

Rules of procedure for the Stockholm University of the Arts (SKH)

(Arbetsordning)

The University Board for a university shall according to the Higher Education Ordinance (1993:100) Chapter 2 Section 8 determine the rules of procedure for the university.

The rules of procedure should include central instructions about:

1. the overall organisation of the university
2. delegation of rights of decision
3. handling of cases
4. forms for other university activities

if nothing else is prescribed by law or ordinance.

These rules of procedure were adopted by the University Board on 15 June 2023.

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail

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1. SKH's overall organisation and management

The University Board is SKH's highest decision-making body. Under the Board, the Vice-Chancellor heads the activities of the university and ensures that the Board's decisions are carried out. The University Board makes decisions in central matters regarding the comprehensive focus and organisation of the university.

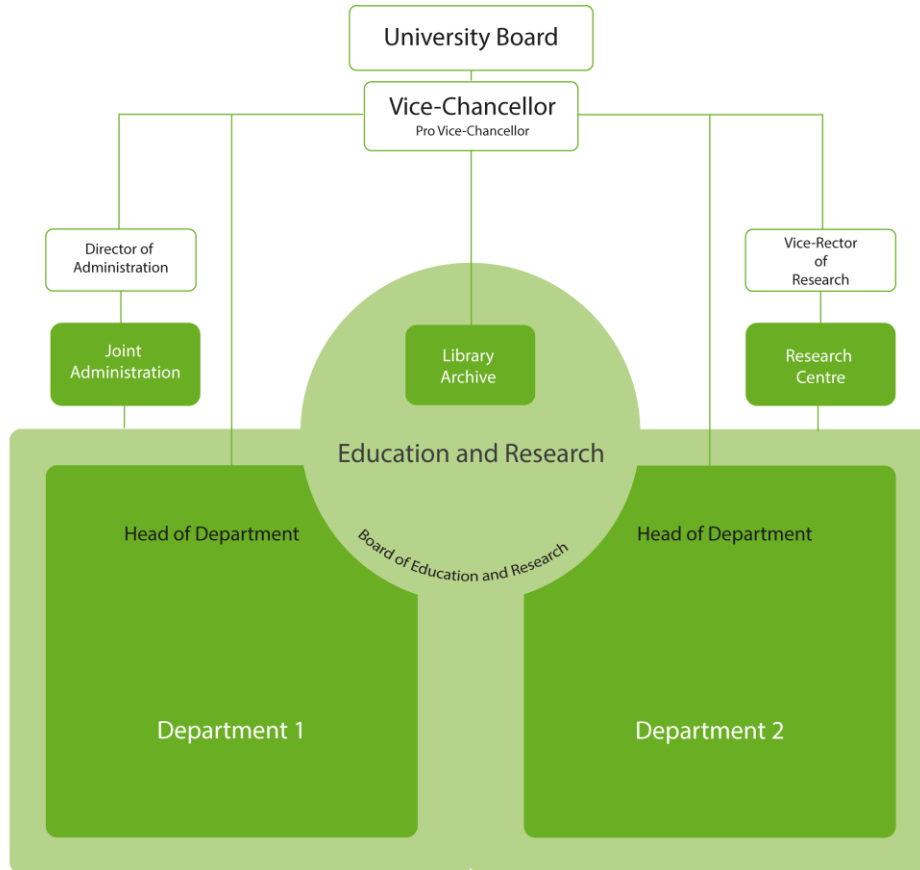
The activities consist of core activities and academic support. The core activities are administered by artistically professional faculty members with managerial assignments as vice-rector or head of department. They are responsible for managing and leading education, research and engagement with the surrounding society. The Vice-Chancellor may appoint vice-rectors with different responsibilities. The core activities are organised in departments, each headed by a head of department, and a joint research centre for the co-ordination of research and research education. The research centre is headed by a vice-rector for research.

The joint academic support is organised in an administration, headed by a director of administration, and a library, headed by a head librarian. The administration is divided into departments led by directors (or the equivalent).

Those with management positions – the Vice-Chancellor, vice-rector for research, heads of departments, heads of subjects, director of administration, directors of departments, head librarian – make up SKH's line organisation.

SKH has a number of university-wide bodies. The Board for Education and Research (NUF) is a collegiate elected board. All teachers at SKH together constitute the teachers' college, and those who are entitled to vote elect members to the university board and to the Board of Education and Research. In addition, there are a number of other boards and committees with specific tasks described later in chapters one and two of these rules of procedure. No staff are organisationally assigned to these bodies.

Organisational chart for SKH



1.1 The University Board

The university is directed by a University Board consisting of internal and external members. The chairperson and external members are appointed by the Government in accordance with the Higher Education Act (HEA) (1992:1434) Chapter 2 Section

The faculty have the right to elect three members to the Board. This is done through elections at the university in accordance with provisions in Chapter 4 of these Rules of Procedure.

The student body has the right to elect three members to the Board in accordance with the rules of the Student Union Ordinance (2009:769). Staff representatives have the right to attend and speak at the meetings of the Board (Higher Education Act Chapter 2 Section 4).

The Board is considered to constitute a quorum when more than half of the members, including the chairperson and the Vice-Chancellor, are present (Chapter 2 Section 4).

The deputy for the Vice-Chancellor (Pro-Vice-Chancellor) and the Director of Administration have the right to attend and speak at the meetings of the University Board.

1.2 Vice-Chancellor

On proposal by the University Board, the Government appoints the Vice-Chancellor, who heads the activities of the university.

1.2.1 Vice-Chancellor's deputy/Pro-Vice-Chancellor

The Vice-Chancellor should have a deputy (Higher Education Ordinance Chapter 2 Section 10). The University Board choose a deputy for the Vice-Chancellor, who steps in when the latter is absent. The University Board decide on the process for appointing the Vice-Chancellor's deputy. At SKH the Vice-Chancellor's deputy is also called the Pro-Vice-Chancellor.

1.2.2 SKH's leadership team

SKH's leadership team is an advisory body to the Vice-Chancellor, who decides the group's composition and work methods.

1.3 Core activities

The core activities at SKH are organised in departments and a joint research centre. Those responsible for the activities are to make sure that they are of superior quality and in such a way that employer and authority practice is carried out according to the principles of due process. Furthermore, the responsible person shall ensure that quality evaluations and quality development are efficient and according to

SKH's cohesive quality system and also that decisions are carried out as they were intended.

Co-creation teams are established jointly across departmental boundaries at first cycle, second cycle and third cycle level to coordinate the educational offerings and the structure of the educational programmes and to drive development and quality in the joint educational offerings at SKH.

1.3.1 Departments

The departments are headed by faculty members assigned as heads of departments, who are appointed by and report to the Vice-Chancellor. Departments are responsible for several subjects; subject areas are led by teachers who are appointed as heads of subject. The main principle is that faculty members and other staff members in the core activity (including doctoral students) have organisational positions at the department at which their subject has its affiliation. Each department is responsible for all its activities, including education and research.

Departments at SKH:

- The Department 1
- The Department 2

1.3.2 Research centre

To co-ordinate its research and research education, SKH has a joint research centre. The research centre is co-ordinated by a faculty member, appointed by the Vice-Chancellor as Vice-Rector for Research and responsible for reporting back to him or her.

The professors for the profile areas have their organisational positions at the research centre. Doctoral students and other researchers have organisational positions at the departments.

1.3.3 Board of Education and Research (NUF)

NUF is part of the collegial decision-making and advisory body at SKH.

NUF consists of five ordinary members and three deputies appointed by the teachers (group deputies) as well as two external members with artistic competence and three members appointed by the student unions. The majority of the members of the board shall have artistic competence, at least equivalent to an assistant lecturer in accordance with Chapter 4 of Higher Education Ordinance. The board has a quorum when at least half of the members are present and the requirement, according to Chapter 2, Section 6 of the Higher Education Act, for artistic/scientific competence is fulfilled. The Board may co-opt the additional expertise required by the organisation. Co-opted members have the right to attend and speak. The chairperson has a casting vote.

NUF may establish committees for the preparation/decision of sub-areas for which the NUF is responsible. A representative from the NUF shall be included in each committee.

1.4 Academic Support

The joint academic support is organised in a library and an administration.

1.4.1 Library and archive

There is a joint library and archive managed by the Head of Library. The SKH archivist reports to the head of the library.

1.4.2 Administration

There is a joint administration headed by the director of administration. The administration is organised into departments and chambers, which are headed by directors by and reporting to the director of the administration.

1.5 Other joint university bodies

1.5.1 The committee for occupational safety and health/safety committee (AMK)

According to the Occupational Safety and Health Act (1977:1160) Chapter 6 Section 8 there is to be a committee for occupational safety and health/safety committee. The committee is composed of both employer and employees. The Vice-Chancellor, or the person delegated by the Vice-Chancellor, appoints the Chair and four additional employer representatives. In addition, the local employee organisations, union, appoint two members and the student unions appoint three student representatives. The chairperson has a casting vote.

1.5.2 Disciplinary board

A disciplinary board shall exist according to Chapter 10. 4 § Higher Education Ordinance. The composition of the board is stated in the Higher Education Ordinance (Chapter 10, Section 4): the Vice-Chancellor (chairperson), a senior member (who is/or has been a judge), a representative of the teachers and two student representatives. The members of the Disciplinary Board, with the exception of the student representatives, are appointed by the Vice-Chancellor. The Student Union is entitled to appoint two members.

1.5.3 Staff disciplinary board

The university board is to set up a staff disciplinary board and appoint a maximum of three members, apart from the Vice-Chancellor and the staff representatives. The Vice-Chancellor is the chairperson. (Higher Education Ordinance Chapter 2 Section 15).

1.5.4 Internal audit

SKH is not required to conduct an internal audit, in accordance with the Internal Audit Ordinance (2006:1228). The University board may decide to have an internal audit conducted if it chooses.

1.5.5 Recruitment group

Teacher appointments are prepared by a recruitment group. The composition of the recruitment group is appointed by the Vice-Chancellor. The recruitment group shall be appointed in the light of the required competence. The majority of the recruitment group should have artistic/scientific competence at the assistant professor or professor level. Women and men (legal gender) should, according to Higher Education Ordinance Chapter 4 Section 5, be equally represented, if there aren't special reasons not to.

The Recruitment group shall consist of:

- Two regular members appointed for a period of three years.
- the Vice-Chancellor appoints a chairperson (at least an assistant professor), the Vice-Rector for Research is the second regular member, or another artistically competent teacher whom the Vice-Rector for Research appoints in his/her place if necessary (not in the case of the appointment of an assistant lecturer)
- In addition to the two regular members, the Vice-Chancellor appoints a vice-chairperson who steps in if the regular chairperson is unable to attend.
- Two members appointed by the Head of employing department for the current appointment.
- The majority of the recruitment group shall have artistic/scientific competence at professor level if the appointment is for a professor and similarly the majority of the recruitment group shall have artistic/scientific competence at assistant professor or professor level when recruiting an assistant professor. The Head of employing department may appoint himself/herself as one of these members,
- A student (or doctoral student) from the employing department, appointed by the student union,
- An officer from the HR department

The Recruitment Group has a quorum when at least half are present with a majority of artistic/scientific competence.

1.5.6 The Council for Good Research Practice

There shall be a council for good research practice. The Council shall consist of at least four members, including one member with good knowledge of administrative law and two members with teaching positions and their own research within their employment. Together they shall have experience and expertise in good research practice in research, particularly artistic research. The members shall not hold a managerial position at the university at the same time as their appointment. The

members who are employed at SKH shall have an employment of at least 50 per cent during the entire period of office. The fourth member shall be from another artistic university, with professorial expertise in the artistic field. Members of the Council are appointed by the Vice-Chancellor. The period of office for members appointed by the university is three years.

A student representative is appointed by the student unions and is invited to attend the council when the matter concerns doctoral students.

2. SKH's decision-making and delegation procedure

Decisions on all matters not listed in this rule of procedure are made by the Vice-Chancellor, unless the Vice-Chancellor has delegated decision-making to another function or body. An employee who has been delegated the right to decide on a matter is entitled to further delegate the decision-making authority within his/her own area of activity, unless otherwise stated. Decisions on further delegation shall be made in writing and, when it does not concern the Vice-Chancellor's direct delegation, shall be communicated to the superior manager.

A properly executed delegation means that responsibility for decisions made is partially transferred to the subordinate body to which the task has been delegated. The delegation must be made in writing and registered. However, the ultimate responsibility remains with the delegating body. For example, it is his or her responsibility to intervene if it appears that the subordinate body is not capable of performing the tasks or is misbehaving. A delegation can be revoked at any time and should be revoked when there are reasons to do so. In other words, the delegating body is responsible for its decision to delegate.

Decisions involving supervisory measures are not covered by the decision-making and delegation rules but are part of the managers' human resources responsibilities.

2.1 The tasks and decision-making authority of the University Board

The University Board supervises all the affairs of the University and is responsible for executing its assignment (Higher Education Act Chapter 2 Section 2). It is also responsible to the Government according to Section 3 of the Government Agencies Ordinance (2007:515) for the university's activities and is tasked with ensuring that the university is run efficiently and according to applicable laws and obligations that arise from Sweden's membership in the European Union, that its activities are reported in a trustworthy and correct way and that the agency uses Government funds in an economical and prudent way.

Furthermore the University Board is responsible for tasks that ensue from the Higher Education Act Chapter 2 Section 8 and ordinance (2000:605) regarding annual reports and budget material.

The University Board itself is to make decisions on the following, according to Higher Education Ordinance Chapter 2 Section 2: central issues regarding the university's comprehensive focus and organisation

- annual reports, interim reports, budget material and other important petitions, as well as ensuring that internal management and controls function in a satisfactory way
- measures in connection with the Swedish National Audit Office's audit accounts and reports
- whether SKH shall have an internal audit (not a requirement in law or ordinance for SKH) and, if so, guidelines and an audit plan for the internal audit and measures resulting from the internal audit's observations and recommendations in accordance with section 10 of the Internal Audit Ordinance (2006:1228)
- key matters regarding the internal distribution of resources and follow-ups,
- issues that according to section 15 are to be settled by a staff disciplinary board, unless a staff disciplinary board has been set up at the University or unless the Government disciplinary board is not to make the decision according to Chapter 4 Section 16
- the admission regulation as set out in Chapter 6 Section 3 of the Higher Education Ordinance
- the rules of procedure, with central regulations regarding the University's comprehensive organisation, delegation of decision-making rights, handling of cases and forms for other University activities, unless otherwise prescribed by laws or ordinances
- appointment procedure
- other central regulations
- other issues of principle character

In addition, the University Board should:

- appoint a vice-chairperson within the Board (Higher Education Ordinance Chapter 2 Section 1), who can step in when the chairperson is absent. The vice-chairperson then has the same decision-making authority as the chairperson.
- decide on the election procedure when members chosen by faculty is appointed to the Board (Higher Education Ordinance Chapter 2 Section 7a)
- submit its proposal of choice of Vice-Chancellor to the Government. Before the Board submits its proposal, it shall gather opinions of faculty members, other employees and students according to the procedures decided by the Board. The Board shall report to the Government on how

- gender equality has been considered (Higher Education Ordinance Chapter 2 Section 8)
- appoint a deputy for the Vice-Chancellor (Higher Education Ordinance Chapter 2 Section 10)
 - appoint members of the staff disciplinary board (Higher Education Ordinance Chapter 2 Section 15)
 - decide that an assembly of students will be granted the status of student union according to the Ordinance (2009:769) on Student Unions (Higher Education Act Chapter 4 Section 8).

2.2 The tasks and decision-making authority of the Vice-Chancellor

The Vice-Chancellor is the director of a Government agency and heads activities at SKH directly under the University Board (Higher Education Act Chapter 2 Section 3).

The Vice-Chancellor is a member of the University Board (Higher Education Act Chapter 2 Section 4). The Vice-Chancellor is responsible for the ongoing work of the university in accordance with the directives and guidelines adopted by the University Board. It is the duty of the Vice-Chancellor to keep the University Board informed about university activities, provide the University Board with a basis for its decisions and to carry those decisions out.

The Vice-Chancellor should represent the agency as an employer and answer for the university's employer policies, that is in co-operation with other institutions of higher education and/or agencies, develop and co-ordinate Government employer policy, ensure that employees are well informed about the goals of the university's activities, establish good working conditions and safeguard and develop employees' skills and experiences (Government Agencies Ordinance 8 Section, 13 Section).

The decision-making authority of the Vice-Chancellor include decisions in all matters and issues that are not decided by the University Board or another body according to special regulations in laws or ordinances or if the University Board has decided otherwise (Higher Education Ordinance Chapter 2 Section 3). The Vice-Chancellor has the right to attend and speak at the meetings of all the bodies at SKH.

The Vice-Chancellor may delegate his or her tasks, unless otherwise stated (Higher Education Ordinance Chapter 2 Section 13).

2.2.1 Appointment of managers and managerial assignments for faculty members

The Vice-Chancellor makes decisions regarding appointments of managers and managerial assignments for faculty members in charge of all activities directly under the Vice-Chancellor. This cannot be delegated.

Teachers with managerial duties are appointed through a recruitment group (according to chapter 1.5.5 of these rules of procedure) with the change that the two members appointed by the hiring manager for the current appointment are instead appointed by the Vice-Chancellor. The recruitment group prepares both decisions on employment as a teacher and decisions on assignments as a manager.

Teaching qualifications are assessed separately, with experts if necessary (see appointment procedure).

2.2.2 Appointments of faculty members

When employing teachers, the Vice-Chancellor decides on the employment profile, experts, recruitment group (according to Chapter 1.5.5 of these rules of procedure) and on the employment itself. Decisions on the employment of professors cannot be delegated (Higher Education Ordinance Chapter 4 Section 13).

2.2.3 Signatory rights

The Vice-Chancellor is the person authorised with signatory rights at SKH. Signatory rights means the right to sign agreements and to otherwise make binding commitments on behalf of the university.

2.2.4 Quality system

The Vice-Chancellor makes decisions regarding the comprehensive quality system at SKH. This can not be delegated.

2.2.5 Deputy Vice-Chancellor/Pro-Vice-Chancellor

The Pro-Vice-Chancellor acts in place of the Vice-Chancellor when he or she is not in service, at which time he or she has the same decision-making authority as the Vice-Chancellor. The Pro-Vice-Chancellor also replaces the Vice-Chancellor in other matters when desired by the Vice-Chancellor.

2.3 Core Activities

2.3.1 The departments: tasks and decision-making authority of the head of the department

The Vice-Chancellor delegates responsibility to the head of department for: See appendix.

2.3.2 Research centre: tasks and decision-making authority of the vice-rector for research

The Vice-Chancellor delegates responsibility to the vice-rector for research for: See appendix.

2.3.3 Board of Education and Research (NUF)

NUF is responsible for that overall strategic quality development and quality follow-up of the overall core activity take place. NUF is responsible for the planning, development and follow-up of the systematic quality work.

The committee prepares matters for the Vice-Chancellor within the quality system for first, second and third cycle level and research.

2.3.3.1 The tasks and decision-making authority of the Board of education and research

The Vice-Chancellor decides to delegate to NUF to decide/propose decisions to the Vice-Chancellor (or the person to whom the Vice-Chancellor has delegated the right of decision) in the following matters:

Quality work

- decide on priorities of areas involving quality monitoring and quality development of education and research; cannot be delegated,
- decide on planning and implementation of quality audits of educational programmes; cannot be delegated

First and second level

- prepare proposals for decisions on the establishment, definition and discontinuation of main fields of study,
- prepare proposals for decisions on the establishment and discontinuation of educational programmes,
- deciding on course and programme syllabus, including revisions.

Third cycle level

- prepare proposals for decisions on the establishment, definition and discontinuation of third-cycle subjects and specialisations,
- prepare proposals for supervisors,
- prepare proposals for decisions on general study plans,
- decide on the establishment and revision of individual study plans,

- decide on external and internal assessors and the timetable and description for doctoral student admissions, cannot be delegated,
- decide on admission to research education; cannot be delegated
- prepare proposals for decisions on employment as a doctoral candidate,
- decide on the time and place and appoint the examining committee, opponent and chairperson for the public defence, prior to the public defence.

Research

- decide on the process for calling for project funding and other specific research and development initiatives.

2.4 Academic Support

2.4.1 Library and archive: tasks and decision-making authority of the head librarian

The Vice-Chancellor delegates responsibility to the head librarian for:
See appendix.

2.4.2 Administration: tasks and decision-making authority of the director of administration

The Vice-Chancellor delegates responsibility to the director of administration for: See appendix.

2.5 Other joint university bodies

2.5.1 Occupational Health and Safety Committee (AMK)

An occupational health and safety committee is to exist for the planning, co-ordination, development and follow-up of the work environment at the University. Furthermore, AMK shall monitor the implementation of the work and closely follow developments in matters relating to protection against ill-health and accidents and promote satisfactory working and study environment conditions. The committee shall deal with issues concerning occupational and student health care, action plans for the work environment, planning of new or modified premises, equipment, work processes, work methods and work organisation.

Information and education concerning the work environment and issues concerning workplace adaptation and rehabilitation activities shall also be dealt with in the committee.

2.5.2 Disciplinary board

A disciplinary board shall be in place to handle and decide on matters involving disciplinary measures against students (Higher Education Ordinance Chapter 10, Section 3). Disciplinary measures may, according

to Higher Education Ordinance Chapter 10, Section 1, be taken against a student who attempts to mislead in an examination, disrupts or hinders teaching, disrupts the activities of the university library or exposes a student or employee to harassment or sexual harassment as referred to in Chapter 10, Section 4 of the Discrimination Act 2008. 4 § Discrimination Act (2008:567).

The disciplinary measures are a warning and suspension (Higher Education Ordinance chapter 10, section 2).

2.5.3 Staff Disciplinary board

Tasks and decision-making authority of the staff disciplinary board:

The board hears cases involving dismissals from posts due to personal circumstances; disciplinary measures; prosecution proceedings; and cases involving suspension.

As regards professors however, cases bearing upon Section 34 of the Public Employment Act (1994:260) and Section 15 of the Act Respecting the Employment of Public Servants in Positions of Authority (1994:261) are to be heard by the Government Disciplinary Board for Higher Officials (Higher Education Ordinance Chapter 4 Section 16).

The staff disciplinary board makes decisions regarding:

- Dismissals from posts due to personal circumstances
- Disciplinary measures
- Prosecution proceedings
- Suspensions

2.5.4 Internal audit

The internal audit function can be established by the University Board but is a non-mandatory function. In this case, the internal audit is placed as an independent function directly under the board of the university, working on behalf of and reporting to the board. Its main task should be to review and propose improvements to the authority's internal governance and control process.

The organisation and tasks of the internal audit function are determined by decision of the Board.

2.5.5 Recruitment group for academic appointments

The recruitment group shall prepare teacher positions for the Vice-Chancellor or the person delegated by the Vice-Chancellor to employ teachers, including selection, interviews, teaching tests, reference taking, etc.

The recruitment group shall also rank the applicants who may be relevant for employment in proposals to the Vice-Chancellor or the person delegated by the Vice-Chancellor to employ teachers. Preparation of managerial positions and managerial assignments are not included in the recruitment group for the preparation of teacher positions.

See chapter 2.2 for the employment and appointment of managers.

2.5.6 The Council for Good Research Practice

The Council for good research practice is responsible for investigating deviations from good research practice. In addition to this task, the council also has the task of working proactively, by coordinating and proposing proactive measures to ensure that good research practice is maintained at SKH. The Council shall independently draw up an action plan that includes the proactive measures. The Council is responsible for ensuring that legal expertise is involved if necessary.

3. Case Management

3.1 Preparation of decisions

Cases shall be prepared before decisions are finalised. Decisions should be made in writing after briefing and stipulate the persons involved in the preparation of the case. Decisions should be filed so that they are searchable and there is transparency as to which official made what decision. Exceptions may be stipulated in a special decision or in these rules of procedure.

3.2 Student influence

In accordance with Higher Education Act Chapter 2 Section 7 students have the right to be represented when decisions that are of importance for the students' education or situation are being made or prepared.

4. Other forms of activities

4.1 Election committee/nomination group

An election committee is elected for a three-year period. The same election committee/nomination group is used in elections/nominations to the Board of Education and Research (NUF) and the University Board, regarding members appointed by the faculty and other peer representation. The election committee is also responsible for the new election of an election committee/nomination group when the three-year period is over.

If the nomination committee needs to be supplemented with members, the remaining members are responsible for the election of the supplementary member according to the composition in 4.1.1

4.1.1 Appointment of election committee/nomination group

If a nomination committee is missing or need to be re-appointed the Vice-Chancellor appoints a faculty member (assistant professor/professor) who is assigned the task of arranging the election of an election committee/nomination group for the coming three-year period. The election committee/nomination group is to consist of faculty members (assistant professor/professor-level teachers, with a majority based on artistic competence) who are well acquainted with the activities of SKH and who have at least a 50% position. Both men and women (legal gender) should be represented in the election committee/nomination group.

4.2 Elections

4.2.1 Election of members appointed by the faculty to the University Board

See separate appendix, established electoral procedure adopted on 12 December 2022 (reg. no. SKH 2022/922/1.2.4) by the University Board and the Routine for Elections of members appointed by the faculty to the University Board, adopted by the Vice-Chancellor 20 December 2017 (reg. no. SKH 2017/990/1.2.4).

4.2.2 Election and composition of members of the Board of Education and Research (NUF)

Internal members and deputy members appointed by the faculty to the board are appointed through joint election in the faculty.

Elections are organised by the election committee/nomination group with the support of the administration. Gender equality is to be observed in elections (equal distribution in the interval of 40-60 percent should exist regarding representation of women and men (legal gender) in the board).

The election committee should present its proposals with the goal of reflecting the breadth of the faculty and putting its diversity to good use in the composition of the board so as to strengthen its professionalism. The election committee should consult with the Vice-Chancellor regarding representative(s) to be chosen by the Vice-Chancellor to be chairperson.

The number of members is to be totally ten, five regular members, with three group deputy members appointed by the faculty. Two external members are chosen by the Vice-Chancellor after proposals from the

Board of Education and Research. Three members are appointed by the students.

The Vice-Chancellor appoints the chairperson from among the members of the board appointed by the faculty.

The term of office for the members appointed by the faculty is three years. A majority of the members are to be artistic professionals, equivalent to the level of assistant professor or higher. The external members of the board are to be an artistic professional, equivalent to the level of an assistant professor or higher in accordance with the requirements of the Higher Education Ordinance Chapter 4 and have a good knowledge of the higher education sector.

Eligible as members appointed by the faculty are faculty at SKH who fulfil the separately established criteria laid down by the Vice-Chancellor regarding length and extent of employment. All faculty members at SKH, who fulfil the separately established criteria regarding length and extent of employment, have the right to vote. All staff at SKH have the right to nominate. The list of faculty members who are eligible for election and entitled to vote is confirmed by the Vice-Chancellor before the election is carried out.

The election takes place by secret ballot. Nominations are to be submitted to the election committee within the determined period of time. Nominees are to confirm their acceptance of candidacy to the person who nominated them.

There is no lowest number for the election assembly (faculty members with the right to vote) to be considered a quorum. The question of quorum is based on whether the notice to attend was carried out in the correct manner. Correct manner means that the information was sent out to all faculty members with the right to vote at least ten days before the last day for nominations. The notice to attend the election meeting and/or information about the days for voting by post with the election committee's proposals of members and the list of other nominated eligible faculty members must also be sent to faculty with the right to vote at least ten days before the particular election period/date.

The result of the election is to be documented and made available to all those with the right to vote and the Vice-Chancellor no later than one month before the new term of office begins.

5. List of appendices to the Rules of Procedure

1. Election regulations for the election of members appointed by the teachers to the university board.

Decided by the university board on 12 December 2022, SKH 2022/922/1.2.4.
Routine for the election of members appointed by the teachers to the university board, decided by the Vice-Chancellor.

2. the Vice-Chancellor's delegation to Vice-Rectors regarding tasks and decision-making powers and rules for sub-delegation.

3. the Vice-Chancellor's delegation to Heads of Department regarding tasks and decision-making powers and rules for sub-delegation.

a. The head of department's delegation to the heads of subject regarding tasks and decision-making powers and rules for sub-delegation:

Tasks and decision-making powers of Head of programme (template for delegation)

4. the Vice-Chancellor's delegation to the Head of Library regarding tasks and decision-making powers and rules for sub-delegation.

5. The Vice-Chancellor's delegation to the Director of Administration regarding tasks and decision-making powers and rules for sub-delegation.

a. The university director's delegation to the directors of departments and office in the administration and rules for sub-delegation.

Vice-Chancellor's delegation of tasks and decision-making authority

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail

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1. Tasks and decision-making authority of the vice-rector for research

The vice-rector for research is to perform his or her duties and obligations based on the activity assignment, within the stipulated financial framework, according to applicable rules and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

1.1 The main tasks of the vice-rector for research are to:

- promote the development of SKH,
- as Vice-rector for research lead the Research Centre and also co-ordinate its activities, research and research education,
- carry out the decisions of the University Board, the Vice-Chancellor and the Board of Education and Research within the area of activity,
- plan, implement and make priorities within the area of activity,
- be responsible for staff and the working environment within the area of activity,
- be responsible for the integration of sustainable development within the area of activity,
- represent the employer in relation to staff,
- continuously implement organisational and quality development and follow-ups of activities within the area of activity,
- provide the Vice-Chancellor with material for SKH's overall activity plan within the area of activity, and actively contribute with material for the Departments' activity plans,
- preparing decisions on subject specialists for the recruitment of teachers in the area of activity,
- prepare requests for funds for investment and maintenance of equipment in the area of activity

1.2 Decision-making authority of the vice-rector for research

The delegation of the Vice-Chancellor to the vice-rector for research includes responsibilities and authorities encompassing full operational

responsibility for the research centre's activities, including research education, research and collaboration with the surrounding community.

The vice-rector for research is to consult with the Vice-Chancellor before making decisions about questions of principle.

Issues related to doctoral students employed in a department are prepared jointly by the research and the departments.

The Vice-Chancellor decides to delegate decision-making authority to the vice-rector for research in the following matters:

- signing rights regarding agreements that affect the research centre within the framework of the stipulated budget; agreements that apply for more than three (3) years or that exceed SEK 500 000 are to be signed by the Vice-Chancellor, after presentation by the vice-rector for research,
- decide on budget and distribution of resources for the area of activity, may not be further delegated,
- deciding on teachers with specific tasks, such as head of third-cycle subject area, may not be further delegated,
- prepare and decide on other fixed-term assignments in the area of activity, may not be further delegated,
- decide on measures in current matters in the area of activity regarding the work and study environment, including equality work, gender equality work, quality work, student matters and internationalisation,
- decide on entry requirements for programme and courses within the research education and education at the third-cycle level, may not be further delegated,
- decide on calls for applications for courses within research education,
- decide on the appointment of examiners in the research education, may not be further delegated,
- decide on admission matters and admission of students to courses within research education, and
- decide on student matters for the doctoral students, such as credit transfer.

1.3 Further delegation

The vice-rector for research may, in a separate decision, sub-delegate decision-making powers unless otherwise stated. The decision shall be made in consultation with the Vice-Chancellor.

A list of further delegations shall be drawn up and the decisions should be registered.

2. Task and decision-making authority of the head of department

The head of department is to perform his or her duties and obligations based on the activity assignment, within the stipulated financial frameworks, according to applicable rules and laws and within the framework of what is stated in joint university goal and policy documents, guidelines and action plans.

2.1 The main tasks of the head of department are to:

- drive the development of SKH as a whole,
- carry out the decisions of the University Board, the Vice-Chancellor and the Board of Education and Research within the department,
- as head of department lead and develop the activities and make priorities within the department,
- plan, implement and make priorities within the department,
- be responsible for staff and the working and study environment within the department,
- be responsible for the integration of sustainable development within the area of activity,
- represent the employer in relation to staff,
- continuously implement organisational and quality development and follow-ups of activities within the department,
- preparing decisions on subject specialists for the recruitment of assistant lecturers, senior lecturers and professors, and
- prepare requests for funds for investment and maintenance of equipment in the area of activity.

2.2 Decision-making authority of the head of department

The delegation of the Vice-Chancellor to the head of departments includes responsibilities and authorities encompassing full operational responsibility for the department's activities, including education, research and collaboration with the surrounding community.

The head of department is to consult with the Vice-Chancellor before making decisions about questions of principle.

The Vice-Chancellor decides to delegate decision-making authority to the head of department in the following matters:

- signing rights regarding agreements that affect the department within the framework of the stipulated budget; agreements that apply for more than three (3) years or that exceed SEK 500 000 are to be signed by the Vice-Chancellor, after presentation by the head of department,
- decide on budget and distribution within the stipulated financial framework for the department; may not be further delegated,
- annual decision and follow-up of the activity plan for the department; may not be further delegated,
- appointments of faculty members or other resources for the core activity intermittently, no longer than three months or 500 hours a year per individual/contractor; may not be further delegated,
- decide on measures in current matters at the department regarding the work and study environment, including equality work, gender equality work, quality work, student matters and internationalisation,
- decide on the leasing of premises within the area of activity, if necessary in consultation with another head of department, after preparation by FAS,
- appointment of faculty member with special assignment as deputy head of department after consultation with the Vice-Chancellor; may not be further delegated,
- appointment of faculty member to special assignment as coordinator for independent courses, may not be further delegated,
- appointment of faculty member to special assignment as head of programme,
- decisions of announcements of education programmes at first and second level; may not be further delegated,
- decisions of announcements of independent courses and places for incoming students at the first- and second-cycle levels; may not be further delegated,
- decision of admissions of students to education programmes and independent courses at the first- and second-cycle levels; may not be further

delegated,

- decide on admission matters and admission of students to independent courses and international exchanges at first and second level, and
- decide on the appointment of examiners within the educations at the first- and second-cycle levels.

2.3 Further delegation

Through a special form, the head of department may delegate decision-making authority to a person within the department.

A list of further delegations should be drawn up and the decisions should be registered.

2.4 Management group of the head of department

A management group for the head of department can be established if needed.

The group is an advisory body to the head of department who decides its composition and work methods.

3. Task and decision-making authority of the head of subject

The head of subject is to perform his/her duties and obligations based on the activity assignment within the stipulated financial frameworks, according to applicable rules and laws and within the framework of what is stated in joint university goal and policy documents, guidelines and action plans.

3.1 The main tasks of the head of subject are to:

- promote the development of SKH,
- as head of subject lead and develop the activities and make priorities within the subject area,
- lead the activities in the subject area as artistic and pedagogical leader,
- carry out the decisions of the University Board, the Vice-Chancellor and the Board of Education and Research within the subject area,
- plan, implement and make priorities within the subject area,
- be responsible for staff and the working and study environment within the subject area,
- be responsible for the integration of sustainable development within the area of activity,
- represent the employer in relation to staff,
- continuously implement organisational and quality development and follow-ups of activities within the subject area,
- prepare decisions of announcements of education programmes at first- and second-cycle levels,
- prepare decision of admissions of students to education programmes at the first- and second-cycle levels,
- prepare decisions on the appointment of examiners within the educations at the first- and second-cycle levels,
- prepare decisions on subject specialists for the recruitment of assistant lecturers, and
- prepare requests for funds for investment and maintenance of equipment in the subject area.

3.2 Decision-making authority of the head of subject

The delegation of the Head of Department to the head of subject includes responsibilities and authorities encompassing full operational responsibility for the subject area's activities, including education, research and collaboration with the surrounding community.

The head of subject is to consult with the Head of Department before making decisions about questions of principle.

Head of Department decides to delegate decision-making authority to the head of subject in the following matters:

- signing rights regarding agreements that affect the subject area within the framework of the stipulated budget; agreements that apply for more than three (3) years or that exceed SEK 300 000 are to be signed by the Head of Department, after presentation by the head of subject,
- decide on budget and distribution within the stipulated financial framework for the subject area; may not be further delegated,
- annual decision and follow-up of the activity planning for the subject area; may not be further delegated,
- decide on measures in current matters at the subject area regarding the work and study environment, including equality work, gender equality work, quality work, student matters and internationalisation,

3.3 Further delegation

Through a special form, the head of subject may delegate decision-making authority to a person within the subject area. The decision shall be made in consultation with the Head of Department.

A list of further delegations should be drawn up and the decisions should be registered.

3.4 Management group of the head of subject

A management group for the head of subject can be established if needed.

The group is an advisory body to the head of subject who decides its composition and work methods.

4. Tasks and decision-making authority of the head librarian

The head librarian is responsible for the library services and the archive at SKH.

The head librarian is to perform his or her duties and obligations in a cost-efficient manner based on the activity assignment, within the stipulated financial framework, according to applicable rules and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

4.1 The main tasks of the head librarian are to:

- promote the development of SKH,
- carry out the decisions of the University Board and the Vice-Chancellor within the area of activity,
- manage the library and archive at SKH,
- plan, implement and make priorities within the area of activity,
- be responsible for staff and the working environment within the area of activity,
- be responsible for the integration of sustainable development within the area of activity,
- represent the employer in relation to staff,
- provide the Vice-Chancellor with material for SKH's overall activity plan within the area of activity, and actively contribute with material for the Departments' activity plans,
- co-ordinate the library resources at SKH, and
- continuously implement organisational and quality development and follow-ups of library and archive activities.

4.2 Decision-making authority of the head librarian

The delegation of the Vice-Chancellor to the head librarian includes responsibilities and authorities encompassing full operational responsibility for the library's and archive's activities, including occupational health and safety measures.

The head librarian is to consult with the Vice-Chancellor before making decisions about questions of principle.

The Vice-Chancellor decides to delegate decision-making authority to the head librarian in the following matters:

- signing rights regarding agreements that affect the library and archive within the framework of the stipulated budget; agreements that apply for more than three (3) years or that exceed SEK 300 000 are to be signed by the Vice-Chancellor, after presentation by the head librarian,
- decide on budget and distribution of resources for library and archive activities; may not be further delegated
- decide in measures in current matters at the library and the archive; may not be further delegated,
- decide on issues that involve the university's library and archive; may not be further delegated,
- decide on investments and maintenance of equipment within the activity; may not be further delegated.

4.3 Further delegation

May not take place.

5. Tasks and decision-making authority of the director of administration

The director of administration is the highest responsible member of staff under the Vice-Chancellor and the University Board. The director of administration is responsible for joint university issues of an administrative nature and for the co-ordination of administrative issues of a policy character at SKH.

The director of administration is to perform his or her duties and obligations in a cost-efficient manner based on the activity assignment, within the stipulated financial framework, according to applicable rules and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

5.1 The main tasks of the director of administration are to

- promote the development of SKH,
- carry out the decisions of the University Board and the Vice-Chancellor within the area of activity,
- head the administration at SKH,
- plan, implement and make priorities within the area of activity,
- be responsible for staff and the working environment within the area of activity,
- be responsible for the integration of sustainable development within the area of activity,
- represent the employer in relation to staff,
- prepare employment cases to appointment of directors within the administration,
- co-ordinate administrative resources at SKH,
- monitor and promote civil and legal rights within SKH's activities,
- provide the Vice-Chancellor with material for SKH's overall activity plan within the area of activity,
- continuously implement organisational and quality development, and
- follow-ups of the administrative activity.

5.2 Decision-making authority of the director of administration

The delegation of the Vice-Chancellor to the director of administration includes responsibilities and authorities encompassing full operational responsibility for the administration's activities, including occupational health and safety measures.

The director of administration is to consult with the Vice-Chancellor before making decisions about questions of principle.

The Vice-Chancellor decides to delegate decision-making authority to the director of administration in the following matters:

- signing rights regarding agreements that affect the SKH administration within the framework of the stipulated budget; agreements that apply for more than three (3) years or that exceed SEK 500 000 are to be signed by the Vice-Chancellor, after presentation by the director of administration,
- decide on budget and distribution of resources for the administration; may not be further delegated,
- decide on joint university administrative issues,
- decide on measures in current matters within the administration,
- decide on issues that concern information security at the university and the appointment of the personal data ombudsman,
- decide on measures that concern public documents according to the Public Access to Information and Secrecy Act,
- decide on appointments of directors within joint administration; may not be further delegated,
- decide on appointments and salary levels for technical/administrative staff,
- signing local union agreements with employee organisations,
- decide on investments and maintenance of equipment within the area of activity,
- decide on the allocation of funds for mobility between programme countries (intra-European mobility) and the allocation of funds for organisational support for overseas mobility.
- take decisions on the distribution of funds for academic support to students with disabilities.

5.3 Further delegation

Through special decisions, the director of administration may delegate decision-making authority to the directors within the administration, unless stated otherwise above.

A list of further delegations should be drawn up and the decisions should be registered and communicated to the superior.

5.4 Management group of the director of administration

The management group of the director of administration is an advisory body to the director of administration, who decides its composition and work methods.

5.5 Organisational structure of the administration

The administration consists of the following:

- Financial department
- Facilities and service department
- Research office
- HR department
- IT department
- Communications department
- Management office
- Educational administration department

Each department is headed by a director. The department director is appointed by the director of administration.

Delegation of decision-making powers Department

The form shall be attached to the decision on delegation to the Head of Subject.

Is to be decided by the Head of Department in consultation with the Vice-Chancellor.

Head of Subject _____

Subject union: _____

Period: Start. _____ End. _____

Tick the responsibilities and powers/decision-making rights that are delegated

<input type="checkbox"/>	decide on the leasing of premises within the area of activity, if necessary in consultation the head of department, after preparation by FAS
<input type="checkbox"/>	appointment of faculty member to special assignment as head of programme
<input type="checkbox"/>	decide on admission matters and admission of students to independent courses and international exchanges at first and second level.
<input type="checkbox"/>	decide on the appointment of examiners within the educations at the first- and second-cycle levels.

The delegation shall be made by written decision in accordance with the Rules of Procedure and shall be valid for a maximum of one (1) year. The decision can be renewed and shall be registered and distributed to those concerned. Decision-making rights and/or responsibilities cannot be delegated to several persons for the same area of responsibility or programme. The above responsibilities cannot be further delegated. The decision shall be communicated to the superior.

Date: _____

Date: _____

Head of Department

Head of Subject

Name clarification

Name clarification

Delegation of responsibilities within Subject area

The form shall be attached to the decision to assign the teacher as Head of programme.

Is to be decided by the Head of Subject in consultation with the Head of Department.

Head of Programme _____

Subject area: _____

Programme: _____

Period: Start. _____ End. _____

Tick the responsibilities and powers/decision-making rights that are delegated

	financial and budget responsibilities, see separate decision on the adopted budget
	be responsible for the work environment, including safety for students according to a special decision on the distribution of work environment tasks according health and safety law- requires environment course.
	managing and organising work and ensuring that decisions are implemented
	ensuring that operations are conducted in accordance with established plans and applicable laws, agreements and internal policy documents
	be responsible for the staffing of courses and proposing the need for teaching resources to the head of subject
	be responsible for the execution, follow-up and implementation of operational quality development work, e.g. course evaluations
	responsible for the coordination and progression of courses related to degree goals
	ensure that students are offered participation and opportunities for influence
	responsible for the unit's involvement in the student recruitment and admission process

The delegation shall be made by written decision in accordance with the Rules of Procedure and shall be valid for a maximum of one (1) year. The decision can be renewed and shall be registered and distributed to those concerned. Decision-making rights and/or responsibilities cannot be delegated to several persons for the same area of responsibility or programme. The above responsibilities cannot be further delegated. The decision shall be communicated to the superior.

Date: _____

Date: _____

Head of Subject

Teachers with a special assignment

Name clarification

Name clarification

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.
 Note that the decision shall be made in the Swedish form

Delegation of decision-making powers Subject area

The form shall be attached to the the decision to assign the teacher as Head of programme. Is to be decided in consultation with the Head of Department.

Head of Programme _____

Subject union: _____

Programme: _____

Period: Start. _____ End. _____

Tick the responsibilities and powers/decision-making rights that are delegated

	decide on purchases (max 100 000 SEK) within the stipulated budget.
	decide on the recognition of a course or module

The delegation shall be made by written decision in accordance with the Rules of Procedure and shall be valid for a maximum of one (1) year. The decision can be renewed and shall be registered and distributed to those concerned. Decision-making rights and/or responsibilities cannot be delegated to several persons for the same area of responsibility or programme. The above responsibilities cannot be further delegated. The decision shall be communicated to the superior.

Date: _____

Date: _____

Head of Subject

Teachers with a special assignment

Name clarification

Name clarification