

## 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 16 December 2015, with revisions decided 13 June 2016, 27 October 2016, 13 December 2017 and 18 September 2019. They apply as of 1 January 2016 with the exception of the organisation for the Board of education and research, which took effect on 1 July 2016. Revisions in the rules of procedure decided in September 2019 apply from 1 October 2019.

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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.

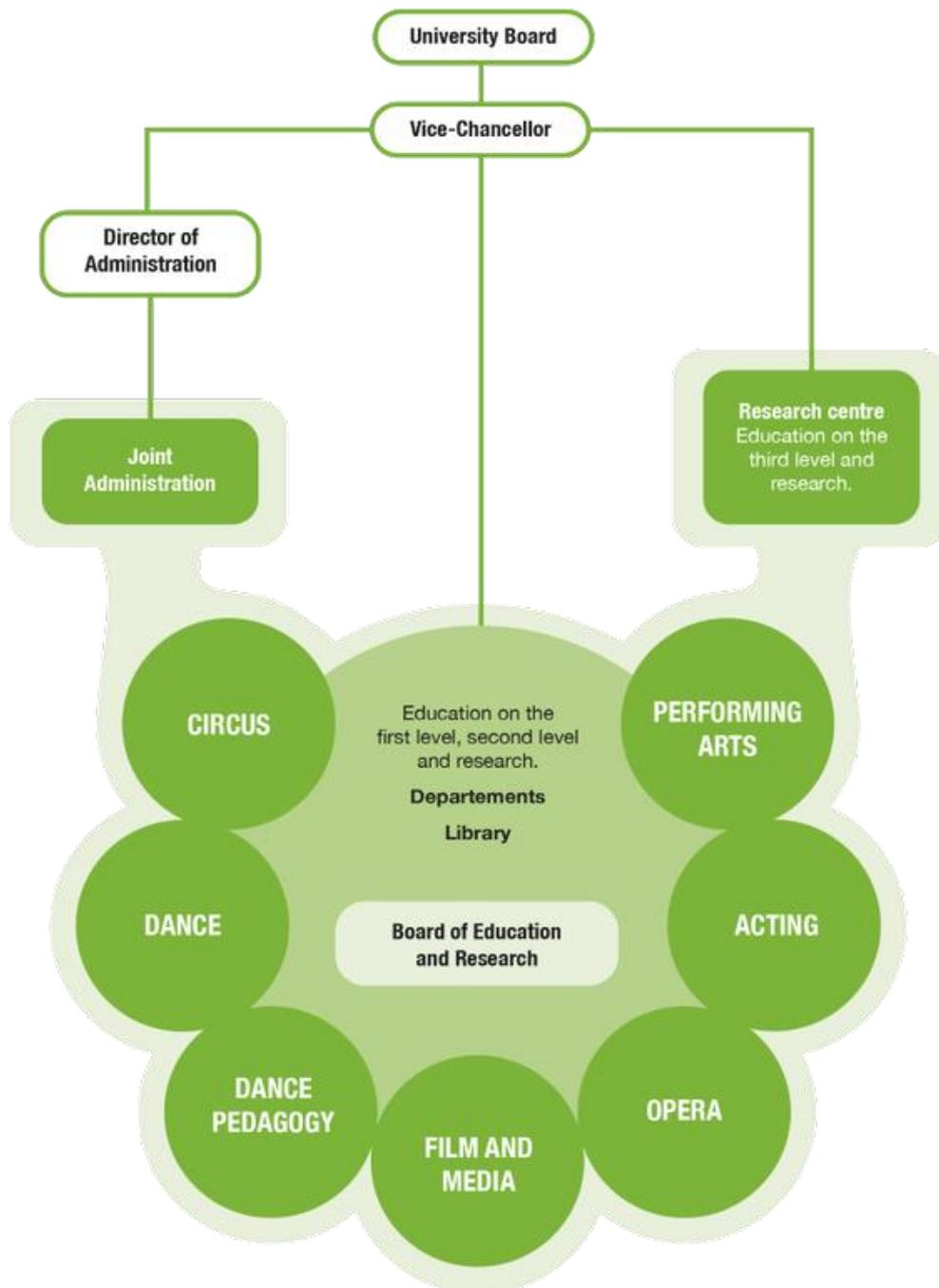
The activities consist of core activities and academic support. The core activities are administered by artistically professional faculty members with managerial assignments as vice-rector or head of department. They are responsible for managing and leading education, research and engagement with the 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, director of administration, directors of departments, head librarian – make up SKH's line organisation.

There is also a faculty-elected Board of Education and Research at SKH as well as a number of boards and committees with special assignments. No staff have organisational positions in these bodies. The faculty at SKH consists of all its faculty members, those who are entitled to vote elect members to the University Board and the Board of Education and Research.

### 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 (HEA 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 (HEO 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.

In parallel with the line organisation management at SKH there is a faculty-based decision-making and nomination body and work method that are traditional features of the academic culture of Swedish institutions of higher learning. The faculty model is based on the special responsibility of university faculty to independently, or through chosen members, exercise influence on the university's activities. This applies primarily to regularly occurring quality monitoring and quality development of education and research and to improvements in the content and focus of the university's activities through continuous dialogue within the subject field or discipline.

### **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. The departments are responsible for one or several subjects. 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 of Circus
- The Department of Dance
- The Department of Dance Pedagogy
- The Department of Film and Media
- The Department of Opera
- The Department of Performing Arts
- The Department of Acting

### **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 candidates and other researchers have organisational positions at the departments.

### **1.3.3 Board of Education and Research**

There is a joint Board of Education and Research at SKH, with seven regular members appointed by the faculty (with five group deputy members), two external members and three members appointed by the students. The Board is considered to constitute a quorum when at least half of the members are present. The majority of the members of the Board should have artistic professionalism of at least the level of an assistant professor in accordance with the HEO Chapter 4.

The Vice-Chancellor has the right to attend and speak at the meetings of the Board. The Board can co-opt further professionalism if required by the activity. The co-opted professional has the right to attend and speak. The chairperson has the casting vote.

The Board can set up a committee for preparation/decisions on sub-areas that the Board is responsible for.

## **1.4 Academic Support**

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

### **1.4.1 Library**

There is a joint library headed by a head librarian.

### **1.4.2 Administration**

There is a joint administration headed by the director of administration. The administration is divided into departments, which are led by directors who are employed by and report to the director of administration.

## **1.5 Other joint university bodies**

### **1.5.1 The committee for occupational safety and health/safety committee**

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 chairperson and four additional members of the committee. Furthermore, the local trade union organisations will choose three members and the student union will choose student safety and health representatives, two of whom will be on the committee.

### **1.5.2 Disciplinary board**

The composition of the Board is determined in the Higher Education Ordinance (Chapter 10 Section 4): the Vice-Chancellor (chair), a member well-versed in law (who is/has been a judge), a representative of the faculty and two student representatives. Members of the disciplinary board, with the exception of the student representatives, are appointed by the Vice-Chancellor. The student union has the right to choose 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 skills 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 should be:

- One regular member, also chairman, appointed by the board for education and research
- Vice-rector for research, or someone the Vice-rector for research appoints (not when recruiting an Assistant lecturer)
- Head of the employing Department
- One student from the employing Department
- One teacher from another Department
- One officer from the HR Department

The group can be expanded, with e.g. a teacher from an employing Department with special subject expertise if needed.

The recruitment group can take decisions when at least half are present with the majority artistic / scientific competence are present.

## 2 SKH's decision and delegation procedure

Decisions in all matters not discussed in these rules of procedure are made by the Vice-Chancellor, provided that the Vice-Chancellor has not delegated that function to another person. An employee who has received decision-making authority in a case through delegation has the right to delegate that authority to another person within his or her activity, unless otherwise stated. Decisions on further delegation are to be made in writing and, when direct delegation by the Vice-Chancellor is not involved, are to be communicated to the immediate superior. Decisions on further delegation are to be registered and filed.

Decisions that involve management measures will not be handled according to this decision and delegation procedure but directly by staff management.

### 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 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 presentations, 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

- guidelines and audit plans for the internal audit and measures in connection with observations and recommendations from the internal auditor according to 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 to make the decision according to Chapter 4 Section 16
- the admission procedure as set out in Chapter 6 Section 3, paragraph 2
- 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
- employment 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)
- decide on procedures for gathering opinions of faculty members, other employees and students when submitting its proposal of choice of Vice-Chancellor to the Government (Higher Education Ordinance Chapter 2 Section 8)
- 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 taken into account (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 Stockholm University of the Arts 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).

### *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.

The Vice-Chancellor makes decisions regarding nomination procedures for positions as heads of departments, that is faculty members with managerial assignments. The Vice-Chancellor appoints a recruitment group that prepare

nominations of candidates to the post (according to chapter 1.5.5 in this document).

Academic eligibility is assessed in a separate procedure, with experts being called in when necessary.

### ***Appointments of faculty members***

In appointments of faculty members, the Vice-Chancellor makes decisions regarding the employment profile, the experts, the recruitment group and the position itself. Regarding faculty appointments, the Vice-Chancellor may not delegate decisions involving professors (Higher Education Ordinance Chapter 4 Section 13).

### ***Signatory rights***

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

### ***Quality system***

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

## **2.2.1 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 3

### **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

### **2.3.3 Board of Education and Research**

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

The Board is responsible for the comprehensive planning, quality evaluation and quality development related to the comprehensive core activities and to carry out national and international analyses.

In accordance with the Higher Education Act Chapter 2 section 6 the Board decides on joint-university strategic decisions which require an assessment of:

1. The design, implementation or quality of the education, or
2. organisation or quality of the research

The Board prepares strategic decisions to the line organisation, for example overall distribution of resources including assignments and transfer of knowledge to the surrounding society.

The Board prepares cases to the Vice-Chancellor in comprehensive matters that concern education, research and research education. It submits material for the Vice-Chancellor's decisions regarding:

- strategies for developments in education and research
- comprehensive regulatory documents for first and second cycle education, research and research education
- quality monitoring and quality development of first and second cycle education, research and research education
- SKH's annual reports

The Board of Education and Research appoints two of its members, and their deputies, to the academic appointments committee.

#### **Decision-making authority of the Board of Education and Research:**

The Vice-Chancellor makes a special decision to delegate to the Board the right to decide/suggest proposals to the Vice-Chancellor (or person to whom the Vice-Chancellor has delegated decision-making power to) in the following matters:

### Quality management

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

### Education issues

- submit proposals for decisions regarding the establishment, definition and discontinuation of the main fields of study
- submit proposals for decisions regarding the establishment and discontinuation of new educational programmes
- submit proposals for decisions regarding revisions of educational programmes
- decide on regulatory documents that guarantee that research-preparatory education on the advanced level is of high quality; cannot be delegated
- decide on syllabus and curriculum plans
- decide on forms for possible other means of admissions to educational programmes on the first and second cycle levels; cannot be delegated

### Research Education

- decide on subjects and focus of research education; cannot be delegated
- submit proposals regarding supervisors in research education
- decide on general and individual study plans for research education; cannot be delegated
- decide on the process for admission of doctoral candidates; cannot be delegated
- submit proposals regarding employment as doctoral candidate
- decide on admission to research education; cannot be delegated
- decide on the nomination of the examining committee and external reviewer for disputations; cannot be delegated
- submit proposals regarding the distribution of funds for locally orientated projects and other special investments in research education (according to the budget delegated to NUF from Vice-Rector for Research)

### Research

- Submit proposals regarding the distribution of funds for locally orientated projects and other special investments in research (according to the budget delegated to the Board of Research and Education from Vice-Rector for Research)
- decide about the process for announcement of project funds and other special investments in research and development

### Other

- decide on principles for compensation, in the form of extensions, to doctoral students chosen to represent students in the Board of Education and Research; cannot be delegated

## **2.4 Academic Support**

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

The Vice-Chancellor delegates responsibility to the head librarian for:  
See appendix 4

### **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 5

## **2.5 Other joint university bodies**

### **2.5.1 Occupational Health and Safety Committee**

An occupational health and safety committee is to exist for the planning, co-ordination, development and evaluation of the working environment at the University. Further the committee is to follow up on how the work is implemented and especially to observe matters involving protection against illness and accidents and to work to promote satisfactory working and study conditions. The committee is to deal with issues regarding professional and student health care, action plans for the working environment, plans for new or changes in university premises, university facilities, and work processes, methods and organisation. Information and education on the working environment and questions about workplace adaptation and rehabilitation are also issues for the committee.

### **2.5.2 Disciplinary board**

There is to be a disciplinary board for the handling and resolution of cases involving disciplinary measures against students (Higher Education Ordinance Chapter 10 Section 3). Disciplinary measures can be taken, according to Higher Education Ordinance chapter 10, Section 1, if a student is trying to cheat within examinations, disturbing or obstructing the education, disturbing within the library organisation or harassing or sexually harassing another student (Discrimination Act Chapter 10, Section 4).

### **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 is an independent function directly under the University Board, employed by and directed to report to the Board. Its main task is to examine and submit proposals of how to improve the university's process for internal management and control.

The organisation and task of the internal audit are determined by the Board.

### **2.5.5 Recruitment group for academic appointments**

Prepares nominations of candidates to academic positions for the Vice-Chancellor or person delegated by the Vice-Chancellor to employ faculty members, including selection, interviews, trial lectures, collecting references, etc. The Recruitment group are also to rank the candidates that may be considered for employment in their proposal to the Vice-Chancellor or person delegated by the Vice-Chancellor to employ faculty members. Nominations to managerial

appointments or positions are not included in the tasks of the academic appointments committee.

See Chapter 2.2 for employment and appointment of managers.

## **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 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 merits) 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 13 December 2017 (reg. no. SKH 2017/986/1.2.4) by the University Board and the Routine for Elections of members appointed by the faculty to the University Board, adopted by the Vice-Chancellor.

### 4.2.2 Election and composition of members of the Board of Education and Research

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 twelve, seven regular members, with five group deputy members appointed by the faculty, and two external members (including member from partner organisation appointed according to agreement). The 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. One of the external members of the board is 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.

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.

Decided by the Vice-Chancellor 2019-12-18

## **Tasks and decision-making authority of the Vice-Rector for Collaboration**

The Vice-Rector for Collaboration is to perform his or her duties and obligations based on the activity assignment, within the stipulated financial framework, according to prevailing regulations and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

### **The main tasks of the vice-rector for collaboration are to:**

- promote the development of Stockholm University of the Arts (SKH),
- lead and be responsible for SKH's overall work within the activity assignment and coordinate that work internally
- plan, implement and make priorities within the activity,
- coordinate SKH's overall work with equality work
- Coordinate SKH's overall work on sustainable development; social sustainability, economic sustainability and ecological sustainability,
- be responsible for education in and development of teaching and learning in higher education at SKH
- carry out the decisions of the University Board, the Vice-Chancellor and the Board of Education and Research within the activity,
- Provide the Vice-Chancellor with material for SKH's overall activity plan within the activity, and actively contribute with material for the Departments' activity plans.

### **Decision-making authority of the Vice-Rector for Collaboration**

The delegation of the Vice-Chancellor to the Vice-Rector for Collaboration includes responsibilities and authorities as stated below. The Vice-Rector for Collaboration 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 vice-rector for collaboration in the following matters:

- signing rights regarding agreements that affect the activities as stated above 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 Vice-Rector for Collaboration,
- preparations and decisions regarding fixed-term assignments within the activity; may not be further delegated,
- appointments of faculty members intermittently or for occasional short periods, no longer than three months or 500 hours a year,
- measures in day-to-day matters within the activity

#### **Further delegation**

Responsibility and decision-making authority may not be further delegated.

Decided by the Vice-Chancellor 2019-12-18

## 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 prevailing regulations and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

### **The main tasks of the Vice-Rector for Research are to:**

- promote the development of Stockholm University of the Arts (SKH),
- lead the research centre as its manager but also co-ordinate its activities,
- carry out the decisions of the University Board, the Vice-Chancellor and the Board of Education and Research within the activity,
- plan, implement and make priorities within the activity,
- be responsible for staff and the working environment within the activity,
- be responsible for the integration of sustainable development within the activity,
- represent the employer in relation to staff,
- carry out routine activity and quality development and follow-ups of activities,
- provide the Vice-Chancellor with material for SKH's overall activity plan within the activity, and actively contribute with material for the Departments' activity plans,
- proposals of assignments for coordinators within the research education, may not be further delegated,
- proposals of announcements of courses and programmes at the third-cycle level,
- proposals of courses within the research education,
- proposals of appointment of examiners for the research education,
- proposals to award degrees for the third-cycle level,
- proposals of members of expert panels in faculty appointments within the activity.

### **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 co-operation with the surrounding society.

The Vice-Rector for Research 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 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 300 000 are to be signed jointly with the Vice-Chancellor,
- budget and distribution of resources for the activity; may not be further delegated,
- decision of the assignments for the head of research education, that is faculty member with managerial assignment; may not be further delegated,
- preparations and decisions regarding other fixed-term assignments within the activity; may not be further delegated,
- appointments of faculty members intermittently or for occasional short periods, no longer than three months or 500 hours a year,
- measures in day-to-day matters at the research centre,
- decisions of entry requirements for programmes and courses within the research education and education at the third-cycle level; may not be further delegated,
- investments and maintenance of equipment within the activity.

### **Further delegation**

Through special decisions, the Vice-Rector for Research may delegate decision-making authority to a third party, unless stated otherwise.

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

Decided by the Vice-Chancellor 2019-12-18

## Tasks 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 framework, according to prevailing regulations and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

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

- promote the development of Stockholm University of the Arts (SKH),
- as head of department lead and develop the activities and make priorities within the department
- lead the activities in the department 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 department
- plan, implement and make priorities within the activity at the department,
- be responsible for staff, students and doctoral candidates regarding the working and study environment and safety within the department,
- be responsible for the integration of sustainable development within the activity,
- represent the employer in relation to staff,
- continuously carry out activity and quality development and follow-ups of activities within the department,
- prepare decisions of announcements of programmes at first- and second-cycle levels,
- prepare decisions of admissions of students to programme on first- and second-cycle levels,
- prepare decisions to award degrees for the first- and second-cycle levels,

- together with the Vice-Rector for Research (or the person he or she assigns) prepare decisions to award degrees for the third-cycle level,
- prepare decisions of members of expert panels in faculty appointments,
- prepare requests of funds for investments and maintenance of equipment within the department.

### **Decision-making authority of the head of department**

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

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 300 000 are to be signed by the Vice-Chancellor after presentation by the head of department,
- 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,
- measures in day-to-day matters at the department, such as working and study environment including equality, quality, student matters and internationalisation,
- rental of facilities within the activities at the department, when needed in consultation with head of other department, after preparation by the facilities and service department,
- 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, for example as responsible for specialisation or programme; 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,
- decisions of entry requirements for programmes and independent courses at the first- and second-cycle levels; may not be further delegated,
- decisions of admissions of students to independent courses and within international exchanges on first- and second-cycle levels; may not be further delegated,
- appointment of examiners for the education on first- and second-cycle levels; may not be further delegated,

### **Further delegation**

Through a special form, the head of department may delegate decision-making authority to a person within the department. The decision should be communicated to the superior.

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

### **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.

Decided by the Vice- Chancellor 2019-12-18

## Tasks and decision-making authority of the Head Librarian

The Head Librarian is responsible for the library services at Stockholm University of the Arts (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 prevailing regulations and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

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

### 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 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 SKH's library

activities within the stipulated budget. Agreements that apply for more than three (3) years or that exceed SEK 300 000 are to be signed jointly with the Vice-Chancellor,

- budget and distribution of resources for library activities; may not be further delegated,
- measures in day-to-day matters at the library; may not be further delegated,
- issues that involve the university's library; may not be further delegated,
- investments and maintenance of equipment within the activity; may not be further delegated.

### **Further delegation**

Responsibility and decision-making authority may not be further delegated.

Decided by the Vice-Chancellor 2019-12-18

## 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 the Stockholm University of the Arts (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 prevailing regulations and laws and within the framework of what is stated in the joint university goal and policy documents, guidelines and action plans.

### 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 activity,
- head the administration at SKH,
- plan, implement and make priorities within the activity,
- be responsible for staff and the working environment within the activity,
- be responsible for the integration of sustainable development within the activity assignment,
- represent the employer in relation to staff,
- prepare employment cases to appointment of directors within the administration,
- prepare employment cases to appointment of technical/administrative staff at SKH,
- 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 activity,
- carry out routine activity and quality development and follow-ups of the administrative activity.

## **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 SKH's academic support within the framework of stipulated budget. Agreements that apply for more than three (3) years or that exceed SEK 500 000 kronor are to be signed jointly with the Vice-Chancellor or the Vice-Chancellor's representative,
- budget and distribution of resources for the administration; may not be further delegated,
- joint university administrative issues,
- measures in day-to-day matters within the administration,
- issues that concern information security at the university and the appointment of the data protection officer,
- measures that concern public documents according to the Public Access to Information and Secrecy Act,
- appointments of directors within joint administration; may not be further delegated,
- appointments and salary levels for technical/administrative staff,
- signing local union agreements with employee organisations,
- investments and maintenance of equipment within the activity,
- take decisions on the distribution of funds for mobility between countries within the mobility program (European mobility) and the distribution of funds for organisational support for non-European mobility,
- take decisions on the distribution of funds for academic support to students with disabilities.

## **Further delegation**

Through special decisions, the Director of Administration may delegate decision-making authority to the assistant director of administration or other 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.

## **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.

## **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. This applies with the exception of the management office, which is headed by the Director of Administration.

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