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# Rules of Procedure and Delegation of Decision-making Powers at Konstfack

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# Rules of Procedure and Delegation of Decision-making Powers

## 1. INTRODUCTION

According to the Higher Education Act (HL) (SFS 1992:1434) and the Higher Education Ordinance (HF) (SFS 1992:100), the Board of Governors shall decide on rules of procedure with provisions relating to overall organisation, delegation of decision-making powers, the processing of matters and the general procedures for university activities.

This document describes the tasks and decision-making powers of bodies and functions at Konstfack in order to clarify responsibilities and their relationship to each other. The document shall also provide an overview of the university's organisation.

## 2. DELEGATION AND DELEGATION PROCEDURE

Delegation means that a certain decision-making authority is transferred from one body or function to a subordinate body or function. The person receiving decision-making powers makes decisions on their own responsibility. The ultimate responsibility always remains with the body/function that has delegated decision-making authority. A delegation can be revoked at any time and should also be revoked when there are reasons to do so. The party delegating decision-making powers is responsible for their delegation decision. A delegation and a revocation of such should always be in writing.

A body or function to which decision-making powers have been delegated may in turn delegate these further, unless expressly excluded by statute or decision.

A body or function cannot further delegate any decision-making authority involving standard setting, i.e., binding rules.

Deciding on which tasks should be carried out by a subordinate body or function does not entail delegation.

## 3. STUDENT INFLUENCE

Konstfack institutions shall endeavour to enable students to play an active role in the continued development of courses and study programmes. Students are entitled to representation in the HEI's board as well as the bodies that plan or decide on issues that are significant for the situation of students and their studies.<sup>1</sup>

Konstfack's decision-making officials must inform and consult with students at an early stage and during various steps in the decision-making process. Examples include the processes for creating and establishing courses (see Konstfack's quality system).

If a decision is to be made by a group of individuals, students have the right to be represented, the Student Union has the opportunity to appoint and dismiss the members who represent the students, based on proposals from students at Konstfack. The decision-making and preparatory bodies and permanent working groups to which this applies are specified in Konstfack's agreement with the Student Union.

If a decision is made by one single individual (e.g., in the case of decisions by the head of department), she or he has to inform and consult a student representative in good time before the decision is made or the planning completed.

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<sup>1</sup> see [The Swedish Higher Education Act](#), and [The Higher Education Ordinance \(1993:100\) - Swedish Council for Higher Education](#).

#### **4. DECISION-MAKING PROCEDURES**

The general rule is that matters shall be decided following a presentation. However, a decision may be made without a presentation if it cannot be postponed until the matter is presented.

A decision shall be accompanied by a document showing<sup>2</sup>

- the date of the decision
- the content of the decision
- the person who made the decision
- the person who presented the matter
- those involved during the final processing without contributing to the decision

The decision shall also state whether consultation has taken place with the student union prior to the decision. The decision shall be written in Swedish.

The decision should indicate whether consultation has taken place with students during the preparation and decision-making process. The decision should be written in Swedish. Always consider whether a clarifying justification is needed for decisions that affect an individual's situation.

Decisions should be made by individuals with scientific or artistic competence (lecturer or professor) if the decisions require an assessment of - the design, implementation, and quality of education or - the organization and quality of research. If the assessment is to be made by a group, the majority of the individuals should be scientifically or artistically competent. However, the university board may decide that such a majority is not necessary if there are special reasons.<sup>3</sup>

#### **5. DECISION-MAKING BODIES**

##### **5.1 Board of Governors**

###### *5.1.1 Tasks*

The Board of Governors is Konstfack's highest decision-making body and it oversees all of the university's affairs and is responsible for the fulfilment of its tasks.

The board is responsible to the government for the university activities and shall ensure that they are conducted efficiently and in accordance with applicable laws and the obligations resulting from Sweden's membership in the European Union, that activities are reported in a reliable and fair manner and that the authority economises well with state funds.<sup>4</sup>

The annual financial report must be signed by the Board of Governors. The signature indicates that the board has certified that the annual report provides a true and fair view of the organisation's performance and costs, revenues and the authority's financial position.<sup>5</sup>

The Board of Governors makes decisions itself regarding<sup>6</sup>

- key issues that concern the university's organisation and overall orientation,
- annual reports, interim reports, budget data and important presentations in general, and it ensures that the university maintains a system of internal control that functions in a satisfactory manner, in which it includes preventing the operation from being exposed to corruption, undue influence, fraud, and other irregularities.

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<sup>2</sup> Section 21 of the Government Agencies Ordinance (2007:515)

<sup>3</sup> [The Swedish Higher Education Act](#).

<sup>4</sup> Section 3 of the Government Agencies Ordinance (2007:515).

<sup>5</sup> Chapter 2, Section 8, first paragraph of the Annual Reports and Budget Documentation Ordinance (2006:605).

<sup>6</sup> Chapter 2, Section 2 of the Higher Education Ordinance

- measures in response to auditor's reports and audit memoranda of the National Audit Office,
- guidelines and audit plans for internal auditing and measures resulting from the internal auditor's findings and recommendations according to Section 10 Internal Audit Ordinance (2006:1228),
- key matters surrounding allocation of internal resources and associated monitoring,
- on important issues relating to the security of the operations,
- issues that are to be decided by a staff disciplinary board under Section 15 if no such board has been established at the university or the government disciplinary board is not to make a decision under Chapter 4, Section 16,
- the admissions regulations specified in Chapter 6, Section 3, second paragraph,
- rules of procedure with key directions concerning the university's overall organisation, delegation of decision-making powers, processing of matters and other procedures, unless otherwise prescribed by laws and ordinances,
- appointment regulations,
- other key directions, and
- other matters that are of fundamental importance.

The board also makes decisions concerning

- the establishment of a staff disciplinary board with tasks according to Section 25 of the Government Agencies Ordinance,
- the nomination of candidates for Vice-Chancellor,
- the appointment of the Pro Vice-Chancellor,
- the appointment of deputy chairman of the board,
- the recruitment process for the appointment of the Vice-Chancellor prior to proposals to the government,
- selection regulations for the appointment of teachers to be members of the Board of Governors,
- that the majority of a group of people, who shall make an assessment under Chapter 2, Section 6 of the Higher Education Act, do not need to have scientific expertise,
- the appointment of representatives to Konstfack's administrative foundations, and
- who has the right to sign for the authority.

#### *5.1.2 Composition*

The Board of Governors consists of the chairman, Vice-Chancellor and thirteen other members.

The chairman and the Board of Governors' seven external members are appointed by the government.

The teachers appoint three members according to instructions decided on by the Board of Governors. The students appoint three members according to the Student Union Ordinance (2009:769).

Representatives of employees are entitled to attend and express their opinions at board meetings.

#### *5.1.3 Processing of board matters*

The board has a quorum when more than half of its members, including the chairman and Vice-Chancellor, are present.

A matter that is so urgent that the board is not able to meet in time may be decided by means of messages among the chairman, Vice-Chancellor and at least the number of members required for a quorum (a "per capsulam" decision). If this is inappropriate, the chairman may make the decision after consulting with the Vice-Chancellor. The subsequent board meeting is to be notified of the decision.

Decisions are to be made after the matter has been presented.

## 5.2 Vice-Chancellor

The Vice-Chancellor is the university's chief executive and decides in all matters<sup>7</sup>, aside from

- matters which according to the Higher Education Ordinance are to be decided on by the Board of Governors,
- unless otherwise prescribed in law or ordinance or
- unless the board has decided otherwise.

The Vice-Chancellor must also submit matters to the board which are of principle significance or of major importance. The board cannot take over cases where the Vice-Chancellor is stated as decision-maker in the Higher Education Ordinance.

The Vice-Chancellor may delegate their decision-making powers with the exception of<sup>8</sup>

- decisions concerning the appointment of professors,
- decisions on the termination of a professor's appointment,
- decisions to appoint a person to the position of professor.

The Vice-Chancellor makes decisions after the matter has been presented. However, the Vice-Chancellor may make decisions in matters without them being presented, if the decision cannot be postponed.

The Chief Administrative Officer, or the official appointed by the Chief Administrative Officer, is responsible for the preparation and presentation of matters.

## 5.3 Pro Vice-Chancellor

The Board of Governors appoints a Pro Vice-Chancellor to serve as the Vice-Chancellor's deputy. The Pro Vice-Chancellor is the acting Vice-Chancellor if the Vice-Chancellor is unable to make a decision about a matter for which no further deferment is possible or is unable to represent the university.

## 5.4 Board of Education and Research

At Konstfack there is a Board of Education and Research that has the overall responsibility for the quality of the education and research and the planning of first, second and third-cycle studies, as well as artistic development and organisation of research.

### 5.4.1 Tasks

The board's tasks include

- responsibility for the monitoring and evaluation of the quality of education,
- decisions on programme syllabuses and course syllabuses,
- decisions on the analysis and prioritisation of research at the university,
- responsibility for the monitoring and evaluation of the quality of research,
- appointment within the board of a representative of the teachers (plus alternate) in the Disciplinary Board.

Otherwise, the board issues decisions upon delegation from the Vice-Chancellor.

The Board of Education and Research may further delegate its decision-making powers to other decision-making bodies or functions, unless it is of such a nature that the decision should be taken by the board in its entirety, and if it, where applicable, is permitted according to the Vice-Chancellor's delegation.

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<sup>7</sup> Chapter 2, Section 3 of the Higher Education Ordinance

<sup>8</sup> Chapter 4, Sections 7, 13 and 17 of the Higher Education Ordinance

#### *5.4.2 Composition*

The Board of Education and Research consists of ten members and five alternates. A majority of the board's members shall have scientific and/or artistic competence.

The teachers appoint six members and five alternates according to instructions decided on by the The Board of Governors. The term of appointment is three years.

The students appoint three members, one of whom shall be a doctoral student, and one alternate according to the Student Union Ordinance (2009:769). The term of appointment is one year.

The chairman is appointed by the Vice-Chancellor. The deputy chairman is appointed by the Vice-Chancellor on the proposal of the board.

#### *5.4.2 Processing of matters*

The board has a quorum when more than half of its members, including the chairman, are present. In the event of a tie the chairman has the casting vote.

If a matter is so urgent that the board is not able to meet in time, the matter may be decided by means of messages between the chairman and at least as many members as are required for a quorum, a "per capsulam" decision. If this is inappropriate, the chairman may make the decision.

The subsequent board meeting is to be notified of the decision.

Decisions are to be made after the matter has been presented.

### **5.5 Disciplinary Board**

The Disciplinary Board's tasks and composition are regulated in the Higher Education Ordinance, Chapter 10. Disciplinary measures may be taken against a student who, for example, is assisted on exams by means that are prohibited, or who disturbs or interferes with teaching or other college activities. The disciplinary measures are warning or suspension for up to six months.

There is a quorum in the Disciplinary Board when at least three members are present, including the chairman and the member with legal expertise.

#### *5.5.1 Composition*

The Disciplinary consists of the Vice-Chancellor and chairman, a legally qualified member, a teacher and two students. The Vice-Chancellor's deputy takes on the role of the chairman when the Vice-Chancellor is unable to preside. Each of the other members must have a personal alternate.

The member with legal expertise and the teacher are appointed for a three-year period. The term of appointment for the student is one year.

### **5.6 Staff Disciplinary Board**

At Konstfack there is a Staff Disciplinary Board. The Staff Disciplinary Board may decide to remove an employee from their position due to personal circumstances when the position does not entail appointment on probation, disciplinary responsibility, notification of prosecution and suspension.

The Staff Disciplinary Board has a quorum when the chairman and at least half of the other members are present.

### *5.6.1 Composition*

The Staff Disciplinary Board consists of the Vice-Chancellor and chairman, Pro Vice-Chancellor, an external member, a staff representative and the personnel manager.<sup>9</sup>

## **5.7 Scholarship Board**

Students and teachers at Konstfack have the opportunity twice a year to apply for scholarships awarded by the foundations administered by Konstfack (see [Directions for Awarding Individual Scholarships after Special Application](#)).

Available scholarship funds are at the disposal of the Scholarship Board, except approximately one-quarter that are at the disposal of the Vice-chancellor. The Vice-chancellor decides whether a larger percentage of the funds are to be at the disposal of the Scholarship Board.

### *5.7.1 Composition*

The Scholarship Board consists of the Vice-chancellor, four teachers and one student.

The Vice-Chancellor is the chairman of the board. The Pro Vice-Chancellor takes the place as the chairman of the board if the Vice Chancellor is unavailable.

A meeting of teachers at each of departments appoints one representative and one deputy for two academic years. Following the selection, the head of the department is to notify the registrar of the members and deputy in writing.

The student union is entitled to appoint a student representative and deputy. The student representative has the right to express opinions and make proposals but not to vote.

### *5.7.2 Processing matters*

The board has a quorum when more than half of its members, including the chairman, are present.

In urgent cases, the Vice-Chancellor can award a small number of scholarships. The subsequent board meeting is to be notified of the decision.

Decisions are to be made after the matter has been presented.

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<sup>9</sup> The Staff Disciplinary Board's composition and tasks are regulated in the Government Agencies Ordinance, Sections 25-26.

## **6. ADVISORY BODIES**

At Konstfack there are advisory and preparatory bodies set up to accommodate the preparation of matters within the university in order to ensure that all competence and experience are utilised in the preparation process. The Vice-Chancellor can establish additional advisory bodies on their own initiative or following proposals from other bodies or functions.

### **6.1 Management council**

The task of the management council is to support the Vice-Chancellor in making decisions, overall matters and long-term planning, and to serve as a forum for discussion about issues of the future and university-wide strategies.

#### *6.1.1 Composition*

The management council consists of at least the Pro Vice-Chancellor, Vice-Rectors<sup>10</sup>, University Director, heads of departments along with two students. The Vice-Chancellor may appoint any additional members. The responsible manager and/or administrator may be co-opted when dealing with matters for which they are responsible.

### **6.2 Academic Appointments Board**

Konstfack has an Academic Appointments Board which is a preparatory body for the Vice-Chancellor when recruiting professors and senior lecturers.

#### *6.2.1 Tasks*

The tasks of the Academic Appointments Board include

- deciding who is to be appointed expert,
- deciding the procedures for the trial lecture,
- submitting proposals to the Vice-Chancellor regarding subject area, eligibility and assessment criteria for the appointment of professor and senior lecturer before announcing the vacancy,
- submitting a proposal to the Vice-Chancellor regarding who is to be appointed as professor or senior lecturer,
- providing a statement to the Vice-Chancellor regarding a promotion to professor or senior lecturer.

The Academic Appointments Board otherwise issues decisions upon delegation from the Vice-Chancellor.

#### *6.2.2 Composition*

The Academic Appointments Board consists of five teachers and two students, as well as five alternates, four of which are teachers and one a student.

The chairman, who is to be a professor, is appointed by the Vice-Chancellor. Two of the teacher representatives are to be professors and the others are to be senior lecturers. The Academic Appointments Board appoints the deputy chairman. At least one deputy must be a professor or senior lecturer. The remaining alternates can be lecturers or the equivalent. The term of appointment is at most three years and is set so that the members, if possible, overlap two and two.

The head of department and a student from the department concerned are co-opted to the Academic Appointments Board and participate in the entire process for each appointment matter. Following presentation from the head of department, the Vice-Chancellor decides on whether additional persons

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<sup>10</sup> The Vice-Rector of Education is also the chairman of the Board of Education and Research.

shall participate in the process.

The Academic Appointments Board has a quorum when more than half of its members, including the chairman, are present. In the event of a tie the chairman has the casting vote.

Teachers and alternates are appointed in consultation with all department heads.

The students are appointed in accordance with the Student Union Ordinance.

### **6.3 Programme council for teacher education**

The programme council is an advisory and preparatory body for decisions by the Vice-Chancellor, head of department or the Board of Education and Research in matters relating to the teacher education's content, artistic development and research, as well as decisions that impact the conditions for education and research. The programme council is also tasked with coordinating the teacher education.

#### *6.3.1 Tasks*

The programme council's tasks include

- coordinating the teacher education's content and thereby ensuring continuity and progression,
- promoting the improvement of the teacher education in view of social and professional requirements and individual preferences, as well as trends in research,
- preparing proposals concerning the teacher education's content,
- monitoring and analysing performance based on programme and course syllabi and international trends,
- preparing matters relating to research and artistic development,
- submitting proposals regarding subject area, eligibility and assessment criteria for the appointment of professor and senior lecturer,
- consulting with the head of department on proposed recruitment profiles,
- Collaborating with the head of department on developing the department's artistic and scholarly profile.

#### *6.3.2 Composition*

Programme councils consist of a chairman, teachers, students and representatives of the profession. The Vice-Chancellor decides on the number of members.

The Vice-Chancellor appoints the chairman, teachers and representatives of the profession following a proposal by the head of the Department of Visual Arts and Sloyd Education.

The students are appointed in accordance with the Student Union Ordinance.

### **6.4 Study councils**

Study councils are advisory and preparatory bodies for decisions by the Vice-Chancellor, head of department or the Board of Education and Research in matters relating to the education's content (excluding teacher education), artistic development and research, as well as decisions that impact the conditions for education and research.

The Vice-Chancellor decides on the number of study councils and their subject area.

#### *6.4.1 The tasks of the councils in their particular areas of responsibility*

- promoting the improvement of study programmes in view of social and professional requirements and individual preferences, as well as trends in research and artistic development,
- preparing proposals concerning the education's content,
- monitoring and analysing performance based on programme and course syllabi and international trends,
- preparing matters relating to research and artistic development,
- submitting proposals regarding subject area, eligibility and assessment criteria for the appointment of professor and senior lecturer,

- consulting with the head of department on proposed recruitment profiles,
- collaborating with the head of department on developing the department's artistic and scholarly profile.

#### *6.4.2 Composition*

Study councils consist of a chairman, teachers, students and representatives of the profession associated with the particular field. The Vice-Chancellor decides on the number of members.

The Vice-Chancellor appoint the chairman (among professors with subject responsibility), teachers and representatives of the profession following a proposal by the head of department. The term of appointment is two years.

The students are appointed in accordance with the Student Union Ordinance. The term of appointment is one year.

### **6.5 Work Environment Committee**

The Work Environment Committee is an advisory body to the management. Its mission is to participate in the planning and coordination of the work environment initiatives in order to promote a good working environment and prevent the risk of accidents and the risk of illness due to organisational and social conditions in the work environment.

The Work Environment Committee shall follow developments in issues related to protection against illness and accidents and promote satisfactory work environment conditions.

#### *6.5.1 Composition*

The Work Environment Committee consists of six members, three of which represent the employer and three the worker organisations, as well as alternates for these. Two students are entitled to attend and express their opinions but do not have voting rights.

The Vice-Chancellor appoints the representatives for the employer. The worker organisations at Konstfack appoint representatives for the worker organisations.

The students are appointed in accordance with the Student Union Ordinance.

## **7 DEPARTMENTS**

The departments constitute the basic level for the university's operations. At the departments, teaching, subject development, and research are conducted. Departments should be run as a unified economic activity with shared budget and result responsibility unless the vice-chancellor decides otherwise.

### **7.1 Head of the department**

The head of the department is responsible to the Vice-Chancellor for the activities of the department. The head of the department is part of the university's operational management and is to carry out decisions of the Board of Governors, Vice-Chancellor and the Board of Education and Research.

The head of the department is to assume their responsibilities and obligations on the basis of the assignment of the department within its financial constraints, in accordance with applicable laws and ordinance, and within the framework of university-wide policy documents. The Vice-Chancellor can allocate additional responsibilities.

The head of the department makes decisions following delegation from the Vice-Chancellor and decisions made by the Board of Education and Research. The department head may further delegate decision-making powers unless it is of such a nature that the decision should be taken by the head of the department, and unless otherwise specified in the Vice-Chancellor's delegation.

The head of the department makes decisions after the matter has been presented. The head of department may, however, decide on matters without presentation if the decision cannot be postponed.

## **8. ADMINISTRATION & LIBRARY**

Administration and Library are organized under the leadership of the University Director.

The University Director makes decisions following delegation from the Vice-Chancellor. The University Director may further delegate decision-making powers unless it is of such a nature that the decision should be taken by the Chief Administrative Officer, and unless otherwise specified in the Vice-Chancellor's delegation.

### *8.1.1 Task of the administration*

The task of the administration is to provide a strong foundation for and support to the university's study programmes and research, as well as assume responsibility for coordinating the university's administrative activities.

The administration shall also ensure that the university's role as a public authority is fulfilled by ensuring legal certainty, transparency, and efficient use of resources.

The administration supports different areas, such as library, property, communications, IT, human resources and education and research issues. The Vice-Chancellor makes decisions on the administration's organisation.

### *8.1.2 Task of the library*

The purpose and goal of Konstfack's library is to serve as a strategic information and inspirational resource for students and employees.

The task of Konstfack's library<sup>11</sup> is to provide relevant and current media and, through teaching and a pedagogical approach, support its users' information searches and development of information competence. The library shall also report and make visible publications and artistic works that are the result of research at Konstfack.

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<sup>11</sup> "All higher education institutions shall provide access to a library. In the areas associated with study programmes and research at the university, the libraries are to furnish library services for the university and collaborate with the country's library system to provide other library services." Section 6 of the Libraries Act (1996:1596)