

# Regulations of Turku UAS

## CHAPTER 1

### General

#### Section 1 Purpose of the Regulations

These Regulations guide the principles of the administration and operations of Turku University of Applied Sciences Ltd in addition to the obligations set by the valid laws, statutes, Articles of Association, Shareholder Agreement, operating licence, or group operating instructions of the City of Turku.

#### Section 2 Names used in this document

Turku University of Applied Sciences Ltd will be hereinafter referred to as “the Company” or “Turku UAS”. The Rector and President will be hereinafter referred to as “the Rector”. The student union of Turku University of Applied Sciences will be hereinafter referred to by the abbreviation “TUO”. Research, development and innovation activities will be hereinafter referred to as “RDI activities”.

## CHAPTER 2

### Administrative organs

#### Section 3 General meeting

The supreme right to decision in the Company is executed by the General Meeting according to the Finnish Limited Liability Companies Act. The more specific duties of the General Meeting are regulated by the Limited Liability Companies Act, the Universities of Applied Sciences Act, the Articles of Association and the Shareholder Agreement.

#### Section 4 Board

The administration and appropriate organization of the Company’s operations are managed by the Board, which is appointed by the General Meeting. The more specific duties, the composition and the operational principles of the Board are regulated by the Limited Liability Companies Act, the Universities of Applied Sciences Act, the Articles of Association and the Shareholder Agreement. The ways of selecting a member of staff and a student as members of the Board are explained in more detail in Chapter 7 of these Regulations.

#### Section 5 Rector and President

The Company has a Rector who acts as the President of the Company. The Rector manages the Company’s day-to-day management according to the instructions and rules provided by the Board.

The more specific duties and qualifications of the Rector are set out by the Limited Liability Companies Act, the Universities of Applied Sciences Act, the Articles of Association and the executive agreement.

In addition to these, the Rector's duties include:

- deciding on the grounds of personnel policy and the collective agreements applied to the staff
- hiring staff in employment relationships that are indefinite or over 24 months in length according to the proposals of the Vice Rector, Director of Services, Director of Finance and Administration or Dean
- deciding on the payment of task-specific individual pay components
- deciding on the placement of the staff between the faculties
- deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- deciding on using the allowances received for the operations and their development
- deciding on the grounds for the degree regulations and student selection
- acting as the immediate manager of the staff belonging to the top management
- deciding on appointing organs if not otherwise regulated by the law or statutes
- managing the implementation of the group operating instructions within the Company
- approving the rules and regulations of Turku UAS
- managing the organization of risk management and internal surveillance
- deciding on an information management model and responsibilities according to the Act on Information Management in Public Administration

## **CHAPTER 3**

### **Other organs**

#### **Section 6 Delegation**

The Company can have a Delegation as an advisory body. The number and selection method of its members are decided by the Board of the Company. The Delegation is an advisory body which supports the operations of the Company and increases its social renown.

#### **Section 7 Advisory boards**

The Company may have advisory boards appointed by the Rector. Their mission is to communicate the views of the business life on directing and developing the research, development and innovation activities from the point of view of regional development, and to otherwise increase the interaction between Turku University of Applied Sciences and business life.

**Section 8 Board of examiners**

For handling demands for rectification on study attainments and credit transfer decisions, the Company has a board of examiners, the more specific duties and composition of which are set by legislation and statutes. The board of examiners is appointed by the Board of the Company. The member and deputy member representing students, who must be students in education leading to a degree, are appointed by student union TUO.

**Section 9 Board of student affairs**

The Company has a board of student affairs, the duty of which is to manage the requests for rectification regarding student selection in degree studies and specialization education, internal transfers and right to study within the higher education institution, as well as student admission decisions. In addition, the board of student affairs provides recommendations for measuring the aptitude of the students during the studies and disciplinary actions.

The members of the board of student affairs include a chairperson and other members, all of which have their own deputy members. The board is chaired by a member of the top management staff. Other members include Turku UAS teachers and at least one student attending Turku UAS education leading to a degree. The presenting official is the manager responsible for student affairs or their deputy. The board of student affairs is appointed by the Board of the Company. The member and deputy member representing students, who must be students in education leading to a degree, are appointed by student union TUO.

**Section 10 Cooperation advisory board and occupational safety committee**

To organize cooperation procedures, the company has a cooperation advisory board and an occupational safety committee. The cooperation procedure follows the legislation and the agreement between the Company and the signatory organizations.

**CHAPTER 4****Management system****Section 11 Top management staff**

The top management staff directly under the supervision of the Rector includes the Vice Rector, the Director of Services, the Director of Finance and Administration and the Deans. These people act as the employer representatives of the Company management. The top management staff is responsible for sharing, describing, and maintaining the responsibilities included in the information management model in accordance with the Act on Information Management in Public Administration.

**Section 12 Executive Board**

Turku UAS has an Executive Board appointed by the Rector. Its main duty as an expert body is to assist the Rector in managing the Company, coordinate and develop the operations of the Company

and to manage the unity of Turku UAS and the information flow within the Turku UAS community.

### **Section 13 Vice Rector**

The Vice Rector is responsible for the duties concerning educational policy, RDI activities and the social interaction of Turku UAS at the strategic level according to the instructions provided by the Rector. The Vice Rector acts as the first deputy of the Rector.

In addition to these, the Vice Rector's duties include

- a. acting as the immediate manager of their subordinate staff deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- b. appointing and terminating research groups
- c. deciding on their subordinates' domestic business trips and business trips abroad and discretionary leaves of absence
- d. deciding on the instructions that guide the creation of the curricula at Turku UAS
- e. being responsible for the principles of working time planning of teaching and RDI staff at Turku UAS
- f. deciding on giving instructions on theses concerning Turku UAS
- g. deciding on appointing the projects, teams and working groups that belong to their area of responsibility
- h. deciding on the process and instructions of agreements concerning intellectual property rights and confidentiality
- i. carrying out other tasks appointed by the Rector.

### **Section 14 Director of Services**

The Director of Services is responsible for the management and development of the units in their group: IT Services, Library and Information Services, Services for Education, Communications and Marketing and Community and Collaboration.

In addition, the duties of the Director of Services include

- a. acting as the immediate manager of the Heads in their team and their other direct subordinates, deciding on the placement of the members of staff within the team and deciding on the substitute arrangements of the Heads in their team
- b. according to instructions provided by the Rector, answering for the management and results of the operations of their group and for the necessary support to the Rector
- c. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- d. deciding on the administrative fees of the activities in their group
- e. deciding on their business trips abroad of the staff in their group and the domestic business trips and discretionary leaves of absence of their subordinates

- f. acting as a deputy to the Rector if the Vice Rector is prevented
- g. hiring the staff in their group in fixed-term employment relationships that are less than 24 months in length, according to the process of permission to hire as decided by the Rector and deciding on the placement of staff between the units in their group
- h. being responsible for the management duties of the Corporate Services unit according to the instructions separately provided by the Rector
- i. deciding on appointing the projects, teams and working groups that belong to their area of responsibility
- j. in the field managed by them, being responsible for clarifications to be prepared for complaints, reports or requests for rectification filed by the staff or students In possible situations of self-interest, the Director of Finance and Administration is responsible for the clarifications.
- k. acting as the deputy to the Vice Rector if the Vice Rector is prevented
- l. acting in operative overall responsibility for information management, including e.g. case management and archiving, the information management model and assessment of transformative impact and data protection
- m. carrying out other tasks appointed by the Rector.

### **Section 15 Director of Finance and Administration**

The Director of Finance and Administration is responsible for the management and development of the units in their team: HR Services, Facilities Management, Project Management Office, Legal and Contract Services, Financial Services and Operational Coordination and Quality.

In addition to these, the duties of the Director of Finance and Administration include:

- a. acting as the immediate manager of the Heads in their team and their other direct subordinates, deciding on the placement of the members of staff within the team and deciding on the substitute arrangements of the Heads in their team
- b. according to instructions provided by the Rector, answering for the management and results of the operations of their group and for the necessary support to the Rector
- c. being responsible for the instructions for and monitoring of the budget on the level of the entire university of applied sciences
- d. being responsible for organizing the risk management and internal supervision related to finances and for the functionality of the quality system and quality management
- e. being responsible for the coordination of the functionality of the information management model and the related up-to-date instructions
- f. being responsible for the functionality of legal and contract services as well as for developing matters related to procurement.

- g. deciding on the grounds for using the facilities, apartments and movable property of the university of applied sciences
- h. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- i. hiring the staff in their group in fixed-term employment relationships that are less than 24 months in length, according to the process of permission to hire as decided by the Rector and deciding on the placement of staff between the units in their group
- j. deciding on their business trips abroad of the staff in their group and the domestic business trips and discretionary leaves of absence of their subordinates
- k. deciding on appointing the projects, teams and working groups that belong to the field of the group
- l. acting as the deputy for the Director of Services if the Director of Services is prevented
- m. carrying out other tasks appointed by the Rector.

### **Section 16 Deans**

The core activities are organized in the teaching faculties, each of which is managed by a Dean. The substitute order of the Deans is separately decided by the Rector.

The Dean's duties include:

- a. being responsible for reaching the operational and financial targets set for the faculty and reporting them to the Rector
- b. being responsible for tasks included in drafting and implementing the budget and financial plan
- c. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- d. organizing the approval and monitoring, within the faculty, of the working time plans of their subordinate staff, according to the principles approved by Turku UAS
- e. deciding on the curricula within the faculty, according to the principles approved by Turku UAS
- f. deciding on the business trips abroad of their subordinates as well as their participation in training funded by the faculty and the domestic business trips and discretionary leaves of absence of people who belong in the middle management
- g. hiring the staff in their group in fixed-term employment relationships that are less than 24 months in length, upon a proposal by the Head of the unit in question, according to the process of permission to hire as decided by the Rector and deciding on the placement of staff between the units in their group

- h. hiring part-time members of staff in employment relationships within the faculty
- i. organizing the practical trainee agreements within the faculty
- j. deciding on the working groups within the faculty and on appointing staff members for cross-faculty working groups
- k. deciding on the substitute arrangements between the Heads of Education and Research within their faculty
- l. being responsible for assignments commissioned by the Rector and, according to the Rector's instructions, by the Vice Rector, the Director of Services and the Director of Finance and Administration.

### **Section 17 Middle management**

The company's management system includes middle management managers, who are responsible for achieving the set financial and operational targets. The middle management includes the Heads of units in the faculty of Corporate Services, the Heads of Education and Research in the faculties and other Heads and Managers.

The middle management managers decide on the domestic business trips of their subordinates. The manager decides on the discretionary leaves of absence of their subordinates upon hearing the director of the faculty.

### **Section 18 The managers of the units within the faculty of Corporate Services**

The duties of the unit's manager include:

- a. being responsible for the planning and use of the resources allocated for the unit and reaching the set targets and accordingly reporting their accomplishment to the director of the group
- b. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- c. acting as the immediate manager of their subordinate staff
- d. deciding on the domestic business trips of their subordinates and on their participation in training financed by the operation
- e. taking care of the functionality of the processes and matrices they are responsible for

- f. in their own area of responsibility, being responsible, in accordance with the Act on Information Management in Public Administration, for the up-to-datedness of the descriptions and sharing of responsibility of the operating processes (service processes) included in the information management model, including the identification and definition of changes, and carry out other tasks appointed by the Rector.

### **Section 19 Managers of the units in the teaching faculties**

In the faculties of education, there are Heads of Education and Research or other managers working under the supervision of the Dean. They act as the managers of their units.

The duties of the Head of Education and Research or another manager of the unit include:

- a. being responsible for the planning and use of resources allocated to the unit and reaching the set targets and accordingly reporting their accomplishment to the Dean
- b. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- c. acting as the immediate manager of their subordinate staff
- d. organizing and deciding on the distribution of work and working time planning of the staff in their unit, according to instructions provided by the Dean
- e. organizing the development work of the teaching and curricula within their unit together with the teaching staff
- f. answering for the direction of the research group activities and RDI activities according to the set targets
- g. deciding on the domestic business trips of the staff within their area of expertise and their participation in training financed by the operation
- h. being responsible for the processing of the applications concerning the recognition of prior learning by students according to the principles approved by Turku UAS
- i. performing other tasks appointed by the Rector or the Dean.

### **Section 20 Transferring jurisdiction**

Upon the presentation of the Vice Rector, the Director of Services, the Director of Finance and Administration or Dean, the Rector may separately decide that the director concerned or a manager under the director's supervision has the right to transfer jurisdiction provided in the Regulations to a person working as their subordinate with a written decision. A list must be maintained of the transferred jurisdiction and the list shall be attached to the Regulations.



## **CHAPTER 5**

### **Operations Management**

#### **Section 21 Finances**

The Board of the Company decides on the plan of action as well as on the budget of Turku University of Applied Sciences after the Rector has made a proposal on the matter. The Board of the Company decides on the financially significant or far-reaching solutions and agreements that, according to the procurement authorizations or group operating instructions, belong to the decision-making of the Board of the Company.

The Director of Finance and Administration is responsible for preparing the budget of the entire Turku UAS and for the monitoring and reporting of the Company's finances and operations, and for the drafting of the financial statement for the Rector.

The Director of Finance and Administration is responsible to the Rector in terms of organizing the risk management and internal supervision and for the functionality of the quality system and quality management.

#### **Section 22 Quality Management**

The Rector is responsible for the quality policy, implementing the internal evaluations and the operational instructions according to the quality system. The implementation of Quality Management is managed by the top management staff (section 11).

The quality system undergoes regular external evaluations.

## **CHAPTER 6**

### **Section 23 Procurement rule**

The Board of the Company decides on the procurements and financial commitments exceeding EUR 500,000 in value, with the exception of project applications of RDI activities, RDI agreements and tender documents submitted under the Company name. In terms of these, the decision can be made by the Rector or Vice Rector when they do not contain matters that according to the legislation, shareholder's agreement or group operating instructions fall under the decision-making power of the Board.

The Rector decides on other procurements and financial commitments up to 500 000 EUR in value.

The Board shall be informed of all procurements, financial commitments and submitted tender documents of a maximum of EUR 200,000 in value.

The Vice Rector, the Director of Services, the Deans and the Director of Finance and Administration can decide on procurements, financial commitments and tender documents of a maximum of EUR 100,000 in value. According to Section 17, middle management managers can decide on procurements and financial commitments of a maximum of EUR 20,000 in value. Value-added tax is not included in the procurement limits set out in EUR in the procurement rule.

The Rector, Vice Rector, Director of Services, Director of Finance and Administration and Deans will provide more specific instructions on the cases in which the subordinates' procurements and financial commitments have to be processed by their manager before making the procurement decision.

If the Rector is prevented, the Vice Rector, Director of Services and Director of Finance and Administration (in this order) have the right to make procurements, financial commitments and tender documents that require the power of procuration of the Company in accordance with the procurement rule as applied to the Rector.

## **CHAPTER 7**

### **Section 24 Election rule**

Appointing a member of staff to the Board of the Company is conducted by elections which the Rector will launch by appointing an election committee to assist in the procedure.

The members of staff who are in indefinite or fixed-term full-time employment relationships have the right to vote and are eligible candidates. The representatives of the employer who belong in the executive management of the Company (Section 12)

are not eligible candidates in the election but are entitled to vote.

The President and possible Vice President do not have the right to vote, nor are they eligible candidates. The principles and the method of implementation of the election have to be agreed on in more detail in the Cooperation Committee of the Company before publishing the election bulletin.

The duties of the election committee include:

- managing and supervising the fulfilment of the tasks related to the execution of the election
- accepting the election bulletin unless it has been previously accepted by the Cooperation Committee
- checking and publishing the final list of candidates after the nomination of candidates has ended
- publishing the names of the two candidates who have received the most votes and will proceed to a second round of voting, when none of the candidates have received over 50% of the votes cast. If one of the candidates receives over 50% of the votes cast in the first round, a second round of voting will not be arranged

- publishing the final result of the election
- handling and solving the questions related to executing the elections, unless they are to be solved by other organs

Appointing a student member to the Board of the Company is regulated by the rules of Student Union TUO, supported by the Rector.

## **CHAPTER 8**

### **Other regulations**

#### **Section 25 Signing a document**

Agreements, commitments and other documents made on the grounds of a decision by the Board of the Company are signed by the Rector unless otherwise decided by the Board. In agreements, commitments and documents requiring the signatory rights on behalf of the Company, the signatory shall be a procurator holding Company representative.

The project applications within RDI operations, signed by the Company, and RDI agreements concerning the entire company shall be signed by the Rector or the Vice Rector in accordance with the financial limits stated in the procurement rule. If the Rector or Vice Rector are prevented, the Director of Services and the Director of Finance and Administration, as holders of procurator, have the right to act as signatories of these commitments. By their decision, the Rector and Vice Rector may grant the signatory right of project applications and RDI agreements within RDI activities to Deans and Heads of Education and Research, provided that the decision does not exceed the procurement authorization of the Dean or the Head of Education and Research as set forth by the procurement rule.

Degree certificates and other certificates and communications concerning a student are signed by a manner ordered by the Rector.

The employment certificates of staff members are signed by the Rector or a member of staff who belongs to the top management (Section 11).

The decision-maker signs the decisions they have made by virtue of their authority.

The procurement authorizations according to the procurement rule (section 23) are applied in the decision-making and procurator authorizations concerning the Company's agreements. In the definition of the values in EUR of tacit financial commitments related to contracts and agreements, the costs for the resources used to conduct the contractual obligations and possible foreseeable financial risks related to contracts and agreements are considered.

A middle management manager, who has authorization on the basis of their position, may in minor matters with the manager's consent delegate the decision-making and procurement authority related to the Company's agreements to their subordinate, who is in actual fact responsible for the activity the agreement refers to.

The principles of approving and checking invoices are ordered in more detail by decisions of the Rector. Representing the Company takes place according to the Company policy.

### **Section 26 Student Union**

The duties of the student union of Turku University of Applied Sciences are managed by TUO.

Turku UAS and TUO enter into an agreement on the cooperation between the student members and Turku UAS. The agreement is reviewed on a yearly basis. The top management representatives and TUO agree on regular meetings to promote the development of cooperation and the results of the Turku UAS community.