

University Regulations of the University of the Arts Helsinki

Approved by the board of the University of the Arts Helsinki on 16 December 2021

The amendment to section 12 approved by the board of the University of the Arts Helsinki on 15 December 2022

CONTENTS

1. GENERAL REGULATIONS

- Section 1 University
- Section 2 Domicile of the university
- Section 3 Legislative background
- Section 4 Other operating principles approved by the university board
- Section 5 Regulations approved by the rector and other guidelines
- Section 6 University community
- Section 7 Languages used at the university

2. BASIC MISSION AND OPERATING PRINCIPLES OF THE UNIVERSITY OF THE ARTS HELSINKI

- Section 8 Mission of the university
- Section 9 Operating principles

3. STRUCTURE OF THE UNIVERSITY

- Section 10 Structure of the university
- Section 11 Academies
- Section 12 Joint academic units
- Section 13 Shared services

4. UNIVERSITY BODIES

- Section 14 University bodies
- Section 15 Board
- Section 16 Board's remit
- Section 17 Rector
- Section 18 Rector's remit
- Section 19 Vice rector
- Section 20 University collegium
- Section 21 University collegium's remit
- Section 22 Electoral commission
- Section 23 Academic appeals board

5. UNIVERSITY'S COLLABORATION AND EXPERT BODIES

- Section 24 Professors' council
- Section 25 Executive groups for education and research
- Section 26 Composition and appointment of the executive groups for education and research

6. ACADEMY-LEVEL BODIES

- Section 27 Academy-level bodies
- Section 28 Dean
- Section 29 Dean's remit
- Section 30 Academy board

Section 31 Academy board's remit

7. OPERATION OF MULTI-MEMBER BODIES

Section 32 Presentation-of-matters procedure and appointment of the presenting officials and secretaries of the bodies

Section 33 Assembly

Section 34 Quorum

Section 35 Decision-making

Section 36 Minutes

Section 37 Resignation of a member of an administrative body

8. ALTERATIONS TO THE REGULATIONS AND VALIDITY

Section 38 Alterations to the regulations

Section 39 Validity

1. GENERAL REGULATIONS

Section 1 University of the Arts Helsinki

The University of the Arts Helsinki is a public university as specified in the Universities Act (558/2009). The university started its operations on 1 January 2013.

Section 2 Domicile of the university

The domicile of the university is the City of Helsinki. The university may also have activities in other locations.

Section 3 Legislative background

In addition to the provisions laid down in the Universities Act and elsewhere in legislation, the provisions of these university regulations and other similar regulations approved by the Board shall be complied with in all activities of the University of the Arts Helsinki and in the administrative structure of the university. (Universities Act, sections 14 and 28)

In addition, the University of the Arts Helsinki complies with the following guidelines approved by the board:

- Education Regulations
- Election Regulations
- Financial Regulations
- Staff Regulations.

The board may also approve other regulations and similar provisions pertaining to the general organisation of the university. (Universities Act, section 14)

Section 4 Other operating principles approved by the university board

The following regulations approved by the board are valid at the University of the Arts Helsinki:

- Code of Conduct
- Staff Policy.

Section 5 Regulations approved by the rector and other guidelines

The university has guidelines that are subordinate to the university regulations, and these are approved by the rector. The university complies with the regulations of the different academies as approved by the rector, as well as the regulations of the Open Campus.

Moreover, the university has in place operating instructions pertaining to the internal administration of different units and practical operations of the university, and these are approved by the rector or another party appointed by the rector.

Section 6 University community

The university community comprises teaching and research staff, other staff and students (Universities Act, section 4).

The employment relationship of the university staff is based on a contract of employment (Universities Act, section 32).

Provisions on the right of staff members to vote and run for a multi-member body of the university are laid down in the university's Election Regulations.

Matters relating to studying, teaching and the legal protection of students are laid down in the Education Regulations.

Section 7 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)

The university also promotes the opportunities of non-Finnish speakers to participate in the university's development and decision-making. The university bodies may decide to use another language alongside Finnish in meetings when appropriate.

2. BASIC MISSION AND OPERATING PRINCIPLES OF THE UNIVERSITY OF THE ARTS HELSINKI

Section 8 Mission of the university

The University of the Arts Helsinki is an independent, multidisciplinary art and science community that provides the highest level of education in the arts and promotes art, research and both artistic and scientific education.

The University of the Arts Helsinki has a special national mission to strengthen the position and autonomy of art and its significance in the society, and to promote arts and culture in Finland in general.

In carrying out its tasks, the university utilises cooperation across artistic and scientific fields, promotes continuous learning, and interacts with the society and the art sector. In addition, the university fosters the societal impact of artistic activities and research results as well as the freedom of art and science.

Section 9 Operating principles

The university observes the ethical principles of universities, principles of good administration, and the university's values in all of its functions.

In its activities, the university secures academic autonomy, which is required by the freedom of instruction, research and art. (Universities Act, sections 6 and 32(3))

The overall interests of the university as well as all the different units, personnel groups and students are considered in decision-making at the university.

3. STRUCTURE OF THE UNIVERSITY

Section 10 Structure of the university

The university consists of academies, joint academic units and the university's shared services.

The university may also have units other than those referred to in subsection 1. Universities may have university consortia or other joint units with other universities, as well as joint units with universities of applied sciences, research institutes or other public or private organisations or foundations. (Universities Act, section 27(3))

Section 11 Academies

The university consists of three academies which, according to section 27 of the Universities Act, are units comparable to faculties:

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

The academies are responsible 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 board of the University of the Arts Helsinki.

The academies are equal in terms of educational and cultural weight.

The division into academies or the name of an academy can be altered only with the consent of the relevant academy board.

Provisions on the operations of the academies are laid down in the regulations of the individual academies.

Section 12 Joint academic units

The university may have other joint academic units of education, learning or research, which are established by a decision of the board.

The university includes the following joint academic units of education and learning/research:

- Open Campus
- The Uniarts Helsinki Research Institute (15.12.2022)

The Open Campus is a joint unit of the academies, tasked with the common development of education and teaching and the services related to continuous learning. The tasks and decision-making of the Open Campus are specified in its regulations.

The Uniarts Helsinki Research Institute is the university's joint unit that is tasked with developing the university's research and promoting multidisciplinary and multiartistic research projects and applications for strategic research funding together with the vice rector for research, vice deans of the academies and directors of the doctoral schools. (15.12.2022)

Section 13 Shared services

The task of the university's shared services is to provide services that support the university's activities and objectives.

The rector decides on the structure of the shared services and on the duties related to reporting and accountability.

4. UNIVERSITY BODIES

Section 14 University bodies

The administrative bodies of the University of the Arts Helsinki are the board, rector, one or more vice rectors and the university collegium (Universities Act, section 13). The university also has an academic appeals board and an electoral commission. (Universities Act, sections 27(4) and 13)

Multi-member bodies may independently adopt the Rules of Procedure guiding their activities.

The university may also have other bodies in accordance with the provisions of the university regulations. (Universities Act, section 13)

Section 15 Board

The board is the university's highest decision-making body, and it has 7 or 9–14 members. The number of board members is set by the university collegium. (Universities Act, section 15)

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

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

None of the groups referred to in subsection 2 may have representatives numbering more than half the total number of members selected from these groups. The university collegium decides on the number of members representing the different groups. (Universities Act, section 15)

At minimum, 40 per cent of the board members must be persons other than those referred to in subsection 2 (Universities Act, section 15). They must represent a wide range of expertise in the societal sector and the sciences or arts in the field of operation of the university (Universities Act, section 15)

The university professors, teaching and research staff and other personnel elect their representatives from among themselves. (Universities Act, section 15) The university's election regulations shall be complied with in the elections.

The student representatives are selected by the student union.

The university collegium confirms the elections of the groups. Board members from outside the university community are selected by the university collegium. (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 vice rectors, deans or other persons whose presence is necessary for processing matters brought before the board to take part in board meetings.

Section 16 Board's remit

It is the duty of the board to act with care to promote the interests of the university. (Universities Act, section 20)

The board makes its decisions upon a presentation of matters carried out by the rector, as laid down in the Universities Act. (Universities Act, section 17)

In accordance with section 14 of the Universities Act, the remit of university board comprises the following tasks:

- 1) determining the main objectives of the university operations and finances, the strategy and steering principles;
- 2) deciding on the operating and financial plans and the budget of the university, and preparing the financial statement;
- 3) being accountable for the management and use of the assets of the university, unless the board has devolved this power to the rector;
- 4) arranging the supervision of the accounting and asset management;
- 5) approving agreements of major importance or fundamental consequence for the university and issuing opinions on important matters of principle concerning the university;
- 6) approving the agreement with the Ministry of Education and Culture referred to in section 48 of the Universities Act on behalf of the university;
- 7) electing the rector or rectors and deciding on the division of work between them, and dismissing the rector from office if there is a legitimate and justified reason for it in consideration of the nature of the office;
- 8) adopting the university regulations and other corresponding rules pertaining to general organisation and deciding on the operational structure of the university;
- 9) submitting a proposal to the Finnish Ministry of Education and Culture concerning any change in the university's educational responsibilities;
- 10) deciding on the number of students to be admitted to the university, and
- 11) hiring the management staff working directly under the rector, unless the board has devolved the task to another body of the university.

- 12) In accordance with the Universities Act, the board shall also decide on the fixed-term suspension of students (Universities Act, section 45a(2)).

In addition, the board of the University of the Arts Helsinki is tasked with the following:

- 13) electing one or more vice rectors, deciding on the vice rectors' areas of responsibility, and removing a vice rector from office on the proposal of the rector;
- 14) appointing and removing academy deans from their office on the proposal of the rector;
- 15) deciding on the conferment of common university-level honorary doctorates;
- 16) deciding on the advertising of the rector's post and electing a working group to prepare the process of appointing the new rector;

- 17) deciding on the conditions of the rector's employment relationship;
- 18) approving the university's annual budget;
- 19) hiring and dismissing the management staff who work directly under the rector, and
- 20) deciding on bringing an action for damages against a member of the multi-member university body or a university employee.

The board represents the university in matters which, under the Universities Act, fall within its competence. (Universities Act, section 19)

To support its work, the board may appoint committees and other advisory and ad hoc bodies which report directly to the board.

The board confirms the Rules of Procedure guiding its activities.

The board convenes with the university collegium at least twice a year.

Section 17 Rector

The rector is elected by the board for a maximum term of five years. (Universities Act, section 18)

The requirement for the rector elect is that they have the skills and competence required for discharging the duties as well as proven good leadership skills.

The rector elect of the University of the Arts Helsinki is not required to have a doctorate. (Universities Act, section 18)

If the rector elect is an employee of the University of the Arts Helsinki, they will be released from their tasks for the duration of the rector's term.

Section 18 Rector's remit

The rector must promote the interests of the university with care. (Universities Act, section 20)

In accordance with section 17 of the Universities Act, the remit of the rector is to

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

In addition, the rector also has the power to:

- 7) submit a proposal to the board on the appointment of a dean serving as an academy head after hearing the board of the academy in question;
- 8) appoint academy-level professors on the proposal of an academy dean;
- 9) appoint the university's common professors on the proposal of a vice rector;
- 10) confirm the academy regulations and the composition of the academy boards;
- 11) decide on issuing a caution to a student (Universities Act, section 45(2));

- 12) confirm the student union membership fee and the student union rules;
- 13) appoint and dismiss an academy vice-dean on the proposal of the respective academy dean;
- 14) appoint representatives to the advisory board for higher education provided in Swedish as referred to in section 92 of the Universities Act;
- 15) grant a university employee the right to use the title of professor or docent;
- 16) sign the agreement between the Ministry of Education and Culture and the University of the Arts Helsinki together with the chairperson of the board;
- 17) decide on the duties of the vice rectors;
- 18) decide on arranging a Ceremonial Conferment of Doctoral Degrees;
- 19) report to the board on the accomplishment of the university's strategy and objectives;
- 20) decide on the establishment of joint university committees, executive groups and working groups. These committees, executive groups and other working groups do not constitute university bodies referred to in section 14(1) of the university regulations.

The rector represents the university in tasks that fall within the rector's remit under section 17 of the Universities Act. The rector shall decide who, in addition to the parties specified in the Universities Act, is entitled to sign for the University.

The rector may undertake action that is far-reaching in terms of the university mission only if the board has authorised such action or if 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 the rector's remit to another university body or employee. (Universities Act, section 17)

The rector has the right to be present and speak at the meetings of all the university bodies. (Universities Act, section 17)

In support of management and leadership, the rector shall appoint an executive group consisting of the university's senior management.

Section 19 Vice rector

The university may have one or more vice rectors working under the rector. (Universities Act, section 17(5))

The duty of the vice-rector or vice-rectors is to support the rector in promoting the realisation of the university's basic mission and strategic objectives.

If the vice rector elect is an employee of the University of the Arts Helsinki, they will be released from their tasks for the duration of the vice rector's term.

If the rector is unable to carry out their tasks, the rector shall be deputised by a vice rector or vice rectors in accordance with the provisions issued by the rector when deciding on the duties of the vice rectors.

Section 20 University collegium

The university collegium must include representatives from the following groups in the university community:

- 1) university 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 and deputy members represent the university professors, six represent other teaching and research staff as well as other personnel, and six represent students.

In the university professors' group, the university collegium comprises between 1 and 3 members from all the academies mentioned in section 11 of the University Regulations.

In the group of other teaching and research staff as well as other personnel, the university collegium comprises at least one member from all the academies mentioned in section 11 of the University Regulations, and at least one member representing such staff members that are not included in the academies mentioned in section 11 of the University Regulations.

The university professors, teaching and research staff and other personnel elect their representatives from among themselves. The university's Election Regulations shall be complied with in the elections. The student representatives are selected by the student union.

The term of the university collegium is 4 (four) calendar years, except for the student members for whom the term is two calendar years.

The organisation meeting of the university collegium will be summoned by the senior representative of the professors elected to the university collegium (full member) within two months of the university collegium's election. The person summoning the meeting will act as the chairperson in the organisation meeting.

The university collegium shall elect a chairperson and a vice-chairperson from among its members. (Universities Act, section 22) The collegium chair and vice-chair must be full members of the collegium.

Section 21 University collegium's remit

Under section 22 of the Universities Act, the remit of the collegium is to

- 1) decide on the number of members on the board and the duration of the term of office of the board and its members, while considering that the term of office may not exceed five years (Universities Act, section 16);
- 2) elect the members referred to in section 15(4) of the Universities Act for the university board;
- 3) confirm the election of board members by the university community groups referred to in section 15(2) of the Universities Act;
- 4) relieve board members of their duties by proposal of the board (Universities Act, section 16(3));
- 5) select the financial auditors of the university;
- 6) confirm the financial statement and the annual report of the university and discharge board members and rector from liability.

Under sections 22 and 65 of the Universities Act, the remit of the university collegium is to

- 7) decide on the bringing of an action for damages against a board member or the rector, provided that the university collegium does not discharge the board member or rector from liability based on the university's financial statement. If the university collegium decides to

- bring an action for damages against a member of the board, it may also decide to relieve the board member of their duties;
- 8) decide to bring an action for damages against the financial auditor.

In addition, the university collegium is tasked with

- 9) deciding on the remuneration for the board members, and
- 10) issue opinions on possible changes to the University Regulations affecting the structure, duties or distribution of power between its administrative bodies. (University Regulations, section 38(2))

Section 22 Electoral commission

The electoral commission appointed by the rector is responsible for the practical arrangements of elections for choosing the university board members who represent the university community, the members of the university collegium, and the members of the academy boards.

More specifications on the composition and tasks of the electoral commission as well as on election procedures are provided in the Election Regulations.

Section 23 Academic appeals board

For the purpose of processing rectification requests in matters regarding study attainments, the university has a board of appeal appointed by the rector. (Sections 27(4) and 82 of the Universities Act).

The academic appeals board has representatives from each of the university academies.

The academic appeals board includes the chair and six (6) other members belonging to the university staff, each with a personal deputy. The chair and the chair's deputy must be professors. Half of the other members must be university instructors.

In addition, the academic appeals board must include at least one and no more than three student representatives appointed by the student union.

5. UNIVERSITY'S COLLABORATION AND EXPERT BODIES

Section 24 Professors' council

The professors' council serves as a joint forum for the university professors, and the council can comment and – upon request – give statements on issues related to the university's activities and development.

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

The professors' council elects a chair and two vice-chairs from among its members for two years at a time.

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

Section 25 Executive groups for education and research

The University of the Arts Helsinki has executive groups for degree education and for research and doctoral education appointed by the rector.

The task of the executive groups is to act as expert bodies for education and research that

- are responsible for the joint development of education and research and for the promotion of related procedures;
- approve the operational plans of their own area of operation and guide the activities of joint academic units;
- support the rector and vice rectors in promoting and monitoring the university strategy and in decisions on academic activities, and
- take a position on development and quality management issues regarding education and research and on the principles guiding the university activities.

Section 26 Composition and appointment of the executive groups for education and research

The executive groups for education and research consist of vice rectors and vice deans. The executive groups have representatives from all the academies, joint academic units and students.

When appointing the executive groups, the rector consults the boards, joint academic units and the student union, which elects the student representatives. In appointing the executive groups, it is ensured that the executive group is of a functional size and that the nominated members have the required expertise either in bachelor's and master's education or doctoral education and research.

6. ACADEMY-LEVEL BODIES

Section 27 Academy-level bodies

The academy-level administrative bodies are the dean and the academy board. The academies may also have one or more vice-deans and other administrative bodies. They are governed by the academy regulations.

Section 28 Dean

The dean acts as the head of an academy and is responsible for the academy's performance in accordance with the university strategy, common policies and the annual operational plan and budget approved by the rector.

The term of office of an academy dean is no more than five (5) years.

If the dean is an employee of the University of the Arts Helsinki, they are released from their tasks for the term of office of the dean.

The dean is supervised by the rector.

Section 29 Dean's remit

In accordance with the provisions of section 28(1) of the University Regulations, the remit of the dean

as the head of an academy is to

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

Section 30 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 body as referred to in section 27 of the Universities Act.

Each academy board has nine (9) 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 rector may, on a proposal from the academy board, decide that each group representing the university community in the board has one deputy member per group. The proposal on the deputy members must be made before the end of the board's term of office. The board may not be complemented with deputy members during the term of office.

The chair of the academy board is the academy dean. If the dean is unable to attend a meeting, the dean's deputy (vice dean) acts as the chairperson. The vice-chair elected by the board from amongst its members acts as the chair when the dean is unable to participate in the processing of a matter.

The academy professors and teaching and research staff and other personnel elect their representatives from among the respective groups. The university's Election Regulations shall be complied with in the elections. The student union elects the student representatives from among the students of the academy.

The term of the board is three (3) calendar years, except for the student members for whom the term is two (2) years.

Section 31 Academy board's remit

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

- 1) develop instruction, research, and artistic activity at the academy as a whole;
- 2) approve the academy curriculum;
- 3) approve the courses offered at the academy;
- 4) approve the admission requirements for students at the academy;
- 5) submit a proposal to the rector on arranging a Ceremonial Conferment of Doctoral Degrees and decide on the awarding of honorary academy doctorates;
- 6) process the operational and financial plan of the academy;
- 7) prepare a proposal for the rector regarding group-specific deputy members of the academy board (University Regulations, section 30(4));
- 8) elect the second vice-chair for the board from amongst its members;
- 9) issue opinions to the dean on matters related to the appointment or duties of the vice-dean or vice-deans;
- 10) give its consent to changing the name or division of academies when the change concerns the academy in question;
- 11) issue opinions on possible changes to the University Regulations affecting the structure, duties or distribution of power between its administrative bodies.
- 12) decide on other academic affairs;
- 13) deal with and solve other matters assigned to the board, and
- 14) issue opinions on matters concerning the academy at the request of the rector or the dean.

Provisions on the delegation of the tasks of the academy board to other administrative bodies of the academy are laid down in the academy regulations.

The dean may delegate to the academy board a matter within the dean's remit that is far-reaching or fundamental for the academy.

7. OPERATION OF MULTI-MEMBER BODIES

Section 32 Presentation-of-matters procedure and appointment of the presenting officials and secretaries of the bodies

The multi-member bodies of the university and the academy make their decisions upon a presentation. The rector decides on the use of the presentation-of-matters procedure elsewhere in the university's decision-making.

However, the presentation-of-matters procedure is not applied when grading study attainments or selecting the chair or vice-chair of an administrative body. Furthermore, the presentation-of-matters procedure is not applied if the matter is handled solely for the purpose of consulting the body or discussing the matter in general, or if it is simply a matter of announcement.

The presenting officials for the multi-member bodies of the University of the Arts Helsinki, as well as the secretaries of the university bodies and of other collaboration and expert bodies referred to in the university regulations, are appointed by the rector. The presenting officials and secretaries of the multi-member bodies of the academies are appointed by the dean of the academy in question.

The university shall provide more detailed instructions on procedures regarding administration, meetings and the presentation of matters, and on ensuring impartial decision-making.

Section 33 Assembly

Each multi-member body of the university or academies shall meet regularly at the invitation of the chair or, in the absence of the chair, of the vice-chair, or if at least 1/3 of the members request a meeting in writing to discuss a designated matter.

By decision of the chair, the multi-member body may meet, in whole or in part, via a remote connection. The university shall provide more detailed instructions on the practices related to real-time remote participation and e-mail meetings.

A notice of the meeting shall be sent no later than five days before the meeting, unless the multi-member body has established a shorter time in its Rules of Procedure. An agenda listing the matters to be decided on in the multi-member bodies upon presentation shall be attached to the notice of the meeting. The notice of the meeting must include a list of the matters to be discussed. However, if the attending members of the body so unanimously decide, a meeting can take up an urgent matter from outside of the agenda.

Members who are unable to attend a meeting are obliged to inform the secretary of the body and their individual deputies in good time before the meeting.

Section 34 Quorum

A multi-member body has quorum when at least half of the members, including the chair of the meeting, are present.

A study attainment may be assessed only by those members or deputy members who have a degree or completed study attainments of an equivalent level or who have been appointed professors. However, the dean may make an exception to the aforementioned requirement if the academy-level body processing the assessment of a study attainment does not have enough members entitled to make a decision. (Universities Act, section 29(2))

Section 35 Decision-making

Decisions in the multi-member bodies of the university and the academies are made by applying the majority principle: The proposal that receives more than half of the votes from the body's attending members will be considered the body'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)

Section 36 Minutes

Official minutes of the matters discussed at a meeting of a multi-member body shall be drawn up in the university's administrative language (Universities Act, section 35(2)).

The minutes shall indicate the decision taken on each matter and the names of the parties involved in the decision. The minutes of a meeting shall be signed by the chair, secretary and the examiners of the minutes in accordance with the university practices.

Section 37 Resignation of a member of an administrative body

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

A member may also be dismissed during their term of office if the member has become incapable of discharging their duties or has seriously violated the interests of the university by their actions or negligence, or if there is another compelling reason for the dismissal.

The decision on the dismissal of a member of the university board shall be made by the university collegium. The decision is enforceable regardless of a pending appeal unless otherwise provided by the appellate authority (Universities Act, sections 16(3), 22 and 65(3)).

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 body as a member of the university community leaves the university community or the group they were elected to represent, their remit as a member of the body comes to an end.

8. ALTERATIONS TO THE REGULATIONS, VALIDITY (AND TRANSITIONAL PROVISIONS)

Section 38 Alterations to the regulations

The university board decides on alterations to the university regulations.

The university collegium and the academy boards are asked for an opinion if the university regulations are to be changed in a way that affects the university's structure, duties or the distribution of power between its administrative bodies.

Section 39 Validity

These university regulations will enter into force on 1 January 2022 and will repeal the previous regulations of the University of the Arts Helsinki which entered into force on 1 October 2018, with all subsequent amendments.

Any procedures required for the implementation of the new regulations may be executed before the regulations enter into force.

If necessary, more detailed instructions on compliance with these university regulations are provided by the rector.

Amendments

The amendment to section 12 in the University Regulations will enter into force on 1 January 2023.