The official version of this document is in Swedish.

Åbo Akademi

GOVERNING DOCUMENT

Instruction

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Administrative Instruction

Contents

1 General regulations for Åbo Akademi University 2
1.1 Statutory basis and instructions 2
1.2 Mission of Åbo Akademi University 2
1.3 Domicile 2
1.4 Language 2
2 Åbo Akademi University management and bodies 2
2.1 Åbo Akademi University management 2
2.2 University Board 3
2.3 University Board tasks 3
2.4 Chancellor and tasks of the Chancellor 4
2.5 University Collegiate Body 4
2.6 Tasks of the University Collegiate Body 5
2.7 Rector, Deputy Rector and Vice-Rectors 5
2.8 Tasks of the Rector 5
2.9 Rector's Executive Group 6
2.10 Administrative Body in Vaasa 6
2.11 Faculties 7
2.12 Faculty Council 7
2.13 Tasks of the Faculty Council 7
2.14 Faculty Dean 8
2.15 Education Council 8
2.16 Research Council 8
2.17 Departments 9
2.18 Separate units 9
2.19 Head of Department and Department Council 9
2.20 Management and Quality Assurance Council 10
2.21 Examination Board 10
2.22 Language Board 10
2.23 Election Board 10
3 Other provisions 10
3.1 Auditing 10
3.2 Internal auditing 11
3.3 Entry into force 11

1 General regulations for Åbo Akademi University

1.1 Statutory 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, this Administrative Instruction and other instructions are approved by the University Board The Administrative Instruction is the highest ranking governing document of Åbo Akademi University.

The University Board also approves instructions for separate units (such as Vasa övningsskola) and may also approve other instructions. The Swedish version of all governing documents shall be considered the binding version.

1.2 Mission of Åbo Akademi University

In accordance with the Universities Act, it is the mission of Åbo Akademi University to promote independent research and 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 its operations.

Åbo Akademi University's operations shall be organised in a manner that safeguards a high international standard of research, education and teaching, while taking into consideration ethical principles and good scientific practices. Åbo Akademi University adheres to the instructions issued by the Finnish National Board on Research Integrity (TENK) on the responsible conduct of research.

1.3 Domicile

The domicile of Åbo Akademi University is Turku. Åbo Akademi University maintains campuses in two locations: a campus in Turku and a campus in Vaasa.

1.4 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 study attainments is regulated in instructions or regulations.

2 Åbo Akademi University management and bodies

2.1 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.

2.2 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. 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 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 society 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 the Åbo Akademi University Instruction on Elections.

The Rector, Deputy Rector, Dean or head of a unit directly subordinate to the University Board, the internal auditor or a member or substitute of the University Collegiate Body may not serve as a member on the University Board.

2.3 University Board tasks

The University Board is tasked with

1) diligently promoting the interests of Åbo Akademi University
2) deciding 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) deciding on Åbo Akademi University's operational and financial plan and budget as well as preparing the financial statements
4) overseeing the administration and use of Åbo Akademi University's assets, unless the University Board has transferred its authority to the Rector
5) ensuring the supervision of accounting and asset management
6) approving agreements that are important or critical to Åbo Akademi University's operations and issuing statements on key matters concerning Åbo Akademi University
7) on behalf of Åbo Akademi University, approving agreements made with the Ministry of Education and Culture according to the Universities Act, 48 §
8) electing a Rector and, upon a proposal by the Rector, electing the Deputy Rector and Vice-Rectors as well as deciding on the division of tasks
9) dismissing the Rector if there is acceptable and just cause to do so
10) upon a proposal by the Rector, nominating and dismissing other supervisory personnel who are directly subordinate to the Rector, if the Board has not delegated the task to any other body within Åbo Akademi University
11) approving instructions and deciding on the operational structure

12) making proposals to the Ministry of Education and Culture regarding changes to the educational responsibility
13) deciding on the number of students to be admitted to Åbo Akademi University
14) deciding on the division of faculties and units/departments
15) deciding on the institution or dissolving of separate units/departments and approve the relevant instructions
16) nominating an Election Board and approve the Instruction on Elections
17) deciding on its own rules of procedure and nominating any advisory committees and working groups from among its own members to supervise the preparation of matters
18) appointing an internal auditor and drafting an instruction on internal auditing
19) deciding on the management of assets that were in the possession of Åbo Akademi University prior to the entry into force of the Universities Act.

2.4 Chancellor and tasks of the Chancellor

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

The Chancellor carries out the duties set out in the Universities Act independently of the university's other administrative bodies and governing bodies.

Under the Universities Act, the Chancellor is tasked with:
- promoting the sciences and Åbo Akademi University's collaboration with society;
- safeguarding the public interest of Åbo Akademi University;
- overseeing the activities of Åbo Akademi University.

In addition to the duties of the Chancellor as set out in the Universities Act, the Chancellor is tasked with:
- to decide on matters relating to good scientific practice at research level and the handling of suspected deviations from it;
- to decide on the award of the title of docent upon the recommendation of the Faculty Councils;
- to decide on the organisation of doctoral degree conferrals.

If the Chancellor is unable to perform their duties or if the post of Chancellor is vacant, the Rector shall carry out the Chancellor's duties.

2.5 University Collegiate Body

Åbo Akademi University has a University Collegiate Body composed of 24 members, each of which has their own substitute member. Professors and the group composed of researchers, teachers and other personnel are elected 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 by the Student Union.

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

2.6 Tasks of the University Collegiate Body

The University Collegiate Body is tasked with:

1) deciding on the number of members to serve on the University Board as well as specifying the term and remuneration of members
2) nominating members for the University Board who are not employees or students of Åbo Akademi University
3) confirming the election of the University Board members for university professors, other teachers and researchers as well as other personnel and students
4) dismissing a University Board member upon a proposal made by the University Board
5) selecting auditors for Åbo Akademi University
6) confirming Åbo Akademi University's financial statements and annual report as well as discharging University Board members and the Rector from liability
7) deciding whether to bring an action for damages against a University Board member, the Rector and auditor
8) deciding on the dismissal of University Board members
9) if necessary, convening to discuss important matters that affect all of Åbo Akademi University.

2.7 Rector, Deputy 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 The University may extend the term to be served by the Rector by an additional five (5) years, provided that the Rector consents to this extension. A Rector may serve for no more than ten (10) years. Åbo Akademi University may have one or more Vice-Rectors.

The Rector, Deputy Rector or Vice-Rector must possess a doctoral degree, demonstrate the professorial competence and professional skill required for discharging their duties. They must also demonstrate good leadership skills.

The Deputy Rector serves as the first deputy to the Rector when the Rector so decides or when the Rector is prevented from carrying out their duties for compelling reasons.

The Rector of Åbo Akademi University in Vaasa is nominated by the University Board upon a proposal by the Rector from among the group Deputy Rector, Vice-Rectors and Deans.

The tasks, responsibilities and authority of the Deputy Rector and Vice-Rectors are laid down in the Regulation on Management and Delegation.

2.8 Tasks of the Rector

The Rector is tasked with:

1) diligently promoting the interests of Åbo Akademi University
2) overseeing the operations of the university and deciding on matters concerning Åbo Akademi University and those which have not been assigned to some other body by statute or regulation
3) ensuring that tasks are carried out in an economical, effective and productive manner

4) ensuring that Åbo Akademi University's accounting is in compliance with the law and that asset management is arranged in a reliable manner
5) overseeing the preparation and presentation of matters which come before the University Board
6) overseeing the implementation of University Board decisions
7) deciding on the hiring and dismissal of employees, including other management personnel not nominated by the University Board
8) overseeing and ensuring implementation of Åbo Akademi University's strategy through the operational management model
9) representing Åbo Akademi University in the Coordinating body for Swedish-language higher education in Finland
10) proposing the Deputy Rector and other personnel, who are directly subordinate to the Rector, to the University Board and deciding on the composition and content of the mandate
11) dismissing personnel, who are directly subordinate to the Rector
12) deciding on the elimination of existing degree programmes and other study programmes as well as initiating the establishment of new degree programmes and other study programmes
13) deciding on other matters concerning Åbo Akademi University that are not regulated by law or other governing documents.

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

When the Rector issues governing documents, they are called regulations or procedures.

The Rector has the right to be present and speak at the meetings of all bodies within Åbo Akademi University

2.9 Rector's Executive Group

Åbo Akademi University has an Executive Group, which serves as an advisory body for the Rector composed of no more than eight (8) members, with representatives on both campuses. The purpose of the Executive Group is to enhance the diversity of perspectives in the organisation and operations. The Rector appoints the Executive Group after obtaining opinions from the University Board.

2.10 Administrative Body in Vaasa

In accordance with section 76(2) of the Universities Act, Åbo Akademi University has a collegial Administrative Body in Vaasa. The Rector forms the Administrative Body to serve a term of three (3) years. The Rector in Vaasa serves as chair of the Administrative Body.

The purpose of the Administrative Body is to coordinate the common functions in Vaasa. In addition, the Administrative Body is responsible for developing Åbo Akademi University's social contacts in Vaasa and wider Ostrobothnia as well as cooperating with universities and higher education institutions in the region on the basis of Åbo Akademi University's strategy and decisions related to its implementation.

The Administrative Body is composed of at least six (6) and no more than eleven (11) members in addition to the chair. The Rector forms the Administrative Body upon the

proposal of the departments operating on the campus in Vaasa and the Student Union as follows:

- Department of Education: at least two (2) and no more than three (3) representatives, 1 of which must be from the Vasa övningsskola
- Department of Social Sciences: at least one (1) and no more than two (2) representatives
- Department of Engineering and Information Technology: at least one (1) and no more than two (2) representatives
- Department of Natural and Health Sciences: at least one (1) and no more than two (2) representatives
- Student Union: at least one (1) and no more than two (2) representatives.

2.11 Faculties

Åbo Akademi is a university with two faculties:

- Faculty of Human and Social Sciences
- Faculty of Science and Engineering

The faculties are administrative units. The faculties maintain operations on both campuses.

2.12 Faculty Council

Each faculty has a Faculty Council. The Faculty Council is composed of the Faculty Dean and, depending on the University Board decision, at least nine (9) and no more than eighteen (18) members, each of which has a substitute member. The term is three (3) years. Professors and 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. The Student Union appoints student representatives.

2.13 Tasks of the Faculty Council

The Faculty Council is tasked with:

1) ensuring that operations are organised in a manner that safeguards a high international standard of research, education and teaching, while taking into consideration ethical principles and good scientific practices
2) submitting proposals on the faculty operational plan (including the personnel plan and budget) to the Rector
3) for the Education Council, submitting proposals for degree structures and learning objectives for degrees, minor subjects and elective studies as well as for other degree provisions, except for doctoral studies[1]
4) nominating experts for docent applications, assessing qualifications and recommending the title of docent
5) initiating external excellence reviews of the faculty's degree programmes and other studies for the Management and Quality Assurance Council

[1] During the period 1 July 2026 – 31.20.2026, this role is not held by the Faculty Council (see Rector's decision 67/2026).

6) initiating external excellence reviews of faculty research environments for the Management and Quality Assurance Council
7) submitting proposals on the recruitment and hiring of professors and tenure track professors to the Rector
8) deciding on honorary doctors in connection with the conferral ceremony at Åbo Akademi University.

2.14 Faculty Dean

Each faculty has a Faculty Dean, who is appointed by the University Board upon a proposal made by the Rector. The Faculty Dean reports to the Rector and serves a term of five (5) years. In order to qualify as a Faculty Dean, a person shall hold a doctoral degree, possess a wide range of experience in academic positions, good instincts in financial management and proven leadership abilities.

The primary responsibilities of the Faculty Dean are administrative. The tasks, responsibilities and authority of the Faculty Dean are laid down in the Regulation on Management and Delegation.

2.15 Education Council

Åbo Akademi University has a Education Council, which is formed by election. The Council term is three (3) years. The Education Council is headed by the Vice-Rector for Education and has twelve (12) members, each of which has a substitute member. Professors and the group composed of researchers, teachers and other personnel, and students have an equal representation. 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. The Student Union appoints student representatives.

The tasks, responsibilities and authority of the Education Council are laid down in the Åbo Akademi University Regulation on Management and Delegation.

The Education Council may submit proposals for the Åbo Akademi University operational plan to the extent that they concern overall educational activities.

2.16 Research Council

Åbo Akademi University has a Research Council, which is formed by election. The Council term is three (3) years. The Research Council is headed by the Vice-Rector for Research and has twelve (12) members, each of which has a substitute member. Professors have six (6) members. The group researchers, teachers and other personnel and the group doctoral students have a combined six (6) members. Members are elected within each group in accordance with the Instruction on Elections.

The tasks, responsibilities and authority of the Research Council are laid down in the Åbo Akademi University Regulation on Management and Delegation.

The Research Council may submit proposals for the Åbo Akademi University operational plan to the extent that they concern overall research activities.

2.17 Departments

Each faculty has departments. Departments are academic results centres to which budgetary funds are allocated in accordance with the Åbo Akademi University internal allocation model.

2.18 Separate units

Each faculty and department may have separate units. The University Board may form and dissolve separate units. These units are headed by a person appointed by the Rector. If the head of the unit reports to the Rector, the head shall be appointed by the University Board upon a proposal made by the Rector.

Åbo Akademi University Library is a separate unit at the university-wide level. The unit is headed by the Chief Librarian. The Chief Librarian reports to the Rector and is appointed by the University Board upon a proposal made by the Rector.

2.19 Head of Department and Department Council

Each department is headed by a Head of Department, who is appointed from among the department professors by the Department Council. The Head of Department serves a term of three (3) years. In order to qualify as a Head of Department, a person shall possess a wide range of experience in academic positions and proven leadership abilities. The Rector may relieve a Head of Department of their duties during their term if there are compelling reasons to do so.

The primary responsibilities of the Head of Department are academic. The Head of Department is the highest-ranking manager of a department, and they oversee the academic personnel. The tasks, responsibilities and authority of the Head of Department are laid down in the Åbo Akademi University Regulation on Management and Delegation.

Each department has a Department Council, which is formed in accordance with the Åbo Akademi University Instruction on Elections. The term is three (3) years. In addition to the Head of Department, the Department Council is composed of six to twelve (6-12) members, each of which has a substitute member. Professors and the group composed of researchers, teachers and other personnel, and students have an equal representation on the Department Council. Professors and the group composed of researchers, teachers and other personnel in the department appoint their representatives in each group and the student representatives are appointed by the Student Union.

The tasks, responsibilities and authority of the Department Council are laid down in the Åbo Akademi University Regulation on Management and Delegation.

On the Department Council for the Department of Education, no more than two (2) of the members and two (2) of the substitute members in the group composed of researchers, teachers and other personnel may be from Vasa övningsskola.

The University Board may, in an instruction for a separate unit (such as Vasa övningsskola) stipulate that the Department Council of a department within a faculty performs additional or differing tasks.

2.20 Management and Quality Assurance Council

Åbo Akademi has a Management and Quality Assurance Council, which is formed by the Rector. The Council is headed by the Rector and has five to eight (5-8) members.

The tasks, responsibilities and authority of the Management and Quality Assurance Council are laid down in the Regulation on Management and Delegation.

2.21 Examination Board

Åbo Akademi University has an Examination Board, whose task is to address matters involving rectification requests concerning the assessment of completed study attainments at all levels. The Education Council forms the Examination Board, which is composed of a chair and other members. Each member has a personal substitute. The chair and substitute for the chair shall be professors. Of the other members, at least half shall be teachers and at least one shall be a student at the university. The Student Union appoints student representatives.

The tasks, responsibilities and authority of the Examination Board are laid down in the Regulation on Management and Delegation.

2.22 Language Board

Åbo Akademi University has a Language Board. The Rector forms the Language Board, which is composed of a chair and other members. Teacher proficiency in Swedish and Finnish is demonstrated before the Language Board.

The tasks, responsibilities and authority of the Language Board are laid down in the Åbo Akademi University Instruction on Teacher Proficiency in Swedish and Finnish required of teachers at Åbo Akademi University (25 February 2010).

2.23 Election Board

Åbo Akademi University has an Election Board. The Rector forms the Election Board, which is composed of a chair and other members.

More detailed instructions are given in the Instruction on Elections.

3 Other provisions

3.1 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 auditing firm, whose head auditor meets these requirements.

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

Auditors conduct audits of Åbo Akademi University accounts and submit the final accounts statements to the University Collegiate Body before the end of the April following the fiscal year.

3.2 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

3.3 Entry into force

This Administrative Instruction shall enter into force on 1 July 2026. It replaces the previous Administrative Instruction. Measures necessary for the implementation of this Instruction may be taken before it enters into force.