



## **Rules of Procedure for Karolinska Institutet**

In accordance with Chapter 2 Section 2, Paragraph 8 of the Higher Education Ordinance (1993:100), the Board of Karolinska Institutet (University Board) shall stipulate Rules of Procedure for Karolinska Institutet including the more important regulations concerning the overall organisation, the delegation of decision-making powers, the handling of matters and the form that activities take in other respects. The Rules of Procedure encompass the following:

1. Organisational plan for Karolinska Institutet including management, division into work units and decision-making and consultative bodies (decided by the University Board).
2. Decision-making and administrative procedures for the Board of Karolinska Institutet including presentation of the Board's decision-making area, composition and working methods (decided by the University Board).
3. Admission Regulations for first cycle (undergraduate) and second cycle (graduate) studies at Karolinska Institutet (decided by the University Board).
4. Admission Regulations for doctoral studies at Karolinska Institutet (decided by the University Board).
5. Appointments procedure for teaching staff at Karolinska Institutet (decided by the University Board).

For the handling of administrative affairs, apart from the basic provisions concerning the handling of administrative affairs and decision-making contained in Sweden's Administrative Procedure Act (1986:223), the following apply: for student affairs, Chapters 6 and 7 of the Higher Education Ordinance (1993:100) as well as the additional provisions indicated in Karolinska Institutet's Admission Regulations; for appointments procedures, Ch. 4 of the Higher Education Ordinance (1993:100) as well as the additional provisions indicated in Karolinska Institutet's Admission Regulations. Additionally, those guidelines and rules that the University Board or Vice-Chancellor may decide are applicable in accordance with the aforementioned decision-making procedure.

Decisions on organisational matters, below the level that the Board of Karolinska Institutet has decided on in the organisational chart, may be taken by the relevant person in charge, unless otherwise indicated. Further delegation of powers is permitted unless expressly indicated otherwise.

Decisions in accordance with these Rules of Procedure are made after due preparation and reporting. Decisions concerning the further delegation of powers are made after reporting, where this is indicated in the relevant delegation of authority.