

***NB: This is an unofficial translation. In the event of any discrepancies between the Swedish and the English versions, the original Swedish version (Yrkeshögskolan Novias instruktion) shall prevail.***

## **Rules of Procedure of Novia University of Applied Sciences**

The Rules of Procedure have been approved by the Board of Novia University of Applied Sciences  
23.1.2018.

## Chapter 1 General Provisions

### Section 1

#### Application

These Rules of Procedure include provisions on the operation, administration and decisionmaking pertaining to Novia University of Applied Sciences, hereafter referred to as the UAS. In addition to these Rules of Procedure, the operation of the UAS is regulated by the University of Applied Sciences Act (932/2014) and amendments (18.12 2014), Limited Liability Companies Act (21.7 2006/624) as well as by directions issued by Ab Yrkeshögskolan vid Åbo Akademi (ABYHÅA), the organisation operating the UAS. Within the Degree Programmes in Maritime Studies, the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) shall be complied with.

In addition, the operation of the UAS is regulated by the UAS licence and by the valid performance agreement with the Ministry of Education and Culture.

### Section 2

#### Mission of the UAS

The mission of the UAS is to provide higher education for professional expert jobs based on the requirements of working life and its development, on scientific research and artistic principles - to support the professional development of the individual.

The UAS mission is also to pursue applied research and development activities that benefit the education at a university of applied sciences, support working life and regional development as well as to take the industrial structure of the region into account and engage in artistic activities, and to promote lifelong learning when carrying out the mission of the UAS.

In accordance with section 62 in the University of Applied Sciences Act, the UAS is responsible for the quality and the continuous development of the education and the other activities provided by the UAS. The UAS shall evaluate its education and other activities and assess in order to determine how effective its operations are. The UAS shall also regularly participate in external evaluation of operations and quality systems and publish the results of arranged evaluation.

Provisions for the Finnish Education Evaluation Centre are contained in the Act on the Finnish Education Evaluation Centre (1295/2013).

## Chapter 2 Organisation

### Section 3

#### Internal Administrative Bodies

In accordance with the University of Applied Sciences Act, the organs of the UAS are the Board and the President, which is the CEO. The UAS has an Examination Committee and a Board for study right cases. The Board may appoint a committee of work. In addition, the internal organization of the UAS is regulated in the rules of procedure.

### Section 4

#### Composition and Term of the UAS Board

The board of a university of applied sciences has at least seven and no more than nine members, who shall represent versatile expertise in social life and on the tasks of the UAS. The board also needs to have practical experience and expertise in business and industry. The president cannot be a board member.

The Board shall have two members from the Universities of Applied Sciences Community, one of which shall represent the staff and the other students. The board member representing staff is appointed by election.

Further provisions regarding the election of a board member representing the staff are announced in an instruction, and detailed rules regarding the election of a board member representing students are stated in the student union's regulation. The AGM determines the election.

### Section 5

#### Duties of the UAS Board, in addition to the duties mentioned in the Limited Liability Companies Act

- 1) decide on central goals and a strategy for the operations and the economy of the UAS, and on principles for controlling business and the economy;
- 2) decide on the business and finance plan and budget of the UAS, and establish the closure
- 3) be responsible of the fact that the supervision of the accounting and resource management is arranged;
- 4) take responsibility for the administration and the use of the UAS's fortune, unless the board has transferred the authority to the President;
- 5) approve on agreements that are important or principled with regard to the UAS's business and economy, and giving statements in principle important issues that concern the UAS;
- 6) approve the agreement concluded pursuant to section 42 of the University of Applied Sciences Act with the Ministry of Education and Culture, on behalf of the UAS.
- 7) elect the President and resign the President;

- 8) approve rules of procedure, organization and activities. Decide on the structure of the UAS;
- 9) decide on the number of students admitted to the UAS
- 10) decide on the allocation of beginner seats
- 11) decide to terminate the right to study in accordance with section 33 of the University of Applied Sciences Act and decide on restoration of the right to study in accordance with section 35 of the University of Applied Sciences Act
- 12) appoint other collegial governing bodies;
- 13) approve the Degree Regulation;
- 14) approve statutes for the internal administration of the UAS;
- 15) approve the regulations for the Student Financial Aid Committee and instructions for any individual institutions

The Board also has the task of hiring the leading staff who is directly under the President, if it has not transferred the task to another body of the UAS.

Decision to exercise the duties of the Board cannot be transferred by the AGM.

The President or chairman of the board informs about the board's decisions.

## **Section 6**

### **The internal organization of activities of the UAS**

The internal organization of university of applied sciences activities in accordance with section 20 in the University of Applied Sciences Act is conducted as described in these rules of procedure.

## **Section 7**

### **The Management Group of the UAS**

The management group coordinates the UAS activities. The President is the chairman of the management group. Members of the management group are the President, Vice President, Head of Administration, Deans, Head of R&D, CFO and Head of Communication. The management group brings together lines and strategies for the business and supports the preparation of matters for the Board and the President.

The Head of Administration acts as rapporteur in the management group. The President may appoint other rapporteurs.

Duties of the management group

- 1) Provide suggestions for how the beginners' places are divided between the programs
- 2) Decide on the grounds for admission of students
- 3) approve curricula
- 4) make a proposal for the business and financial plan to the Board, as well as budget for the UAS
- 5) make a proposal for the allocation of appropriations awarded to the UAS
- 6) make a proposal for changes in educational responsibilities of the UAS to the Board
- 7) decide on the work during the academic year

## Section 8

### President's duties and conditions of eligibility

In addition to the tasks determined for a CEO in the limited companies, the President's duties are

- 1) conduct the UAS's activities and decide on such matters regarding the UAS, if it has not been prescribed or decided to be dealt with any other body;
- 2) be responsible of the economic, efficient and effective performance of the UAS
- 3) be responsible of the preparation, presentation and execution of the cases being dealt with in the board;
- 4) decide on employment and termination of personnel in accordance with section 23 of these rules of procedure.

The President may transfer the employment of staff or any other matter belonging to the President's eligibility for decision making to any other authority or other person at the UAS.

The president is entitled to attend and speak the meetings of all institutions of the UAS.

The person elected as President must have obtained a doctorate and have the ability and professional skills needed to handle the duties of the President, and in practice demonstrated good leadership skills.

However, a person who has obtained a higher education degree may be elected as President if the person in general is considered to be particularly credited to the task. In addition, the President is required to acquire knowledge of the language of instruction and examination language as stated in the permit of the UAS, ie. Swedish.

The right of decision regarding the duties of the President according to section 1 cannot be transferred to exercise by the AGM. The provisions of chapter 5 2 § 2 in the Limited Liability Companies Act on shareholders' right to make decisions in cases where the CEO has jurisdiction and chapter 6 section 7 the law on the transfer of cases to the AGM shall not apply in one UAS company.

The President heads the business administration, administration and economics of the UAS, handles and decides on matters relating to the internal administration of the UAS, unless otherwise provided by law, regulation or in this rules of procedure. President and chairman of the Board lead negotiations with the Ministry of Education and Culture as well as other negotiations affecting the entire UAS or other areas of responsibility within the UAS.

## Section 9

### Vice-President and other senior management

At the UAS, there may be one or more vice-presidents. When the President is prevented or incompetent, the duties are handled primarily by the Vice-President and, secondly, by the Head of Administration. The Vice-President is appointed or employed by the board for a period of office of no more than five years. The Vice-President's eligibility requirements are the same as for the President.

The President determines the responsibilities of the Vice-President.

## **Section 10**

### **Examination Committee**

The UAS has an Examination Committee for handling cases regarding requests for correction of completed studies. The composition and period of office of the Examination Committee are specified in section 19 in the Degree Regulations. The Examination Committee consists of a chairman and four members who all have a personal alternate. The chairman, the members and their personal alternates are ordained by the board. The chairman and the chairman's alternate shall be a principal lecturer or a senior lecturer. The other members of the Examination Committee shall be teachers at the UAS and at least one member shall be a degree student. The duties of the Committee are regulated in the Degree Regulations.

The period of office of members and alternate members of the Examination Committee is four years, except for student representative and his alternate who is elected for two years.

## **Section 11**

### **The committee for study cases**

The UAS has a committee for study cases for handling loss of right to study according to the University of Applied Sciences Act, 32§, and handling of the review procedure concerning admission decisions in the 57§ of the University of Applied Sciences Act.

The chairman of the board is the Head of Administration.

Furthermore, the committee consists of two teacher representatives with personal alternates and one student representative with a personal alternate.

Head of Student Services works as a rapporteur.

The period of office of members and alternate members of the committee is four years, except for the student representative and his alternate who is elected for two years.

## **Section 12**

### **Student Union**

The UAS has a Student Union to which the degree students of the UAS may belong. The student union may also admit other students at the UAS as members. The purpose of the student union is to be a unifying link between its members as well as to promote their societal, social, intellectual and study-related ambitions and aspirations related to the students' role in society. The task of the union is to prepare students for an active, conscious and critical citizenship. The student union's special tasks include:

- 1) appoint the students' representatives in the bodies at the UAS referred to in chapter 4; University of Applied Sciences Act (932/2014),
- 2) appoint the student representatives at the Student Financial Aid Committee of the UAS, as provided for in section 9 of the Student Support Act (65/1994), as well as
- 3) participate in the provision of the student care as stipulated in Section 17 of the Health Care Act (1326/2010) and in the fulfillment of the data relating to primary care for students as provided for in Chapter 13. Section 11-14 of the Health Insurance Act (1224/2004)

The expenses for activities that are consistent with the student union's purpose and duties are paid with income from the union's property and its activities, as well as membership fees that the student union has the right to inflict on the members.

The student union is self-governing. There is the council and a board for the administration of the union. Further regulations on the student administration are contained in the regulations of the student unions, as determined by the President. The language of the union is the language of instruction and examination language as stated in the permit of the UAS.

Unless otherwise provided in this Act, the Associations Act (503/1989) applies to the student union's activities.

Appraisal of a decision taken by a student union in an administrative case may be requested from the body that has taken the decision. Provisions for reconsideration are contained in the Administrative Procedure Act. In a decision concerning the request for review, an amendment may be sought by an appeal to the Administrative Court in accordance with the Administrative Judicial Procedure Act (586/1996). In the decision of the Administrative Court, amendment may not be sought by an appeal.

A member of a student union is deemed to have been part of a decision when the decision has been made publicly.

## **Chapter 3**

### **Meeting Procedures for the UAS Board, Statutory Committees and Delegations**

#### **Section 13**

##### **Application**

Stipulations regarding meeting procedures are given in a special regulation approved by the board of the UAS.

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## Chapter 4 Administrative Structure and Staff Organization

### Section 14

#### Administrative Structure and Staff Organisation

The President is the chief executive officer of the UAS and has the overall responsibility for the activities and the administration of the UAS. The UAS's organizational plan includes three units, support functions and the president's office. The three units are as follows:

- Vasa unit
- ÅboRaseborg unit
- Jakobstad Unit

#### President's Office and support functions

In cooperation with other UAS functions, the President's office plans, maintains and continuously develops the UAS processes. The president's office is headed by the President. The duties of the President are mentioned earlier in the rules of procedure.

For the different support processes there is an administration comprising the student services, ICT services and Financial service. These are all under the president's office.

The support function student services manages the UAS's common processes for study matters and study records. This support function also includes support service for admission service and support function for international operations. The international operations is led by the Head of International Relations who reports to the Head of Student Services. The library function belongs to student services. Student support is led by Head of Student Services who reports to the President.

The Head of ICT is in charge for ICT services. The Head of ICT reports to the Head of Administration within the president's office.

Financial Services is responsible for the financial function and is headed by the Chief Financial Officer who reports to the President.

#### Education, Research and Development

The education, research and development activities of the UAS are conducted within all the three units. The units are headed by the deans who report to the President. There are detailed descriptions for units organization and division of responsibilities.

Coordination of student-related routines takes place within student service. Educational issues and development is discussed at university level in an educational forum consisting of the heads of degree programme, heads of department and deans and one or more student representatives appointed by the student union. The forum is convened by the President or appointed by the Preseident.

The UAS's research and development activities take place within the three units, headed by the Dean. The UAS's R&D activities as a whole are coordinated by the Head of R&D within the president's office. In support of coordination, there is a R&D team, consisting of Head of R&D, the Dean and R&D Managers. The R&D Managers are responsible for R&D activities in the focus areas. R&D managers are hired or appointed by the President, among the staff, for a certain period that is no longer than five years.

The in-service training are conducted within the units. Coordination with Åbo Akademi is located at the Center for Lifelong Learning at Åbo Akademi and the UAS. The management of the center is described in separate instructions.

#### **Quality Management**

Quality management as a whole is coordinated by a the Head of Quality Assurance within the president's office. The Head of Quality Assurance is appointed by and reports to the President.

#### **Organization and division of responsibilities**

The organization and division of responsibility of the UAS are described in detail in the manual of the UAS and in the job descriptions. The job descriptions include provisions about employee status in the organization, eligibility conditions, substitute, responsibilities, tasks and powers. The job descriptions are approved by the immediate superior.

### **Section 15**

#### **Staff Qualification Requirements**

Qualification requirements for the President and teachers are regulated by the University of Applied Sciences Act 18 § and by the amendments 17§. Qualification requirements for Deans and Heads of Department are determined in these Rules of Procedure and for others in the job descriptions.

### **Section 16**

#### **Heads of Support Functions**

Heads of support functions lead the activities and finances of the unit in question. Qualification requirements for heads of support functions are a suitable university degree and sufficient work experience in the field relevant to the task.

### **Section 17**

#### **Deans**

Every educational unit within the UAS is run by a Dean. The Dean is in charge of the unit's activities and finances. The activities include education, research and development, continuing education, activities within the open university and service sales. The Dean is appointed for a period of office of no more than five years. The Dean must have obtained a doctorate and have the ability and professional skills needed to manage the duties of the Dean and, in practice, demonstrated good leadership skills.

However, a person who has obtained a higher education degree may be elected as dean if the person is otherwise considered to be particularly qualified for the assignment. In addition, the president is required to acquire knowledge of the language of instruction and examination language as stated in the permit of the UAS, ie. Swedish.

Before a position as a Dean with responsibility mainly for the field of culture is vacant, the UAS may decide that the applicants instead of the requirements prescribed in subsection 1 shall possess the artistic merits that the job presupposes.

## **Section 18**

### **Heads of Department**

The units are organized in one or more departments headed by heads of department. The heads of department have an overall responsibility for managing the business and coordinating the work and the development of personnel, equipment and finance within the relevant department. The Head of Department is the closest foreman for teachers and other staff within each department.

The degree programmes within a department are led by the heads of degree programme who are responsible for each degree programme and its students according to section 19.

The heads of department are appointed by the President for a period of office of no more than three years. The heads of department must have obtained a higher education degree within a relevant field. The heads of department report to the Dean.

## **Section 19**

### **Heads of Degree Programmes**

Each degree programme has a Head of Degree Programme. The task of the Head of Degree Programme is to lead and develop the degree programme, to be responsible for the contact with the working life and to follow up on the student's progress within the programme.

The heads of degree programme and their deputies are appointed by the respective Dean for a certain period of time of no more than three years.

Tasks can be delegated to Head of Profile. The heads of profile are appointed by the Dean for a certain period of time, which does not exceed the period of office of the Head of Degree Programme.

## **Section 20**

### **Teaching- and research staff and eligibility terms**

At a university of Applied Sciences, there are principal lecturers, senior lecturers and other teaching- and research staff. The qualification requirements for teachers are determined in these rules of procedure based on section 17 in the amendments of the University of Applied Sciences Act.

### **Requirements for the teaching staff**

A Principal Lecturer is required to have obtained an appropriate licentiate degree or doctorate as a postgraduate degree and a Senior Lecturer is required to have obtained an appropriate higher university degree.

In special cases, in spite of section 1, a person who has a higher university degree may be employed as a Principal Lecturer and a person who has not obtained a higher university degree can be employed as a Senior Lecturer, if that person is extremely familiar with the tasks of the post.

In addition, principal lecturers and senior lecturers are required to have at least three year of practical experience after graduation in a relevant field.

Before a position as a Principal Lecturer or Senior Lecturer in the industry of arts, media culture and visual arts, theater and dance or music is vacant, the UAS may decide to hire a person based on artistic credentials instead of the requirements prescribed in section 1-3.

Furthermore, the UAS can have lecturers, with the same eligibility requirements as principal lecturers and senior lecturers, as well as lecturers who possess special expertise.

All teaching and research staff should follow the overall educational strategy of the UAS.

### **Tasks for teaching staff**

In addition to teaching and tutoring tasks and other duties related to them, the duties of a teacher are to

- 1) develop teaching in his / her own field taking the development of working life into account
- 2) participate in the development of curricula and in the management of student admissions
- 3) manage tasks related to research and development work in accordance with decisions made by the UAS
- 4) participate in training prescribed by the UAS to maintain and develop professional skills and to familiarize himself / herself with working life, as well as
- 5) perform duties arising from membership in the UAS administrative bodies and other duties incumbent on the teacher or duties assigned to him / her.

In addition, principal lecturers and senior lecturers are required to have completed pedagogical studies comprising 60 credits or 35 study weeks. However, a person can be employed as a Principal- or Senior Lecturer on condition that he or she, within three years of the employment, commences the required pedagogical studies.

## **Section 21**

### **Other Staff**

Within the UAS there are also other staff for whom specific job descriptions are made.

## Section 22

### Cooperation between Employer and Employees

The board decides on the arrangement of the cooperation between the employer and the employees and on the organization of occupational safety and health in accordance with existing legislation.

## Section 23

### Power of Decision in the Selection of Staff Members

The staff members are employed by the UAS and decisions regarding where an employee is to be placed can, if necessary, be made when the new staff member is hired.

Decisions regarding the employment of permanent staff are made as follows:

The Board	President/CEO Vice-President Deans Head of Administration Chief Financial Officer
President	Principal Lecturers Senior Lecturers Other permanent staff in managerial positions within the units and support functions Head of Quality Assurance Head of R&D R&D Managers Deputy Director at Centre for Lifelong Learning Head of ICT Head of International Relations Head of Communication Head of Student Services Other staff

President's employment decisions are preferred by the Head of Administration.

Deans	Lecturers for a certain period of time, no longer than one year and as part-time as well as lecturers
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Decree on employment of temporary staff

President	Staff who is elected by the board for a maximum of one year
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Deans, Head of Administration,	Staff within the respective sphere of responsibility elected by the
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Chief Financial Officer, Head of Communication, Head of Student Services      President, for a maximum of one year.

Head of R&D      Employee subordinated Head of R&D who is elected by the President, for a maximum of one year.

## Section 24

### Right to make Decisions in Other Staff

Decisions concerning remuneration issues are taken by the President on the recommendation of the Head of Administration within the framework for current collective agreements and payroll directives. The preparation of remuneration issues is done in consultation with the Head of Administration as follows:

Head of Administration      Persons whose employment the board or the President decides.

Chief Financial Officer      Staff in the area of responsibility

Deans      Staff in the area of responsibility

Head of Student Services      Staff in the area of responsibility

Annual holidays and leave of absence are granted as follows:

The chairman of the Board      President/CEO

President/CEO      Vice-President  
 Deans  
 Head of Administration  
 Chief Financial Officer

Head of Administration      Head of Student Services, Head of ICT and staff within the President's office

Chief Financial Officer      Personnel in the area of responsibility

Head of R&D      Personnel in the area of responsibility under the Head of R&D

Head of Student Services      Personnel in the area of responsibility

Deans      Teaching staff and other staff within the unit



## Chapter 5 Special Provisions

### Section 27

#### The UAS Signature and Signing of Documents

Contracts and agreements that are made on behalf of the UAS are signed by the President and, if necessary, countersigned by the Head of Administration or the Dean / head of the support function in question unless other individuals have been authorized by the board.

The decisions of the board are signed by the President.

The chairman or the minute-taker of a body may also on his / her own, within limits determined by the body, sign documents that are based on a decision made by the body. Extracts from or copies of documents in the possession of the board may be certified by the minute-taker.

Draft documents are signed by the person drafting the matter.

### Section 28

#### Entry into Force

These Rules of Procedure shall enter into force on 1.2.2018.