

# **University regulations for Tampere University Foundation operating as Tampere University**

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## **FOUNDATION-BASED TAMPERE UNIVERSITY**

Tampere University Foundation sr operates as Tampere University. The foundation-based University is governed by the Universities Act (558/2009), the Foundations Act (487/2015) and the charter and constitution of Tampere University Foundation.

Further provisions pertaining to the organisation of the University's operations and management are set out in these University Regulations and other similar internal regulations. The University Regulations are confirmed by the Board.

The University and one or more universities of applied sciences shall comprise a corporate group that constitutes the Tampere Universities community.

The University may establish units and conduct activities in off-campus locations.

### **1 §**

#### **Mission and operating principles of the University**

The University shall have a mission to promote free research and scientific and artistic erudition and provide higher education based on research.

In accordance with its strategy, the University is seeking to build a distinctive reputation in its scientific and artistic fields. The University shall maintain close collaboration with the broader society, promote the societal impact of research results and artistic activities and foster life-long learning.

In all its endeavours, the University shall pursue international excellence, productivity and efficiency while giving due consideration to the principles of legal protection and equality.

### **2 §**

#### **Organisation**

As set out in the Universities Act, the administrative bodies of Tampere University include the Board, president, Academic Board and Faculty Councils.

The research and teaching activities of the University shall be undertaken by the following faculties, listed in alphabetical order:

- 1) Faculty of Built Environment
- 2) Faculty of Education and Culture
- 3) Faculty of Engineering and Natural Sciences
- 4) Faculty of Information Technology and Communication Sciences
- 5) Faculty of Management and Business

6) Faculty of Medicine and Health Technology

7) Faculty of Social Sciences

Other administrative bodies and independent institutes may also be established by the University. The Board shall decide on the establishment and dissolution of independent institutes.

The Tampere University Teacher Training School is placed in the Faculty of Education and Culture. Separate regulations govern the operations and management of the Tampere University Teacher Training School.

The University may engage in collaborative activities with other organisations as set out in separate guidelines.

The University's service organisation shall be responsible for providing or procuring support services for the University. Where possible, the support services that are available across the Tampere Universities community shall be consistently delivered by a community-wide support service organisation.

The bodies or individuals identified herein who have the authority to make appointment decisions shall likewise have the authority to terminate appointments.

## **UNIVERSITY GOVERNANCE**

### **3 §**

#### **Board of the University**

Tampere University Foundation shall be managed and represented by a strategic and independent Board that comprises seven (7) members, including the chairperson and vice chairperson. The Board of Tampere University Foundation shall serve as the Board of Tampere University. The Board shall broadly represent the highest level of national and international expertise relating to the scientific and artistic fields included in the scope of the Foundation's activities and to societal and business life.

The Academic Board shall decide on the appointment of Board members and on their term of office. Provisions concerning the eligibility of Board members and the obligation to consult the founding members of the Foundation before the appointment of the Board are set forth in the Universities Act and the constitution of Tampere University Foundation. Provisions concerning the appointment of the chairperson and vice chairperson of the Board and the policy and procedures for Board meetings are set forth in the constitution of Tampere University Foundation. The Board may invite a secretary for itself.

A Board member, who has become ineligible for membership pursuant to the eligibility requirements set forth in the Universities Act, shall resign from the Board. If a Board member resigns, the Academic Board shall appoint a new member to the vacant seat for the remainder of the term. Such an appointment process shall be conducted in accordance with the constitution of Tampere

University Foundation and the provisions of section 10 herein.

The president shall present matters that come before the Board.

#### **4 §**

##### **Duties of the Board**

The Board shall:

- 1) decide on the University's strategy, on matters concerning the University's operations and finances and on other far-reaching plans;
- 2) appoint a president to oversee the operations of the University and define the duties of the president;
- 3) appoint the deans of the faculties upon the proposal of the president;
- 4) appoint the vice presidents and other employees who report directly to the president based on a proposal submitted by the president;
- 5) decide on the University's annual operational and financial plan and budget;
- 6) confirm the University's annual report and financial statement;
- 7) decide on the constitution of the Foundation, the university regulations, election rules, financial regulations, the regulations that apply to the Tampere University Teacher Training School and other similar regulations, with the exception of provisions pertaining to the appointment of Board members and their term of office;
- 8) decide on the University's organisational structure;
- 9) decide on the University's ownership policy and confirm the principles and regulations pertaining to corporate governance;
- 10) perform other duties as assigned.

#### **5 §**

##### **President and vice presidents**

The University shall have a president and vice presidents.

A person appointed as president shall be expected to hold a doctoral degree, demonstrate extensive experience of managing a significant organisation that maintains active liaisons with international partner, and possess an in-depth understanding of the higher education landscape and excellent communication skills.

A person appointed as vice president shall be expected to hold a doctoral degree and demonstrate extensive academic achievements, an in-depth understanding of the academic landscape, and strong leadership skills.

The Board shall decide on the term of office of the president and vice president. They shall serve a term of five (5) full calendar years.

The president shall be assisted by a Management Group. The president may establish a rectorate made up of members of the Management Group.

## **6 §**

### **Duties of the president**

The president shall:

- 1) lead the operations of the University and the university community;
- 2) be responsible for ensuring that the University's books and accounts are maintained in accordance with all applicable laws and that financial management activities are organised in a reliable manner;
- 3) be responsible for the implementation and further development of the University's strategy;
- 4) be responsible for the economic, efficient and productive performance of the University's tasks;
- 5) prepare proposals for the Board concerning the University's operational and financial plan and budget and the corresponding plans of the higher education group;
- 6) be responsible for preparing and presenting matters brought before the Board and for implementing the Board's decisions;
- 7) decide on the hiring and dismissal of employees;
- 8) submit a proposal to the Board regarding the appointment of the direct subordinates of the president and of deans after consulting with the faculty councils, and decide on the division of duties between individuals occupying top-level management positions;
- 9) decide on student intake based on proposals issued by the faculties;
- 10) award the titles of docent and professor;
- 11) resolve matters regarding the general administration of the University, unless otherwise provided by applicable laws, the constitution of Tampere University Foundation or these University Regulations.

The president may delegate the hiring of personnel or other matters within his or her remit to another university body or person, with the exception of the duties 1), 5), 6) and 8) referred to above.

The president shall be entitled to be present and speak at the meetings of all the University's administrative bodies with the exception of the board appointment committee.

If a person appointed as president is employed by the University, he or she shall be excused from the duties of his or her existing position for the duration of the term of office.

## **7 §**

### **Duties of vice presidents**

The president shall decide on the number of vice presidents and their division of duties.

If a person appointed as vice president is employed by the University, he or she shall be excused from the duties of his or her existing position for the duration of the term of office.

Vice presidents act as rapporteurs for the Academic Board according to their division of tasks.

## **8 §**

### **Academic Board**

As set out in the Universities Act, the Academic Board is a multi-member administrative body that represents the entire university community.

A total of nineteen (19) members shall be elected to the Academic Board in accordance with the election rules of the University.

Eight (8) professor members shall be selected from among the members of Group 1, defined in section 2 of the University's election rules, so that they broadly represent the University's disciplines. No deputy members shall be appointed.

Six (6) candidates who receive the most votes shall be selected from among the members of Group 2, defined in section 2 of the University's election rules, so that they broadly represent the University's disciplines. At least one of the selected candidates shall be a representative of support staff. No deputy members shall be appointed.

The Student Union of Tampere University shall appoint five (5) student representatives in accordance with its own regulations. The student representatives shall broadly represent the University's disciplines. No deputy members shall be appointed.

A member of the Academic Board may not serve on a preparatory body of the Academic Board. The foregoing shall not apply to ad hoc preparatory committees appointed by the Academic Board.

A member of the Academic Board shall act in the interests of the entire university community.

The Academic Board shall select a chairperson and a vice chairperson from among its professor members.

The vice presidents shall be entitled to be present and speak at the meetings of the Academic Board. The president of the university of applied sciences, or an employee of the university of applied sciences assigned by the president, shall be entitled to be present and speak at the meetings of the Academic Board.

Preparatory bodies may be placed under the Academic Board. The term of office for the Academic Board and its subordinate preparatory bodies shall be four (4) calendar years. Student representatives shall serve a term of two (2) years on the Academic Board.

## **9 §**

### **Duties of the Academic Board**

The Academic Board shall:

- 1) appoint members to the Board of the University after consulting with the founding members as set out in section 10 below;
- 2) decide on the duration of Board members' term of office;
- 3) establish and discontinue degree programmes;
- 4) decide on curricula and degree requirements;
- 5) decide on admission requirements;
- 6) decide on degree regulations and other general regulations pertaining to teaching and research;
- 7) establish the necessary committees and other administrative bodies to perform duties related to degrees, student assessment and appeals and to appoint their chairpersons, members and deputy members;
- 8) perform other duties as assigned.

In addition, the Academic Board shall monitor the University's research, education and societal interaction and the impact and quality of these activities.

The Academic Board may delegate the duties 4) and 5) above to a Faculty Council.

## **10 §**

### **Appointment of the Board**

Provisions regarding the qualification requirements and eligibility of Board members are set forth in the constitution of the Tampere University Foundation.

The appointment and dismissal of Board members shall be governed by the constitution of the Foundation and these University Regulations. The length of term for Board members is likewise defined in the constitution of the Foundation.

The Academic Board shall establish a board appointment committee comprising six members that will carry out the preparations ahead of the appointment of Board members. Three members of the board appointment committee shall represent the founding members of the foundation-based University. The remaining three members shall represent the professors of the University, other teaching and research staff and students, respectively. The three members selected from among the university community shall represent the University's priority areas of technology, health and society. The Academic Board shall select the chairperson of the board appointment committee from among the board appointment committee's members. The length of term shall be the same for the board appointment committee as for the Academic Board (four years). Student representatives shall serve a term of two years on the board appointment committee.

The chairperson of the Academic Board shall initiate the appointment process of new Board members and determine the schedule of the appointment process in accordance with a decision taken by the Academic Board. As set forth in the constitution of the Tampere University Foundation, when a Board member nominated by the founding members is approaching the end of term, the chairperson of the Academic Board shall inform the founding members, with the exception of the State of Finland, thereof no later than four (4) months before a new Board member is due to assume a seat on the Board. The founding members shall announce their candidates to the chairperson of the Academic Board and the chairperson of the board appointment committee no later than two (2) months before the new Board member's term is due to begin. If the founding members do not announce their candidates, they shall be nominated by the board appointment committee.

The Academic Board shall appoint Board members based on a proposal submitted by the board appointment committee. The Academic Board shall either accept or reject the board appointment committee's proposal in full, while taking into consideration the provisions of the constitution of the Foundation regarding the nomination of candidates. In the event that the Academic Board rejects the proposal presented by the board appointment committee, the proposal shall be returned to the board appointment committee for further consideration. The board appointment committee may not present the Academic Board with an identical proposal twice. The existing Board shall continue in office until a new Board is appointed.

The president and vice presidents shall not participate in the appointment of members to the Board or the board appointment committee.



**11 §****The Science Council, Education Council and Societal Interaction Council**

The Science Council, Education Council and Societal Interaction Council prepare matters pertaining to research, education and societal interaction that come before the Academic Board. The Academic Board may also establish other councils.

Each council shall be chaired by one of the vice presidents, as assigned by the president, or by some other individual assigned by the president. The president of the University may invite the president of the university of applied sciences, or a person designated by the president of the university of applied sciences, to join any of the councils.

The president shall issue further guidelines on the composition and duties of the councils referred to herein.

**12 §****Professors' Council**

The Professors' Council shall perform advisory functions in support of the president and vice presidents and represent the scientific and artistic community in fundamental questions concerning the University's values.

The Professors' Council shall comprise all professors and associate professors of the University. The Professors' Council shall select a chairperson and two vice chairpersons from among its members.

The Professors' Council shall convene at least once a year upon the chairperson's invitation or if requested by more than ten (10) percent of the professoriate.

The president, vice presidents and deans shall be entitled to be present and speak at the meetings of the Professors' Council.

**FACULTY GOVERNANCE****13 §****Duties of a faculty; dean and vice dean**

A faculty is a financially accountable division of the University that undertakes research and provides education.

The Board shall appoint a dean to oversee the operations of a faculty based on a proposal submitted by the president. The president shall appoint a vice dean based on a proposal submitted by the dean.

Deans shall:

- 1) be responsible for the management and financial oversight of their faculty;
- 2) prepare a proposal concerning the appointment of vice deans for consideration by the president;
- 3) prepare a proposal for the award of the title of docent for consideration by the president;
- 4) prepare a proposal of the faculty's operational plan and budget for consideration by the president, after consulting with the faculty council;
- 5) approve students for admission to the faculty;
- 6) perform other duties that are assigned to deans in guidelines issued by the president.

The president shall issue further guidelines on the duties, term of office and qualification requirements of deans.

Deans shall be assisted by the Management Group of their faculty.

If a person appointed as dean is employed by the University, he or she may be excused from the

duties of his or her existing position for the duration of the term of office.

## **14 §**

### **Faculty Council**

A Faculty Council shall be appointed for each faculty of the foundation-based University. A Faculty Council's term of office shall be four (4) calendar years. Student representatives shall serve a term of two (2) years on a Faculty Council.

A Faculty Council shall comprise nine (9), twelve (12) or fifteen (15) members as set out in a decision separately issued by the president. The president shall make the decision based on proposals issued by the Faculty Council well in advance before the next election is scheduled to take place. The size of each Faculty Council shall be determined based on the number of staff employed by the faculty in question or other justified reasons. The members shall be appointed in accordance with the principle of equal tripartite representation, so that there is an equal number of professors, representatives of teaching and research staff and support staff, and student representatives (3, 4 or 5 members from each group). A personal deputy member shall be appointed for each member based on the election results.

The professor members and the representatives of teaching and research staff and support staff, as well as their personal deputy members, shall be elected to represent their individual faculty in accordance with the University's election rules. In accordance with its own rules, the Student Union of Tampere University shall appoint student representatives and their personal deputy members to each Faculty Council from among the students of each faculty.

The dean shall serve as the chairperson of the Faculty Council. The vice dean assigned by the dean shall serve as the vice chairperson. The dean shall appoint a secretary for the meetings of the Faculty Council.

A Faculty Council may have an advisory council appointed by the dean.

The president of the university of applied sciences, or an employee of the university of applied sciences assigned by the president, shall be entitled to be present and speak at the meetings of a Faculty Council.

A Faculty Council shall:

- 1) monitor and evaluate the implementation of the operational and financial plan of the faculty;
- 2) issue proposals to the Academic Board regarding the establishment and discontinuation of degree programmes;
- 3) approve the curricula of the faculty's degree programmes to be confirmed by the Academic Board;
- 4) monitor and develop the faculty's research, education and societal interaction and the impact and quality of these activities;
- 5) issue proposals to the president regarding student intake and to the Academic Board regarding admission requirements;
- 6) confirm the criteria for a change of degree programme;
- 7) decide on the assessment criteria for theses and the assessment of doctoral dissertations;
- 8) process appeals regarding student admission, loss of study right and theses;
- 9) perform recruitment duties assigned to a Faculty Council;
- 10) perform other duties that are specified by the dean or otherwise assigned to a Faculty Council.

A Faculty Council may delegate its decision-making authority on a specific matter or matters to the dean.

The president may also initiate the establishment or discontinuation of a degree programme after consulting with the relevant Faculty Council or Faculty Councils.

The president shall issue further guidelines for collaboration between the different Faculty Councils.

## **PERSONNEL**

### **15 §**

#### **Appointment procedure and qualification requirements**

Decisions to hire new employees shall be made by the president or the University's administrative body or person to whom this authority has been delegated by the president.

The Board shall appoint the management-level employees who report directly to the president unless the Board has delegated this authority to some other administrative body of the University.

Staff recruitment shall be based on the requirements of each position that have been determined in advance. The principles of non-discrimination and gender equality shall be observed in the consideration of candidates.

For each open position, the University shall select a candidate who demonstrates the highest potential to succeed in the role based on his or her qualifications, previous work experience and other factors. Persons hired by the University shall be expected to possess collaboration and social interaction skills that are required for the successful performance of their duties.

If the duties of an open position include the responsibility for managing a unit or a function, the successful candidate shall be expected to hold a master's degree, be familiar with the field of the position, and have previous management experience that is required for the successful performance of his or her duties.

To be eligible for a professorship or the position of research director, candidates shall be expected to hold a doctoral degree, demonstrate a high level of scientific or artistic expertise and previous experience of leading scientific research or artistic activities, have the ability to provide high-quality education and instruction based on research, and have a demonstrated record of achievement in international scientific or artistic activities.

As a rule, persons hired for positions that are placed on the third level of the career system for teaching and research staff shall be expected to hold a doctoral degree, demonstrate a record of independent scientific research or artistic activities, possess the teaching skills required for the successful performance of their duties, and be familiar with the field of the position.

Before an appointment decision is made, the candidate's language skills, as required under the Government Decree on Universities, shall be assessed based on the application documents and a possible trial lecture delivered by the candidate.

A foreign citizen or a Finnish citizen, who is either a non-native citizen or received his or her education in a language other than Finnish or Swedish, may be granted an exemption from the proficiency requirements in the Finnish and Swedish languages pursuant to the Government Decree on Universities (770/2009). Such an exemption may be granted by the administrative body or person responsible for the appointment. In the case of professors, however, this exemption shall be granted by the president of the University.

The president shall issue more detailed guidelines on qualification requirements and recruitment procedures.

## **UNIVERSITY OF APPLIED SCIENCES ACTIVITIES ADMINISTERED BY THE FOUNDATION**

### **16 §**

#### **Corporate governance of university of applied sciences operations at Tampere Universities**

As set out in its constitution, the Tampere University Foundation shall administer the activities of a university of applied sciences and therefore own the majority of the shares of Tampere University of Applied Sciences. Other universities of applied sciences may also become involved in the university of applied sciences activities administered by the Foundation.

The university of applied sciences shall be part of the Tampere Universities community. The Foundation shall ensure the achievement of the community-wide strategic goals through corporate governance and in compliance with legislation governing the activities of universities of applied sciences.

Under the Universities of Applied Sciences Act, the Board of the foundation-based University shall nominate candidates for the Board of the university of applied sciences for consideration by its Annual General Meeting.

The Board and president of the university of applied sciences shall be responsible for ensuring that the community-wide goals are achieved on the part of the university of applied sciences in compliance with the University of Applied Sciences Act, the regulations of the university of applied sciences and the corporate regulations of Tampere Universities.

In accordance with its statutory tasks, the university of applied sciences shall draw up its own strategy, which shall be aligned with the overall strategy of Tampere Universities.

Further guidelines on corporate governance are also laid down in the corporate regulations of Tampere Universities approved by the Board.

## **GENERAL PROVISIONS**

### **17 §**

#### **Presentation**

A presentation procedure shall apply to decision-making by the Board, Academic Board, an appeals committee established by the Academic Board, the Faculty Councils, president, vice presidents, the directors of service units, deans and vice deans.

Unless otherwise provided for in applicable laws, the constitution of the Foundation or these University Regulations, the rapporteur or rapporteurs shall be appointed by the administrative body or employee that holds the relevant decision-making authority.

A presentation procedure shall not apply to the assessment of a student's academic performance. The president may issue separate guidelines dictating that the presentation procedure shall not be applied to the process of making decisions about a particular set of questions.

## **18 §**

### **Appointment of members to other administrative bodies and their position**

The procedure for appointing staff representatives to bodies other than those covered in these University Regulations shall be described in separate guidelines issued by the president.

## **19 §**

### **Amendments to the University Regulations**

These University Regulations may be amended by the Board by majority vote of those present. In the case of an equality of votes, the chairperson shall have the casting vote.

## **20 §**

### **Entering into force**

These University Regulations with the amendments shall enter into force on 1 January 2024.