

INSTRUCTIONS FOR ADMINISTRATION for the Hanken School of Economics

Chapter 1 General regulations

1 § Introduction and links to legislation

The Board of the Hanken School of Economics approved these instructions on the 24th of September 2009 and they come into force on the 1st of January 2010. From that date, the instructions for administration approved on the 27th of September 2007 will no longer apply.

These instructions apply subject to the provisions of the Universities Act (558 / 2009), the Act on the Implementation of the Universities Act (559 / 2009), the Universities Decree or other Acts or Decrees. There may be other instructions, statutes, regulations and guidelines in addition to these.

2 § Campus organisation

The School has an integrated campus organisation and campus-based bodies. The Hanken campuses should be represented in its administrative bodies.

Chapter 2 The administrative bodies

3 § General

The administrative bodies required by the Universities Act are the university collegiate body, the Board and the Rector.

In addition to the Rector, the School has vice-rectors, an Electoral Board, an Academic Council, department councils, directorates and an Examination Board as is stipulated in these instructions or in separate election instructions.

The School may also have an international consultative council, a quality council and a board of the Vaasa Campus.

The School aims for equity in all collective bodies.

4 § The Board

The Board makes decisions on the issues as listed in the Universities Act, section 14, paragraph 2. In addition, the Board decides about the following:

- 1) Appointing vice-rectors
- 2) Appointing the Electoral Board
- 3) Appointing the Examination Board
- 4) Obtaining bank loans

5) Establishing and cancelling master's programmes or other similar educational entities.

5 § The university collegiate body

The university collegiate body consists of 18 members of whom six are professors, six represent other academic and general staff and six represent students. The members are appointed within and by each group in the School for a three-year period. The groups decide on the procedures for appointing members but each person that is part of one of the groups should be given the opportunity to participate in decision-making. The procedures are described in more detail in separate election instructions. Members representing both campuses will be appointed to each group.

The university collegiate body must appoint the chairman and vice-chairman of the group. If a member of the collegiate body is appointed to the Board, he or she must resign from the university collegiate body. If a member ceases to be a member of the group within which he or she was appointed, that member must resign from the university collegiate body.

The university collegiate body must appoint an election committee from among its own members that prepares the election of external members to the Board. The committee should consist of members from all groups within the School.

6 § The Rector

The Rector leads the School and makes decisions on any matters that are not decided by the School's administrative bodies or the Administration section of the School, according to Acts, Decrees or other regulations. The Rector appoints all staff members unless he or she has delegated those tasks to someone else.

In the event that the Rector is unavailable, his or her duties will be delegated to a vice-rector.

The Rector's term of appointment is five years.

7 § The School's vice-rectors

In addition to the Rector, the School must have at least two vice-rectors as decided by the Board. Both campuses should be represented. The Board appoints the vice-rectors and decides on their terms based on a proposition from the Rector. Any person appointed to a vice-rector position should hold a PhD.

In the event that the Rector resigns or is relieved of his or her duties during the term of office, the vice-rectors must also resign and new vice-rectors will be appointed in accordance with sub-section 1 above. However, one of the vice-rectors will handle the rector's duties until a new rector is appointed. If a vice-rector resigns or is relieved of his or her duties during the term, a new vice-rector will be appointed for the rest of the term in accordance with sub-section 1 above.

The Rector can transfer the authority to make a decision on an individual issue to a vice-rector.

The Rector can relieve a vice-rector of the duties that come with the position in full or in part. When a vice-rector is undertaking the Rector's duties, he or she is always be relieved of the duties that come with the position of vice-rector.

8 § The Academic council

The School has an Academic council that has the following tasks:

- 1) leading and developing research and teaching at the School;
- 2) providing statements on matters concerning teaching and research at the request of the Board;
- 3) approving the curriculum and setting examination dates;
- 4) appointing experts and submitting proposals for filling vacant positions for professors;
- 5) appointing supervisors for master's and licentiate theses and preliminary examiners, examiners and opponents for doctoral dissertations;
- 6) examining and passing master's and licentiate theses and doctoral dissertations.

The Academic Council consists of:

- 1) the Rector as chair and one vice-rector as vice-chair;
- 2) one representative from each of the School's departments;
- 3) one representative from the Hanken Centre for Languages and Business Communication;
- 4) two representatives from the professors of the School;
- 5) two representatives from among the teachers, researchers and other staff of the School;
- 6) two students.

Members of the Academic Council are appointed by the university collegiate body. Appointment of those referred to in 2) (above) is based on a proposal by each department council. Appointment of the member referred to in 3) is based on a proposal by the directorate of the Hanken Centre for Languages and Business Communication. Appointment of those referred to in 4) and 5) is based on a proposal by the Rector after hearing from the university community. Appointment of those referred to in 6) is based on a proposal from the student union. The term of the Academic Council is three years. Each member must have a personal deputy.

Chapter 3 Organisation

9 § Organisational structure

The School has departments, independent institutes (*fristående institution*), competence centres (*forskningscentra*) and an administrative section as described below in more detail.

10 § Departments

The School has departments for teaching and research. A department can span a number of subject areas. The Board makes decisions on the number of departments and the distribution of subject areas between them after hearing the Academic council.

11 § The departments' organisation and decision making

A department is led by a head of department, a deputy head of department and a department council. All of these are appointed by the Rector for a term of office of three calendar years, based on a proposal by the department's academic staff and students. An academic staff member belongs to the department to which their employment has a clear connection.

The head of department is the chair and the deputy head of department the vice-chair of the department council. The head of department must have permanent employment as an academic staff member with the School.

The Rector makes decisions on the number of members on each department council. The members should represent professors, other academic staff and students. The department councils can have external members. Each student member must have a personal deputy. All subject areas within the department must be represented on the council.

The department council has the responsibility for

- 1) developing, following up and evaluating the operations of the department;
- 2) drafting a proposed curriculum;
- 3) submitting proposals for a budget for the department;
- 4) submitting proposals for a personnel plan for the department;
- 5) submitting proposals for the department's representative on the Academic council; and
- 6) submitting proposals for filling vacancies for academic staff than professors.

12 § Head of department

The head of department has the responsibility for:

- 1) leading and monitoring the department's activities;
- 2) deciding about and monitoring the usage of funds provided to the department;
- 3) approving the annual working plans and being the supervisor of the department's staff;
- 4) making sure that the matters that are the responsibility of the department council are handled appropriately.

13 § The Examination Board

The School has an Examination Board.

The Examination Board is appointed by the School's Board for a three-year term. It consists of a chair who must be a professor and two other members of whom one must hold a PhD and the other must be a student at the School. The chair and the members must each have a personal deputy.

The Examination Board has the responsibility for arbitrating appeals submitted under Section 63, Part 2 of the Universities Decree concerning the grading of completed courses.

14 § The Administration section

It is the responsibility of the Administration section to:

- 1) prepare, present and implement the decisions made by the Rector or the School's administrative bodies;
- 2) take responsibility for the School's duties as the employer and its human resources management;
- 3) take responsibility for the management of the School's premises and other real estate management, and its financial administration and administration of studies;
- 4) take responsibility for the School's Careers Service *Ekonomforum*;
- 5) assist the Rector in handling the School's information provision, alumni and other contacts with the community, international issues and development work.

Under to this paragraph, the Rector can reserve the right to make decisions on matters that are assigned to the Administration section.

15 § The Administration section's organisation

Those staff that have not been designated as members of other units are considered to be part of the Administration section. The Administration section is led by the head of administration, who decides on matters that fall within the purview of the Administration section. In addition, the head of administration can undertake initiatives to reform the administration and organisation of the School. The head of administration has the right to be present and to speak at all of the School's administrative bodies.

16 § The independent institutes (*fristående institution*)

The independent institutes at Hanken are the Library, the Centre for Research and International Affairs, the Computer Centre (ITServices), Hanken Executive Education and the Hanken Centre for Languages and Business Communication. The units are led by a director and a directorate. The chief librarian is the director of the library. The council for information services and IT is the directorate for the Library and the Computer Centre. The directorates can have external members. The Board approves instructions for the independent institutes.

17 § The competence centres (*forskningscentra*)

The School has centres for research and executive education in accordance with the relevant regulations. A Director and a Directorate lead the centres. The Directorates can have external members.

Chapter 4 Personnel

18 § Qualification requirements

The general qualification requirements for the School's staff and the procedures when employing new staff are established by the Board in a separate set of instructions for personnel.

Chapter 5 The procedure for processing matters

19 § Meeting conventions

An administrative body is convened to process a specified matter. The body is convened when the chairman considers it necessary (or the vice-chairman in the event of the chairman being prevented from doing so), or when at least one third of its members request in writing that the body be convened to deal with a specific matter.

An administrative body is quorate when at least half the members are present in addition to the chairman of the meeting. If academic work is being evaluated, the administrative body is quorate when at least three members competent to deal with it are present, in addition to the chairman of the meeting.

20 § Notice of meetings

The notices of a meeting of an administrative body must be sent out at least six working days before the meeting. The matters to be discussed at the meeting should be included in the notice, and it should be accompanied by sufficient background to allow the members of the administrative body to form an opinion on the matters concerned. Under compelling circumstances, an administrative body might decide to approve a matter that was not mentioned in the notice, provided it is approved by the unanimous decision by all the members.

21 § Decision making

The rector can decide that matters which include executing public power or are of major significance. These are processed upon presentation (föredragning).

A member of an administrative body has the right to record a dissenting opinion when a decision is made. The main content of the dissenting opinion should be given verbally when the matter is processed and in writing within three days of the matter being processed.

Chapter 6 Entry into force and transitional provisions

22 §

These instructions come into force on the 1st of January 2010. Measures for their coming into force can be taken before they have officially come into force.