



NB: This is an unofficial translation. In the event of any discrepancies between the Finnish and English versions, the original Finnish version shall prevail.

REGULATIONS OF THE UNIVERSITY OF TAMPERE

These Regulations enter into force on 1 January 2011.

The Board of the University of Tampere hereby adopts these regulations on 18 October 2010 under paragraph 8 of section 14(2) and section 28 of the Finnish Universities Act (558/2009).

Amended by the Board of the University on 20 May 2013, 21 March 2014 and 23 March 2015.

These Regulations lay down the framework within which the University implements its core functions in teaching, research and service to the society. The Regulations support the strategic management of the University and promote staff and student participation in decision-making at various levels of University administration. Moreover, the Regulations serve to specify the provisions concerning administration laid down in the Universities Act as well as to implement the University's strategy and the principles of good management in the University's administration.

Chapter 1

GENERAL PROVISIONS

Section 1

Rules and Regulations Applied at the University

The operations of the University of Tampere are in compliance with the provisions of and the decrees issued under the Universities Act (558/2009) and other legislation, and with the rules and regulations contained in and issued under these Regulations.

Moreover, the University complies with the provisions of the University of Tampere Regulations on Finance, Personnel and Elections, as well as with other rules and regulations.

Provisions on internal administration and practical operations of the University units may be specified in more detail in other University rules and regulations.

Section 2

University Autonomy and Legal Status

The Constitution of Finland, sections 16(3) and 123(1)

The Universities Act, sections 3 and 5

The University of Tampere is an independent legal entity operating as an institution under public law. The University autonomously manages the tasks assigned to it under the Universities Act. The operations of the University are in pursuance of the University's strategy, its central operational and financial objectives, and the principles of good management and good administration. The registered office of the University is in the city of Tampere.



Chapter 2

ORGANISATIONAL STRUCTURE OF THE UNIVERSITY

Section 3

Bodies and Units of the University

The Universities Act, sections 27, 28 and 82

The bodies of the University referred to in the Universities Act are the University Collegiate Body, the University Board (hereinafter 'the Board') and the Rector. In these Regulations, the Board also regards the schools' management boards and their deans, the directors of the independent institutes, the Director of Administration and the University Appeals Committee as bodies.

The University's profit centres are the schools, University Services and the independent institutes, which are the Finnish Social Science Data Archive, the Language Centre, the Library and Laboratory Services. The Board may set up profit centres other than those referred to in these Regulations.

Section 4

Schools

The Universities Act, sections 2, 27 and 88

The tasks of the schools are to provide higher education based on research, to award degrees and to promote free research and lifelong learning.

The schools of the University of Tampere are the Institute of Biomedical Technology; the School of Information Sciences; the School of Management; the School of Education; the School of Language, Translation and Literary Studies; the School of Medicine; the School of Communication, Media and Theatre; the School of Health Sciences; and the School of Social Sciences and Humanities.

The official name of a school is proposed by its management board and confirmed by the University Board.

A school has one or more degree programmes, research centres or research programmes which have been proposed by that school's management board and approved by the Rector after consultation with the Teaching Council or the Research Council. A school may also offer other services that were proposed by its management board and approved by the Rector. The Rector can make decisions concerning the joint units or centres of the Schools that support teaching and research and, when necessary, hear the Research Council or the Teaching Council.

The teacher training schools operate as a part of the School of Education.

Section 5

Independent Institutes

The Universities Act, section 27(3)

The independent institutes of the University are the Finnish Social Science Data Archive, the Language Centre, the Library and Laboratory Services.

The Finnish Social Science Data Archive (FSD) serves research and teaching on the national level. The FSD archives electronic research data from Finland and abroad and disseminates it for the purpose of research, teaching and studies.



The Language Centre is responsible for teaching language and communication skills in the national and foreign languages included in University degree programmes or as otherwise necessary.

The Library is responsible for providing library, information and publications services, and for teaching information retrieval skills primarily for the purposes of research, teaching and study at the University of Tampere.

Laboratory Services are tasked with producing, maintaining and developing the laboratory services needed by instruction and research in biomedicine and medicine.

Section 6

University Services

The Universities Act, section 28

University Services functions as a general preparatory and executive body of the University's management.

University Services organises its administrative services to provide support to the operations of the University, the schools and the independent institutes, and is responsible for the strategic development of these services and for overseeing their implementation.

University Services is responsible for the work of the profit centres pertaining to studies, research, financial matters, staff, information and general administration.

Section 7

Joint Units with Other Universities, Institutions of Higher Education and Other Organisations

The Universities Act, section 27(3)

The University of Tampere may have joint units with other universities, other institutions of higher education and other types of organisations. Cooperation agreements are approved by the University Board.

Chapter 3

COMPOSITION AND TASKS OF THE MULTI-MEMBER BODIES AND OTHER COOPERATION BODIES

Section 8

Election and Term of Office of the University Collegiate Body

The Universities Act, section 22

The University has a Collegiate Body of 45 members and their alternates.

The members of the Collegiate Body representing the University personnel are elected in elections governed by the University Regulations on Elections.

The professors of the University elect 15 members from among their number. The remaining teaching and research staff and other University personnel elect 15 members from among their number. The Student Union of the University of Tampere elects 15 student representatives. Alternates for each Collegiate Body member are also elected.

The term of office of the University Collegiate Body is four calendar years, with the exception of student members, whose term of office is two calendar years.



The University Collegiate Body is convened by the chair of the Collegiate Body or, in his/her absence, the vice-chair. The University Collegiate Body can also be convened for the purpose of handling a matter within its remit if at least 20 of its members request it in writing.

Section 9

Tasks of the University Collegiate Body

The Universities Act, sections 13, 22, 64 and 65

The University Collegiate Body appoints two auditors and two deputy auditors who possess the competencies referred to in section 64(2) of the Universities Act.

Section 10

Composition of the University Board

The Universities Act, sections 15 and 22

Provisions on the election of representatives for the University community groupings referred to in paragraphs 1 and 2 of section 15(2) of the Universities Act are given in the University Regulations on Elections.

The student members of the University Board are appointed by the Student Union of the University of Tampere.

Section 11

Tasks of the University Board

The Universities Act, sections 14, 45, 48 and 65

On the basis of the Rector's proposal, the Board decides who, in addition to the Rector, has the right to sign for the University.

On the basis of the Rector's proposal, the Board elects vice-rectors from among the persons who have put themselves forward for these positions.

On the basis of the Rector's proposal, the Board appoints the deans of the schools and the directors of the independent institutes.

On the basis of the Rector's proposal, the Board appoints the Director of Administration. The Board may set up committees composed of Board members to facilitate its operations.

The Board has rules of procedure that lay down its methods of operation, the tasks of the chair and the committees set up to assist the Board, as well as the instructions for committee proceedings.

Section 12

Terms of Office, Election and Composition of the Schools' Management Boards

The Universities Act, section 27(1–2)

The term of office for members of a school's management board is three calendar years, with the exception of student members, whose term of office is two calendar years.

Each school's management board is chaired by the dean of the school and has not more than 12 members, who elect a vice-chair from their number.

A school's management board must have at least one and not more than three invited external members.



Of the University groupings represented in a school's management board, three are elected from among the professors and three from among other instructors, researchers and other staff. The Student Union of the University of Tampere elects three students from the school in question as student representatives. Alternates for each of the members are also elected.

Provisions on the election of internal members of the schools' management boards are given in the University Regulations on Elections.

The external members of a school's management board are appointed by the Rector on the basis of a proposal by elected internal members of the school's management board.

Section 13

Tasks of the Schools' Management Boards

The Universities Act, sections 17(4), 27, 28 and 82(1, 3)

The tasks of a school's management board are:

- 1) to decide on the target programme of the school, on its central operational and financial objectives, and on its personnel strategy and budget in accordance with the University Strategy.
- 2) to present proposals to the Rector regarding the school's degree programmes, research programmes and research centres.
- 3) to approve the curricula of the school's degree programmes.
- 4) to make proposals regarding the number of new students to be admitted and decide on admissions criteria.
- 5) to decide on thesis evaluation criteria.
- 6) to handle matters and appeals pertaining to doctoral dissertations and licentiate theses.
- 7) to process appeals pertaining to student admissions and forfeiture of the right to study.
- 8) to make proposals to the Rector in the selection of a vice-dean from among the school staff.
- 9) to process and resolve matters which the Rector or dean has delegated to the management board.
- 10) to submit to the Rector candidates for the titles of *doctor honoris causa* (honorary doctorate) and docent.

A school's management board may refer matters within its remit to the dean.

Section 14

Advisory Boards

The Universities Act, section 28

The Language Centre, the Library, University Services and Laboratory Services each have an advisory board to which the Rector appoints, in addition to the chair, not more than 12 members. The Rector appoints the chairs of these boards, and each board then elects a vice-chair from among their number.



The term of office of advisory board members is three calendar years, with the exception of student members, whose term of office is two calendar years.

The Finnish Social Science Data Archive has a national advisory board appointed by the Rector for a term of four calendar years. In addition to the director of the institute, this board may not have more than 14 members. The term of office for student members is two calendar years. The Rector appoints the chair of the board, and the board elects a vice-chair from among their number.

The advisory boards are tasked with evaluating the operations and future development of their institute and to submit proposals regarding these matters.

Section 15 **Research Council and Teaching Council**

The Universities Act, section 28

Implementation of the University's strategy is directed and monitored by the Rector with the support of the Research Council and the Teaching Council. The Rector appoints a vice-rector to chair each council and not more than 12 members for the duration of the Rector's term of office.

The Institute for Advanced Social Research and the University of Tampere Doctoral School operate under the Research Council.

The University Doctoral School coordinates doctoral programmes and is responsible for joint studies under these programmes.

Section 16 **Academic Appeals Committee**

The Universities Act, sections 27(4), 82 (3–4)

The University has an Academic Appeals Committee appointed by the Rector for the duration of the Rector's term of office. The Academic Appeals Committee has four members in addition to the chair and the vice-chair. The chair and the vice-chair must be professors; two other members must be instructors and the remaining two must be students.

If a student is dissatisfied with the decision following his/her petition for reconsideration, he/she may submit a petition for reconsideration to the Academic Appeals Committee. This applies to petitions concerning the grading of theses other than a doctoral dissertation or a licentiate thesis, or the recognition of studies completed elsewhere or of prior knowledge demonstrated in some other manner.

Chapter 4

OPERATIONS MANAGEMENT

Section 17 **Election of Rector and Vice-Rectors**

The Universities Act, sections 13, 14, 17 and 18

The University has a Rector elected by the University Board for a term of five years and vice-rectors elected on the basis of the Rector's proposal in accordance with section 11(2) above.

The person elected as vice-rector must have a doctoral degree and possess the competence and professional skills required of the office as well as good leadership skills demonstrated in practice.



Section 18

Rector

The Universities Act, sections 17, 19, 33(4), 48(1) and 89

The Rector represents the University in matters other than those assigned to the University Board.

The Rector appoints vice-deans on the proposal of the management board of the school in question.

The Rector determines the duties of the vice-rectors and appoints members to the Research Council and the Teaching Council.

The Rector decides who is to be awarded the titles of honorary doctor and docent (*dosentti*) on the basis of the proposal of a school's management board.

The Rector decides which of the University's staff members are to be awarded the right to use the title of professor and grants permission to organise a conferment ceremony.

In matters normally handled by the management board of a profit centre, the Rector may undertake to resolve an issue if it affects more than one profit centre.

It is the Rector's responsibility to handle any issue pertaining to the University that is not referred to another body to be resolved.

The Rector is assisted by a steering committee.

Section 19

Director of Administration

The Universities Act, section 13

The Director of Administration assists the Rector in managing and developing the general administration of the University, administers University Services and resolves matters falling within its remit.

The Director of Administration is responsible for the operations of University Services and for achievement of the objectives of the University and University Services. The Director of Administration reports to the Rector on these matters.

The Director of Administration may delegate a matter within his/her remit to a University Services staff member.

The Director of Administration may delegate a matter that would otherwise be the remit of University Services to the Rector.

The Rector appoints the deputy to the Director of Administration.

The Director of Administration is assisted by a steering committee.

The Director of Administration must hold an appropriate academic degree and possess the competencies required for discharging his/her duties, as well as good leadership skills demonstrated in practice.

Section 20

Deans of the Schools

The Universities Act, sections 17(4) and 28



The term of office of the dean of a school is three calendar years.

The dean of a school must hold a doctoral degree and possess the competencies required for discharging the duties of a dean, as well as good leadership skills demonstrated in practice.

The tasks of the dean of a school are:

- 1) to manage and develop the school in accordance with the University's strategy.
- 2) to ensure development of the school and promote achievement of the objectives of the University and the school, as well as to report to the Rector on these matters.
- 3) to be responsible to the Rector for implementation of the school's budget and the profitability of the commercial operations of the school.
- 4) to act as chair of the school's management board.
- 5) to be responsible for the quality of the school's operations.
- 6) to admit students to the school.
- 7) to appoint examiners for theses forming a part of advanced studies and to grade theses on the basis of the examiners' reports.
- 8) to award diplomas.
- 9) to act as the school's director of staff.
- 10) to resolve matters within the school's remit unless otherwise provided.

If the dean is unable to perform his/her duties, these duties devolve upon the vice-dean. The vice-dean must hold a doctoral degree.

The dean may bring before the school's management board any matter within his/her remit that is an important matter of principle for the school.

The dean may delegate a matter within his/her remit to the vice-dean or another person at the School.

The dean is assisted by a steering committee.

Section 21

Director of an Independent Institute

The Universities Act, sections 17(4) and 28

The task of the director of an independent institute is to administer and develop the institute in accordance with the University's strategy.

The director administers the institute and takes decisions on matters pertaining to the institute that are not referred to another body.

The director is responsible for the finances of the institute and reports on these matters to the Rector.



The director's deputy is a vice-director from the institute's staff. The vice-director is appointed by the Rector on the proposal of the director.

The director may delegate a matter within his/her remit to another person in the institute.

The director is assisted by a steering committee.

Chapter 5

OPERATIONS OF THE GOVERNING BODIES

Section 22

Governing Bodies: Meetings and Quorum

The Universities Act, sections 28–30 and 35

Provisions on the meetings of the University Collegiate Body are laid down in section 8(5–6) above.

Other governing bodies meet when the chair or, in the event of the chair's absence, the vice-chair deems it necessary or when at least four members request in writing a meeting on an issue within the remit of the body in question.

A governing body has a quorum when the chair of the meeting and at least half of the other members are present.

A member or his/her alternate is also considered present at a meeting when he/she participates through video conferencing or another form of remote participation, if the chair decides to arrange a meeting in this manner.

Section 23

Notice of Meeting

The Universities Act, sections 28–30 and 35

Notice of a meeting of the University Collegiate Body, the University Board or a school's management board must be given a minimum of five working days before the meeting.

A notice of meeting must include the agenda of the meeting. However, on the unanimous decision of those present, a governing body may handle an urgent matter not appearing the agenda.

Section 24

Presentation Procedure

The Universities Act, sections 17, 28–30 and 35

The University Collegiate Body, the Board, the Rector and the Director of Administration may lay down further rules for the presentation procedure used in their meetings.

In bodies with more than one member, decisions are based on matters presented unless otherwise provided here below.

The presenting official is appointed by the body taking the decision.

The presentation procedure is not applied in the election of a chair or a vice-chair to the University Collegiate Body or in the election of a chair or vice-chair to the Board.

The presentation procedure is not applied when a school is submitting a proposal to the Rector regarding the appointment of a vice-dean.



The presentation procedure is not applied when grading a demonstration lesson, thesis, etc.

Section 25

Decision-making

The Universities Act, sections 28–30 and 35

Only members who hold a degree at the level of the course or thesis being graded or higher may participate in awarding grades. However, other members of the body in question have the right to be present and speak at these meetings.

Notwithstanding section 22(3) above, a school's management board has a quorum in matters concerning grading when, in addition to the chair, at least three members with a right to participate in the decision-making process are present.

If a governing body does not have enough members participate in the grading process, the dean appoints the number of additional members sufficient to reach a quorum.

Section 26

Administrative Procedure

The Universities Act, sections 29, 30 and 35

The matters handled at a meeting of a body are compiled in a presentation list which includes the name of each person who took part in the decision-making process and the decision taken on each list item. The presentation list constitutes the minutes of the meeting, which must be signed by the chair and the presenting official or by the chair and the secretary taking the minutes.

Documents drawn up on the matters handled at a meeting of a body must be signed by the meeting chair and countersigned by the presenting official. If the presentation procedure is not used, the documents must be signed by the chair and the secretary.

Documents on matters resolved by the Rector or other persons with the power to take decisions must be signed by the decision-maker and, when the presentation procedure is used, countersigned by the presenting official.

University bodies and units may have planning and preparatory groups as needed. It shall be ensured that staff and students have the opportunity to participate in and influence the preparation of matters concerning them specifically shall be ensured.

Chapter 6

OTHER PROVISIONS

Section 27

Teacher Training Schools

The Universities Act, section 88

Provisions on the operations and administration of the teacher training schools are given in the Regulations on Teacher Training Schools.

Section 28

Transitional Provisions and Entering into Force

These Regulations enter into force on 1 January 2011.

These University Regulations replace the University of Tampere Regulations and amendments approved by the Board on 20 October 2009. However, provisions laid down in the Regulations to be replaced will remain in force if they do not contradict the provisions of these Regulations.



If the handling of a matter remains unfinished at the time when these Regulations enter into force, subsequent actions are transferred to the body responsible for resolving the matter under the Universities Act or a provision issued under the Act, under these Regulations or under other internal regulations of the University.

Preparatory measures may be undertaken to implement these Regulations before they enter into force.

The amendments to these Regulations adopted by the Board of the University of Tampere enter into force on 1 April 2015. Before the amendments enter into force, the University may undertake preparatory actions to implement the amendments.