

# UNIVERSITY OF THE ARTS HELSINKI

## University regulations

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## 1. University of the Arts Helsinki

Pursuant to Section 14 of the Universities Act (558/2009), the university board approved the following university regulations on 26 September 2018. The regulations, in addition to what the law and statutes prescribe, are applied to the university's operations.

### Section 1 University

The University of the Arts Helsinki is a multidisciplinary art and research community in the fields of visual arts, music, theatre, dance and other closely related fields.

The primary mission of the University of the Arts Helsinki is to provide the highest level of education in the arts and to engage in artistic activity and research. The University of the Arts Helsinki fosters the freedom and traditions of art and research. It interacts with society and the arts community and challenges existing ways of thinking and practice. The University of the Arts Helsinki promotes the perceptual and imaginative capacity, skills and well-being of individuals and communities.

The University of the Arts Helsinki has a high-profile position as a university of independent art that promotes art education as well as the status and autonomy of the arts in society, and it contributes to the Finnish artistic and cultural life as a whole. The University of the Arts Helsinki is developed with art as the first priority.

The university observes the ethical principles of universities, principles of good administration, and the university's values in all of its functions. The University of the Arts Helsinki adheres to justice, encouragement, transparency of decision-making, and an open dialogue between the administrative organs and the university community.

The university secures academic autonomy, which is required by the freedom of instruction, research, and art.

### Section 2: University's structure

The university consists of the academies, Open Campus, research centres (research hub), and the university's shared services.

The academies have the sole responsibility for arranging instruction and pursuing research and artistic activity in their respective fields, steered by the common policies of the university and the annual operational plan and budget approved by the University of the Arts Helsinki Board.

The university consists of the following academies:

- The Academy of Fine Arts of the University of the Arts Helsinki
- The Sibelius Academy of the University of the Arts Helsinki
- The Theatre Academy of the University of the Arts Helsinki

The academies have equal educational contents and cultural weight.

When electing members to the university-level administrative organs, all of the university's units are taken into account.

The division into academies cannot be altered or the name of an academy abandoned without the

consent of the academy in question.

The operations of an academy are governed in closer detail by the regulations of the respective academy.

The university may have both separate and shared institutions within the university, and also shared units together with other universities.

### **Section 3: Languages used at the university**

The languages of instruction and examination at the University of the Arts Helsinki are Finnish, Swedish and English. The University of the Arts Helsinki is responsible for educating a sufficient number of arts professionals who are proficient in Swedish for the needs of the country (Universities Act, sections 11 and 12).

The administrative language of the university is Finnish (Universities Act, Section 35).

## **2. University-level organs**

### **Section 4: University-level organs**

The university-level organs of the University of the Arts Helsinki are the following: board, rector, university collegium, professors' council, academic appeals board, and electoral commission.

The university has one or more vice-rectors.

### **Section 5: Board**

The highest decision-making organ of the university is the board. The number of members on the board is 7 or 9–14. The university collegium decides the number of members (Universities Act, Section 15).

The board must include representatives of the following groups from the university community:

- 1) professors
- 2) other teaching and research staff and other personnel
- 3) students

The number of representatives for each group mentioned in paragraph 2 cannot be more than half of the total number of members elected from these groups. The university collegium decides the number of persons from different groups (Universities Act, Section 15).

A minimum of 40 per cent of the board members must come from other groups than those mentioned in paragraph 2. Their expertise must cover a wide range of social life and disciplines or arts inherent in the university (Universities Act, Section 15).

The groups that consist of professors and of the teaching and research staff and other personnel elect their representatives from among the members of the respective groups. The election procedures must observe the university's election regulations. The student union elects the student representatives. The university collegium confirms the elections of the groups in addition to electing other members than those who represent the university community (Universities Act,

Section 22).

The board elects one of the members from outside of the university community as the chair and one as the vice chair (Universities Act, Section 15).

The board chair can invite a dean of an academy or the deans of the academies to attend a board meeting as experts on a matter related to the respective academy or academies.

### **Section 6: Remit of the Board**

In accordance with the Universities Act, Section 14, the remit of the University of the Arts Helsinki is:

- 1) to determine the foremost objectives of the university operations and economy, the strategy and management principles;
- 2) to decide on the action and economic plans and the budget of the university and to prepare the financial statement;
- 3) to be accountable for the management and use of the university assets, unless the board has devolved this power to the rector;
- 4) to arrange the supervision of the accounting and asset management;
- 5) to adopt agreements of major importance or fundamental consequence for the university and to issue opinions on important matters of principles that concern the university;
- 6) to adopt the agreement with the Finnish Ministry of Education and Culture referred to in Section 48 on behalf of the university;
- 7) to elect the rector or rectors, to decide on the division of work between them, and to remove the rector from his/her office if a legitimate and well-founded reason exists to do so, considering the nature of the office;
- 8) to adopt university regulations and other corresponding rules pertaining to general organisation and to decide on the university's operational structure;
- 9) to submit a proposal to the Finnish Ministry of Education and Culture concerning a change in the university's educational responsibilities; and
- 10) to decide on the number of students to be admitted to the university.

In addition, the Board shall be charged with:

- 1) hiring one or more vice-rectors and deciding on the remit and division of duties between the vice-rectors;
- 2) appointing and removing a vice-rector from his/her office on the proposal of the rector;
- 3) appointing and removing an academy dean from his/her office on the proposal of the rector;
- 4) deciding on the conferment of university-level honorary doctorates;
- 5) deciding on the advertising of the rector's post and electing the rector from the applicants or other consenting candidates for the post on the proposal of the board chair;
- 6) deciding on the conditions of the rector's employment relationship;
- 7) approving the university's binding budget annually;
- 8) hiring the leading personnel who work directly under the rector.

### **Section 7: Rector**

The rector is elected and removed from office by the board. The term of the rector's office may not exceed five years (Universities Act, Section 18).

The requirement for the rector elect is that he/she has the competence required for discharging the duties as well as proven good leadership skills.

If the rector elect is an employee of the University of the Arts Helsinki, he/she will be released from his/her tasks for the duration of the rector's term.

### **Section 8: Rector's remit**

The rector shall observe the principles of the university community and take impartiality towards the units into account.

In accordance with the Universities Act, Section 17, the remit of the rector shall be:

- 1) to lead the operations of the university and to resolve matters concerning the university that have not been assigned to some other organ by statute or regulation;
- 2) to be responsible for the economical, efficient and effective discharge of the university mission;
- 3) to be responsible for assuring that accounting is in compliance with the laws and that financial management is arranged in a reliable manner;
- 4) to be responsible for the preparation and presentation of matters that come before the board;
- 5) to be responsible for the implementation of the board decisions unless otherwise decreed in the university regulations; and
- 6) to decide on the hiring and dismissal of staff.

In addition, the rector's remit shall be:

- 7) to make a proposal to the board concerning the dean who works as the head of the academy after hearing the academy board of the academy in question
- 8) to appoint academy-level professors on the proposal of an academy dean;
- 9) to appoint the university's university-level professors on the proposal of a vice-rector;
- 10) to confirm the academy regulations and the composition of the academy boards;
- 11) to decide on a caution to a student on the proposal of the dean;
- 12) to confirm the student union membership fee and the student union rules;
- 13) to appoint and remove from office an academy vice-dean on the proposal of the respective academy dean;
- 14) to appoint the representatives to an advisory board in accordance with the Universities Act, Section 92;
- 15) to grant to a university employee the right to use the title of professor or docent;
- 16) to sign, with the chairperson of the board, the university's performance agreement;
- 17) to foster the sense of power and to create conditions for interaction within the University of the Arts Helsinki; and
- 18) other tasks that the university board assigns.

The rector represents the University of the Arts Helsinki in tasks that are assigned to him/her.

The rector may undertake action that is far-reaching in terms of the university mission only where the board has authorised him/her to do so or where it is impossible to wait for the decision of the board without causing essential harm to the university's operation. In the latter case, the board must be informed of the action without delay (Universities Act, Section 17).

The rector may devolve the hiring of personnel or other matters within his/her remit to another official of the university.

The rector shall have the right to be present and to speak at the meetings of all of the administrative organs of the university (Universities Act, Section 17).

## **Section 9: Vice-rector**

The university has one or more vice-rectors.

The vice-rector is appointed by the board on the proposal of the rector. The proposal for a vice-rector shall include a proposal for the remit of the vice-rector. The vice-rector works directly under the rector.

The role of the vice-rector or vice-rectors is, supporting the rector, to promote the realisation of the university's primary mission and strategic targets.

If the rector is unable to exercise his/her functions, he/she shall be deputised by a vice-rector. The appointment will be made by the board on the proposal of the rector.

## **Section 10: University collegium**

The university collegium must include representatives of the following groups of the university community:

- 1) professors
- 2) other teaching and research staff and other personnel
- 3) students

(Universities Act, sections 22 and 15).

The University of the Arts Helsinki collegium consists of 18 members and their personal deputy members. Six of the members are professors, six are other teaching and research staff as well as other personnel, and six are students.

The professors' group of the university collegium includes 1–3 members from each academy mentioned in Section 2 of the university regulations.

The group "other teaching and research staff and other personnel" of the university collegium includes a minimum of one member from each academy mentioned in Section 2 of the university regulations, as well as a minimum of one member representing employees who do not work within the academies mentioned in Section 2 of the university regulations.

The groups that consist of professors and of the teaching and research staff and other personnel elect their representatives from among the members of the respective groups. The election procedure must observe the university's election regulations. The student union elects the student representatives.

The term of the university collegium is four calendar years; for student members, it is two calendar years.

The university collegium shall elect a chairperson and a vice-chairperson from among its members (Universities Act, Section 22).

## **Section 11: Remit of the university collegium**

In accordance with the Universities Act, Section 22, the remit of the university collegium is:

- 1) to decide on the number of members on the board and the duration of the term of office of the board and its members;

- 2) to elect the members referred to in Section 5(4) for the board;
- 3) to confirm the election of board members by the university community groupings referred to in Section 5(2);
- 4) to dismiss a board member on the proposal of the board;
- 5) to elect the chartered accountants of the university;
- 6) to confirm the university's financial statement and annual report and to discharge the board members and the rector from liability;
- 7) to decide on the bringing of an action for damages against a board member, the rector and a chartered accountant; and
- 8) to decide on the dismissal of a board member under Section 65(3).

In addition, the remit of the university collegium is:

- 9) to decide on the remuneration for the board members.

### **Section 12: Professors' council**

The professors' council is a consultative body of the University of the Arts Helsinki that the rector, vice-rectors and deans may consult with essential questions related to instruction, research, and artistic activity. The professors' council promotes interaction and collaboration among the academies.

The body includes the University of the Arts Helsinki professors. The university rector, vice-rectors, and academy deans are entitled to attend and to speak at the professors' council meetings.

The professors' council convenes at least once a semester. In connection with coming to order, the professors' council will define its working principles.

The rector will appoint a secretary for the professors' council.

### **Section 13: Electoral commission**

The electoral commission will arrange the elections for multi-member organs. The election regulations govern the remit of the electoral commission and elections.

The rector appoints the electoral commission, which includes a chair, vice-chair, secretary, legal counsel, and 3–6 other members. The rector determines the term of the electoral commission.

### **Section 14: Academic appeals board**

The remit of the academic appeals board is to deal with appeals against the grading of completed studies and against decisions on appeals made by virtue of the Universities Act, Section 82.

The academic appeals board includes the chair and eight other members with a personal deputy. The chairperson and his/her deputy must be professors. Half of the other members must be university instructors. The academic appeals board must include representation from each academy.

The academic appeals board must include at least three students. The student union appoints its representatives from among the university's students.

The rector appoints the academic appeals board and decides on the term of the board.



### **Section 15: Other administrative organs appointed by the board**

The board and the rector are entitled to appoint other consultative or temporary organs and to decide on the remit of these organs.

## **3. Academy-level organs**

### **Section 16: Academy-level organs**

The administrative organs of the University of the Arts Helsinki at the academy level are the dean and the academy board. The academies may have other administrative organs as well. They are governed by the academy regulations.

### **Section 17: Dean**

The dean acts as the head of an academy within the remit and authority granted by the university board and the rector, these regulations, and the academy regulations.

The term of an academy dean may not exceed five years.

If the dean is an employee of the University of the Arts Helsinki, he/she is released from his/her tasks during the term of office of the dean.

The academy deans work directly under the rector.

### **Section 18: Dean's remit**

In accordance with the regulations approved by the university board and the rector's guidelines, the remit of the dean as the head of an academy is:

- 1) to lead the academy;
- 2) to make a proposal to the rector concerning the academy regulations after hearing the academy board;
- 3) to make a proposal to the rector concerning the academy vice-rector or vice-rectors and their remit after hearing the academy board;
- 4) to appoint the heads of the academy faculties, units, and programmes and to engage other personnel than professors;
- 5) to make a proposal to the rector concerning the operational plan and budget for the academy and to decide on the division of resources at the academy in accordance with the operational plan and budget confirmed by the university board after hearing the academy board;
- 6) monitor the finances and the budget of the academy in accordance with the university board's decision;
- 7) to admit students to the academy, make decisions concerning the number of years allocated for study and the restoration of study rights, and to issue diplomas;
- 8) to deal with appeals against admission and decisions on the right of study;
- 9) to decide on the grants and awards issued by the academy;
- 10) to act as the chair of the academy board;
- 11) other tasks assigned by the university board, rector, and the academy regulations; and
- 12) to decide on all academy matters that are not assigned to any other organ.

## **Section 19: Academy board**

To run academic affairs, each academy of the University of the Arts Helsinki has its own board. The academy board is a multi-member academy-level organ referred to in the Universities Act, Section 27.

Each academy board has nine members.

The academy board includes equal representation of the following groups of the university community:

- 1) academy professors
- 2) other teaching and research staff and other personnel
- 3) students

The chair of the academy board is the academy dean. The dean appoints the vice-chair and a secretary for the board.

The groups that consist of the academy professors and of the teaching and research staff and other personnel elect their representatives from among the members of the respective groups. The election procedure must observe the university's election regulations. The student union elects the student representatives from among the students of the academy.

The term of the board is three calendar years; for student members, it is two years.

## **Section 20: Academy board's remit**

In accordance with the guidelines of the University of the Arts Helsinki and the rector, the remit of the academy board is:

- 1) to develop instruction, research, and artistic activity at the academy;
- 2) to approve the academy degree requirements;
- 3) to approve the plans related to instruction at the academy;
- 4) to approve the admission requirements;
- 5) to decide on the conferment ceremonies at the academy and the awarding of honorary doctorates;
- 6) to decide on other academic affairs;
- 7) to deal with and solve other matters assigned to the board; and
- 8) to issue opinions on matters concerning the academy at the instance of the rector and the dean.

Delegation of the tasks of the academy board to other administrative bodies of the academy is governed by the academy regulations.

The dean may delegate to the academy board a matter within his/her authoritative powers that is far-reaching or important as a principle.

## **4. Procedures**

### **Section 21: Decision-making**

An administrative organ of the university or an academy convenes regularly on the summons of the chair or, in his/her absence, the vice-chair. In addition, if one-third of the membership requests it, the organ must be summoned to a meeting.

A multi-member organ is quorate when, including the chair, at least half of the members are present and when the summons to the meeting was valid. A member or deputy member can be considered present via a videoconference or other teleconference if the chair decides so.

The summons to a meeting of the university collegium, board, or an academy board must be delivered no later than five working days prior to the meeting. The summons must include information on the matters to be dealt with at the meeting. If the attending members of the organ so unanimously decide, a meeting can take up an urgent matter from outside of the agenda.

In multi-member organs, matters are as a rule decided applying the presentation-of-matters procedure. Presentation of matters is, however, not applied in the university collegium or when assessing study attainments or electing the chair or vice-chair for the university collegium or the chair or vice-chair for the university board. The presenting officials for the multi-member organs of the University of the Arts Helsinki will be appointed by the rector. The presenting officials for the multi-member organs of the academies will be appointed by the dean.

The minutes of a meeting will be signed by the chair and the secretary.

Decisions in the multi-member organs of the university and the academies will be made by applying the majority principle. A proposal that receives more than half of the votes from the organ's attending members will be considered the organ's decision. If a vote ends in a draw, the chair has the deciding vote, but in the case of elections, the result shall be resolved by lot. (Universities Act, Section 29)

When the matter under discussion concerns the assessment of a study attainment, only members or deputy members with an equivalent attainment or professor members are entitled to participate in the making of the decision. If the organ does not include a sufficient number of members who are entitled to participate in decision-making when assessing study attainments, the dean appoints a sufficient number of additional members with the required competence and skills.

## **Section 22: Resignation of a member of an administrative organ**

A member of an administrative organ may resign before the end of the term.

A board member may be dismissed during his/her term of office if the member has become incapable of discharging the duties, has seriously violated the interests of the university by his/her action, or another especially strong reason exists for it.

The decision on the dismissal of a member of the university board shall be made by the university collegium. The decision on the dismissal of a member of the university collegium is made by the collegium itself. The decision on the dismissal of a member of the academy board is made by the rector.

If a person who was elected to an administrative organ as a member of the university community leaves the university community or the group that he/she was elected to represent, his/her remit as a member of the organ comes to an end.

## **Section 23: Alterations to the regulations**

The university board decides on alterations to the university regulations. A proposal for an alteration that receives more than half of the votes from the attending members is considered

approved by the board. The motion seconded by the chairperson shall win if the votes are equally distributed.

The university collegium and the academy boards are asked for an opinion if a change is made to the university regulations, provided that the change fundamentally affects the university's structure, duties or the distribution of power between its administrative organs.

## 5. Validity and transitional provisions

### Section 25: Validity

These university regulations are valid as of 1 October 2018.

Any procedures required for the implementation of the new regulations may be executed before the regulations become valid.

Pursuant to Section 14 of the Universities Act (558/2009), the university board approved the following university regulations on 26 September 2018. The regulations, in addition to what the law and statutes prescribe, are applied to the university's operations.

### Section 1 University

The University of the Arts Helsinki is a multidisciplinary art and research community in the fields of visual arts, music, theatre, dance and other closely related fields.

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## **3. University-level organs**

### **Section 4: University-level organs**

The university-level organs of the University of the Arts Helsinki are the following: board, rector, university collegium, professors' council, academic appeals board, and electoral commission.

The university has one or more vice-rectors.

### **Section 5: Board**

The highest decision-making organ of the university is the board. The number of members on the board is 7 or 9–14. The university collegium decides the number of members (Universities Act, Section 15).

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The board elects one of the members from outside of the university community as the chair and one as the vice chair (Universities Act, Section 15).

The board chair can invite a dean of an academy or the deans of the academies to attend a board meeting as experts on a matter related to the respective academy or academies.

## **Section 6: Remit of the Board**

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- 11) to determine the foremost objectives of the university operations and economy, the strategy and management principles;
- 12) to decide on the action and economic plans and the budget of the university and to prepare the financial statement;
- 13) to be accountable for the management and use of the university assets, unless the board has devolved this power to the rector;
- 14) to arrange the supervision of the accounting and asset management;
- 15) to adopt agreements of major importance or fundamental consequence for the university and to issue opinions on important matters of principles that concern the university;
- 16) to adopt the agreement with the Finnish Ministry of Education and Culture referred to in Section 48 on behalf of the university;
- 17) to elect the rector or rectors, to decide on the division of work between them, and to remove the rector from his/her office if a legitimate and well-founded reason exists to do so, considering the nature of the office;
- 18) to adopt university regulations and other corresponding rules pertaining to general organisation and to decide on the university's operational structure;
- 19) to submit a proposal to the Finnish Ministry of Education and Culture concerning a change in the university's educational responsibilities; and
- 20) to decide on the number of students to be admitted to the university.

In addition, the Board shall be charged with:

- 9) hiring one or more vice-rectors and deciding on the remit and division of duties between the vice-rectors;

- 10) appointing and removing a vice-rector from his/her office on the proposal of the rector;
- 11) appointing and removing an academy dean from his/her office on the proposal of the rector;
- 12) deciding on the conferment of university-level honorary doctorates;
- 13) deciding on the advertising of the rector's post and electing the rector from the applicants or other consenting candidates for the post on the proposal of the board chair;
- 14) deciding on the conditions of the rector's employment relationship;
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The rector is elected and removed from office by the board. The term of the rector's office may not exceed five years (Universities Act, Section 18).

The requirement for the rector elect is that he/she has the competence required for discharging the duties as well as proven good leadership skills.

If the rector elect is an employee of the University of the Arts Helsinki, he/she will be released from his/her tasks for the duration of the rector's term.

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In accordance with the Universities Act, Section 17, the remit of the rector shall be:

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- 9) to appoint academy-level professors on the proposal of an academy dean;
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- 20) to confirm the academy regulations and the composition of the academy boards;
- 21) to decide on a caution to a student on the proposal of the dean;
- 22) to confirm the student union membership fee and the student union rules;
- 23) to appoint and remove from office an academy vice-dean on the proposal of the respective academy dean;
- 24) to appoint the representatives to an advisory board in accordance with the Universities Act, Section 92;
- 25) to grant to a university employee the right to use the title of professor or docent;
- 26) to sign, with the chairperson of the board, the university's performance agreement;
- 27) to foster the sense of power and to create conditions for interaction within the University of

the Arts Helsinki; and  
28) other tasks that the university board assigns.

The rector represents the University of the Arts Helsinki in tasks that are assigned to him/her.

The rector may undertake action that is far-reaching in terms of the university mission only where the board has authorised him/her to do so or where it is impossible to wait for the decision of the board without causing essential harm to the university's operation. In the latter case, the board must be informed of the action without delay (Universities Act, Section 17).

The rector may devolve the hiring of personnel or other matters within his/her remit to another official of the university.

The rector shall have the right to be present and to speak at the meetings of all of the administrative organs of the university (Universities Act, Section 17).

### **Section 9: Vice-rector**

The university has one or more vice-rectors.

The vice-rector is appointed by the board on the proposal of the rector. The proposal for a vice-rector shall include a proposal for the remit of the vice-rector. The vice-rector works directly under the rector.

The role of the vice-rector or vice-rectors is, supporting the rector, to promote the realisation of the university's primary mission and strategic targets.

If the rector is unable to exercise his/her functions, he/she shall be deputised by a vice-rector. The appointment will be made by the board on the proposal of the rector.

### **Section 10: University collegium**

The university collegium must include representatives of the following groups of the university community:

- 4) professors
- 5) other teaching and research staff and other personnel
- 6) students

(Universities Act, sections 22 and 15).

The University of the Arts Helsinki collegium consists of 18 members and their personal deputy members. Six of the members are professors, six are other teaching and research staff as well as other personnel, and six are students.

The professors' group of the university collegium includes 1–3 members from each academy mentioned in Section 2 of the university regulations.

The group "other teaching and research staff and other personnel" of the university collegium includes a minimum of one member from each academy mentioned in Section 2 of the university regulations, as well as a minimum of one member representing employees who do not work within the academies mentioned in Section 2 of the university regulations.



The groups that consist of professors and of the teaching and research staff and other personnel elect their representatives from among the members of the respective groups. The election procedure must observe the university's election regulations. The student union elects the student representatives.

The term of the university collegium is four calendar years; for student members, it is two calendar years.

The university collegium shall elect a chairperson and a vice-chairperson from among its members (Universities Act, Section 22).

#### **Section 11: Remit of the university collegium**

In accordance with the Universities Act, Section 22, the remit of the university collegium is:

- 10) to decide on the number of members on the board and the duration of the term of office of the board and its members;
- 11) to elect the members referred to in Section 5(4) for the board;
- 12) to confirm the election of board members by the university community groupings referred to in Section 5(2);
- 13) to dismiss a board member on the proposal of the board;
- 14) to elect the chartered accountants of the university;
- 15) to confirm the university's financial statement and annual report and to discharge the board members and the rector from liability;
- 16) to decide on the bringing of an action for damages against a board member, the rector and a chartered accountant; and
- 17) to decide on the dismissal of a board member under Section 65(3).

In addition, the remit of the university collegium is:

- 18) to decide on the remuneration for the board members.

#### **Section 12: Professors' council**

The professors' council is a consultative body of the University of the Arts Helsinki that the rector, vice-rectors and deans may consult with essential questions related to instruction, research, and artistic activity. The professors' council promotes interaction and collaboration among the academies.

The body includes the University of the Arts Helsinki professors. The university rector, vice-rectors, and academy deans are entitled to attend and to speak at the professors' council meetings.

The professors' council convenes at least once a semester. In connection with coming to order, the professors' council will define its working principles.

The rector will appoint a secretary for the professors' council.

#### **Section 13: Electoral commission**

The electoral commission will arrange the elections for multi-member organs. The election regulations govern the remit of the electoral commission and elections.

The rector appoints the electoral commission, which includes a chair, vice-chair, secretary, legal

counsel, and 3–6 other members. The rector determines the term of the electoral commission.

#### **Section 14: Academic appeals board**

The remit of the academic appeals board is to deal with appeals against the grading of completed studies and against decisions on appeals made by virtue of the Universities Act, Section 82.

The academic appeals board includes the chair and eight other members with a personal deputy. The chairperson and his/her deputy must be professors. Half of the other members must be university instructors. The academic appeals board must include representation from each academy.

The academic appeals board must include at least three students. The student union appoints its representatives from among the university's students.

The rector appoints the academic appeals board and decides on the term of the board.

#### **Section 15: Other administrative organs appointed by the board**

The board and the rector are entitled to appoint other consultative or temporary organs and to decide on the remit of these organs.

### **4. Academy-level organs**

#### **Section 16: Academy-level organs**

The administrative organs of the University of the Arts Helsinki at the academy level are the dean and the academy board. The academies may have other administrative organs as well. They are governed by the academy regulations.

#### **Section 17: Dean**

The dean acts as the head of an academy within the remit and authority granted by the university board and the rector, these regulations, and the academy regulations.

The term of an academy dean may not exceed five years.

If the dean is an employee of the University of the Arts Helsinki, he/she is released from his/her tasks during the term of office of the dean.

The academy deans work directly under the rector.

#### **Section 18: Dean's remit**

In accordance with the regulations approved by the university board and the rector's guidelines, the remit of the dean as the head of an academy is:

- 13) to lead the academy;
- 14) to make a proposal to the rector concerning the academy regulations after hearing the academy board;

- 15) to make a proposal to the rector concerning the academy vice-rector or vice-rectors and their remit after hearing the academy board;
- 16) to appoint the heads of the academy faculties, units, and programmes and to engage other personnel than professors;
- 17) to make a proposal to the rector concerning the operational plan and budget for the academy and to decide on the division of resources at the academy in accordance with the operational plan and budget confirmed by the university board after hearing the academy board;
- 18) monitor the finances and the budget of the academy in accordance with the university board's decision;
- 19) to admit students to the academy, make decisions concerning the number of years allocated for study and the restoration of study rights, and to issue diplomas;
- 20) to deal with appeals against admission and decisions on the right of study;
- 21) to decide on the grants and awards issued by the academy;
- 22) to act as the chair of the academy board;
- 23) other tasks assigned by the university board, rector, and the academy regulations; and
- 24) to decide on all academy matters that are not assigned to any other organ.

### **Section 19: Academy board**

To run academic affairs, each academy of the University of the Arts Helsinki has its own board. The academy board is a multi-member academy-level organ referred to in the Universities Act, Section 27.

Each academy board has nine members.

The academy board includes equal representation of the following groups of the university community:

- 4) academy professors
- 5) other teaching and research staff and other personnel
- 6) students

The chair of the academy board is the academy dean. The dean appoints the vice-chair and a secretary for the board.

The groups that consist of the academy professors and of the teaching and research staff and other personnel elect their representatives from among the members of the respective groups. The election procedure must observe the university's election regulations. The student union elects the student representatives from among the students of the academy.

The term of the board is three calendar years; for student members, it is two years.

### **Section 20: Academy board's remit**

In accordance with the guidelines of the University of the Arts Helsinki and the rector, the remit of the academy board is:

- 5) to develop instruction, research, and artistic activity at the academy;
- 6) to approve the academy degree requirements;
- 7) to approve the plans related to instruction at the academy;
- 8) to approve the admission requirements;

- 9) to decide on the conferment ceremonies at the academy and the awarding of honorary doctorates;
- 10) to decide on other academic affairs;
- 11) to deal with and solve other matters assigned to the board; and
- 12) to issue opinions on matters concerning the academy at the instance of the rector and the dean.

Delegation of the tasks of the academy board to other administrative bodies of the academy is governed by the academy regulations.

The dean may delegate to the academy board a matter within his/her authoritative powers that is far-reaching or important as a principle.

## 6. Procedures

### Section 21: Decision-making

An administrative organ of the university or an academy convenes regularly on the summons of the chair or, in his/her absence, the vice-chair. In addition, if one-third of the membership requests it, the organ must be summoned to a meeting.

A multi-member organ is quorate when, including the chair, at least half of the members are present and when the summons to the meeting was valid. A member or deputy member can be considered present via a videoconference or other teleconference if the chair decides so.

The summons to a meeting of the university collegium, board, or an academy board must be delivered no later than five working days prior to the meeting. The summons must include information on the matters to be dealt with at the meeting. If the attending members of the organ so unanimously decide, a meeting can take up an urgent matter from outside of the agenda.

In multi-member organs, matters are as a rule decided applying the presentation-of-matters procedure. Presentation of matters is, however, not applied in the university collegium or when assessing study attainments or electing the chair or vice-chair for the university collegium or the chair or vice-chair for the university board. The presenting officials for the multi-member organs of the University of the Arts Helsinki will be appointed by the rector. The presenting officials for the multi-member organs of the academies will be appointed by the dean.

The minutes of a meeting will be signed by the chair and the secretary.

Decisions in the multi-member organs of the university and the academies will be made by applying the majority principle. A proposal that receives more than half of the votes from the organ's attending members will be considered the organ's decision. If a vote ends in a draw, the chair has the deciding vote, but in the case of elections, the result shall be resolved by lot. (Universities Act, Section 29)

When the matter under discussion concerns the assessment of a study attainment, only members or deputy members with an equivalent attainment or professor members are entitled to participate in the making of the decision. If the organ does not include a sufficient number of members who are entitled to participate in decision-making when assessing study attainments, the dean appoints a sufficient number of additional members with the required competence and skills.

## **Section 22: Resignation of a member of an administrative organ**

A member of an administrative organ may resign before the end of the term.

A board member may be dismissed during his/her term of office if the member has become incapable of discharging the duties, has seriously violated the interests of the university by his/her action, or another especially strong reason exists for it.

The decision on the dismissal of a member of the university board shall be made by the university collegium. The decision on the dismissal of a member of the university collegium is made by the collegium itself. The decision on the dismissal of a member of the academy board is made by the rector.

If a person who was elected to an administrative organ as a member of the university community leaves the university community or the group that he/she was elected to represent, his/her remit as a member of the organ comes to an end.

## **Section 23: Alterations to the regulations**

The university board decides on alterations to the university regulations. A proposal for an alteration that receives more than half of the votes from the attending members is considered approved by the board. The motion seconded by the chairperson shall win if the votes are equally distributed.

The university collegium and the academy boards are asked for an opinion if a change is made to the university regulations, provided that the change fundamentally affects the university's structure, duties or the distribution of power between its administrative organs.

## **7. Validity and transitional provisions**

### **Section 25: Validity**

These university regulations are valid as of 1 October 2018.

Any procedures required for the implementation of the new regulations may be executed before the regulations become valid.