



15 April 2015

Regulations of the University of Helsinki

The Board of the University of Helsinki approved the Finnish-language version of these Regulations on 15 April 2015.

The Board of the University of Helsinki has made the following amendments and additions to these Regulations:

Section 4, subsections 2 and 4, and section 50, paragraph 6, amended on 19 October 2016 to take effect on 1 January 2017.

Section 1 a and section 4 a added; section 4, subsections 1, 2, 4 and 8; section 5; section 6, subsection 4; section 7, subsection 2; section 8, subsections 2, 3 and 7; section 14; section 18, subsections 1 and 2; section 21, subsection 3; section 24, subsections 1, 2, 3 and 4; section 25, subsections 1, 3 and 4; section 26, subsection 1; section 42; section 44, subsections 2 and 3; section 50, subsection 2; section 51; section 52, subsection 2; and section 56 amended; section 9 and sections 27–29 repealed; clear errors comparable to obvious misspellings in section 10, subsection 5, paragraph 1, and section 56, subsection 2 corrected. Changes are to take effect on 1 January 2018.

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Chapter 1 General provisions

Section 1 The objectives and application of the Regulations

The purpose of these Regulations shall be to generate favourable conditions for transparent preparation and decision-making, interactive leadership and high-quality administration in the various University organs to enable the University to attend to its duties successfully and efficiently.

These Regulations shall be applied so that in order to reach the above objectives, equality and collegiality, the staff's and students' motivation and empowerment as well as equality in decision-making are promoted and the connection between research and teaching is strengthened.

Section 1 a Definitions

For the purposes of these Regulations:

- 1) *Unit* shall refer to separate parts of the University's operational structure as defined in section 4, subsections 1 and 4 of the Regulations
- 2) *Operational unit* shall refer to units included in the internal structure of faculties, independent institutes, joint institutes, statutory institutes and service units
- 3) *Service unit* shall refer to University units that produce services
- 4) *Operational goals of faculties, operational objectives, focus areas for the development of staff structures and budget grounds* shall refer to related faculty decisions, regardless of the terms used in the documents that contain the decisions.

Section 2 The University's core duties and the performance of these duties

The mission of a university shall be to promote the free performance of research and to provide higher education based on research. The University of Helsinki shall emphasise high-quality scholarly research and doctoral education while enhancing academic education.

University-level teaching shall be based on scholarly research and exploit research information relevant to teaching. To safeguard the connection between research and teaching, members of the teaching and research staff shall both teach and conduct research. The objective of teaching and academic guidance shall be student-oriented profound learning that provides a basis for lifelong learning.

The University shall operate in close interaction with other actors in society without compromising its independence. In attending to its core duties, the University shall cooperate particularly with other universities and research institutes.



The University's leadership, administration and finances shall be organised so as to provide the best possible circumstances for the performance of its core duties and to further its social impact and internationalisation.

The University shall conduct regular evaluations of its activities.

Section 3 The University's autonomy and legal status

The University of Helsinki shall be an independent legal person under public law. Within the limits of its autonomy, the University shall attend to its duties laid down by the Universities Act as well as duties it has assumed for itself. The University shall attend to and be independently responsible for its own administration, finances and staff.

Chapter 2 The structure of University units

Section 4 The University's operational structure

As decided by the Board, the University shall have faculties, independent institutes under the rector, independent institutes under the faculties as well as joint institutes together with other universities and communities or foundations. In addition, the University shall have institutes separately provided for by law and, in accordance with a rector's decision, service units as well as joint operational units of faculties. The Board shall decide on the financial autonomy of the units.

The University shall have doctoral schools, as decided by the Board.

The faculties shall be the Faculty of Theology, the Faculty of Law, the Faculty of Medicine, the Faculty of Arts, the Faculty of Science, the Faculty of Pharmacy, the Faculty of Biological and Environmental Sciences, the Faculty of Educational Sciences, the Faculty of Social Sciences, the Faculty of Agriculture and Forestry and the Faculty of Veterinary Medicine.

As decided by the relevant faculty council, a faculty may have departments, sections or other operational units for the completion of the faculty's duties. The faculty council shall decide on the operational grounds of such units. The rector shall decide on the operational grounds of the joint operational units of faculties.

The Faculty of Educational Sciences shall include the Helsinki Normal Lyceum and the Viikki Teacher Training School, which are teacher training schools as referred to in the Universities Act.

The National Library of Finland and the Finnish Museum of Natural History, both of which are entrusted with national duties, shall belong to the University of Helsinki. Provisions for their operations shall be laid down in the Universities Act and in institute-specific regulations.



As specified by the Universities Act, the Swedish School of Social Science shall be attached to the University. Provisions pertaining to it shall be enacted by a Government Decree and laid down in the regulations of the School.

Provisions on degree programmes shall be given in the Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki.

Section 4 a The operational units of faculties

The operational unit of a faculty shall attend to teaching, research and the faculty's other activities in accordance with the faculty council's decision and within the powers decided by the dean.

The operational unit's decision-making powers shall include matters relating to the efficient and effective completion of its duties within the framework of the faculty's strategic goals, action plan and budget, as decided by the faculty council. The faculty council may also delegate matters to the operational unit for decision by virtue of and within the limits determined by these Regulations.

The operational unit's decision-making powers are exercised by its director, as determined by the faculty council in the operational grounds of the operational units.

The director of the operational unit shall be appointed by the dean after consulting the faculty council and the operational unit.

Section 5 Provision of the University's services

The University's senior leadership, other holders of leadership positions and staff shall cooperate in completing the University's duties and implementing its strategic plan.

The University's service units shall provide services to the academic and wider communities so as to enable the University to successfully complete its core duties.

The rector shall decide on the duties, structure and cooperation of the service units.

Chapter 3 Multi-member organs and other cooperative bodies

Section 6 The University Collegium

The University Collegium shall comprise 50 members, each of whom shall have a deputy.

The University's professors shall select 20 representatives from among themselves to serve on the Collegium. The University's other teaching and research staff and other staff shall select 15 representatives from among themselves. The University of Helsinki Student Union shall select



15 student representatives. Deputy members shall be selected simultaneously with the members.

The term of the University Collegium shall be four years; however, the student representatives shall be selected for a term of two years.

The Collegium members shall select a chair and two vice-chairs from among themselves. The University Collegium shall be convened by the chair or the rector. The Collegium shall also convene if a minimum of 15 members request that a meeting be organised to handle a specific matter.

The University Collegium shall attend to duties assigned to it by the Universities Act, select the chancellor and convene at least twice a year to discuss matters of significance for the entire University.

Section 7 The Board

The Board shall be the University's highest decision-making organ, the duties, composition, selection and possible dismissal of members of which shall be laid down in the Universities Act.

While approving the University's implementation plan and budget, the Board shall also approve the University's financial plan, investment plan, equity ratio target and the authorisation to obtain long-term loans.

The Board shall approve the principles and basic allocation for the University's investment activities.

Section 8 The faculty council

The faculty council shall be the faculty's multi-member administrative organ, chaired by the dean. The faculty council shall select the deputy chair from among its members.

The faculty council shall develop the faculty's operations comprehensively under the dean's leadership in accordance with the University's operational and financial objectives as well as with the University's strategic plan and the faculty's objectives.

The duties of the faculty council shall specifically include the following:

- 1) Participate in the preparation of the faculty's operational goals and decide on them within the framework of the University's strategic plan;
- 2) Decide annually on the faculty's implementation plan, operational objectives, the focus areas for the development of staff structures and budget grounds as well as monitor their implementation while taking the faculty's operational goals into account;
- 3) Oversee the quality assurance of research and teaching;
- 4) Decide on the faculty's operational units and their operational grounds;
- 5) Select the dean as provided for in section 24;



- 6) Participate in the selection of the vice-deans as provided for in section 26;
- 7) Monitor the atmosphere and operational conditions of the faculty and promote occupational wellbeing as well as cooperation and communication between those working and studying at the faculty;
- 8) Consider and decide on other matters which the dean puts forward to the faculty council for consideration;
- 9) Complete the other duties assigned to it by the Regulations on Degrees and the Protection of Students' Rights and other regulations.

The term of office of members of the faculty council shall be four years; however, the student representatives shall be selected for a term of two years.

Besides the dean, the faculty council shall comprise 10 or 18 members and deputy members as determined by the rector after consulting the faculty. Additionally, persons not affiliated with the University or the faculty may be invited as members of the faculty council for its whole term of office, as decided by the rector upon the faculty council's proposal.

The Faculty Council of the Faculty of Social Sciences shall include not only the members mentioned above, but also a representative of the Swedish School of Social Science, who has the right to speak and vote when the Faculty Council considers matters relevant to the School. The representative of the Swedish School of Social Science shall have the right to speak on other matters. The rector of the Swedish School of Social Science shall also have the right to be present at Faculty Council meetings and exercise his or her right to speak.

The faculty council may also delegate matters to the faculty's operational unit for decision by virtue of and within the limits determined by these Regulations.

Section 10 Administration of independent and joint institutes

An independent institute shall have a board with a term of office of four years.

The rector shall establish the board and appoint its chair. The board shall select a vice-chair from among its members.

The board shall have at least one member selected by the institute staff from among themselves. If the institute's duties include degree education, students shall also be represented on the board.

The board shall comprehensively develop the institute's operations under the leadership of the chair and in cooperation with the institute director in accordance with the University's operational and financial objectives as well as the University's strategic plan and the institute's implementation plan.

The duties of the board shall specifically include the following:

- 1) Consider the institute's implementation plan and the related HR plan and budget;
- 2) Resolve matters referred to it by the director because of their importance or far-



reaching scope.

Further provisions on the operations of an independent institute shall be given in the regulations of the institute or the rules of procedure issued by the rector.

Provisions on the administration and other operations of joint institutes with other universities and institutes shall be given in separate regulations or rules of procedure issued by the rector or shall otherwise be agreed together with the partners. The administration of joint institutes shall otherwise be governed by the provisions of this section, where applicable.

Section 11 The Advisory Board of the University's teacher training schools

The Helsinki Normal Lyceum and the Viikki Teacher Training School shall have a joint advisory board, as referred to in the Universities Act.

The rector shall establish the advisory board and appoint its chair.

The advisory board shall guide and develop the operations of the teacher training schools. Provisions on the composition and other duties of the advisory board shall be given in the rules of procedure of the teacher training schools.

Section 12 The international Strategic Advisory Board

The University of Helsinki shall have an international strategic advisory board appointed by the University Board. The mission of this advisory board shall be to support the University Board and rector in issues related to the research strategy and policy, the University's profile and the assessment of research quality in various fields.

Section 13 The Great Senate

The professors appointed by the University shall together constitute the Great Senate, which discusses, where necessary, current issues concerning University operations, promotes University autonomy and interdisciplinary cooperation, and fosters academic traditions at the University. The Great Senate shall be chaired by the rector.

Section 14 Operational grounds for the University units

The operations of the University units shall be based on open preparation and decision-making as well as interactive leadership, and shall secure the conditions necessary for high-quality operations. In their operations, units shall promote equality and community, the motivation and opportunities of members of the University community to influence decisions, equality in decision-making, and the connection between research and teaching.



Where necessary and at least once a term, units shall organise a meeting for all staff and students. The unit director shall be responsible for organising this meeting. The meeting shall consider operational development, plan unit operations and distribute information on matters of current relevance to the University. The joint meetings of a unit's operational unit shall be decided in its operational grounds.

Chapter 4 Operations of administrative organs

Section 15 Membership and liability

No one may be selected or appointed to be a member of an administrative organ against his or her will.

Administrative organs shall have equal representation of men and women. If the members of an administrative organ are selected through an election procedure, equality shall be considered in the nomination of candidates where possible. However, the result of an election shall always be binding.

Provisions on the criminal liability of the members of administrative organs are laid down in the Criminal Code of Finland.

Section 16 Assembly and language of meetings

An administrative organ shall convene when the chair or, in his or her absence, the vice-chair deems it necessary. The chair or the vice-chair shall convene an administrative organ also if at least one-third of the members request that a meeting be organised to handle a specific matter.

The invitation to the meeting shall indicate the matters to be considered. An administrative organ may, by a unanimous decision of the members present, take an urgent matter under consideration even if it was not mentioned in the invitation to the meeting.

A member of an administrative organ may use Finnish or Swedish at a meeting of the administrative organ.

Another language may also be used at meetings, and the minutes may be drawn up in this language if the use of a foreign language is appropriate.

Section 17 Quorum

An administrative organ shall be quorate when at least half the members, including the chair of the meeting, are present, unless specifically provided otherwise.



When grading studies, an administrative organ shall be quorate when a minimum of four members, who have completed equivalent studies, are present in addition to the chair. Should the administrative organ not have an adequate number of members entitled to participate in decision-making, the dean shall appoint the necessary number of additional members.

Section 18 Presentation procedure

The chancellor, the rector, the vice-rectors, the director of administration, the directors of sector, the deans, the directors of independent institutes and the chairs of the boards of independent institutes shall base their decisions on presentation. If the decision at hand concerns approval of an order or an agreement under the authority of the deciding official, the issuance of a statement, or an equivalent situation, no presentation shall be needed.

The presentation procedure shall also be used in the decision-making processes of the University Board and the Academic Appeals Board as well as the faculty councils and the boards of independent institutes. Should a matter be discussed because the administrative organ is being consulted or the organ wishes to discuss the matter for other reasons, no presentation procedure shall be employed.

The presentation procedure shall not be employed in the grading of studies.

The rector shall issue further provisions and instructions concerning the presenting official's duties and obligations as well as the presentation procedure.

Section 19 Implementation of decisions

The rector shall be responsible for the implementation of decisions made by the Board. For their part, the presenting official and the official under whose authority the decision falls shall ensure and carry responsibility for the implementation of the decisions of the administrative organ.

Chapter 5 Chancellor

Section 20 The term and duties of the chancellor

The University Collegium shall select the chancellor for a fixed term of no more than five years.

The qualification requirements and duties of the chancellor shall be laid down in the Universities Act.

The chancellor shall complete his or her statutory duties independently of the University's other administrative units and organs.

In addition to the duties specified by the Universities Act, the chancellor shall grant the titles of professor and docent. The chancellor shall be in charge of inquiries concerning alleged



violations of the responsible conduct of research. The chancellor shall also grant permission for the arrangement of conferment ceremonies.

In the absence of the chancellor, or when the position of chancellor is vacant, the rector shall attend to the duties of the chancellor.

Chapter 6 Leadership and responsibility

Section 21 Rector

The Board shall select the rector for a fixed term of up to five years after consulting the University Collegium.

The rector shall manage the operations of the University and be responsible for the efficient, economic and effective completion of the University's duties. Provisions on the qualification requirements, duties and responsibilities of the rector shall be laid down in the Universities Act.

The rector shall approve the implementation plans and budgets of the faculties, independent institutes and administrative and service units and shall decide on the operations management process.

The rector shall decide on the opening and closing of the University's bank accounts as well as the users of the accounts.

The rector shall represent the University in both matters included in his or her duties under the Universities Act and other matters concerning the University. The rector shall also decide who, in addition to him- or herself, is entitled to sign for the University.

The Board shall appoint the rector's deputy.

Section 22 Vice-rector

The Board shall decide on the number and responsibilities of the vice-rectors and, at the proposal of the rector, on their appointment for a fixed term of up to five years.

The rector shall decide on the detailed division of duties between the vice-rectors.

Vice-rectors shall hold a doctoral degree and the competence and professional skills necessary to complete the duties of the position as well as proof of good leadership skills.

Under the Universities Act, one of the vice-rectors shall be a professor appointed to a position for Swedish-language instruction, unless the rector holds such a position.

Section 23 Director of administration and director of sector



The director of administration shall manage the University's general administration in support of the rector, be responsible for the efficient, economic and effective management of the University administration, monitor issues concerning the University, present initiatives for the development of the University administration and attend to other duties assigned to him or her by the rector. The director of administration shall also serve as the secretary-general of the University Board.

A director of sector shall steer and develop University-level matters under the responsibility of his or her sector and be responsible for issuing the relevant practical instructions. In addition, a director of sector shall be responsible for the efficiency, economy and effectiveness of the sector operations.

The director of administration and the director of sector shall carry overall responsibility for the human resources and financial affairs as well as the assets of the unit they lead.

Section 24 Selection and qualification requirements of the dean

The dean's position shall be advertised. The faculty council shall appoint the dean for a fixed term of up to five years. A person who has served as the dean in the preceding consecutive terms for a total of at least ten years may not be appointed as the dean.

The faculty council shall establish an appointment committee to prepare the selection of the dean. The groups represented in the faculty council, i.e., the professors, the staff and the students, shall each select one member for the appointment committee. Additionally, the rector shall appoint to the committee one or two members with experience of academic leadership.

The appointment committee shall interview the applicants it deems the most suitable and shall take any other measures related to the assessment of the applicants' qualifications. The faculty council may issue further guidelines for the preparation of the appointment.

The appointment committee shall make a proposal to the faculty council on the applicant to be selected as dean. For a justified reason, the rector may remove the dean from his or her office.

The dean shall hold a doctoral degree and the competence and professional skills necessary to complete the duties of the position as well as proof of good leadership skills. The dean shall have an understanding of the academic world and experience in the management of a faculty discipline.

Section 25 The dean's duties

The dean shall lead the faculty operations and be responsible for the efficient, economic and effective completion of the faculty's duties. The dean shall be responsible for the preparation and implementation of the faculty council's decisions, the human resources and financial matters of the faculty, and the faculty's assets.

The dean shall be responsible for the faculty's general operations and decide on the faculty's internal matters which have not been assigned to some other organ by a statute or regulation



or which the dean has not delegated to fall under the authority and responsibility of a vice-dean.

The duties of the dean shall specifically include the following:

- 1) Ensure the appropriate organisation of faculty operations;
- 2) Guide and supervise faculty operations so that the faculty can complete its duties successfully and effectively;
- 3) Prepare the faculty's implementation plan, operational goals and objectives, and the focus areas for the development of staff structures and budget grounds for decision by the faculty council;
- 4) Draw up the faculty budget based on the budget grounds;
- 5) Lead the work of the faculty council so that its duties are completed efficiently, systematically and appropriately;
- 6) Decide on the appointment of staff in so far as the rector has delegated the decision-making powers to the dean;
- 7) Ensure that the criteria defined in section 14 are met in the faculty operations.

The dean may delegate his or her duties to one or more vice-deans.

In the absence or disqualification of the dean, a vice-dean appointed by the dean shall deputise for him or her.

Section 26 Vice-dean

A faculty shall have one or several vice-deans.

After consulting the faculty council, the dean shall decide on the number, duties and selection of the vice-deans as well as on the vice-dean who deputises for the dean.

The vice-dean shall hold a doctoral degree and the competence and professional skills necessary to complete the duties of the position as well as proof of good leadership skills. The vice-dean shall have experience in the management of a faculty discipline.

The vice-dean shall support the dean in the development of the faculty, the implementation of the University's strategic plan and the promotion of cooperation between the faculty units in the field of activity determined by the dean and shall complete the other duties assigned by the dean.

Section 30 Director of an independent institute and a joint institute

The rector shall appoint the director of an independent institute and a joint institute.

The director shall lead the institute operations and be responsible for the efficient, economic and effective completion of the institute's duties. The director shall carry the overall responsibility for the institute's human resources and financial affairs as well as assets.



The director shall be responsible for the institute's general operations and decide on the institute's internal matters that have not been assigned to someone else or which the director has not delegated to fall under the authority and responsibility of the deputy director appointed by him or her.

The director shall prepare the institute's implementation plan and budget and be responsible for the preparation and presentation of matters for consideration by the board as well as for the implementation of the board's decisions.

Section 31 Administrative principal of the teacher training schools

The Helsinki Normal Lyceum and the Viikki Teacher Training School shall share an administrative principal responsible for the operations of the teacher training schools, as referred to in the Universities Act.

The administrative principal shall be responsible for the efficient, economic and effective completion of the unit constituted by the teacher training schools. The administrative principal shall carry the overall responsibility for the unit's human resources and finances as well as assets.

Chapter 7 Qualification requirements

Section 32 General qualification requirements

An appointee to a position at the University shall hold the education, experience and language proficiency necessary to successfully fulfil the duties of the position. Specific criteria shall be determined for each position before the beginning of the appointment process.

Before an employment decision is made, the language proficiency stipulated in the Government Decree on Universities and the other language skills required for the position shall be verified through application documents and, where relevant, a teaching demonstration.

When filling a teaching and research position, foreign citizens, non-native Finnish citizens or citizens who have not been educated in Finnish or Swedish may be exempted from the Finnish and Swedish language requirement of the Government Decree on Universities without a separate application. The exemption shall be granted by the administrative organ or person who makes the appointment. When filling a professorship, the exemption shall be granted by the dean or, in the case of an independent institute, the chair of the board.

A foreign citizen or a non-native Finnish citizen appointed to a teaching or research position may be required to acquire a reasonable level of proficiency in Finnish or Swedish within a



certain period of time, if deemed necessary. This requirement shall be mentioned in the call for applications.

Provisions on the degrees and other qualifications required for teaching and research positions shall be issued elsewhere in these Regulations.

Section 33 **Special qualification requirements**

If a position involves the management of a unit or sector, the appointee shall have a second-cycle degree, familiarity with the field of the position and the leadership experience necessary for the position. The director of an independent research institute and the head of a faculty research unit shall, however, hold a doctoral degree. Holders of such positions shall also be required to have the skills necessary for serving as an academic leader.

Section 34 **Professor**

An appointee to the position of professor shall hold a doctoral degree and have high-level academic qualifications; experience in leading scientific research; the ability to provide research-based teaching and supervise dissertations and theses; as well as evidence of international cooperation in the research field they represent. The appointee shall also have academic leadership skills.

When considering the applicants' qualifications, attention shall be given to scientific publications and other research results of academic value, teaching experience and pedagogical training, the ability to produce learning material, other teaching merits and, if necessary, a teaching demonstration as well as participation in doctoral education. Account shall also be taken of the applicants' activity in the scientific community, success in obtaining external research funding, international research experience and international elected positions as well as leadership and interaction skills.

Section 35 **Professor of practice**

A holder of a doctoral degree with professional merits and experience of particular significance from outside the academic world that can benefit the University may be appointed to the position of professor of practice.

The position shall be filled by invitation and always for a fixed term.

Section 36 **Research director and senior curator**

An appointee to the position of research director and senior curator shall have qualifications equivalent to those of a professor, but when considering qualifications, special attention shall be given to scientific work, the efficient leadership of a research group, success in obtaining external research funding and evidence of international research cooperation.



Section 37 Assistant/associate professor

An appointee to the position of assistant professor in the tenure track system shall hold a doctoral degree and have the ability to conduct independent scholarly work as well as the teaching skills required for the position. In addition, the appointee shall have the ability and motivation to pursue an academic career, as demonstrated by publications and other means.

When assessing the applicants' qualifications, attention shall be paid not only to research work and teaching qualifications, but also to success in the acquisition of external research funding as well as international scholarly work and other international experience.

Section 38 University lecturer and clinical instructor

An appointee to the position of university lecturer or clinical instructor shall hold an applicable doctoral degree and be able to provide high-quality teaching based on research and to supervise theses and dissertations.

A person who has completed an applicable Licentiate degree and is thoroughly familiar with the field of the position may, however, be appointed as a clinical instructor.

When assessing the qualifications of applicants for the position of university lecturer or clinical instructor, attention shall be paid to scientific publications and other research results of academic value, teaching experience and pedagogical training, the ability to produce learning material, other teaching merits and, if necessary, a teaching demonstration.

If the position of university lecturer or clinical instructor has been defined as teaching focused, particular emphasis shall be placed in the selection process on teaching experience, pedagogical training, the ability to produce learning material, other teaching merits and, if necessary, a teaching demonstration.

If the position of university lecturer or clinical instructor has been defined as research focused, particular emphasis shall be placed in the selection process on scientific publications and other research results of academic value as well as other Finnish and international research activity.

Section 39 University researcher, senior researcher, research coordinator and curator

An appointee to the position of university researcher, senior researcher, research coordinator or curator shall hold a doctoral degree and have evidence of scientific research work as well as the teaching skills necessary for the position.

The position of university researcher, senior researcher and curator shall require the ability to lead a research group and acquire external research funding. The position of research coordinator shall require, in particular, the ability to administer research projects and their finances. When selecting the appointee, scholarly work outside Finland and evidence of international cooperation shall be given particular consideration.



Section 40 Postdoctoral researcher

An appointee to the position of postdoctoral researcher shall hold a doctoral degree and have the ability to conduct independent scholarly work as well as the teaching skills necessary for the position.

Section 41 University instructor

An appointee to the position of university instructor shall hold an applicable second-cycle degree and have teaching experience.

Pedagogical training and the ability to produce learning material and provide diverse teaching shall be particularly appreciated.

Section 42 Doctoral student

An appointee to the position of doctoral student shall hold a second-cycle degree and the right to complete a doctoral degree at the University of Helsinki or shall be granted the right to complete a doctoral degree at the University of Helsinki during the trial period at the beginning of the employment relationship. Other requirements shall include an approved research proposal, the ability and motivation, as demonstrated in previous degree studies and otherwise, to pursue postgraduate studies and a doctoral degree according to the study plan and research proposal.

In exceptional cases, an appointee to the position of doctoral student may also be a student who is completing postgraduate studies alongside a first- or second-cycle degree if permitted by the admission criteria of the relevant faculty's doctoral programmes.

Section 43 Qualification requirements for the staff of the teacher training schools

The administrative principal, the comprehensive and general upper secondary school principal, the assistant principal, the lecturers and the full-time hourly paid teachers of the teacher training schools shall meet the qualification requirements stipulated in the Teaching Qualifications Decree (986/1998).

Specific criteria for the successful completion of the duties of the position shall be determined for each position before the beginning of the appointment process.

Chapter 8 Employment of staff in University positions and provision of a temporary leave of absence



Section 44 Decision-making in the employment and leave-granting process

The main grounds for making decisions of employment shall be the qualifications of the applicant. When assessing qualifications, attention shall also be paid to the ability of the applicant to successfully attend to the duties of the position. Applicants shall be treated in an equitable manner while taking into account gender equality.

Under the Universities Act, staff shall be employed by the rector, who may delegate this matter to another organ or person at the University. The rector shall also employ leadership staff who work directly under his or her supervision, with the exception of the vice-rectors and the director of administration, whose employment the rector proposes to the Board.

A temporary leave from a position may be granted by the rector or the organ or person to whom the rector has transferred decisions regarding employment.

Section 45 Procedure for employing staff

The necessity of filling each position shall be considered by the faculty, independent institute or other unit by taking into account its human resources plan and overall staff needs as well as the available resources.

The four-level tenure track system may be applied to the career advancement of teaching and research staff according to separately confirmed principles.

Section 46 The call for applications for a professorship

According to the Universities Act, the position of professor shall be publicly announced as vacant when a person is to be employed until further notice.

An international application process shall be used in the filling of professorships, unless special circumstances warrant an exception.

Section 47 Invitation to the position of professor

According to the Universities Act, the position of professor may be filled by invitation without public notice of vacancy when an academically distinguished person is invited to the position or when the position is filled for a fixed term. Only a person who indisputably fulfils the qualification requirements may be appointed to the position by invitation.

Section 48 Field and selection procedure of professors and assistant professors



The rector shall issue further instructions on determining the field of professorships and assistant professorships and implementing the appointment procedure.

Chapter 9 Swedish-language instruction

Section 49 Securing the status of the Swedish language

The University of Helsinki shall be bilingual. The duties of the dean or the vice-dean, appointed by the dean, shall include the maintenance of bilingualism in the faculty.

As referred to in the Universities Act, the University shall have a board for the development and coordination of instruction in Swedish (*svenska verksamhetsnämnden*), which is chaired by the rector or vice-rector. The other members of the board shall be appointed by the University Board. Members from outside the University may also be invited to the board.

The establishment and duties of the board shall be specified in the relevant regulations.

Before a faculty alters or abolishes a position established for the provision of Swedish-language instruction, a statement shall be requested from the board referred to in subsection 2.

Section 50 Swedish-speaking professors

The faculties shall have at least the following number of professorships, as stipulated by the Universities Act, for the provision of Swedish-language instruction:

- 1) Faculty of Law, three;
- 2) Faculty of Medicine, eight;
- 3) Faculty of Arts, four;
- 4) Faculty of Science, four;
- 5) Faculty of Biological and Environmental Sciences, two;
- 6) Faculty of Educational Sciences, one;
- 7) Faculty of Social Sciences, three;
- 8) Faculty of Agriculture and Forestry, two; and
- 9) Faculty of Veterinary Medicine, one.

The field of teaching of a Swedish-language professorship shall be determined so as to best implement the University's responsibility for the education of persons proficient in Swedish.

Section 51 Language of instruction in a Swedish-language position



When the position of a University teacher is intended exclusively or partially for teaching in Swedish, the dean may authorise the teacher to provide up to half of all teaching in a language other than that originally intended as the language of instruction and degrees.

Chapter 10 **Miscellaneous provisions**

Section 52 **Docents**

At the proposal of the faculty council, the chancellor may grant the title of docent to an applicant possessing extensive knowledge in his or her field and the ability to conduct independent research as demonstrated by publications or other means as well as good teaching skills.

If the faculty council considers it appropriate for the operations of the faculty or discipline to grant the title of docent to the applicant, it shall assess the applicant's scientific qualifications based on statements by two assessors, unless it considers such statements unnecessary for special reasons. After receiving the statements and a report on the applicant's teaching skills, the faculty council shall decide whether to propose to the chancellor that the title of docent be granted.

A docent may participate in the provision of teaching in his or her discipline, the supervision of students and the examination of dissertations and theses as well as in other academic activities, as separately agreed on a case-by-case basis.

Section 53 **Granting the title of professor**

The chancellor may grant a University employee the right to use the title of professor on a well-grounded proposal from the rector, dean or chair of the board of an independent institute.

Section 54 **Student societies (nations)**

Each student society of the University known as a nation (*osakunta*) shall have an inspector, who must be a University professor. The inspector shall support and supervise the nation's operations and function as a link between the University and the student nation.

Student nation activities shall be directed by a curator. The duties of the curator shall be further specified in the rules of the student nation.

A student may only join one nation at a time. The student nation shall decide on accepting and dismissing members.

Persons dissatisfied with non-administrative student nation decisions may submit a written appeal to the council of inspectors, chaired by the professor with the highest seniority as a



student society inspector. The appeal shall be submitted within 30 days of the publication of the decision. The decision of the council of inspectors shall be validated by the rector.

Section 55 Other central regulations

Provisions on elections, selections and the supplementation of administrative organs shall be given in the Electoral Regulations. Provisions on teaching, studying and student admission shall be given in the Regulations on Degrees and the Protection of Students' Rights.

Section 56 Entry into force

Amendments to these Regulations approved on 13 December 2017 shall enter into force on 1 January 2018. Measures necessary for the implementation of the Regulations may be taken before their entry into force.

The preceding terms of office referred to in section 24, subsection 1 of these Regulations shall include terms beginning on or after 1 January 2018.