

19.5.2016

**HELSINKI INSTITUTE OF LIFE SCIENCE (HiLIFE)  
RULES OF PROCEDURE (unofficial translation of Rector's resolution 57/2016)**

**Section 1 Duties of the Helsinki Institute of Life Science (HiLIFE)**

Helsinki Institute of Life Science HiLIFE (HiLIFE) is an international independent research institute of the University of Helsinki. The duties of HiLIFE are to

- 1) practice, develop, and support high quality research in life sciences at the university as well as promote international interactions and cooperation with other fields of science;
- 2) maintain, coordinate, and develop shared use life science research infrastructures at the university, and take responsibility of national and international infrastructure cooperation in this area;
- 3) provide doctoral training in life sciences and research-based bachelor and masters education especially in the form of interdisciplinary and inter-campus training; and
- 4) promote valorization of research results and cooperation in research and innovation with universities, university hospitals, research institutes, and businesses to create an internationally visible multidisciplinary life science and technology hub.

**Section 2 Board, term and duties**

The duties of the Board are, in addition to those specified in Regulations of the University:

- 1) decide on research programs based on evaluation;
- 2) submit a proposal on operative units based on evaluation;
- 3) submit a proposal on members and chairperson of HiLIFE Scientific Council to the Rector and appointing Scientific Advisory Boards when necessary;
- 4) submit a proposal on members and chairperson of HiLIFE Innovation and Corporate Cooperation Council to the Rector;
- 5) provide a statement on research infrastructures based on evaluation; and
- 6) discuss and resolve matters referred to the Board by the director because of their importance and far-reaching nature.

The Board consists of 5-9 members that represent high quality research. Each member has a personal deputy. The chair and 1-4 members represent high quality research at the University of Helsinki, 1-2 members represent interaction partners of the university. HiLIFE personnel selects one member and a personal deputy from among themselves. Life science area doctoral students at the University of Helsinki select one member and a personal deputy from among themselves for a two year term.

### **Section 3 Internal organization**

HiLIFE has research groups, programs, and infrastructures. In addition, according to the Board's decision HiLIFE has operative units, which are the Institute of Biotechnology, the Institute for Molecular Medicine Finland, and the Neuroscience Center. The Laboratory Animal Centre operates as a research infrastructure within HiLIFE. HiLIFE activities and organization are evaluated regularly. HiLIFE can have affiliated research groups from other universities and organizations according to separate agreements.

#### ***HiLIFE research groups and programs***

HiLIFE Research groups are research groups led by principal investigators that receive funding from HiLIFE (HiLIFE Fellows and tenure track assistant/associate professors) and operating at the University of Helsinki or in partner organisations if separately agreed. HiLIFE research programs are formed by research groups operating at the university or in partner organisations.

#### ***Institute of Biotechnology***

The duty of the Institute of Biotechnology is to exercise high quality research in biotechnology, structural biology and associated areas.

#### ***Institute for Molecular Medicine Finland***

The duty of the Institute for Molecular Medicine Finland (FIMM) is to exercise high quality research in molecular medicine utilizing especially clinical and epidemiological materials. FIMM is part of the Nordic EMBL Partnership for Molecular Medicine network and cooperates with THL and HUS with separate agreements.

#### ***Neuroscience center***

The duty of the Neuroscience Center is to exercise high quality research in neuroscience and associated areas.

#### ***Laboratory Animal Centre***

The Laboratory Animal Centre provides services that have to do with laboratory animals at the University of Helsinki. The Centre can provide services also to external actors with separate agreements. The Centre develops methods relating to experimental animals and utilizes these in research at the Centre. The Centre has overall responsibility on the appropriate consideration of legal, ethical, and other regulations regarding the use of laboratory animals at the university as well as on education in this area.

### **Section 4 Management**

The duties of the director are in addition to those specified in the Regulations of the university to oversee organization of evaluation of HiLIFE activities and participate in research activities.

The duties of the operative unit director are comparable to the duties of a head of department at a faculty, and in addition the operative unit director participates in research activities.

The director of the Laboratory Animal Centre has responsibility of the organization of services, oversight and veterinary care involving laboratory animals as the legal person in charge of experimental animals at the University of Helsinki. The director of the Laboratory Animal Centre oversees development of the Centre and participates in research activities.

## **Section 5 Scientific Council and evaluation**

For promotion of scientific activities HiLIFE has a Scientific Council and in addition it can have Scientific Advisory Boards.

The duties of the Scientific Council are to

- 1) evaluate HiLIFE activities and organization in the context of the university;
- 2) make initiatives and provide statements on HiLIFE's scientific direction;
- 3) provide statements on competency of applicants for director and operative unit director positions;
- 4) participate in the selection of HiLIFE tenure track assistant/associate professors and in evaluations for their continuation on the tenure track;
- 5) submit a proposal on recipients of HiLIFE Fellow funding based on evaluation;
- 6) provide a statement on applications for HiLIFE research programs; and
- 7) submit proposals on the organization and funding of shared use life science research infrastructures.

The Council consists of 8-10 internationally accomplished life science area researchers. The rector shall appoint the Scientific Council at the proposal of the Board for four year terms. HiLIFE may have Scientific Advisory Boards evaluating competency and research accomplishments of Level 3 teaching and research personnel and research directors. The Board shall appoint Scientific Advisory Board for four year terms from internationally accomplished life science area researchers. Members of a Scientific Advisory Board may belong to the Scientific Council.

## **Section 6 Innovation and Corporate Cooperation Council**

The task of the Innovation and Corporate Cooperation Council is to promote application of new knowledge generated in HiLIFE as well as promote research and innovation collaboration especially with businesses. The rector invites at the proposal of the Board at most 10 members to the Council for four year terms. The Council is convened by invitation of the director.

## **Section 7 Instructions complementing the rules of procedure**

When appropriate the director issues instructions complementing these rules of procedure in regard to execution of practical matters of the research institute.

## **Section 8 Entry in the force**

The rules of procedure shall enter into force on 1 January 2017.