

Rules on Responsibility and Delegation for Åbo Akademi University

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1. Introduction

The principles for decision-making at Åbo Akademi University are regulated in the *Administrative Instruction for Åbo Akademi University* as well as in other instructions approved by the University Board. In addition to these Rules on Responsibility and Delegation, the Rector also issues other regulations that govern the university activities. Regulatory documents issued by Deans or Directors are referred to as rulesets or guidelines.

Whenever the decision-making powers of the Vice-rector, the Dean, the Chief Librarian or the Director are not sufficient, they shall take care that the matter is prepared and brought to be decided by the Rector. The Vice-rectors, the Deans, the Chief Librarian and the

Directors have a special responsibility for contacts with the Student Union and for cooperating for the good of Åbo Akademi University.

All amounts given in this document are without VAT. Appendix 1 includes an outline of details (how financial shares affect decision-making powers, frames for consortium projects, applications regarding a value of 1-3 million euro etc.)

2. Principles for delegation

The purpose of the delegation of decision-making powers is to clarify which decisions the Rector delegates within the organisation.

Through delegation, decision-making power is transferred from a higher level to a lower level within the organisation. The Rector can withdraw a delegation completely or partly. A decision on delegation to a specific officer is to be in writing. For each decision on delegation, a document shall be made according to the decision-making process at Åbo Akademi University. The document shall include date of decision, content and name of decision-maker.

When a delegation is managed correctly, *the responsibility for decisions made is partly transferred* to the subordinate body or function or officer to whom the task is assigned. Normally, the party that has delegated the decision-making power cannot change a decision made by the party that has received it. Illegal decisions form an exception to this principle, they can always be changed. If a decision is legal but inappropriate, the party that has delegated the decision-making power cannot, in most cases, change the decision. It is not possible to delegate decision-making powers in matters where the decision concerns the party that is delegating decision-making powers.

As a main rule, anyone to whom authority has been delegated may sub-delegate this authority, unless stated otherwise in laws and statutes or by decision. The utmost responsibility is still on the party that has delegated the decision-making power. If a body, a function or an officer that has been delegated a certain decision-making power cannot handle the responsibility or neglects it, the party that has delegated the authority shall intervene. A decision-making power can and should be withdrawn whenever there are reasons for it. The body, function or officer that has delegated decision-making powers or tasks is in other words responsible for the delegation decision.

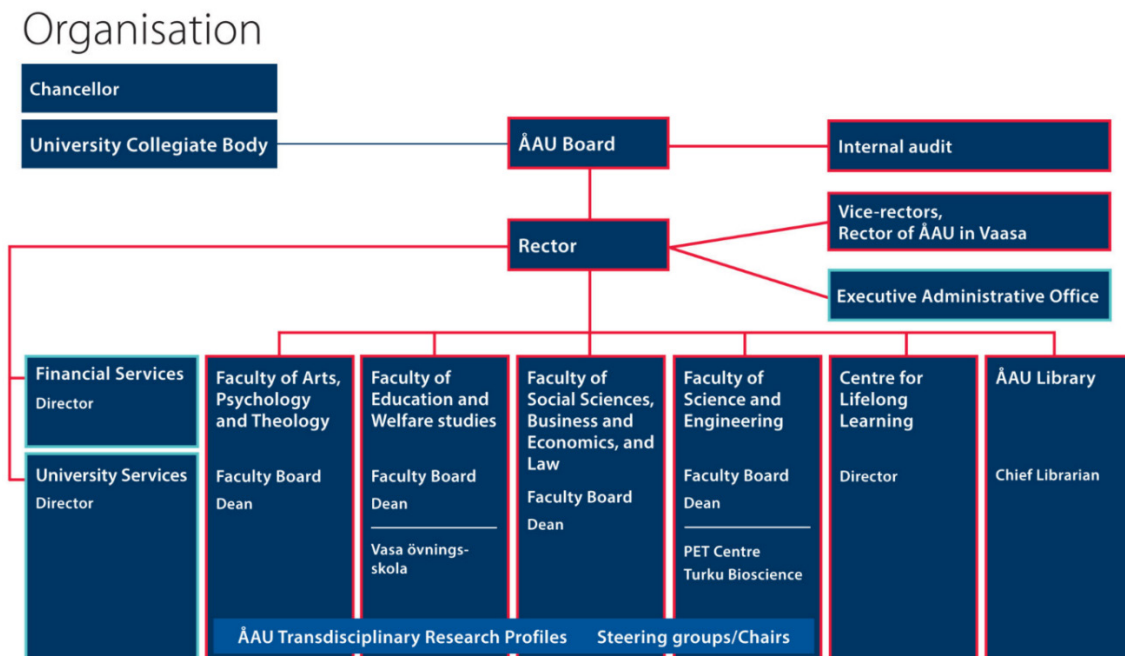
The party that has delegated a task is responsible for following up and ensuring that a delegated task is being handled and that the decision-making power is used correctly.

3. Rector's decision-making powers

The Rector exercises general authority as stated in the Universities Act (Section 17), i.e. the Rector heads the university, is responsible for preparing and carrying out the decisions of the Board and takes decisions on all matters that are not expressly the business of some other body. Rector's decision-making powers are governed by the Administrative Instruction for Åbo Akademi University and by other instructions approved by the Board. Rector has an Executive Group. Rector's Executive Group is advisory and coordinates the management of the university.

4. Delegation of Rector's decision-making powers

Åbo Akademi University's line organisation forms the basis for delegation within Åbo Akademi University. Below is a picture of the line organisation:



The basic principle is that responsibility and decision-making powers go hand in hand, so that the bodies or decision-makers responsible for certain tasks within the organisation are also given decision-making powers in their field within the annual budget of Åbo Akademi University.

Below follows Rector's delegation of decision-making powers to:

- First Vice-rector, Second and Third Vice-rector
- Rector in Vaasa
- Faculty Boards
- Deans
- Strategic research profiles, chairs of steering groups
- Director of CLL
- Chief Librarian
- Director of University Services
- Financial Director
- General Counsel

Other specific delegations are also included in this document. Urgent or special delegations can also be made through separate Rector's decisions.

Åbo Akademi University has a Strategic Council for Education (UR) and a Strategic Council for Research (FoR). The councils prepare and collect data for strategic decisions.

Strategic Council for Education (UR)

The Strategic Council for Education prepares and collects data for decisions regarding educational activities at Åbo Akademi University. UR consists of a chairman and 13 members. Each faculty board nominates two persons and the Board of the Centre for Lifelong Learning (CLL) nominates one person among the permanent staff. The student union nominates four students, one from each faculty. The council's term of office is two years. University Services is responsible for the preparation of matters.

The council

- (1) initiates and coordinates overall educational strategic discussions
- (2) assesses national and international development trends and their significance for Åbo Akademi University, makes initiatives and action proposals regarding educational development and prepares a basis for an educational strategy
- (3) promotes and monitors the implementation of decided educational and research strategies as regards educational matters
- (4) initiates and coordinates external assessments of Åbo Akademi University's study programmes, initiated by the university
- (5) proposes university-wide measures based on data collected in the Finnish Bachelor's Graduate Survey, national surveys on employment situation for students and students' well-being or other material
- (6) initiates other regulations concerning education in matters affecting the whole university, in particular in matters concerning continuous learning.

Strategic Council for Research (FoR)

The Strategic Council for Research prepares and collects data for decisions regarding research and postgraduate education at Åbo Akademi University. FoR consists of a chairman and 11 members. Each faculty board nominates two persons among the appointed Heads of subject. The chairmen of the research profiles together nominate one member to the council. The PhD student association at Åbo Akademi University and Forskarföreningen vid Åbo Akademi nominate one person each. The council's term of office is two years. University Services and Åbo Akademi University Library (as regards open science) are responsible for the preparation of matters.

The council

- (1) initiates and coordinates overall strategic discussions on research
- (2) assesses national and international development trends and their significance for Åbo Akademi University, makes initiatives and action proposals regarding research development and prepares a basis for a research strategy
- (3) promotes and monitors the implementation of the decided research strategy and other strategic decisions concerning research
- (4) provides data for common guidelines for the university for open science and quality assurance in research
- (5) proposes and coordinates external assessments of Åbo Akademi University's doctoral programmes
- (6) initiates university-wide measures based on collected data on conditions for research and postgraduate education, e.g. through the survey for postgraduate students

5. Delegation to Vice-rectors and Rector for Åbo Akademi University in Vaasa

5.1 Vice-rectors

The Vice-rector acts as deputy to the Rector and assists the Rector in the overall strategic work at Åbo Akademi University. The Vice-rector can at the request of the Rector lead internal development processes, make decisions, and represent the top management of Åbo Akademi University in national and international cooperation.

5.1.1 First Vice-rector

The First Vice-rector is responsible for developing the education at Åbo Akademi University. The First Vice-rector shall also promote and support Åbo Akademi University's objectives in the introduction, maintenance and development of research-based education, interdisciplinarity and culture for study success and well-being. The development of educational cooperation is also one of the First Vice-rector's responsibilities. The First vice-rector is responsible for developing, following up and working with an educational strategy for Åbo Akademi University, has a special responsibility to develop lifelong learning at Åbo Akademi University and to develop, lead and actively work with Åbo Akademi University's language policy.

Rector delegates the following decision-making powers to the First Vice-rector:

- to make Rector's decisions when the Rector so decides or when the Rector is unable to act as Rector because of compelling reasons
- to make Vice-rector's decisions in education-related matters that affect the entire Åbo Akademi University or several units
- to sign applications and agreements related to education up to a value below 500,000 euro, after consultation with the responsible Dean or Director
- to represent Åbo Akademi University in education-related national forums for rectors
- to represent Åbo Akademi University in the steering group for the higher education cooperation in Turku, the network Study in Turku, forum for Culture Campus Turku and other forums agreed with the Rector
- to be responsible for the implementation of Digivisio 2030 within Åbo Akademi University
- to chair the Strategic Council for Education (UR) at Åbo Akademi University
- to chair the Council for Lifelong Learning at Åbo Akademi University

5.1.2 Second Vice-rector

The Second Vice-rector is responsible for developing research at Åbo Akademi University and shall promote and support Åbo Akademi University's objectives in research. The development of the research conditions also belongs to the Second Vice-rector. The Second Vice-rector is responsible for developing, following up and working on a research strategy for Åbo Akademi University.

Rector delegates the following decision-making powers to the First Vice-rector:

- to make Rector's decisions when the Rector so decides or when the Rector and the First Vice-rector are unable to act as Rector and Vice-rector because of compelling reasons
- to make Vice-rector's decisions in research-related matters that affect the entire Åbo Akademi University or several units
- the authority to sign applications or agreements in consultation with the Rector and after consultation with the responsible Dean/Deans, Director of CLL, Chief Librarian or Director, as follows
 - o application or agreement (incl. all EU-funded projects) on research funding regarding revenue amounts below 1,000,000 euro
 - o decisions and agreements on research infrastructure (FIRI and similar agreements) up to a value below 1,000,000, however considering the stipulations in the Act on Public Procurement and Concession Contracts and the Åbo Akademi University Instruction on Procurement
 - o Erasmus agreements.
- the authority to sign decisions on acquisition of rights according to the ÅAU directive on inventions (Åbo Akademis direktiv om uppfinningar)
- the authority to sign agreements on acquisition of rights
- to represent Åbo Akademi University in research-related national forums for rectors
- to chair the Strategic Council for Research (FoR)

5.1.3 Third Vice-rector

The Third Vice-rector is responsible for developing societal and international cooperation at Åbo Akademi University. The Third Vice-rector is responsible for developing, following up and working on a collaboration strategy for Åbo Akademi University.

5.2 Rector in Vaasa

The overall responsibility of the Rector in Vaasa is to develop Åbo Akademi University's community relations in the Vaasa region. The Rector in Vaasa represents Åbo Akademi University in various regional contexts and has responsibility and decision-making power for these, as for other tasks assigned by the Rector, according to agreement with the Rector.

6. Delegation to the Faculties

6.1 Faculty Board

The Faculty Board decides on matters listed in the Administrative Instruction.

6.2 Dean

The overall responsibility of the Dean is to lead and distribute work within the Faculty. The Dean is responsible for Faculty staff, finances and activities (research, education and cooperation) and for developing the Faculty. The Dean is also responsible for the specific units belonging to the Faculty.

The Dean's decision-making powers are listed in the Administrative Instruction.

The Rector further delegates the following decision-making powers to the Dean:

- to decide on matters concerning the Faculty
- to decide on procurements concerning the Faculty up to an overall value of under 250,000 euro. If the overall value of the procurement is at least 250,000 euro, the Rector shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning the Faculty with a financial impact for an expenditure of under 250,000 euro. If the expenditure is at least 250,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to enter into agreements and approve applications concerning the Faculty with a financial impact for revenues of under 1,000,000 euro. If the financial impact of the revenues is at least 1,000,000 euro, Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period. Agreements for EU-funded projects shall, however, always be signed by the Second Vice-rector.
- to hire and dismiss fixed-term teaching and research staff on levels 1-3, and decide on permanent researcher positions on level 3 at the proposal of the immediate manager with recruitment duties or a working committee. Warnings can be issued and employment relationships can be terminated or cancelled only in consultation with the HR Director.
- to hire and dismiss technical staff, research assistants or other assisting staff for research and education within the Faculty at the proposal of the immediate manager with recruitment duties. Warnings can be issued and employment relationships can be terminated or cancelled only in consultation with the HR Director.
- to grant leave of absence for Faculty staff; however, leave of absence for a person reporting to the Dean shall be approved by the Rector, if the leave of absence is not statutory and longer than 6 months.
- to enter into and terminate contracts for non-employees

The Dean can appoint persons responsible for specific matters at the Faculty and delegate their decision-making powers. The Rector delegates decision-making powers within the Faculty as follows:

Deputy Dean

A Deputy Dean within the Faculty is appointed by the Rector at the proposal of the Dean in consultation with the Faculty Board. The assignment as Deputy Dean corresponds to 5-20 % of working hours. The Deputy Dean has the decision-making powers decided by the Dean or by the Rector, if the Dean is unable to act as Dean because of compelling reasons. If the Dean has a conflict of interest in a matter that falls under the Dean's responsibility, the matter is primarily handled by the Deputy Dean. The Deputy Dean then has the same decision-making powers as the Dean.

Head of Subject and Head of Subject Cluster

Heads of Subject and Heads of Subject Clusters have the decision-making powers decided by the Dean or by the Rector, if the Dean is unable to act as Dean because of compelling reasons.

6.3 Leading Principal for Vasa övningskola (VÖS)

Vasa övningskola (VÖS) belongs to the Faculty of Education and Welfare Studies and has an instruction approved by the Board. VÖS has a Leading Principal who is responsible for the activities and staff of the school. The Leading Principal reports to the Dean of the Faculty of Education and Welfare Studies.

The Rector delegates the following decision-making powers to the Leading Principal for VÖS:

- to decide on matters concerning VÖS
- to decide on procurements concerning VÖS up to an overall value of under 100,000 euro. If the overall value of the procurement is at least 100,000 euro (and up to 250,000 euro), the Dean shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning VÖS with a financial impact for an expenditure of under 100,000 euro. If the expenditure is at least 100,000 euro (and up to 250,000 euro), the Dean shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to enter into agreements and approve applications concerning VÖS with a financial impact for revenues of under 100,000 euro. If the financial impact of the revenues is at least 100,000 euro (and up to 1,000,000 euro), the Dean shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to grant leave of absence for staff at VÖS; however, leave of absence for a person reporting to the Leading Principal shall be approved by the Dean, if the leave of absence is not statutory and longer than 6 months.

7. Delegation to the strategic research profiles

7.1. Chairs of the strategic research profiles at Åbo Akademi University

The strategic research profiles at Åbo Akademi University are decided by the Board and form multidisciplinary and faculty crossing research and education fields. Each profile is led by a steering group and a chair, appointed by the Rector. The chair is to ensure that the aim of the profile is fulfilled.

The Rector delegates the following decision-making powers to the chairs of steering groups:

- to decide on the allocation of funding within the research profile

8. Delegation to the Centre for Lifelong Learning (CLL)

8.1 Director of the Centre for Lifelong Learning (CLL)

CLL's tasks, administration and management system are defined in the Instruction for CLL. The overall responsibility of the Director of CLL is for its finances, staff, and activities. The

Director is also responsible for developing the activities and for leading and distributing work. The Director has an overall responsibility for the unit's processes working smoothly, efficiently and meeting the requirements of legislation. CLL's management is supported by the Council for Lifelong Learning, which has an advisory and coordinating function.

The Rector delegates the following decision-making powers to the Director of CLL:

- to decide on matters concerning CLL
- to decide on procurements within CLL up to an overall value of under 250,000 euro. If the overall value of the procurement is at least 250,000 euro, the Rector shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements within CLL with a financial impact for an expenditure of under 250,000 euro. If the expenditure is at least 250,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to enter into agreements and approve applications for CLL with a financial impact for revenues of under 1,000,000 euro. If the financial impact of the revenues is at least 1,000,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period. EU-funded project agreements shall, however, always be signed by the Second Vice-rector.
- to decide on employment and dismissal of staff; however, employment and dismissal of a person reporting to the Director of CLL shall be approved by the Rector. Warnings can be issued and employment relationships can be terminated or cancelled only in consultation with the HR Director.
- to grant leave of absence for the staff at CLL; however, leave of absence for a person reporting to the Director of CLL shall be approved by the Rector, if the leave of absence is not statutory and longer than 6 months.

The Director of CLL can delegate their decision-making powers as follows:

Vice-director for CLL

CLL has one or several Vice-directors. The Director can to a Vice-director delegate responsibility concerning staff, administration, strategic planning and development of activities. The Director can delegate responsibility concerning a unit's financial follow-up and activities, the right to employ or grant leave of absence for up to 1 year, the right to decide on procurements up to an overall value of under 60,000 euro and the right to enter into or terminate agreements with a financial impact for expenditures and revenues of under 60,000 euro.

9. Delegation to the Åbo Akademi University Library (ÅAUL)

9.1 Chief Librarian

The Chief Librarian's authorities are set out in the Instruction for the Åbo Akademi University Library with the Institute of Maritime History. The Chief Librarian's overall responsibility includes the authority to decide on employment of ÅAUL staff within the approved budget and according to the ÅAU Regulations on Personnel, as well as to grant leave of absence for the staff at ÅAUL.

The Rector also delegates the following decision-making powers to the Chief Librarian:

- to decide on matters concerning ÅAUL
- to decide on procurements within ÅAUL up to an overall value of under 250,000 euro. If the overall value of the procurement is at least 250,000 euro, the Rector shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements within ÅAUL and the Institute of Maritime History with a financial impact for an expenditure of under 250,000 euro. If the expenditure is at least 250,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to enter into agreements on access to electronic resources, tools and sources as well as acquisition of and open access to literature for ÅAUL with a financial impact of under 2,000,000 euro (*anm: sv inkomstbelopp*). If the financial impact is at least 2,000,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period. EU-funded project agreements shall, however, always be signed by the Second Vice-rector. The limitation of the expenditure does not apply to the funding that ÅAUL receives through the Gösta Brander Research Fund. This funding is used in accordance with the terms of the fund.
- to enter into other agreements and approve applications for ÅAUL with a financial impact for revenues of under 1,000,000 euro. If the financial impact of the revenues is at least 1,000,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period. EU-funded project agreements shall, however, always be signed by the Second Vice-rector.
- to decide on employment and dismissal of staff; however, employment and dismissal of a person reporting to the Chief Librarian shall be approved by the Rector. Warnings can be issued and employment relationships can be terminated or cancelled only in consultation with the HR Director.

The Chief Librarian can delegate their decision-making powers as follows:

Vice-directors

The Vice-director having held their position for the longest amount of time acts as deputy to the Chief Librarian. When the Vice-director acts as deputy to the Chief Librarian, the Vice-director has the decision-making powers decided by the Chief Librarian or by the Rector, if the Chief Librarian is unable to act as Chief Librarian because of compelling reasons.

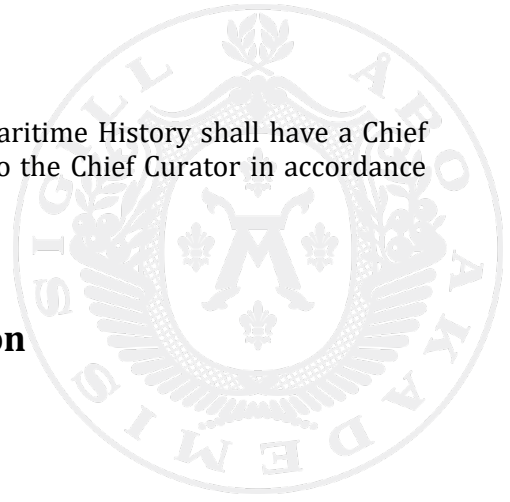
Institute of Maritime History steering committee

According to the Instruction for the Åbo Akademi University Library with the Institute of Maritime History, the Institute of Maritime History shall have a steering committee. The Chief Librarian can delegate tasks to the steering committee in accordance with the Instruction.

Institute of Maritime History Chief Curator

According to the Instruction for the Åbo Akademi University Library with the

Institute of Maritime History, the Institute of Maritime History shall have a Chief Curator. The Chief Librarian can delegate tasks to the Chief Curator in accordance with the Instruction.



10. Delegation to the administration

10.1 University Services

10.1.1 Director of University Services

The Director of University Services is responsible for the university's administrative support, has an overall responsibility for the administrative support processes working smoothly, efficiently and adequately and meeting the requirements of legislation, and for facilities and ICT infrastructure meeting the needs and being cost-effective. The Director of University Services leads and distributes work at University Services and is responsible for its finances and staff. The Director of University Services acts as employer's representative for Åbo Akademi University along with the Rector when determining working and salary conditions for employees covered by the collective agreement.

The Rector delegates the following decision-making powers to the Director of University Services:

- to decide on matters concerning University Services
- to decide on procurements concerning service given by University Services up to an overall value of under 250,000 euro. If the overall value of the procurement is at least 250,000 euro, the Rector shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning service given by University Services with a financial impact for an expenditure of under 250,000 euro. If the expenditure is at least 250,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to enter into agreements and approve applications for University Services with a financial impact for revenues of under 1,000,000 euro. If the financial impact of the revenues is at least 1,000,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period. EU-funded project agreements shall, however, always be signed by the Second Vice-rector.
- to decide on employment and dismissal of staff; however, employment and dismissal of a person reporting to the Director of University Services shall be approved by the Rector. Warnings can be issued and employment relationships can be terminated or cancelled only in consultation with the HR Director.
- to grant leave of absence for the staff at University Services; however, leave of absence for a person reporting to the Director of University Services shall be approved by the Rector, if the leave of absence is not statutory and longer than 6 months.

The Rector delegates the following decision-making powers to:

HR Director

The HR Director acts as deputy to the Director of University Services. When the HR Director acts as deputy to the Director of University Services, the HR Director has the decision-making powers decided by the Director of University Services or by the Rector, if the Director of University Services is unable to act as Director because of compelling reasons. The HR Director acts as employer's representative for Åbo Akademi University along with the Rector when determining working and salary conditions for employees covered by the collective agreement.

The HR Director has the following decision-making powers:

- to decide on procurements concerning HR Services up to an overall value of under 60,000 euro. If the overall value of the procurement is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning HR Services with a financial impact for an expenditure of under 60,000 euro. If the expenditure is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to approve invoices within the field of activities and up to the maximum amount decided by the Director of University Services. Invoices can, however, only be approved in accordance with valid agreements.
- to decide on matters regarding obligations as an employer in Finland and abroad
- to take disciplinary action in consultation with the Director of the unit concerned

Director, Research Services

The Director of Research Services has the following decision-making powers:

- to decide on procurements concerning Research Services up to an overall value of under 60,000 euro. If the overall value of the procurement is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning Research Services with a financial impact for an expenditure of under 60,000 euro. If the expenditure is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.

Director, Education Services

The Director of Education Services has the following decision-making powers:

- to decide on procurements concerning Education Services up to an overall value of under 60,000 euro. If the overall value of the procurement is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall decide on the matter. Procurement decisions may only be made if the

procurement is managed in accordance with the stipulations in the Instruction on Procurement.

- to enter into or terminate agreements concerning Education Services with a financial impact for an expenditure of under 60,000 euro. If the expenditure is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.

Director, ICT Services

The Director of ICT Services has the following decision-making powers:

- to decide on procurements concerning ICT Services up to an overall value of under 60,000 euro. If the overall value of the procurement is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning ICT Services with a financial impact for an expenditure of under 60,000 euro. If the expenditure is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to approve invoices within the field of activities and up to the maximum amount decided by the Director of University Services. Invoices can, however, only be approved in accordance with valid agreements.

Director, Community Relations and Partnerships

The Director of Community Relations and Partnerships has the following decision-making powers:

- to decide on procurements concerning Community Relations and Partnerships up to an overall value of under 60,000 euro. If the overall value of the procurement is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning Community Relations and Partnerships with a financial impact for an expenditure of under 60,000 euro. If the expenditure is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.

Director, Facilities Management

The Director of Facilities Management acts as employer's representative for Åbo Akademi University along with the Rector when determining working and salary conditions for employees covered by the collective agreement.

The Director of Facilities Management has the following decision-making powers:

- to decide on procurements concerning Facilities Services up to an overall value of under 60,000 euro. If the overall value of the procurement is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall

decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.

- to enter into or terminate agreements concerning Facilities Services with a financial impact for an expenditure of under 60,000 euro. If the expenditure is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to approve invoices within the field of activities and up to the maximum amount decided by the Director of University Services. Invoices can, however, only be approved in accordance with valid agreements.

Communications Manager

The Communications Manager has the following decision-making powers:

- to decide on procurements concerning Communications Services up to an overall value of under 60,000 euro. If the overall value of the procurement is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning Communications Services with a financial impact for an expenditure of under 60,000 euro. If the expenditure is at least 60,000 euro and up to 250,000 euro, the Director of University Services shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period.
- to make decisions on and approve the use of ÅAU trademarks, copyrighted images, seals, illustrations and graphic profiles. The right is valid until further notice or until another decision on delegation is made.

Other special delegations:

Safety Manager

Responsibilities and decision-making powers of the Safety Manager:

- to take urgent safety measures which cannot wait until the crisis management group will convene (closing facilities or areas at campus, for example), in consultation with the Director of Security and Sustainability. The decision-making powers apply to ÅAU campus in Turku.
- to communicate urgent safety measures within Åbo Akademi University and with competent authorities, in consultation with the Director of Security and Sustainability.

Head of Safety in Vaasa

Responsibilities and decision-making powers of the Head of Safety in Vaasa:

- to take urgent safety measures which cannot wait until the crisis management group will convene (closing facilities or areas at campus, for example), in consultation with the Director of Security and Sustainability. The decision-making powers apply to ÅAU campus in Vaasa.

- to communicate urgent safety measures within Åbo Akademi University and with competent authorities, in consultation with the Director of Security and Sustainability.

Chief Information Security Office

Responsibilities and decision-making powers of the Chief Information Security Office:

- to take urgent safety measures which cannot wait until the information security management group or the crisis management group will convene (turning off computer systems, for example)
- to communicate urgent safety measures within Åbo Akademi University and with competent authorities.

10.2 Financial Services

10.2.1 Financial Director

The Financial Director is responsible for the financial support for the entire organisation, has an overall responsibility for the financial processes working smoothly, efficiently and adequately, and for Åbo Akademi University's accounting, budgeting, period reporting, cash management and travel management being adequately organised and meeting the requirements of legislation. The Financial Director leads and distributes work at Financial Services and is responsible for its finances, staff and activities.

The Rector delegates the following decision-making powers to the Financial Director:

- to decide on matters concerning Financial Services
- to decide on procurements concerning support services given by Financial Services up to an overall value of under 250,000 euro. If the overall value of the procurement is at least 250,000 euro, the Rector shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to enter into or terminate agreements concerning support services given by Financial Services with a financial impact for an expenditure of under 250,000 euro. If the expenditure is at least 250,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period
- to sign agreements with banks regarding the opening and closing of bank accounts, credit cards for staff, and to decide on short-term investments for optimising cash flow management, as well as to sign agreements specifying altered rules for these
- to sign agreements with banks and other companies to enter into and terminate payment and cash flow agreements, as well as agreements specifying altered rules for these
- to increase or reduce loan capital according to the loan agreement with the Åbo Akademi University Foundation
- to sign research project reports, payment applications and other similar documents required by funders or auditors
- to sign applications regarding permission for fundraising and all relevant reports to authorities, as well as other activities for which financial statement is required
- to decide on the right for staff to use ÅAU credit cards, and withdraw the right, if needed (this task can be delegated if necessary)

- to decide on changed time frame for the use of money, both regarding budgetary resources and funds granted through special decision
- the right to, on the basis of a risk analysis or suspected fraud, stop a payment until an investigation of the payment has been carried out (this task can be delegated if necessary)
- to decide on employment and dismissal of staff; however, employment and dismissal of a person reporting to the Financial Director shall be approved by the Rector. Warnings can be issued and employment relationships can be terminated or cancelled only in consultation with the HR Director.
- to grant leave of absence for the staff at Financial Services; however, leave of absence for a person reporting to the Financial Director shall be approved by the Rector, if the leave of absence is not statutory and longer than 6 months.
- the above-mentioned decision-making powers also apply to Åbo Akademi Fonder

The Rector delegates decision-making powers as follows:

Accounting Manager

The Accounting Manager acts as deputy to the Financial Director. When the Accounting Manager acts as deputy to the Financial Director, the Accounting Manager has the decision-making powers decided by the Financial Director or by the Rector, if the Financial Director is unable to act as Director because of compelling reasons.

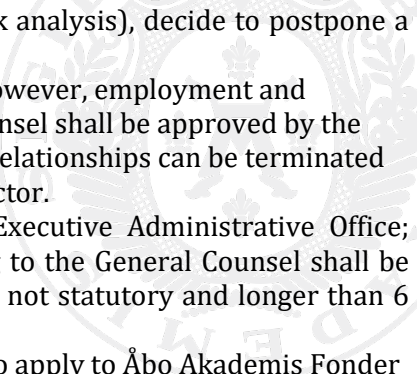
10.3 Executive Administrative Office

10.3.1 General Counsel

The General Counsel is responsible for the Executive Administrative Office and its staff, finances and activities. Fields of responsibility for the Office include administrative management support including registry and records management, strategic planning and risk management, data protection services, legal and compliance.

The Rector delegates the following decision-making powers to the General Counsel:

- to decide on matters concerning the Executive Administrative Office
- to decide on procurements concerning the Executive Administrative Office up to an overall value of under 250,000 euro. If the overall value of the procurement is at least 250,000 euro, the Rector shall decide on the matter. Procurement decisions may only be made if the procurement is managed in accordance with the stipulations in the Instruction on Procurement.
- to sign agreements on transfer of rights in contract research (can be delegated to another legal counsel)
- to enter into or terminate agreements concerning support services given by the Executive Administrative Office with a financial impact for an expenditure of under 250,000 euro. If the expenditure is at least 250,000 euro, the Rector shall make the decision. In agreements that are valid until further notice, the value is calculated based on the financial impact for a four-year period
- to start, conduct, give and sign legal investigations, risk analyses and legal statements, and to start, carry out, and end legal proceedings, as well as to act as an agent

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- the right to, based on risk analysis (or lack of risk analysis), decide to postpone a matter until the Rector has decided on the matter
 - to decide on employment and dismissal of staff; however, employment and dismissal of a person reporting to the General Counsel shall be approved by the Rector. Warnings can be issued and employment relationships can be terminated or cancelled only in consultation with the HR Director.
 - to grant leave of absence for the staff at the Executive Administrative Office; however, leave of absence for a person reporting to the General Counsel shall be approved by the Rector, if the leave of absence is not statutory and longer than 6 months.
 - the above-mentioned decision-making powers also apply to Åbo Akademi Fonder

The Rector delegates their decision-making powers as follows:

Head of Planning

The Head of Planning acts as deputy to the Executive Administrative Office. When the Head of Planning acts as deputy to the Executive Administrative Office, the Head of Planning has the decision-making powers decided by the General Counsel or by the Rector, if the General Counsel is unable to act as head of the Executive Administrative Office because of compelling reasons.

Director, Security and Sustainability

The responsibilities and decision-making powers of the Director are as follows:

- to, as chair of the crisis management group, convene the group regularly and in case of crisis
- to, as chair of the information security management group, convene the group regularly and in case of crisis
- to take urgent safety measures which cannot wait until the crisis management group will convene or Rector has decided on the matter (closing facilities or areas at campus, for example, or giving urgent instructions)
- to communicate urgent safety measures within Åbo Akademi University and with competent authorities
- to, based on risk analysis (or lack of risk analysis), decide to postpone a matter until the Rector has decided on the matter
- to lead, coordinate and develop Åbo Akademi University's sustainability work

11. Entry into force

These Rules on Responsibility and Delegation shall enter into force 1.2.2023.

Appendix 1: Table of decision-makers and amounts

All limit amounts are given without VAT. For joint research funding applications with external parties, the limit amount applies to the share of budget that Åbo Akademi University is responsible for, including self-financing percentage, indirect employee costs and overheads.

Decision-maker	Agreement/application	Limit amount (euro)	Other conditions
Rector	applications and agreements related to education	500,000 up to 3,000,000	
	applications and agreements on research funding and research infrastructure	1,000,000 up to 3,000,000	
	procurement decisions concerning Faculties, CLL, ÅAUL, University Services, Financial Services or the Executive Administrative Office	overall value 250,000 – 1,000,000	
	agreements concerning Faculties, CLL, ÅAUL, University Services, Financial Services or the Executive Administrative Office	financial impact for an expenditure of 250,000 – 1,000,000	exception: invoices which the Director of University Services decides on
	agreements and applications concerning Faculties, CLL, ÅAUL, University Services, Financial Services or the Executive Administrative Office	financial impact for revenues 1,000,000 – 3,000,000	
First Vice-rector	applications and agreements related to education	value under 500,000	after consultation with the responsible Dean or Director
Second Vice-rector	applications and agreements on research funding incl. all EU-funded projects	revenues or value under 1,000,000	in consultation with the Rector and after consultation with the responsible Dean/Deans (when several faculties participate in

			<p>the same application) Director of CLL, Chief Librarian or Director</p> <p>Act on Public Procurement and Concession Contracts and Instruction on Procurement</p>
	agreements on research infrastructure (FIRI and similar)	revenues or value under 1,000,000	<p>in consultation with the Rector and after consultation with the responsible Dean/Deans, Director of CLL, Chief Librarian or Director</p> <p>Act on Public Procurement and Concession Contracts and Instruction on Procurement</p>
	Erasmus	revenues or value under 1,000,000	<p>in consultation with the Rector and after consultation with the responsible Dean/Deans, Director of CLL, Chief Librarian or Director</p>
Dean	procurements concerning the Faculty	overall value under 250,000	Instruction on Procurement
	to enter into or terminate agreements concerning the Faculty	financial impact for an expenditure of under 250,000	financial impact for a four-year period for agreements valid until further notice
	to enter into agreements and approve applications concerning the	financial impact for revenues	financial impact for a

	Faculty, with the exception of EU-funded project agreements	under 1,000,000	four-year period for agreements valid until further notice when several faculties participate in the same project, the application and agreement is signed by the Second Vice-rector
Leading Principal for VÖS	procurements concerning VÖS	overall value under 100,000	Instruction on Procurement
	to enter into or terminate agreements concerning VÖS	financial impact for an expenditure of under 100,000	financial impact for a four-year period for agreements valid until further notice
	to enter into agreements and approve applications concerning VÖS, with the exception of EU-funded project agreements	financial impact for revenues under 100,000	financial impact for a four-year period for agreements valid until further notice
Director of CLL	procurements concerning CLL	overall value under 250,000	Instruction on Procurement
	to enter into or terminate agreements concerning CLL	financial impact for an expenditure of under 250,000	financial impact for a four-year period for agreements valid until further notice
	to enter into agreements and approve applications concerning CLL, with the exception of EU-funded project agreements	financial impact for revenues under 1,000,000	financial impact for a four-year period for agreements valid until further notice

Chief Librarian	procurements concerning ÅAUL	overall value under 250,000	Instruction on Procurement
	to enter into or terminate agreements concerning ÅAUL	financial impact for an expenditure of under 250,000, however, the limitation does not apply to the funding that ÅAUL receives through the Gösta Brander Research Fund	financial impact for a four-year period for agreements valid until further notice
	to enter into agreements on access to electronic resources, tools and sources as well as acquisition of and open access to literature for ÅAUL, with the exception of EU-funded project agreements	financial impact of under 2,000,000	financial impact for a four-year period for agreements valid until further notice
	to enter into other agreements than those concerning e-resources etc. (see above) and approve applications concerning ÅAUL, with the exception of EU-funded project agreements	financial impact for revenues under 1,000,000	financial impact for a four-year period for agreements valid until further notice
Director of University Services	procurements concerning service given by University Services	overall value under 250,000	Instruction on Procurement
	to enter into or terminate agreements concerning service given by University Services	financial impact for an expenditure of under 250,000	financial impact for a four-year period for agreements valid until further notice
	to enter into agreements and approve applications concerning service given by University Services (including research-related applications), with the exception of EU-funded project agreements	financial impact for revenues under 1,000,000	financial impact for a four-year period for agreements valid until further notice

HR Director	procurements concerning HR Services	overall value under 60,000	Instruction on Procurement
	to enter into or terminate agreements concerning HR Services	financial impact for an expenditure of under 60,000	financial impact for a four-year period for agreements valid until further notice
	to approve invoices within the field of activities decided by the Director of University Services	up to the amount decided by the Director of University Services	
Director, Research Services	procurements concerning Research Services	overall value under 60,000	Instruction on Procurement
	to enter into or terminate agreements concerning Research Services	financial impact for an expenditure of under 60,000	financial impact for a four-year period for agreements valid until further notice
Director, Education Services	procurements concerning Education Services	overall value under 60,000	Instruction on Procurement
	to enter into or terminate agreements concerning Education Services	financial impact for an expenditure of under 60,000	financial impact for a four-year period for agreements valid until further notice
Director, ICT Services	procurements concerning ICT Services	overall value under 60,000	Instruction on Procurement
	to enter into or terminate agreements concerning ICT Services	financial impact for an expenditure of under 60,000	financial impact for a four-year period for agreements valid until further notice
	to approve invoices within the field of activities decided by the Director of University Services	up to the amount decided by the Director of University Services	

Director, Facilities Management	procurements concerning Facilities Management	overall value under 60,000	Instruction on Procurement
	to enter into or terminate agreements concerning Facilities Management	financial impact for an expenditure of under 60,000	financial impact for a four-year period for agreements valid until further notice
	to approve invoices within the field of activities decided by the Director of University Services	up to the amount decided by the Director of University Services	
Communications Manager	procurements concerning Communications Services	overall value under 60,000	Instruction on Procurement
	to enter into or terminate agreements concerning Communications Services	financial impact for an expenditure of under 60,000	financial impact for a four-year period for agreements valid until further notice
Financial Director	procurements concerning support services given by Financial Services	overall value under 250,000	Instruction on Procurement
	to enter into or terminate agreements concerning support services given by Financial Services	financial impact for an expenditure of under 250,000	financial impact for a four-year period for agreements valid until further notice
General Counsel	procurements concerning the Executive Administrative Office	overall value under 250,000	Instruction on Procurement
	to enter into or terminate agreements concerning support services given by the Executive Administrative Office	financial impact for an expenditure of under 250,000	financial impact for a four-year period for agreements valid until further notice