

Regulations of Turku UAS

CHAPTER 1

General

Section 1 Purpose of the Regulations

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

Section 2 Names used in this document

Turku University of Applied Sciences Ltd will be hereinafter referred to as “the Company” or “Turku UAS”. The Rector and President will be hereinafter referred to as the Rector. The following faculties carry out the statutory task of Turku University of Applied Sciences (UAS Act 932/2014): ICT and Industrial Engineering, Business, the Arts Academy, Engineering, Health and Well-being, which will be later on referred to as faculty. Together, the groups Services and Partnerships and Financial and Administrative Services constitute Corporate Services. The student union of Turku University of Applied Sciences will be hereinafter referred to by the abbreviation “TUO”. Research, development and innovation activities will be hereinafter referred to as “RDI activities”.

CHAPTER 2

Administrative organs

Section 3 General meeting

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

Section 4 Board

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

Section 5 Rector and President

The Company has a Rector who acts as the President of the Company. The Rector manages the Company's management according to the instructions and rules provided by the Board. The more specific duties and qualifications of the Rector are set out by the Limited Liability Companies Act, the Universities of Applied Sciences Act, the Articles of Association and the executive agreement. In addition to these, the Rector's duties include:

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

CHAPTER 3**Other organs****Section 6 Delegation**

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

Section 7 Advisory boards

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

Section 8 Board of examiners

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

Section 9 Board of student affairs

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

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

Section 10 Cooperation advisory board and occupational safety committee

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

CHAPTER 4 Management system

Section 11 Top management staff

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

Section 12 Executive Board

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

Section 13 Vice rectors

The responsibilities of the Vice Rector responsible for RDI activities include:

- being responsible for the strategic development of RDI activities
- according to the Rector's instructions, being responsible for the management and result-orientation of RDI and social interaction, and developing social responsibility, thus assisting the Rector
- being responsible for the connections between the RDI activities and business life
- appointing and terminating research groups
- deciding on appointing the projects, teams and working groups that belong to their area of responsibility
- being responsible for the principles of working time planning of RDI staff at Turku UAS
- deciding on making procurements and other financial commitments according to Section 23 of these Regulations.
- deciding on the process and instructions of agreements concerning intellectual property rights and confidentiality

- deciding on their subordinates' business trips abroad and discretionary leaves of absence
- carrying out other tasks appointed by the Rector
- acting as the first deputy of the Rector
- acting as the deputy of the Vice Rector responsible for education.

The responsibilities of the Vice Rector responsible for education include:

- being responsible for the strategic development of education
- according to the Rector's instructions, being responsible for the management and result-orientation of the activities pertaining education and developing social responsibility, thus assisting the Rector
- being responsible for the connections between the activities pertaining education and business life
- deciding on the instructions that guide the creation of the curricula at Turku UAS
- deciding on giving instructions on theses concerning Turku UAS
- being responsible for the principles of working time planning of teaching staff at Turku UAS
- deciding on appointing the projects, teams and working groups that belong to their area of responsibility
- deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- deciding on their subordinates' business trips abroad and discretionary leaves of absence
- carrying out other tasks appointed by the Rector
- acting as the second deputy of the Rector
- acting as the deputy of the Vice Rector responsible for RDI activities.

Section 14 Director of Services

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

In addition, the duties of the Director of Services include

- a. acting as the immediate manager of the Heads in their team and their other direct subordinates, deciding on the placement of the members of staff within the team and deciding on the substitute arrangements of the Heads in their team
- b. according to instructions provided by the Rector, answering for the management and results of the operations of their group and for the necessary support to the Rector

- c. deciding on making procurements and other financial commitments according to Section 23 of these Regulations.
- d. deciding on the administrative fees of the activities in their group
- e. deciding on their subordinates' domestic business trips and business trips abroad and discretionary leaves of absence
- f. acting as a deputy to the Rector if the Vice Rectors are prevented
- g. hiring the staff in their group in fixed-term employment relationships that are less than 24 months in length, according to the process of permission to hire as decided by the Rector and deciding on the placement of staff between the units in their group
- h. deciding on appointing the projects, teams and working groups that belong to their group
- i. in the field managed by them, being responsible for clarifications to be prepared for complaints, reports or requests for rectification filed by the staff or students In possible situations of self-interest, the Director of Finance and Administration is responsible for the clarifications.
- j. acting as the deputy to the Vice Rectors when they are prevented
- k. acting in operative overall responsibility for information management, including e.g. case management and archiving, the information management model and assessment of transformative impact and data protection
- l. carrying out other tasks appointed by the Rector.

Section 15 Director of Finance and Administration

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

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

- a. acting as the immediate manager of the Heads in their team and their other direct subordinates, deciding on the placement of the members of staff within the team and deciding on the substitute arrangements of the Heads in their team
- b. according to instructions provided by the Rector, answering for the management and results of the operations of their group and for the necessary support to the Rector
- c. being responsible for the instructions for and monitoring of the budget and the financial plan on the level of the entire university of applied sciences

- d. being responsible for organizing the risk management and internal supervision related to finances and for the functionality of the quality system and quality management.
- e. being responsible for the coordination of the functionality of the information management model and the related up-to-date instructions
- f. deciding on the grounds for using the facilities, apartments and movable property of the university of applied sciences
- g. deciding on making procurements and other financial commitments according to Section 23 of these Regulations within the authorization provided by the Company
- h. hiring the staff in their group in fixed-term employment relationships that are less than 24 months in length, according to the process of permission to hire as decided by the Rector and deciding on the placement of staff between the units in their group
- i. deciding on their subordinates' domestic business trips and business trips abroad and discretionary leaves of absence
- j. deciding on appointing the projects, teams and working groups that belong to the field of the group
- k. acting as the deputy for the Director of Services if the Director of Services is prevented
- l. carrying out other tasks appointed by the Rector.

Section 16 Deans

The Dean is responsible for education and the development of RDI activities and social interaction and impact of the faculty. The substitute order of the Dean is separately decided by the Rector.

The duties of the Dean include:

- a. being responsible for reaching the operational and financial targets set for the faculty and reporting them to the Rector
- b. being responsible for tasks included in drafting and implementing the budget and financial plan
- c. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- d. organizing the approval and monitoring, within the faculty, of the working time plans of their subordinate staff, according to the principles approved by Turku UAS
- e. deciding on the curricula within the faculty, according to the principles approved by Turku UAS

- f. deciding on the business trips abroad of their subordinates as well as their participation in training funded by the faculty and the domestic business trips and discretionary leaves of absence of people who belong in the middle management
- g. hiring the staff in their faculty in fixed-term employment relationships that are less than 24 months in length, upon the proposal of the Head of Education and Research of the school according to the process of permission to hire as decided by the Rector and deciding on the placement of staff between the schools in their faculty
- h. hiring part-time members of staff in employment relationships within the faculty
- i. deciding on the working groups within the faculty and on appointing staff members for cross-faculty working groups
- j. deciding on the substitute arrangements between the Heads of Education and Research within their faculty
- k. being responsible for assignments commissioned by the Rector and, according to the Rector's instructions, by the Vice Rectors, the Director of Services and the Director of Finance and Administration.

Section 17 Middle management

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

The middle management managers decide on the domestic business trips of their subordinates. The manager decides on the discretionary leaves of absence of their subordinate employees upon hearing the Dean of the faculty and in Corporate Services, upon hearing the Director of their group.

Section 18 Managers of the units in Corporate Services

The duties of the unit's manager include:

- a. being responsible for the planning and use of the resources allocated for the unit and reaching the set targets and accordingly reporting their accomplishment to the director of the group

- b. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- c. acting as the immediate manager of their subordinate staff
- d. deciding on the domestic business trips of their subordinates and on their participation in training financed by the operation
- e. taking care of the functionality of the processes and matrices, they are responsible for
- f. in their own area of responsibility, being responsible, in accordance with the Act on Information Management in Public Administration, for the up-to-datedness of the descriptions and sharing of responsibility of the operating processes (service processes) included in the information management model, including the identification and definition of changes, and carry out other tasks appointed by the Rector.

Section 19 Managers in the schools within the faculties

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

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

- a. being responsible for the planning and use of resources allocated to the school and reaching the set targets and accordingly reporting their accomplishment to the Dean
- b. deciding on making procurements and other financial commitments according to Section 23 of these Regulations
- c. acting as the immediate manager of their subordinate staff
- d. organising and deciding on the share of work and working time planning of the staff within their school, according to instructions provided by the Dean
- e. organising the development work of the teaching and curricula within their school together with the teaching staff
- f. answering for the direction of the research group activities and RDI activities according to the set targets

- g. deciding on the official journeys in Finland of the staff within their school and their participation to training financed by the operation.
- h. being responsible for the processing of the applications concerning the recognition of prior learning by students according to the principles approved by Turku UAS
- i. carrying out other tasks appointed by the Rector or Dean.

Section 20 Transferring jurisdiction

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

CHAPTER 5

Operations Management

Section 21 Finances

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

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

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

Section 22 Quality Management

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

The quality system undergoes regular external evaluations.

CHAPTER 6**Section 23 Procurement rule**

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

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

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

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

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

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

CHAPTER 7**Section 24 Election rule**

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

The members of staff who are in indefinite or fixed-term full-time employment relationships have the right to vote and are eligible candidates. The Company's top management (Section 11) representatives of the employer are not eligible candidates but they have the right to vote.

The Rector does not have the right to vote, and they are not an eligible candidate. The principles and the method of implementation of the election have to be agreed on in more detail in the Cooperation Committee of the Company before publishing the election bulletin.

The duties of the election committee include:

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

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

CHAPTER 8

Other regulations

Section 25 Signing a document

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

The project applications within RDI operations, signed by the Company, and RDI agreements concerning the entire company shall be signed by the Rector or the Vice Rector in accordance with the financial limits stated in the procurement rule. If the Rector or Vice Rectors are prevented, the Director of Services and the Director of Finance and Administration, as holders of procurator, have

the right to act as signatories of these commitments. By their decision, the Rector and Vice Rectors may grant the signatory right of project applications and RDI agreements within RDI activities to Deans and Heads of Education and Research, provided that the decision does not exceed the procurement authorization as set forth by the procurement rule.

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

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

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

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

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

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

Section 26 Student Union

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

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