

Translation from Finnish

(In case of conflicting interpretations, the official, original Finnish document "Jyväskylän yliopiston johtosääntö" will be followed)

# UNIVERSITY OF JYVÄSKYLÄ REGULATIONS



Approved at the University Board meeting of 11 December 2013, with amendments on 14 May 2014, 14 January 2015, 16 March 2015, 18 October 2016, 13 June 2018, 21 May 2019, 1 February 2021, 26 April 2021, 31 May 2021 and 28 March 2025.

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# UNIVERSITY OF JYVÄSKYLÄ REGULATIONS

Based on the Universities Act (558/2009), Section 14, the University Board has approved these University of Jyväskylä Regulations on 11 December 2013. The regulations are observed in the operations of the University in addition to the stipulations of the Universities Act (558/2009), the Act on the implementation of the Universities (559/2009) and the Government Decree on Universities (770/2009).

## 1 GENERAL REGULATIONS

### § 1

Universities Act, Sections 2, 3, 5 and 28

The University of Jyväskylä complies with these regulations, as well as the rules and principles derived from them.

The University also complies with the stipulations of the Degree Regulations of the University of Jyväskylä, the Election Regulations of the University of Jyväskylä and other regulations and procedures, as well as the JYU Code of Conduct and other guidelines. Procedures for administrative decisions and other matters are regulated with a separate decision and the University Board's rules of procedure. In case of a dispute, the Universities Act will be principally applied, and thereafter the University of Jyväskylä Regulations.

The internal administration and practical functions of the University units may be regulated in more detail in other instructions.

### § 2

The domicile of the University is the city of Jyväskylä. The University may also place units and functions in other locations.

In addition to the University staff and students, the University community comprises grant researchers, emerita and emeritus professors or other persons with similar contracts and the staff of the group companies of the University.

The administrative language of the University is Finnish. Individuals have the right to use Finnish or Swedish in administrative matters which concern them. Bodies, committees, management teams or other groups may also decide to use other languages in addition to Finnish when it is appropriate to do so to ensure that members of the university community have an opportunity to participate and contribute.

### § 3

Universities Act, Sections 13 and 63

To comply with the Universities Act, the University has the following bodies: the University Board, the Rector and the University Collegium. These regulations also define the academic and administrative bodies of the University.

In addition, the University of Jyväskylä may exercise control in businesses that support the implementation of its functions.

## 2 BODIES STIPULATED IN THE UNIVERSITIES ACT

### 2.1 UNIVERSITY BOARD

#### § 4

Universities Act, Sections 14–16, 45a, 48 and 65

The highest decision-making body of the University is the University Board. The University Board has 7 or 9–14 members. The University Collegium decides on the number of University Board members. More detailed information on the composition of the University Board, the selection of board members, the term of office and the resignation and dismissal of a member is stipulated in the Universities Act, Sections 15 and 16, and in the Election Regulations of the University of Jyväskylä.

In accordance with the Universities Act, Section 14, the University Board

- 1) determines the foremost objectives of the University operations and finances, the strategy and management principles

- 2) decides on the operating and financial plan and the budget of the University and prepares the financial statement
- 3) is accountable for the management and use of the University's assets, unless the University Board has delegated the power to the Rector
- 4) arranges the supervision of accounting and asset management
- 5) adopts agreements of major importance or fundamental consequence for the University and issues opinions on important matters of principle concerning the University
- 6) on behalf of the University, adopts the agreement with the Ministry of Education and Culture stipulated in Section 48 of the Universities Act
- 7) elects the Rector and removes the Rector from his/her office if there is a legitimate and well-founded reason for it in consideration of the nature of the office
- 8) adopts the University's regulations and other corresponding rules pertaining to general organisation and decides on the operational structure of the University
- 9) submits a proposal to the Ministry of Education and Culture concerning a change in the educational responsibilities of the University
- 10) decides on the number of students to be admitted to the University
- 11) hires the personnel in a leadership role working directly under the Rector, unless the University Board has delegated the task to other University bodies.

In addition to the stipulations of the Universities Act, the University Board decides whether or not to bring action for damages against a member of a multi-member administrative body of the University or an employee of the University.

The Board also decides on acquisitions whose total value exceeds two million euro and lease agreements whose liability exceeds five million euro. The Rector decides on the procurement authority of smaller acquisitions.

To pursue its operations, the University Board may appoint committees that report directly to the Board.

The University Board shall meet the University Collegium at least twice a year.

## 2.2 RECTOR

### § 5

Universities Act, Section 18

The University has a Rector and vice-rectors.

The University Board elects the Rector for a maximum term of five years. The requirements of a Rector-elect are a completed doctoral degree, competence and professional skills required for discharging the Rector's duties and proven good leadership skills.

The Rector appoints vice-rectors and decides on their division of work. The requirements of a vice-rector-elect are a completed doctoral degree and the competence and professional skills required for discharging the duties of a vice-rector. The Rector may release a vice-rector from his/her office if there is a legitimate and well-founded reason for the release in consideration of the nature of the office.

In individual cases, the Rector may assume the power of decision in a matter that otherwise would be under the decision-making power of another employee.

## § 6

Universities Act, Sections 17, 19 and 48, Subsection 1

As stipulated in the Universities Act, the Rector

- 1) leads the operations of the University and resolves University matters that have not been assigned to another body
- 2) is responsible for the economical, efficient and effective discharge of the University's functions
- 3) is responsible for ensuring that accounting is in compliance with legislation and that financial management is arranged in a reliable manner
- 4) is responsible for the preparation and presentation of matters that come before the University Board
- 5) is responsible for the implementation of the University Board's decisions
- 6) decides on the hiring and dismissal of staff.

In addition to the stipulations of the Universities Act, the Rector

- 7) reports to the University Board on the realisation of the University's strategy and targets
- 8) decides on the allocation of resources within budget limits
- 9) is responsible for quality management at the University
- 10) appoints vice-rectors and decides on their division of work
- 11) appoints deans after hearing the faculty councils
- 12) appoints the directors of independent institutes
- 13) appoints the boards of independent institutes
- 14) appoints committees or other bodies required to process matters related to degrees, evaluations and rectifications

- 15) takes care of required cooperation procedures
- 16) approves the expenses of vice-rectors, deans, directors of independent institutes and the service director or decides on the approver of the expenses
- 17) ~~upon a proposal from the Education Council, decides on university-level educational matters such as the general student admission criteria~~ (item to be repealed on 1 January 2026)
- 18) upon his/her discretion, names advisory councils to support the discharge of special national responsibilities or other significant duties that require hearing the stakeholders of the University
- 19) decides on facilities allocated for faculties, independent institutes and University Services
- 20) is responsible for implementing ownership steering within the strategic ownership policies decided on by the University Board
- 21) decides on the division of research areas in faculties without departments.

To support his or her work, the Rector appoints the University Management Team, the Research Council and the Education Council. The councils monitor and promote the implementation of the University's strategy and make proposals for the University's educational and research policies.

## 2.3 UNIVERSITY COLLEGIUM

### § 7

Universities Act, Sections 13, 22, 64 and 65

The University Collegium has 30 members, each of whom has a personal deputy. Of the members, and respectively of the deputy members, 10 represent the professors, 10 the teaching and research staff as well as other staff, and 10 the students of the University.

The University Collegium's term of office is four years. However, the term of student members is two years.

The professors and the teaching and research staff and other staff elect their members and deputy members in accordance with the Election Regulations of the University of Jyväskylä. The Student Union of the University of Jyväskylä elects the student members.

The University Collegium elects the chair and two deputy chairs from its members. The chair and the deputy chairs must represent different groups of the University Collegium. A direct subordinate of the Rector cannot be elected as a member or deputy member of the University Collegium. The University Collegium appoints a secretary competent in

administrative duties. University Services supports the preparation of matters that will come before the University Collegium.

As stipulated in Section 22 of the Universities Act, the University Collegium

- 1) decides on the number of members in the University Board and the duration of the term of office for the University Board and its members
- 2) elects the University Board members from outside the University community
- 3) confirms the University Board members elected by the groups of the University community
- 4) dismisses a board member on the proposal of the University Board
- 5) elects the auditors of the University
- 6) confirms the financial statement and the annual report of the University and discharges the University Board members and the Rector from liability
- 7) decides on the bringing of an action for damages against a University Board member, the Rector and an auditor
- 8) decides on the dismissal of a University Board member under the Universities Act, Section 65, Subsection 3.

In addition to the stipulations of the Universities Act, the University Collegium decides on the remuneration of University Board members. The University Collegium meets the University Board at least twice a year.

The Rector calls the first meeting of each University Collegium within three months after it has been elected. In the first meeting of the University Collegium, the eldest representative of professors serves as the chair of the meeting.

### 3 ADMINISTRATIVE BODIES

#### § 8

Universities Act, Section 13

This section was repealed on 13 June 2018.



### 3.1 UNIVERSITY SERVICES

#### § 9

Universities Act, Section 28

The purpose of University Services is to produce services that support the University's operations.

University Services operates as a general preparatory and executive body of the University Board, the Rector and vice-rectors as well as provides administrative instructions.

For its part, University Services attends to the administration and student and academic affairs of units, prepares and implements matters that are processed and decided by faculty councils, deans, heads of department and directors and boards of independent institutes.

Upon a proposal by the Rector, the University Board selects a service director who holds overall responsible for University Services and is in charge of coordination and reporting to the Rector. The service director appoints the University Services Management Team to support his/her work.

The service director resolves matters belonging to University Services unless he/she has delegated the matter to be decided by someone else. In individual cases, the service director may assume the power of decision in a matter he/she has transferred under the decision-making power of another University Services employee.

University Services is divided into divisions, whose directors guide and develop matters under their responsibility throughout the University. The Rector selects the directors of divisions.

The Rector decides on the structure of University Services and on the distribution of responsibilities and reporting between the directors of divisions.

#### § 10

This section was repealed on 1 January 2017.

## 4 ACADEMIC BODIES

### 4.1 FACULTIES

#### § 11

The University has the following faculties: the Faculty of Humanities and Social Sciences, the Faculty of Information Technology, the Faculty of Education and Psychology, the Faculty of Sport and Health Sciences, the Faculty of Mathematics and Science and the Jyväskylä University School of Business and Economics.

#### § 12

Universities Act, Section 27

The mission of the faculties is to promote free research and academic and artistic education, to provide higher education based on research, and to educate students to serve their country and humanity. In carrying out their mission, faculties must promote and offer opportunities for lifelong learning, interact with the surrounding society and promote the impact of their research findings and artistic activities on society.

The faculties are responsible for the quality and integrity of academic operations.

#### 4.1.1 DEAN

#### § 13

A dean

- 1) leads, supervises and develops the operations of the faculty
- 2) serves as the chair of the faculty council
- 3) reports to the Rector on the achievement of targets set for the faculty
- 3b) is responsible for the faculty's resource planning and finance planning in accordance with the Rector's instructions
- 4) is responsible for the faculty's finances to the Rector as well as for the faculty's operational and financial reporting to the Rector and the faculty council
- 5) is responsible for the quality and integrity of research, education and societal interaction at the faculty
- 6) is responsible for the preparation and realisation of the faculty's budget
- 7) decides on the allocation of funding within the budget limits

- 8) is responsible for ensuring that the facilities, equipment and accessories designated for the faculty, or separately reserved by the faculty for its operations, are used appropriately and efficiently
- 9) decides on purchases at the faculty in accordance with separately given instructions, as well as on the transfer of property so acquired
- 9b) decides who has the authority to approve the faculty's expenses
- 10) names heads of departments after hearing the departmental meetings and approves the expenses of the heads of departments
- 11) names a preparatory working group for filling a professorship until further notice and for filling an associate professorship
- 12) selects experts for filling a professorship, assistant professorship and associate professorship
- 13) hires employees whose hiring the Rector has delegated to the dean, and grants leaves of absence for employees
- 14) decides on work plans and teaching schedules
- 15) takes care of required cooperation procedures
- 16) admits the students of the faculty
- 17) in accordance with Section 43 of the Universities Act, decides on the forfeiture of the right to study
- 18) decides on the continuation of the right to study and on the students' right to regain the right to study
- 19) gives certificates for degrees and other studies completed at the faculty
- 20) ~~approves doctoral study plans~~ (repealed on 1 January 2026)
- 21) appoints the examiners of master's theses and evaluates the theses according to the statements of examiners
- 22) together with University Services, is responsible for the faculty's general functions and administration related to degrees, personnel and finances
- 23) is responsible for the observance of instructions and regulations
- 24) handles and decides matters the faculty council has delegated to be handled and decided by the dean, as well as other matters within the scope of the faculty unless otherwise stipulated or ordered
- 25) appoints the preliminary examiners, examiners and opponents of doctoral dissertations and licentiate theses, appoints the custos for the public examination of a doctoral dissertation, appoints an assessment board when necessary, and decides on the time and location of the public examination event as well as on using remote access in the event
- 25) ~~appoints the faculty degree committee~~ (removed on 1 January 2016)
- 26) grants the rights to complete non-degree studies
- 27) nominates the supervisor-in-charge, other supervisors and the follow-up group for a doctoral student.

A dean may delegate the matters or groups of matters detailed in items 16–19 and 26 to be decided by the vice-dean responsible for education, the matters or groups of matters

detailed in items 20, 25 and 27 and the matter detailed in item 16 when it concerns doctoral students to be decided by the vice-dean responsible for research and, the group of matters detailed in item 21 to be decided by the vice-dean responsible for education or the departmental management, and the matter or group of matters detailed in item 22 to be decided by a vice-dean or other employee of the faculty. In individual cases, a dean may assume the power of decision in a matter that has been delegated elsewhere. Regardless of any possible delegation, the dean retains the overall responsibility for the implementation of matters assigned to him/her in the University of Jyväskylä Regulations.

The Rector names a dean after hearing the respective faculty council. As a rule, a dean is required to be a professor in a field represented by the faculty or in a field close to the faculty. A dean is required to have abilities and professional competencies needed in the position and good leadership skills demonstrated in practice. The Rector may release a dean from his/her office if there are legitimate and well-founded reasons for the release in consideration of the nature of the office.

Each dean names two vice-deans and decides on the distribution of work, defining the responsibilities for research and innovation activities and education. A vice dean must have a doctoral degree that is related to the faculty's fields of education and research. Vice deans must also have documented experience of successfully organising, developing and leading education or research. A dean may release a vice-dean from his/her office if there are legitimate and well-founded grounds for the release in consideration of the nature of the office.

A dean appoints a faculty management team to support his/her work.

At the Faculty of Information Technology, the Jyväskylä University School of Business and Economics and the Faculty of Sport and Health Sciences, the dean also has the duties of the head of department.

## 4.1.2 FACULTY COUNCIL

### § 14

Universities Act, Section 27, Subsection 2, and Section 29

Each faculty has a faculty council.

The faculty councils of the Faculty of Humanities and Social Sciences, the Faculty of Education and Psychology and the Faculty of Mathematics and Science comprise

- six professors
- four members of other teaching and research staff and other staff

- four students

and at least as many personal deputies.

The faculty councils of other faculties comprise

- four professors

- three members of other teaching and research staff and other staff

- three students

and at least as many personal deputies.

If a person who has not been elected as a member of the faculty council in a vote is appointed as a dean, the number of professors increases by one.

A dean serves as the chair of a faculty council.

The professors and the teaching and research staff and other staff elect their members and deputy members in accordance with the Election Regulations of the University of Jyväskylä. The Student Union of the University of Jyväskylä elects the student members.

In addition, faculty councils must invite two external members who have given their consent for the membership. One of the external members can be from another faculty or an independent institute of the University. External members do not have personal deputies. The Rector names the external members of a faculty council upon the proposal of internal members elected for the faculty council. The external members of faculty councils have an advisory role, and they are not entitled to vote.

A faculty council

- 1) evaluates and develops the education, research and societal interaction of the faculty and makes related proposals, initiatives and statements
- 2) processes and approves the faculty's operating and financial plan, which outlines the faculty's goals for the agreement negotiation with the Rector, and decides on the faculty's budget
- 3) decides on curricula and student selection criteria unless otherwise stipulated in these regulations
- 4) decides on the permission for public examination on the basis of the preliminary examiners' statements and evaluates dissertations and licentiate theses on the basis of the examiners' or the assessment board's (if established) statements
- 5) approves the annual report of the faculty and decides on actions considered necessary on the basis of the annual report
- 6) proposes the number of new students to the University Board
- 7) makes a proposal on staff to be hired if the Rector has delegated their hiring to the dean and decided that a proposal of the faculty council is required, and makes a selection proposal when filling a professorship until further notice and when filling an associate professorship
- 8) proposes two to three candidates for the position of the dean of the faculty to the Rector

- 9) grants the titles of docent and honorary doctor
- 10) handles and decides matters under the decision-making power of the dean when the matters are of such fundamental or far-reaching nature that the dean delegates them to be handled or decided by the faculty council
- 11) handles and decides other matters that are stipulated or ordered to be handled or decided by the faculty council
- 12) in faculties without departments, makes a proposal to the Rector for the possible division of research areas within the faculty.

Excluding the assessment of dissertations, licentiate theses and other similar studies, the faculty council may, for a fixed period, delegate matters under item 4 to be handled and decided by the dean.

The election of members other than student members of the faculty council is stipulated by the Election Regulations of the University of Jyväskylä. The Student Union of the University of Jyväskylä elects the student members.

#### 4.1.3 DEPARTMENTS

##### § 15

The Faculty of Humanities and Social Sciences comprises the Department of History and Ethnology, the Department of Language and Communication Studies, the Department of Music, Art and Culture Studies, the Centre for Applied Language Studies, and the Department of Social Sciences and Philosophy.

The Faculty of Information Technology has no departments. The faculty may be organised into research areas that support the implementation of the faculty's goals but do not create separate units with financial responsibility comparable to departments.

The Faculty of Education and Psychology comprises the Department of Education, the Department of Teacher Education, the Department of Psychology, and the University of Jyväskylä Teacher Training School.

The Faculty of Sport and Health Sciences has no departments. The faculty may be organised into research areas that support the implementation of the faculty's goals but do not create separate units with financial responsibility comparable to departments.

The Faculty of Mathematics and Science comprises the Department of Biological and Environmental Science, the Department of Physics, the Department of Chemistry and the Department of Mathematics and Statistics.

The Jyväskylä University School of Business and Economics has no departments. The faculty may be organised into research areas that support the implementation of the faculty's goals but do not create separate units with financial responsibility comparable to departments.

#### 4.1.3.1 HEAD OF DEPARTMENT

##### § 16

A head of department

- 1) leads, supervises and develops the operations of the department
- 2) handles and decides on the matters of the department
- 3) is responsible for the quality of research, education and societal interaction at the department
- 4) reports to the dean and the Rector on the achievement of set targets
- 5) makes a proposal to the faculty council on the curriculum and the number of new students
- 6) makes a proposal on the work plans and teaching schedules to the dean after consulting the departmental meeting
- 7) is responsible for the preparation, approval and observance of the operating and financial plan and the budget
- 8) within the budget limits, decides on the allocation of funding as well as on the approvers of the department's expenses
- 9) decides on purchases at the department in accordance with separate instructions, as well as on the transfer of property so acquired
- 10) is responsible for ensuring that the facilities, equipment and accessories designated for the department, or separately reserved by the department for its operations, are used appropriately and efficiently
- 11) takes care of required cooperation procedures
- 12) hires employees whose hiring the Rector has delegated to the head of department, and grants leaves of absence for employees
- 13) is responsible for the observance of instructions and regulations.

The dean names a head of department from the department staff after consulting the departmental meeting. The dean may release the head of department from his/her office if there are legitimate and well-founded grounds for the release in consideration of the nature of the office.

The head of department names at the most two vice-heads and decides on the distribution of work, defining the responsibilities for research and education. The head and vice-heads of the department must have completed a doctoral degree. A head of department

may delegate a matter under his/her decision-making power to be decided by a vice-head. In individual cases, a head of department may assume the power of decision in a delegated matter. A head of department may release a vice-head of the department from his/her office if there are legitimate and well-founded grounds for the release in consideration of the nature of the office.

A head of department names a management team to support his/her work.

#### 4.1.3.2 DEPARTMENTAL MEETING

##### § 17

A head of department calls a departmental meeting at least twice a year to handle general matters of the department. The departmental meeting handles plans for the department's finance, staff and teaching. The departmental meeting proposes two to three candidates for the position of head of department. The departmental meeting may make initiatives to develop the operations of the department. The staff and students of the department may participate in departmental meetings. A departmental meeting can also be called to handle a specific issue if at least five employees or students of the department so request. In this case, the head of the department must call the departmental meeting within three weeks of the request.

At the Faculty of Information Technology, the Jyväskylä University School of Business and Economics, and the Faculty of Sport and Health Sciences, the dean is responsible for calling the corresponding meetings.

#### 4.2 INDEPENDENT INSTITUTES

##### § 18

Universities Act, Section 27, Subsection 3

The University of Jyväskylä has the following independent institutes: the Open Science Centre, the Open University, the Kokkola University Consortium Chydenius, the Finnish Institute for Educational Research, and the Centre for Multilingual Academic Communication.

##### § 19

The Open Science Centre preserves, produces and shares knowledge and scientific information for the benefit of the University community and society. Within the scope of its



operations, the centre provides research support, cultural and natural heritage services and the teaching of research skills.

The Open University of the University of Jyväskylä offers university education that promotes educational equality and lifelong learning as well as continuous learning throughout a person's career. It organises and develops its services in cooperation with the faculties, departments and units of the University, as well as with the service users.

The Kokkola University Consortium Chydenius provides university-level adult education and supporting research that serves the region. The University Consortium, in cooperation with the faculties and other units of the University and the partner universities and service users of the University Consortium, offers degree-awarding education, continuing education services and development services and undertakes as well as promotes research activity.

The Finnish Institute for Educational Research studies, evaluates and develops education, teaching and learning, the relationships between education and society, especially the effectiveness of education, and facilitates the sharing of research data in order to support development work and decision-making. The Finnish Institute for Educational Research offers doctoral education in cooperation with the faculties and other units of the University.

The Centre for Multilingual Academic Communication (Movi) develops and implements studies in languages and communication in order to meet the work- and study-related needs of the University's degree students as well as those of its staff. Movi promotes the internationalisation of the University and develops a flexible multilingual operating environment in cooperation with other units. In cooperation with faculties and departments, Movi supports the development of students' multilingual communication skills and strengthens the quality of degrees. Movi is also responsible for the university pedagogy training of staff.

#### 4.2.1 DIRECTOR OF AN INDEPENDENT INSTITUTE

##### § 20

The director of an independent institute

- 1) leads, supervises and develops the operations of the institute
- 2) handles and decides the matters of the institute unless otherwise stipulated
- 3) is responsible for achieving set targets and reporting them to the board of the independent institute and the Rector
- 3b) is responsible for resource planning and finance planning in accordance with the Rector's instructions
- 4) is responsible for the quality of operations at the institute

- 5) takes care of required cooperation procedures at the institute
  - 6) is in charge of preparing matters that come before the board of the independent institute and executing the resulted decisions
  - 7) is responsible for the preparation of the institute's operating and financial plan and budget, as well as their implementation
  - 8) decides on work plans
  - 9) decides the approvers of the institute's expenses
  - 10) decides on the purchases of the institute in accordance with separate instructions, as well as on the transfer of property so acquired
  - 11) is responsible for ensuring that the facilities, equipment and accessories designated for the department, or separately reserved by the department for its operations, are used appropriately and efficiently
  - 12) names a preparatory working group for filling a professorship until further notice and for filling an associate professorship, as well as selects experts
  - 13) hires employees whose hiring the Rector has delegated to the head of independent institute and grants leaves of absence for employees
  - 14) grants the rights to complete non-degree studies as well as certificates of completed studies
- and
- 15) to comply with regulations and orders, performs other tasks that belong to or are given to him/her.

The director of an independent institute names, at the most, two vice-directors and decides on the distribution of work, defining the responsibilities for research and innovation activity and education. The director of an independent institute may release a vice-director of the independent institute from his/her office if there are legitimate and well-founded grounds for the release in consideration of the nature of the office. The director may delegate matters under items 9, 11 and 14 that are within his/her decision-making power to be decided by a vice-director and matters under item 14 to be decided by other staff of the institute.

The director of an independent institute names a management team to support his/her work.

## § 21

A director of an independent institute is required to have a doctoral degree (excluding the Open Science Centre, at which a master's degree is required), sufficient familiarity with the field and experience in a managerial position.

## 4.2.2 BOARD OF AN INDEPENDENT INSTITUTE

### § 22

After consulting the independent institute, the Rector appoints the board of the independent institute. The members of the board have personal deputies. The board elects a chair, who serves as the immediate supervisor of the director of the independent institute.

### § 23

The board of an independent institute

- 1) evaluates, develops and makes initiatives related to the operation of the independent institute
- 2) processes and approves the independent institute's operating and financial plan that provides guidelines for the agreement negotiations with the Rector, as well as decides on the budget
- 3) approves the course offering plan at the Open University and the curriculum at the University Language Centre
- 4) proposes a candidate for the director position
- 5) proposes candidates for staff whose hiring the Rector has delegated to the director of the institute and for whose hiring the Rector has decided to require a proposal from the board, and proposes a candidate when filling a professorship until further notice and when filling an associate professorship at the Finnish Institute for Educational Research and the Kokkola University Consortium Chydenius
- 6) approves the annual report of the independent institute and decides on actions considered necessary on the basis of the annual report
- 7) promotes the development of societal interaction at the independent institute
- 8) decides on the admission criteria of students participating in the continuing education and open university education provided by the independent institute
- 9) handles and decides matters under the decision-making power of the director that the director delegates to be handled and decided by the board because of their fundamental or far-reaching nature.

## 4.2.3 DEPARTMENTAL MEETING OF AN INDEPENDENT INSTITUTE

### § 24

The director of an independent institute calls a departmental meeting to handle general matters of the institute twice in an academic year. The departmental meeting handles plans for the finances, staff and teaching at the independent institute. The departmental

meeting can make initiatives to develop the operation of the institute. The staff and students of the independent institute may participate in departmental meetings. If at least five employees or students of the institute request a departmental meeting to be called for handling an issue, the director of the independent institute must call up the meeting within three weeks from the request.

## 4.3 STRUCTURE OF DOCTORAL EDUCATION

### 4.3.1 GRADUATE SCHOOL FOR DOCTORAL STUDIES

#### § 24a

The University of Jyväskylä has one graduate school for doctoral studies, which is led by a vice rector designated by the Rector. The Research Council serves as the Graduate School Steering Board.

The Graduate School Steering Board

- supports the director of the Graduate School for Doctoral Studies in the strategic management of doctoral education
- monitors and promotes the quality of doctoral education at the University
- makes proposals for university-level policies on doctoral education and its development
- makes proposals to the Rector regarding the principles for distributing funding for doctoral education at the University
- coordinates and develops joint teaching in doctoral education.

### 4.3.2 DOCTORAL PROGRAMME

#### § 24b

Each faculty of the University has one doctoral programme, which is led by the faculty's vice dean for research. Each doctoral programme has a steering board appointed by the dean. The steering board of a doctoral programme

- supports the operative management of the doctoral programme
- monitors and promotes the quality of doctoral education in the doctoral programme

- ensures that university-level decisions and recommendations are put into practice within the doctoral programme
- makes proposals concerning doctoral education at the faculty with regard to the curriculum, student admission and funding as well as other doctoral programme-level policies
- coordinates and develops curriculum and teaching schedule work within the doctoral programme
- monitors the operation and performance of the doctoral programme
- monitors the progress of dissertation work and doctoral studies within the doctoral programme.

## 5 STAFF AND STUDENTS

### 5.1 STAFF

#### § 25

Universities Act, Section 31

The University staff comprises employees with a contract of employment with the University. The University has professors and other teaching and research staff, and other personnel to execute other tasks.

In carrying out their duties, the University staff and all administrative bodies must ensure high quality and constant development of teaching and research and to participate in societal interaction and international cooperation. All administrative employees must carefully promote the interests of the University.

Each member of the staff has a supervisor. The supervisor's role is to ensure that the University's strategy is implemented and that the goals set for the unit are achieved. Supervisors serve as the employer's closest representative and are responsible for employee orientation, safety, and wellbeing at work. They also ensure that the University's personnel policies and guidelines are followed.

## § 26

Universities Act, Section 35

Government Decree on University Degrees, Section 1

A hired employee is required to have the education, experience and skills needed to succeed in the position.

Employees' proficiency in Finnish and Swedish is provided for in the respective government decree. The Rector decides on the means to demonstrate proficiency in a teaching language.

## § 27

Universities Act, Section 33

A professor is expected to have a doctoral degree, high-level scientific competence and, when important for the tasks included in the professorship, practical familiarity with the field.

The following aspects are taken into account when assessing an applicant's merits: scholarly publications, other academic merits, experience of leading academic research, ability to provide high-level research-based teaching and guidance, evidence of national and international cooperation in the respective field of research, experience in teaching and guidance, pedagogical training, produced learning materials, other teaching merits and, if necessary, test lectures to demonstrate teaching skills.

In addition, the applicant's success in the acquisition of supplementary research funding, international academic collaboration, academic positions of trust and other activity in the academic community, as well as experience in societal interaction are taken into account.

## § 28

An associate professor is required to have a doctoral degree, strong evidence of scientific research, experience in international cooperation and skills to provide high-quality research-based teaching and thesis supervision.

A professor of practice is generally required to have an applicable doctoral degree. Exceptionally and for specially justified reasons, a person without a doctoral degree can be appointed for the position. In this case, the person must be exceptionally merited in the field in both science and practical work.

## § 29

Senior researchers and senior lecturers are required to have a relevant doctoral degree, evidence of academic research work, the ability to provide high-quality research-based

teaching and to supervise theses and dissertations, and, when important for the position, practical familiarity with the field.

The following aspects are taken into account when assessing an applicant's merits: academic work, teaching experience and pedagogical training, produced learning materials, other teaching merits and, if necessary, test lectures to demonstrate teaching skills, as well as other merits relevant to the position.

#### § 30

Postdoctoral researchers are required to have a relevant doctoral degree, the ability for independent scholarly work and the teaching skills required for the position.

#### § 31

University teachers are required to have a relevant master's degree and the teaching skills needed in the position. The following aspects are taken into account when assessing the applicant's teaching skills: experience in teaching and guidance, pedagogical training, produced learning materials, other teaching merits and, if necessary, test lectures to demonstrate teaching skills.

#### § 32

Doctoral researchers are required to have a master's degree and the right to doctoral degree studies at the University of Jyväskylä.

#### § 33

In addition to the requirements listed above, all professors, associate professors, senior lecturers, senior researchers and university teachers must complete studies in university pedagogy or corresponding studies within two years from the start of employment if the selected person has not completed these studies before the start of employment. The requirement is valid for employees who are hired for an indefinite period or for a fixed term of at least five years. The Rector supplies more specific instructions on the extent of studies required and their substitution with other studies. The requirement applies to employees whose employment relationship has started on 1 August 2012 or later.

#### § 34

In individual cases, the Rector can grant exemptions from the qualification requirements when the dean of the respective faculty so proposes.

## § 35

A member of the teaching and research staff must, within the limits of the job description and according to the work plan, practise and supervise scientific research, monitor developments in the discipline, examine final theses, teach, promote teaching, participate in teaching development, supervise studies, assess students' skills, participate in the student selection process and carry out duties resulting from membership in an administrative body of the University, as well as other tasks that belong to or are given to the employee. In addition, the employee must provide necessary teaching and supervision reports, as well as reports on their publishing activity and other scholarly activity.

A member of other expert and support staff must perform the tasks specified in the job description and carry out duties resulting from membership in administrative bodies of the University, as well as other tasks that belong to or are specifically given to the employee.

An employee must not engage in activities that compete with the University, nor take on outside employment that in any way inhibits the completion of tasks defined in the employment contract with the University. Work outside of the University must be reported according to the Rector's instructions.

## 5.2 STUDENTS

### § 36

Universities Act, Sections 36–46

University students are those who have the right to study for a degree at the University. Matters related to studying, teaching and student's legal protection are stipulated in the Degree Regulations that are approved by the University Board.

## 6 OTHER REGULATIONS



## 6.1 REPRESENTING THE UNIVERSITY

### § 37

Universities Act, Section 19

The Rector represents the University, unless the University Board decides, in individual cases under its decision-making power, to represent the University or delegate the right to an individual member of the University Board or other named person. At any time, the University Board is entitled to cancel the right it has given for representing the University. The Rector also decides who, in addition to him/her, have the right to sign for the University.

## 6.2 STEERING AND FUNDING

### § 38

The University's system for operational and financial planning and steering encompass the long-term strategy and operating and financial plans, performance agreements and budgets for several years, as well as their monitoring systems.

### § 39

Every four years, the University and the Ministry of Education and Culture agree on the operational and quantitative targets as well as the Government funding for the University's operations. The agreement is based on the University's strategy work and national education and science policies. The agreement also defines the monitoring and evaluation of targets and the development of operations.

Faculties, independent institutes, the University of Jyväskylä Teacher Training School and University Services draw up a plan and annual budget for their operations in the four-year agreement period in accordance with the Rector's instructions and budget definition. The plan and the budget support the implementation of the targets of the agreement between the University and the Ministry, the University's strategy and the operational agenda for the strategy.

### § 40

The Rector, the faculties, the independent institutes, the University of Jyväskylä Teacher Training School and University Services, on the basis of the plans drawn up, agree every four years on the targets of operations, resources allocated for the targets and how the realisation of the targets is monitored. The agreement is updated every year in terms of resources, and targets are updated when necessary.

The dean and the head of a department agree on the targets of operations and how the realisation of the targets is monitored.

#### § 41

The University Board approves annual budgets and the guidelines of financial development over a fixed number of years. Within their limits, the Rector negotiates and allocates financing to faculties, independent institutes, the University of Jyväskylä Teacher Training School and University Services, which all create annual budgets.

#### § 42

Deans allocate funding to departments, which create annual budgets.

#### § 43

The director/head of a unit must take required measures based on the information produced by internal control, internal audit, project reviews by financiers, and budget monitoring.

#### § 44

Delegating, enabled by regulations, must always be realised in writing and the document must include possible limitations or conditions. Delegation decisions must be documented and other parties involved in the process must be notified of them.

### 6.3 AUDIT OF THE ACCOUNTS

#### § 45

Universities Act, Section 64

At least one of the auditors must be a JHT auditor or audit firm, whose auditor in charge must be a JHT auditor, and at least one of the auditors must be a KHT auditor or audit firm, whose auditor in charge must be a KHT auditor.

The term of office of an auditor ends and the term of office of a new auditor begins at the end of the meeting in which the University Collegium decides on the auditor, unless otherwise decided when selecting a new auditor.

The auditors perform the audit of accounts at the University and submit an audit report to the University Collegium by the end of April following the financial year.

## 6.4 OTHER RULES AND REGULATIONS

### § 46

Students who have completed a doctoral degree may be granted, in a conferment ceremony or without it, the right to use the associated symbols that the faculty council has confirmed for the degree.

During conferment ceremonies, or at other times, the faculty may award the title of honorary doctor and its related visible symbols to a person whose academic or artistic work or merits in the promotion of science, art or other cultural activity, or societal merits, is considered worthy of the honour.

### § 47

Universities Act, Section 88

Separate regulations are provided for the University of Jyväskylä Teacher Training School, which is a part of the Faculty of Education and Psychology.

### § 48

In addition to the University staff and students, the University community comprises grant researchers, emerita and emeritus professors or other persons with similar contracts, the staff of the group companies of the University and other persons working for the benefit of the University.

### § 49

The Rector gives instructions on the observance of these regulations when necessary.

## 6.5 VALIDITY

### § 50

These regulations have come into effect on 11 December 2013.