the total number of University Board members elected from these groups. The University Collegiate Body decides on the number of persons in the different groups.

At least 40 per cent of the University Board members must be persons who are neither employees nor students of Åbo Akademi University. These persons are elected by the University Collegiate Body and must possess a wide range of expertise in social life as well as the disciplines within Åbo Akademi University's scope of operations. The University Board appoints one of these members to serve as chair and one as vice chair.

The members representing Åbo Akademi University employees or students are elected by each group in accordance with the Universities Act and Instruction on Elections.

The Rector, Vice-rector, a Dean or a director or chief of another unit/department directly subordinate to the University Board or a member or substitute of the University Collegiate Body may not serve as a University Board member.

9 § Remit of the University Board

The remit of the University Board is to:

- 1) diligently promote the interests of Åbo Akademi University
- 2) decide on key objectives and a strategy for Åbo Akademi University's operations and finances as well as on the principles to be used in steering operations and finances
- 3) decide on Åbo Akademi University's operational and financial plan and budget as well as prepare the financial statements
- 4) be accountable for the administration and use of Åbo Akademi University's assets, unless the University Board has transferred its authority to the Rector
- 5) ensure the supervision of accounting and asset management
- 6) approve agreements that are important or critical to Åbo Akademi University's operations and issue statements on key matters concerning Åbo Akademi University
- 7) on behalf of Åbo Akademi University, approve agreements made with the Ministry of Education and Culture in accordance with section 48 of the Universities Act
- 8) elect a Rector, Vice-rectors (based on the recommendations of the Rector), and a Rector in Vaasa as well as dismiss the Rector if there is acceptable and just cause to do so with regard to the nature of the position
- 9) nominate and dismiss other supervisory personnel who are directly subordinate to the Rector, with the exception of Deans
- 10) approve instructions that apply to Åbo Akademi University and decide on the operational structure of Åbo Akademi University
- 11) make proposals to the Ministry of Education and Culture regarding changes to the educational responsibility of Åbo Akademi University
- 12) decide on the number of students to be admitted to study at Åbo Akademi University
- 13) decide on the division of faculties and units/departments
- 14) decide on the institution or dissolving of separate units/departments and approve the relevant instructions
- 15) nominate an Election Board and approve the Instruction for Elections
- 16) decide on its own rules of procedure and nominate any advisory committees and working groups from among its own members to supervise the preparation of matters for deliberation.

- 17) appoint an internal auditor and draft an instruction on Internal Auditing
- 18) decide on the management of Åbo Akademi University assets that were in the possession of Åbo Akademi University prior to the entry into force of the Universities Act.

10 § Chancellor and remit of the Chancellor

Åbo Akademi University has a Chancellor, who is nominated by the University Collegiate Body to serve a term of five (5) years.

The remit of the Chancellor is to:

- 1) promote science and Åbo Akademi University's interaction with society
- 2) supervise Åbo Akademi University's general interests
- 3) oversee operations at Åbo Akademi University
- 4) decide on matters concerning good scientific practice at the researcher level and handle any allegations of misconduct
- 5) decide on assigning the title of Docent at the request of the Faculty Board
- 6) decide on the arrangement of a conferment ceremony

11 § University Collegiate Body

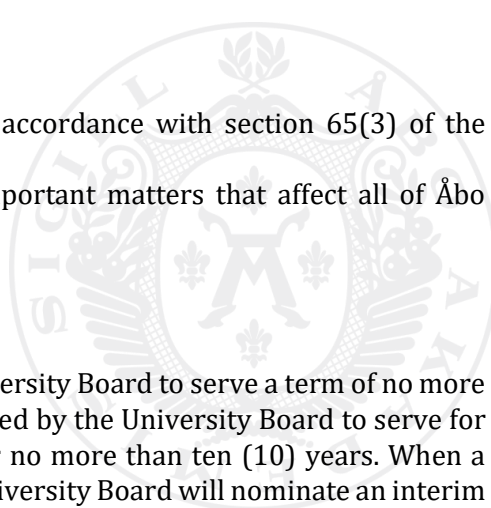
Åbo Akademi University has a University Collegiate Body composed of 24 members, each of whom has their own substitute member. Professors and the group composed of researchers, teachers and other personnel are nominated in accordance with the Instruction on Elections, with eight (8) members (each with a substitute member) elected in each group and eight (8) student representatives (each with a substitute member) elected in the Student Union in accordance with section 46 of the Universities Act.

The University Collegiate Body serves a term of three (3) years. The first meeting of a newly elected University Collegiate Body is convened by the Chancellor. The University Collegiate Body elects its own chair and vice chair.

12 § Remit of the University Collegiate Body

The remit of the University Collegiate Body is to:

- 1) decide on the number of members to serve on the University Board as well as specify the members' term and remuneration
- 2) nominate members to the University Board who are not employees or students of Åbo Akademi University
- 3) confirm the election of the University Board members who are nominated from the groups within Åbo Akademi University that are specified in section 15(2) of the Universities Act
- 4) dismiss a University Board member upon the proposal of the University Board
- 5) select auditors for Åbo Akademi University
- 6) confirm Åbo Akademi University's financial statements and annual report as well as discharge board members and rectors from liability
- 7) decide whether to file an action for damages against a University Board member, the Rector and auditor

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- 8) decide on the dismissal of University Board members in accordance with section 65(3) of the Universities Act
 - 9) The University may, when needed, convene to discuss important matters that affect all of Åbo Akademi University.

13 § Rector and Vice-rectors

Åbo Akademi University has a Rector, who is nominated by the University Board to serve a term of no more than five (5) years, and one or more Vice-rectors, who are nominated by the University Board to serve for the same duration as the Rector. A Rector may serve as rector for no more than ten (10) years. When a Rector resigns, the Vice-rectors must also resign their posts. The University Board will nominate an interim rectorate.

The Rector or Vice-rector must possess a doctoral degree, demonstrate the professorial competence and professional skill required for discharging their duties as well as demonstrate good leadership skills. Vacancies for the post of Rector are announced.

One of the Vice-rectors is designated the First Vice-rector. The First Vice-rector serves as the first deputy for the Rector when the Rector so decides or is no longer able to serve as Rector for compelling reasons. The responsibility and authority of the Vice-rectors is defined in the responsibility and delegation rules, which are approved by the Rector.

14 § Remit of the Rector

The remit of the Rector is to:

- 1) diligently promote the interests of Åbo Akademi University
- 2) head the operations of the university and decide on matters concerning Åbo Akademi University which have not been assigned to some other body by statute or regulation
- 3) be responsible for the economical, efficient and effective discharge of the university mission
- 4) be responsible for ensuring that Åbo Akademi University's accounting is in compliance with the law and that asset management is arranged in a reliable manner
- 5) be responsible for the preparation and presentation of matters which come before the University Board
- 6) be responsible for the implementation of University Board decisions
- 7) decide on the hiring and dismissal of employees, including other supervisory personnel, who are not specified in section 9(9)
- 8) participate in the co-ordinating delegation for Swedish-speaking higher education in Finland
- 9) propose Vice-rectors and the Rector in Vaasa to the University Board and decide on the composition and content of the remit
- 10) decide on other matters involving Åbo Akademi University that are not regulated by law or instructions.

The Rector represents Åbo Akademi University in matters that fall within the Rector's purview.

If the Rector is unable to fulfil their remit, the Rector may decide to transfer responsibility for carrying out their duties to a Vice-rector.

The Rector may transfer a particular task that falls within the Rector's decision-making purview to another body or another person in Åbo Akademi University. The Rector drafts responsibility and delegation rules, which specify responsibilities and authority. The Rector has the right to be present and speak at the meetings of all bodies within Åbo Akademi University. The Rector issues regulations, where needed.

15 § Rector for Åbo Akademi University in Vaasa and Delegation for Åbo Akademi University in Vaasa

Upon the proposal of the Rector, the University Board nominates one of the professors from a unit/department in Vaasa to serve as Rector for Åbo Akademi University in Vaasa and the chair of the Delegation for Åbo Akademi University in Vaasa. The appointment of Rector for Åbo Akademi University in Vaasa shall end when the Rector resigns. The Rector for Åbo Akademi University in Vaasa serves in the city of Vaasa. The remit of the Rector for Åbo Akademi University in Vaasa includes developing community relations for Åbo Akademi University in Vaasa and carrying out other tasks assigned by the Rector.

The Rector appoints a Delegation for Åbo Akademi University in Vaasa to serve a term of two (2) years. In addition to the chair, the Delegation is composed of at least six (6) and no more than nine (9) members, at least two (2) of whom are external members and at least one (1) of whom is a student representative.

Chapter 4. Faculty bodies, composition and tasks

16 § Faculty Board and Dean

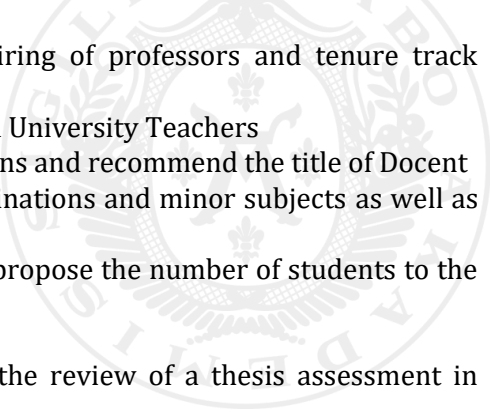
The Faculty Board is composed of the Dean and, depending on the University Board decision, at least 9 and no more than 18 members, each of whom has a substitute member. A Faculty Board is elected to serve a term of two (2) years. Professors, the group composed of researchers, teachers and other personnel, and students have an equal representation on the Faculty Board. Professors and the group composed of researchers, teachers and other personnel nominate their representatives by election within each group in accordance with the Instruction on Elections, and student representatives are nominated by the Student Union in accordance with section 46 of the Universities Act. Within the group composed of researchers, teachers and other personnel in the Faculty of Education and Welfare Studies, no more than two (2) of the members and two (2) of the substitute members come from the Vaasa Teacher Training School.

A call for applications to fill the position of Dean is announced. Eligible candidates are persons who demonstrate the professorial competence required for discharging their duties as well as demonstrate good leadership skills. The Rector nominates the Dean after the Faculty Board has ranked the applicants and presented at least two candidates in order of priority. The term is four (4) years. The Rector may dismiss a Dean during their term if there is a compelling reason to do so.

17 § Remit of the Faculty Board

The remit of the Faculty Board is to:

- 1) oversee quality control and quality development within the faculty
- 2) develop faculty teaching and research and the faculty action plan in accordance with Åbo Akademi University's strategy and regulatory documents
- 3) discuss proposals for the faculty budget
- 4) decide on the operational and personnel plan

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- 5) decide on the education and teaching plan
 - 6) make proposals to the Rector on the recruitment and hiring of professors and tenure track professors
 - 7) decide on the recruitment and hiring of Senior Lecturers and University Teachers
 - 8) nominate experts for Docent applications, assess qualifications and recommend the title of Docent
 - 9) confirm degree structures and learning objectives for examinations and minor subjects as well as other degree provisions
 - 10) decide on the selection criteria for student admissions and propose the number of students to the Rector, who submits the matter to the University Board
 - 11) decide on admissions for doctoral studies
 - 12) confirm the assessment and decide on matters involving the review of a thesis assessment in doctoral studies
 - 13) submit proposals for study programmes, Master's degree programme and Doctoral degree programme to the Rector

The University Board may, in an instruction for a separate unit/department (such as the Vaasa Teacher Training School), determine whether a Faculty Board has additional or different tasks specified for that separate unit/department.

The Faculty Board has the right to delegate its tasks to the Dean.

18 § Remit of the Dean

The remit of the Dean is to:

- 1) head faculty operations
- 2) be responsible for faculty development and implementation of Åbo Akademi University's strategy within the faculty
- 3) be responsible for the academic and financial performance of the faculty
- 4) serve as chair on the Faculty Board
- 5) decide on the faculty budget after consulting with the Faculty Board
- 6) decide on the admission of students at the undergraduate and graduate level
- 7) decide on other matters involving the faculty that are not regulated elsewhere.

The Dean may bring a matter that falls within the Dean's purview to the Faculty Board for deliberation and resolution if the matter is of great importance to the faculty.

Chapter 5. Decision-making

19 § Presentation and deliberation

The Rector prepares and submits matters to be addressed by the University Board. Instructions on making submissions to other collegiate bodies are given in regulations.

20 § Invitation to meetings and quorum

The Åbo Akademi University Board shall convene for meetings when the chair or, if the chair is unavailable, the vice chair determines that a meeting is necessary or when at least three (3) of the University Board members make a written request to convene for a meeting.

Invitations for University Board meetings are to be sent to members by no later than seven (7) days before the meeting. The matters to be addressed at the meeting must be listed on the invitation. An urgent matter not included in the meeting invitation may be addressed at the meeting by unanimous decision of all University Board members present.

The University Board is quorate when at least half of the University Board members are present in addition to the chair and vice chair.

Instructions on calling meetings or addressing matters in other collegiate bodies are given in regulations.

21 § Decision-making

Decisions are made in Åbo Akademi University's collegiate bodies with a simple majority of votes. In the event of a tie, the opinion of the chair shall determine the decision. In the event of a tie vote involving disciplinary measures taken against a student, the opinion with milder consequences for the student shall determine the decision.

In the event of an election round or appointment of a single person to a body, the election shall be decided by a majority vote. If no candidate receives more than half of the votes in the first election round, a new election shall be held between the two candidates receiving the most votes. In the event that a person will be elected or appointed to a body, a proportional election shall be held. In the event of a tie, the vote shall be decided by drawing lots, both when holding a majority vote and proportional election.

Chapter 6. Miscellaneous provisions

22 § Elected offices

A University Board member may resign from their office before expiration of the term. A member of another collegiate body may, upon request, be granted a discharge from their office by the Rector. If a University Board member belonging to Åbo Akademi University is granted a discharge from the University Board as a member in another collegiate body, or said member no longer belongs to Åbo Akademi University, the substitute member or a new member will take their place. In bodies formed by means of election, the candidate receiving the most votes among those not elected shall be made a new substitute member or member. Where bodies formed by other administrative bodies are concerned, the appointing body nominates a new substitute member or new member. An elected or nominated member or substitute member who no longer belongs to the group from which they were elected or nominated shall continue serving in the administrative body until the term expires.

23 § Election Board

The Election Board serves a term of three (3) years. More detailed provisions can be found in the Instruction on Elections.

24 § Examination Board

Åbo Akademi University has an Examination Board, whose task is to address matters involving rectification requests concerning the assessment of completed studies. The Rector forms the Examination Board, which is composed of a chair and other members. The Examination Board serves a term of two (2) years. The Rector provides instructions for the Examination Board in a regulation.

25 § Auditing

The University Collegiate Board nominates two (2) auditors and two (2) substitute auditors. At least one of the auditors must be a JHT auditor and one a KHT auditor or an audit firm, whose head auditor meets these requirements.

Auditors serve a term of up to five (5) years.

Auditors conduct audits of Åbo Akademi University accounting and submit a report on financial statements to the University Collegiate Body before the end of the April following the fiscal year.

26 § Internal auditing

The Åbo Akademi University Board is responsible for planning, execution and supervision of internal auditing or other oversight measures at Åbo Akademi University. Anyone observing irregularities in financial administration shall notify the person in charge of internal auditing or another person appointed by the University Board. More detailed instructions on internal auditing can be found in the Instruction on Internal Auditing.

27 § Entry into force

This Administrative Instruction shall enter into force on 17 March 2020 and replaces the previous Åbo Akademi University Regulations on Internal Administration.