

University of Turku Rules of Procedure

Chapter 1 General provisions

Section 1 Legislative background

As stipulated in the Universities Act (558/2009), the University of Turku is a university formed by the merger of the University of Turku and Turku School of Economics, which began its operations on 1 January 2010 as a corporation under public law.

In addition to what is stipulated in the Universities Act and elsewhere in legislation, the regulations given in these and other rules of procedure approved by the University Board will be followed in the operation of the University of Turku. In the internal administration of the units of the University of Turku, the division of work within them and other matters concerning practical operations can be more closely stipulated in other regulations.

Section 2 Other regulations

The following regulations approved by the University Board are followed at the University of Turku:

- 1) Rules of Procedure for Biocity Turku and Turku Bioscience Centre
- 2) Rules of Procedure for the Independent Units
- 3) Procurement Regulations
- 4) Regulations for the Teacher Training Schools
- 5) Rules of Procedure for IPR University Center
- 6) University Regulation on Studies
- 7) Rules of Procedure for Turku PET Centre
- 8) Regulations for Internal Auditing
- 9) Rules of Procedure for Finnish Centre for Astronomy with ESO
- 10) Financial Regulation
- 11) Rules of Procedure for the University of Turku Graduate School
- 12) The University Regulation on Elections
- 13) Regulation for records management and archiving

The Board can also approve other regulations to be followed at the University.

Chapter 2 Mission and domicile of the University

Section 3 Mission of the University

The basic mission of the University of Turku is to promote free research and academic education and to provide higher education based on research. In carrying out its mission, the University promotes lifelong learning and the societal effectiveness of research findings.

The University is an international research, educational and cultural community, which promotes internationalisation and at the same time is responsible for the wide attainability of education and the transmission of cultural heritage. The University provides its students with qualifications that will equip them with the versatility to master a wide range of societal tasks and make them capable of being involved in international cooperation.

When fulfilling its basic mission, the University works according to the values, aims and missions listed in its strategy.

The University evaluates its operations regularly.

Section 4 Domicile of the University

The University domicile is the city of Turku.

Chapter 3 University organisation and management

Section 5 University administration

The central administration of the University consists of the Board, the Rector and the vice rectors, the University Collegiate Council, services and areas of responsibility led by the vice rectors, and university services.

Section 6 Faculties and Turku School of Economics

For the purposes of organising research and teaching, the University has the following faculties:

- 1) Faculty of Humanities;
- 2) Faculty of Science;
- 3) Faculty of Medicine;
- 4) Faculty of Law;
- 5) Faculty of Social Sciences;
- 6) Faculty of Education; and
- 7) Faculty of Technology

In addition, the University has

- 8) Turku School of Economics that is comparable to the faculties.

Statements hereafter in this Rules of Procedure or other regulations about faculties also apply to Turku School of Economics. The administration of the faculties and Turku School of Economics is run by the Faculty Council and the Dean as well as one or more vice-deans.

The University Board makes decisions about the faculty and unit structure and development after consultation with the units.

Section 7 Departments¹

The faculties can be divided into departments or other comparable units formed by one or more fields of education and research. The University Board makes decisions about the division after consultation with the Faculty Council of the faculty in question.

Departmental administration is run by the Head of Department and one or more vice-heads.

A department can be divided into subject areas or other units according to the decision of the Faculty Council. The Head of Department is responsible for assigning persons to be in charge of subjects or other units after consultation with those responsible for the subject area or the unit and the dean. If the faculty is not divided into departments, the Dean will appoint the persons who are in charge of the subject areas or other units. If the faculty has other units in addition to the departments, the Dean will appoint the directors or persons in charge of these units.

Section 8 Independent units

The University has the following independent units which are not part of the faculties:

- 1) Centre for Language and Communication Studies; and
- 2) Brahea Centre of the University of Turku.

The responsibilities and administration of the independent units are stipulated in the regulations concerning them.

Additionally, the University may have independent units and other units that are common with other universities or institutions, for which there are separate regulations.

The University Board decides on the establishment and disbandment of independent units.

Section 9 University management

University management is at all organisational levels based on jointly approved strategies, operating principles and values. The University management shall support the fulfilment of the University's basic mission as effectively as possible.

The Rector and the vice rectors as well as the directors and vice-directors of the faculties and other University units work in collaboration to fulfil the University's functions.

¹ For reasons of clarity, the Finnish word *laitos* has been translated as department throughout this translation, although other English equivalents of the word are also in use at the University of Turku.

The Rector may be assisted in the management of the University by a management group appointed by the Rector. Units of the university services, services and areas of responsibility led by the vice rectors, faculties, departments at the faculties, independent units or other units can have a management group appointed by the unit director.

The management groups are not administrative bodies of the University.

Section 10 Committees and planning groups

For planning and preparing matters related to doctoral training, research or other activities, committees or other planning groups may be appointed.

For planning and preparing matters related to education and its development, multi-member committees or other planning groups may be appointed, where the following matters are discussed:

- 1) educational development;
- 2) preparation of the curricula;
- 3) preparation of changes in the degree requirements;
- 4) monitoring the national, discipline-specific educational needs; and
- 5) monitoring other discipline-specific education and science policy.

Committees or other planning groups related to education and its development include representatives from the following groups of the University community:

- 1) professors;
- 2) other teaching and research staff and other personnel; and
- 3) students.

None of the groups referred to above can constitute more than half of the aggregate number of the members elected from amongst these groups.

The Rector, the Head of Development, the Chief Financial Officer, the Chief Operating Officer, the Dean or the director of a department or other unit decide on the appointment of committees or other planning groups.

Committees or other planning groups are not administrative bodies of the University.

Chapter 4 University organs, their composition and tasks

Section 11 Composition of the University Board

The highest executive organ of the University is the University Board, which has 7 members or 9–14 members. The University Collegiate Council decides on the number of the members.

The Board must include representatives of the University's

- 1) professors;
- 2) other teaching and research staff and other personnel; and
- 3) students.

None of the groups referred to above can constitute more than half of the aggregate number of the members elected from amongst these groups. The University Collegiate Council decides on the number of the members that should represent the different groups.

A minimum of 40 per cent of the Board members must be persons other than representatives of the University personnel and students. They must represent a wide range of expertise in the sciences or arts in the field of operation of the University.

The University Collegiate Council elects the members of the Board other than those representing University personnel and students. The members representing the University personnel must be elected by the appropriate groups of the University community in elections as stipulated in the Universities Act and in the University Regulation on Elections. The members representing the University's students are appointed by the Student Union.

The Board appoints one of the members not representing University personnel and students to be its chair and one member to be its vice-chair.

The Rector, a vice rector, the deans or directors of units directly subordinate to the Board, or a member or a deputy member of the University Collegiate Council cannot be a member of the Board.

The University Collegiate Council decides on the term of office of the Board and of its individual members. However, the term of office cannot exceed five years.

Section 12 Remit of the Board

The remit of the Board is:

- 1) to determine the foremost objectives of the University's operations and finances, the strategy and management principles;
- 2) to decide on the action and financial plans and the budget of the University and to prepare financial statements;
- 3) to be accountable for the management and use of the University's assets, unless the Board has devolved this power to the Rector;
- 4) to arrange the supervision of the accounting and asset management;
- 5) to adopt agreements of major importance or fundamental consequence for the University and to issue opinions on important matters of principle concerning the University;
- 6) to adopt the agreement with the Ministry of Education and Culture referred to in Section 48 of the Universities Act on behalf of the University;
- 7) to elect the Rector and to remove the Rector from their office if there is a legitimate and well-founded reason for doing so in consideration of the nature of the office;
- 8) to adopt the University regulations and other corresponding rules pertaining to general organisation and to decide on the operational structure of the University;
- 9) to submit a proposal to the Ministry of Education and Culture concerning changes in the educational responsibilities of the University;
- 10) to decide on the number of students to be admitted to the University;
- 11) to decide on the faculty and unit structure;

- 12) to decide on the number of members in a faculty council;
- 13) to decide on the division into departments;
- 14) to decide on the establishment and disbandment of independent units;
- 15) to decide on its own standing orders; and
- 16) to handle and resolve other issues as decreed in the University Rules of Procedure.

In addition, the Board is charged with hiring the leading personnel working directly under the Rector, unless the Board has devolved the task to another University organ.

Section 13 Rector and vice rectors

The University has a rector and vice rectors. The Rector decides on the number of vice rectors after consulting the Board.

To be appointed as the rector or vice rector, a person is required to hold a doctoral degree and have the competence required for discharging the duties, as well as having proven leadership skills.

The Board appoints the Rector. The Rector's term of office is four years, unless the Board decides otherwise. However, the Rector's term of office can be five years at the most. The Board may remove the Rector from their office if there is a legitimate and well-founded reason for doing so in consideration of the nature of the office.

The Rector appoints the vice rectors. The rector may appoint the vice rectors before their own term of office begins. The term of office of the vice rectors can last at the most 6 months longer than that of the Rector who appointed them. The Rector may remove a vice rector from their office if there is a legitimate and well-founded reason for doing so in consideration of the nature of the office. Before appointing the vice rectors or removing a vice rector from their office, the

Rector must consult the chair of the Board.

Section 14 Remit of the Rector

The remit of the Rector is:

- 1) to lead the operations of the University and resolve matters concerning the University which have not been decreed or assigned to some other organ;
- 2) to be responsible for the economic, efficient and effective discharge of the University mission;
- 3) to be responsible for assuring that institutional accounting complies with the laws and that financial management is arranged in a reliable manner;
- 4) to be responsible for the preparation and presentation of matters which come before the Board;
- 5) to be responsible for the implementation of the Board's decisions;
- 6) to appoint the deans after consultation with the council in question and to decide on removing the deans from their office as stipulated in Section 21;
- 7) to decide on the rules of procedure that defines the organisation, division of responsibilities, and duties at the university services and at the services and areas of responsibility led by the vice rectors.
- 8) to decide on the hiring and dismissal of staff; and
- 9) to decide or give permission for organising a Ceremonial Conferment of Doctoral Degrees;
- 10) to decide on granting the status of Dosentti (Docent); and

11) to handle and resolve other issues concerning the University that are not otherwise decreed or stipulated.

The Rector represents the University. The Rector may devolve matters within their remit to another organ or person. The Rector has the right to be present and to speak at the meetings of all the University's organs.

When the Rector is prevented from undertaking their duties, or becomes unable to do so because of the likelihood of conflict of interest, the vice rectors take responsibility in accordance with the Rector's orders.

Section 15 Remit of the vice rectors

The vice rectors support the Rector in matters within the remit of the Rector according to the Rector's orders.

The vice rectors lead the educational affairs, research affairs, and areas of responsibility related to societal interaction.

The services and areas of responsibility led by the vice rectors function as general preparatory and executive bodies for the University Board and the University management, and produce and develop centralised services for the University, develop the operation of the University, and issue internal orders and instructions related to their duties. The directors of these areas of responsibility are responsible for the profitability of their area of responsibility to the vice rectors.

Section 16 University Collegiate Council

The University Collegiate Council consists of 30 members who have personal deputies. Of the members, 10 represent professors, 10 represent other teaching and research staff and other personnel, and 10 represent students.

The University Collegiate Council's term of office is four years, except for the student members, whose term of office is two years.

Section 17 Remit of the University Collegiate Council

The remit of the University Collegiate Council is:

- 1) to decide on the number of members on the Board and the duration of the term of office of the Board and its members, and the remuneration of the Board chairperson and members;
- 2) to elect the members not representing University personnel and students to the Board;
- 3) to confirm the appointment of board members by the University community groupings referred to in Section 5(2) of the Universities Act;
- 4) to dismiss a board member following such a proposal from the Board;
- 5) to appoint the University's auditors;
- 6) to confirm the financial statements and the annual report of the University and discharge the board members and the Rector of liability;
- 7) to decide on the bringing of an action for damages against a board member, the Rector or an auditor; and
- 8) to decide on the dismissal of a board member under Section 65(3) of the Universities Act.

9) to hold a meeting and discuss significant matters that affect the whole University if necessary.

The University Collegiate Council elects one member to be its chair and one member as its vice-chair and, if they so wish, an additional second vice-chair.

Section 18 University services

In the university services, the Financial and Facility Services, Human Resources and Study and Work Well-being Services, University Communications, Strategic Planning, Digital Services, and Management Support Services function as general preparatory and executive bodies for the University Board and the University management, and produce and develop centralised services for the University, develop the operation of the University, exercise legality control on the University's activities, and issue internal orders and instructions related to their duties. The directors of the areas of responsibility are responsible for the profitability of their area of responsibility to the Rector.

Chapter 5 Faculty administrative bodies, their composition and remit

Section 19 Composition of the Council

In accordance with the Board's decision, the Council has 9, 12, 15 or 18 members, who have personal deputies.

The Council must have faculty representatives for:

- 1) professors;
- 2) other teaching and research staff and other personnel; and
- 3) students.

There must be an equal number of representatives from each of the above groups.

The chair of the Faculty Council is the Dean. If the Dean has not been elected as a council member, the number of council members will be increased by one.

The Council's term of office is four years, except for the student members, whose term of office is two years.

Section 20 Remit of the Council

The remit of the Board of Management is:

- 1) to develop education and research in the faculty;
- 2) to make proposals for the action and financial plan and the annual budget and to decide on the guidelines for distributing the resources allocated to the faculty;
- 3) to adopt the curricula;
- 4) to approve doctoral and licentiate dissertations and to give permission for the defence of dissertations at a public examination;
- 5) to propose the number of new students to be admitted annually into the faculty and to decide on the admission criteria; and

6) to handle and resolve other issues assigned to it. Only those members of the Council who have a degree at the same level can participate in approving licentiate or doctoral dissertations and granting permission for the defence of dissertations at a public examination.

The Council may devolve matters within its remit to the Dean to handle and resolve.

Section 21 Dean

The Rector appoints the Dean from among the faculty's professors for their own term of office after consultation with the Faculty Council. The Rector may appoint the Dean before their own term of office begins. The term of office of the Dean can last at the most 6 months longer than that of the Rector who appointed them.

The Dean appoints one or more vice-deans from among the faculty's professors or associate professors for their term of office after consultation with the Rector. The Dean can choose the vice-dean or deans even before their term of office begins.

The Rector may remove a dean or a vice-dean from their office if there is a legitimate and well-founded reason for doing so in consideration of the nature of the office. Before appointing a dean or removing a dean from their office, the

Rector must consult with the chair of the Board.

Section 22 Remit of the Dean

The remit of the Dean is:

- 1) to manage and monitor the faculty's operations;
- 2) to be responsible for developing the faculty and for implementing the University's strategy in the faculty;
- 3) to be responsible for the economic, efficient and effective discharge of the faculty's mission;
- 4) to chair the Faculty Council;
- 5) to decide on resource allocation inside the faculty according to the guidelines established by the Faculty Council;
- 6) to admit new students; and
- 7) to handle the appeals made by the faculty's students on losing the right to study;
- 8) to handle and resolve other issues concerning the faculty that are not stipulated elsewhere.

The Dean may devolve a matter within their remit that is far-reaching or important to be handled and resolved by the Faculty Council.

The Dean may devolve a matter within their remit to be handled and resolved by a vice-dean or other person appointed by the Dean.

When the Dean is prevented from undertaking their duties, or becomes unable to do so because of the likelihood of conflict of interest, the Vice-Dean takes care of their duties. If there is more than one vice-dean at the faculty, the responsibilities will be divided according to the Dean's orders.

Chapter 6 Departmental administration and the remit of the Head of Department

Section 23 Head of Department

If the faculty is divided into departments or other comparable units, the Dean appoints a head of department or a director of a unit comparable to a department for their own term of office after consulting with the staff and students of the department. In consulting with the staff and students of the department, instructions separately issued by the Rector must be followed. The Dean may appoint the Head of Department before their own term of office begins.

The Head of Department must hold a doctoral degree and belong to the department's staff.

The Head of Department appoints one or more vice heads of department for their term of office from among doctoral holders in the department staff after consultation with the Dean.

The Dean may remove a head of department or a vice head of department from their office if there is a legitimate and well-founded reason for doing so in consideration of the nature of the office. Before appointing or removing a head of department from their office, the Dean must consult with the Rector.

Section 24 Remit of the Head of Department

The remit of the Head of Department is:

- 1) to manage and monitor the department's operation;
- 2) to be responsible for developing the department and for implementing the University's strategy in the department;
- 3) to be responsible for the economic, efficient and effective discharge of the department's mission;
- 4) to make proposals to the faculty on the action and financial plans and the annual budget of the department;
- 5) to decide on the resources allocated to the department;
- 6) to make a proposal for the curricula, unless the Faculty Council decides otherwise;
- 7) to decide on approving the thesis in advanced studies based on the examiners' statement,
- 8) to handle and resolve other issues concerning the department that are not stipulated elsewhere.

The Head of Department may devolve a matter within their remit to be handled and resolved by a vice head of department.

When the Head of Department is prevented from undertaking their duties, or becomes unable to do so because of the likelihood of conflict of interest, the Vice Head of Department takes care of their duties. If there is more than one vice head of department, the responsibilities will be divided according to the Head of Department's orders.

Chapter 7 Handling of matters

Section 25
Preparation and presentation

The Board makes its decisions based on matters formally presented to the Board. The Rector is responsible for formally presenting matters, as stipulated in the Universities Act.

Other decisions in the University are made following careful preparation. A member of the University personnel, appointed by the chair of the administrative body or the decision-making person, is responsible for the preparation and execution of decisions.

Section 26
Notice of meeting and quorum

A multi-member administrative body is convened when the chair deems it useful to do so. If the chair is prevented from convening, the vice-chair will do so. The administrative body can also be convened when a minimum of one quarter of the members of the administrative body request in writing for a meeting to handle a specific matter.

The notice of the meeting must be sent to the members of the administrative body a minimum of five working days before the meeting, unless the administrative body has decided otherwise. The notice must include the matters to be handled. The administrative body may handle urgent matters even if they are not mentioned in the notice of the meeting, provided there is a unanimous decision to do so.

The administrative body has a quorum when the chair and at least half of the other members are in attendance. When deciding on approving a doctoral or licentiate thesis, the administrative body has a quorum when at least three members who have a degree of the same level are in attendance in addition to the chair. When needed, the Dean will appoint the necessary number of additional members to the administrative body for handling these matters.

Section 27
Decision-making and voting

The multi-member administrative body decides on matters by majority vote. A motion seconded by the chair will win if the votes are equally distributed. If the votes are equally distributed in a vote on a disciplinary matter concerning a student, the more lenient opinion will be the decision.

Where one person is elected or appointed to an administrative organ, the ballot will be conducted as a majority vote. Where none of the candidates receives more than half of the votes, a new ballot between the two persons who had the most votes will be conducted. If more than one person is to be elected or appointed, the ballot should be conducted as a proportional vote. In a proportional vote, each member of the administrative body can vote as many times as there are candidates to be elected or appointed. The candidate that receives a member's first preference gets one vote and the other candidates receive a proportion of one vote according to the order of preference. If the votes are equal, the outcome of both the majority vote and the proportional vote will be resolved by drawing lots. Minutes will be taken of the meetings of a multi-member administrative body, and these will be signed by the meeting's chair and the presenting or preparing official or the recording secretary.

Section 28 Steering groups and councils

At the University, steering groups and councils can be appointed to help in preparatory work and to support decision-making. The purpose of the steering groups and councils is to promote the implementation of the Strategy and Policy Programme of the University of Turku, to support the flow of information, and to direct and monitor the University's central activities and the quality of operations. The Rector appoints the steering groups and councils. The steering groups can have representatives from the services and areas of responsibility led by the vice rectors, university services, faculties, independent units, and Student Union.

Chapter 8 Qualification requirements of personnel

Section 29 General qualification requirements

A person selected for a post at the University is required to have the kind of education, experience, and skills in languages other than Finnish or Swedish that are needed in order to perform the duties of the post in question successfully. These requirements will be determined for each post before it is filled.

For teaching and research positions at the University, knowledge of the Finnish language as stipulated in subsection 1 of Section 1(1) of the Government Decree (770/09) can be demonstrated by:

- 1) school education in Finnish;
- 2) Finnish as the first language with a passing grade as part of the Matriculation Examination;
- 2) Finnish as the second language with at least the grade cum laude approbatur as part of the Matriculation Examination;
- 3) a maturity test in Finnish at a higher education institution; or
- 5) in another manner that is deemed appropriate.

If a foreigner or a Finnish citizen who was not born in Finland is recruited for a position in teaching or research, they can be exempted from the Finnish language requirements without separate application.

Section 30 Specific qualification requirements

If the post requires the management of a unit or a section, the person selected for it must possess a higher university degree, expertise in the field in question, and leadership experience required by the task. A person selected for a post that includes a supervisory position is required to have supervisory experience or the willingness to take part in supervisory training required to fulfil the duties of the post.

Section 31 Qualifications for a professor and associate/assistant professor

A person selected for the post of professor must possess a doctoral degree, high-level of academic competence, experience in management of scientific research, evidence of international co-

operation in their field of study, and the ability to provide high-quality teaching based on research and to supervise dissertations.

When assessing the merits of the applicants, scientific publications and other research outcomes with academic value, teaching experience and teacher training, ability to produce study materials, other teaching merits and a teaching demonstration as well as participation in doctoral training will be taken into account. In addition, the applicant's activity in the operations of the scholarly community, practical expertise in the field in question, if needed, success in obtaining external research funding, academic work abroad and international duties will also be taken into account.

A person selected for the post of assistant or associate professor must possess an appropriate doctoral degree, ability to conduct independent scientific work and experience in management of scientific research. In addition, the person must have evidence of international co-operation in their field of study, and the ability to provide high-quality teaching based on research and to supervise theses and dissertations.

When assessing the merits of the applicants, special emphasis will be put on academic potential and quality. Closer instructions on assessment criteria are given in the Rector's decision on the Tenure Track career path system.

Section 32

Qualifications for a research director

A person selected for the post of research director is required to have merits corresponding to those required for a professorship. When assessing the merits of the applicants, the scholarly work of the applicant, successful work in leading a research group, success in obtaining external funding, and evidence of international research co-operation should be especially emphasised. If the duties of the research director do not include teaching tasks to a significant degree, teaching merits should be given less weight than when applying for a post of professor.

Section 33

Qualifications for a university lecturer

A person selected for the post of university lecturer is required to have an appropriate doctoral degree, and the ability to provide high-quality teaching based on research and to supervise theses are required of persons selected for the post of university lecturer. When assessing the merits of the applicants, scholarly work, practical expertise in the field in question if necessary, teaching experience and teacher training, ability to produce study materials, other teaching merits, and a teaching demonstration will be taken into account.

Section 33a

Qualifications for a senior university lecturer

A person selected for the post of a senior university lecturer is required to have an appropriate doctoral degree and an ability to conduct independent scientific work as well as the ability to provide high-quality teaching based on research, develop teaching on the basis of research, and to supervise theses. When assessing the merits of the applicants, scholarly work, practical expertise in the field in question if necessary, teaching experience and teacher training, evidence of teaching development, experience in international educational/research collaboration, and other teaching merits will be taken into account. The assessment criteria are more closely defined in the Rector's decision.

Section 34 Qualifications for a clinical lecturer

A person selected for the post of a clinical lecturer on the third step of the teaching and research staff career structure is required to have an appropriate doctoral degree, strong practical expertise in the field in question, and the ability to provide high-quality teaching based on research and to supervise theses are required. For the post of a clinical lecturer on the second step of the teaching and research staff career structure, an applicable higher university degree, strong practical expertise in the field in question and good teaching skills are required. When assessing the merits of applicants, scientific work, teaching experience and teacher training, ability to produce study materials, other teaching merits and a teaching demonstration will be taken into account.

Section 34a Qualifications for a senior clinical lecturer

A person selected for the post of a senior clinical lecturer is required to have an appropriate doctoral degree and an ability to conduct independent scientific work, practical expertise in the field in question as well as the ability to provide high-quality teaching based on research, develop teaching on the basis of research, and to supervise theses. When assessing the merits of the applicants, scholarly work, teaching experience and teacher training, evidence of teaching development, experience in international educational/research collaboration, and other teaching merits will be taken into account. The assessment criteria are more closely defined in the Rector's decision.

Section 35 Qualifications for a university research fellow

A person selected for the post of university research fellow is expected to have a doctoral degree and evidence of scientific research and necessary teaching skills. In addition, the ability to manage a research group and to obtain supplementary research funding is required. When assessing the merits of the applicants, special emphasis will be put on international research activities and evidence of international co-operation.

Section 36 Qualifications for a university teacher

A person selected for the post of university teacher is required to have an applicable higher university degree and good teaching skills. When assessing the merits of the applicants, extensive competence in the field in question, teacher training, the ability to produce study materials and the ability to provide multifaceted teaching as well as a teaching demonstration will be taken into account.

Section 37 Qualifications for a postdoctoral researcher

A person selected for the post of postdoctoral researcher is required to have a doctoral degree and the ability to conduct independent scientific work as well as having the necessary teaching skills.

Section 38

Qualifications for a senior research fellow

A person selected for the post of senior research fellow is required to have a doctoral degree and the ability to conduct independent scientific work. For the post of a senior research fellow on the third step of the teaching and research staff career structure, evidence of scientific research work and the necessary teaching skills are also required. For the post of a senior researcher on the second step of the teaching and research staff career structure, an individual with a higher university degree and especially strong practical expertise in the field in question can also be appointed.

Section 39

Qualifications for a project researcher

A person selected for the post of project researcher is required to have a higher university degree. When assessing the merits of the applicants, special emphasis will be placed on competence and practical expertise in the field in question.

Section 40

Qualifications for a doctoral researcher

A person selected for the post of doctoral researcher is required to have the right to pursue a doctoral degree at the University of Turku. In addition, when acquiring their degree or otherwise, they are required to have demonstrated the ability and motivation to undertake postgraduate studies and the capacity to complete a doctoral degree in accordance with the research plan. A student engaged in postgraduate studies at the same time as undergraduate studies can also be accepted as a doctoral researcher if this is based on the postgraduate study system adopted by the faculty.

Chapter 9 Hiring staff, termination and cancellation of employment contracts, granting leave of absence, and certain conflicts

Section 41

Recruiting staff and the termination and cancellation of employment contracts

Decisions on recruiting staff and the termination and cancellation of employment contracts are made by the Rector, or the University organ or person to which the Rector has devolved the authority in this respect. In addition, the Board is charged with hiring the leading personnel working directly under the Rector, unless the Board has devolved the task to another University organ.

For each post, the University selects the applicant deemed likely to be the most successful in performing the duties of the post, based on their education, work experience and other matters. The applicants will be treated equally, taking gender equality into account.

The Rector and the Human Resources and Study and Work Well-being Services give more detailed instructions on the staff recruitment procedures.

Section 42

Authority of the Study and Work Well-being Services in handling of certain conflicts within early support

The task of the Study and Work Well-being Services under the Human Resources and Study and Work Well-being Services is to ensure a safe and balanced work and study environment for the staff and students.

When handling inappropriate treatment, bullying and harassment, and problematic situations related to discrimination, and mediating and offering support in conflict situations in the work and study community, the Study and Work Well-being Services acts independently and confidentially.

The Study and Work Well-being Services gives a regular summary of the handled cases, measures taken, and their follow-up to the Rector.

The Rector has the highest authority in disciplinary matters and other corresponding consequences and decision-making related to the above-mentioned situations.

Chapter 10 Miscellaneous provisions

Section 43 Degrees

The faculty decides on granting special awards to persons who have completed a doctoral degree.

The faculty may award an honorary doctorate and the special awards related to it to a person who is considered worthy of such an honour based on the merits earned with their scholarly activities or in advancing science, the arts or other cultural activities.

Section 44 Granting the title of Docent

The Rector may on application grant the title of Docent to a person who has comprehensive knowledge of their own field, a capacity for independent scholarly research work demonstrated through publications or in some other manner, and good teaching skills. The proposal to grant the title of Docent is made by the Faculty Council.

A statement of the applicant's academic competence shall be obtained from a minimum of two experts, unless there is a specific reason to consider this statement to be unnecessary.

The Faculty Council may require that the applicant give a public teaching demonstration to demonstrate their teaching skills.

Section 45 Appointing the auditors

The University Collegiate Council appoints one KHT auditor and one JHT auditor for the University. One of the above mentioned auditors must be an audit firm.

Auditors do not have a specific term of office, and the current auditors' appointment continues until ended by either party. The new auditors' term begins at the end of the meeting of the University Collegiate Council which appointed the new auditors, unless otherwise decided at the election of the new auditor.

The auditors are required to deliver the audited University accounts and submit the audit report to the University Collegiate Council by the end of the April following the financial year to which they refer.

Section 46 Academic Appeals Board

For the handling of demands for rectification of decisions that concern the evaluation of study attainments, studies conducted elsewhere, or the recognition of non-formal prior learning, the University has an Academic Appeals Board, which consists of a chair and five other members, each of whom has a personal deputy.

The chair and one of the members must be professors at the University of Turku. Two members must be other teachers at the University and two members must be students at the University. The deputy members are appointed from the corresponding groups. The Rector appoints the chair and the members representing professors and other teachers. The members representing the University's students are appointed by the Student Union.

Further provisions concerning the Academic Appeals Board will be laid down in the University Regulation on Studies.

Section 47 Elections

Further provisions concerning elections and selection meetings will be laid down in the University of Turku Regulation on Elections.

Chapter 11 Effective date

Section 48 Effective date of the Rules of Procedure

These Rules of Procedure will come into force on 16 December 2022 and repeal the previous University of Turku Rules of Procedure.