

# ***RULES OF PROCEDURE FOR THE ADMINISTRATION of Hanken School of Economics***

## **Chapter 1 General provisions**

### **1 §**

#### **Entry into force and links to legislation**

The Board of Hanken School of Economics approved these rules of procedure on 6 September 2023, and they entered into force on 1 October 2023. Measures for their enforcement may be taken before they enter into force. At the same time, the rules of procedure adopted 1.1.2019 (revised in 2021 and 2023), the instructions for the centre for languages and business communication (2019) and the instructions for Hanken's institutes and competence centres (2016) will be repealed.

These rules of procedure 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 (770/2009) or other Acts or Decrees. In addition to these rules of procedure, there may be other rules of procedure, statutes, regulations, and guidelines approved by the Board.

### **2 §**

#### **Locations**

Hanken operates in Helsinki and in Vaasa.

### **3 §**

#### **Languages**

The language of administration of Hanken is Swedish. Decisions of the decision-making bodies are prepared and made in Swedish. After consideration, materials in Swedish, Finnish and English may be used, and when needed English may be used for communication. Decisions regarding individuals may be made in the language, of these three languages, that the person in question uses.

The languages of instruction at Hanken are Swedish and English. In connection to teaching and studies, the languages of instruction are used in assessment, supervision and communication. In language courses, the instructed language may be used for assessment, supervision and communication.

Hanken has a language policy document that provides guidelines regarding the use of different languages in teaching, decision-making and other activities. The policy is approved by the Board.

## **Chapter 2 Administrative bodies**

### **4 §**

#### **General provisions**

The decision-making administrative bodies of Hanken are the University Collegium, the Board, the Rector, the Academic Council and its sections the Doctoral Studies Council and

the Education Council. The Rules of Procedure for Elections stipulate the election of members to the decision-making bodies.

Other administrative bodies are Department Councils, the Council of the Centre for languages and business communication, the EMBA Council, the Faculty Recruitment and Promotion Committee, the Election Committee and the Board of Appeals

The School may have other bodies as decided by the Board, the Academic Council or the Rector.

Hanken strives for equality in all administrative bodies. Both locations of the School are to be represented in the administrative bodies.

## 5 § **Board**

The remit of the Board is, in accordance with the Universities Act, section 14, to

- (1) determine the main objectives of the university operations and finances, the strategy and steering principles;
- (2) decide on the operating and financial plans and the budget of the university, and to prepare a financial statement;
- (3) be accountable for the management and use of the assets of the university, unless the board has devolved the power to the rector;
- (4) arrange the supervision of the accounting and asset management;
- (5) approve agreements of major importance or fundamental consequence for the university and issue opinions on important matters of principle concerning the university;
- (6) approve the agreement with the Ministry of Education and Culture referred to in section 48 on behalf of the university;
- (7) elect the rector or rectors and decide on the division of work between them and to dismiss the rector from his or her office if there is a legitimate and justified reason for it in consideration of the nature of the office;
- (8) approve the university rules of procedure and other corresponding rules pertaining to general organisation and decide on the operational structure of the university;
- (9) submit a proposal to the Ministry of Education and Culture concerning any change in the educational responsibilities of the university;
- (10) decide on the number of students to be admitted to the university
- (12.8.2011/954) hire the managerial staff<sup>1</sup> working directly under the rector, unless the board has devolved the task to another body of the university.

In addition, the Board:

- appoints the Election Committee; Rector may complete the committee if a member quits during the term of office, and shall notify the Board of the change at the following meeting;
- appoints the Board of Appeals; Rector may complete the Board of Appeals if a member quits during the term of office; and shall notify the Board of the change at the following meeting;
- makes decisions about loans and financial borrowing.

The University Collegium decides on the number of board members and the term of office according to the provisions of the Universities Act, sections 15 and 16.

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<sup>1</sup> "ledande personal" is the original wording in Swedish

6 §  
**University Collegium**

The remit of the University Collegium is, in accordance with the Universities Act, section 22, subsection 4, to

- (1) decide on the number of members on the board and the duration of the term of office of the board and its members;
- (2) elect the members referred to in section 5(4) to the board;
- (3) confirm the election of board members by the university community groups referred to in section 5(2);
- (4) dismiss board members by proposal of the board;
- (5) select the financial auditors of the university;
- (6) confirm the financial statement and the annual report of the university and discharge board members and rectors from liability;
- (7) decide on the bringing of an action for damages against a board member, rector or financial auditor;
- (8) decide on the dismissal of board members under section 65(3).

In addition, the University Collegium appoints the members to the Academic Council, except for the student members of the Academic Council that are appointed by the student union.

The University Collegium consists of 18 members, of whom six are professors, six represent other teaching and research staff and other staff, and six represent the students. Each member has a personal deputy. The term of office of the University Collegium is three years.

The University Collegium elects a chairperson and a vice-chairperson from amongst its members. If a member or a deputy member of the University Collegium is appointed Dean or member of the Board of the School, he or she resigns from the University Collegium. If a member or a deputy member ceases to belong to the group from which he or she was appointed, he or she resigns from the University Collegium.

The University Collegium appoints an Election Committee from amongst its members for the preparation and presentation of the election of external members to the Board. The Election Committee shall have two members from each of the three above-mentioned groups within the School.

7 §  
**Inaugural meeting of the University Collegium**

The first meeting of the collegium is convened and led by the Rector until the chairperson and the vice-chairperson of the collegium have been elected. Unless the collegium decides on a different procedure, the election shall take place by secret vote. The Rector appoints the secretary of the University Collegium.

8 §  
**Rector**

The Rector leads Hanken and decides on all matters that, in accordance with Acts, Decrees or other regulations, are not to be decided by any other administrative body of the School.

The Rector appoints employees, except for the employees who according to the Universities Act, Section 14, subsection 3 are to be appointed by the Board. Rector appoints a Faculty Recruitment and Promotion Committee for recruitment, evaluation and promotion of faculty in accordance with the personnel instruction and the guidelines for the implementation of Hanken's tenure track system.

The Rector admits students for degree studies and decides on requests for rectification of admission decisions.

In the event that the Rector is unavailable, his or her duties are delegated to a Dean. In specific matters, the Rector can delegate his or her right to make decisions.

The Board appoints the Rector for a term of office of a maximum of five years.

## 9 § **Deans**

In addition to the Rector, Hanken has at least two Deans as decided by the Board. Both locations of the School are to be represented. The Board appoints the Deans and decides on their term of office on the proposal of the Rector, however, at most until a year after the end of the current Rector's term of office. Rector decides on the division of work between the Deans. Hanken may also have Associate Deans. A person appointed Dean or Associate Dean must hold a PhD degree.

In the event that the Rector leaves his or her office mid-term, one of the Deans undertakes the duties of the Rector until a new Rector begins in office. The Deans' terms end one year after the Rector's term of office, or earlier if the Board appoints new Deans. If a Dean leaves his or her office mid-term, a new Dean is appointed for the remainder of the term of office in accordance with subsection 1 above.

When a Dean undertakes the duties of the Rector for the duration of a month or more, he or she is relieved of the duties pertaining to the position of Dean.

## 9 b § **Programme Directors**

The Rector appoints a Programme Director for the doctoral programme and can appoint Program Directors for other programmes to support the planning and coordination of programmes.

## 10 § **Academic Council**

The School has an Academic Council with the remit to:

- address strategic initiatives on education, research and societal impact;
- develop and evaluate research and societal impact;
- develop and evaluate the quality assurance system;

The Academic Council consists of the Doctoral Studies Council and the Education Council together and is chaired by the Rector. The term of office of the Academic Council is the same as that of the Board. The Academic Council elects a vice-chairperson from amongst its members.

11 §  
**Doctoral Studies Council**

The Doctoral Studies Council is a section of the Academic Council and has the remit to:

- develop and evaluate the doctoral programme;
- decide on the admissions criteria for the doctoral programme;
- propose to Rector on the admission to the doctoral programme;
- approve curricula and the courses offered within the doctoral programme;
- grant permission for public examination and appoint opponents for doctoral theses and approve licentiate and doctoral theses;

The Doctoral Studies Council consists of:

- a Dean as chairperson;
- the Programme Director of the doctoral programme as a member;
- a member of faculty employed on level 3 or 4 within the research-oriented tenure track system from each department;
- two representatives of the other teaching and research staff and other staff;
- two representatives of the doctoral students.

Each member has an individual deputy. The Doctoral Studies Council elects a vice-chairperson from amongst its members. The term of office of the Doctoral Studies Council is the same as that of the Board.

12 §  
**Education Council**

The Education Council is a section of the Academic Council and has the remit to:

- develop and evaluate the education and pedagogy at Hanken;
- decide on admissions criteria for the Bachelor's and Master's programmes;
- approve curricula and the courses offered in the Bachelor's and Master's programmes;
- decide on the curriculum for the Executive MBA programme;
- carry the responsibility for the Assurance of Learning process;
- decide on the assessment and approval of Master's theses.

The Education Council consists of:

- a Dean as chairperson;
- the Heads of Subject, or another representative for each major subject at the Master-level (in accordance with the Degree Regulations, Section 6, subsection 6);
- a representative of the Centre for Languages and Business Communication;
- three representatives of the students.

Each member has an individual deputy. The term of office of the Education Council is the same as that of the Board. The Council elects a vice-chairperson from amongst its members.

Programme directors have the right to attend the meetings when their programmes are being discussed.

## **Chapter 3 Organisation**

### **13 § Departments**

Hanken has departments for the organisation of research and teaching.

A department can span one or more subjects and can accommodate one or more institutes (competence centres). The Board decides on the number of departments and the distribution of subjects between them after hearing the Academic Council.

A department is led by a Head of Department and has a Department Council. The Head of Department chairs the Department Council. The Head of Department must hold a PhD and have permanent employment within teaching or research at Hanken. In the event of a longer absence of the Head of Department, the Rector may appoint a deputy head of department.

A Department Council has nine members in addition to the Head of Department: three members representing the professors, three representing other teaching and research staff, and three representing the students at the department. For the members, deputies are appointed per group. The Department Council elects a vice-chairperson from amongst its members. The Department Councils can have external members. All subjects within the department must be represented in the Department Council.

A department with more than one subject can, for each of the subjects, have a Head of Subject with responsibility for some of the duties of the Head of Department. The Rector appoints Heads of Subject on the proposal of the Head of Department. The Head of Department and the Head of Subject agree on the responsibilities of the Head of Subject.

The Head of Department appoints programme coordinators for the programmes the department is responsible for. The Heads of Subject and programme coordinators can act as presenting officers in the Department Council and have the right to attend and speak at the Council's meetings when issues regarding their programmes are being discussed.

The remit of the Department Council is to:

- Plan, develop, and follow up the operations of the department;
- make a proposal of the curriculum and courses offered;
- propose a personnel plan for the department;
- at request provide statements on matters concerning education and research;
- make sure that Hanken's quality assurance processes are being followed, process systematic student feedback, follow up how the students reach the learning goals of the programmes and, based on the results of the follow-up, propose and follow through necessary changes.

### **14 § Head of Department and Director of the Centre for Languages and Business Communication**

The Head of Department or Director of Language Centre shall

- lead the department or centre according to Hanken's strategy;
- decide on and monitor the usage of the funds allocated to the department;
- make a budget proposal for the department or centre;

- inform the members of the department or centre about relevant issues
- approve the annual working plans and function as head of the employees of the department or centre, if the task is not delegated to the Head of Subject or the Director of an institute;
- make sure that the responsibilities of the Department or Institute Council are handled in due order.

Heads of Department are appointed by Rector in accordance with The Rules of Procedure for Elections.

#### 15 §

### **Centre for Languages and Business Communication**

Hanken has a centre for languages and business communication for the organisation of teaching languages required in the Hanken programme curricula.

The centre is led by a director and has a council. The director is appointed by Rector with a term of office of three years. In the event of a longer absence of the director, the Rector may appoint a deputy director.

The council is chaired by the Dean of Education and the Director of the Centre is vice chair. A representative of study administration, two students and three teachers of the centre are members of the council. For the members, deputies can be appointed. The council can have external members.

The remit of the Council is to:

- Plan, develop, and follow up the operations of the centre
- make a proposal of the curriculum and courses offered;
- propose a personnel plan for the Centre;
- at request provide statements on matters concerning language education;
- make sure that Hanken's quality assurance processes are being followed, process systematic student feedback, follow up how the students reach the learning goals in languages and communication and, based on the results of the follow-up, propose and follow through necessary changes.

#### 16 §

### **The Executive MBA Council**

The Rector appoints an EMBA Council with the remit to

- plan, develop, and follow up the EMBA programme;
- make a curriculum proposal for the EMBA programme to the Education Council;
- approve the modules/courses of the EMBA programme;
- approve the admissions criteria for the EMBA programme;
- make sure that Hanken's quality assurance processes are being followed, process systematic student feedback, follow up how the students reach the learning goals of the programme and based on the results of the follow-up, propose and follow through necessary changes.

The EMBA Council consists of a Dean or an Associate Dean as chair, the programme director as member and three to five other members.

17 §

**Institutes (competence centres)**

Hanken has institutes (competence centres) for conducting impactful research for the corporate world and society at large. Rector establishes and terminates institutes.

Each institute (competence centre) is led by a Director and has an Advisory Board. The Head of Department has the overall responsibility for all institutes belonging to the department. If an institute does not have an Advisory Board, the department council serves as the Advisory Board of the institute. The Directors are appointed by Rector on proposal of the Head of Department. Rector may decide on an alternative governance model for an institute. Institutes are expected to fund their activities with external funding.

If an institute shows deficit, the Head of Department should ask the Office of Finance to review the finances, and make plans on how to cover the deficit or terminate the institute.

18 §

**Election Committee**

The Election Committee administers the elections of the University Council and the Board. The Election Committee consists of two members each from group 1 (professors) and 2 (other teaching and research staff and other staff), and one deputy member from each group. The chairperson of the Election Committee is appointed by the Board, and the Election Committee elects a vice-chairperson from amongst its members. The term of office is three years.

19 §

**Board of Appeals**

The Board of Appeals is responsible for processing rectification requests submitted under the Universities Act, section 82, regarding the grading of study attainments or loss of right to study. The Board of Appeals is appointed by the Board and consists of a professor as chairperson and two other members, one of which must hold a PhD degree and the other be a student. The chairperson and the members each have a personal deputy.

20 §

**Administration and services**

Hanken's administration and support functions are handled by administrative units and the Rector's Office, which are responsible for the preparation and implementation of decisions, and for the service to students, faculty, staff and external stakeholders.

The names of the units and the division of responsibilities are stipulated by the Rector in the instruction .

**Chapter 4 Procedure for processing matters**

21 §

**Convening a meeting and quorum**

An administrative body is convened when the chairperson, or the vice-chairperson in the event the chairperson is prevented, deems it necessary, or when at least one third of its members request in writing that the body be convened to process a specific matter.



An administrative body has a quorum when the chair of the meeting and at least half of the members are present. When assessing study attainments, the administrative body has a quorum when the chair of the meeting and at least three members who are qualified to assess the study attainment are present.

An administrative body decides on the right to be present and speak at meetings for others than the members and the secretary of the administrative body and experts called in by the chair. The Rector and persons authorized by the Rector have the right to be present and speak at the meetings of all administrative bodies.

#### 22 §

### **Notice of meeting**

A notice to attend a meeting of an administrative body is to be sent at least six days before the meeting. The matters to be discussed at the meeting are to be included in the notice, and the notice accompanied by sufficient background information to allow the members of the administrative body to form an opinion about the matters. In individual cases, the meeting may unanimously decide to discuss a matter that was not mentioned in the notice.

#### 23 §

### **Decision-making**

The Rector may decide that matters, which include executing public power or are of major significance, should be processed upon presentation (*föredragning*).

A member of an administrative body and the presenting officer of a matter have the right to submit a dissenting opinion when a decision is made. The main content of the dissenting opinion shall be given verbally when the matter is processed and in writing within three days.

The provisions of the Administrative Procedure Act (434/2003) apply to the question of disqualification.