

# The President's decision-making and delegation of authority for Karolinska Institutet

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NOTE: This is a translation of the Swedish version of (*Rektors besluts- och delegationsordning*). In the event of any discrepancy between the versions, the Swedish version and wording will apply.



**Karolinska  
Institutet**



# The President's decision-making and delegation of authority for Karolinska Institutet

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## Revision regarding:

New entities: Board for Ethics and Good Research Practice, Scientific Representative, Group for Strategic Skills Supply (GSK) and Organisation for Research Infrastructure (RIKI). Reformulated assignments: Comparative Medicine (KM) and the Recruitment Board. Deleted: The section on The University Library (KIB) has been removed and is instead described in GVS's rules of procedure. Revision of Decision-making authority for agreement on joint employment.

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## Introduction

The President's decision-making and delegation of authority are determined by the President and based on this, the delegation to the Faculty Board, the Professional Services and other sub-delegations are outlined.

### 1 General principles for decision-making and delegations at Karolinska Institutet

#### 1.1 Delegation of responsibilities and decision-making powers

Delegation entails responsibility for ensuring that tasks are carried out to a high standard – that is, appropriately and resource-efficiently in accordance with applicable rules.

This responsibility includes ensuring effective internal governance and control within the delegated area of responsibility. This includes risk management, follow-up and control measures to prevent and manage any deviations, as well as the obligation to act and report to the superior (manager/entity) if the task is not performed in accordance with the delegation.

Decisions on delegation to an individual executive must be in writing. There should be a structure or plan for all assignments and delegations for replacement in the event of absence. Decision-making power may be sub-delegated unless otherwise specified. As a general rule, a delegation shall revert to the person who granted it if the recipient is not in service or for some other reason is unable to act – for example due to a conflict of interest, upon expiry, or if the delegation has been revoked by the person who granted it.

#### 1.2 Decision-making bodies

For all groups/bodies at Karolinska Institutet (KI) with decision-making powers, the following applies:

The decision-making body:

- may decide to co-opt members;
  - An adjunct appointment must be limited in time or to a certain type of case. A co-opted member has the right to attend and speak but may not participate in decisions.
- has a quorum when at least half of the members are present, including the President;
- may delegate matters of urgency to the Chair.
  - The decision of the Chair must be announced at the next meeting
- should have a Vice-Chair who takes the place of the Chair when he or she is disqualified, is prevented from doing so or by agreement with the Chair.
- must ensure student influence in accordance with KI's instructions for student influence.
  - According to the Higher Education Act, students have the right to be represented in bodies when decisions are taken, or preparations are made that affect education or the students' situation.
  - Student representatives have the same rights and obligations as other members.
  - Student representatives are appointed by the Student Union. If the union has not appointed a student representative, this position shall not be counted towards the quorum.
  - When decisions which affect education or the students' situation are to be made, or preparations are to be undertaken by a single person, students have the right to receive information and to be consulted.

A member of a decision-making body may, in accordance with the Administrative Procedure Act, make a reservation against the body's decision by having a dissenting opinion recorded.

### **1.3 Establishment of bodies and assignments for individuals**

The body being established shall define and secure the following:

1. purpose and overall mission statement,
2. the composition of the body,
3. possible decision-making powers,
4. principles and sources of financial resources beyond regular assignments.

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In some cases, the mission statement can be further developed by another body within the framework set up by the establishing body.

Items 1, 3 and 4 also apply when an assignment is given to an individual.

## 2 The assignment of the President

The President is the head of public authority at KI, appointed by the Government, and is responsible for managing the activities under the University Board.

Chapter 2. Section 2 of the Higher Education Ordinance (1993:100), referred to as the Higher Education Ordinance, specifies the matters on which KI's board, the University Board, is to make decisions. Certain specifications are set out in the University Board's decision-making and processing procedure. Other matters are decided by the President in the presence of the University Director or an appointed deputy, unless otherwise provided by law or ordinance or the University Board has decided otherwise.

The President may delegate his or her duties unless otherwise specifically prescribed (Chapter 2, Section 13 of the Higher Education Ordinance).

The organisation chart, adopted by the University Board, states that the University Management consists of the President, the Vice President and the University Director.

### 2.1 The President's decision

Decisions on matters that are not the responsibility of the University Board, or that the President has not delegated to another official, are made by the President with the University Director present. The President decides on the following:

Research and education

- assignments to faculty boards, deans, deputy vice-chancellors and university-wide functions,
- withdrawal of the right to supervision and other resources for doctoral education,
- referral of cases to KI's Disciplinary Committee.

## Organisation

- division of departments, department names and department affiliation to department group.

## Staff

- employment of professors, adjunct professors and visiting professors,
- termination of employment of professors,
- agreement on joint employment as professor and senior lecturer,
- positions as Dean, Vice President and Vice Committee Chair.

## Finance

- budget framework for the faculty board within the framework decided by the University Board,
- model for the allocation of funds to departments,
- funds at the President's disposal for special initiatives.

## General administration

- consultation responses and other statements from KI that are not issued by the University Board or delegated to the University Director or another party to respond,
- university-wide governing documents and other rules that have not been delegated to other parties,
- referral of cases to the State Disciplinary Board and KI's Personnel Disciplinary Board,
- status as a student union.

## Collaboration according to ALF agreement

- representation in a collaborative organisation in accordance with the national ALF agreement,
- representation in the management organisation according to the regional ALF agreement.

## Collaboration with other organisations

- university-wide agreements with universities, industry or other organisations, which are not delegated, or agreements that are of particular importance to KI (for example, for security or strategic reasons).

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Other matters that are not to be decided by another body or official according to the constitution or delegation.

## **2.2 Vice President**

According to Chapter 2. Section 10 of the Higher Education Ordinance, the President shall have a deputy who acts in the President's place when he or she is not in office and who otherwise replaces the President to the extent decided by the President.

*The organisation chart adopted by the University Board states:*

At KI, the President's deputy is called the Vice President. In addition, the Vice President has the duties decided by the President. The Vice President is appointed by the University Board.

*President's delegation:*

The Vice President makes decisions on behalf of the President when the President is unable to attend.

The Vice President may, through a special delegation, be responsible for several university-wide tasks.

If neither the President nor the Vice President is in office, or if either for some other reason is unable to attend, an official who meets the eligibility requirements for appointment as a professor or senior lecturer shall be appointed by the President as acting President. The Acting President may only make decisions that cannot be deferred.

## **3 University Director**

The University Director is appointed by the President, reports to the President and is the head of Professional Services. This includes leading, organising and developing the support services.

The University Director is part of the University Management and, under the President, has overall responsibility for KI's support services. This entails the right to make university-wide decisions.



The position as University Director entails the right to:

1. enter into agreements and decide on transactions on behalf of KI, with the exception of matters that the President has:
  - a. delegated to other office holders or bodies; or
  - b. reserved for his/her own decision-making authority in accordance with 2.1 and 3.4.3,
2. decide on matters concerning the disclosure of public documents,
3. decide on rules for KI's activities within its area of responsibility,
4. decide on admission matters to first- and second-cycle education,
5. sign agreements on contract education,
6. decide, after consultation with the President, on KI's support services,
7. decide on consultation responses and other statements from KI to authorities other than the Government Offices, but not in supervisory matters,
8. award diplomas at all levels of education,
9. decide on the receipt or use of funds for investments in buildings,
10. decide on the raising of loans,
11. decide on the investment of funds in other ways than in KI's accounts connected to the Swedish National Debt Office,
12. decide on the disposal of furnishings or equipment,
13. sign a lease agreement with an external party,
14. decide on secondary employment that includes a business transaction with an employee's, relative's or other related party's company,
15. decide on investments and changes in IT infrastructure,
16. decide on an opinion on an appealed decision within the activities of the Professional Services,
17. decide on dismissal due to lack of work,
18. decide on the focus and scope of the University Library's activities.

Support for preparatory and decision-making bodies is prioritised by the University Director within the framework of the Professional Services.

The University Director is responsible for ensuring that students have access to health care (Student Health Service).

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Regarding the Professional Services, the University Director also has responsibilities and general powers that belong to the head of department where applicable.

The University Director may delegate his or her decision-making powers to another office holder. The rules of procedure of the Professional Services state which decision-making powers have been delegated.

## **3 Departments, groups of departments and their representatives**

### **3.1 Departments**

*The organisation chart adopted by the University Board states:*

1. The core activities – education and research – are conducted at departments, unless otherwise decided.
2. The department is led by a head of department.

To support the head of department's responsibility for the department's activities, there must be a position as head of administration.

According to the instructions for delegations at a department or equivalent, it appears that there are several functions at the department that have been delegated responsibility.

### **3.2 Departmental groups**

*The organisation chart adopted by the University Board states:*

1. The departments are divided into three groups.
2. The President decides on the department's affiliation to the department group.
3. The head of the department group is called the dean.

*President's delegation:*

Within each department group there is a management group.

1. In addition to the dean, members are the heads of each department.
2. The management team is led by the dean.
3. The dean may co-opt additional expertise as needed.

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4. The management group serves in an advisory capacity to the dean on decisions and other matters concerning operations at the department group level.
5. The management group shall strengthen the joint responsibility for the departmental group's activities and in this shall provide support for the members.
6. The dean shall anchor and develop operational and strategic matters in the management group, both for the department group and between the department groups.

### **3.3 Dean**

*The organisation chart adopted by the University Board states:*

1. The dean is appointed by the President.
2. The dean is a member of the Faculty Board.

The dean reports to the President.

*President's delegation:*

Dean:

1. appointed by the President after consultation with the heads of the department group,
2. reports to the President,
3. shall, based on its delegation from the President:
  - a. coordinate activities within each department group and between them,
  - b. support the university management in the overall development of KI's activities,
  - c. contribute to constructive dialogue between heads of department and university management.
4. is the head of the department group's heads of department, which includes the dean:
  - a. appoints heads of department after consultation with the President in accordance with the university-wide regulated nomination process and university-wide remuneration regulations,

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- b. has staff responsibility for heads of department,
- c. may delegate tasks to heads of department,
- d. is a support to heads of department in their managerial role,
- e. may terminate the head of department assignment after consultation with the President.

As a substitute for the Dean, the President may appoint one of the heads of department group. This head of department is not a member of the Faculty Board.

### **3.4 Head of Department**

The head of department is appointed by the Dean after consultation with the President in accordance with the university-wide, regulated process and university-wide remuneration regulations.

The head of department reports to the Dean.

*President's delegation:*

#### *3.4.1 The head of department's responsibility and decision-making authority*

Head of Department:

1. is responsible for and leads all activities at the department. Decision-making at the department must be carried out according to applicable rules and within the framework of the resources at the department's disposal.
2. is equated with the head of a scientific department under the Medicinal Products Act,
3. is responsible for ensuring that the necessary permits are in place for research at the department,
4. is responsible for collaborating with other heads of department both within the department group and with other heads of department at KI,
5. has the right to conclude contracts and decide on transactions on behalf of the department, subject to the reservations set out in 3.4.2 and 3.4.3 respectively,

6. shall decide on rules of procedure, including an organisation chart and decision-making and delegation of authority for the department in accordance with a template developed for this purpose,
7. is responsible for work environment tasks at the department, which means working for a good work environment and that risks at work are prevented,
8. is responsible for the systematic actions related to the environment and sustainable development at the department in accordance with current regulations,
9. is responsible for the systematic work on equal opportunities and gender mainstreaming in accordance with current rules,
10. decides within the department's educational assignment for first- and second-cycle education in accordance with rules from the faculty board or from the Committee for Undergraduate and Master's Education,
11. decides, in accordance with rules from the faculty board or the Committee for Doctoral Education, on:
  - a. the establishment of a doctoral studentship,
  - b. admission to doctoral studies,
  - c. appointing supervisors for doctoral students,
  - d. the adoption of individual study plans for doctoral students,
  - e. credit transfers for doctoral students,
  - f. appointing an examiner for a doctoral course.
12. decides on employment as senior lecturer based on the recommendation from the Recruitment Board, and other employment at the department, with the exception of decisions on employment as professor, adjunct professor and visiting professor,
13. decides on agreements on joint employment with the exception of joint employment as professor and senior lecturer,
14. decides on affiliation with the department,
15. decides whether to approve or reject the application for promotion from associate senior lecturer to senior lecturer, following the recommendation from the Recruitment Board,
16. is responsible for the department's systematic quality work,
17. is responsible for internal governance and control within the department,

18. decides whether to approve or reject secondary occupations. The right to make decisions may only be delegated to the head of administration,
19. responsible for information security within the department.

The head of department may not delegate further decisions referred to in item 11(a)–(c) above. The head of department may, unless otherwise specifically stated, otherwise delegate his or her decision-making power.

More about the head of department's tasks and possibilities to subdelegate as well as follow-up responsibilities can be found in the instructions for delegations at departments or equivalent.

#### *3.4.2 Employment, salary and benefit matters*

The head of department decides, in consultation with the dean and with the University Director, or a person appointed by the University Director, when setting salaries and reviewing salaries for:

1. professor, visiting professor and senior lecturer.

The head of department decides, in consultation with the University Director or a person appointed by the University Director, on:

2. employment, salary setting and salary review for administrative managers,
3. employment benefits in addition to salary and partial pension.

The head of department may not delegate his/her decision-making power in matters concerning employment, salaries, and benefits.

#### *3.4.3 Agreements and arrangements with external parties*

The following decision-making delegations do not apply to matters decided by the University Board, nor to matters described in sections 2.1 and 2.3 regarding the decision-making powers of the President and the University Director, respectively. The head of department is responsible for the content of the agreement and compliance. If more than one department is affected, the dean must be consulted before a decision is made. The head of department may delegate the following decisions to the deputy head of department or head of administration, with the exception of 1 c and 2 b.

1. The head of department, in conjunction with the University Director, or a person appointed by the University Director, decides on:
  - a. agreements relating to procurement, purchasing, renting or leasing at a department, exceeding SEK 1 million or with a contract period longer than 3 years,
  - b. acceptance of prize money, from both Swedish and international donors,
  - c. acceptance of donation or sponsorship, from both Swedish and international donors of less than SEK 10 million (SEK 10 million and above, decided by the President),
  - d. grant agreements (GA) with the EU and other foreign donors with comparable formal requirements (e.g. National Institutes of Health (NIH)) as well as consortium agreements (CAs) linked to these grants. This also applies where Swedish research councils are funders via international calls with corresponding requirements.
2. The head of department decides, with the exception of item 1, on:
  - a. assignment and grant agreements with Swedish research councils and well-established foundations such as the Swedish Cancer Society, the Swedish Heart-Lung Foundation,
  - b. agreements regarding the financing of third-cycle education with external employment,
  - c. assignment, grant and cooperation agreements up to SEK 3 million and contract period of no more than 5 years.
3. The head of department, in conjunction with the University Director or a person appointed by the University Director, after consultation with the Dean, decides on:
  - a. assignment, grant and cooperation agreements, with the exception of items 1 or 2 above, exceeding SEK 3 million or contract periods longer than 5 years.

## 4 Faculty Board and Academic Vice President

### 4.1 Faculty Board

*From the organisation chart adopted by the University Board, it follows that:*

1. The disciplinary domain of medicine comprises all academic activities conducted at KI and constitutes the Faculty of Medicine.

2. The faculty is led by a Faculty Board.
3. Under the President, the Faculty Board has the overall responsibility for education and research at the faculty.
4. Examples of areas of responsibilities include the allocation of resources, infrastructure, quality management, and ensuring the recruitment and competence development of teachers and researchers.
5. Under the Faculty Board there are three committees.
6. The committees' task is to support the Faculty Board through preparation and implementation in each area and to make decisions according to delegation from the Faculty Board.

*President's delegation:*

The Faculty Board is delegated the decision-making authority required to carry out the Board's assignment. The Faculty Board's responsibilities and delegation are limited by the decisions made by the President.

The Faculty Board decides on the following overarching and strategic issues that may not be delegated further:

1. long-term development of research and education activities,
2. implementation of the systematic quality work in KI's core activities,
3. annual allocation and follow-up of funds to departments based on the decided resource allocation model,
4. budget frameworks for committees and other bodies under the Faculty Board,
5. distribution of other funds allocated to the Faculty Board,
6. establishment and discontinuation of degree programmes, professional qualifications, main fields of study or general qualifications, as well as delegation of programme responsibility in first- or second-cycle education,
7. the establishment and discontinuation of the subject for doctoral education,
8. issues that relate to more than one committee's remit and cross-functional priorities.



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The Faculty Board may instruct a department or several departments to participate in the preparation and implementation of decisions made by the Faculty Board.

“The University Director appoints the responsible officer.” The responsible officer is responsible for ensuring that matters are prepared.

Committees and boards under the Faculty Board may delegate to the Chair to make decisions on certain matters in addition to urgent ones. The decision of the chairman must be notified at the next meeting of the body.

Sub-delegations and bodies under the Faculty Board are described in the Faculty Board's decision-making and delegation of authority.

## **4.2 Academic Vice President**

*The rules for academic elections state:*

The Academic Vice President, as well as the Vice-Chair of each committee, are appointed by the President following an advisory election.

*The organisation chart adopted by the University Board states:*

1. The Academic Vice President chairs a committee under the Faculty Board.
2. The Academic Vice President is a member of the Faculty Board.

The Academic Vice President reports to the President.

The Academic Vice President:

1. leads the work of each committee,
2. drives issues within the area of responsibility, both as chair of a committee and as a member of the Faculty Board,
3. carries out other assignments by decision of the President,
4. may, if prevented from attending, appoint a deputy for specific assignments, but not for the assignment as a member of the faculty board,
5. has the following ceremonial duties: conferring doctors, hosting the graduation ceremonies at first- and second-cycle level, and

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- conferring honorary doctors and jubilee doctors (delegated between the three Academic Vice Presidents),
6. decides on international agreements on student exchange at degree programme level (Academic Vice President for Undergraduate and Master's Education),
  7. decides on the conclusion of university-wide agreements with Swedish or foreign higher education departments regarding education leading to double, multiple or joint degrees (Academic Vice President for Undergraduate and Master's and Third-cycle Education), respectively;
  8. decides on the conclusion of university-wide agreements with other university-wide agreements in addition to p. 7 above on doctoral education collaborations (Academic Vice President for Doctoral Education).

Vice-Chair:

1. pursues issues within the Committee's area of responsibility after consultation with the relevant Academic Vice President,
2. replaces the Academic Vice President as Chairman of the Committee when he or she is unable to attend,
3. replaces the Academic Vice President for other tasks in his or her delegation, but not as a member of the Faculty Board.

## 5 Professional Services

*The organisation chart adopted by the University Board states:*

KI has a support service which, together with the departments' support services, constitutes KI's Professional Services.

The University Director is the head of the Professional Services and reports to the President.

*President's delegation:*

The overall mission of the Professional Services is to provide support for KI's core activities. The support services shall:

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1. be a support to enable management and governance via the President and other management functions,
2. contribute to the University fulfilling its official mandate and complying with applicable rules,
3. be efficient and based on the needs of core activities,
4. proactively assess needs and actively participate in the identification of challenges and the development of common solutions.

The Professional Services throughout KI shall strive in the same direction. It is therefore particularly important to work closely with the departments' support services.

Organisation, areas of responsibility and decision-making powers are set out in the rules of procedure of the Professional Services.

## 6 Councils and committees

*The organisation chart adopted by the University Board states:*

At KI, there may be special units or bodies established by decision of the Government, the University Board or the President. At KI there are, among other things, a staff disciplinary board, a disciplinary committee, a fund and foundation council.

Councils and committees are regulated in the organisation chart, in the President's decision-making and delegation of authority or in special decisions.

### **6.1 The Council for the Investigation of Deviations from Good Research Practice**

KI shall have a council for investigating deviations from good research practice.

The Council shall:

1. determine whether there is suspicion of misconduct in research and, if so, whether the matter should be referred to the national board for review,

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2. investigate suspected deviations from good research practice other than suspected misconduct in research,
3. deal with issues related to the reporting obligation under Section 13 of the Act on Responsibility for Good Research Practice and Examination of Research Misconduct (2019:504).

Members:

- a chair, who is or has been an ordinary judge, is appointed by the President
- three teacher representatives, appointed by the President
- KI's General Counsel
- a student representative

The President appoints the Vice-Chair from among the members.

There must be substitutes for teacher representatives and for student representatives.

## 6.2 Committee for Ethics and Good Research Practice

*The organisation chart adopted by the University Board states:*

KI has a committee for ethics and good research practice that has assignments in the field, and which also has a coordinating role for KI's other ethics-related bodies, functions and activities.

The Board's assignment, procedure and composition are decided by the President. The Board shall annually summarise the work and report to the President after preparation with the Faculty Board.

*President's delegation:*

The committee's mission is to:

1. monitor the area, make observations about shortcomings and propose improvement measures to the President, the Faculty Board, deans and/or the University Director,
2. coordinate and develop management and operational support regarding issues of laboratory animal ethics and human ethics and good research practice,
3. work preventively and promote discussion and reflection on ethical issues throughout the university to promote good research practice.

The Board shall have ten members with a combined competence in medical science, law, advice in human ethical review and animal research ethics.

Members:

- a chair, appointed by the President
- two teacher members from the Faculty Board or one of the committees, are appointed by the Faculty Board
- one scientific representative (one of three)
- one member appointed by Region Stockholm
- one student representative

Other members are appointed by the Faculty Board

The Board reports to the President.

### **6.3. Scientific representatives**

At KI, there are three Scientific Ombudsmen (VOs) whose activities are mainly located in their respective department groups. The assignment period is three years with the possibility of extension.

VO holds their mandate from the President and in carrying out their duties act independently of their departmental affiliation.

VO's mission is to work preventively to promote good research practice by:

1. offering support, advice and guidance on issues relating to research ethics, good research practice and scientific integrity, including responsible internationalisation and ethical aspects in external relations,
2. actively contributing to disseminating knowledge and awareness of research ethics codes, relevant statutes, other rules and guidelines that govern scientific activities,
3. in the event of suspicion of misconduct in research or other deviation from good research practice, reporting in accordance with the guidelines for the examination of deviations from good research practice,
4. being a member (one of the delegates) of the Committee for Ethics and Good Research Practice and continuously keeping the Board informed of its activities and by submitting an annual written report.

## 6.4 Internationalisation Board

The Internationalisation Board is an advisory, preparatory and, in certain matters, decision-making body regarding internationalisation.

The Board:

1. supports the development of internationalisation at KI in accordance with current goals and strategies,
2. works with issues linked to overall international collaborations, networks and strategic partnerships,
3. prepares a basis for decisions by the President or the Faculty Board within the area of responsibility,
4. prepares budget documentation within the area of responsibility and decides on the use of resources within the established financial framework,
5. appoints representatives with assignments in overall international collaborations, networks and strategic partnerships.

Members:

- a chair appointed by the President
- two members appointed by the Faculty Board
- three members appointed by each committee (one each)
- one member appointed by the University Director
- three student representatives

## 6.5 The Group for Strategic Skills Supply

The group for strategic skills supply works university-wide with strategic skills supply based on the needs of the departments and the three committees and makes decisions linked to the skills supply of teachers at KI.

The group decides on the establishment of a position as professor and senior lecturer, including the focus and subject area of the position in question.

Proposals for establishment may be initiated by the President, head of department, Dean, Vice President or Faculty Board.

The group will be involved in the preparation of:

1. Governing documents regarding the employment of teachers

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2. Skills supply strategies
3. Appointment of professors by invitation.

Decisions on the establishment of a position shall be referred to the Recruitment Board for further processing.

Members:

- HR Director (convener)
- three deans
- three Vice Presidents (Chair of each Committee)
- chair of the Recruitment Board
- student representative

## 6.6 Recruitment Board

The Recruitment Board is a body for:

1. preparation, including assessment of qualifications in matters relating to professors (with the exception of appointment notice as professor), visiting professor, adjunct professor, senior lecturer, adjunct senior lecturer, and promotion matters regarding applications for promotion from associate senior lecturer to senior lecturer,
2. preparation of policy documents regarding the employment and promotion of teachers.

The person who initiated an employment case also has the authority to discontinue the employment process.

The relevant head of department participates as a member of the Recruitment Board in the processing of employment matters where the President decides.

Members:

- four members appointed by the Faculty Board, from among whom The President appoints the Chair and Vice-Chair
- two members appointed by each committee (six members in total)
- three student representatives
- two union representatives (without voting rights)

## **6.7 Safety committee**

KI has a safety committee. The safety committee shall participate in the planning of the occupational health and safety activities and monitor their implementation. It shall follow developments in matters concerning protection against ill health and accidents, and work to ensure satisfactory working conditions.

Members:

- the chair is the President or a person appointed by the President
- a maximum of three representatives of the employer and the education provider appointed by the President
- a maximum of three representatives of the employees
- two student safety representatives.

The Health and Safety Committee has a Biosafety Committee, which is a coordinating and advisory body in the field of biosafety and the use of genetically modified microorganisms.

## **7 Other organisational entities**

### **7.1 University dental care**

The University Dental Service at KI is an educational clinic for dental and dental hygienist students as well as a specialist clinic in dentistry.

The head of the Department of Dentistry leads the activities.

The head of department may delegate the overall responsibility and decision-making powers for the activities of university dental care to the head of dental care. The dental care manager reports to the head of department.

There are several clinics in university dental care (corresponding to units). For each clinic in university dentistry, there is a clinic manager appointed by the head of department. The head of dental care may delegate responsibility and decision-making powers for the activities of university dental care to the head of the clinic. The clinic manager reports to the dental care manager.



## 7.2 Research Infrastructure Organisation

The organisation for research infrastructure – Research Infrastructure Karolinska Institutet (RIKI) – includes the following organisational research facilities:

- Comparative Medicine
- KI Biobank
- Radiation bunkers

Several facilities can be incorporated by decision of the President

RIKI is led by a Director of Infrastructure appointed by the President.

To support the activities, there are:

- an advisory group, appointed by the Director of Infrastructure after consultation with the President
- an administrative manager
- administrative support that is built up in cooperation with the Professional Support (GVS)
- function for the establishment of new methods and techniques

RIKI is financed by government grants, external grants and user fees, as well as by funds at the disposal of the President.

## 7.3 Comparative medicine

Comparative Medicine (KM) is responsible for all of KI's licensed animal activities.

The Director of Infrastructure decides on the scope of the activities (KM) at the overall level after consultation with the President.

The Secretariat is led by an operations manager who is employed or appointed by the Director of Infrastructure.

Operations Manager:

- reports to the Director of Infrastructure
- is a licence holder for KI's licensed animal operations and is thus legally liable
- is responsible for ensuring compliance with regulations regarding the handling of deviations in the conduct of animal experiments. This is

done in collaboration with the Professional Services and the Committee for Research

- responds to externally generated questions about animal testing,
- has responsibilities and general powers vested in the Head of Department, where applicable
- may delegate its decision-making powers to another executive in the business, but not the powers that follow from being a licence holder.

There shall be a council at KM. The Council is an advisory body to KM's Head of Operations. The objective is to provide research with optimal conditions for animal experimentation within the framework set by current regulations and an ethical approach. The Council's mandate and composition are determined by the Director of Operations after consultation with the Director of Infrastructure.

#### **7.4 Teaching and learning**

Teaching and learning (UoL) is a university-wide function. UoL's mission is to contribute to the pedagogical development of KI's education at first, second and third cycle levels. The assignment includes both the development of educational infrastructure and pedagogical competence development as well as support for pedagogical development work.

UoL is led by an operations manager who is hired or appointed by the University Director.

The Director of Operations reports to the University Director.

In the case of UoL, the Head of Operations has responsibilities and powers corresponding to the Head of Department within the Joint Operational Support.

UoL has a council to support the anchoring the focus and content of the activities within the framework of the approved budget. The Council reports to the Head of Operations.

Members of the Council:

- the Chair is the Vice President for Undergraduate and Master's Education

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- Vice President for Doctoral Education
- three operational representatives, each representing their own department group, appointed by the respective Dean
- one member is appointed by the Library Director
- one member is appointed by the University Director
- three student representatives

Additional members may be appointed by the Chair after consultation with the Head of Operations.

Each Vice President may delegate duties as a member to another office-holder.

The Head of Operations may attend the meetings of the Council.