



**THE REGULATIONS OF THE UNIVERSITY OF OULU**  
**Unofficial translation**

Approved by the Board of the University of Oulu on 22 November 2023

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## **I. Chapter General regulations**

### **I Section Objectives of the regulations**

The regulations aim to ensure the openness and transparency of decision making, the interactive and goal-oriented nature of management and the high standard of research, education and the services they require. The application of these regulations must account for the requirements of research and education, the university community's members' opportunities to influence matters and equality.

### **2 Section The university's mission and profile**

The university's mission is to promote independent research and academic and artistic education and provide research-based higher education. In carrying out its mission, the university makes use of multi-disciplinarity, promotes lifelong learning, interacts with the surrounding society and promotes the impact of research findings and artistic activities on society.

The university ensures a high international standard in research, education and teaching in conformity with ethical principles and research integrity.

The university is developed as a university of an internationally high standard in cooperation with other institutes of higher education, research institutions, the business sector and other stakeholders.

The university defines its detailed profile in its strategy.

### **3 Section The university's legal status**

The university is an independent legal person which carries out the tasks set out for it in the Universities Act and within the framework of its autonomy.

## **2. Chapter The university's units**

### **4 Section Faculties, research units and other units**

The university has the following faculties: the Faculty of Biochemistry and Molecular Medicine, the Faculty of Humanities, the Faculty of Education and Psychology, the Faculty of Science, the Faculty of Medicine, Oulu Business School, the Faculty of Technology and the Faculty of Information Technology and Electrical Engineering.

The university has the following separate institutions: The Kerttu Saalasti Institute, the Kajaani University Consortium, the University of Oulu Graduate School, the University Innovation Centre and the Sodankylä Geophysical Observatory.

The faculties and separate institutions may be further divided into research units.

The University of Oulu Board of Directors decides on the establishment and termination of faculties and separate institutions, based on a proposal by the rector.

The rector decides on the division of faculties into research units at the proposal of the faculties.

The university may furthermore have infrastructure, coordination, management and service units, regional units and a graduate school which have been decided on by the Board and serve the entire university.

### **5 Section Management of administrative and service duties**

The university's administration, units and entire staff cooperate according to the university's strategy so as to achieve the objectives and goals defined by the university. The university's administrative and service duties are organised in such a way that the university's teaching and research tasks can be carried out effectively and in line with high quality.

The rector may make decisions on the organisation and tasks of units and on cooperation between units.

## **3. Chapter Multi-member bodies and cooperation bodies**

### **6 Section The university collegium**

The university collegium is composed of 24 members, each having a personal deputy. Of the university collegium's members, eight represent professors, eight other teachers, researchers and other staff, and eight represent students. All members of the university collegium other than the student members are elected as specified in the election regulations.

The university collegium's term of office is four years, with the exception of the student representatives whose term of office lasts for two years.

The university collegium elects from among its members a chairperson and two vice-chairpersons, so that each of the three abovementioned groups of the university community is represented. The university collegium determines the order of the vice-chairpersons.

The university collegium's tasks are specified in the Universities Act.

### **7 Section Board of Directors**

The Board is the university's highest executive body. The Board's composition and duties and the election, resignation and dismissal of its members are provided for in the Universities Act.

The length of the term of office applicable to the Board and its members is decided by the University collegium.

At the beginning of its term of office, the Board of Directors elects a chairperson and a vice-chairperson from among its members. The chairpersons are elected by and from among the members of the Board of Directors who are members at the beginning of the term of office of the chairpersons.

The Board approves the university's action and financial plan, budget and the related investment plan annually. The Board approves the university's investment policy.

More detailed regulations concerning the Board's work may be issued as separate rules of procedure.

### **8 Section Faculty board**

Faculty boards are faculties' multi-member bodies pursuant to the Universities Act.

A faculty board's term of office is four years, with the exception of the student representatives, whose term of office lasts for two years.

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The number of members on the faculty board and the number of members belonging to various groupings is decided on by the previous faculty board.

A faculty board's composition may be determined as follows:

(a) nine (9) members and as many deputies, as well as one to three (1–3) external members.

Three (3) representatives of the university community groupings as referred to in section 15(2) of the Universities Act are selected from each group or

(b) six (6) members and as many deputies, as well as one to three (1–3) external members. In such cases, two (2) representatives of each university community grouping are selected; or

(c) three (3) members and as many deputies, as well as one to three (1–3) external members. In such cases, one (1) representative of each university community grouping is selected.

All members of the faculty board other than the student and external members are elected as specified in the election regulations. The student members of the faculty board are elected by the Student Union of the University of Oulu.

The faculty board's external members are appointed by the rector at the proposal of the university's internal members elected on the faculty board. External members must be individuals external to the community of the University of Oulu, hold a tertiary degree and have expertise on the faculty's areas of competence.

In the event that a person who is not a member of the faculty board is selected as dean, the faculty board's membership grows by one member. The vice dean has a right to be present and speak in the faculty board. The faculty board is chaired by the faculty's dean.

The faculty board is tasked with assisting the faculty's management in the following matters:

- 1) the preparation and implementation of the faculty's operational programme;
- 2) the preparation of the faculty's action and financial plan as well as its human resources plan;
- 3) monitoring the faculty's activities and finances; and
- 4) communicating the faculty's affairs to the staff and students.

## **9 Section Advisory body**

The advisory body takes part in the preparation of the university's strategy and supports the university's rector in its implementation.

The advisory body's composition is decided on by the Board, which appoints the body's members at the rector's proposal. The Board appoints the advisory body's chairperson and vice chairperson. The advisory body's term of office corresponds with that of the university's Board.

## **4. Chapter Management and responsibility**

### **10 Section Rector**

The Board elects the rector for a maximum term of five years.

The rector leads the operations of the university and resolves matters concerning the university  
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which have not been assigned to some other body by a statute or regulation. The rector is responsible for the economical, efficient and effective discharge of the university's mission as defined in more detail in the Universities Act.

The rector is responsible for the university's quality management. The rector may delegate matters within their remit to another university body or person.

When the rector is indisposed, their tasks are managed by the vice-rectors as decided by the Board.

To support the management, the rector appoints a working committee consisting of the vice rectors and the directors of administration, finance, human resources, communications, development and services.

The university has a management team composed of the university's deans and the members of the working committee. The university's management team is chaired by the rector. The management team supports the rector when dealing with matters pertaining to the management, strategy and development of the university and the faculties.

## **11 Section Vice rector**

The Board decides on the number of vice rectors and their respective areas of responsibility. The vice rectors' areas of responsibility cover at least research and education activities as well as cooperation and innovation affairs.

The Board elects the vice rectors at the rector's proposal for a maximum term of five years. The vice rectors' more detailed division of work is decided by the rector. The Board may dismiss a vice rector from their duties provided that there is an acceptable and justified reason to do so with regard to the nature of said duties.

To support management, a vice rector establishes a management team which is composed of the deans of the faculties for which the vice rector is responsible and any other persons appointed by the vice rector.

## **12 Section Deans**

On the proposal of the rector, the Board elects a dean and vice deans from the persons who are reported themselves available for the roles, after the rector consults with the Faculty Board and the Faculty Management Team. There may be one or two vice deans, depending on the faculty's needs. One of the vice deans is always an education dean.

A dean's term of office is four years. Deans and vice deans must hold a doctorate and have the education and professional and leadership skills necessary to perform their tasks. The Board may dismiss a dean or vice dean from their duties at the rector's proposal, provided that there is an acceptable and justified reason to do so with regard to the nature of said duties.

A dean is charged with leading the faculty's activities and for the economical, efficient and effective discharge of the faculty's mission. The dean is responsible for implementing the university's strategy, personnel planning and budget within the faculty and for the faculty's quality management.

The dean acts as the chair of the faculty board and appoints the faculty's education committee to support the quality and development of education. The dean resolves matters concerning the faculty which have not been assigned to some other body by a statute or regulation.

The education dean is responsible for the faculty's education and its effectiveness as well as for any other duties specified in the university's education regulations.

To support management, the dean establishes a faculty management team tasked with supporting the dean in the faculty's management and development and the implementation of its strategy. The management team is composed of the heads of the faculty's research units and any other persons appointed by the dean.

The student union may appoint a representative to the faculty's management team should it wish to do so.

### **13 Section Head of research unit**

The head of a research unit is appointed by the relevant faculty's dean after having heard the staff and students. The term of office of the head of a research unit is four years. The dean decides on substitution arrangements for the head of a unit. The dean may dismiss the head of a research unit from their duties provided that there is an acceptable and justified reason to do so with regard to the nature of said duties.

The head of a research unit must hold a doctorate. The education requirement applicable to the head of a research unit may be departed from at the rector's decision and for a particularly weighty reason. The head of a research unit is tasked with leading the unit's research, education and other activities economically, efficiently and effectively. The head of a research unit is responsible for the quality of the unit's activities.

### **14 Section Research, education and external relations councils**

The university has research, education and external relations councils that function at the university level.

The research council supports the rectorate in the advancement of research and in keeping up discussion about scientific policies, makes proposals related to the research policy and assesses the quality of research activities.

The education council supports the rectorate in the promotion of education, makes proposals related to the education policy and the development of education and assesses the quality of education.

The external relations council supports the rectorate in advancing the university's impact on society. Its activities promote the university's innovation operations, entrepreneurship, research and project cooperation, the correspondence between education and working life as well as communications, alumni relations and fund raising. The external relations council represents the university's various stakeholders and fields of activity.

The rector appoints the necessary number of members on each council. A vice member is appointed for each student member. The council's members must represent the expertise of their respective fields and the fields of science and education represented in the university as diversely as possible. The councils are chaired by the university's vice rectors.

### **15 Section University of Oulu Graduate School (UniOGS)**

The university has a graduate school to promote and arrange researcher training leading to a doctorate. The graduate school grants the study rights and doctorates.

More detailed regulations on the activities of the graduate school are given in the education regulations of the University of Oulu.

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## **5. Chapter Dealing with matters**

### **16 Section Presentation procedure**

The university's Board, the university collegium, the university's rector and faculty boards make their decisions on the basis of presentations. In other respects, the use of the presentation procedure is decided on by the rector.

At the meeting of a multi-member body, the motion by the presenter constitutes the base motion. If opposing motions are made at the meeting that deviate from the base motion and are seconded, the resolution must be voted on. The motion that is seconded by more than half of the members present will become the decision. In the event of a tie, the motion seconded by the chairperson will win, in accordance with Section 29 of the Universities Act.

The name of the person acting as the presenter of each motion shall be recorded in the resolution minutes and on the agenda of the multi-member body. However, if the motion is only presented at the meeting, the name of the presenter is entered in the resolution minutes. Any counter motions and their seconds will also be recorded in the resolution minutes.

The presentation procedure is not complied with when assessing study credits.

The rector may give more detailed regulations on the presentation procedure and the tasks of the presenter. More detailed provisions on the procedure for presentation may also be laid down in the body's own rules of procedure.

The rector is responsible for preparing and presenting matters to be discussed by the Board of Directors under Section 17 of the Universities Act. However, the rector does not act as the presenter of motions concerning the election of the chairperson or vice chairperson of the Board. In this case, a Board member selected by the Board of Directors is responsible for the presentation.

### **17 Section Convening and the decision making of an administrative body**

An administrative body convenes when considered necessary by its chairperson or, if the chairperson is indisposed, by the deputy chairperson, or when at least one fourth of the members of the administrative body request a matter to be brought before the administrative body in question.

The administrative body has quorum when at least half of its members, including the chairperson, are present. When assessing a study credit, the administrative body has quorum when at least three people authorised to make decisions are present in addition to the meeting's chairperson.

### **18 Section Notice of meeting**

The notice of a meeting concerning a multi-member administrative body must be sent at least three weekdays prior to the meeting, unless otherwise decided by the administrative body in question. The notice of meeting must mention the matters to be presented in the meeting. In urgent cases, the administrative body may, at the unanimous decision of its members, deal with a matter not mentioned in the notice of meeting.

A member of the administrative body unable to attend a meeting is obligated to let the administrative body know of their absence well in advance of the meeting.

### **19 Section Agendas and minutes**

Matters resolved on the basis of presentations in multi-member bodies are to be specified in  
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agendas to be appended to the notices concerning the meetings. Uniform minutes shall be drawn up and signed by the chairperson and the secretary, as decided by the body, and by at least one or all of the members of the body who are elected as scrutinisers.

The person presenting each matter and the content of the motion are entered on the agenda. The minutes must specify the presenter of each issue and the content of the resolution.

The voting result and the opinions of the members are public. In the event of a vote, the minutes must show the result of the vote, as well as which members have seconded the base motion and possible counter motions. Any divergent opinion of the presenter must also be recorded in the resolution minutes. Other members may also make a note in the minutes when the matter is discussed.

The body's secretary is responsible for delivering the minutes to the university's archives.

Further provisions on agendas and minutes may be laid down in the rules of procedure of the bodies.

### **19 Section b disqualification**

The provisions laid down in Section 28 of the Administrative Procedure Act apply to the assessment of the disqualification grounds, subject to the exceptions specified in Section 30 of the Universities Act. Disqualification shall be decided on in accordance with Section 29 of the Administrative Procedure Act. Each person participating in the discussion decides whether they are disqualified to discuss the matter themselves. However, in the case of a multi-member body member and the presenter, the decision on disqualification is made by the body.

## **6. Chapter Staff's qualification requirements**

### **20 Section General qualification requirements**

A person selected for a post at the University of Oulu is required to possess the education, experience and language skills necessary for the successful performance of the tasks involved. The requirements applicable to each post are determined before action is taken to fill the post in question.

The personnel's proficiency with regard to the Finnish and Swedish languages is enacted by a government decree.

### **21 Section Special qualification requirements**

If the tasks involve the management of a unit or field, the person selected for the post must hold a master's degree, be familiar with the field in question and possess the leadership experience required by the tasks.

### **22 Section Professor**

A person selected to the post of professor is required to hold a doctorate and scientific or artistic competence of a high standard and to have experience in the management of scientific research, the ability to give high-standard education based on research and to supervise theses as well as to be able to present proof of international cooperation within their field of research. A professorship furthermore requires skills to act as an academic leader.

The assessment of an applicant's qualifications accounts for scientific publications and other research results with scientific or artistic value, teaching experience and pedagogical training, the

ability to produce educational material, other qualifications achieved in the educational system, demonstration lessons and the doctoral dissertations supervised by the applicant. In addition, the assessment will account for the applicant's activity within the scientific community's activities and, when necessary, their practical familiarity with the field involved, successfulness in applying for supplementary research funding and scientific work abroad, international duties as well as management and interaction skills.

Separate further instructions may be given on the assessment of artistic qualifications and the practical familiarity with the field involved requisite for a professor's post.

### **23 Section Associate professor and junior associate professor**

A person selected for an associate professor's or junior associate professor's post falling under the scope of the tenure track system is required to hold a doctorate and have the ability for independent scientific work and the teaching skills required in the job. In addition, the capability and motivation for a scientific career is expected to be demonstrated with publications or otherwise.

### **24 Section Professor of practice**

A person with exceptionally high qualifications achieved outside the university community or in a business enterprise may be selected as a professor of practice. The qualifications must be beneficial for university teaching, research and the mission to serve society. The post of a professor of practice requires a doctorate or, alternatively, an exceptionally high degree of competence in the field in question. The post of a professor of practice will be filled by invitation and is always of a fixed term.

The post may also be a part-time post.

### **25 Section Senior research fellow (University researcher)**

A person selected for the post of a Senior research fellow is required to hold an applicable doctorate and present proof of scientific research work and the teaching skills required in the job. The post requires the ability to lead a research team and procure supplementary research funding.

When filling the post, special value will be given to scientific work abroad and proof of international cooperation.

### **26 Section University lecturer and clinical instructor (clinical teacher)**

A person selected for the post of a university lecturer is required to hold a doctorate and have the ability to provide high-quality teaching based on research and supervise theses.

A candidate for the position of clinical instructor is required to have a degree in a specialist medicine in the field taught or an appropriate PhD degree, and to be able to provide high-quality research-based teaching and supervise theses.

The assessment of the qualifications of those applying for the post of a university lecturer and clinical instructor accounts for scientific work and, if necessary, practical familiarity with the field involved, teaching experience and pedagogical training, the ability to produce educational material and other qualifications achieved in the educational system. Good teaching skills are shown by way of a demonstration lesson.

### **27 Section Post-doctoral researcher**

The post of a post-doctoral researcher requires a applicable doctorate and the ability for independent scientific work and the teaching skills required in the job.

### **28 Section University teacher**

The post of a university teacher requires an applicable master's degree and good teaching skills.

Special value will be given to wide competence in the field involved, pedagogical training, and the ability to produce educational material and provide diverse teaching. Good teaching skills are shown by way of a demonstration lesson.

### **29 Section Doctoral researcher (Post doctoral student)**

The post of a doctoral researcher requires a master's degree and an approved research plan. In addition, the capability and motivation for post-graduate studies and the completion of the doctorate according to the research plan is expected to be demonstrated in connection with completing the degree or otherwise.

## **7. Chapter Hiring staff to the university's posts**

### **30 Section Decision-making in staff matters**

The recruitment of personnel must be based on the predetermined qualifications required for the job and the job's other requirements. All applicants in a recruitment situation must be treated equally, taking into account gender equality.

In accordance with the Universities Act, the hiring and dismissal of staff is decided on by the rector. s/he may decide to delegate this task to another university body or person.

### **31 Section Recruitment method**

In each case, the necessity to fill a post will be considered on the basis of the profit centre's human resources plan, taking into account the resources of the unit and the university and the need for personnel as a whole.

Vacancies are announced using the electronic recruitment tool selected by the University of Oulu.

A post may exceptionally be filled without announcing it as vacant, provided that it requires immediate recruitment and there is a person with the special expertise and qualifications required for the job.

The procedure by which posts are filled is defined in more detail in the recruitment instructions.

### **32 Section Announcing the post of a professor vacant**

According to the Universities Act, the post of a professor must be announced vacant publicly when a person is hired into an employment relationship in force until further notice.

A professor's post may be filled exceptionally by invitation when a person with special merit is invited to the position or a person is elected for the position for a term of less than two years. Only a person who undisputably meets the qualification requirements can be selected by invitation. The procedure by which professor's posts are filled is defined in more detail in the recruitment instructions.

## **8. Chapter Miscellaneous regulations**

### **33 Section Miscellaneous university regulations**

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In addition to these regulations, the University of Oulu may have financial regulations, education regulations and election regulations as well as other regulations. Such regulations are to be applied in the following order: The regulations of the University of Oulu and other regulations in the aforementioned order.

### **34 Section Entry into force and transitional provisions**

These regulations enter into force on 1 January 2024.