



UMEÅ UNIVERSITY

# **RULE – VICE-CHANCELLOR'S DECISION-MAKING AND DELEGATION PROCEDURE**

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<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



## UMEÅ UNIVERSITY

# Table of contents

Rule – Vice-Chancellor’s decision-making and delegation procedure .....	1
1.1. Description .....	5
1.2. Background .....	5
1.2.1. General.....	5
1.2.2. Delimitations .....	5
1.2.3. Delegation.....	5
1.2.4. Division of responsibility .....	7
1.2.5. Withdrawal of delegation and upwards referral.....	8
1.2.6. Authorised signatory.....	8
1.2.7. Internal management and control .....	8
1.2.8. Conflict of interest .....	8
2. Finances and agreements .....	9
2.1 Cases subject to the Vice-Chancellor’s decision .....	9
2.2 Vice-Chancellor’s delegation to faculty board.....	11
2.3 Vice-Chancellor’s delegation to Dean .....	11
2.4 Vice-Chancellor’s delegation to the University Director .....	13
2.5 Vice-Chancellor’s delegation to the Library Board .....	17
2.6 Vice-Chancellor’s delegation to the Library Director .....	18
2.7 Vice-Chancellor’s Delegation to the Audit Director .....	19
2.8 Vice-Chancellor’s delegation to the Umeå School of Education Board .....	20
2.9 Vice-Chancellor’s delegation to the Director of the Umeå School of Education .....	20
3. Education.....	22
3.1 Cases subject to the Vice-Chancellor’s decision .....	22
3.2. Vice-Chancellor’s delegation to faculty board.....	23
3.3 Vice-Chancellor’s delegation to Dean .....	24
3.4 Vice-Chancellor’s delegation to the University Director .....	26
3.5 Vice-Chancellor’s delegation to the Library Director .....	28
3.6 Vice-Chancellor’s delegation to the Umeå School of Education Board .....	28
3.7 Vice-Chancellor’s delegation to the Director of the Umeå School of Education .....	29
4. Organisation and administration, etc. ....	30



## UMEÅ UNIVERSITY

4.1 Cases subject to the Vice-Chancellor's decision .....	30
4.2 Vice-Chancellor's delegation to Faculty Board .....	30
4.3 Vice-Chancellor's delegation to Dean .....	31
4.4 Vice-Chancellor's delegation to the University Director .....	32
4.5 Vice-Chancellor's delegation to the Library Board .....	34
4.6 Vice-Chancellor's delegation to the Library Director .....	35
4.7 Vice-Chancellor's delegation to the Umeå School of Education Board .....	35
4.8 Vice-Chancellor's delegation to the Director of the Umeå School of Education .....	35
5. Human resources .....	36
5.1 Cases subject to the Vice-Chancellor's decision .....	36
5.2 Vice-Chancellor's delegation to Dean .....	39
5.2.a Vice-Chancellor's delegation to the Dean at the Faculty of Medicine.....	47
5.3 Vice-Chancellor's delegation to the University Director .....	48
5.4 Vice-Chancellor's delegation to the Library Director .....	55
5.5 Vice-Chancellor's delegation to Faculty Board.....	61
5.6 Vice-Chancellor's Delegation to the Audit Director.....	61
5.7 Vice-Chancellor's delegation to the Director of the Umeå School of Education .....	62
6. Vice-Chancellor's delegations for the Umeå School of Business, Economics and Statistics (USBE) .....	66
6.1 Finances and agreements .....	66
6.1.1 The Vice-Chancellor's delegation to the USBE Board .....	66
6.1.2 The Vice-Chancellor's delegation to the Rector of USBE.....	66
6.3 Education .....	68
6.3.1. The Vice-Chancellor's delegation to the USBE Board.....	68
6.3.2 The Vice-Chancellor's delegation to the Rector of USBE .....	69
6.4 Organisation and administration, etc.....	71
6.4.1 The Vice-Chancellor's delegation to the USBE Board.....	71
6.4.2 The Vice-Chancellor's delegation to the Rector of USBE .....	71
6.5 Human resources .....	72
6.5.1 The Vice-Chancellor's delegation to the USBE Board.....	72
6.5.2 The Vice-Chancellor's delegation to the Rector of USBE .....	72
6.6 Vice-Chancellor's delegation to the Faculty Board and Dean of the Faculty of Social Science regarding the Umeå School of Business, Economics and Statistics .....	78



## UMEÅ UNIVERSITY

6.6.1 The Vice-Chancellor's delegation to the Faculty Board of Social Sciences regarding the Umeå School of Business, Economics and Statistics .....	78
6.6.2 The Vice-Chancellor's delegation to the Dean of the Faculty of Social Sciences .....	78
7. Abbreviations .....	79

## UMEÅ UNIVERSITY

### 1.1. Description

Delegation procedure refers to a list of matters for decision-making in which a delegation entails a decision being moved from a higher level to a lower level of the organisation. The delegation procedure specifies which decisions are made by the Vice-Chancellor and which decisions have been delegated to another decision-maker within the organisation.

### 1.2. Background

#### 1.2.1. General

At Umeå University, the decision-making process must be transparent and easily accessible at all levels. The decision-making and delegation procedure must be well defined and clear.

This decision-making and delegation procedure begins with the Vice-Chancellor. The delegation procedure therefore lists case types and matters where the Vice-Chancellor is the original decision-maker. These vary greatly in character. The list of matters is not exhaustive – the Vice-Chancellor makes a number of day-to-day decisions which are not included in this document.

The decision-making and delegation procedure is divided into four main sections:

2. Finances and agreements
3. Education
4. Organisation and management, etc.
5. Human resources

Each section of the decision-making and delegation procedure specifies the extent to which the Vice-Chancellor will delegate decision-making powers to the next level.

The points of this delegation procedure are numbered identically to the corresponding points in earlier versions of the Vice-Chancellor's decision-making and delegation procedure. In some cases, this makes the numbering inconsistent in cases where levels of delegation have been removed or added compared to the previous version.

#### 1.2.2. Delimitations

The tasks of the University Board are not included in this document. Board tasks that are regulated by ordinance are found in Chapter 2 of the Higher Education Ordinance (1993:100). In addition, the Vice-Chancellor shall assign the University Board cases of fundamental or great importance.

The division of labour between the Vice-Chancellor, Pro-Vice-Chancellor and Deputy Vice-Chancellor is also not specified in this decision-making and delegation procedure.

For further information on roles and responsibilities, refer to the document *Rules of procedure for Umeå University*, adopted by the University Board.

#### 1.2.3. Delegation

The power to make a decision can be delegated unless that power is expressly excluded by law or unless the Vice-Chancellor has decided otherwise. A point of departure for delegation at the



## UMEÅ UNIVERSITY

University is that it must adhere to the University line organisation, see table 1. Delegation and further delegation can thus only happen one level at a time.

Delegation of decision-making powers must always be done in such a way that administrative legal standards are upheld, meaning that cases are effectively processed with the appropriate expertise.

Delegation can refer to a group of matters or to a single matter. Authority can be delegated to a decision-making body or to an individual function/role. There must be no delegation to a specified individual. Nor is it permitted to delegate to an organisational unit, such as a department, centre or unit.

There must be written documentation for each decision-making level where further delegation occurs. Deans, the Rector of the Umeå School of Business, Economics, and Statistics, the Director of the Umeå School of Education, the University Director, the Library Director and the Audit Director are responsible for assuring the quality of the further delegations in their respective organisations. These further delegations are sent to the registrar to be recorded in the University registers. Delegation procedures established at departments/equivalent are registered and archived at each department.

Decisions that may not be further delegated are indicated with an "X" in this delegation procedure. Some decisions will contain a limitation of the possibility of further delegation. Such limitations are written in parenthesis. If, for example, a delegation to a dean states: "*May not be delegated further than to Head of Department*", it means that the Dean is allowed to delegate the decision-making power to the Head of Department. In such cases, the Head of Department is not entitled to delegate the decision-making power any further. The Dean can also opt to further delegate the decision-making power within the faculty (level 2).

Analogously to the above, the limitation of the possibility for further delegation in "*May not be delegated further than to Head of Section*" means that the Dean/Faculty Board is allowed to delegate to the Head of Department or within the faculty level. When necessary, the Head of Department may then delegate a decision to a Head of Section or alternatively within the department (level 3). Provided that the Dean/Faculty Board has not prohibited further delegation.

In all cases where there is some form of limitation in the possibility of further delegation, such further delegation is only permitted to management functions at each level. This applies regardless of whether the decision-making power remains at a managerial level or if it has been delegated. Each faculty or equivalent determines what is considered management functions within the respective organisation. If there is no limitation in how far the decision-making power may be delegated, there is also no limitation in terms of the function to which the decision can be delegated.

When setting up a further delegation, the wording of the delegation must not be changed from how the items are formulated in this decision-making and delegation procedure. The same numbering must also be used. However, it is permitted to add comments in order to specify the delegations for the concerned activity.

Unless otherwise indicated, a delegation or further delegation only entails the right to make decisions for the function's own activities.



## UMEÅ UNIVERSITY

		Vice-Chancellor												
Level 1	Decision-maker													
	Organisation	University-wide												
Level 2	Decision-maker	Dean/Faculty Board		Rector of Umeå School of Business, Economics and Statistics / USBE Board		Library Director / Library Board		University Director			Audit Director		Director of Umeå School of Education / Umeå School of Education Board	
	Organisation	Faculty		Umeå School of Business, Economics and Statistics		Umeå University Library		University Administration	Other central organisational entities under the University Director		University-wide	Internal Audit Office		Umeå School of Education
Level 3	Decision-maker	Head of Department		Director	Assistant Head of Department		Director	Head of Section	Head of Office	Director/Steering Committee	Director			
	Organisation	Department		Unit	Section within USBE		Unit	Section	Administrative office	Centre	Unit			
Level 4	Decision-maker	Head of Section	Director/Steering Committee											
	Organisation	Section	Centre											

**Table 1: Levels of delegation and further delegation of decisions in accordance with this delegation procedure and based on Umeå University's line organisation starting with the Vice-Chancellor.**

### 1.2.4. Division of responsibility

The function receiving a delegation takes on the responsibility for the decision. Any decision made following delegation is a decision made by the University, irrespective of whether it is made by the board, Vice-Chancellor or other function at the University.

The delegating function is always responsible for ensuring that the matter/matters are consistently processed without undue delay. The delegating function is also expected to keep informed about important decisions and of the practice applied within the various case groups of its operation.

The function that has delegated a decision-making power is thus responsible for ensuring that the recipient of the delegation has implemented that decision-making power appropriately. It is therefore important to remember to report back to the delegating function. Follow-up and reporting of further delegation must be done according to the policy document *Procedures for reporting between organisational levels*.

In addition to what is stated in this document, all employees have an obligation to carry out, in applicable parts, any tasks defined in other policy documents established for the University. Central policy documents adopted by the University Board or Vice-Chancellor can be found on the University website under "Legal framework". <sup>2</sup>

<sup>2</sup> <https://www.umu.se/en/legal-framework/>

## UMEÅ UNIVERSITY

### 1.2.5. Withdrawal of delegation and upwards referral

The delegating function can withdraw the delegation and reclaim the decision-making power. The withdrawal can be general, i.e., apply to a group of cases, or refer to a certain matter. However, the delegating function cannot change a decision made after delegation and which has favoured a certain individual. The withdrawal of a delegation must be made in writing and sent to the registrar to be entered into the university registers or registered at the department concerned.

The recipient of a delegation can also, where justified, refer a case upwards.

### 1.2.6. Authorised signatory

An authorised signatory is a person entitled to carry out legal acts – such as entering agreements, hiring staff or making purchasing decisions – on behalf of the University, making such action legally binding for the University.

The Vice-Chancellor and the Pro-Vice-Chancellor (as the Vice-Chancellor's deputy) are the legal representatives of Umeå University and thereby the authorised signatories of the University. If a case requires a signature by a legal representative of the University, it must be provided by one of these officials. The University Board has decided that in addition to the Vice-Chancellor and the Pro-Vice-Chancellor, the University Director and Assistant University Director are also authorised signatories for the University.

Functions with delegated authority to commit legal acts that are legally binding for the University are also authorised signatories. The scope of this authority is specified in the decision or delegation.

### 1.2.7. Internal management and control

The management of Swedish government agencies subject to the Ordinance on Internal Management and Control (2007:603) must submit an assessment in conjunction with signing the annual report of whether their internal management and control process is satisfactory. Internal management and control refers to the process intended to ensure with reasonable certainty that the government agency complies with the requirements set out in Section 3 of the Government Agencies Ordinance (2007:515):

*The agency management answers to the Government for all activities and must ensure that these are conducted efficiently in accordance with current laws and the obligations entailed by Sweden's membership in the European Union, that they are reliably and accurately reported, and that the government agency uses public funding appropriately.*

The Vice-Chancellor's Decision-Making and Delegation Procedure is an instrument used to ensure effective internal management and control by making the decision-making process at Umeå University clear and easily available.

### 1.2.8. Conflict of interest

On all levels of the University, decision-makers and case officers must act objectively in their processing of a case. Conflicts of interest refer to circumstances that damages the trust in, for instance, a certain decision-maker's or case officer's impartiality when preparing or assessing a case. Conflicts of interest can arise due to kinship, close friendship or financial ties to the person





## UMEÅ UNIVERSITY

affected. A person, the decision-maker, for instance, does not need to be partial for a conflict of interest to occur. It is sufficient if the situation is of a nature that partiality can typically be suspected.

A person who is partial due to conflict of interest may not decide on or participate in the preparation of a case. A person who is aware of a circumstance that may be deemed to render themselves partial, is obliged to report this to the University without delay, for instance to their line manager.

If a decision is to be reached by a group of people, the person deemed partial must leave the room and must not be present when the decision is being reached or discussed.

If a decision is to be reached by a sole decision-maker (for instance a Head of Department, Director, Dean or equivalent) who is deemed partial in a case, the case must generally be transferred to the superior decision-maker in accordance with the delegation procedure. If a deputy (Sw. *ställföreträdande*) is available, such a person can take over the case unless it is more appropriate that a superior decision-maker does so. Please note that an *assistant head* (Sw. *biträdande*), sometimes also referred to as a *deputy*, may not take over such cases.

## 2. Finances and agreements

All cases settled by the Vice-Chancellor, or which are settled by delegation from the Vice-Chancellor must adhere to the financial management rules set by the University Board.

### 2.1 Cases subject to the Vice-Chancellor's decision

<b>2.1.1</b>	<b>General</b>
2.1.1.1	Decisions regarding reporting model for joint costs.
2.1.1.2	Signing collaboration agreements at the university level, regardless of whether such agreements entail a financial undertaking.
2.1.1.3	Entering agreements on behalf of the University. Entering certain types of agreements can also be delegated to the University Director, Dean and Library Director (see also point 2.4.1.14).
2.1.1.4	Setting hourly rates for internal purchases and sales of teacher activities.
<b>2.1.2</b>	<b>Externally funded activities</b>
	<b>Agreements</b>
	<i>Grant agreements</i>
2.1.2.2	Entering grant agreements with companies with no limitation of the grant amount (also refer to University Director, point 2.4.2.3).
	<i>Outsourcing and collaboration agreements</i>
2.1.2.3	Entering outsourcing and collaboration agreements where the University's total financial share exceeds SEK 3 million (also refer to University Director, point 2.4.2.4).



## UMEÅ UNIVERSITY

2.1.2.4	<p>Entering outsourcing and collaboration agreements regardless of the university's total financial share, <u>provided</u> that the agreement contains provisions regarding:</p> <ul style="list-style-type: none"> <li>- transfer of ownership of results to the university;</li> <li>- confidentiality obligations that may entail limitations of the principle of public access or publishing possibilities;</li> <li>- unlimited liability</li> </ul> <p>(also refer to the University Director in point 2.4.2.6).</p>
	<b>Applications for external research funding</b>
2.1.2.5	<p>Signing applications and additional documents for external funding for research projects in cases where the external funding body requires signature by the university's legal representative (see point 1.2.6). <b>(also refer to the University Director in point 2.4.2.12).</b></p>
<b>2.1.3</b>	<b>Decisions regarding financial transactions</b>
	<b>Procurement/purchasing as well as sales and transfers</b>
2.1.3.1	<p>Making award decisions in accordance with the Public Procurement Act (2016:1145, hereafter LOU), and entering subsequent contracts or framework agreements with a contract value exceeding applicable threshold values (set out in LOU).</p>
2.1.3.3	<p>Decisions regarding the sale of university property at a value exceeding SEK 3 million.</p>
<b>2.1.4</b>	<b>Personal data processing</b>
2.1.4.1	<p>Entering data processing agreements (see also University Director, point 2.4.5.1).</p>
2.1.4.2	<p>Signing the European Commission's standard contractual clauses (SCC) for data transfers between EU and non-EU countries or international organisations (also refer to the University Director in point 2.4.5.2).</p>
<b>2.1.5</b>	<b>Non-Disclosure Agreement (NDA), Letter of Intent (LoI)/Memorandum of Understanding (MoU), Material/Data transfer agreement (MTA/DTA)</b>
2.1.5.1	<p>Entering non-disclosure agreements (NDAs) with terms that may entail a limitation of the principle of public access (also refer to the University Director, point 2.4.6.1).</p>
2.1.5.2	<p>Writing letters of intent/memorandums of understanding (LoIs/MoUs) at the university level (also refer to the University Director, point 2.4.6.2).</p>
2.1.5.3	<p>Entering material/data transfer agreements (MTAs/DTAs), provided that the agreement contains provisions on:</p> <ul style="list-style-type: none"> <li>• transfer of ownership of results to the university;</li> <li>• confidentiality obligations that may entail limitations of the principle of public access or publishing possibilities; and</li> <li>• unlimited liability</li> </ul> <p>(also refer to the University Director in point 2.4.6.4).</p>



## UMEÅ UNIVERSITY

### 2.2 Vice-Chancellor's delegation to faculty board

<b>2.2.1</b>	<b>General</b>	<b>No delegation allowed</b>
2.2.1.1	Making decisions, within the indicated scope, regarding allocation of funds to departments/equivalent. Where applicable, for departments that are included under two faculties, allocation of funds must be preceded by consultation with the other faculty board involved.	X
2.2.1.2	Establishing an operational plan for the faculty.	X
2.2.1.2b	Establishing the faculty's activity report.	X
2.2.1.3	Setting a budget for joint faculty costs.	X
2.2.1.4	Establishing the faculty's annual accounts.	X
2.2.1.5	Deciding measures for the faculty in the event of surplus or deficit.	X
2.2.1.6	Establishing an operational plan for departments, units and centres at the faculty.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)
2.2.1.7	Establishing an activity report for departments, units and centres at the faculty.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)
2.2.1.8	Setting a budget for departments, units and centres at the faculty.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)
2.2.1.9	Establishing an activity plan for departments, units and centres at the faculty.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)

### 2.3 Vice-Chancellor's delegation to Dean

<b>2.3.1</b>	<b>General</b>	<b>No further delegation allowed</b>
2.3.1.1	Establish scholarships within the scope of applicable regulations.	X
2.3.1.2	Signing collaboration agreements at the <i>faculty level</i> , regardless of whether such agreements entail a financial undertaking.	
<b>2.3.2</b>	<b>Externally funded activities</b>	
	<b>Agreements</b>	
	<i>Grant agreements</i>	



## UMEÅ UNIVERSITY

2.3.2.1	Entering grant agreements with government, municipal and intergovernmental agencies and with organisations and foundations, without limitation in the size of the grant. Note that if the grant is provided by a company, see point 2.1.2.2.	(may not be delegated further than to Head of Department or Director of a unit)
	<i>Outsourcing and collaboration agreements, or other agreements</i>	
2.3.2.2	Entering outsourcing, collaboration and other agreements where the university's total financial share is <i>less than</i> SEK 3 million. Note the limitation of this delegation set out in point 2.1.2.4.	(may not be delegated further than to Head of Department or Director of a unit)
2.3.2.3	Decisions to issue invoices from Umeå University to companies that the university has an agreement with, when the invoice concerns work for the company and when the person at Umeå University who has conducted the work has ownership or other financial interests in the company.  Issuing other invoices than those referred to in the first paragraph is not a decision according to the delegation procedure, instead regular procedures apply.	(may not be delegated further than to Head of Department or Director of a unit)
	<b>Applications for external research funding</b>	
2.3.2.4	Signing applications and additional documents for external funding of a research project, with exception for when the external funding body requires a signature by the University's legal representative, see point 2.1.2.5 (also refer to point 1.2.6 about authorised signatory).	
<b>2.3.3</b>	<b><i>Decisions regarding financial transactions</i></b>	
	<b>Payout decisions and journal vouchers</b>	
2.3.3.1	Signing joint faculty payout decisions and journal vouchers. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .	(may not be delegated further than to Head of Faculty Office/other manager at the Faculty Office)
2.3.3.2	Signing payout decisions and journal vouchers for departments, units and centres. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .	(may not be delegated further than to Head of Section or Director of a unit)
2.3.3.3	Decisions on faculty co-financing.	X
2.3.3.4	Decisions on department/corresponding co-financing.	(may not be delegated further than to Head of Department or Director of a unit)
	<b>Procurement/purchasing as well as sales and transfers</b>	
2.3.3.5	Ordering goods and services within the budgetary scope by making suborders based on framework agreements.	
2.3.3.6	Decisions regarding direct award of contract for the purchase of goods and services in consultation with the Procurement and Purchase Office at the Financial Office, provided that direct award of contract is permitted and that the documentation requirement is fulfilled.	(may not be delegated further than to Head of Department or Director of a unit)



## UMEÅ UNIVERSITY

2.3.3.7	Decisions to conduct a procurement of a contract or framework agreement within the budgetary scope and in consultation with the Procurement and Purchase Office at the Financial Office.	(may not be delegated further than to Head of Department or Director of a unit)
2.3.3.8	Making award decisions in accordance with the Public Procurement Act (2016:1145, hereafter LOU) in consultation with the Procurement and Purchase Office at the Financial Office, and entering subsequent contract or framework agreement, for procurements with a contract value under the threshold value (set out in LOU).	(may not be delegated further than to Head of Department or Director of a unit)
2.3.3.9	Decisions to interrupt a procurement.	(may not be delegated further than to Head of Department or Director of a unit)
2.3.3.10	Decisions regarding the sale of university property at a value of less than SEK 3 million.	(may not be delegated further than to Head of Department or Director of a unit)
2.3.3.11	Decisions regarding transfer of equipment or equivalent to another government agency.	(may not be delegated further than to Head of Department or Director of a unit)
<b>2.3.4</b>	<b><i>Non-Disclosure Agreement (NDA), Letter of Intent (LoI)/Memorandum of Understanding (MoU), Material/Data transfer agreement (MTA/DTA)</i></b>	
2.3.4.1	Entering non-disclosure agreements (NDA). Note the limitation of this delegation set out in point 2.1.5.1.	(may not be delegated further than to Head of Department or Director of a unit)
2.3.4.2	Signing a letter of intent (LoI)/memorandum of understanding (MoU).	(may not be delegated further than to Head of Department or Director of a unit)
2.3.4.3	Entering material/data transfer agreements (MTAs/DTAs). Note the limitation of this delegation set out in point 2.1.5.3.	(may not be delegated further than to Head of Department or Director of a unit)

## 2.4 Vice-Chancellor's delegation to the University Director

<b>2.4.1</b>	<b><i>General</i></b>	<b>No further delegation allowed</b>
2.4.1.1	Decisions regarding allocation of funds within the indicated scope to units within the University Administration (equivalent) and other central activities.	X
2.4.1.2	Establishing a joint operational plan for the University Administration.	X
2.4.1.2b	Establishing a joint activity report for the University Administration.	X
2.4.1.3	Setting a budget for the University Administration's joint expenditure and other central funding, excluding Umeå University Library.	X
2.4.1.4	Establishing the University Administration's annual accounts.	X
2.4.1.5	Established internal prices. Excluding prices for teaching staff (point 2.1.1.4), rent and cleaning, which are decided by the University Board.	X



## UMEÅ UNIVERSITY

2.4.1.6	Establishing an operational plan for units of the University Administration.	(may not be delegated further than to Head of Office)
2.4.1.7	Establishing an operational plan for units of the University Administration.	(may not be delegated further than to Head of Office)
2.4.1.8	Setting a budget for units of the University Administration.	(may not be delegated further than to Head of Office)
2.4.1.9	Establishing annual accounts for units of the University Administration.	(may not be delegated further than to Head of Office)
2.4.1.10	Establishing an operational plan for centres and units under the University Director which are not part of the University Administration.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)
2.4.1.11	Establishing an activity report for centres and units under the University Director which are not part of the University Administration.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)
2.4.1.12	Setting a budget for centres and units under the University Director which are not part of the University Administration.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)
2.4.1.13	Establishing annual accounts for centres and units under the University Director which are not part of the University Administration.	(may not be delegated further than to Head of Department, Director of a unit, or steering committee in the case of centres)
2.4.1.14	Entering agreements on behalf of the University, certain types of agreements can also be delegated to Dean and Library Director (see also point 2.1.1.3).	(may not be delegated further than to the Assistant University Director)
<b>2.4.2</b>	<b><i>Externally funded activities</i></b>	
	<b>Agreements</b>	
	<i>Grant agreements</i>	
2.4.2.2	Entering grant agreements with government, municipal and intergovernmental agencies and with organisations and foundations, without limitation in the size of the grant. Note the limitation of the University Director's right to delegate further if the grant is provided by a company, see point 2.4.2.3.	(may not be delegated further than to Head of Office)
2.4.2.3	Entering grant agreements with companies with no limitation of the grant amount.	(may not be delegated further than to the Assistant University Director)
	<i>Outsourcing and collaboration agreements. or other agreements</i>	



## UMEÅ UNIVERSITY

2.4.2.4	Entering outsourcing, collaboration and other agreements where the University's total financial share <i>exceeds</i> SEK 3 million.	(may not be delegated further than to the Assistant University Director)
2.4.2.5	Entering outsourcing and collaboration agreements where the University's total financial share is <i>less than</i> SEK 3 million. Note the limitation of this delegation set out in point 2.4.2.6.	(may not be delegated further than to Head of Office)
2.4.2.6	Entering outsourcing and collaboration agreements regardless of the University's total financial share, <u>provided that</u> the agreement contains provisions regarding: <ul style="list-style-type: none"> <li>- transfer of ownership of results to the University;</li> <li>- confidentiality obligations that may entail limitations of the principle of public access or publishing possibilities;</li> <li>- unlimited liability.</li> </ul>	(may not be delegated further than to the Assistant University Director)
	<i>Agreements with certain parties</i>	
2.4.2.7	Entering agreements with university employees or with companies owned by employees or their family members.	(may not be delegated further than to the Assistant University Director)
	<b>Other contractual undertakings</b>	
2.4.2.11	Signing financial reports and other documents at the request of the sponsor.	
	<b>Applications for external research funding</b>	
2.4.2.12	Signing applications and additional documents for external funding in a research project, in cases where the external funding body requires a signature by the University's legal representative, see point 1.2.6 (also refer to the Vice-Chancellor in point 2.1.2.5).	(may not be delegated further than to the Assistant University Director)
<b>2.4.3</b>	<b><i>Foundation management and donations</i></b>	
2.4.3.1	Decision to accept donations and contributions in accordance with the Donations Ordinance. Not applicable to cultural objects intended to be incorporated into the collections of Umeå University Library (point 2.6.3.1).	
2.4.3.2	Decision for an existing foundation managed by Umeå University to accept an additional donation.	(may not be delegated further than to Head of Office)
<b>2.4.4</b>	<b><i>Decisions regarding financial transactions</i></b>	
	<b>General</b>	
2.4.4.1	Decisions regarding co-funding of joint costs for other central activities, including the University Administration.	(may not be delegated further than to Head of Office)
2.4.4.2	Signing payment authorisations for the University's payments.	
2.4.4.3	Decisions regarding write-offs of accounts receivable following approval from Head of Department or equivalent.	
2.4.4.4	Decision in matters relating to excess amounts for internal/external representation.	
2.4.4.5	Decisions regarding placement of funds with the National Debt Office.	
2.4.4.6	Decisions to issue a debit card for which the authority holds the responsibility for payment.	X
	<b>Payout decisions and journal vouchers</b>	



## UMEÅ UNIVERSITY

2.4.4.6b	Decisions regarding payment of salaries/remuneration according to a specified salary management procedure.	X
2.4.4.7	Signing payout decisions and journal vouchers for institution-wide organisational units. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .  See point 2.4.4.8, 2.4.4.8b and 2.4.4.8c for the University Management, the University Administration, the Internal Audit Office and offices within the University Administration.	
2.4.4.8	Signing payout decisions and journal vouchers for the University Management and the University Administration collectively. However, for payments to the University Director, the payout decision must be signed by the Vice-Chancellor.	
2.4.4.8b	Signing payout decisions and journal vouchers for the Internal Audit Office in regard to the Audit Director's own invoices for representation, mobile phone bills, etc.	(may not be delegated further than to the Assistant University Director)
2.4.4.8c	Signing payout decisions and journal vouchers for offices within the University Administration. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .	(may not be delegated further than to head of office or other management position at an administrative office)
2.4.4.9	Signing payout decisions and journal vouchers for all organisational units within Umeå University.	(may not be delegated further than to the Head of the Financial Office)
	<b>Procurement/purchasing as well as sales and transfers</b>	
2.4.4.11	Ordering goods and services within the budgetary scope by making suborders based on framework agreements.	
2.4.4.12	Decisions regarding direct award of contract for the purchase of goods and services in consultation with the Procurement and Purchase Office at the Financial Office, provided that direct award of contract is permitted and that the documentation requirement is fulfilled.	
2.4.4.13	Decisions to conduct a procurement of contract or framework agreement within the budgetary scope and in consultation with the Procurement and Purchase Office at the Financial Office.	
2.4.4.14	Making award decisions in accordance with the Public Procurement Act (2016:1145, hereafter LOU) in consultation with the Procurement and Purchase Office at the Financial Office, and entering subsequent contracts or framework agreements, for procurements with a contract value under the threshold value (set out in LOU).	(may not be delegated further than to the Head of Office)
2.4.4.15	Decisions regarding administration of framework agreement.	
2.4.4.16	Decisions to interrupt a procurement.	(may not be delegated further than to the Head of Office)
2.4.4.17	Decision on whether an employee is to be entitled to annual pass, destination pass, air or other travel card, etc. (applicable to all employees).	X





## UMEÅ UNIVERSITY

2.4.4.18	Decisions regarding the sale of university property at a value of less than SEK 3 million.	(may not be delegated further than to Head of Office)
2.4.4.19	Decisions regarding transfer of equipment/equivalent to another government agency.	(may not be delegated further than to Head of Office)
<b>2.4.5</b>	<b><i>Personal data processing</i></b>	
2.4.5.1	Entering data processing agreements.	(may not be delegated further than to the Assistant University Director)
2.4.5.2	Signing the European Commission's standard contractual clauses (SCC) for data transfers between EU and non-EU countries or international organisations (also refer to the Vice-Chancellor in point 2.1.4.2).	(may not be delegated further than to the Assistant University Director)
<b>2.4.6</b>	<b><i>Non-Disclosure Agreement (NDA), Letter of Intent (LoI)/Memorandum of Understanding (MoU), Material/Data transfer agreement (MTA/DTA)</i></b>	
2.4.6.1	Entering non-disclosure agreements (NDAs) with terms that may entail a limitation of the principle of public access.	(may not be delegated further than to the Assistant University Director)
2.4.6.2	Writing letters of intent/memorandums of understanding (LoIs/MoUs) at the university level.	(may not be delegated further than to the Assistant University Director)
2.4.6.3	Entering material/data transfer agreements (MTAs/DTAs). Note the limitation of the University Director's right to delegate further, see point 2.4.6.4.	(may not be delegated further than to Head of Office)
2.4.6.4	Entering material/data transfer agreements (MTAs/DTAs), provided that the agreement contains provisions on: <ul style="list-style-type: none"> <li>• transfer of ownership of results to the University;</li> <li>• confidentiality obligations that may entail limitations of the principle of public access or publishing possibilities; and</li> <li>• unlimited liability.</li> </ul>	(may not be delegated further than to the Assistant University Director)

## 2.5 Vice-Chancellor's delegation to the Library Board

<b>2.5.1</b>	<b><i>General</i></b>	<b>No further delegation allowed</b>
2.5.1.1	Making decisions, within the indicated scope, regarding allocation of funds.	X
2.5.1.2	Establishing a joint operational plan for Umeå University Library.	X
2.5.1.2b	Establishing a joint activity report for Umeå University Library.	X
2.5.1.3	Setting a joint budget for Umeå University Library.	X
2.5.1.4	Establishing joint annual accounts for Umeå University Library.	X
2.5.1.5	Establishing an operational plan for units at Umeå University Library.	(may not be delegated further than to Director)
2.5.1.6	Establishing an activity report for units at Umeå University Library.	(may not be delegated further than to Director)



## UMEÅ UNIVERSITY

2.5.1.7	Setting a budget for units at Umeå University Library.	(may not be delegated further than to Director)
2.5.1.8	Establishing annual accounts for units at Umeå University Library.	(may not be delegated further than to Director)

## 2.6 Vice-Chancellor's delegation to the Library Director

<b>2.6.1</b>	<b><i>Externally funded activities</i></b>	<b>No further delegation allowed</b>
	<b>Agreements</b>	
	<i>Grant agreements</i>	
2.6.1.1	Entering grant agreements on behalf of Umeå University Library with government, municipal and intergovernmental agencies and with organisations and foundations, without limitation in the size of the grant. Note that if the grant is provided by a company, see point 2.1.2.2.	(may not be delegated further than to administrative manager)
	<i>Outsourcing and collaboration agreements, or other agreements</i>	
2.6.1.2	Entering outsourcing, collaboration and other agreements on behalf of Umeå University Library where the University's total financial share is less than SEK 3 million. Note the limitation of this delegation set out in point 2.1.2.4.	(may not be delegated further than to administrative manager)
<b>2.6.2</b>	<b><i>Decisions regarding financial transactions</i></b>	
	<b>Payout decisions and journal vouchers</b>	
2.6.2.1	Decisions regarding co-funding of joint costs within Umeå University Library.	(may not be delegated further than to administrative manager)
2.6.2.2	Signing payout decisions and journal vouchers for Umeå University Library collectively. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .	(may not be delegated further than to administrative manager)
2.6.2.2b	Signing payout decisions and journal vouchers for units and sections within the Umeå University Library. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .	(may not be delegated further than to Director or to administrative manager)
	<b>Procurement/purchasing as well as sales and transfers</b>	
2.6.2.3	Ordering goods and services within the budgetary scope by making suborders based on framework agreements.	
2.6.2.4	Decisions regarding direct award of contract for the purchase of goods and services in consultation with the Procurement and Purchase Office at the Financial Office, provided that direct award of contract is permitted and that the documentation requirement is fulfilled.	(may not be delegated further than to administrative manager or to Director of a unit)
2.6.2.5	Decisions to conduct a procurement and reopening competition process within the budgetary scope and in consultation with the Procurement and Purchase Office at the Financial Office.	(may not be delegated further than to administrative manager or to Director of a unit)



## UMEÅ UNIVERSITY

2.6.2.6	Making award decisions in accordance with the Public Procurement Act (2016:1145, hereafter LOU) in consultation with the procurement manager at the Financial Office, and entering subsequent contracts or framework agreements, for procurements with a contract value under the threshold value (set out in LOU).	(may not be delegated further than to administrative manager or to Director of a unit)
2.6.2.7	Decisions to interrupt a procurement.	(may not be delegated further than to administrative manager or to Director of a unit)
2.6.2.8	Decisions regarding the sale of university property at a value of less than SEK 3 million.	(may not be delegated further than to administrative manager)
2.6.2.9	Decisions regarding transfer of equipment/equivalent to another government agency.	(may not be delegated further than to Director)
<b>2.6.3</b>	<b>Foundation management and donations</b>	
2.6.3.1	Decision to accept donations and contributions in accordance with the Donations Ordinance. Only applicable to cultural objects intended to be incorporated into the collections of Umeå University Library. See point 2.4.3.1.	(may not be delegated further than to administrative manager)
<b>2.6.4</b>	<b>Non-Disclosure Agreement (NDA), Letter of Intent (LoI)/Memorandum of Understanding (MoU), Material/Data transfer agreement (MTA/DTA)</b>	
2.6.4.1	Entering non-disclosure agreements (NDA). Note the limitation of this delegation set out in point 2.1.5.1	X
2.6.4.2	Signing letters of intent/memorandums of understanding (LoIs/MoUs) concerning Umeå University Library.	X
2.6.4.3	Entering material/data transfer agreements (MTAs/DTAs) concerning Umeå University Library. Note the limitation of this delegation set out in point 2.1.5.3.	X

## 2.7 Vice-Chancellor's Delegation to the Audit Director

<b>2.7.1</b>	<b>Decisions regarding financial transactions</b>	<b>No further delegation allowed</b>
	<b>Payout decisions and journal vouchers</b>	
2.7.1.1	Signing payout decisions and journal vouchers for the Internal Audit Office. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .	
	<b>Procurement/purchasing</b>	
2.7.1.2	Ordering goods and services within the budgetary scope by making suborders based on framework agreements.	
2.7.1.3	Decisions regarding direct award of contract for the purchase of goods and services in consultation with the Procurement and Purchase Office at the Financial Office, provided that direct award of contract is permitted and that the documentation requirement is fulfilled.	



## UMEÅ UNIVERSITY

2.7.1.4	Decisions to conduct a procurement of contract or framework agreement within the budgetary scope and in consultation with the Procurement and Purchase Office at the Financial Office.	
2.7.1.5	Making award decisions in accordance with the Public Procurement Act (2016:1145, hereafter LOU) in consultation with the Procurement and Purchase Office at the Financial Office, and entering subsequent contracts or framework agreements, for procurements with a contract value under the threshold value (set out in LOU).	
2.7.1.6	Decisions to interrupt a procurement.	

### 2.8 Vice-Chancellor's delegation to the Umeå School of Education Board

<b>2.8.1</b>	<b>General</b>	<b>No further delegation allowed</b>
2.8.1.2	Establishing an operational plan for the Umeå School of Education.	X
2.8.1.2b	Establishing the Umeå School of Education's activity report.	X
2.8.1.3	Setting a budget for joint costs within the Umeå School of Education.	X
2.8.1.4	Establishing the Umeå School of Education's annual accounts.	X
2.8.1.5	Deciding measures for the Umeå School of Education in the event of surplus or deficit.	X

### 2.9 Vice-Chancellor's delegation to the Director of the Umeå School of Education

<b>2.9.1</b>	<b>General</b>	<b>No further delegation allowed</b>
2.9.1.1	Establish scholarships within the scope of applicable regulations.	X
2.9.1.2	Signing collaboration agreements on an overall level for Umeå School of Education, regardless of whether such agreements entail a financial undertaking.	
<b>2.9.2</b>	<b>Externally funded activities</b>	
	Agreements	
	<b>Grant agreements</b>	
2.9.2.1	Entering grant agreements for the Umeå School of Education with government, municipal and intergovernmental agencies and with organisations and foundations, without limitation in the size of the grant. Note that if the grant is provided by a company, see point 2.1.2.2.	(may not be delegated further than to Head of the Faculty Office)
	<i>Outsourcing and collaboration agreements, or other agreements</i>	



## UMEÅ UNIVERSITY

2.9.2.2	Entering outsourcing, collaboration and other agreements for the Umeå School of Education where the University's total financial share is <i>less than</i> SEK 3 million. Note the limitation of this delegation set out in point 2.1.2.4.	(may not be delegated further than to Head of the Faculty Office)
<b>2.9.3</b>	<b>Decisions regarding financial transactions</b>	
	<i>Payout decisions and journal vouchers</i>	
2.9.3.2	Signing payout decisions and journal vouchers within the Umeå School of Education. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the University's funds</i> .	
2.9.3.3	Decisions on Umeå School of Education co-financing.	X
	<b>Procurement/purchasing</b>	
2.9.3.5	Ordering goods and services within the budgetary scope by making suborders based on framework agreements.	
2.9.3.6	Decisions regarding direct award of contract for the purchase of goods and services in consultation with the Procurement and Purchase Office at the Financial Office, provided that direct award of contract is permitted and that the documentation requirement is fulfilled.	(may not be delegated further than to Head of Faculty Office)
2.9.3.7	Decisions to conduct a procurement of contract or framework agreement within the budgetary scope and in consultation with the Procurement and Purchase Office at the Financial Office.	(may not be delegated further than to Head of Faculty Office)
2.9.3.8	Making award decisions in accordance with the Public Procurement Act (2016:1145, hereafter LOU) in consultation with the Procurement and Purchase Office at the Financial Office, and entering subsequent contracts or framework agreements, for procurements with a contract value under the threshold value (set out in LOU).	(may not be delegated further than to Head of Faculty Office)
2.9.3.9	Decisions to interrupt a procurement.	(may not be delegated further than to Head of Faculty Office)
2.9.3.10	Decisions regarding the sale of university property at a value of less than SEK 3 million.	X
2.9.3.11	Decisions regarding transfer of equipment or equivalent to another government agency.	X
<b>2.9.4</b>	<b>Non-Disclosure Agreement (NDA), Letter of Intent (LoI)/Memorandum of Understanding (MoU), Material/Data transfer agreement (MTA/DTA)</b>	
2.9.4.1	Entering non-disclosure agreements (NDA). Note the limitation of this delegation set out in point 2.1.5.1.	X
2.9.4.2	Signing a letter of intent (LoI)/memorandum of understanding (MoU).	X
2.9.4.3	Entering material/data transfer agreements (MTAs/DTAs). Note the limitation of this delegation set out in point 2.1.5.3.	X



## UMEÅ UNIVERSITY

### 3. Education

#### 3.1 Cases subject to the Vice-Chancellor's decision

<b>3.1.1</b>	<b><i>Admissions, entry requirements and selection</i></b>
3.1.1.1	Establish local regulations for general entry requirements for first-cycle and second-cycle education and possible specific entry requirements.
3.1.1.2	Decisions regarding lower criteria than field-specific entry requirements for programmes leading to a professional qualification (following proposal from faculty board).
<b>3.1.2</b>	<b><i>Scholarships</i></b>
3.1.2.1	Decisions regarding scholarships for the funding of tuition fees for first-cycle and second-cycle programmes.
3.1.2.2	Decisions regarding exemptions on the use of tax-free scholarships to fund living expenses for third-cycle students. See <i>Rules for scholarships at Umeå University</i> for the cases where it is possible to use scholarships to cover living expenses.
<b>3.1.3</b>	<b><i>Degrees and credit transfer</i></b>
3.1.3.1	Establishing a local system of qualifications.
3.1.3.2	Establishing and revising local qualification descriptors.
3.1.3.3	Signing applications to the Swedish Higher Education Authority (UKÄ) for permission to issue degrees.
<b>3.1.4</b>	<b><i>Establishment of programme</i></b>
3.1.4.1	Establishing and terminating study programmes.
3.1.4.2	Establishing, revising or terminating main fields of study, or specialisations within such a field for general higher education qualifications, Bachelor's and Master's degrees, as well as higher education qualifications, Bachelor's and Master's degrees in Fine Arts.
3.1.4.3	Decisions not to advertise cross-faculty programmes in the case of disagreement between the faculty hosting the programme and other faculties involved.
3.1.4.4	Decisions not to advertise courses within cross-faculty programmes in the case of disagreement between the faculty hosting the programme and other faculties involved.
3.1.4.5	Decisions to cancel advertised cross-faculty programmes in the case of disagreement between the faculty hosting the programme and other faculties involved.
3.1.4.6	Decisions to cancel an advertised course within cross-faculty programmes in the case of disagreement between the faculty hosting the programme and other faculties involved.
<b>3.1.5</b>	<b><i>Academic years and semesters</i></b>
3.1.5.1	Scheduling the academic year and the semesters and approving exemptions, if longer than five days, from this structure.
<b>3.1.6</b>	<b><i>Tests, examinations and grades</i></b>
3.1.6.1	Granting exemptions from the use of a three-step grading scale within first-cycle and second-cycle education.
<b>3.1.8</b>	<b><i>Student health service</i></b>
3.1.8.1	Establishing management systems for the student health service.
<b>3.1.9</b>	<b><i>Exchange agreements</i></b>
3.1.9.1	Entering university-wide exchange agreements.
<b>3.1.10</b>	<b><i>Third-cycle education – special decisions</i></b>



## UMEÅ UNIVERSITY

3.1.10.1	Decisions regarding defence of doctoral thesis or licentiate seminar at a university or research institute other than Umeå University.
3.1.10.3	Establishing, discontinuing and changing the name of a third-cycle subject or specialisation.
3.1.10.4	Decisions regarding written agreements on educational collaborations resulting in double degrees.
3.1.10.5	Decisions regarding written agreements on educational collaborations resulting in joint degrees.
3.1.10.6	Decisions regarding the withdrawal of supervision and other resources for third-cycle students, and decisions to reinstate these.
<b>3.1.11</b>	<b><i>Disciplinary matters</i></b>
3.1.11.1	Determining the formats for processing reports of suspected disciplinary offences by students.
3.1.11.2	Launching investigations following reports of suspected disciplinary offences by students.
3.1.11.3	If necessary, and in consultation with the legal expert on the disciplinary board, temporarily suspending a student from the University pending the disciplinary board's processing of a reported disciplinary offence.
3.1.11.4	Making requests to the Higher Education Expulsions Board for the expulsion of a student.

### 3.2. Vice-Chancellor's delegation to faculty board

<b>3.2.2</b>	<b><i>Third-cycle programmes</i></b>	<b>No further delegation allowed</b>
3.2.2.1	Establishing a general syllabus for a third-cycle programme, including decisions regarding specific entry requirements.	X
<b>3.2.3</b>	<b><i>Establishment of programme</i></b>	
3.2.3.1	Establishing, revising and discontinuing courses and establishing and revising course syllabuses, including decisions regarding specific entry requirements.	
3.2.3.2	Establishing and revising programme syllabuses, including decisions regarding specific entry requirements. For cross-faculty programmes, the faculty hosting the programme makes these decisions following consultation with the other faculties involved.	X
3.2.3.2b	Establishing editorial revisions of programme syllabuses.	
3.2.3.3	Establishing programme offering. Decisions not to advertise cross-faculty programmes are made by the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	X
3.2.3.4	Establishing course offering. Decisions not to advertise a course within cross-faculty programmes are made by the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	
<b>3.2.4</b>	<b><i>Number and allocation of places</i></b>	
3.2.4.1	Establishing the number of places on a programme.	X
3.2.4.1b	Cancelling an advertised programme. Decisions to cancel an advertised cross-faculty programme are made by the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	



## UMEÅ UNIVERSITY

3.2.4.2	Establishing the number of places on a course (incl. cancelling an advertised course). Decisions to cancel an advertised course within cross-faculty programmes are made by the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	
3.2.4.3	Determining the number of students to admit to a programme.	
3.2.4.4	Deciding, in compliance with the minimum limits set out in the Higher Education Ordinance, the exact distribution of places for entrant programmes between groups admitted based on grades and on tests respectively.	
3.2.4.4b	Deciding the distribution of places between selection groups in the selection process for first-cycle programmes that are not for entrant students.	
3.2.4.4c	Deciding the distribution of places between selection groups in the selection process for programmes leading to second-cycle degrees (with the exception of programmes specified in point 3.2.4.4 or point 3.2.4.4b).	
3.2.4.4d	Decisions regarding local selection criteria for admission to first-cycle and second-cycle programmes. The decision must be preceded by consultation with the Admissions Council. See <i>Admission rules for first-cycle and second-cycle education</i> for local selection criteria that may be used.	
3.2.4.5	Deciding whether programme vacancies are to be refilled and how many places are to be filled.	
<b>3.2.5</b>	<b>Tests, examinations and grades</b>	
3.2.5.1	Setting guidelines for the arrangement of teaching and examinations.	

### 3.3 Vice-Chancellor's delegation to Dean

<b>3.3.1</b>	<b>Admission, deferment and approved leave from studies</b>	<b>No further delegation allowed</b>
3.3.1.2	Decisions regarding approved leave from studies.	
3.3.1.3	Decisions allowing students admitted to first-cycle and second-cycle programmes to continue their studies following a leave of absence.	
3.3.1.4	Issuing statements regarding application for parallel studies.	
3.3.1.5	Decisions regarding entry requirements and exemption from entry requirements according to Chapter 7, Section 3 of the Higher Education Ordinance. (1993:100) regarding conditional specific entry requirements for admission to first-cycle and second-cycle programmes. Compare the Vice-Chancellor's delegation to the University Director in accordance with point 3.4.1.6.	
<b>3.3.2</b>	<b>Scholarships</b>	
3.3.2.1	Decisions regarding exemptions on the use of tax-free scholarships to fund living expenses for first-cycle and second-cycle students and during acquisition of postdoctoral qualifications. See <i>Rules for scholarships at Umeå University</i> for the cases where it is possible to use scholarships to cover living expenses.	X
<b>3.3.3</b>	<b>Exchange agreements</b>	
3.3.3.1	Entering general exchange agreements for the faculty area (so-called faculty agreements or <i>fakultetsavtal</i> ).	X





## UMEÅ UNIVERSITY

3.3.3.2	Entering exchange agreements for the department or unit.	(may not be delegated further than to Head of Department or Director of a unit)
<b>3.3.4</b>	<b><i>Academic years and semesters</i></b>	
3.3.4.1	Decisions regarding exemptions from the established structure of the academic year, if the programme requires a different structuring of the year/semester, however for no more than five days (in accordance with the Study Support Ordinance).	X
<b>3.3.5</b>	<b><i>Tests, examinations and grades</i></b>	
3.3.5.1	Appointing examiners for first-cycle, second-cycle and third-cycle education.	
3.3.5.2	Decisions to issue course certificates for first-cycle and second-cycle courses.	
<b>3.3.6</b>	<b><i>Third-cycle programmes</i></b>	
3.3.6.1	Decisions regarding exceptions from advertisement of available programme places in accordance with Chapter 7, Section 37, second paragraph of the Higher Education Ordinance.	X
3.3.6.2	Decisions regarding admission to third-cycle programmes leading to a licentiate degree, and decisions on whether an applicant meets the general and specific entry requirements for admission to such a programme.	X
3.3.6.3	Decisions regarding admission to third-cycle programmes leading to a doctorate degree, and decisions on whether an applicant meets the general and specific entry requirements for admission to such a programme.	
3.3.6.3b	Decisions regarding exemptions for individual applicants in accordance with Chapter 7, Section 39, second paragraph of the Higher Education Ordinance (1993:100) from the general entry requirements for third-cycle programmes due to special grounds.	(may not be delegated further than to Head of Department or Director of a unit)
3.3.6.4	Setting the time and place for the defence of a doctoral thesis.	
3.3.6.4b	Setting the time and place of licentiate seminars.	
3.3.6.5	Granting exemptions from electronic publishing of a doctoral thesis for reasons of copyright.	
3.3.6.6	Appointing a chairperson, examining committee and external reviewer for each licentiate seminar.	
3.3.6.7	Appointing a chairperson, external reviewer and examining committee for each defence of a doctoral thesis.	X
3.3.6.8	Appointing principal supervisors and assistant supervisors.	(may not be delegated further than to Head of Department or Director of a unit)
3.3.6.9	Decisions regarding change of supervisor at the request of a doctoral student.	(may not be delegated further than to Head of Department or Director of a unit)



## UMEÅ UNIVERSITY

3.3.6.10	Decisions regarding special grounds in accordance with Chapter 5, Section 7, third paragraph of the Higher Education Ordinance (1993:100) on extensions of doctoral student appointments as a result of elected positions in trade unions or student organisations at university-wide or faculty-wide level.	X
3.3.6.11	Decisions regarding special grounds in accordance with Chapter 5, Section 7, third paragraph of the Higher Education Ordinance (1993:100) on extensions of doctoral student appointments as a result of elected positions in trade unions or student organisations at the department level.	
3.3.6.12	Decisions regarding special grounds in accordance with Chapter 5, Section 7, third paragraph of the Higher Education Ordinance (1993:100) on extensions of doctoral student appointments due to illness, leave of absence for service in the defence forces and parental leave or other special grounds.	
3.3.6.13	Decisions regarding extension of appointments as doctoral student due to care of a sick child.	
3.3.6.14	Decisions regarding guidelines for the establishment and review of an individual study plan.	X
3.3.6.15	Establishing and reviewing individual study plans.	
3.3.6.16	Entering agreements with other universities and actors when hiring external supervisors.	X
3.3.6.17	Entering agreements with other employers in matters concerning rights and financing in cases where doctoral students are conducting third-cycle studies within the context of an external employment.	
3.3.6.18	Decisions regarding credit transfer during third-cycle studies.	
3.3.6.19	Issuing statements in appeals cases relating to third-cycle credit transfers.	X
3.3.6.20	Decisions regarding credit transfers from the second year of a Master's degree in the admission to third-cycle studies.	X
<b>3.3.7</b>	<b><i>Support for students with disabilities</i></b>	
3.3.7.1	Appointing contact persons at the department to provide support for students with disabilities.	
3.3.7.2	Appointing contact persons for study programmes to provide support for students with disabilities.	
3.3.7.3	Decisions regarding adaptations to studies (not adapted examinations) in first-cycle and second-cycle education as well as in access and foundation education funded through the department's funds.	

### 3.4 Vice-Chancellor's delegation to the University Director

<b>3.4.1</b>	<b><i>Admission, deferment and approved leave from studies</i></b>	<b>No further delegation allowed</b>
3.4.1.1	Decisions regarding admission to first-cycle and second-cycle programmes (including courses within programmes and later parts of programmes) and decisions on whether an applicant meets the general and specific entry requirements for admission to such a programme.	



## UMEÅ UNIVERSITY

3.4.1.2	Decisions regarding admission of incoming contract students to first-cycle and second-cycle education.	
3.4.1.3	Decisions regarding assessment of qualifications for first-cycle and second-cycle applicants.	
3.4.1.4	Issuing rules for the local admission to first-cycle and second-cycle programmes in accordance with the University's current admission rules.	
3.4.1.5	Decisions regarding deferred studies within first-cycle and second-cycle programmes.	
3.4.1.6	Decisions regarding exemptions in accordance with Chapter 7, Section 3 of the Higher Education Ordinance (1993:100) from general and specific entry requirements for first-cycle and second-cycle programmes. Note that the decision-making power regarding conditional specific entry requirements has been delegated to the Dean according to point 3.3.1.5.	
3.4.1.7	Issuing statements in appeals cases relating to admission to first-cycle and second-cycle programmes.	
3.4.1.8	Making a police report in the case of attempted fraud in conjunction with the admission procedure.	
3.4.1.9	Decisions relating to exemptions from the selection criteria in accordance with Chapter 7, Section 16 of the Higher Education Ordinance (1993:100) in individual cases for first-cycle and second-cycle applicants whose qualifications cannot be appropriately assessed according to the regular selection criteria.	
3.4.1.10	Decisions regarding parallel studies of more than 45 credits per semester.	
<b>3.4.2</b>	<b><i>Scholarships</i></b>	
3.4.2.1	Decisions regarding exemptions on the use of tax-free scholarships to fund living expenses for first-cycle, second-cycle and third-cycle students. Refers to scholarships for exchange agreements.	
<b>3.4.3</b>	<b><i>Degrees and credit transfer</i></b>	
3.4.3.1	Decisions regarding and issuing of degree certificates for first-cycle, second-cycle and third-cycle programmes, establishing templates for such certificates and decisions on whether an applicant meets the requirements for such a degree.	
3.4.3.2	Decisions regarding credit transfer in first-cycle and second-cycle education.	
3.4.3.3	Issuing statements in appeals cases relating to rejected applications for degree certificates for first-cycle, second-cycle and third-cycle programmes.	
3.4.3.4	Issuing statements in appeals cases relating to rejected applications for credit transfer in first-cycle and second-cycle programmes.	
3.4.3.5	Assessment and decisions relating to the transfer of diploma issuance to another university.	
<b>3.4.4</b>	<b><i>Exchange agreements</i></b>	
3.4.4.1	Decisions regarding allocation of EU programme funding for teacher exchanges.	
<b>3.4.5</b>	<b><i>The Swedish Scholastic Aptitude Test</i></b>	



## UMEÅ UNIVERSITY

3.4.5.1	Acting as test administrator, in accordance with Section 18 of UHRFS (2015:3), with responsibility for the implementation of the Swedish Scholastic Aptitude Test and contact person in relation to the Swedish Council for Higher Education (UHR) in regard to this test.	
<b>3.4.6</b>	<b>Support for students with disabilities</b>	
3.4.6.1	Decisions regarding the allocation of funds for students with disabilities.	
3.4.6.2	Decisions regarding targeted educational support in first-cycle and second-cycle education as well as in access and foundation education funded through university-wide funds.	

### 3.5 Vice-Chancellor's delegation to the Library Director

<b>3.5.1</b>	<b>Third-cycle programmes</b>	<b>No further delegation allowed</b>
3.5.1.1	Decisions regarding electronic posting of doctoral theses.	

### 3.6 Vice-Chancellor's delegation to the Umeå School of Education Board

<b>3.6.3</b>	<b>Establishment of programme</b>	<b>No further delegation allowed</b>
3.6.3.2	Establishing and revising programme syllabuses, including decisions regarding specific entry requirements. For cross-faculty programmes, the faculty hosting the programme makes these decisions following consultation with the other faculties involved. Revisions of study programmes which entail new qualification descriptors must be established by the Vice-Chancellor, see point 3.1.4.1.	X
3.6.3.2b	Establishing editorial revisions of programme syllabi.	
3.6.3.3	Establishing programme offering. Decisions not to advertise cross-faculty programmes are made by the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	X
3.6.3.4	Establishing course offering. Decisions not to advertise a course within cross-faculty programmes are made by the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	
<b>3.6.4</b>	<b>Number and allocation of places</b>	
3.6.4.1	Establishing the number of places on a programme.	X
3.6.4.1b	Cancelling an advertised programme. Decisions to cancel an advertised cross-faculty programme are made by the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	
3.6.4.2	Establishing the number of places on a course (incl. cancelling an advertised course). Decisions to cancel an advertised course within cross-faculty programmes are made by	



## UMEÅ UNIVERSITY

	the faculty hosting the programme following consultation with the other faculties involved. In case of disagreement, the decision is made by the Vice-Chancellor.	
3.6.4.3	Determining the number of students to admit to a programme.	
3.6.4.4	Deciding, in compliance with the minimum limits set out in the Higher Education Ordinance, the exact distribution of places for entrant programmes between groups admitted based on grades and on tests respectively.	
3.6.4.4b	Deciding the distribution of places between selection groups in the selection process for first-cycle programmes that are not for entrant students.	
3.6.4.4c	Deciding the distribution of places between selection groups in the selection process for programmes leading to second-cycle degrees (with the exception of programmes specified in point 3.2.4.4 or point 3.2.4.4b).	
3.6.4.4d	Decisions regarding local selection criteria for admission to first-cycle and second-cycle programmes. The decision must be preceded by consultation with the Admissions Council. See <i>Admission rules for first-cycle and second-cycle education</i> for local selection criteria that may be used.	
3.6.4.5	Deciding whether programme vacancies are to be refilled and how many places are to be filled.	
<b>3.6.5</b>	<b><i>Tests, examinations and grades</i></b>	
3.6.5.1	Setting guidelines for the arrangement of teaching and examinations.	

### 3.7 Vice-Chancellor's delegation to the Director of the Umeå School of Education

<b>3.7.1</b>	<b><i>Admission, deferment and approved leave from studies</i></b>	<b>No further delegation allowed</b>
3.7.1.2	Decisions regarding approved leave from studies.	
3.7.1.3	Decisions allowing students admitted to first-cycle and second-cycle programmes to continue their studies following a leave of absence.	
3.7.1.4	Issuing statements regarding application for parallel studies.	
<b>3.7.3</b>	<b><i>Exchange agreements</i></b>	
3.7.3.1	Entering general exchange agreements for the Umeå School of Education.	X
<b>3.7.4</b>	<b><i>Academic years and semesters</i></b>	
3.7.4.1	Decisions regarding exemptions from the established structure of the academic year, if the programme requires a different structuring of the year/semester, however for no more than five days (in accordance with the Study Support Ordinance).	X
<b>3.7.7</b>	<b><i>Support for students with disabilities</i></b>	
3.7.7.2	Appointing contact persons for study programmes to provide support for students with disabilities.	



## UMEÅ UNIVERSITY

### 4. Organisation and administration, etc.

#### 4.1 Cases subject to the Vice-Chancellor's decision

<b>4.1.1</b>	<b>Organisation</b>
	<b>Departments, units and centres</b>
4.1.1.1	Establishing, reforming and dissolving units and cross-faculty centres or centres established in collaboration with a principal outside of the University (the University Board establishes, reforms and dissolves departments, also refer to the Dean, point 4.3.2.1 and point 4.3.2.3).
4.1.1.2	Establishing Swedish and English titles for units and cross-faculty centres or centres established in collaboration with a principal outside of the University (the University Board establishes Swedish and English titles for departments, also refer to the Dean, point 4.3.2.2 and point 4.3.2.4). The decision must be preceded by consultation with the Language Council.
4.1.1.2b	Establishing instructions for units and cross-faculty centres or centres established in collaboration with a principal outside of the University.
	<b>Committee and board members</b>
4.1.1.3	Appointing members for university-wide boards, councils and committees.
4.1.1.4	Nominating or appointing university representatives for external bodies, where it has not been specified that such representatives are to be appointed by another university body.
	<b>Policy documents</b>
4.1.1.5	Establishing university-wide policy documents which are not the responsibility of the University Board.
<b>4.1.2</b>	<b>Premises</b>
4.1.2.1	Decisions in matters relating to supply of premises and physical planning (also refer to the University Director, point 4.4.3.1).
4.1.2.1b	Decisions regarding permission to launch investigations of premise changes estimated to entail investment costs of over SEK 10 million, or where the change is expected to require moving activities, or where the changes are particularly complex in regard to technology, coordination or organisation.
4.1.2.2	Decisions regarding investments exceeding SEK 5 million.
4.1.2.3	Decisions regarding external rental agreements for more than three years and where the total rental cost for the agreement period exceeds SEK 2.5 million (also refer to the University Director, point 4.4.3.5).
4.1.2.4	Decisions to enter residential rental agreements.
4.1.2.5	Decisions to invest in technology for university-wide bookable premises, where the investment exceeds SEK 1.5 million (also refer to the University Director, point 4.4.3.15).
<b>4.1.3</b>	<b>Security</b>
4.1.3.1	Appointing a protective security manager as well as an assistant protective security manager acting as deputy. Refer to the Protective Security Ordinance (2018:658).

#### 4.2 Vice-Chancellor's delegation to Faculty Board

<b>4.2.1</b>	<b>Premises</b>	<b>No further delegation allowed</b>
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## UMEÅ UNIVERSITY

4.2.1.1	Decisions regarding guidelines for the disposition of premises rented by a department, unit or centre within the scope of the internal rental system, but excluding premises and materials provided by an accountable authority for health care.	
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### 4.3 Vice-Chancellor's delegation to Dean

<b>4.3.1</b>	<b><i>Reports/permits for research</i></b>	<b>No further delegation allowed</b>
4.3.1.1	Signing applications on behalf of the research principal (Umeå University) to the Swedish Ethical Review Authority regarding ethical review on human subject research. This also includes taking precautionary measures on behalf of the research principal to prevent that research conducted breaches the Ethical Review Act (2003:460) or terms and conditions notified and supported by the law.	
4.3.1.2	Appointing a responsible party who, on behalf of the University, conducts sample collection for the biobank sample collection. For sample collections for which the principal researcher is stated in the research ethics permit, the principal researcher is to be regarded as appointed, unless otherwise decided.	
4.3.1.3	Signing applications on behalf of the research principal (Umeå University) to the qualified authority authorising research projects in cases where permits are required. This also includes being responsible for ensuring that potential terms and conditions in such a permit are obeyed.  <i>Regarding research ethics permits, see point 4.3.1.1.</i>	
<b>4.3.2</b>	<b><i>Organisation</i></b>	
4.3.2.1	Establishing, reforming and dissolving centres within the faculty. Cross-faculty centres or centres established in collaboration with a principal outside of the University are established by the Vice-Chancellor.	X
4.3.2.2	Establishing Swedish and English titles for centres within the faculty. The Vice-Chancellor establishes Swedish and English titles for cross-faculty centres or centres established in collaboration with a principal outside of the University. The decision must be preceded by consultation with the Language Council.	X
4.3.2.3	Establishing instructions for centres within the faculty. The Vice-Chancellor establishes instructions for cross-faculty centres or centres established in collaboration with a principal outside of the University.	X
4.3.2.4	Decisions for a department within the faculty to be organised into subsections according to a proposal from the Head of Department.	X
4.3.2.5	Establishing Swedish and English titles for sections within departments at the faculty. The decision must be preceded by consultation with the Language Council.	X
4.3.2.6	Decisions in other case groups which are not specified in this delegation procedure and which concern the faculty's administrative and financial matters as well as the faculty's organisation and other similar matters.	
<b>4.3.3</b>	<b><i>Infrastructure, premises and parking</i></b>	



## UMEÅ UNIVERSITY

4.3.3.1	Decisions regarding permission for student and staff events, involving or not involving alcohol, in premises that are rented by the faculty or a department (or equivalent) within the faculty.	
<b>4.3.4</b>	<b>Health care services</b>	
4.3.4.1	Decisions regarding departments undertaking activities defined as health care services, and establishing a control system for these activities.	X
4.3.4.2	Appointing a head of operations at a department for activities defined as health care services, and report the activities or changes to activities to the Health and Social Care Inspectorate (IVO).	(may not be delegated further than to Head of Department)
4.3.4.3	Establishing a patient safety statement for activities at a department defined as health care services.	(may not be delegated further than to Head of Operations)

### 4.4 Vice-Chancellor's delegation to the University Director

<b>4.4.1</b>	<b>Organisation</b>	<b>No further delegation allowed</b>
4.4.1.1	Decisions regarding the organisation of the University Administration.	X
4.4.1.2	Establishing Swedish and English names of offices and other sections of the University Administration. The decision must be preceded by consultation with the Language Council.	X
	<b>Policy documents</b>	
4.4.1.3	Approving such university-wide policy documents that the University Board or the Vice-Chancellor does not need to approve.	X
<b>4.4.2</b>	<b>Responsibility for processes</b>	
4.4.2.1	Decisions regarding the design of central administrative support processes.	
4.4.2.2	Giving instructions to departments, units and centres in regard to how the administrative support processes are to be implemented.	
4.4.2.4	Decisions in other case groups which are not specified in this delegation procedure and which concern administrative and financial matters for the University Administration and other units under the University Director.	
4.4.2.5	Leading and coordinating the work with the University's information security.	
<b>4.4.3</b>	<b>Infrastructure, premises and parking</b>	
4.4.3.1	Decisions in matters relating to supply of premises and physical planning (also refer to the Vice-Chancellor, point 4.1.2.1).	X
4.4.3.2	Decisions regarding allocation of areas smaller than 500 m <sup>3</sup> .	
4.4.3.3	Decisions relating to the location of faculty offices within the financial frameworks specified by the Faculty Board and the guidelines set by the Vice-Chancellor.	X
4.4.3.3b	Decisions regarding the location of the University Administration within the financial frameworks and within the guidelines set by the Vice-Chancellor.	X
4.4.3.4	Decisions relating to investments of up to SEK 5 million (also refer to the Vice-Chancellor, point 4.1.2.2).	





## UMEÅ UNIVERSITY

4.4.3.5	Entering external rental agreements of no more than three years and where the total rental cost for the agreement period is less than SEK 2.5 million (also refer to the Vice-Chancellor, point 4.1.2.3).	
4.4.3.6	Renewing existing external rental agreements for a new agreement period of no more than five years and where the total rental cost for the agreement period does not increase by more than 5 per cent compared to the previous agreement's total rental amount for the previous agreement period.	
4.4.3.6b	Decisions regarding the termination of external rental agreements.	
4.4.3.7	Decisions regarding agreements with departments, units and centres within the scope of the internal leasing system.	
4.4.3.8	Decisions to enter investigation, management, operational and maintenance agreements for infrastructure at a value of less than SEK 2 million per agreement area and year.	
4.4.3.9	Entering agreements with property owners and suppliers where a decision has been made by the Vice-Chancellor.	
4.4.3.10	Approving the University renting parking places for University employees who use their private cars for work to a large extent.	
4.4.3.11	Decisions regarding exemptions for specified parking places in case of special needs.	
4.4.3.12	Managing real estate and other property belonging to foundations affiliated with the University where appropriate.	
4.4.3.13	Decisions in matters relating to rent-setting and rentals for residential premises.	
4.4.3.14	Decisions relating to the rental of premises in the buildings that the University is renting in full to external actors, such as cafés and incubators, etc.	
4.4.3.15	Decisions on special flag permits.	X
4.4.3.16	Decisions to invest in technology for university-wide bookable premises, where the investment is less than SEK 1.5 million (also refer to the Vice-Chancellor, point 4.4.3.15).	
4.4.3.17	Establishing the number of university-wide bookable premises and their included services.	
4.4.3.18	Decisions regarding permission for student and staff events, involving or not involving alcohol, in premises that are not rented by a department, faculty or the Umeå University Library.	
4.4.3.19	Decisions regarding special exemptions when renting out premises or areas to an external actor (other than student and staff association).	
<b>4.4.4</b>	<b>Administrative legal matters</b>	
4.4.4.1	Decisions to hire legal persons in teaching activity.	
4.4.4.2	Issuing appealable decisions in matters relating to the disclosure of public documents where the person responsible for the document has refused to disclose the document or disclosed it with restrictions which limit the applicant's right to use it or share its contents.	X
4.4.4.3	Randomly selecting incoming matters.	



## UMEÅ UNIVERSITY

4.4.4.4	Establishing the University's classification structure for document management with process descriptions.	X
<b>4.4.5</b>	<b>Student health service</b>	
4.4.5.1	Establishing a control system for the Student Health Service.	X
4.4.5.2	Appointing a head of operations for the Student Health Service, and report activities or changes to activities to the Health and Social Care Inspectorate (IVO).	(may not be delegated further than to Head of the Student Services Office)
4.4.5.3	Establishing a patient safety statement for the Student Health Service.	(may not be delegated further than to Head of Operations of the Student Health Service)
<b>4.4.6</b>	<b>IT</b>	
4.4.6.1	Decisions regarding investments in and the maintenance of university-wide IT systems, and regarding procurement and purchasing, as well as entering agreements relating to such investments when they exceed SEK 1 million.	X
4.4.6.2	Decisions regarding investments in and the maintenance of university-wide IT systems, and regarding procurement and purchasing, as well as entering agreements relating to such investments when they are less than SEK 1 million.	
4.4.6.2b	Decisions regarding the decommissioning of university-wide IT systems.	X
4.4.6.3	Exercising system ownership of university-wide systems.	
<b>4.4.7</b>	<b>Information and communication</b>	
4.4.7.1	Decisions regarding the implementation of the University's graphic profile and the use of the University's logo.	
4.4.7.2	Decisions in communication strategy matters relating to structure, content and marketing online.	
4.4.7.3	Appointing responsible publishers if needed.	X
<b>4.4.8</b>	<b>Security</b>	
4.4.8.1	Managing security camera footage.	

### 4.5 Vice-Chancellor's delegation to the Library Board

<b>4.5.1</b>	<b>Organisation</b>	<b>No further delegation allowed</b>
4.5.1.1	Decisions regarding the organisation of Umeå University Library following proposals from the Library Director.	X



## UMEÅ UNIVERSITY

### 4.6 Vice-Chancellor's delegation to the Library Director

<b>4.6.1</b>	<b><i>Infrastructure, premises and parking</i></b>	<b>No further delegation allowed</b>
4.6.1.1	Decisions regarding permission for student and staff events, involving or not involving alcohol, in premises that are rented by the Umeå University Library.	
<b>4.6.2</b>	<b><i>Other information</i></b>	
4.6.2.1	Decisions in other case groups which are not specified in this delegation procedure and which concern Umeå University Library's administrative and financial matters and other similar matters.	

### 4.7 Vice-Chancellor's delegation to the Umeå School of Education Board

<b>4.7.1</b>	<b><i>Premises</i></b>	<b>No further delegation allowed</b>
4.7.1.1	Decisions regarding guidelines for the disposition of premises rented by a department or unit within the scope of the internal rental system, but excluding premises and materials provided by an accountable authority for health care.	
<b>4.7.2</b>	<b><i>Committee and board members</i></b>	
4.7.2.1	Appointing members to the programme councils and other bodies that the Board of the Umeå School of Education decides to establish.	X

### 4.8 Vice-Chancellor's delegation to the Director of the Umeå School of Education

<b>4.8.1</b>	<b><i>Reports/permits for research</i></b>	<b>No further delegation allowed</b>
4.8.1.1	Signing applications on behalf of the research principal (Umeå University) to the Regional Ethical Review Board in Umeå regarding ethical review on human subject research.	
<b>4.8.2</b>	<b><i>Organisation</i></b>	
4.8.2.6	Decisions in other case groups which are not specified in this delegation procedure and which concern the Umeå School of Education's administrative and financial matters as well as the school's organisation and other similar matters.	X
<b>4.8.3</b>	<b><i>Infrastructure, premises and parking</i></b>	
4.8.3.1	Decisions regarding permission for student and staff events, involving or not involving alcohol, in premises that are rented by the Umeå School of Education.	



## UMEÅ UNIVERSITY

### 5. Human resources

All cases regarding teaching positions decided by the Vice-Chancellor or which are decided by delegation from the Vice-Chancellor must adhere to *the Appointments procedure* established by the University Board.

#### 5.1 Cases subject to the Vice-Chancellor's decision

<b>5.1.1</b>	<b>Employment</b>	<b>Regulation</b>	<b>Remark</b>
5.1.1.1	Decisions regarding appointments as professor, adjunct professor, visiting professor, and regarding appointment as University Director, Library Director and management functions for the units directly under the Vice-Chancellor in the organisation.	RF, AF, HF	
5.1.1.1b	Decisions regarding appointment of professors through special appointment.	HF	
5.1.1.2	Decisions regarding advertisement and appointment of Audit Director.	RF, AF, LAS	In consultation with the chair of the University Board.
5.1.1.3	Establishing an employment profile for professor, adjunct professor and visiting professor and thereby deciding to advertise these positions.		
5.1.1.4	Decisions to cancel a recruitment.	AF	Applicable to appointments subject to the Vice-Chancellor's decision.
5.1.1.5	Decisions to reject appeals of appointment decisions in cases where the appeal has been received past the deadline.	FL	
5.1.1.6	Issuing statements in appeals of appointment decisions.	FL, HF, AF	
5.1.1.7	Decisions regarding exemptions to the advertisement of appointments for lecturers.		Not applicable to substitute or adjunct lecturers.



## UMEÅ UNIVERSITY

5.1.1.7b	Decisions regarding other organisational placement for professors, adjunct professors and visiting professors as well as other appointments subject to the Vice-Chancellor's decision.		Applicable both within and across faculties. Applicable to both transitions and other matters.  The decision must be preceded by consultation with the Human Resources Director.
	<b>Assignment</b>		
5.1.1.8a	Appointing a deputy vice-chancellor and establishing terms and conditions for this position.	Decision by University Board ( <i>Rules of procedure for Umeå University</i> )	
5.1.1.8b	Appointing a dean and pro-dean and establishing terms and conditions for such position.	Decision by University Board ( <i>Rules of procedure for Umeå University</i> )	
5.1.1.9	Appointing a director of a centre and establishing terms and conditions for this position, where the position is instated by the Vice-Chancellor.	Decision by University Board ( <i>Rules of procedure for Umeå University</i> )	In consultation with the concerned Dean and the Head of Department of the hosting department.
5.1.1.10	Appointing an assistant or a deputy director of a centre and establishing terms and conditions for this position, where the position is instated by the Vice-Chancellor.	Decision by University Board ( <i>Rules of procedure for Umeå University</i> )	In consultation with the concerned dean and the Head of Department of the hosting department.
5.1.1.11	Appointing a director of a strategic research domain.		
<b>5.1.2</b>	<b>Salary and other terms of employment</b>		
5.1.2.1	Setting new salary in salary revision for appointments subject to the Vice-Chancellor's decision and those included in the local management organisation.		Excluding professors, adjunct professors and visiting professors. See point 5.2.2.1.
<b>5.1.3</b>	<b>Leave</b>		
5.1.3.1	Decisions regarding the right to leave in accordance with legislation and agreements for appointments subject to the Vice-Chancellor's decision, excluding professors, adjunct professors and visiting professors.	The collective agreements Villkorsavtal and Villkorsavtal-T, the Leave of Absence Ordinance (1984:111), HF, Employee's Right to Educational Leave Act, etc.	



# UMEÅ UNIVERSITY

5.1.3.2	Decisions regarding reasonable leaves of absence for appointments subject to the Vice-Chancellor's decision, excluding professors, adjunct professors and visiting professors.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.	
<b>5.1.4</b>	<b><i>Secondary employment</i></b>		
5.1.4.1	Reviewing and examining reports of secondary employment for employees covered by the collective agreement for managers.		
5.1.4.2	Decisions for employees who have or intend to take on a secondary employment to cease or decline such a secondary employment.	LOA, Villkorsavtal, Villkorsavtal-T, AF, Vice-Chancellor's decision ( <i>Rules for reporting secondary employment for teachers and employees covered by the Managerial Agreement</i> )	
<b>5.1.5</b>	<b><i>Termination of employment</i></b>		
5.1.5.1	Decisions regarding termination of probationary employment at or prior to end of trial period.	LAS, LOA, HF	The employment becomes permanent if no notice is given. Applicable to appointments subject to the Vice-Chancellor's decision. See points 5.1.1.1 and 5.1.1.2.
5.1.5.2	Decisions regarding redundancies.	LOA, LAS, the State Transition Agreement	May not be delegated due to the University's general employer responsibility. Employees with power of attorney cannot be made redundant.
5.1.5.3	Decisions regarding termination of a professorship when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).		



## UMEÅ UNIVERSITY

### 5.2 Vice-Chancellor's delegation to Dean

5.2.1	Employment	Regulation	Remark	No further delegation allowed
5.2.1.1a	Decisions regarding advertisement and appointment of associate professors.	HF, AO		
5.2.1.1b	Decisions regarding advertisement and appointment of assistant professors.	HF, AO		
5.2.1.1c	Decisions regarding advertisement and appointment of postdoctoral fellows.	HF, AO		
5.2.1.1d	Decisions regarding advertisement and appointment of lecturers.	HF, AO	The decision requires exemption by the Vice-Chancellor according to point 5.1.1.7. No exemption is required if the decision concerns a substitute lecturer.	
5.2.1.1e	Decisions regarding advertisement and appointment of adjunct associate professors.	HF, AO		
5.2.1.1f	Decisions regarding advertisement and appointment of adjunct lecturers.	HF, AO		
5.2.1.1g	Decisions regarding advertisement and appointment of visiting associate professors.	HF, AO		
5.2.1.1h	Decisions regarding advertisement and appointment of research fellows.	HF, AO		
5.2.1.3a	Decisions regarding advertisement and appointment of doctoral students.	HF		
5.2.1.3b	Decisions regarding advertisement and appointment of teaching assistants.	HF		
5.2.1.3c	Decisions regarding advertisement and appointment of clinical assistants.	HF		
5.2.1.4	Decisions relating to advertisement and appointment of Head of Faculty Office.	RF, LOA, AF, LAS	Following consultation with the University Director.	X



# UMEÅ UNIVERSITY

5.2.1.5	Decisions regarding advertisement and appointment of faculty office positions.	RF, LOA, AF, LAS	With the exception of Head of Faculty Office, see point 5.2.1.4.	
5.2.1.6	Decisions regarding advertisement and appointment of technical and administrative staff.	RF, LOA, AF, LAS	With the exception of Head of Faculty Office (point 5.2.1.4) and other positions in the Faculty Office (point 5.2.1.5).	
5.2.1.7	Decisions regarding employment in labour market programmes following collaboration in the University's central collaborative group (CSG).	LOA, AF, LAS, Ordinance 2000:630	Information and dialogue must take place during a workplace meeting (APT) and in the local collaborative group (LSG) or the faculty collaborative group (FSG).  Collaboration in preparation of decisions takes place in the central collaborative group (CSG).	
5.2.1.7b	Decisions regarding priority - for increased employment rate - for rehiring - not to hire an individual with priority.	LAS, AF		
5.2.1.8	Decisions to cancel a recruitment.	AF		
5.2.1.9	Decisions regarding the rehiring of a retired employee.	Vice-Chancellor's decision ( <i>Employment after retirement</i> )		X





# UMEÅ UNIVERSITY

5.2.1.9b	Decisions to assign an employee to an organisational position at another department or unit within the faculty.		<p>Not applicable to decisions relating to professors, visiting professors or adjunct professors. See Vice-Chancellor, point 5.1.1.7b.</p> <p>Transitions are subject to point 5.3.5.1 and point 5.3.5.2.</p> <p>The decision must be preceded by consultation with the Human Resources Director.</p>	X
5.2.1.9c	Decisions to assign an employee to a new organisational position within the same department or unit.		<p>Not applicable to decisions relating to professors, visiting professors or adjunct professors. See Vice-Chancellor, point 5.1.1.7b.</p> <p>Transitions are subject to point 5.3.5.1 and point 5.3.5.2.</p> <p>The decision must be preceded by consultation with the Human Resources Director.</p>	(may not be delegated further than to Head of Department or Director of a unit)
	<b>Assignment</b>			
5.2.1.10	Appointing an associate dean and establishing terms and conditions for this position.		See <i>Rule for terms and conditions for academic leadership positions</i> for terms and conditions.	X
5.2.1.10b	Appointing deputy and assistant heads of faculty office and establishing terms and conditions for such positions.		<p>In consultation with the Head of Faculty Office.</p> <p>The University Director must be consulted regarding the terms and conditions for this position.</p>	X



# UMEÅ UNIVERSITY

5.2.1.11	Appointing a head of department and establishing terms and conditions for this position.		<p>Following consultation with the Vice-Chancellor.</p> <p>For departments included in the organisation of several faculties, the appointment must be preceded by consultation between the Deans concerned.</p> <p><i>See Rule for the appointment of academic leadership positions and Rule for terms and conditions for academic leadership positions.</i></p>	X
5.2.1.12	Appointing deputy and assistant heads of department and establishing terms and conditions for such positions.		<p>In consultation with the Head of Department.</p> <p><i>See Rule for the appointment of academic leadership positions and Rule for terms and conditions for academic leadership positions.</i></p>	X
5.2.1.13	Appointing a director of studies for a department or unit and establishing terms and conditions for this position.		<p>If the decision has been delegated to the level of department or section, the Dean must be consulted regarding the terms and conditions for such a position.</p>	(may not be delegated further than to Head of Section or Director of a unit)
5.2.1.14	Appointing a director for a centre and establishing terms and conditions for this position, where the position is instated by the Dean.		<p>Following consultation with the Head of Department of the hosting department.</p>	X



## UMEÅ UNIVERSITY

5.2.1.15	Appointing a director of a unit at the Faculty and establishing terms and conditions for this position.	Decision by University Board ( <i>Rules of procedure for Umeå University</i> )	Following consultation with the Vice-Chancellor.  In regard to <i>the Appointments procedure</i> and terms and conditions for the position, Director is equated with Head of Department in accordance with point 5.2.1.11.	X
5.2.1.16	Appointing heads of section for sections within departments at the Faculty and establishing terms and conditions for such positions.	Decision by University Board ( <i>Rules of procedure for Umeå University</i> )	In case of further delegation, the Dean must be consulted.	(may not be delegated further than to Head of Department)
5.2.1.17	Appointing deputy and assistant directors of units at the faculty and establishing terms and conditions for such positions.		In consultation with the Director.  In regard to <i>the Appointments procedure</i> and terms and conditions for such positions, Assistant and Deputy Directors are equated with Assistant and Deputy Heads of Department in accordance with point 5.2.1.12.	X
5.2.1.18	Appointing deputy and assistant heads of section for sections within departments at the faculty and establishing terms and conditions for such positions.		In case of further delegation, the Dean must be consulted.	(may not be delegated further than to Head of Department)
5.2.1.19	Appointing deputy and assistant directors of centres and establishing terms and conditions for such positions, where the position is instated by the Dean.		In consultation with the Head of Department of the hosting department.	X



## UMEÅ UNIVERSITY

5.2.1.20	Decisions regarding position as affiliated professor emeritus/emerita.	Vice-Chancellor's decision ( <i>Administrative procedures for status as affiliated professor emeritus/emerita</i> )	Following consultation with the Vice-Chancellor.	X
5.2.1.21	Decisions regarding admission of docents.			X
5.2.1.22	Decisions in matters relating to the appointment of qualified teachers (Level 1) and excellent teachers (Level 2).	Vice-Chancellor's decision ( <i>Administrative procedure for teacher qualifications at Umeå University</i> )		X
5.2.1.23	Decisions to appoint experts in cases subject to expert review.	Vice-Chancellor's decision ( <i>Rule – recruitment process when appointing teachers</i> )		
<b>5.2.2</b>	<b><i>Salary and other terms of employment</i></b>			
5.2.2.1	Setting new salary during salary review for professors, adjunct professors and visiting professors.	RALS, RALS-T Villkorsavtal, Villkorsavtal -T		
5.2.2.2	Setting new salaries in salary review for teachers.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T, AO	Excluding appointments according to point 5.2.2.1.	
5.2.2.3	Setting salaries for doctoral students according to doctoral student agreements.	Local collective agreement		
5.2.2.4	Setting new salary in salary review for Head of Faculty Office.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T, AO	Following consultation with the University Director.	X
5.2.2.5	Setting new salaries in salary review for technical and administrative staff.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T, AO		
5.2.2.6	Decisions regarding mandatory presence in the workplace for teachers, doctoral students and for technical and administrative staff.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T, AO	In accordance with local working hour agreements.	
5.2.2.7	Decisions regarding remote workplace for teachers, doctoral students and for technical and administrative staff.			X



## UMEÅ UNIVERSITY

5.2.2.8	Decisions regarding special fixed-term employments at hourly rates.	Villkorsavtal, Villkorsavtal-T	Also refer to <i>Regel för intermittenta anställningar med timlön</i> and <i>Rule – remuneration and compensation for the University's steering committees, committees, councils and boards.</i>	(may not be delegated further than to Head of Section or Director of a unit)
5.2.2.9	Decisions regarding remunerations.	Villkorsavtal, Villkorsavtal-T		(may not be delegated further than to Head of Department or Director of a unit)
5.2.2.10	Decisions regarding salary supplements.	Villkorsavtal, Villkorsavtal-T	Excluding contract terms in accordance with point 5.1.1.9 and points 5.2.1.10–5.2.1.19.	X
5.2.2.11	Entering individual agreements in accordance with applicable collective agreements regarding payment of overtime exceeding 150 hours per calendar year to teachers.	Villkorsavtal, Villkorsavtal-T Local working hour agreement		X
<b>5.2.3</b>	<b>Leave</b>			
5.2.3.1	Decisions regarding leave entitlement in accordance with legislation and agreements.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		
5.2.3.2	Decisions regarding reasonable leaves of absence for six months or less.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		
5.2.3.3	Decisions regarding reasonable leaves of absence for longer than six months.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		X
<b>5.2.4</b>	<b>Secondary employment</b>			
5.2.4.1	Decisions regarding measures in conjunction with reviewing secondary employments for teachers, excluding employees subject to the collective agreement for managers (also refer to University Director, point 5.3.4).	HF, LOA, Vice-Chancellor's decision ( <i>Rules for reporting secondary employment for teachers and employees covered by the Managerial Agreement</i> )		X
<b>5.2.5</b>	<b>Transition (see also Termination of Employment)</b>			



# UMEÅ UNIVERSITY

5.2.5.1	Decisions regarding risk of redundancy due to operational changes.	Vice-Chancellor's decision ( <i>Handläggningsordning – omställning</i> ), MBL, LAS, Transition agreement	Applicable to the entire faculty.	X
<b>5.2.6</b>	<b><i>Termination of employment</i></b>			
5.2.6.1	Decisions regarding termination of probationary employment at or prior to end of trial period.	LAS, LOA, HF	Excluding appointments subject to the Vice-Chancellor's decision.	
5.2.6.2	Decisions regarding notice at the end of temporary employment in accordance with LAS and HF.	LAS, HF		
5.2.6.3	Decisions regarding employees' notice of termination.	LOA, Villkorsavtal, Villkorsavtal-T		
5.2.6.4	Decisions regarding termination of a technical and administrative employment when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).			(may not be delegated further than to Head of Department or Director of a unit)
5.2.6.5	Decisions regarding termination of a teaching position when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).			X
5.2.6.6	Decisions to terminate employment due to lack of valid residence permit or work permit.	Chapter 6, Section 13 a of the Aliens Ordinance (2006:97).		X
<b>5.2.7</b>	<b><i>Working environment, safety and radiation protection</i></b>			



## UMEÅ UNIVERSITY

5.2.7.1	Fulfilment of the tasks set out in work environment legislation, fire protection legislation, radiation safety legislation, pharmaceutical legislation, legislation regarding goods dangerous to health, protective security legislation, legislation regarding strategically sensitive products, crisis and preparedness legislation as well as other provisions in the area, the local partnership agreement and the task delegation established by the Vice-Chancellor for each area.	<i>Regel vid fördelning av arbetsmiljöuppgifter</i>	Templates for delegation of tasks are found together with <i>Regel vid fördelning av arbetsmiljöuppgifter</i> .	
<b>5.2.8</b>	<b><i>Environmental management and protection</i></b>			
5.2.8.1	Fulfilling the tasks set out in the Ordinance on Environmental Management in Government Agencies (2009:907), the Environmental Code (1998:808) and its provisions, the EU's chemicals regulations 1907/2006 (Reach) and 1272/2008 (CLP) as well as other regulations relevant to the University within the areas of environment, agriculture, food, climate, energy and sustainable development.			

### 5.2.a Vice-Chancellor's delegation to the Dean at the Faculty of Medicine

5.2.a.1	Decisions for appointments of professors or associate professors to be combined with employment at a medical unit used for training and research in the field of medicine (including education and research in odontology).
5.2.a.2	Decisions for appointments of assistant professors to be combined with employment at a medical unit used for training and research in the field of medicine or odontology.



## UMEÅ UNIVERSITY

### 5.3 Vice-Chancellor's delegation to the University Director

<b>5.3.1</b>	<b>Employment</b>	<b>Regulation</b>	<b>Remark</b>	<b>No further delegation allowed</b>
5.3.1.1	Decisions regarding advertising and appointment of positions in the University Administration and other activities under the University Director.	RF, LOA, LAS		(may not be delegated further than to Head of Office or Director of a unit)
5.3.1.2	Decisions regarding permission to recruit.	Vice-Chancellor's decision ( <i>Review of recruitment for hiring of technical and administrative staff</i> )	Applicable to all technical and administrative positions.	
5.3.1.3	Decisions to cancel a recruitment.	AF	Applicable to positions subject to the University Director's decision.	
5.3.1.4	Decisions regarding employment in labour market programmes following collaboration in the University's central collaborative group (CSG).	LOA, AF, LAS, Ordinance 2000:630, Act concerning certain Measures to Promote Employment, etc.	Information and dialogue must take place during a workplace meeting (APT) and in the local collaborative group (LSG) or the faculty collaborative group (FSG). Collaboration in the preparation of decisions occurs in the central collaborative group (CSG).  Applicable to activities under the University Director.	
5.3.1.5	Decisions regarding priority - for increased employment rate - for rehiring - not to hire an individual with priority.	LAS, AF	Applicable to activities under the University Director.	





## UMEÅ UNIVERSITY

5.3.1.5b	Decisions to assign an employee to a different organisational position at another department or unit at another faculty.		Refers to transfers across faculties.  Transitions are subject to point 5.3.5.1 and point 5.3.5.2.  Not applicable to decisions relating to professors, visiting professors or adjunct professors. See Vice-Chancellor, point 5.1.1.7b.  The decision must be preceded by consultation with the Human Resources Director.	
5.3.1.5c	Decisions on the organisational reassignment of staff to a different unit within the University Administration or other organisational unit under the University Director.		The decision must be preceded by consultation with the Human Resources Director.	
<b>5.3.2</b>	<b><i>Salary and other terms of employment</i></b>			
5.3.2.1	Setting new salaries in conjunction with salary review for positions subject to the University Director's decision.			
5.3.2.2	Entering individual agreements in accordance with applicable collective agreements, e.g. - unregulated working hours - payment of overtime exceeding 150 hours per calendar year for technical and administrative staff - salary conversion.	Villkorsavtal, Villkorsavtal-T, local collective agreements, Vice-Chancellor's decision <i>(Administrative Procedure – Individual agreements at Umeå University)</i>	Following proposal from Head of Department or equivalent.  Applicable to the entire university. Not applicable to decisions in accordance with points 5.2.2.10, 5.3.7.3 and 6.5.2.3.11.	
5.3.2.3	Decisions regarding contributions for preventive healthcare.	Vice-Chancellor's decision	Applicable to the entire university.	
5.3.2.4	Decisions regarding compensation for healthcare.	Villkorsavtal, Villkorsavtal-T	Applicable to the entire university.	



# UMEÅ UNIVERSITY

5.3.2.5	Decisions to change individual salaries between salary reviews.	RALS, RALS-T	Not applicable for docent appointment, application of “doctoral ladder”, teacher qualifications.  Applicable to the entire university.	
5.3.2.6	Decisions regarding special fixed-term employments at hourly rates.	Villkorsavtal, Villkorsavtal-T	Also refer to <i>Rule for intermittent employment with hourly wage</i> and <i>Rule – remuneration and compensation for the University’s steering committees, committees, councils and boards</i> .	(may not be delegated further than to Head of Office or Director of a unit)
5.3.2.7	Decisions regarding remunerations.	Villkorsavtal, Villkorsavtal-T	Applicable to activities under the University Director.	(may not be delegated further than to Head of Office or Director of a unit)
5.3.2.8	Decisions regarding salary supplements.	Villkorsavtal, Villkorsavtal-T	Applicable to activities under the University Director.	X
5.3.2.9	Decisions regarding salary deductions for unapproved leave and during suspension.	Villkorsavtal, Villkorsavtal-T	Applicable to the entire university.	
<b>5.3.3</b>	<b>Leave</b>			
5.3.3.1	Decisions regarding leave entitlement in accordance with legislation and agreements.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.	Applicable to positions subject to the University Director’s decision.	
5.3.3.2	Decisions regarding reasonable leaves of absence for six months or less.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.	Applicable to positions subject to the University Director’s decision.	
5.3.3.3	Decisions regarding reasonable leaves of absence for longer than six months.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.	Applicable to positions subject to the University Director’s decision.	X
<b>5.3.4</b>	<b>Secondary employment</b>			
5.3.4.1	Issuing written statements at the request of an employee regarding whether a secondary employment is in compliance with LOA.	LOA, HF, Villkorsavtal, Villkorsavtal-T	Applicable to the entire university.	



## UMEÅ UNIVERSITY

5.3.4.2	Giving permission for an employee to hold a competing secondary employment.	LOA, HF, Villkorsavtal, Villkorsavtal-T	Applicable to the entire university.	
5.3.4.3	Granting exemptions from regulations regarding business transactions between the University and an employee, or their company, which is due to the employee's secondary employment.		Applicable to the entire university.	X
<b>5.3.5</b>	<b><i>Transition (see also Termination of Employment)</i></b>			
5.3.5.1	Decisions to assign an employee to a different organisational position at another department or unit under the same employment agreement.	LAS, LOA	Refers to transfers across faculties. For professors, visiting professors and adjunct professors, such decisions are made by the Vice-Chancellor according to point 5.1.1.7b.	
5.3.5.2	Decisions regarding new appointment at a different department or unit with a new employment agreement replacing the previous agreement.	LAS, LOA	Refers to transfers across faculties. For professors, visiting professors and adjunct professors, such decisions are made by the Vice-Chancellor according to point 5.1.1.7b.	
5.3.5.3	Decisions to cancel an ongoing recruitment and appoint an existing employee (transition decision).	LAS, LOA, AF	Following consultation with the function that made the decision to initiate the recruitment procedure.  Applicable to the entire university.	
5.3.5.4	Decisions regarding risk of redundancy due to operational changes.	Vice-Chancellor's decision ( <i>Handläggningsordning – omställning</i> ) MBL, LAS	Applicable to activities under the University Director.	



## UMEÅ UNIVERSITY

5.3.5.5	Decisions regarding order or priority in case of redundancy.	LAS, TurA-S, LOA	Applicable to the entire university.  May not be delegated to the Dean or Head of Department due to the University's general employer responsibility.	
<b>5.3.6</b>	<b>Rehabilitation</b>			
5.3.6.1	Decisions regarding ordering of first-day certificates (medical certificates).	Villkorsavtal, Villkorsavtal-T	Applicable to the entire university.	
5.3.6.2	Decisions in rehabilitation matters.	The National Insurance Act, the Sick Pay Act	Applicable to the entire university.	
5.3.6.3	Decisions regarding reimbursement in addition to Villkorsavtal-T and Villkorsavtal.	Villkorsavtal, Villkorsavtal-T	Only in the event of special grounds and following proposal from and consultation with the Dean, Head of Department or equivalent.  Applicable to the entire university.	
<b>5.3.7</b>	<b>Termination of employment</b>			
5.3.7.1	Decisions regarding termination of probationary employment at or prior to end of trial period for central probationary positions and probationary positions in the University Administration.	LAS, LOA, HF		
5.3.7.2	Decisions regarding employees' notice of termination.	LOA, Villkorsavtal, Villkorsavtal-T	Applicable to positions subject to the University Director's decision.	
5.3.7.3	Entering individual agreements in conjunction with an employee voluntarily terminating their employment.	Villkorsavtal, Villkorsavtal-T	In consultation with the Dean and Head of Department (equivalent) and in consultation with the Vice-Chancellor for appointments subject to the Vice-Chancellor's decision.  Applicable to the entire university.	



# UMEÅ UNIVERSITY

5.3.7.4	Decisions regarding termination of a technical and administrative employment when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).		Applicable to positions subject to the University Director's decision.	X
5.3.7.5	Decisions to terminate employment due to lack of valid residence permit or work permit.	Chapter 6, Section 13 a of the Aliens Ordinance (2006:97).		X
<b>5.3.8</b>	<b>Pension</b>			
5.3.8.2	Giving notice regarding the termination of employment in conjunction with the employee being granted full sickness allowance (disability pension) by Försäkringskassan.	LAS	Applicable to the entire university.	
5.3.8.3	Decisions to grant partial retirement.	Agreement regarding partial retirement for government employees.	Applicable to the entire university.	
5.3.8.5	Decisions regarding pension entitlement in the case of reassignment/new assignment.		Following proposals from and consultation with hiring manager.  Applicable to the entire university.	
5.3.8.6	Decisions regarding pension entitlement in the case of rehiring retired employees.		Applicable to the entire university.	
5.3.8.7	Decisions regarding the rehiring of a retired employee.	Vice-Chancellor's decision ( <i>Regel – Anställning efter avgång med ålderspension</i> ).	Applicable to activities under the University Director.	
<b>5.3.9</b>	<b>Partnerships and negotiations</b>			
5.3.9.1	Concluding local collective agreements.	HA, Villkorsavtal, Villkorsavtal-T		
5.3.9.2	Conducting arbitrations.	HA, MBL, LAS		
<b>5.3.10</b>	<b>Other information</b>			



# UMEÅ UNIVERSITY

5.3.10.1	Decisions regarding compensation for department/equivalent for costs due to employees holding positions as union representatives.	FML, Vice-Chancellor's decision ( <i>Local regulations for implementing union representation hours, etc. at Umeå University</i> )		
5.3.10.2	Decisions regarding measures that may be charged to the account for rehabilitation and structural actions (joint provision).	Vice-Chancellor's decision ( <i>Regel - Kostnadsfördelning i samband med rehabilitering</i> )		
5.3.10.3	Decisions in administrative matters relating to the Internal Audit Office, such as leave, absence and compensations, etc. (see 5.1.1.2).			X
<b>5.3.11</b>	<b>Working environment, safety and radiation protection</b>			
5.3.11.1	Fulfilment of the tasks set out in work environment legislation, fire protection legislation, radiation safety legislation, pharmaceutical legislation, legislation regarding goods dangerous to health, protective security legislation, legislation regarding strategically sensitive products, crisis and preparedness legislation as well as other provisions in the area, the local partnership agreement and the task delegation established by the Vice-Chancellor for each area.	<i>Regel vid fördelning av arbetsmiljöuppgifter</i>	Leading the University Administration's work environment management, implementing a clear delegation to Heads of Office and following up on the delegation being effective. Submitting an annual report to the Vice-Chancellor with a summary and analysis of the work environment management at non-faculty units.	The University Director's general task here is to monitor that the delegated managers fulfil their tasks within each area. A summary and analysis of the work environment management at non-faculty units is to be reported to the Vice-Chancellor in conjunction with the activity report.
5.3.11.2	Fulfilment of the tasks set out in work environment legislation, and other regulations in the area, the local partnership agreement and the task delegation established by the Vice-Chancellor regarding the Audit Director.			X



## UMEÅ UNIVERSITY

<b>5.3.12</b>	<b><i>Environmental management and protection</i></b>			
5.3.12.1	Fulfilling the tasks set out in the Ordinance on Environmental Management in Government Agencies (2009:907), the Environmental Code (1998:808) and its provisions, the EU's chemicals regulations 1907/2006 (Reach) and 1272/2008 (CLP) as well as other regulations relevant to the University within the areas of environment, agriculture, food, climate, energy and sustainable development.		Applicable to activities under the University Director.	

### 5.4 Vice-Chancellor's delegation to the Library Director

<b>5.4.1</b>	<b><i>Employment</i></b>		<b><i>Remark</i></b>	<b>No further delegation allowed</b>
5.4.1.1	Decisions regarding the advertising and appointment of positions at Umeå University Library and its sections.	RF, LOA, LAS		X
5.4.1.2	Decisions regarding the advertising of appointments in accordance with <i>the Appointments procedure</i> .	HF, AO		X
5.4.1.3	Decisions to hire teachers.	RF, LOA, HF, AO	Excluding appointments subject to the Vice-Chancellor's decision.	X
5.4.1.4	Decisions to cancel a recruitment.	AF	Applicable to appointments subject to the Vice-Chancellor's decision.	X



## UMEÅ UNIVERSITY

5.4.1.5	Decisions regarding employment in labour market programmes following collaboration in the University's central collaborative group (CSG).	LOA, AF, LAS, Act concerning certain Measures to Promote Employment, etc.	Information and dialogue must take place during a workplace meeting (APT) and in the University Library's collaborative group. Collaboration in the preparation of decisions occurs in the central collaborative group (CSG).	
5.4.1.5b	Decisions regarding priority - for increased employment rate - for rehiring - not to hire an individual with priority.	LAS, AF		
5.4.1.6	Decisions regarding the rehiring of a retired employee.	Vice-Chancellor's decision ( <i>Regel – Anställning efter avgång med ålderspension</i> )	Applicable to appointments subject to the Library Director's decision.	X
5.4.1.6b	Decisions regarding organisational reassignment of staff within Umeå University Library and its units.		Not applicable to decisions relating to professors, visiting professors or adjunct professors. See Vice-Chancellor, point 5.1.1.7b.  Transitions are subject to point 5.3.5.1 and point 5.3.5.2.  The decision must be preceded by consultation with the Human Resources Director.	X
	<b>Assignment</b>			
5.4.1.8	Decisions in matters relating to the appointment of qualified teachers (Level 1) and excellent teachers (Level 2).	Vice-Chancellor's decision ( <i>Administrative procedure for teacher qualifications at Umeå University</i> )		X





## UMEÅ UNIVERSITY

5.4.1.9	Decisions to appoint experts in cases subject to expert review.	Vice-Chancellor's decision ( <i>Rule – recruitment process when appointing teachers</i> )		
5.4.1.10	Decisions to appoint a director of a unit at the Umeå University Library and establishing terms and conditions for this position.		In consultation with the Vice-Chancellor.  Based on <i>Rule for terms and conditions for academic leadership positions</i> .	X
5.4.1.11	Decisions to appoint head of section, assistant head of section, administrative managers and assistant administrative managers of sections at the Umeå University Library and establishing terms and conditions for such positions.	University Board decision (Rules of procedure for Umeå University)		X
5.4.1.12	Decisions to appoint deputy and assistant directors of sections at the Umeå University Library and establishing terms and conditions for such positions.		In consultation with the Director.  Based on <i>Rule for terms and conditions for academic leadership positions</i> .	X
<b>5.4.2</b>	<b><i>Salary and other terms of employment</i></b>			
5.4.2.2	Setting new salaries in the salary review for teachers at Umeå University Library.	RAIS, RALS-T Villkorsavtal, Villkorsavtal-T, AO		
5.4.2.3	Setting new salaries in the salary review for administrative managers at Umeå University Library.	RAIS, RALS-T Villkorsavtal, Villkorsavtal-T	Following consultation with the University Director.	X
5.4.2.4	Setting new salaries in the salary review for technical and administrative staff at Umeå University Library.	RAIS, RALS-T Villkorsavtal, Villkorsavtal-T		
5.4.2.5a	Decisions regarding mandatory presence in the workplace for teachers, doctoral students and for technical and administrative staff at Umeå University Library.	RAIS, RALS-T Villkorsavtal, Villkorsavtal-T	In accordance with local working hour agreements.	



## UMEÅ UNIVERSITY

5.4.2.5b	Decisions regarding remote workplace for teachers and for technical and administrative staff at Umeå University Library.		Excluding professors, adjunct professors and visiting professors.	X
5.4.2.6	Decisions regarding special fixed-term employments at hourly rates.		Also refer to <i>Regel för intermittenta anställningar med timlön</i> and <i>Rule – remuneration and compensation for the University's steering committees, committees, councils and boards.</i>	(may not be delegated further than to Director)
5.4.2.7	Decisions on remunerations.	Villkorsavtal, Villkorsavtal-T		(may not be delegated further than to Head of Office or Director of a unit)
5.4.2.8	Decisions on salary supplements.	Villkorsavtal, Villkorsavtal-T	Excluding terms and conditions for the positions set out in point 5.1.1.9 and 5.4.1.10–5.4.1.12.	X
<b>5.4.3</b>	<b>Leave</b>			
5.4.3.1	Decisions regarding leave entitlement in accordance with legislation and agreements.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.	Applicable to appointments subject to the Vice-Chancellor's decision.	
5.4.3.2	Decisions regarding reasonable leaves of absence for six months or less.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.	Applicable to appointments subject to the Vice-Chancellor's decision.	
5.4.3.3	Decisions regarding reasonable leaves of absence for longer than six months.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.	Applicable to appointments subject to the Vice-Chancellor's decision.	X
<b>5.4.4</b>	<b>Secondary employment</b>			



## UMEÅ UNIVERSITY

5.4.4.1	Decisions regarding measures in conjunction with reviewing secondary employments for teachers, excluding employees subject to the collective agreement for managers.	HF, LOA, Vice-Chancellor's decision <i>(Rules for reporting secondary employment for teachers and employees covered by the Managerial Agreement)</i>	Applicable to appointments subject to the Vice-Chancellor's decision.	X
<b>5.4.5</b>	<b><i>Transition (see also Termination of Employment)</i></b>			
5.4.5.1	Decisions regarding risk of redundancy due to operational changes.	Vice-Chancellor's decision <i>(Handläggningsordning – Omställning)</i> MBL, LAS	Generally applicable to the University Library and its sections.	
<b>5.4.6</b>	<b><i>Termination of employment (notice and termination)</i></b>			
5.4.6.1	Decisions regarding termination of probationary employment at or prior to end of trial period.	LAS, LOA, HF	Applicable to appointments subject to the Library Director's decision.	
5.4.6.2	Decisions regarding notice at the end of temporary employment in accordance with LAS and HF.	LAS, HF	Applicable to appointments subject to the Library Director's decision.	
5.4.6.3	Decisions regarding employees' notice of termination.		Applicable to appointments subject to the Library Director's decision.	
5.4.6.4	Decisions regarding termination of a technical and administrative employment when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).	LAS		X



## UMEÅ UNIVERSITY

5.4.6.5	Decisions regarding termination of a teaching position when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).	LAS	Not applicable to professorships. See Vice-Chancellor, point 5.1.5.4.	(may not be delegated further than to Director)
<b>5.4.7</b>	<b><i>Working environment, safety and radiation protection</i></b>			
5.4.7.1	Fulfilment of the tasks set out in work environment legislation, fire protection legislation, pharmaceutical legislation, legislation regarding goods dangerous to health, radiation safety legislation, protective security legislation, legislation regarding strategically sensitive products, crisis and preparedness legislation as well as other provisions in the area, the local partnership agreement and the task delegation established by the Vice-Chancellor for each area.	<i>Regel vid fördelning av arbetsmiljöuppgifter</i>	Leading the Umeå University Library's work environment management. Implementing a clear delegation to Heads of Section and monitoring that the delegation is effective. Annually establishing an action plan for Umeå University Library's work environment management and reporting this action plan to the University Director.	
<b>5.4.8</b>	<b><i>Environmental management and protection</i></b>			



## UMEÅ UNIVERSITY

5.4.8.1	Fulfilling the tasks set out in the Ordinance on Environmental Management in Government Agencies (2009:907), the Environmental Code (1998:808) and its provisions, the EU's chemicals regulations 1907/2006 (Reach) and 1272/2008 (CLP) as well as other regulations relevant to the university within the areas of environment, agriculture, food, climate, energy and sustainable development.			
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### 5.5 Vice-Chancellor's delegation to Faculty Board

<b>5.5.1</b>	<b><i>Honorary award</i></b>	<b><i>Regulation</i></b>	<b><i>Remark</i></b>	<b>No further delegation allowed</b>
5.5.1.1	Appointing honorary doctorates.	Vice-Chancellor's decision ( <i>Regler för utnämning av hedersdoktorer vid Umeå universitet</i> )		X
<b>5.5.2</b>	<b><i>Recruitment process</i></b>			
5.5.2.1	Decisions regarding which teaching appointments need to be prepared by the Faculty Appointments Committee.	Vice-Chancellor's decision ( <i>Rule – recruitment process when appointing teachers</i> )		X

### 5.6 Vice-Chancellor's Delegation to the Audit Director

<b>5.6.1</b>	<b><i>Salary and other terms of employment</i></b>	<b><i>Regulation</i></b>	<b><i>Remark</i></b>	<b>No further delegation allowed</b>
5.6.1.1	Setting new salary in salary review for Internal Auditor.			X
<b>5.6.2</b>	<b><i>Leave (for internal auditor)</i></b>			
5.6.2.1	Decisions regarding leave entitlement in accordance with legislation and agreements.			X



## UMEÅ UNIVERSITY

5.6.2.2	Decisions regarding reasonable leaves of absence for six months or less.			X
5.6.2.3	Decisions regarding reasonable leaves of absence for longer than six months.			X
<b>5.6.3</b>	<b><i>Working environment, safety and radiation protection</i></b>			
5.6.3.1	Fulfilment of the tasks set out in work environment legislation, fire protection legislation, pharmaceutical legislation, legislation regarding goods dangerous to health, radiation safety legislation, protective security legislation, legislation regarding strategically sensitive products, crisis and preparedness legislation as well as other provisions in the area, the local partnership agreement and the task delegation established by the Vice-Chancellor for each area.			X

### 5.7 Vice-Chancellor's delegation to the Director of the Umeå School of Education

<b>5.7.1</b>	<b>Employment</b>	<b>Regulation</b>	<b>Remark</b>	<b>No further delegation allowed</b>
5.7.1.4	Decisions relating to advertisement and appointment of Head of Faculty Office.	RF, LOA, AF, LAS, Vice-Chancellor's decision	Following consultation with the University Director.	X
5.7.1.5	Decisions regarding advertisement and appointment of positions at the Faculty Office of Education.	RF, LOA, AF, LAS	Excluding Head of Faculty Office, see point 5.2.1.4.	
5.7.1.7	Decisions regarding employment in labour market programmes following collaboration in the university's central collaborative group (CSG).	LOA, AF, LAS, Ordinance 2000:630	Information and dialogue must take place during a workplace meeting (APT) and in the local collaborative group (LSG) or the faculty collaborative group (FSG).	



# UMEÅ UNIVERSITY

			Collaboration in preparation of decisions takes place in the central collaborative group (CSG).	
5.7.1.7b	Decisions regarding priority - for increased employment rate - for rehiring - not to hire an individual with priority.			
5.7.1.8	Decisions to cancel a recruitment.	AF	LAS, AF	
5.7.1.9	Decisions regarding the rehiring of a retired employee.	Vice-Chancellor's decision ( <i>Anställning efter avgång med ålderspension</i> )		X
<b>5.7.2</b>	<b><i>Salary and other terms of employment</i></b>			
5.7.2.4	Setting new salary in salary review for Head of Faculty Office.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	Following consultation with the University Director.	X
5.7.2.5	Setting new salaries in salary review for technical and administrative staff.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T		
5.7.2.6	Decisions regarding mandatory presence in the workplace for technical and administrative staff.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	In accordance with local working hour agreements.	
5.7.2.7	Decisions regarding remote workplace for technical and administrative staff.			X
5.7.2.8	Decisions regarding special fixed-term employments at hourly rates.	Villkorsavtal, Villkorsavtal-T	Also refer to <i>Regel för intermittenta anställningar med timlön</i> and <i>Rule – remuneration and compensation for the University's steering committees, committees, councils and boards.</i>	(may not be delegated further than to Head of Faculty Office)
5.7.2.9	Decisions regarding remunerations	Villkorsavtal, Villkorsavtal-T		(may not be delegated further than to Head of Department or Director of a unit)
5.7.2.10	Decisions regarding salary supplements.	Villkorsavtal, Villkorsavtal-T		X
<b>5.7.3</b>	<b><i>Leave</i></b>			



## UMEÅ UNIVERSITY

5.7.3.1	Decisions regarding leave entitlement in accordance with legislation and agreements.	Villkorsavtal Villkorsavtal-T, the Leave of Absence Ordinance, etc.		
5.7.3.2	Decisions regarding reasonable leaves of absence for six months or less.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		
5.7.3.3	Decisions regarding reasonable leaves of absence for longer than six months.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		X
<b>5.7.5</b>	<b><i>Transition (see also Termination of Employment)</i></b>			
5.7.5.1	Decisions regarding risk of redundancy due to operational changes.	Vice-Chancellor's decision, MBL, LAS, Transition agreement	Applicable to the entire Umeå School of Education.	X
<b>5.7.6</b>	<b><i>Termination of employment (notice and termination)</i></b>			
5.7.6.1	Decisions regarding termination of probationary employment at or prior to end of trial period.	LAS, LOA, HF	Excluding appointments subject to the Vice- Chancellor's decision.	
5.7.6.2	Decisions regarding notice at the end of temporary employment in accordance with LAS and HF.	LAS, HF		
5.7.6.3	Decisions regarding employees' notice of termination.	LOA, Villkorsavtal, Villkorsavtal-T		
5.7.6.4	Decisions regarding termination of a technical and administrative employment when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).	LAS		(may not be delegated further than to Head of Faculty Office)
<b>5.7.7</b>	<b><i>Working environment, safety and radiation protection</i></b>			
5.7.7.1	Fulfilment of the tasks set out in work environment legislation, fire protection legislation, pharmaceutical legislation, legislation regarding goods dangerous to health, radiation safety legislation, protective security legislation, legislation regarding strategically sensitive products, crisis and preparedness	<i>Regel vid fördelning av arbetsmiljöupp- gifter</i>	Templates for delegation of tasks are found together with <i>Regel vid fördelning av arbetsmiljöuppgifter</i>	





# UMEÅ UNIVERSITY

	legislation as well as other provisions in the area, the local partnership agreement and the task delegation established by the Vice-Chancellor for each area.			
<b>5.7.8</b>	<b><i>Environmental management and protection</i></b>			
5.7.8.1	Fulfilling the tasks set out in the Ordinance on Environmental Management in Government Agencies (2009:907), the Environmental Code (1998:808) and its provisions, the EU's chemicals regulations 1907/2006 (Reach) and 1272/2008 (CLP) as well as other regulations relevant to the university within the areas of environment, agriculture, food, climate, energy and sustainable development.			



## UMEÅ UNIVERSITY

# 6. Vice-Chancellor's delegations for the Umeå School of Business, Economics and Statistics (USBE)

## 6.1 Finances and agreements

All cases settled by the Vice-Chancellor, or which are settled by delegation from the Vice-Chancellor, must adhere to the financial management rules set by the University Board.

### 6.1.1 The Vice-Chancellor's delegation to the USBE Board

<b>6.1.1.1</b>	<b>General</b>	<b>No further delegation allowed</b>
6.1.1.1.1	Deciding measures for USBE in the event of surplus or deficit.	X
6.1.1.1.2	Establishing an operational plan for USBE.	X
6.1.1.1.3	Establishing an activity report for USBE.	X
6.1.1.1.4	Setting a budget for USBE.	X
6.1.1.1.5	Establishing the annual accounts for USBE.	X

### 6.1.2 The Vice-Chancellor's delegation to the Rector of USBE

<b>6.1.2.1</b>	<b>General</b>	<b>No further delegation allowed</b>
6.1.2.1.1	Establish scholarships within the scope of applicable regulations.	X
6.1.2.1.2	Signing collaboration agreements at USBE, regardless of whether such agreements entail a financial undertaking.	X
<b>6.1.2.2</b>	<b>Externally funded activities</b>	
	<b>Agreements</b>	
	<i>Grant agreements</i>	
6.1.2.2.1	Entering grant agreements within USBE with government, municipal and intergovernmental agencies and with organisations and foundations, without limitation in the size of the grant. Note that if the grant is provided by a company, see point 2.1.2.2.	X
	<i>Outsourcing and collaboration agreements, or other agreements</i>	
6.1.2.2.2	Entering outsourcing, collaboration and other agreements within USBE where the university's total financial share is less than SEK 3 million. Note the limitation of this delegation set out in point 2.1.2.4.	X



## UMEÅ UNIVERSITY

6.1.2.2.3	Decisions to issue invoices from Umeå University to companies that the university has an agreement with, when the invoice concerns work for the company and when the person at Umeå University who has conducted the work has ownership or other financial interests in the company.  Issuing other invoices than those referred to in the first paragraph is not a decision according to the delegation procedure, instead regular procedures apply.	(may not be delegated further than to Assistant Head of Department)
	<b>Applications for external research funding</b>	
6.1.2.2.4	Signing applications and additional documents for external funding of a research project, with exception for when the external funding body requires a signature by the university's legal representative, see point 2.1.2.5 (also refer to point 1.2.6 about authorised signatory).	X
<b>6.1.2.3</b>	<b>Decisions regarding financial transactions</b>	
	<b>Procurement/purchasing as well as sales and transfers</b>	
6.1.2.3.1	Signing payout decisions and journal vouchers for USBE collectively. Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the university's funds</i> .	X
6.1.2.3.2	Signing payout decisions and journal vouchers for USBE (not collectively). Note that individual expenses and similar items must always be certified by the line manager, see <i>Rule regarding manager responsibility and authority to dispose of the university's funds</i> .	(may not be delegated further than to Assistant Head of Department or Head of Section)
6.1.2.3.3	Decisions on department/corresponding co-financing.	X
	<b>Procurement/purchasing as well as sales and transfers</b>	
6.1.2.3.4	Ordering goods and services within the budgetary scope by making suborders based on framework agreements.	
6.1.2.3.5	Decisions regarding direct award of contract for the purchase of goods and services in consultation with the Procurement and Purchase Office at the Financial Office, provided that direct award of contract is permitted and that the documentation requirement is fulfilled.	(may not be delegated further than to Head of Department or Director of a unit)
6.1.2.3.6	Decisions to conduct a procurement of a contract or framework agreement within the budgetary scope and in consultation with the Procurement and Purchase Office at the Financial Office.	(may not be delegated further than to Head of Department or Director of a unit)
6.1.2.3.7	Making award decisions in accordance with the Public Procurement Act (2016:1145, hereafter LOU) in consultation with the Procurement and Purchase Office at the Financial Office, and entering subsequent contracts or framework agreements, for procurements with a contract value under the threshold value (set out in LOU).	(may not be delegated further than to Head of Department or Director of a unit)
6.1.2.3.8	Decisions to interrupt a procurement.	(may not be delegated further than to Head of Department or Director of a unit)
6.1.2.3.9	Decisions regarding the sale of university property at a value of less than SEK 3 million.	X



## UMEÅ UNIVERSITY

6.1.2.3.10	Decisions regarding transfer of equipment or equivalent to another government agency.	X
<b>6.1.2.4</b>	<b><i>Non-Disclosure Agreement (NDA), Letter of Intent (LoI)/Memorandum of Understanding (MoU), Material/Data transfer agreement (MTA/DTA)</i></b>	
6.1.2.4.1	Entering non-disclosure agreements (NDA). Note the limitation of this delegation set out in point 2.1.5.1.	X
6.1.2.4.2	Signing a letter of intent (LoI)/memorandum of understanding (MoU) for USBE.	X
6.1.2.4.3	Entering material/data transfer agreements (MTAs/DTAs). Note the limitation of this delegation set out in point 2.1.5.3.	X

## 6.3 Education

### 6.3.1. The Vice-Chancellor's delegation to the USBE Board

The delegations below do not apply to interfaculty study programmes.

<b>6.3.1.1</b>	<b><i>Establishment of programme</i></b>	<b>No further delegation allowed</b>
6.3.1.1.1	Establishing, revising and discontinuing courses and establishing and revising course syllabuses, including decisions regarding specific entry requirements.	
6.3.1.1.2	Establishing and revising programme syllabuses, including decisions regarding specific entry requirements.	X
6.3.1.1.3	Establishing editorial revisions of programme syllabuses.	
6.3.1.1.4	Establishing programme offering at USBE.	X
6.3.1.1.5	Establishing course offering at USBE.	
<b>6.3.1.2</b>	<b><i>Number and allocation of places</i></b>	
6.3.1.2.1	Establishing the number of places on a programme.	X
6.3.1.2.2	Cancelling an advertised programme at USBE .	
6.3.1.2.3	Establishing the number of places on a course (incl. cancelling an advertised course) at USBE.	
6.3.1.2.4	Determining the number of students to admit to a programme.	
6.3.1.2.5	Deciding, in compliance with the minimum limits set out in the Higher Education Ordinance, the exact distribution of places for entrant programmes between groups admitted based on grades and on tests respectively.	
6.3.1.2.6	Deciding the distribution of places between selection groups in the selection process for first-cycle programmes that are not for entrant students.	
6.3.1.2.7	Deciding the distribution of places between selection groups in the selection process for programmes leading to second-cycle degrees (with the exception of programmes specified in point 6.3.1.2.6 or point 6.3.1.2.7).	



## UMEÅ UNIVERSITY

6.3.1.2.8	Decisions regarding local selection criteria for admission to first-cycle and second-cycle programmes. The decision must be preceded by consultation with the Admissions Council. See <i>Admission rules for first-cycle and second-cycle education</i> for local selection criteria that may be used.	
6.3.1.2.9	Deciding whether programme vacancies are to be refilled and how many places are to be filled.	
<b>6.3.1.3</b>	<b><i>Tests, examinations and grades</i></b>	
6.3.1.3.1	Setting guidelines for the arrangement of teaching and examinations.	

### 6.3.2 The Vice-Chancellor's delegation to the Rector of USBE

<b>6.3.2.1</b>	<b><i>Admission, deferment and approved leave from studies</i></b>	<b>No further delegation allowed</b>
6.3.2.1.1	Decisions regarding approved leave from studies.	
6.3.2.1.2	Decisions allowing students admitted to first-cycle and second-cycle programmes to continue their studies following a leave of absence.	
6.3.2.1.3	Issuing statements regarding application for parallel studies.	
<b>6.3.2.2</b>	<b><i>Scholarships</i></b>	
6.3.2.2.1	Decisions regarding exemptions on the use of tax-free scholarships to fund living expenses for first-cycle and second-cycle students and during acquisition of postdoctoral qualifications. See <i>Rules for scholarships at Umeå University</i> for the cases where it is possible to use scholarships to cover living expenses.  <i>See the Vice-Chancellor in point 3.1.2.2 regarding scholarships for third-cycle students.</i>	X
<b>6.3.2.3</b>	<b><i>Exchange agreements</i></b>	
6.3.2.3.1	Entering general exchange agreements for USBE .	X
<b>6.3.2.4</b>	<b><i>Academic years and semesters</i></b>	
6.3.2.4.1	Decisions regarding exemptions from the established structure of the academic year, if the programme requires a different structuring of the year/semester, however for no more than five days (in accordance with the Study Support Ordinance).	X
<b>6.3.2.5</b>	<b><i>Tests, examinations and grades</i></b>	
6.3.2.5.1	Appointing examiners for first-cycle, second-cycle and third-cycle education.	
6.3.2.5.1	Decisions to issue course certificates for first-cycle and second-cycle courses.	
<b>6.3.2.6</b>	<b><i>Third-cycle programmes</i></b>	
6.3.2.6.1	Decisions regarding exceptions from advertisement of available programme places in accordance with Chapter 7, Section 37, second paragraph of the Higher Education Ordinance.	X
6.3.2.6.2	Decisions regarding admission to third-cycle programmes leading to a licentiate degree, and decisions on whether an applicant meets the general and specific entry requirements for admission to such a programme.	X



## UMEÅ UNIVERSITY

6.3.2.6.3	Decisions regarding admission to third-cycle programmes leading to a doctorate degree, and decisions on whether an applicant meets the general and specific entry requirements for admission to such a programme.	X
6.3.2.6.4	Decisions regarding exemptions for individual applicants in accordance with Chapter 7, Section 39, second paragraph of the Higher Education Ordinance (1993:100) from the general entry requirements for third-cycle programmes due to special grounds.	X
6.3.2.6.5	Setting the time and place of licentiate seminars.	X
6.3.2.6.6	Granting exemptions from electronic publishing of a doctoral thesis for reasons of copyright.	
6.3.2.6.7	Appointing a chairperson, examining committee and external reviewer for each licentiate seminar.	X
6.3.2.6.8	Appointing principal supervisors and assistant supervisors.	X
6.3.2.6.9	Decisions regarding change of supervisor at the request of a doctoral student.	X
6.3.2.6.10	Decisions regarding special grounds in accordance with Chapter 5, Section 7, third paragraph of the Higher Education Ordinance (1993:100) on extensions of doctoral student appointments as a result of elected positions in trade unions or student organisations at USBE.	
6.3.2.6.11	Decisions regarding special grounds in accordance with Chapter 5, Section 7, third paragraph of the Higher Education Ordinance (1993:100) on extensions of doctoral student appointments due to illness, leave of absence for service in the defence forces and parental leave or other special grounds.	
6.3.2.6.12	Decisions regarding extension of appointments as doctoral student due to care of a sick child.	
6.3.2.6.13	Decisions regarding guidelines for the establishment and review of an individual study plan.	X
6.3.2.6.14	Establishing and following up of individual study plans.	
6.3.2.6.15	Entering agreements with other universities and actors when hiring external supervisors.	X
6.3.2.6.16	Entering agreements with other employers in matters concerning rights and financing in cases where doctoral students are conducting third-cycle studies within the context of an external employment.	X
6.3.2.6.17	Decisions regarding credit transfer during third-cycle studies.	
6.3.2.6.18	Issuing statements in appeals cases relating to third-cycle credit transfers.	X
6.3.2.6.19	Decisions regarding credit transfers from the second year of a Master's degree in the admission to third-cycle studies.	X
<b>6.3.2.7</b>	<b>Support for students with disabilities</b>	
6.3.2.7.1	Appointing contact persons at the department or unit to provide support for students with disabilities.	
6.3.2.7.2	Appointing contact persons for study programmes to provide support for students with disabilities.	



## UMEÅ UNIVERSITY

6.3.2.7.3	Decisions regarding adaptations to studies (not adapted examinations) in first-cycle and second-cycle education as well as in access and foundation education funded through USBE's funds.	
<b>6.3.2.8</b>	<b>Other information</b>	
6.3.2.8.1	Appointing a chairperson for programme councils at USBE.	X

## 6.4 Organisation and administration, etc.

### 6.4.1 The Vice-Chancellor's delegation to the USBE Board

<b>6.4.1.1</b>	<b>Premises</b>	<b>No further delegation allowed</b>
6.4.1.1.1	Decisions regarding guidelines for the disposition of premises rented by USBE within the scope of the internal rental system.	X
6.4.1.1.2	Decisions regarding the organisation of USBE, within the scope of the Rules of procedure for Umeå University and the Instruction for the Umeå School of Business, Economics and Statistics.	X

### 6.4.2 The Vice-Chancellor's delegation to the Rector of USBE

<b>6.4.2.1</b>	<b>Reports/permits for research</b>	<b>No further delegation allowed</b>
6.4.2.1.1	Signing applications on behalf of the research principal (Umeå University) to the Swedish Ethical Review Authority regarding ethical review on human subject research. This also includes taking precautionary measures on behalf of the research principal to prevent that research conducted breaches the Ethical Review Act (2003:460) or terms and conditions notified and supported by the law.	
6.4.2.1.2	Signing applications on behalf of the research principal (Umeå University) to the qualified authority authorising research projects in cases where permits are required. This also includes being responsible for ensuring that potential terms and conditions in such a permit are obeyed.  Regarding research ethics permits, see point 6.4.2.1.1.	
<b>6.4.2.1</b>	<b>Organisation</b>	
6.4.2.2	Decisions in other case groups which are not specified in this delegation procedure and which concern USBE's administrative and financial matters as well as other similar matters.	X
<b>6.4.2.3</b>	<b>Infrastructure, premises and parking</b>	
6.4.2.3.1	Decisions regarding permission for student and staff events, involving or not involving alcohol, in premises that are rented by sections (or equivalent) within USBE.	



## UMEÅ UNIVERSITY

### 6.5 Human resources

All cases regarding teaching positions decided by the Vice-Chancellor or which are decided by delegation from the Vice-Chancellor must adhere to *the Appointments procedure* established by the University Board.

#### 6.5.1 The Vice-Chancellor's delegation to the USBE Board

6.5.1.1	Assignment	No further delegation allowed
6.5.1.1.1	Appointing the Rector of USBE. (The recruitment panel must consult the Vice-Chancellor of Umeå University before the USBE Board can appoint the Rector of USBE.)	X

#### 6.5.2 The Vice-Chancellor's delegation to the Rector of USBE

6.5.2.1	Employment	Regulation	Remark	No further delegation allowed
6.5.2.1.1	Decisions regarding advertisement and appointment of associate professors.	HF, AO		X
6.5.2.1.2	Decisions regarding advertisement and appointment of assistant professors.	HF, AO		X
6.5.2.1.3	Decisions regarding advertisement and appointment of postdoctoral fellows.	HF, AO		X
6.5.2.1.4	Decisions regarding advertisement and appointment of lecturers.	HF, AO	The decision requires exemption by the Vice-Chancellor according to point 5.1.1.7. No exemption is required if the decision concerns a substitute lecturer.	X
6.5.2.1.5	Decisions regarding advertisement and appointment of adjunct associate professors.	HF, AO		X
6.5.2.1.6	Decisions regarding advertisement and appointment of adjunct lecturers.	HF, AO		X
6.5.2.1.7	Decisions regarding advertisement and appointment of visiting associate professors.	HF, AO		X





# UMEÅ UNIVERSITY

6.5.2.1.8	Decisions regarding advertisement and appointment of research fellows.	HF, AO		X
6.5.2.1.9	Decisions regarding advertisement and appointment of doctoral students.	HF		X
6.5.2.1.10	Decisions regarding advertisement and appointment of teaching assistants.	HF		X
6.5.2.1.11	Decisions regarding advertisement and appointment of the administrative manager.	RF, LOA, AF, LAS	Following consultation with the Board and the Dean.	X
6.5.2.1.12	Decisions regarding advertisement and appointment of technical and administrative staff.	RF, LOA, AF, LAS	With the exception of administrative manager (point 6.5.2.1.11).	X
6.5.2.1.13	Decisions regarding employment in labour market programmes following collaboration in the university's central collaborative group (CSG).	LOA, AF, LAS, Ordinance 2000:630	Information and dialogue must take place during a workplace meeting (APT) and in the local collaborative group (LSG) or the faculty collaborative group (FSG).  Collaboration in preparation of decisions takes place in the central collaborative group (CSG).	X
6.5.2.1.14	Decisions regarding priority - for increased employment rate - for rehiring - not to hire an individual with priority.	LAS, AF		X
6.5.2.1.15	Decisions to cancel a recruitment.	AF		X
6.5.2.1.16	Decisions regarding the rehiring of a retired employee.	Vice-Chancellor's decision ( <i>Employment after retirement</i> )		X



# UMEÅ UNIVERSITY

6.5.2.1.17	Decisions to assign an employee to a new organisational position within USBE.		<p>Not applicable to decisions relating to professors, visiting professors or adjunct professors. See Vice-Chancellor, point 5.1.1.7b.</p> <p>Transitions are subject to point 5.3.5.1 and point 5.3.5.2.</p> <p>The decision must be preceded by consultation with the Human Resources Director.</p>	X
<b>6.5.2.2</b>	<b>Assignment</b>			
6.5.2.2.1	Appointing a deputy rector and assistant head of department and establishing terms and conditions for such positions.		In consultation with the USBE Board and the Dean.	X
6.5.2.2.2	Appointing a director of studies and establishing terms and conditions for this position.			X
6.5.2.2.3	Decisions to appoint experts in cases subject to expert review.	Vice-Chancellor's decision ( <i>Rule – recruitment process when appointing teachers</i> )		X
6.5.2.2.4	Decisions regarding position as affiliated professor emeritus/emerita.	Vice-Chancellor's decision ( <i>Administrative procedures for status as affiliated professor emeritus/emerita</i> )	Following consultation with the Vice-Chancellor.	X
<b>6.5.2.3</b>	<b>Salary and other terms of employment</b>			
6.5.2.3.1	Setting new salary during salary review for professors, adjunct professors and visiting professors.	RALS, RALS-T Villkorsavtal, Villkorsavtal -T	Following consultation with the Dean.	



## UMEÅ UNIVERSITY

6.5.2.3.2	Setting new salaries in salary review for teachers.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T, AO	Following consultation with the Dean and the Rector of USBE.  Excluding appointments according to point 6.5.2.3.1.	
6.5.2.3.3	Setting salaries for doctoral students according to doctoral student agreements.	Local collective agreement		
6.5.2.3.4	Setting new salaries in salary review for technical and administrative staff.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	Following consultation with the Dean and the Rector of USBE.	(may not be delegated further than to administrative manager)
6.5.2.3.5	Decisions regarding mandatory presence in the workplace for teachers, doctoral students and for technical and administrative staff.	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	In accordance with local working hour agreements.	
6.5.2.3.6	Decisions regarding remote workplace for teachers, doctoral students and for technical and administrative staff.		With the exception of Professor, Adjunct Professor and Visiting Professor.	X
6.5.2.3.7	Decisions regarding special fixed-term employments at hourly rates.	Villkorsavtal, Villkorsavtal-T	Also refer to <i>Regel för intermittenta anställningar med timlön</i> and <i>Rule – remuneration and compensation for the University's steering committees, committees, councils and boards.</i>	(may not be delegated further than to Assistant Head of Department and administrative manager)
6.5.2.3.8	Decisions regarding remunerations.	Villkorsavtal, Villkorsavtal-T		(may not be delegated further than to Assistant Head of Department)
6.5.2.3.9	Decisions regarding salary supplements.	Villkorsavtal, Villkorsavtal-T	Excluding contract terms in accordance with point 5.1.1.9 and points 5.2.1.10–5.2.1.19.	X



# UMEÅ UNIVERSITY

6.5.2.3.10	Entering individual agreements in accordance with applicable collective agreements regarding payment of overtime exceeding 150 hours per calendar year to teachers.	Villkorsavtal, Villkorsavtal-T, Local working hour agreement		X
<b>6.5.2.4</b>	<b>Leave</b>			
6.5.2.4.1	Decisions regarding leave entitlement in accordance with legislation and agreements.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		
6.5.2.4.2	Decisions regarding reasonable leaves of absence for six months or less.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		
6.5.2.4.3	Decisions regarding reasonable leaves of absence for longer than six months.	Villkorsavtal, Villkorsavtal-T, the Leave of Absence Ordinance, etc.		X
<b>6.5.2.5</b>	<b>Transition (see also Termination of Employment)</b>			
6.5.2.5.1	Decisions regarding risk of redundancy due to operational changes.	Vice-Chancellor's decision ( <i>Handläggningsordning – omställning</i> ), MBL, LAS, Transition agreement		X
<b>6.5.2.6</b>	<b>Termination of employment (notice and termination)</b>			
6.5.2.6.1	Decisions regarding termination of probationary employment at or prior to end of trial period.	LAS, LOA, HF	Excluding appointments subject to the Vice-Chancellor's decision.	
6.5.2.6.2	Decisions regarding notice at the end of temporary employment in accordance with LAS and HF.	LAS, HF		
6.5.2.6.3	Decisions regarding employees' notice of termination.	LOA, Villkorsavtal, Villkorsavtal-T		
6.5.2.6.4	Decisions regarding termination of a technical and administrative employment when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80)..	LAS		(may not be delegated further than to Assistant Head of Department)



## UMEÅ UNIVERSITY

6.5.2.6.5	Decisions regarding termination of a teaching position when the employee has reached the stipulated age stated in Section 32a of the Swedish Employment Protection Act (1982:80).	LAS	Not applicable to professorships. Refer to the Vice-Chancellor in point 5.1.5.4.	X
6.5.2.6.6	Decisions to terminate employment due to lack of valid residence permit or work permit.	Chapter 6, Section 13 a of the Aliens Ordinance (2006:97)		X
<b>6.5.2.7</b>	<b><i>Working environment, safety and radiation protection</i></b>			
6.5.2.7.1	Fulfilment of the tasks set out in work environment legislation, fire protection legislation, radiation safety legislation, pharmaceutical legislation, legislation regarding goods dangerous to health, protective security legislation, legislation regarding strategically sensitive products, crisis and preparedness legislation as well as other provisions in the area, the local partnership agreement and the task delegation established by the Vice-Chancellor for each area.	<i>Regel vid fördelning av arbetsmiljöuppgifter</i>	Templates for delegation of tasks are found together with <i>Regel vid fördelning av arbetsmiljöuppgifter</i> .	
<b>6.5.2.8</b>	<b><i>Environmental management and protection</i></b>			
6.5.2.8.1	Fulfilling the tasks set out in the Ordinance on Environmental Management in Government Agencies (2009:907), the Environmental Code (1998:808) and its provisions, the EU's chemicals regulations 1907/2006 (Reach) and 1272/2008 (CLP) as well as other regulations relevant to the university within the areas of environment, agriculture, food, climate, energy and sustainable development.			



## UMEÅ UNIVERSITY

### 6.6 Vice-Chancellor's delegation to the Faculty Board and Dean of the Faculty of Social Science regarding the Umeå School of Business, Economics and Statistics

The below-mentioned matters at the Umeå School of Business Economics and Statistics are decided in accordance with the Vice-Chancellor's delegation to the Faculty Board of Social Sciences and the Dean of the Faculty of Social Sciences.

#### 6.6.1 The Vice-Chancellor's delegation to the Faculty Board of Social Sciences regarding the Umeå School of Business, Economics and Statistics

<b>3</b>	<b>Education</b>	<b>No further delegation allowed</b>
<b>3.2.2</b>	<b>Third-cycle programmes</b>	
3.2.2.1	Establishing a general syllabus for a third-cycle programme, including decisions regarding specific entry requirements.	X (Faculty Board)
<b>5</b>	<b>Human resources</b>	
5.5.1.1	Appointing honorary doctorates.	X (Faculty Board)

#### 6.6.2 The Vice-Chancellor's delegation to the Dean of the Faculty of Social Sciences

<b>3</b>	<b>Education</b>	<b>No further delegation allowed</b>
<b>3.2.6</b>	<b>Third-cycle programmes</b>	
3.3.6.4	Setting the time and place for the defence of a doctoral thesis.	(Dean)
3.3.6.7	Appointing a chairperson, external reviewer and examining committee for each defence of a doctoral thesis.	X (Dean)
3.3.6.10	Decisions regarding special grounds in accordance with Chapter 2, Section 7 of the Higher Education Ordinance (1993:100) on extensions of doctoral student appointments as a result of elected positions in trade unions or student organisations at university-wide or faculty-wide level.	X (Dean)
<b>5</b>	<b>Human resources</b>	
5.2.1.17	Appointing honorary doctorates.	X (Dean)
5.2.1.18	Decisions in matters relating to the appointment of qualified teachers (Level 1) and excellent teachers (Level 2).	X (Dean)
5.4.3	Decisions to promote university lecturer to associate lecturer.	(Dean)
5.2.4.1	Decisions regarding measures in conjunction with reviewing secondary employment for teachers, excluding employees subject to the collective agreement for managers (also refer to University Director, point 5.3.4).	X (Dean)



## UMEÅ UNIVERSITY

### 7. Abbreviations

AF	The Employment Ordinance (1994:373)
Villkorsavtal	Collective agreement regulating the general employment conditions for government employees
Villkorsavtal-T	Collective agreement regulating the general employment conditions for government employees – permanent employment
AT	The Working Hours Act (1982:673)
AML	The Work Environment Act (1977:1160)
AO	Umeå University's Appointments Procedure
FL	The Administrative Procedure Act (1986:223)
FML	The Act on the Position of a Trade-Union Representative at the Work Place (1974:358)
Ordinance 2000:630	The Ordinance on special measures for people with occupational disabilities
HF	The Higher Education Ordinance (1993:100)
HL	The Higher Education Act (1992:1434)
LAS	The Swedish Employment Protection Act (1982:80)
LFA	The Power of Attorney Employment Act (1994:261)
LOA	The Public Employment Act (1994:260)
LoI	Letter of Intent
LOU	The Swedish Public Procurement Act (2007:1091)
MBL	The Act on Co-Determination at Work (1976:580)
MoU	Memorandum of Understanding
MTA	Material Transfer Agreement
NDA	Non-disclosure Agreement
PA-16	Pension agreement for government employees
RALS	Framework agreement regarding salaries, etc. for employees within the state area of agreement
RALS-T	Framework agreement regarding salaries, etc. for employees within the state area of agreement – permanent employment
RF	The Instrument of Government (1974:152)
RGK	The Swedish National Debt Office
SemL	The Annual Leave Act (1977:480)