



**Karolinska
Institutet**

Decision-making procedures and delegation rules for Karolinska Institutet

Ref. no 1-939/2021
Valid from 2022-01-01

NOTE: This is a translation of the Swedish version (*Besluts- och delegationsordning för Karolinska Institutet*). In the event of any discrepancy between the versions, the Swedish version constitutes the official decision and the Swedish wording will prevail.

Decision-making procedures and delegation rules for Karolinska Institutet

Contents

CONTENTS	2
1 PRESIDENT’S RESPONSIBILITIES	1
1.1 PRESIDENT’S DECISION-MAKING AUTHORITY	1
2 PRESIDENT’S DELEGATION OF DECISION-MAKING AUTHORITY	2
2.1 VICE PRESIDENT.....	2
2.2 UNIVERSITY DIRECTOR	3
2.3 DEPARTMENTS AND RESEARCH & EDUCATION UNITS.....	4
2.3.1 <i>Departments</i>	4
2.3.2 <i>Departmental groups</i>	4
2.3.3 <i>Dean</i>	4
2.3.4 <i>Head of Department</i>	5
2.3.5 <i>Ming Wai Lau Centre for Reparative Medicine</i>	9
2.3.6 <i>University Dental Clinic</i>	9
2.3.7 <i>Teaching and Learning Unit</i>	9
2.4 FACULTY BOARD	10
2.5 THE FACULTY BOARD’S THREE COMMITTEES.....	12
2.5.1 <i>Common to all Committees</i>	12
2.5.2 <i>Committee for Higher Education</i>	13
2.5.3 <i>Committee for Doctoral Education</i>	14
2.5.4 <i>Committee for Research</i>	14
2.5.5 <i>Academic Vice President</i>	14
2.6 COMMITTEES FOR COMPETENCE PROVISION	15
2.6.1 <i>Recruitment Committee</i>	15
2.6.2 <i>Docent Committee</i>	16
2.7 COUNCILS AND BOARDS	16
2.7.1 <i>Faculty Council</i>	17
2.7.2 <i>Ethics Council</i>	17
2.7.3 <i>Council for the Examination of Departures from Good Research Practice</i>	17
2.8 SUPPORT FUNCTIONS.....	18
2.8.1 <i>Central Administration</i>	18
2.8.2 <i>University Library</i>	18
2.8.3 <i>Comparative Medicine</i>	19
2.8.4 <i>Medical History and Heritage Unit</i>	20
2.9 PREPARATORY SUPPORT FUNCTIONS	20
2.9.1 <i>Internationalisation Advisory Council</i>	20
2.9.2 <i>Infrastructure Advisory Council</i>	21

Document No: 1-939/2021	Document No of previous version: 1-207/2020	Decided: 2021-12-14	Effective from 2022-01-01
Decided by: President		Document type: Rules	
Administrative division/unit: Strategic Management Office (STL)		Prepared in consultation with: KI's operational units	
Revision with respect to: Changed terms of office for special assignments, certain support functions are removed, the composition of the recruitment committee and the docent committee and certain clarifications, e.g. regarding the academic vice president's deputy, the faculty council, the recruitment committee's assignment, the university library. In addition, linguistic and editorial changes without changes in substance. English version completed: 2022-03-08			

With the support of ch. Section 5 of the Higher Education Act (1992: 1434) prescribes the following:

1 President's responsibilities

The president is Karolinska Institutet's director-general, appointed by the government, with responsibility for the management of the university directly under the University Board ("konsistoriet"). Chapter 2 Section 2 of the Higher Education Ordinance (HF) indicates issues over which the Board of Karolinska Institutet (KI) shall decide. Certain clarifications appear in the Board's decision-making and procedural rules. Other matters are determined by the president in the presence of the university director or appointed deputy unless otherwise prescribed by law/ordinance or decided by the Board. The president may delegate his/her duties unless specifically prescribed otherwise (Ch. 2 Section 13 HF). In accordance with the organisational plan decided by the University Board, the university management shall comprise a president, vice president and university director.

1.1 President's decision-making authority

Decisions on matters that are neither the responsibility of the University Board nor delegated by the president to the Faculty Board, committees, deans, heads of department or other officials are made by the president in the presence of the university director. The president has decision-making authority over the following areas:

Research and education

- Assignments to the Faculty Board, committees, deans, academic vice presidents, deputy committee chairpersons and other university-wide functions
- Withdrawing of the right to supervision and other resources in doctoral education

Organisation

- Departmental divisions, departmental names, and the composition of the departmental groups

Staff

- Employment of professors, adjunct professors and visiting professors
- Position of dean, academic vice president, deputy committee chairperson and head of department

Finance

- Budget framework for the Faculty Board within the parameters set by the University Board
- Funds for the president's disposal for special investments

Premises

- Leasing of premises with an annual rent exceeding SEK 5,000,000

General administration

- Consultation responses and other statements from Karolinska Institutet not issued by the University Board or delegated to other respondents
- University-wide guidelines and rules that are not delegated to others
- Referral of cases to the Swedish National Disciplinary Offences Board, KI's Staff Disciplinary Board and KI's Student Disciplinary Board
- Student union status

Collaboration under the ALF agreement

- Representation in the collaboration organisation as per the national ALF agreement
- Representation in the management organisation as per the regional ALF agreement

Collaboration with other organisations

- General agreements with universities, businesses or other organisations, or agreements that are of particular strategic significance to KI

The president decides on all other issues that are not to be decided by another body or official, be it by statutory requirement or delegation.

2 President's delegation of decision-making authority

The delegatee has supervisory responsibility within his/her delegation and the obligation to act and report whenever the assigned task is not handled in accordance with the delegation or the prevailing rules. The delegation means that the delegatee shall ensure proper internal governance and control within the delegated area of responsibility.

Decisions concerning the delegation of authority to an individual official shall be made in writing.

In the event of absence, a structure or plan should be in place for deputising temporary replacements responsible for all assignments and delegated tasks.

As a rule, delegated authority reverts to the delegator in the event that the temporary replacement is not in service or otherwise prevented from accepting it (*e.g.* if there is a conflict of interest).

The president can revoke a delegation.

2.1 Vice President

Chapter 2 Section 10 of the Higher Education Ordinance provides that a vice-chancellor (president) shall have a deputy who serves in his/her stead when he or she is not on duty and otherwise substitutes for the vice-chancellor (president) to the extent he or she determines. At Karolinska Institutet, this deputy is the

vice president. The vice president takes decisions in the president's stead when the president is away on official mission or otherwise unavailable.

The vice president can be assigned delegated responsibility for many university-wide duties.

The vice president is appointed by the University Board.

If both the president and vice president are away on official mission or otherwise unavailable, an official with professorial competence shall be appointed by the president as pro tem president. He or she may only take decisions of an urgent nature.

2.2 University Director

The university director is appointed by the president and is head of the Central Administration.

The university director is part of the university management and has overall responsibility, under the president, for KI's professional support services, which entails the right to take university-wide decisions.

The university director is entitled to:

1. sign for Karolinska Institutet,
2. decide on matters concerning the issuing of documents in the public domain,
3. decide on regulations, guidelines and instructions on the administration of KI,
4. decide on matters of admission to first and second-cycle education programmes,
5. sign agreements on executive and professional education,
6. decide, after consultation with the dean, head of department and administrative manager, on a department's professional support services in the interests of the overarching operational support's efficiency and quality,
7. authorise deans and heads of department to handle irregularities concerning university-wide steering documents,
8. issue degree certificates at all educational levels.

The Central Administration shall provide professional and expert support services to KI's management organisation, core activities and other university-wide functions.

The university director provides preparatory and decision-making bodies with administrative and expert support.

The university director has, within the Central Administration, the responsibility and general authority of a head of department, but is not subject to the same general restrictions.

The university director may delegate his/her decision-making authority to another Central Administration officer.

2.3 Departments and Research & Education Units

2.3.1 Departments

In accordance with the organisational plan approved by the University Board:

1. KI's core activities – education and research – are conducted at the departments unless decided otherwise.
2. Each department is led by a head of department.

Each department is to have an administrative manager to support the head of department in his/her departmental responsibilities.

According to the steering document “Delegating roles and tasks in a department or the equivalent” there are several delegated functions at the departmental level.

2.3.2 Departmental groups

In accordance with the organisational plan approved by the University Board:

1. KI has an organisational level at which the departments are divided into three groups.
2. The president decides which departments belong to which departmental group.
3. The head of each departmental group is called a dean.

2.3.3 Dean

In accordance with the organisational plan approved by the University Board:

1. Deans are appointed by the president.
2. Deans are members of the Faculty Board

Deans report to the president.

Duties delegated by the president:

Deans:

1. are the managers of the heads of department comprising their departmental group and therefore have responsibility for their work environment,
2. coordinate the recruitment of department heads within their departmental group and submit proposed nominees for the position to the president,
3. coordinate initiatives within their departmental group, and if necessary among the departmental groups, regarding the strategic recruitment of teachers and researchers,

4. support the heads of department in the implementation of Faculty Board decisions and other university-wide decisions,
5. have responsibility for the coordination and effectiveness of activities within their departmental group in consultation with the relevant heads of department and the university director regarding matters that fall within the university director's area of responsibility,
6. support and coordinate the departments' collaborations with the healthcare sector (e.g. Region Stockholm), industry, international actors and other public authorities.

The president may appoint one of the heads of department to act as a dean's deputy; the designated head of department may not be a member of the Faculty Board.

2.3.4 Head of Department

A head of department is appointed by the president at the proposal of the dean of the relevant departmental group and following the prescribed recruitment process.

The heads of department of a particular departmental group report to the corresponding dean.

Duties delegated by the president

Heads of departments:

1. have responsibility for and oversee all departmental activities. Decision-making at the department shall comply with the prevailing rules,
2. decide on all departmental matters within the framework of the financial resources at the department's disposal,
3. corresponds to the position of director of scientific department as defined in the Medical Products Act and associated ordinances and regulations,
4. have responsibility for ensuring that all required permits are in place for the research conducted at their department,
5. are required to cooperate with other department heads, both within their own departmental groups and with all other KI department heads,
6. have the right, within the delegation of authority, to sign for Karolinska Institutet on behalf of the department in question,
7. shall decide on their department's procedural rules (including an organisation plan) as well as decision-making and delegation rules, in accordance with the stipulated template,
8. have responsibility for their department's work environment activities, which entails promoting a sound work environment and preventing occupational and operational risk,
9. have responsibility for their department's environmental and sustainability development as required by the Environmental Code,

- regulations issued under the code and legal pronouncements and decisions of relevance to the department's activities,
10. take decisions within their department's first and second-cycle educational assignment in accordance with the rules and instructions issued by the Faculty Board and the Committee for Higher Education,
 11. Heads of department, in accordance with rules and instructions issued by the Faculty Board and the Committee for Doctoral Education, make decisions regarding:
 - a. the establishment of doctoral education positions
 - b. admissions to doctoral education
 - c. the appointment of doctoral supervisors
 - d. the establishment of individual study plans
 - e. accreditations (credit transfers)
 - f. the appointment of doctoral course examiners
 12. decide on departmental affiliation,
 13. have responsibility for their department's quality work,
 14. have responsibility for internal management and control within their department,
 15. decide on secondary occupations. Decision-making authority may only be delegated to the administrative manager,
 16. have responsibility for data security within their department.

The decisions referred to above in points 11 a-c may not be delegated to others. Heads of department may beyond this delegate their decision-making authority, unless specified otherwise.

Further information about a head of department's duties, delegation possibilities and follow-up responsibility can be found in the steering document "*Delegating roles and tasks in a department or the equivalent*".

2.3.4.1 Limitations in delegation to heads of department

Heads of department may not make decisions in the following matters; such decisions are made instead by the president or his/her delegatee:

The president decides on:

1. the employment of professors, visiting professors and adjunct professors

The university director decides on:

2. the receipt or utilisation of funds for investments in buildings,
3. the initiation of loans,
4. financial deposits other than into Karolinska Institutet's accounts associated with the Swedish National Debt Office (Riksgäldskontoret),
5. the sale/disposal of furnishings and equipment,
6. premises leasing agreements with external parties,

7. executive and professional education contracts,
8. disputes concerning terms and conditions of employment,
9. pension, group life, property and third-party insurance over and above those taken out via the Legal, Financial & Administrative Services Agency (with the exception of partial pensions, see point 19),
10. matters concerning business collaborations between the activities of KI employees and KI,
11. official decisions on matters relating to the release of documents in the public domain,
12. investments in and changes to network infrastructure,
13. pronouncements on appealed decisions as per Chap. 12 Section 2.1-2 and 2.6-8, and Chap. 12 Section 2.3 of the Higher Education Ordinance, in cases where the appealed decision has not been taken by the head of department or his/her delegatee.

The head of HR decides on (with the exception of matters involving professors):

14. redundancies and matters referred to KI's Staff Disciplinary Board or the Swedish National Disciplinary Offences Board.

The relevant Committee/Faculty Board decides on:

15. agreements on (Committee)/establishment of (Faculty Board) double, multiple or joint degrees.

The Committee for Higher Education decides on:

16. agreements on student exchanges at first and second-cycle levels.

For the following matters, a head of department is to take decisions after consulting with another official, which means that any such decisions are to be preceded by the proper consultation process:

President

17. Salary structure for professors, visiting professors, adjunct professors, senior lecturers and adjunct senior lecturers.

University director

18. Employment and salary structure for administrative managers.

Head of Human Resources

19. Employment benefits in addition to salary, partial pensions and salary structure for the department's HR and financial managers.

For the following matters, a head of department is to take decisions jointly with another official, which means that the decision is only valid after both the head of department and the designated official have signed the decision/agreement:

University director or delegatee

20. Agreements on grant or contract assignments, collaborations, prize money, sponsorships or donations – with the exception of Swedish research councils and foundations (*e.g.* the Swedish Cancer Society, the Swedish Heart and Lung Foundation), which are signed by the heads of department and as per point 22 – with KI as recipient or mediator, are signed jointly with the university director if the amount is SEK 1 million or more, or extends over a period longer than three years. For agreements below SEK 1 million and a period up to and including three years:
- a) Acceptance of prize money, from Swedish or international donors – head of department jointly with head of the Research Support Office.
 - b) Acceptance of donations or sponsorships – head of department jointly with head of Development Office.
 - c) If donation or sponsorship is of principle significance or if the sum is at least SEK 10 million, the president decides.
 - d) All other funding agreements or collaboration agreements (grant or contract assignments with Swedish or foreign financiers) – head of department jointly with the university director if the sum is at least SEK 100 000. If the sum is below SEK 100 000, head of department signs.

Head of Procurement Unit

21. Agreements relating to procurements, purchases, renting or leasing of SEK 1 million or more, or that extend over a period longer than three years.

Head of The Research Support Office

22. Applications to the EU, the National Institutes of Health (NIH) and other foreign financiers, and financing agreements with these bodies or collaboration agreements with other financiers, and any additions or amendments to existing applications and agreements, plus related reports and system registrations

President

23. Departmental agreements (one or more departments) concerning collaboration with a department (or equivalent unit) at a foreign university or research/educational institution. If the agreement covers financial matters, point 20 above also applies.

The director of finance replaces the university director in the event of his/her absence with respect to point 20.

A divisional manager replaces a unit manager in the event of his/her absence with respect to points 20–22.

The university director or appointed deputy may always replace officials with respect to points 20–22 (20c excepted).

These officials may not sub-delegate their decision-making authority with respect to points 20–22.

A head of department may not delegate his/her decision-making authority in decisions that are to be made after consultation or jointly with the relevant officials above. However, should the head of department be unavailable, he/she may be replaced by his/her deputy.

2.3.5 Ming Wai Lau Centre for Reparative Medicine

Karolinska Institutet (KI) operates a research centre, the Ming Wai Lau Centre for Reparative Medicine (MWLC), whose activities are conducted partly within a research facility established in Hong Kong and partly through research grants awarded to researchers working in the existing departmental structure at KI.

The director of the MWLC is appointed by the president.

The director of the MWLC reports to the president.

The director of the MWLC has the responsibilities and general authority for the MWLC corresponding to those of a head of department. The delegation of decision-making authority to an individual other than the director is regulated by decision of the president.

2.3.6 University Dental Clinic

The University Dental Clinic at Karolinska Institutet is a training clinic for students of dentistry and dental hygiene and a specialist clinic in dental care.

The director of the clinic is the head of the Department of Dental Medicine.

The head of department may delegate his/her overall responsibilities and authority for the operations of the clinic to the head dentist, who reports to the head of department.

The University Dental Clinic comprises several clinics (units), each of which has a clinical manager appointed by the head of department. The head dentist may delegate his/her responsibilities and authority for clinic operations to the clinical manager. The clinical manager reports to the head dentist.

2.3.7 Teaching and Learning Unit

The Teaching and Learning unit (T&L) is a university-wide function that operates under the president. Its remit is to contribute to pedagogical development at KI at all three educational levels. This includes the development of pedagogical infrastructure and pedagogical competence.

The head of the T&L unit is employed or appointed by the president.

The head of the T&L unit reports to the president or to the president's delegatee.

The head of the T&L unit has the responsibilities and general authority corresponding to those of a head of department.

The head of the T&L unit may delegate his/her decision-making authority to another T&L official.

The focus and scope of the T&L unit's activities are decided by the Faculty Board.

The T&L unit has a steering committee that prepares the decisions of the Faculty Board and decides on the unit's activity plans within the budget framework set by the Faculty Board.

Steering committee members:

- The academic vice president for higher education, or his/her appointee, serves as chairperson
- A faculty representative appointed by the Committee for Doctoral Education
- All other members are appointed by the Committee for Higher Education after consultation with the Committee for Doctoral Education
- Two student representatives
- The head of the T&L unit
- A member appointed by the University Library (KIB) (co-opted)

2.4 Faculty Board

In accordance with the organisational plan approved by the University Board:

1. The field of medical science incorporates all academic activities at Karolinska Institutet (KI) and constitutes the medical faculty.
2. The faculty is led by a Faculty Board to which the president assigns overall strategic responsibility for the faculty's educational, research and outreach activities.
3. The main fields of responsibility are resource allocation, quality, the competence provision of teaching and research personnel, infrastructure and internationalisation.
4. The term of office for the Faculty Board is three yearsMembers:
 - The president, chairperson (to be replaced by the vice president in the event of absence)
 - Three academic vice presidents
 - Three deans
 - Three faculty representatives
 - Three student representatives

Duties delegated by the president:

The Faculty Board:

1. takes general decisions, within the parameters set by the president, on the allocation of resources to the departments, strategic investments, the frameworks for the three committees and other activities as delegated,
2. decides on the long-term planning of the core activities,
3. decides on the introduction and discontinuation of study programmes, professional qualifications, main fields of study or general qualifications, as well as the initiation and elimination of subjects within doctoral education,
4. decides on the overall range, content, and scope of first and second-cycle education,
5. decides on the general management organisation for first and second-cycle education,
6. establishes the allocation of the departments' educational assignments,
7. takes general strategic decisions on the implementation of quality work within KI's core activities,
8. takes general decisions on matters of strategic importance for the competence provision of teaching and research staff,
9. takes decisions on strategic recruitments of teaching and research staff wholly or partly financed by the Faculty Board,
10. prepares proposals for steering documents within the Faculty Board's main areas of responsibility for decisions by the University Board or president,
11. takes general strategic decisions on core activity infrastructure,
12. takes general strategic decisions on the internationalisation of core activities,
13. takes general strategic decisions on core activity outreach activities.

The Faculty Board may delegate its decision-making authority to the Board's chairperson, the committees and other subordinate bodies as well as to academic vice presidents and other officials.

The Faculty Board may set up groups and distribute tasks to them and to individual persons.

The Faculty Board may task a department or a group of departments to help in the preparation and implementation of the decisions it makes.

The vice president and the university director or appointed deputy shall be present at the Faculty Board's meetings.

The Faculty Board may decide to co-opt members for a limited time or for a certain type of matter. A co-opted member has attendance and speaking rights but may not participate in decisions.

The Faculty Board may convene even if all members are not present. The board is quorate when at least half of the members are present, including the

chairperson. If a member has been absent for a significant length of time, the president may appoint a replacement.

Matters of an urgent nature may be decided by the chairperson and be reported at the next scheduled meeting.

According to the Administrative Procedure Act, a Faculty Board member may register a reservation about a board decision by having this reservation noted.

The university director acts as or appoints the principal rapporteur and is responsible for ensuring that proposals are prepared and that they fall within the Faculty Board's remit.

2.5 The Faculty Board's three committees

2.5.1 Common to all Committees

In accordance with the organisational plan approved by the University Board:

1. The Faculty Board is to have three subordinate committees with the mandate to support the board through preparation, implementation, quality control and quality evaluation in their respective fields.
2. The three committees are the Committee for Higher Education, the Committee for Doctoral Education, and the Committee for Research.
3. Each committee is chaired by an academic vice president, with a deputy chairperson to replace him/her when necessary.
4. The terms of office for the committees are three years

Members:

- Academic vice president (chairperson)
- Deputy chairperson
- Six faculty representatives
- Three student representatives
- A representative of each of the local unions (without voting rights)

Duties delegated by the president:

The Committees:

1. decide on matters in their respective areas of responsibility that lie outside the decision-making mandate of the Faculty Board or president,
2. prepare matters in their respective areas of responsibility for decision by the Faculty Board or president,
3. prepare budget documentation in their respective areas of responsibility and decide on resource usage within their budget framework,
4. have responsibility for quality assurance, quality evaluation and quality development and take decisions within their respective areas of responsibility,

5. decide on prizes and awards within their respective areas of responsibility,
6. decide, with regard to routine activities, on the advertising, preparation and distribution of grants obtained from foundations and funds managed by KI,
7. collaborate with other preparatory bodies under the president and the Faculty Board, and with Region Stockholm, among others, through current collaboration bodies to create optimal conditions for education and research,
8. organise and take responsibility for the committees' subordinate bodies,
9. decide on steering documents within their respective areas of responsibility and take part in the preparation of university-wide steering documents or documents of a particularly strategic nature.

A committee may delegate its decision-making authority to its chairperson and to subordinate bodies.

The committees may decide to co-opt members for a limited time or for a certain type of matter. A co-opted member has attendance and speaking rights but may not participate in decisions.

A committee may convene even if all members are not present. A committee is quorate when at least half of the members are present, including the chairperson.

According to the Administrative Procedure Act, a Committee member may register a reservation about a board decision by having this reservation noted.

The university director appoints the principal rapporteur.

2.5.2 Committee for Higher Education

The committee prepares proposals and decides, in accordance with its delegation, on matters concerning first and second-cycle education. Its responsibilities also include the quality evaluation of executive and professional education.

The committee:

1. decides on the range and scope of courses/programmes within the bounds of overarching decisions,
2. establishes rules and instructions for course/programme responsibilities,
3. establishes programme syllabi,
4. decides on education infrastructure within the parameters set by the Faculty Board,
5. decides on international agreements on student exchanges at study programme level,
6. decides on entering agreements with Swedish or foreign higher education institutions as regards education leading to double, multiple or joint bachelor's or master's degrees,

7. establishes the level of tuition fees,
8. has responsibility for study programmes not delegated to the department.

2.5.3 Committee for Doctoral Education

The committee prepares proposals and decides, in accordance with its delegation, on matters concerning doctoral education.

The committee:

1. establishes the general doctoral study plan
2. establishes course syllabi for doctoral courses,
3. establishes assignment descriptions for the departmental directors of doctoral studies,
4. appoints the examination board and opponent for thesis defences, and the examination board for licentiate seminars,
5. decides on entering agreements with Swedish and foreign higher education institutions on education leading to double, multiple or joint doctorates.

2.5.4 Committee for Research

The committee prepares proposals and decides, in accordance with its delegation, on matters concerning research.

The committee:

1. decides on research infrastructure within the parameters set by the Faculty Board
2. decides on systems, including rules and instructions, for research documentation,
3. draws up and decides criteria for the establishment, evaluation and discontinuation of internal and university-run research centres at KI,
4. draws up and decides criteria for the establishment, evaluation and discontinuation of internal research networks at KI,
5. appoints members of KI's animal welfare body,
6. establishes regulations and instructions for biosafety at KI and appoints members of KI's Biosafety Committee,
7. prepares nominations for honorary doctorates, after consultation with the Faculty Board, for decision by the president.

2.5.5 Academic Vice President

In accordance with the organisational plan decided by the University Board:

1. Academic vice presidents are the chairpersons of the Faculty Board's three subordinate committees.
2. Academic vice presidents are members of the Faculty Board.

3. Academic vice presidents and the deputy chairpersons of the respective committees are to be appointed by the president following an advisory election (in accordance with the election rules).

Academic vice presidents report to the president.

Duties delegated by the president:

Academic vice presidents:

1. lead the work of their respective committees,
2. pursue issues within their areas of responsibility as both committee chairperson and Faculty Board member,
3. may be tasked by the president to represent KI in external contexts, such as national dean conferences for the medical faculties,
4. may otherwise complete their duties as decided by the president or Faculty Board,
5. have the following ceremonial duties: the academic vice president for doctoral education hosts doctorate conferment ceremonies, the academic vice president for higher education hosts bachelor's and master's graduation ceremonies, and the academic vice president for research awards honorary and jubilee doctorates.

The deputy committee chairperson replaces an academic vice president as chairman of the committee in the event of his/her absence. Academic vice presidents may in these cases appoint deputy committee chairperson or other deputies for specific assignments, although not as member of the Faculty Board.

2.6 Committees for competence provision

2.6.1 Recruitment Committee

The Faculty Board decides on the Recruitment Committee's activities over and above those decided by the University Board and president. The employment procedures for teachers and accompanying instructions provide certain regulations on the employment of teaching staff.

The Recruitment Committee is a preparatory body for:

1. employment matters regarding professors (with the exception of offered professorships), visiting professors, adjunct professors, senior lecturers, adjunct senior lecturers and promotions from assistant professor to senior lecturer,
2. strategic decisions on the recruitment of teaching and research personnel after the necessary consultations with the relevant entities and other preparatory bodies under the Faculty Board,
3. steering documents concerning the employment and promotion of faculty staff after the necessary consultations with the relevant entities and other preparatory bodies under the Faculty Board.

The president, heads of department, deans, academic vice presidents or Faculty Board may initiate recruitment procedures; the Recruitment Committee is responsible for overall recruitment preparations.

Whoever initiates the procedure decides on commencing a recruitment case, after consultation with the Recruitment Committee. The Recruitment Committee then draws up the requirements profile/advertisement based on suggestions from and in consultation with the initiator.

Only the initiator of a recruitment procedure may decide to discontinue it. When necessary, discontinuation or extended application period may be advocated by the Recruitment Committee. Any decision taken must be preceded by consultation between the initiator and Recruitment Committee.

The head of department concerned sits on the Recruitment Committee during the recruitment procedure in cases on which the president decides.

Deans participate as members of the Recruitment Committee during the recruitment procedure to their departmental groups where there is no pre-determined departmental affiliation. If no departmental group is decided, the deans appoint a dean to participate.

Members:

- Three members appointed by the Faculty Board, among whom the president selects the chairperson and deputy chairperson
- Three members (one) of each committee, appointed by the respective committee
- One or two student representatives
- Two union representatives (without voting rights)

2.6.2 Docent Committee

The Faculty Board decides on the Docent Committee's activities and establishes the rules pertaining to docent positions at KI.

The Docent Committee:

1. decides on instructions and draws up proposals for rules governing docent admission,
2. prepares and decides on matters relating to docent applications.

Members:

- A maximum of seven members appointed by the Faculty Board, from whom the president selects the chairperson and deputy chairperson
- One or two student representatives

2.7 Councils and Boards

In accordance with the organisational plan decided by the University Board:

At KI there can be special units or bodies set up by order of the government, University Board or president. At KI, examples include the Faculty Council,

Staff Disciplinary Board, Student Disciplinary Board, and Funds and Foundations Board.

2.7.1 Faculty Council

In accordance with the organisational plan, approved by the University Board, there should be a Faculty Council, in support of the president's long-term strategic work. The council's task is to provide advice on matters relating to KI's scientific activities. The council meetings are chaired by the president and attended by the vice president and the university director. The president may, after consultation with the council, allow another person to take part in its meetings for a discretionary period of time.

Members:

- Nine tenured professors
- Two teachers with a more junior position
- Three student representatives

2.7.2 Ethics Council

KI has an Ethics Council by decision of the University Board.

The Ethics Council:

1. actively promotes ethical discussion at KI, particularly in the fields of research ethics and medical ethics,
2. provides ethical competence and monitors developments in the field internationally and nationally,
3. seeks to ensure that the manner in which KI deals with ethical issues is in compliance with the values of the general academic/scientific community and the values that prevail, or are to prevail at KI,
4. comments on issues of a general nature at the president's request.

Otherwise the Ethics Council determines for itself which issues to consider, within the bounds of its remit.

The council is led by KI's scientific representative and comprises between seven and nine members appointed by the president. The members are to include both KI employees and non-KI employees.

2.7.3 Council for the Examination of Departures from Good Research Practice

KI is required to have a Council for the Examination of Departures from Good Research Practice.

The Council for the Examination of Departures from Good Research Practice:

1. decides if a case qualifies as suspected scientific misconduct and, if so, passes it to the National Board for examination,
2. investigates suspected departures from good research practice other than scientific misconduct,

3. handles matters relating to the reporting obligation provided in Section 13 of the law on responsibility for good research practice and the examination of research misconduct.

Members:

- Chairperson who is or has been an ordinary judge, appointed by the president
- Three faculty representatives appointed by the president
- KI's chief legal officer
- A student representative.

The president also appoints from among the members a vice-chairperson.

The faculty and student representatives must have deputies.

2.8 Support functions

2.8.1 Central Administration

In accordance with the organisational plan decided by the University Board:

KI has a central university administration that, together with the departments' own administrative functions, constitutes the university administration/operational support.

The Central Administration is led by the university director, who reports to the president.

In accordance with the Central Administration's rules of procedure:

The Central Administration shall actively ensure that KI complies with all relevant laws, ordinances and special government decisions and that the university is run, from an administrative perspective, in a cost-effective and legally secure manner. It shall also strengthen the interaction between KI's various operational units.

2.8.2 University Library

In accordance with the organisational plan, approved by the University Board, there should be a university library. Karolinska Institutet University Library (KIB) is a general university-wide function under the president. KIB's responsibilities are to provide access to scientific information, to support learning and scientific communication and to offer space for study and meetings that further the learning process.

The focus and scope of KIB's activities are decided by the University Board in accordance with the president's recommendations.

KIB is led by a chief librarian employed by the president.

The chief librarian reports to the president or to the president's delegatee.

The chief librarian has the responsibilities and general authority for KIB corresponding to those of a head of department.

The chief librarian may delegate his/her decision-making authority to another KIB official.

KIB is to have a Library Advisory Council comprising members appointed by the president. The council is to provide guidance on library policy and give advice during the preparation of its internal budgetary allocations. The council reports to the chief librarian.

Members:

- Chairperson, appointed by the president
- The chief librarian
- Three faculty representatives, appointed by each committee
- One external member, appointed by the president
- Two student representatives
- Head of the Teaching and Learning Unit (co-opted)

2.8.3 Comparative Medicine

Comparative Medicine (KM) is responsible for all licensed animal activities at Karolinska Institutet (KI).

The Faculty Board decides on the focus and scope of KM's activities at a university-wide level.

The head of KM is employed or appointed by the president.

The head of KM reports to the president.

KM has a board appointed by the president. The KM board:

1. sees to the best interests of the animals from an overall, holistic perspective,
2. decides on KM's general planning with the aim of providing optimal research conditions for animal experimentation within the bounds set by prevailing regulations and ethics,
3. decides on priorities within the existing budget and in accordance with KI's guidelines and strategies,
4. updates the Faculty Board regularly on its standard operations and submits to the board an annual report,
5. provides the Faculty Board with the necessary documentation for decisions concerning KM's activities.

Members:

- Six researchers working with animal experimentation, one of whom to be appointed chairperson by the president
- The head of KM
- A member appointed by the academic vice president for research

- KI's chief veterinary officer, co-opted for matters of animal welfare unless the head of KM has veterinary competence
- One student representative.

The president may also appoint an additional external member.

The head of KM is the permit-holder for all animal activities at KI and thus has legal liability for them. If the he or she deems a steering committee decision to be in contravention of the prevailing rules, permits or accepted ethical standards, he/she is to inform the president. Such a decision may not be implemented without the president's approval.

The role of head of KM includes responsibility for rules and instructions on the handling of irregularities concerning animal research activities. This shall be done in collaboration with the Central Administration and the Committee for Research.

The head of KM has the responsibilities and general authority for KM corresponding to those of a head of department, with the limitations that follow from the KM board's decision-making authority.

The head of KM may delegate his/her decision-making authority to another KM official, with the exception of such authority as inheres to being permit-holder.

2.8.4 Medical History and Heritage Unit

The Medical History and Heritage Unit (MHK) is a university-wide function that operates under the president. Its remit is to protect, develop and disseminate knowledge related to KI's medical and scientific historical heritage. The MHK includes the Hagströmer Library, which is a medical and scientific history research library and museum. The MHK also curates KI's collections of historical objects, monographs and art.

The MHK is led by a unit manager employed or appointed by the president.

The head of the MHK reports to the president or to the president's delegatee.

2.9 Preparatory support functions

The president and Faculty Board of Karolinska Institutet (KI) have support functions that are primarily preparatory in nature. These functions are to consult with other preparatory bodies and are entitled to appoint groups or individuals to work with particular issues. The chairperson of each respective support function may co-opt members with complementary competencies. The university director decides on administrative support and expert assistance from the Central Administration, in some cases as delegated by the president.

2.9.1 Internationalisation Advisory Council

The Internationalisation Advisory Council is a preparatory body for internationalisation.

The Council:

1. drafts proposals for strategic development in accordance with KI's overall strategy for decision by the Faculty Board,
2. prepares the underlying material necessary for decisions to be taken by the president,
3. supports and provides supporting material for the internationalisation of KI's activities.

The Council also prepares budgetary data in its area of responsibility and decides on the utilisation of its budget resources.

Members:

- Chairperson, appointed by the president
- Five members appointed from the Faculty Board, of whom three represent each of the committees
- The head of the International Relations Unit (or the equivalent)
- Two student representatives

2.9.2 Infrastructure Advisory Council

The Infrastructure Advisory Council operates under the Committee for Research and is a preparatory body for research infrastructure matters:

1. prepared by the Committee for Research,
2. decided by the Committee for Research,
3. decided by the president.

Members:

- Chairperson, appointed by the president
- Advisor appointed by the president
- Between three and five members appointed by the Faculty Board
- The facilities director (co-opted when needed)
- Two student representatives