

# 1. Rules of Procedure at Karlstad University

Approved by the University Board on 25 September 2024

## **1.1 General information**

Karlstad University is a public authority under the government. The university's operations fall under national laws and regulations. The budget proposition and other parliamentary decisions on resource allocations and government appropriations constitute the financial framework of activities. The leading positions are also appointed by the government.

The foundational regulations that govern higher education institutions are set forth in the Higher Education Act (1992:1434), HEA, and the Higher Education Ordinance (1993:100), HEO. There are also a number of special ordinances regulating certain areas or certain matters. In addition, HE institutions are under the obligation to apply extensive legislation pertaining to public authorities.

The state as accountable authority shall establish higher education institutions for the provisions of

1. courses and study programmes based on scholarship or artistic practice and on proven experience, and
2. research and artistic research as well as development work.

The mandate of higher education institutions shall include third stream activities for a mutual exchange of ideas, as well as working towards ensuring the knowledge and expertise available at the university is of benefit to society (Ch.1, Sect. 2, HEA).

The board of a higher education institution shall supervise all of its operations and assume responsibility for the fulfilment of its mandate. A vice-chancellor who is directly accountable to the board shall be appointed to manage the operations of each higher education institution (Ch. 2, Sects. 2 and 3, HEA).

This Rules of Procedure is based on current legislation and clarifies the overall organisation decided by the university board, its delegation of authority, handling of matters and the forms of operations and activities. Within the scope the university board's overall decision on the organisation, the vice-chancellor's rules of procedures and delegation of authority are specified as well as the authority delegated to other bodies and decision-makers on important issues.

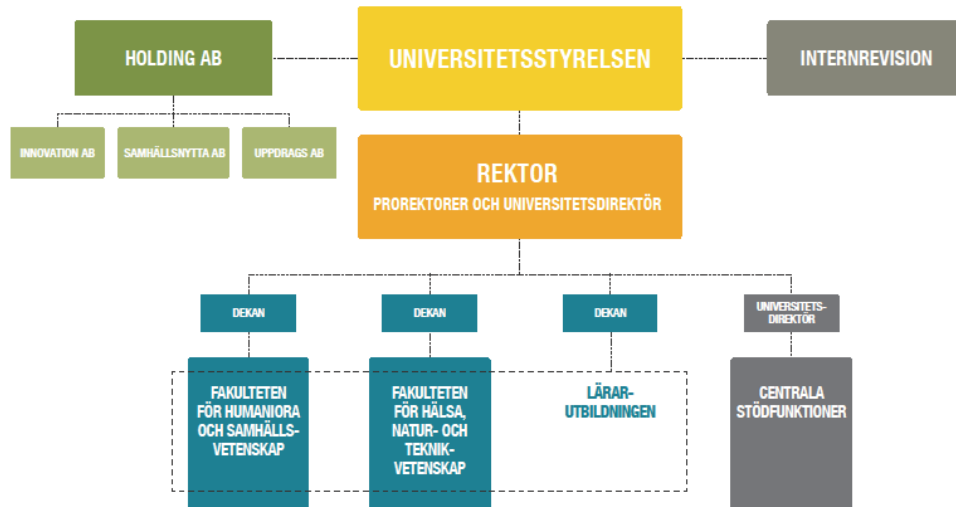
## **1.2 Overall organisation**

The overall organisation is decided by the university board and is based on the organisation of education and research activities in two faculties. Each faculty has a faculty board and an administrative unit and a number of departments. Each faculty is headed by a dean, who is the chair of the faculty board. The vice chair acts as deputy dean.

Teacher education at Karlstad University forms part of a matrix structure with a teacher education board. A dean heads the teacher education programmes and chairs the board. The vice chair of the teacher education board works under delegation of the dean and acts as deputy for the dean.

Central services provide strategic as well as operational support and services to the various units in the organisation. The university director heads central services, which consist of several units.

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Applies from:	25 September 2024	until:	further notice	Officer:	Eva Rendahl		



### 1.2.1 University board and the vice-chancellor

The university board is the highest body of authority. The board shall monitor all university operations and assume responsibility for the fulfilment of its mandate (Ch. 2, Sect. 2, HEA). The vice-chancellor has management responsibility and reports to the board. As a rule, the vice-chancellor decides on matters that are not included in the board's area of responsibility. The vice-chancellor has the right to delegate tasks unless otherwise stipulated. The vice-chancellor has a deputy who substitutes when the vice-chancellor is not on duty.

## 1.3 *Faculties*

The university board has decided that the university's operational areas of providing education, research and third-stream activities shall be undertaken by two units called faculties.

The university board has decided that the faculties shall have a uniform management structure, with the respective faculty board having the overall responsibility for faculty operations. Its chair, the dean, shall lead the faculty board and act as the executive officer of the faculty.

Dean and the faculty board shall be supported by administrative staff, tasked to ensure uniform and correct exercise of public authority and efficient administration.

### 1.3.1 Departments

The university board has decided that each faculty shall be divided into units called departments. The most senior position of a department is called the head of department.

### 1.3.2 Faculty administration

An administrative unit shall be organised directly under the dean. The administration constitutes a common and unifying administrative resource for the whole faculty. This administration provides administrative support to the dean, faculty board, teachers and students. The faculty administration is led by an administrative head.

At each faculty office, there are also staff with organisational positions at the central services.

## **1.4**      ***Board of teacher education***

Teacher education at Karlstad University forms part of a matrix structure with a teacher education board. A dean heads the teacher education programmes and chairs the board.

### **1.4.1**      **Administrative management of teacher education**

Administrative support and preparation of matters for the dean and the board, support to departments, programme directors and teachers, as well as support to students, are organised by the teacher education office, which is part of central services as of 1 January 2025. The teacher education office is led by an administrative head.

## **1.5**      ***Central services***

The central services shall give administrative, drafting and executive support to the board, vice-chancellor and the faculty offices, thereby ensuring that procedures in the administration and exercise of authority at Karlstad University are uniform, conforming to law and efficient. The vice-chancellor has decided on the organisation of the support services within the scope of the general decision of the university board.

The university director is head of the central services and has responsibility for university management and the overall responsibility for common administrative procedures at the university.

### **1.5.1**      **University library**

A university library shall make works from its own collections available to other higher education libraries without charge (Ch. 2, Sect. 16, HEO). According to the university board's decision, the university library and the Ingesund School of Music are units under the university director. The library is headed by the library director.

## **1.6**      ***Research centres***

In addition to the faculty departments, Karlstad University also includes research centres with the goal to facilitate and develop cooperation across departmental and/or faculty boundaries.

## **1.7**      ***Student representation***

Chapter 2, Section 7 of the Higher Education Act stipulates that students have the right to influence university education. Higher education institutions shall ensure that students take an active part in developing courses and programmes. Students are entitled to representation when decisions or preparations are made that have a bearing in their courses or programmes.

Students' insight into and influence on university activities shall be ensured through organised consultation. In consultation, studies and student situation shall be discussed in relation to the university's activities. The vice-chancellor is responsible for organising the consultation.

The basic principle is that students shall have influence and co-responsibility at all levels of the organisation and at a point in the process when real influence is possible to impact decisions. Students shall have the opportunity to representation in all preparatory and decision-making bodies and all boards, and councils, except for the staff disciplinary board.

Student associations which have been granted the status as student union have the right, in their areas of responsibility, to organise and nominate representatives to bodies where matters that have a bearing on students' situations are decided and prepared. If there is no student union, the university should organise direct or indirect elections of student representatives.

## ***1.8 University management: responsibilities and duties***

The management of the university is exercised by the university board and its main executive, the vice-chancellor. For certain types of labour law issues, the board has established a staff disciplinary board and a disciplinary board for student matters.

### **1.8.1 University board**

The mandates and duties of the university board and their executions are detailed in the policy document "Rules of Procedure for the University Board". The duties of the university board are primarily stipulated in the Higher Education Act and the Higher Education Ordinance.

In addition, a board for a higher education institution shall have the responsibility and duties specified under Section 3 of the Government Agency Ordinance and Chapter 2, Sections 8-9 of the Ordinance on Annual Accounts and Budgeting.

Chapter 2, Sections 8, 10 and 15 of the Higher Education Ordinance stipulate that the board also decides on the nominee for the position of vice-chancellor, appoints the vice-chancellor's deputy and decides on establishing a staff disciplinary board (Ch. 2, Sect. 2, HEO).

### **1.8.2 Vice-chancellor**

The vice-chancellor is responsible for operations under the board. The vice-chancellor is the executive and also a member of the board. As agency head, the vice-chancellor has the main responsibility for ensuring that the university is run effectively as well as in compliance with applicable legislation. The vice-chancellor shall be guided by the university's strategies and objectives and make operative decisions within the budget and organisational structure that the university board has decided.

Other issues than those referred to in Chapter 2, Section 2 of the Higher Education Ordinance shall, according to Chapter 2, Section 3 of the Higher Education Ordinance be decided by the vice-chancellor unless

1. otherwise prescribed by law or ordinance, or
2. by the university board.

If, however, in this ordinance or elsewhere, it is provided that a certain duty is incumbent on the vice-chancellor, the governing body may not assume that duty (Ch. 2, Sect. 3, HEO). The vice-chancellor therefore has the authority to decide on all issues that are not for the university board, the disciplinary board or staff disciplinary board to decide, unless the university board has decided otherwise.

The vice-chancellor has the right to delegate tasks unless otherwise prescribed.

### **1.8.3 Vice-chancellor's deputy**

The vice-chancellor has a deputy who substitutes when the vice-chancellor is not on duty. The deputy replaces the vice-chancellor to the extent approved by the vice-chancellor. The vice-chancellor's deputy shall be appointed by the board (Ch. 2, Sect. 10, HEO).

### **1.8.4 University director**

The university director is the highest official, reporting to the vice-chancellor on legal, administrative and economic issues at the university, in a way regulated by the delegations and assignments decided by the vice-chancellor. The vice-chancellor has appointed the university director to be head of the central services.

The university director shall represent the university in his/her area of responsibility.

## ***1.9 Internal audit***

The university has an internal audit section with the duty to review and propose improvements of the university's processes for risk management, governance, control and management. The internal audit section reports to the university board.

## ***1.10 Staff disciplinary board***

In accordance with Chapter 2, Section 15 of the Higher Education Ordinance, the university board has established a staff disciplinary board to decide on matters of dismissal on grounds of personal circumstances, on disciplinary responsibility, notification of legal action and suspension from appointment.

## ***1.11 Disciplinary board***

In accordance with Chapter 10, Section 3 of the Higher Education Ordinance, there is a disciplinary board, handling matters of disciplinary measures against students who, for instance have used unauthorised aids in exams, disturbed teaching or have harassed another student or university staff.

## ***1.12 Other boards, committees and groups***

There are other boards, committees and groups at Karlstad University. The university board delegates to the vice-chancellor to establish and decommission the boards, committees and groups at Karlstad University as needed.

## ***1.13 Decision-making at Karlstad University***

### **1.13.1 Decisions requiring research or artistic expertise**

Decisions shall be made by people with the appropriate research or artistic qualifications, if decisions involve evaluation of

1. the organisation, implementation, or quality of courses and programmes, or
2. the organisation or quality of research as well as artistic development.

If such evaluation is to be done by a group of people, the majority of group members shall have appropriate research or artistic qualifications. In specific cases, the university board may decide that such a majority is unnecessary (Ch. 2, Sect. 6, HEA).

In this context, an individual with research or artistic qualifications is a person holding a doctor's degree or other equivalent research or artistic qualifications.<sup>1</sup>

The definition of research qualifications applies to election of members to the governing bodies in the university.

### **1.13.2 Handling matters and decisions**

Provisions on handling matters are given in the administrative procedure law and sections 19-21 of the Government Agency Ordinance (2007:515). The Higher Education Ordinance also includes regulations on the handling of matters.

#### **1.13.2.1 Processing**

Matters are allocated to officers pursuant to the order of delegation by responsible body or official. Processing can, depending on the nature of the matter, be constituted by various measures, but shall always lead to a proposal for a final decision. Processing shall always meet the demands of objectivity and impartiality.

#### **1.13.2.2 Consultation with student representatives**

Chapter 2, Section 7 of the Swedish Higher Education Act regulates students' rights to representation when decisions are made or drafted. If a decision is to be made or drafted by one single individual, the student representative shall be notified and consulted with well in advance of the decision or the completion of the preparation.

If a decision shall be made by a group, pursuant to Chapter 2, Section 6, second paragraph of the Higher Education Act, students have the right to be represented by at least three members. The number of student representatives in such a group may be fewer if there are special reasons considering the total number of group members.

Each higher education institution decides on the right to student representation regarding what is stated in the first paragraph above (Ch. 2, Sect. 14, HEO).

#### **1.13.2.3 Union negotiations**

Before decisions are made, the obligation to notify or inform employee union organisations pursuant to regulations in the Co-determination Act must be considered. When matters are concluded with a written decision, this must be noted and dated if information or negotiation in accordance with the co-determination act has taken place.

#### **1.13.2.4 Presenting a matter**

Pursuant to Section 20 of the Government Agency Ordinance, a matter shall be presented before the decision is made. A public agency may decide, through rules of procedure or special decisions, that matters decided by another person than the head of the agency need not be presented. The

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<sup>1</sup> Examples of equivalent research or artistic qualifications are a foreign doctorate, licentiate degree under previous ordinance and other research expertise without a doctorate, e.g., industrial research. See prop. 2009/10:149 p. 34 f.

head of the agency may make decisions on pressing matters that cannot be delayed till the time of presentation. The decisions of the university board shall be made after presentation pursuant to the Higher Education Ordinance. The dean shall make decisions after presentation unless otherwise provided by the vice-chancellor. This also applies to other decision-makers regarding matters drafted by other special officials. Presentation shall be in writing or, if not necessary, a matter can also be presented orally. If a matter cannot be delayed till the time of presentation, a decision can be made without presentation.

#### **1.13.2.5 Disqualification**

Regarding disqualification in university procedures, the provisions of Section 16, Administrative Procedure Act (2017:900) apply. Disqualification means that there are special circumstances that may affect the trust in a person's ability to partake in a decision process without bias. Circumstances that may constitute disqualification shall be considered and reported voluntarily.

#### **1.13.2.6 Dissenting opinion**

When a decision is jointly made, a participant may make a reservation against the decision by having a dissenting opinion noted. A member who does not exercise this right shall be seen to have participated in the decision. Rapporteurs (presenters) and other officials who are involved in the final handling of a matter without taking part in the decision have the right to have dissenting opinions noted.

Dissenting opinions have to be recorded before the decision is dispatched or announced in another way. If the decision is not to be announced, notification of dissent shall be made at the latest when the minutes are adjusted or in equivalent order (Sect. 30, Administrative Procedure Act). Dissenting opinions ought to be registered and noted already at the meeting where the decision in question is taken.

#### **1.13.2.7 Documentation**

For each decision on a matter, a document shall state

1. date of decision,
2. content of decision,
3. who made the decision,
4. who presented the matter,
5. who has been involved in the final handling without partaking in the decision (Sect. 21, Government Agency Ordinance).

A decision through which the agency concludes a matter shall, pursuant to Section 32 of the Administrative Procedure Act, state the reasons for the decision, if the matter involves exercise of authority against a person. The reasons may be excluded wholly or in parts if the decision pertains to appointments (Sect. 31, Administrative Procedure Act), admissions to or grading of education (Ch. 1, Sect. 4a, HEO).

#### **1.13.2.8 Registration and dispatch**

Issued decisions and other conclusive decisions are official documents, which shall be registered or archived in an orderly fashion. Decisions shall also be distributed for the information of the organisational units that are directly or indirectly affected, or otherwise interested in the decision made.

Every organisational unit is responsible for ensuring that information of decisions a shared within the unit.

### **1.13.3 Delegation**

#### **1.13.3.1 General principles**

The delegation of authority should be well defined and clear, and delegation shall be given in such a way that matters are treated efficiently and with the appropriate expertise. The requirement that decisions shall be made by people with the appropriate research or artistic qualifications, shall be observed. Responsibility and authority shall go hand in hand.

A person given the power of decision through delegation by the vice-chancellor may not exercise this power in situations where decisions are matters of principle, may have prejudicial effect, or are of general importance. Such decisions shall be made by the person delegating.

#### **1.13.3.2 Delegating**

A number of related matters, or a single matter, may be delegated to a body or to an individual official. A decision on delegation shall be in writing. Delegated authority can be further delegated unless otherwise provided in ordinance or in the delegation decision. The delegation decision shall clearly state who is delegating, to whom it is delegated, what is delegated and the duration of the delegation.

Delegations may be revoked or reassigned by the delegator. The revocation can be general for a group of matters or pertain to a certain matter. The recipient of a delegation can also, when justified, refer the matter to the person giving the delegation.