



UMEÅ UNIVERSITET

# FACULTY OF MEDICINE DECISION-MAKING AND DELEGATION PROCEDURE

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# 1. Introduction

## 1.1. General information

At the Faculty of Medicine, decision-making processes at every level are to be transparent and easily accessible. The decision-making and delegation procedure is to be well defined and clear. Delegation procedure refers to a list of decision-making matters where delegation means that decisions are moved from a higher level to a lower level within the organisation. This decision-making and delegation procedure is determined by the Faculty Board and the Dean and is based on the Vice-Chancellor's decision-making and delegation procedure. The decision-making and delegation procedure lists types of matters and matters where the Board or the Dean are the initial decision-makers as defined in the Vice-Chancellor's delegation. These matters can vary greatly in nature. The list of matters is not comprehensive – the Dean makes a number of decisions on a daily basis that 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 administration
5. Staff

Under each section, the decision-making and delegation procedure defines the extent to which the Faculty Board and the Dean delegate the right to make decisions to the next immediate level

## 1.2 Limits

For further information on roles and responsibilities, see the policy document *Rules of procedure for the Faculty of Medicine*.

## 1.3 Delegation

Decision-making rights can be further delegated unless that right has been explicitly excluded in statutes or by a Vice-Chancellor's decision, or if the Faculty Board or the Dean has decided otherwise. Delegation is to always follow the Faculty's line organisation, see Table 1. Delegation and further delegation can only occur one level at a time.

Delegation of decision-making rights is to always adhere to good administrative law standards, i.e., so that matters are effectively handled based on the right expertise.

Delegation can refer to a group of matters or a single matter. A decision-making body or an individual function/role can be delegated to. Delegation to a named person is not permitted. It is also not permitted to delegate to an organisational entity, such as a department, centre or unit.



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Written documentation is to be drawn up for each decision level to which further delegation occurs. Delegations and further delegations at faculty-wide level must be sent to the registrar for registration in the University-wide archive and registry. Further delegations by heads of departments/directors (and, where applicable, heads of units/equivalent) are registered at each relevant department/equivalent.

Decisions that may not be further delegated are specifically marked with an “X” in this decision-making and delegation procedure. Some decisions limit further delegation. This limit is specified in the column “May not be further delegated”. If, for example, a delegation to the Dean states: *“May not be further delegated beyond the head of department”*, this means the Dean may further delegate the right to make decisions to the head of department. The head of department may then not further delegate the right to make decisions. The Dean can also choose to further delegate decision-making rights to management functions at the Faculty level (Level 2).

Similarly, limiting further delegation with *“May not be further delegated further than to head of section”* means that the Dean/Faculty Board may further delegate to heads of departments or within the Faculty level. The head of department may then, where appropriate, further delegate to a head of section or to management functions at the departmental level (Level 3), provided that the Dean/Faculty Board has not prohibited further delegation.

In all cases limiting further delegation, only management functions at each level may be further delegated to. This applies regardless of whether the decision-making authority is delegated within the upper level (e.g., from Dean to Deputy Dean or from head of department to assistant head of department) or down to the next level. According to the Vice-Chancellor’s decision-making and delegation procedure, the Faculty specifies management functions within its own organisation. If there is no limitation in how far the decision-making right may be delegated, there is also no limitation in who the decision may be delegated to.



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Level 1	Decision-maker	Vice-Chancellor										
	Organisation	University-wide										
Level 2	Decision-maker	Dean*/Faculty Board		Dean of the Umeå School of Business, Economics and Statistics/ Board for the Umeå School of Business, Economics and Statistics	Library Director/ Library Board		University Director			Audit Director	Director for the Umeå School of Education/ Board for Umeå School of Education	
	Organisation	Faculty		Umeå School of Business, Economics and Statistics	Umeå University Library		University Administration	Other university-wide units under the direction of 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	Unit within the Umeå School of Business, Economics and Statistics	Unit	Section	Administrative unit	Centre	Unit			
Level 4	Decision-maker	Head of section***	**** Director/ Steering committee									
	Organisation	Section	**** Centre									

**Table 1:** Levels for delegation and further delegation of decisions as defined by this delegation procedure and based on Umeå University's line organisation, starting from the Vice-Chancellor.

**Clarifications for the Faculty of Medicine:**

\*) Examples of other management functions at the faculty level at the Faculty of Medicine are **deputy dean, associate deans, faculty director of studies for doctoral education** and **head of faculty office** (as part of the Faculty Management, otherwise see Level 3 as head of faculty office).

\*\*) Examples of other management functions at departmental level at the Faculty of Medicine are **deputy/assistant head of department** and **administrative manager**.

\*\*\*) After consultation with the human resources director, Dean decision FS 1.1-711-21 (*Guidelines for the head of department's delegation of management of staff and operations at the Faculty of Medicine, Umeå University*) describes which other managerial roles under the head of department (in addition to head of section) may be found at the Faculty of Medicine. This decision states that the head of department can further delegate management responsibility to **directors of studies** and **heads of academic discipline**. In these types of delegation, the director of studies and head of academic discipline are equated with head of section and thus are included with management function/decision-maker at Level 4. In the Rule *Responsibility and authority of managers to dispose of the university's funds* (FS 1.1-2009-24) established by the Vice-Chancellor, the director of studies is also indicated at the same level as the head of section, and after consultation with the Vice-Chancellor on 2024-12-17, it has been confirmed that the head of academic discipline with further delegation as mentioned above is equated with the director of studies."

\*\*\*\*) The Faculty Office of Medicine is divided into *areas* with *heads of units* as decision-makers, which are designated as Level 4 (in addition to centres that have the Faculty Office as the host institution).



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## 1.4 Division of responsibilities

The delegated person is responsible for their decisions. All decisions made through delegation are by the public authority Umeå University, regardless of whether they are made by the Board, Vice-Chancellor, Faculty Board, Dean or someone else at the University.

The delegating person is always responsible for ensuring that the matter(s) are resolved without unreasonable delay and in a uniform manner. It is also assumed that the delegating level stays informed of more important decisions and of the practice applied within the organisation's various decision-making bodies.

The person who has delegated their decision-making right is thus responsible for following up that the recipient of the delegation has exercised the decision-making right properly. This makes it important to remember to report back to the person who delegated the decision. Follow-up and feedback on further delegation is to adhere to the policy document *Rules for procedure for Umeå University (Arbetsordning för Umeå universitet)*.

In addition to what is stated in this document, all staff are required to complete those assignments specified in other University policy documents. University-wide policy documents approved by the University Board or Vice-Chancellor are available on the legal framework webpage ([www.umu.se/en/legal-framework](http://www.umu.se/en/legal-framework)).

Head of department in the decision-making and delegation procedure also includes heads of units where appropriate.

## 1.5 Revoking delegation and referral to a higher level

The person who has delegated a decision can revoke the delegation and reclaim the decision-making right. The revocation can be general, for a group of matters or apply to a specific matter. However, the delegating person may not change a decision that was made by way of delegation and that benefited an individual. Delegation is to be revoked in writing and registered either in the University's archive and registry (decisions at faculty-wide level) or at the relevant department (decisions at departmental level).

The person who has received a delegation can also, when necessary, refer a matter to a higher level.

## 1.6 Authorised signatory

An authorised signatory is someone who is authorised to enter into legal transactions, such as signing contracts, hiring or deciding on purchases, in the name of the University and these transactions are binding for the University.

The Vice-Chancellor and Pro-Vice-Chancellor are Umeå University's legal representatives and are thus also authorised signatories for the University. If a matter requires the signature of the University's legal representative, this must be done by one of these individuals. The University Board has decided that the University Director and Assistant University Director are to be Umeå University's authorised signatories together with the Vice-Chancellor and Pro-Vice-Chancellor.



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Authorised signatories are also those who, with the support of delegation, have the authority to enter into legal transactions that become binding for the University. The extent of this authority is defined in the decision or delegation.

### 1.7 Internal governance and control

When signing their annual reports, the leadership of authorities under the Government that are covered by the Internal Governance and Control Ordinance (2007:603) are to submit an assessment of whether the organisation's process for internal governance and control is satisfactory. Internal governance and control refers to the process aimed at ensuring that the authority fulfils with reasonable certainty the requirements set out in Section 3 of the Government Agency Ordinance (2007:515):

*The Authority's administration is answerable to the Government for operations and is to ensure that they are carried out efficiently, in accordance with applicable legislation and the obligations associated with Sweden's membership in the European Union; that they are reported reliably and correctly; and that the authority is economical with state funding.*

The Faculty of Medicine's decision-making and delegation procedure is an instrument for ensuring good internal governance and control by making the decision-making process at the Faculty clear and easily accessible.

### 1.8 Conflict of interest

At all levels within the University, decision-makers and those handling matters must observe objectivity in their work. Conflict of interest refers to situations that harm confidence, such as a decision-maker's or an administrative officer's impartiality when administering/assessing a matter. Conflict of interest can occur based on kinship, close friendship or financial ties to the matter concerned. Conflict of interest can exist even without the person, e.g., the decision-maker, acting in self-interest. It is sufficient if the situation is of such a character that it is typically considered a reason to suspect conflict of interest.

An individual who has a conflict of interests may not administer a matter. An individual who is aware of a circumstance that can cause a conflict of interest is therefore required to immediately inform the authority of this, such as the immediate manager.

If a decision is to be made by a group of people, the individual with the conflict of interest is to leave the room and may not be present when the decision is made or discussed.

If a decision is to be made by a single decision-maker (such as a head of department, director, dean or equivalent) who has a conflict of interest in the matter, the general rule is that the matter is to be transferred to a decision-maker higher in the organisation based on the delegation procedure. If there is a deputy, this person (though not an assistant) can assume control of the matter if it is not more appropriate for a decision-maker higher in the organisation to assume control of the matter.





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## 2. Finances and agreements

All matters must comply with the financial management rules established by the University Board. Head of department in the decision-making and delegation procedure also includes directors of units where appropriate.

### 2.1 Matters decided by the Faculty Board

<i>(Vice-Chancellor's delegation procedure)</i>		<i>May not be further delegated</i>
	<b>General</b>	
2.1.1 (2.2.1.1)	Within the prescribed framework, decide on the allocation of funds to departments/equivalent. Where appropriate, funds are to be allocated after consultation with the other relevant faculty board for departments that are part of two faculties.	X
2.1.2 (2.2.1.2)	Adopt an operational plan for the Faculty	X
2.1.3 (2.2.1.2a)	Adopt annual report for the Faculty	X
2.1.4 (2.2.1.3)	Adopt budget for faculty-wide costs	X
2.1.5 (2.2.1.4)	Adopt the annual financial statement for the Faculty	X
2.1.6 (2.2.1.5)	Decide measures related to surpluses or deficits for the Faculty	X

### 2.2 Matters determined by the Dean

<i>(Vice-Chancellor's delegation procedure)</i>		<i>May not be further delegated</i>
	<b>General</b>	
2.2.1 (2.3.1.1)	Establish scholarships within the framework of current regulations	X
2.2.2 (2.3.1.2)	Sign collaboration agreements at <i>faculty-wide level</i> , regardless of whether the agreement contains financial commitments	
	<b>Decision on financial transactions</b>	
	<b>Payout decision and journal voucher</b>	
2.2.3 (2.3.3.3)	Decide on co-financing at the faculty-wide level	X



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	<b><i>Procurement/purchasing and sales and transfer</i></b>	
2.2.4 (2.3.3.5)	Order goods and services within the framework of the budget using call-offs from framework agreements	
2.2.5 (2.3.3.11)	Decide on the transfer of equipment/equivalent to other public authorities	
	<b><i>Foundation management and donations</i></b>	
2.2.6 (2.3.4.1)	Appoint members according to statutes, members within the faculty's area in boards and committees for affiliated foundations (note Vice-Chancellor's document p. 2.1.3.1)	X

### 2.3 The Faculty Board's delegation to head of department

Delegation to head of department/unit refers to own department/unit and, when applicable, centres under own department/unit

<b><i>(Vice-Chancellor's delegation procedure)</i></b>		<b><i>May not be further delegated</i></b>
	<b><i>General</i></b>	
2.3.1 (2.2.1.6)	Approve operational plans for departments, units and centres at the Faculty	May not be delegated any further than to steering committees for centres
2.3.2 (2.2.1.7)	Approve annual reports for departments, units and centres at the Faculty	May not be delegated any further than to steering committees for centres
2.3.3 (2.2.1.8)	Approve budgets for departments, units and centres at the Faculty	May not be delegated any further than to steering committees for centres
2.3.4 (2.2.1.9)	Approve annual financial statements for departments, units and centres at the Faculty	May not be delegated any further than to steering committees for centres



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### 2.4 Dean's delegation to head of department

Delegation to head of department refers to own department/unit and, when applicable, centres under own department/unit

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b><i>Externally funded doctoral students</i></b>		
	<b><i>Agreements</i></b>		
	<i>Grant agreements</i>		
2.4.1 (2.3.2.1)	Sign grant agreements with state, municipality and intergovernmental authorities and organisations and foundations, without limitation to the size of the grant. Note that if the funding body is a company, p. 2.1.2.2 applies.	P. 2.1.2.2 here refers to the Vice-Chancellor's decision-making and delegation procedure	X
	<i>Outsourcing and cooperation agreements and other agreements</i>		
2.4.2 (2.3.2.2)	Sign outsourcing, cooperation and other agreements where the University's financial exposure is less than SEK 3 million in total. Note the limitation in this delegation as defined in p. 2.1.2.4	P. 2.1.2.4 refers here to the Vice-Chancellor's decision-making and delegation procedure	X
2.4.3 (2.3.2.3)	Decide to issue invoices from Umeå University to a company with which the University has an agreement, where the invoice refers to work performed on behalf of the company and where the person at Umeå University who performed the work has an ownership interest or other financial interest in the company  Issuing invoices other than those referred to in the first paragraph is not a decision linked to the delegation procedure. Instead, the regular procedures apply.	The Dean decides in matters where the head of department has a conflict of interest	X
	<b><i>Applications for external research grants</i></b>		
2.4.4 (2.3.2.4)	Sign application documents and associated documents for external grants for research projects, with the exception of when the external funding body requires the University's legal representative to sign, see p. 2.1.2.5 (see also p. 1.2.6 on legal representative)	P. 2.1.2.5 and p. 1.2.6 refers here to the Vice-Chancellor's decision-making and delegation procedure	X



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	<b><i>Decision on financial transactions</i></b>		
	<b><i>Payout decision and journal voucher</i></b>		
2.4.5 (2.3.3.2)	Sign pay-out decisions and journal vouchers for departments, units and centres. Note that out-of-pocket expenses and the like are always to be authorised by the immediate manager, see <i>Regel för chefens ansvar och behörighet att förfoga över myndighetens medel</i> (in Swedish)	<p>* After consultation with the human resources director, the Dean decided in FS 1.1-2160-18 that directors of studies and heads of academic discipline at the Faculty of Medicine can be further delegated management responsibilities by the head of department. <i>In these types of delegation</i>, the director of studies and head of academic discipline are equated with head of section, and thus considered a management function/decision-maker.</p> <p>Note that the Vice-Chancellor's delegation procedure allows delegation to other management functions at the department level (e.g., assistant/deputy head of department and administrative manager) in cases where delegation is permitted to the head of section level.</p> <p>Also note that directors of centres administered by a host department are equated with a head of section under the host's head of department.</p> <p>After consultation with the Vice-Chancellor, it has been confirmed that head of academic discipline with further delegation are equated with director of studies in <i>Regel för chefens ansvar och behörighet att förfoga över myndighetens medel</i> (in Swedish)</p>	See limitations for further delegation in <i>Regel för chefens ansvar och behörighet att förfoga över myndighetens medel</i> (in Swedish)*
2.4.6 (2.3.3.4)	Decide on co-financing at the department-wide level/equivalent		X
	<b><i>Procurement/purchasing, sales and transfer</i></b>		
2.4.7 (2.3.3.5)	Order goods and services within the framework of the budget using call-offs from framework agreements		
2.4.8 (2.3.3.6)	Decide on direct award of contract for goods and services in consultation with the area for procurement and purchasing at the Financial Office, on the condition that direct procurement is allowed and that the required documentation is completed		X



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2.4.9 (2.3.3.7)	Decide whether to conduct the procurement of contracts or framework agreements within the framework of the budget in consultation with the procurement and purchasing unit at the Financial Office		X
2.4.10 (2.3.3.8)	Make allocation decisions per the Public Procurement Act (2016:1145) (LOU), in consultation with the procurement and purchasing unit at the Financial Office, and then sign the resulting contract or framework agreement, with contract values below the threshold value (as per LOU)		X
2.4.11 (2.3.3.9)	Decide to cancel a procurement		X
2.4.12 (2.3.3.10)	Decide on the sale of University property with a value of less than SEK 3 million		X
2.4.13 (2.3.3.11)	Decide on the transfer of equipment/equivalent to another public authority		X
	<b><i>Sekretessavtal – Non-Disclosure Agreement (NDA), Avsiktsförklaring – Letter of Intent (LoI)/Memorandum of Understanding (MoU), Material/dataöverföringsavtal – Material/Data transfer agreement (MTA/DTA)</i></b>		
2.4.14 (2.3.5.1)	Sign non-disclosure agreements (NDA). Note the limitation in this delegation under p. 2.1.5.1	P. 2.1.5.1 refers here to the Vice-Chancellor's decision-making and delegation procedure	X
2.4.15 (2.3.5.2)	Sign Letters of Intent (LoI/MoU)		X
2.4.16 (2.3.5.3)	Sign Material/Data Transfer Agreements (MTA/DTA). Note the limitation in this delegation under p. 2.1.5.3	P. 2.1.5.3 refers here to the Vice-Chancellor's decision-making and delegation procedure	X



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### 2.5 The Dean's delegation to head of faculty office

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>General</b>		
2.5.1 (2.3.1.2)	Sign collaboration agreements at <i>faculty-wide level</i> , regardless of whether the agreement contains financial commitments	The delegation to head of faculty office refers to faculty-wide workplace training agreements	X
	<b>Payout decision and journal voucher</b>		
2.5.2 (2.3.3.1)	Sign pay-out decisions and journal vouchers within faculty-wide areas Note that out-of-pocket expenses and the like are always be authorised by the immediate manager, see <i>Regel för chefs ansvar och behörighet att förfoga över myndighetens medel (in Swedish)</i>	*At the Faculty Office of Medicine, the Dean's permission for further delegation refers here to the <i>head of unit</i> , for limited organisation accounts/project accounts defined in the head of faculty office's further delegation	See limitations for further delegation in <i>Regel för chefs ansvar och behörighet att förfoga över myndighetens medel (in Swedish)*</i>
2.5.3 (2.3.3.2)	Sign pay-out decisions and journal vouchers for departments, units and centres. Note that out-of-pocket expenses and the like are always to be authorised by the immediate manager, see <i>Regel för chefs ansvar och behörighet att förfoga över myndighetens medel (in Swedish)</i>	*At the Faculty Office of Medicine, the Dean's permission for further delegation refers here to 1. <i>heads of units</i> for limited areas defined in the head of faculty office's further delegation, and 2. <i>directors of centres</i> that have the faculty office as the host institution, for their own centre	See limitations for further delegation in <i>Regel för chefs ansvar och behörighet att förfoga över myndighetens medel (in Swedish)*</i>
	<b>Procurement/purchasing, sales and transfer</b>	The delegation to head of faculty office refers to Faculty Office of Medicine	
2.5.4 (2.3.3.5)	Order goods and services within the framework of the budget using call-offs from framework agreements		
2.5.5 (2.3.3.6)	Decide on direct award of contract for goods and services in consultation with the area for procurement and purchasing at the Financial Office, on the condition that direct procurement is allowed and that the required documentation is completed		X



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2.5.6 (2.3.3.7)	Decide whether to conduct the procurement of contracts or framework agreements within the framework of the budget in consultation with the procurement and purchasing unit at the Financial Office		X
2.5.7 (2.3.3.8)	Make allocation decisions as per the Public Procurement Act (2016:1145) (LOU), in consultation with the procurement and purchasing unit at the Financial Office, and then sign the resulting contract or framework agreement, with contract value below the threshold value (as per LOU)		X
2.5.8 (2.3.3.9)	Decide to cancel a procurement		X

### 2.6 The Dean's delegation to the Associate Dean for collaboration on clinical research and education

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>General</b>		
2.6.1 (2.3.1.2)	Sign collaboration agreements at <i>faculty-wide level</i> , regardless of whether the agreement contains financial commitments	The delegation to the Associate Dean for collaboration on clinical research and education refers to agreements on the individual level ahead of clinical training as part of supplementary training for medical doctors from outside EU/EEA	May not be delegated any further than to the head of unit at the Faculty Office of Medicine

### 2.7 Faculty Board's delegation to the Strategic Board for Research

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>General</b>		
2.7.1 (addition by the Faculty)	Decide on allocation of funds in the calls for proposals where the Faculty Board has delegated decision-making	See in particular the Faculty Board's decision regarding division of decisions Faculty Board/Strategic Board for Research, FS 1.1-206-19	X



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### 2.8 Faculty Board's delegation to the Strategic Board for Education

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>General</b>		
2.8.1 (addition by the Faculty)	Decide on allocation of funds in the calls for proposals where the Faculty Board has delegated decision-making	See in particular the Faculty Board's decision regarding division of decisions Faculty Board/Strategic Board for Education, FS 1.1-206-19	X

### 2.9 Faculty Board's delegation to the Programme Council

<i>(Vice-Chancellor's delegation procedure)</i>		<i>May not be further delegated</i>
	<b>General</b>	
2.9.1 (addition by the Faculty)	Within the prescribed framework, decide on the allocation of funds to the Programme Council's activities	X





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### 3. Training

#### 3.1 Matters decided by the Faculty Board

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Doctoral education</b>		
3.1.1 (3.2.2.1)	Approve the general syllabus for doctoral education, including decisions on specific eligibility requirements		X
	<b>Establishment of programmes</b>		
3.1.2 (3.2.3.2)	Approve and revise programme syllabuses, including decisions on specific eligibility requirements. For cross-faculty programmes, the programme's host faculty makes these decisions in consultation with other involved faculties		X
3.1.3 (3.2.3.3)	Determine the range of programmes. Decisions to not open cross-faculty programmes for applications are made by the programme's host faculty in consultation with the other involved faculties. The Vice-Chancellor decides if no consensus is reached		X
3.1.4 (3.2.3.4)	Determine the range of courses offered. Decisions to not open cross-faculty programme courses for applications are made by the programme's host faculty in consultation with the other involved faculties. The Vice-Chancellor decides if no consensus is reached		
	<b>Number of openings and allocation of openings</b>		
3.1.5 (3.2.4.1)	Determine the number of places in programmes	The delegation means that the Faculty Board determines full time equivalents (FTE), annual performance equivalents (APE) and new entrant places for programmes (places in certain programmes are based on government appropriation directions and instructions from the University Board)  Cf. with p. 3.3.1 in this document	X



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3.1.6 (3.2.4.1b)	Cancel announced programme occasions. Decisions to cancel announced cross-faculty programmes are made by the programme's host faculty in consultation with the other involved faculties. The Vice-Chancellor decides if no consensus is reached		
3.1.7 (3.2.4.2)	Determining the number of places in a course (incl. cancelling announced course instances). Decisions to cancel an announced cross-faculty programme course are made by the course's host faculty in consultation with the other involved faculties. The Vice-Chancellor decides if no consensus is reached	<p>The head of department is further delegated (p. 3.6.1) to determine the number of places on freestanding courses within the budget and the Programme Council is further delegated (p. 3.9.5) to determine the number of places in courses within the Programme Council's area of responsibility</p> <p>However, the Faculty Board retains decision-making for FTE, APE and new entrant openings on freestanding courses</p>	

### 3.2 Matters determined by the Dean

<i>(Vice-Chancellor's delegation procedure)</i>		<b><i>May not be further delegated</i></b>
	<b><i>Scholarships</i></b>	
3.2.1 (3.3.2.1)	Decide if tax-free scholarships may be used to cover cost of living for first and second cycle students, and for acquisition of post-doctoral qualifications. See <i>Rule – Scholarships</i> for which situations scholarships may be used to cover cost of living	X
	<b><i>Exchange agreements</i></b>	
3.2.2 (3.3.3.1)	Sign faculty-wide exchange agreements (known as faculty agreements)	X
	<b><i>Academic year and divisions of semesters</i></b>	
3.2.3 (3.3.4.1)	Determine exceptions to established division of academic year when the programme requires another organisation of the academic year/semester, however no more than five days (accounting for the Student Aid Ordinance)	X
	<b><i>Doctoral education</i></b>	
3.2.4 (3.3.6.1)	Determine exceptions for announcing study openings as per Chapter 7, Section 37, paragraph 2 of the Higher Education Ordinance	X
3.2.5 (3.3.6.2)	Decide on admission to doctoral studies with a licentiate degree as the ultimate goal and decide whether an applicant meets the general and specific eligibility requirements to attend this type of education	X



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3.2.6 (3.3.6.7)	Decide on the chair, external examiner and examining committee for each defence of thesis	X
3.2.7 (3.3.6.10)	If special grounds exist as per Chapter 5, Section 7, paragraph 3 of the Higher Education Ordinance (1993:100), decide on extension of doctoral studentship because of elected position in a union organisation or student organisation at university-wide or faculty level	X
3.2.8 (3.3.6.14)	Decide on guidelines for establishment and follow-up of individual study plans	X
3.2.9 (3.3.6.16)	Sign contracts or agreements with other universities and third parties when external supervision is contracted	X
3.2.10 (3.3.6.19)	Issue opinions in appeals relating to transferring doctoral level credits	X
3.2.11 (3.3.6.20)	Decisions on receiving credit for the second year from master's degrees when admitting to doctoral education	X

### 3.3 Faculty board delegation to the Dean

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Number of openings and allocation of openings</b>		
3.3.1 (3.2.4.3)	Decide on the number of students admitted to programmes	Cf. with p 3.1.5 in this document	

### 3.4 Faculty Board's delegation to the Strategic Board for Research

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Doctoral education</b>		
	<b>Establishment of programmes</b>		
3.4.1 (3.2.3.1)	Establish, revise and terminate courses and approve and revise course syllabuses, including decisions on specific eligibility requirements	The delegation to the Strategic Board for Research is for doctoral education	May not be delegated any further than to head of department, director of units or programme councils/equivalent



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3.4.2 (part of p. 3.2.3.4 in the Vice- Chancellor's delegation procedure)	Determine the range of courses offered	Applies to doctoral education and within budget	
	<b>Tests, summative assessments and grades</b>		
3.4.3 (addition by the Faculty)	If applicable, appoint a reviewer before the thesis is submitted for public review		
	<b>General</b>		
3.4.4 (addition by the Faculty)	Decide on travel grants for doctoral students' international research stays		

### 3.5 The Dean's delegation to faculty-wide director of studies for doctoral education

<i>(Vice- Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Admissions, deferments and study leaves</b>		
3.5.1 (3.3.1.2)	Decide on study leaves	The delegation is for doctoral studies	X
	<b>Tests, summative assessments and grades</b>		
3.5.2 (part of p. 3.3.5.1 in the Vice- Chancellor's delegation procedure)	Appoint examiner for doctoral education		X
	<b>Doctoral education</b>		
3.5.3 (3.3.6.3)	Decide on admission to doctoral education with a doctoral degree as the ultimate goal and decide whether an applicant meets the general and specific eligibility requirements to attend this type of education		X



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3.5.4 (3.3.6.3a)	Decide on exceptions for individual applicants as per Chapter 7, Section 39, paragraph 2 of the Higher Education Ordinance (1993:100) from general entry requirements for doctoral education if special grounds apply		X
3.5.5 (3.3.6.4)	Set time and place for defence of doctoral thesis		May only be further delegated to administrators at the Faculty Office of Medicine who are appointed by the head of the faculty office
3.5.6 (3.3.6.4a)	Determine time and place for licentiate seminar		May only be further delegated to administrators at the Faculty Office of Medicine who are appointed by the head of the faculty office
3.5.7 (3.3.6.5)	Issue exceptions from electronic publication of doctoral thesis for copyright reasons		X
3.5.8 (3.3.6.6)	Appoint the chair, external examiner and examining committee for each licentiate seminar		X
3.5.9 (3.3.6.8)	Appoint principal supervisor and assistant supervisor		X
3.5.10 (3.3.6.9)	Decide on replacing a supervisor when requested to do so by a doctoral student		X
3.5.11 (3.3.6.15)	Approve and follow up individual study plans		X
3.5.12 (3.3.6.17)	Sign agreements with other employer(s) on rights and funding when a doctoral student conducts doctoral studies within the framework of external employment		X
3.5.13 (3.3.6.18)	Decide on credit transfer during doctoral studies		May only be further delegated to examiners for doctoral education at departments



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3.5.14 (addition by the Faculty)	Decide on admission to later parts of doctoral studies		X
3.5.15 (addition by the Faculty)	Decide on credit transfer prior to admission		X
3.5.16 (addition by the Faculty)	Decide on termination of studies registration based on a request for a termination of studies from a doctoral student		X

### 3.6 The Faculty Board's delegation to heads of department

Delegation to heads of department refers to own department/unit

<i>(Vice- Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Bachelor's and master's education</b>		
	<b>Number of openings and allocation of openings</b>		
3.6.1 (part of p. 3.2.4.2 in the Vice- Chancellor's delegation procedure)	Determine the number of places in a cours (incl. cancelling announced course instances)	Delegation to the head of department refers to a freestanding course and within the budget	X
3.6.2 (addition by the Faculty)	Decide on the distribution of places between groups during selection for freestanding courses	Delegation to the head of department refers to freestanding courses that do not belong to a programme council's area or belong to the area of responsibility of multiple programme councils, or for courses that are part of a programme that is offered by a different faculty.	X



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### 3.7 Dean's delegation to heads of department

Delegation to heads of department refers to own department/unit

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Bachelor's and master's education</b>		
	<b>Exchange agreements</b>		
3.7.1 (3.3.3.2)	Sign exchange agreements for departments or units	Delegation to heads of department refers to first- and second-cycle studies/students. that do not belong to a programme council's area of responsibility or belong to the area of responsibility of multiple programme councils.  The delegation also applies to exchange agreements for doctoral education and teaching staff/researchers.  Agreements may only be signed after preparation in the Council for Internationalisation of Education.	X
	<b>Tests, summative assessments and grades</b>		
3.7.2 (part of p. 3.3.5.1 in the Vice-Chancellor's delegation procedure)	Appoint examiners for first- and second-cycle education	Delegation to the heads of department refers to first- and second-cycle freestanding courses, that do not belong to the area of responsibility of one or more programme councils or for courses included in a programme offered by another faculty.	X
	<b>Doctoral education</b>		
3.7.3 (3.3.6.11)	Decide, on special grounds, as per Chapter 5, Section 7, paragraph 3 of the Higher Education Ordinance (1993:100) on extension of doctoral studentships because of elected position in union organisations or student organisations at university-wide or faculty level		X
3.7.4 (3.3.6.12)	Decide, on special grounds, as per Chapter 5, Section 7, paragraph 3 of the Higher Education Ordinance (1993:100) on extension of doctoral studentships because of sickness, total defence service and parental leave or other special grounds		X



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3.7.5 (3.3.6.13)	Decide on the extension of doctoral studentships because of caring for a sick child		X
	<b>Support to students with bodily impairments</b>		
3.7.6 (3.3.7.1)	Appoint a contact at departments to support students with disabilities		
3.7.7 (3.3.7.3)	Decide on adjustments to academics (though not adjusted examinations) in first- and second-cycle education and qualifying higher education access programmes (access education) where funding comes from departmental budget	Heads of department decide based on an advisory opinion from the Programme Council.	

### 3.8 Faculty Board's delegation to the Strategic Board for Education

<i>(Vice-Chancellor's delegation procedure)</i>		<b>Comments/ Clarification of delegation</b>	<b>May not be further delegated</b>
	<b>Establishment of bachelor's and master's programmes</b>		
3.8.1 (3.2.3.1)	Establish, revise and terminate courses and approve and revise course syllabuses, including decisions on specific eligibility requirements	Delegation to the Strategic Board for Education refers to freestanding courses and contract education, that do not belong to the area of responsibility of one or more programme councils or for courses included in a programme offered by another faculty. According to the <i>Vice-Chancellor's decision-making and delegation procedure</i> , these decisions may not be delegated any further than to head of department, director of units or programme councils/equivalent	X
	<b>Tests, summative assessments and grades</b>		
3.8.2 (3.2.5.1)	Decide on guidelines for organising teaching and exams		





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### 3.9 Faculty Board's delegation to programme councils

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Admissions, deferments and study leaves</b>		
3.9.1 (addition by the Faculty)	Decide on student exchanges (incoming and outgoing) within degree programmes		
3.9.2 (addition by the Faculty)	Decide on travel grants for students who attend a university abroad as part of their education		
	<b>Establishment of courses and programmes</b>		
3.9.3 (3.2.3.1)	Establish, revise and terminate courses and approve and revise course syllabuses, including decisions on specific eligibility requirements	Delegation to programme councils refers to courses and contract education that belong to the programme council's area of responsibility. According to the <i>Vice-Chancellor's decision-making and delegation procedure</i> , these decisions may not be delegated any further than to head of department, director of units or programme councils/equivalent	X
3.9.4 (3.2.3.2a)	Approve editorial revisions to programme syllabuses	Delegation to programme councils refers to programmes that belong to the programme council's area of responsibility	X
	<b>Number of openings and allocation of openings</b>		
3.9.5 (3.2.4.2)	Determine the number of places in a course (incl. cancelling announced course instances). Decisions to cancel an announced programme course in a cross-faculty degree programme are made by the course's host faculty in consultation with the other involved faculties. The Vice-Chancellor decides if no consensus is reached	Delegation to programme councils refers to courses that belong to a programme council's area of responsibility and within its budget	
3.9.6 (addition by the Faculty)	Decide on the allocation of places between selection groups during selections for freestanding courses	Delegation to the programme councils refers to courses that belong to the programme council's area of responsibility and within its budget	X



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3.9.7 (3.2.4.4)	Within the limits defined in the Higher Education Ordinance, decide on the exact allocation of places between grade-selection groups and SweSAT-selection groups when admitting to programmes intended for new entrants		X
3.9.8 (3.2.4.4a)	Decide on the allocation of places between selection groups when admitting to first-cycle programmes intended for new entrants		X
3.9.9 (3.2.4.4b)	Decide on the allocation of places between selection groups when admitting to second-cycle programmes (with the exception of programmes covered by p. 3.2.4.4 or p. 3.2.4.4b)	P. 3.2.4.4 and p. 3.2.4.4b refers here to the Vice-Chancellor's decision-making and delegation procedure	X
3.9.10 (3.2.4.4c)	Decide on local selection criterion for admission to first- and second-cycle education. The decision is to be preceded by consultation with the Admissions Council. See <i>Antagningsordning för utbildning på grundnivå och avancerad nivå</i> or the local selection criterion that may be used	Applying locally decided selection criteria to more than a third of the places on a programme intended for new entrants (but not those leading to an artistic degree) requires permission from the University Council for Higher Education (see Chapter 7, Section 15 Higher Education Ordinance)	X
3.9.11 (3.2.4.5)	Decide whether vacancies on programmes are to be re-appointed and how many openings are to be filled	Delegation to programme councils refers to admission to later parts of programmes	X

### 3.10 The Dean's delegation to programme councils

(Vice-Chancellor's delegation procedure)		<b>Comments/ Clarification of delegation</b>	<b>May not be further delegated</b>
	<b><i>Admissions, deferments and study leaves</i></b>		
3.10.1 (3.3.1.2)	Decide on study leaves	Refers to programme council's area of responsibility	
3.10.2 (3.3.1.3)	Decide on admission to first- and second-cycle education for continued studies after a study leave		
3.10.3 (3.3.1.4)	Provide an opinion on applications for parallel studies		



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3.10.4 (3.3.1.5)	Decide on eligibility and exemptions from eligibility requirements per Chapter 7, Section 3 of the Higher Education Ordinance (1993:100) in cases of conditional specific entry requirements for admission to first- and second-cycle education. Compare the Vice-Chancellor's delegation to the University Director as per p. 3.4.1.6		
3.10.5 (addition by the Faculty)	Decide on issues related to non-completion of studies and changes to place of study		
	<b>Tests, summative assessments and grades</b>		
3.10.6 (part of p. 3.3.5.1 in the Vice-Chancellor's delegation procedure)	Appoint examiners for first- and second-cycle education	Delegation to programme councils refers to courses belonging to each programme council's area of responsibility	X
3.10.7 (3.3.5.2)	Decide on issuance of course certificates for first- and second-cycle courses		
	<b>Support to students with bodily impairments</b>		
3.10.8 (3.3.7.2)	Appoint a contact for degree programmes to support students with disabilities		

### 3.11 The Dean's delegation to the programme council chair

(Vice-Chancellor's delegation procedure)		<b>Comments/ Clarification of delegation</b>	<b>May not be further delegated</b>
	<b>Bachelor's and master's education</b>		
	<b>Exchange agreements</b>		
3.11.1 (3.3.3.2)	Sign exchange agreements for departments or units	Refers to areas of responsibility for programme councils Programme council chair is equated with head of department in these decision-making matters Agreements may only be signed after preparation in the Council for Internationalisation of Education (RIU).	X



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### 3.12 The Dean's delegation to the deputy dean

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Comments/ Clarification of delegation</i>	<i>May not be further delegated</i>
	<b><i>Number of openings and allocation of openings</i></b>		
3.12.1 (3.2.4.3)	Decide on the number of students admitted to programmes	Cf. with p 3.1.5 in this document	X



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# 4. Organisation and administration

Heads of department in the decision-making and delegation procedure also includes directors of units where appropriate.

## 4.1 Matters decided by the Faculty Board

<i>(Vice-Chancellor's delegation procedure)</i>		<b><i>May not be further delegated</i></b>
	<b><i>Premises</i></b>	
4.1.1 (4.2.1.1)	Decide on guidelines for the allocation of premises rented by a department, unit or centre as part of the internal rental system, with the exception of premises and equipment provided by healthcare providers	

## 4.2 Matters determined by the Dean

<i>(Vice-Chancellor's delegation procedure)</i>		<b><i>May not be further delegated</i></b>
	<b><i>Notifications/permits for research</i></b>	
4.2.1 (4.3.1.2)	Appoint an individual responsible for sample collection at a biobank on behalf of the University. For sample collections where the principal researcher is identified in the ethics review permit, the principal researcher is considered appointed, unless otherwise decided	
	<b><i>Organisation</i></b>	
4.2.2 (4.3.2.1)	Establish, reorganise and terminate centres within the faculty. Cross-faculty centres or centres established in collaboration with external parties are established by the Vice-Chancellor	X
4.2.3 (4.3.2.2)	Adopt Swedish and English names for centres at the faculty. The Vice-Chancellor adopts Swedish and English names for cross-faculty centres or centres established in collaboration with external parties. The decision is preceded by consultation with the Language Council	X
4.2.4 (4.3.2.3)	Adopt instructions for centres within the faculty. The Vice-Chancellor adopts instructions for cross-faculty centres or centres established in collaboration with external parties.	X
4.2.5 (4.3.2.4)	Decide the division of a department within the faculty into sections according to proposal by the head of department	X
4.2.6 (4.3.2.5)	Adopt Swedish and English names for department sections at the faculty. The decision is preceded by consultation with <i>språkrådet</i>	X
4.2.7 (4.3.2.6)	Make decisions in other groups of matters not specified in the delegation procedure that are related to the faculty's administrative and financial questions and the faculty's organisation and other equivalent questions	



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	<b>Infrastructure, premises and parking</b>	
4.2.8 (4.3.3.1)	Decide on permission for student gatherings and staff gatherings with or without alcohol in premises rented by the faculty, or departments (equivalent) within the faculty	
	<b>Health and medical care</b>	
4.2.9 (4.3.4.1)	Decide whether departments are to conduct activities defined as health and medical care and adopt the management system for such activities	X

### 4.3 Dean's delegation to head of department

Delegation to head of department refers to own department/unit

<i>(Vice-Chancellor's delegation procedure)</i>		<b>Comments/ Clarification of delegation</b>	<b>May not be further delegated</b>
	<b>Notifications/permits for research</b>		
4.3.1 (4.3.1.1)	On behalf of the entity responsible for research (Umeå University), sign the application to the Ethics Review Authority for ethical review of research involving humans. This includes taking preventive measures on behalf of the entity responsible for research to prevent violations of the Ethics Review Act (2003:460) or terms pursuant to the Act		X
4.3.2 (4.3.1.3)	On behalf of the entity responsible for research (Umeå University), sign the application to the relevant permit-issuing authority for research projects that require permits. This includes being responsible for compliance with any terms of such permit	Regarding ethical review permission, see p. 4.3.1.1 in the Vice-Chancellor's decision-making and delegation procedure	X
	<b>Infrastructure, premises and parking</b>		
4.3.3 (4.3.3.1)	Decide on permission for student gatherings and staff gatherings with or without alcohol in premises rented by the faculty or departments (equivalent) within the faculty		X
	<b>Health and medical care</b>		
4.3.4 (4.3.4.2)	Appoint heads of operations at departments defined as health and medical care and notify the Health and Social Care Inspectorate of operations or changes to operations.		X
4.3.5 (4.3.4.3)	Adopt a patient safety plan for operations, at departments, defined as health and medical care.		May not be delegated any further than to heads of operations



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### 4.4 The Dean's delegation to head of faculty office

<i>(Vice-Chancellor's delegation procedure)</i>		<i>May not be further delegated</i>
	<b><i>Infrastructure, premises and parking</i></b>	
4.4.1 (4.3.3.1)	Decide on permission for student gatherings and staff gatherings with or without alcohol in premises rented by the faculty or departments (equivalent) within the faculty	X



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### 5. Staff

All matters relating to teaching positions that are decided by the Vice-Chancellor or on delegation by the Vice-Chancellor must follow the employment procedure for teaching staff approved by the University Board.

Head of department in the decision-making and delegation procedure includes heads of units.

#### 5.1 Matters determined by the Faculty Board

<i>(Vice-Chancellor's delegation procedure)</i>		<b>Provisions</b>	<b>Comments/ Clarification of delegation</b>	<b>May not be further delegated</b>
	<b><i>Honory Award</i></b>			
5.1.1 (5.5.1.1)	Appoint honorary doctor	Decision of the Vice-Chancellor ( <i>Regler för utnämning av hedersdoktorer vid Umeå universitet, in Swedish</i> )		X
	<b><i>Recruitment process</i></b>			
5.1.2 (5.5.2.1)	Decide which teaching positions will be prepared by the faculty's hiring and docent board	Decision of the Vice-Chancellor ( <i>Rule – Recruitment process when appointing teachers</i> )		X

The Vice-Chancellor approves the employment profile for professors, adjunct professors and visiting professors (Vice-Chancellor's decision-making and delegation procedure p. 5.1.1.3). The Dean approves employment profiles for associate professors, adjunct associate professors, visiting associate professors and research fellows. Decisions about employment profiles for lecturers are delegated by the Dean to the head of department as per p. 5.3.2 and p. 5.3.3. Decisions to hire professors, adjunct professors and visiting professors are made by the Vice-Chancellor (Vice-Chancellor's decision-making and delegation procedure p 5.1.1.1). The Dean decides whether to hire associate professors, adjunct associate professors, visiting associate professors and research fellows. Decisions on the announcement of positions and employment of postdoctoral fellows, lecturers and adjunct lectures are delegated by the Dean to the head of department as per p. 5.3.1, p. 5.3.2 and p. 5.3.3.





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### 5.2 Matters determined by the Dean

<i>(Vice-Chancellor's delegation procedure)</i>		<i>Provisions</i>	<i>Comments/Clarification of delegation</i>	<i>May not be further delegated</i>
	<b>Employment</b>			
5.2.1 (5.2.1.1a)	Decide on job announcement and employment of associate professor	HF, AO		
5.2.2 (5.2.1.1b)	Decide on job announcement and employment of assistant professor	HF, AO		
5.2.3 (5.2.1.1e)	Decide on job announcement and employment of adjunct associate professor	HF, AO		
5.2.4 (5.2.1.1g)	Decide on job announcement and employment of visiting lecturer	HF, AO		
5.2.5 (5.2.1.1h)	Decide on job announcements and employment of research fellows	HF, AO		
5.2.6 (5.2.1.4)	Decide on announcing open position and hiring of head of faculty office	RF, LOA, AF, LAS	After consultation with the university director	X
5.2.7 (5.2.1.7b)	Decide on preferential rights – for increased employment rate – for rehiring – to not employ someone with preferential rights	LAS, AF	Refers to appointments that the Dean decides on. For other appointments, this is further delegated to the head of department and head of faculty office (see p. 5.3.9 and p. 5.4.3)	
5.2.8 (5.2.1.8)	Decide on cancelling a recruitment	AF	Refers to appointments that the Dean decides on. For other appointments, this is further delegated to the head of department and head of faculty office (see p. 5.3.10 and p. 5.4.4)	
5.2.9 (5.2.1.9)	Decide on re-hiring of employee who has ended employment because of old-age pension	Vice-Chancellor's decision <i>(Employment after retirement with old-age pension)</i>		X



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5.2.10 (5.2.1.9b)	Decide on changes to organisational placement to another department or unit within the faculty		Does not apply for decision about professor, visiting professor or adjunct professor. See Vice-Chancellor's decision-making and delegation procedure p. 5.1.1.7b  For transfer cases, p. 5.3.5.1 and p. 5.3.5.2 in the Vice-Chancellor's decision-making and delegation procedure  The decision is to be preceded by consultation with the human resources director	X
5.2.11 (5.2.1.10)	Decide on the time limits that apply after obtaining a doctoral degree or equivalent competence in various subject areas, when hiring an assistant professor	HF		X
5.2.12 (5.2.a.1)	Decide that employment as professor or associate professor is to be combined with employment at a medical care unit that is available for education and research within medical science (including dentistry education and research)	HL, HF		
5.2.13 (5.2.a.2)	Decide that an employment as assistant professor is to be combined with an employment at a medical care unit that is available for medical or dentistry education and research.	Vice-Chancellor's decision ( <i>Rule for assistant professors in combination with clinical duty</i> )		
5.2.14 (5.2.b.1)	Decide on the appointment of functions in accordance with Chapter 7 of the Animal Welfare Act regarding animal experiments			
<b>Positions</b>				
5.2.15 (5.2.1.11)	Appoint associate dean and determine terms and conditions of the position		See <i>Rule for terms and conditions for academic leadership positions</i>	X



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5.2.16 (5.2.1.11b)	Appoint deputy and assistant director of the Faculty Office and approve terms and conditions of the position		In consultation with the head of the Faculty Office  The terms and conditions of the position are determined in consultation with the university director	X
5.2.17 (5.2.1.12)	Appoint head of department and determine terms and conditions of the position		Preceded by consultation med the Vice-Chancellor  At departments that are organisationally divided between several faculties, the appointment is to be preceded by a consultation between the relevant deans <i>See Rule for appointment of academic leadership positions and Rule for terms and conditions for academic leadership positions</i>	X
5.2.18 (5.2.1.13)	Appoint deputy head of department and assistant head of department and establish the terms and conditions of the position		In consultation with the head of department <i>See Rule for appointment of academic leadership positions and Rule for terms and conditions for academic leadership positions</i>	X
5.2.19 (5.2.1.15)	Appoint directors of centres and establish terms and conditions of the positions where the Dean is the establishing body		In consultation with the host department's head	X
5.2.20 (5.2.1.16)	Appoint director of unit at the faculty and establish terms and conditions for the position	University Board decision <i>(Rule – Procedure for Umeå University)</i>	Preceded by consultation med the Vice-Chancellor  For the appointment process and terms and conditions of the position, directors are equated with heads of department as per p. 5.2.1.11 in the Vice-Chancellor's decision-making and delegation procedure	X



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5.2.21 (5.2.1.18)	Appoint deputy and assistant director of unit at the Faculty and approve terms of position		In consultation with the director  Regarding the appointment process and assignment conditions, assistant and deputy directors are equated with assistant and deputy heads of department as per p. 5.2.1.12 in the Vice-Chancellor's decision-making and delegation procedure	X
5.2.22 (5.2.1.20)	Appoint deputy and assistant director at centres and approve terms of the position, where the Dean is the establishing body		In consultation with the host department's head	X
5.2.23 (5.2.1.21)	Decision on position as associated professor emeritus/emerita	Vice-Chancellor's decision ( <i>Procedure for position as associated professor emeritus/emerita</i> )	Preceded by consultation with the Vice-Chancellor	X
5.2.24 (5.2.1.22)	Decide on awarding the title of docent			X
5.2.25 (5.2.1.23)	Decide on the award of the title recognised university teacher (Level 1) and distinguished university teacher (Level 2)	Vice-Chancellor's decision ( <i>Procedure for educational qualifications at Umeå University</i> )		X
<b><i>Salary and other terms of employment</i></b>				
5.2.26 (5.2.2.4)	Decide on new salaries at salary reviews for head of faculty office	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	After consultation with the university director	X
5.2.27 (5.2.2.7)	Decide on remote work place for teaching staff, doctoral students and technical and administrative staff			X
5.2.28 (5.2.2.10)	Decide on salary/position supplement	Villkorsavtal, Villkorsavtal-T	Except the term and conditions of the position resulting from p. 5.1.1.9 and pp. 5.2.1.10 – 5.2.1.19 in Vice-Chancellor's decision-making and delegation procedure	X



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5.2.29 (5.2.2.11)	Enter into individual agreements that adhere to applicable collective agreements regarding taking on excess of 150 hours of overtime per calendar year for teachers	Villkorsavtal, Villkorsavtal-T, Local working hours agreement		X
	<b>Leaves of absence</b>			
5.2.30 (5.2.3.3)	Decide on reasonable leave of absence lasting longer than 6 months	Villkorsavtal, Villkorsavtal-T, Tjänstledighets-förordningen and others		X
	<b>Incidental employment</b>			
5.2.31 (5.2.4.1)	Decide on measures connected to the review of reported incidental employment for teachers, with the exception of employees covered by <i>chefsavtalet</i> (see also University Director p 5.3.4)	Higher Education Ordinance, Public Employment Act, Vice-Chancellor's decision <i>(Rules for reporting incidental employment for teachers and other staff covered by the Manager's Agreement)</i>		X
	<b>Termination of employment</b>			
5.2.32 (5.2.5.1)	Decide on termination of probationary employment at or before the end of the trial period	LAS, LOA, HF	The delegation to the Dean is for employment that the Dean decides on	
5.2.33 (5.2.5.2)	Decide on informing and giving notice due to the termination of temporary employment according to LAS and HF	LAS, HF	Repealed	
5.2.34 (5.2.5.3)	Decide on the employee's own request to resign	LOA, Villkorsavtal, Villkorsavtal-T	Matters decided by the Dean refer here to the managers/employees who are directly supervised by the Dean See also p 5.3.29 and p 5.4.14	
5.2.35 (5.2.5.5)	Decide that employees, such as teaching staff, are to end employment when the employee reaches the age specified in <i>Section 32a of the Employment Protection Act (1982:80)</i>	LAS		X
5.2.36 (5.2.5.6)	Decide on termination of employment due to the lack of a valid residence permit/work permit	Aliens Act, Chapter 6, Section 13 a		X



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	<b>Work environment, security, crisis management and radiation protection</b>			
5.2.37 (5.2.6.1)	Complete the tasks specified in work environment legislation, fire protection legislation, radiation protection legislation, pharmaceutical legislation, legislation on hazardous goods, security legislation, legislation regarding strategic products, crisis and emergency preparedness legislation and other regulations in the area, the local cooperation agreement and the division of tasks decided by the Vice-Chancellor for each area	<i>Rule for the distribution of work environment tasks</i>	Template for the delegation of tasks is included with <i>Rule for the distribution of work environment tasks</i>	
	<b>Environmental management and environmental protection</b>			
5.2.38 (5.2.7.1)	Complete the tasks specified in the Ordinance on environmental management in government agencies (2009:907), the Environmental Code (1998:808) and its regulations, the EU's chemical regulations 1907/2006 (Reach) and 1272/2008 (CLP) and others regulations relevant to the University in the areas of environment, agriculture, food, climate, energy and sustainable development			

### 5.3 Dean's delegation to head of department

Delegation to heads of department refers to own department/unit

<i>(Vice-Chancellor's delegation procedure)</i>		<b>Provisions</b>	<b>Comments/ Clarification of delegation</b>	<b>May not be further delegated</b>
	<b>Employment</b>			
5.3.1 (5.2.1.1c)	Decide on job announcement and hiring of postdoctoral fellow	HF, AO		X



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5.3.2 (5.2.1.1d)	Decide on job announcement and hiring of lecturer	HF, AO	The decision requires an exemption from the Vice-Chancellor as per p. 5.1.1.7 in the Vice-Chancellor's decision-making and delegation procedure Receipt of exemption is to be confirmed by the Dean. If the decision concerns a substitute lecturer, no exemption is required	X
5.3.3 (5.2.1.1f)	Decide on job announcement and hiring of adjunct lecturer	HF, AO	The decision does not require an exemption from the Vice-Chancellor	X
5.3.4 (5.2.1.3a)	Decide on job announcement and hiring of doctoral student	HF		X
5.3.5 (5.2.1.3b)	Decide on job announcement and hiring of teaching assistant	HF		X
5.3.6 (5.2.1.3c)	Decide on job announcements and hiring of clinical assistant	HF		X
5.3.7 (5.2.1.6)	Decide on job announcement and hiring of technical and administrative staff	RF, LOA, AF, LAS		X
5.3.8 (5.2.1.7)	Decide on labour market policy employment after completed collaboration in the University's central collaboration group	LOA, AF, LAS, Ordinance 2000:630	Information and dialogue must occur at a workplace meeting and in a local collaborative group or the faculty's collaborative group. Before decisions, the central collaboration group is consulted	X
5.3.9 (5.2.1.7b)	Decide on preferential rights – for increased employment rate – for rehiring – to not employ someone with preferential rights	LAS, AF	Delegation to head of department for employment positions the head of department decides on	X
5.3.10 (5.2.1.8)	Decide on cancelling a recruitment	AF	Delegation to head of department for employment positions the head of department decides on	X



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5.3.11 (5.2.1.9c)	Decide on changes to organisational placement within the same department or unit		<p>Does not apply for decisions about professors, visiting professors or adjunct professors. See the Vice-Chancellor's decision-making and delegation procedure p. 5.1.1.7b</p> <p>For retraining cases, p. 5.3.5.1 and p. 5.3.5.2 in the Vice-Chancellor's decision-making and delegation procedure</p> <p>The decision is to be preceded by consultation with the human resources director and the Dean for positions where the Dean makes the employment decision</p>	X
	<b>Positions</b>			
5.3.12 (5.2.1.14)	Appoint director of studies at department or unit and determine the terms and conditions of the position*	Dean's decision FS 1.1-2160-18 (considered when establishing the terms and conditions of the position)	<p>The Dean is to be consulted about terms and conditions of the position</p> <p>*) For possible position supplement as part of the terms and conditions of the position, the Dean retains the right to decide, and this is thus not delegated</p>	May not be delegated any further than to the head of section
5.3.13 (5.2.1.17)	Appoint head of section for section with department at the faculty and establish terms and conditions for the position*	<p>University Board decision (<i>Rule – Procedure for Umeå University</i>)</p> <p>Dean's decision FS 1.1-710-21 (considered when making appointments) and Dean's decision FS 1.1-2160-18 (considered when determining a position's terms and conditions)</p>	<p>The Dean is to be consulted</p> <p>*) For possible position supplement as part of the terms and conditions of the position, the Dean retains the right to decide, and this is thus not delegated</p>	X





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5.3.14 (5.2.1.19)	Appoint deputy and assistant head of unit for unit within departments at the Faculty and determine the terms of the position*	Dean's decision FS 1.1-710-21 (considered when making appointments) and Dean's decision FS 1.1-2160-18 (considered when determining a position's terms and conditions)	The Dean and the head of unit are to be consulted  *) For possible position supplement as part of the terms and conditions of the position, the Dean retains the right to decide, and this is thus not delegated	X
5.3.15 (addition by the Faculty)	Appoint head of academic discipline within departments and determine terms and conditions of the position (except for any position supplements*)	Dean's Decision FS 1.1-710-21 and FS 1.1-2160-18	The Dean (and the head of department when further delegation to the head of unit) is to be consulted  *) For any position supplements, see p. 5.2.28	May not be delegated any further than to head of section
<b>Salary and other terms of employment</b>				
5.3.16 (5.2.2.1)	Decide on new salary at salary review for professor, adjunct professor and visiting professor	RALS, RALS-T Villkorsavtal, Villkorsavtal -T	Preceded by consultation with the Dean	
5.3.17 (5.2.2.2)	Decide on new salary at salary review for teaching staff	RALS, RALS-T Villkorsavtal, Villkorsavtal-T, AO	With the exception of employment as per p. 5.3.16  Preceded by consultation with the Dean	
5.3.18 (5.2.2.3)	Decide on salary for doctoral student as per the doctoral student agreement	Local collective agreement		
5.3.19 (addition by the Faculty)	Decide on salary for clinical assistants and teaching assistants	LOA, HF, local collective agreement		
5.3.20 (5.2.2.5)	Decide on new salaries during salary reviews for technical and administrative staff	RALS, RALS-T Villkorsavtal, Villkorsavtal-T		
5.3.21 (5.2.2.6)	Decide on mandatory presence at the workplace for teaching staff, doctoral students and technical and administrative staff	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	Pursuant to local working hours agreement	X
5.2.22 (addition by the faculty)	Decide on mandatory presence at workplace for clinical assistant and teaching assistant	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	Pursuant to local working hours agreement	X



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5.3.23 (5.2.2.8)	Decide on intermittent employment with hourly wage	Villkorsavtal, Villkorsavtal-T	See <i>Rule for intermittent employment with hourly wage</i>	X
5.3.24 (5.2.2.9)	Decide on remuneration	Villkorsavtal, Villkorsavtal-T	Remuneration may not be paid to a person employed by Umeå University. For centres where the department/office is the host department, remuneration is decided by the head of the host department. See also <i>Rules for remuneration and compensation for the University's steering groups, committees, councils and boards</i>	X
<b>Leaves of absence</b>				
5.3.25 (5.2.3.1)	Decide on leave entitlement as per legislation and agreements	Villkorsavtal Villkorsavtal-T, Tjänstledighetsförordningen m.fl.		May not be delegated any further than to the head of section (also applies to heads of academic discipline/ directors of studies with delegated managerial/management responsibility)
5.3.26 (5.2.3.2)	Decide on reasonable leaves of absence that are six months or shorter	Villkorsavtal, Villkorsavtal-T, Tjänstledighetsförordningen and others		X
<b>Termination of employment</b>				
5.3.27 (5.2.5.1)	Decide on termination of probationary employment at or before the end of the trial period	LAS, LOA, HF	Delegation to head of department for employment positions the head of department decides on	X
5.3.28 (5.2.5.2)	Decide on informing and giving notice due to the termination of temporary employment according to LAS and HF	LAS, HF		X



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5.3.29 (5.2.5.3)	Decide on the employee's own request to resign	LOA, Villkorsavtal, Villkorsavtal-T	The Dean is to be notified of information about resignations for positions that the Dean or Vice-Chancellor decide on	X
5.3.30 (5.2.5.4)	Decide that technical or administrative employment ends when the employee reaches the age prescribed in Section 32a of the Employment Protection Act (1982:80)	LAS		X
	<b>Work environment, security, crisis management and radiation protection</b>			
5.3.31 (5.2.6.1)	Complete the tasks specified in work environment legislation, fire protection legislation, radiation protection legislation, pharmaceutical legislation, legislation on hazardous goods, security legislation, legislation regarding strategic products, crisis and emergency preparedness legislation and other regulations in the area, the local cooperation agreement and the division of tasks decided by the Vice-Chancellor for each area	<i>Rule for the distribution of work environment tasks</i>	Template for the delegation of tasks is included with <i>Rule for the distribution of work environment tasks</i>	
	<b>Environmental management and environmental protection</b>			
5.3.32 (5.2.7.1)	Complete the tasks specified in the Ordinance on environmental management in government agencies (2009:907), the Environmental Code (1998:808) and its regulations, the EU's chemical regulations 1907/2006 (Reach) and 1272/2008 (CLP) and other regulations relevant to the University in the areas of environment, agriculture, food, climate, energy and sustainable development			



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### 5.4 The Dean's delegation to head of faculty office

Delegation to head of faculty office refers to the Faculty Office of Medicine

<i>(Vice-Chancellor's delegation procedure)</i>		<b>Provisions</b>	<b>Comments/ Clarification of delegation</b>	<b>May not be further delegated</b>
	<b>Employment</b>			
5.4.1 (5.2.1.5)	Decide on job announcements and employment at the Faculty Office	RF, LOA, AF, LAS	Exemption hiring of head of faculty office, see p. 5.2.6	
5.4.2 (5.2.1.7)	Decide on labour market policy employment after completed collaboration in the University's central collaboration group	LOA, AF, LAS, Ordinance 2000:630	Information and dialogue must occur at a workplace meeting and in a local collaborative group or the faculty's collaborative group. Before decisions, the central collaboration group is consulted	
5.4.3 (5.2.1.7b)	Decide on preferential rights – for increased employment rate – for rehiring – to not employ someone with preferential rights	LAS, AF	Delegation to the head of the faculty office applies to those positions that the head of faculty office decides on	
5.4.4 (5.2.1.8)	Decide on cancelling a recruitment	AF	Delegation to the head of the faculty office applies to those positions that the head of faculty office decides on	
	<b>Salary and other terms of employment</b>			
5.4.5 (5.2.2.2)	Decide on new salaries during salary reviews for teaching staff	RALS, RALS-T Villkorsavtal, Villkorsavtal-T, AO	Delegation to the head of the faculty office applies only to teaching staff with the prefix senior at the faculty office After consultation with the dean	X
5.4.6 (5.2.2.5)	Decide on new salaries during salary reviews for technical and administrative staff	RALS, RALS-T Villkorsavtal, Villkorsavtal-T		



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5.4.7 (5.2.2.6)	Decide on mandatory presence at the workplace for teaching staff, doctoral students and technical and administrative staff	RALS, RALS-T Villkorsavtal, Villkorsavtal-T	Pursuant to local working hours agreement  As the delegation in this section refers to employees supervised by the head of office, it mainly concerns technical and administrative staff	May not be delegated any further than to the head of unit
5.4.8 (5.2.2.8)	Decide on intermittent employment with hourly wage	Villkorsavtal, Villkorsavtal-T	See <i>Rule for intermittent employment with hourly wage</i>	May not be delegated any further than to the head of section  (also applies to the head of unit at the Faculty Office)
5.4.9 (5.2.2.9)	Decide on remuneration	Villkorsavtal, Villkorsavtal-T	Remuneration may not be paid to a person employed by Umeå University. For centres where the department/office is the host department, remuneration is decided by the head of the host department. See also <i>Rules for remuneration and compensation for the University's steering groups, committees, councils and boards</i>	X
<b>Leaves of absence</b>				
5.4.10 (5.2.3.1)	Decide on leave entitlement as per legislation and agreements	Villkorsavtal Villkorsavtal-T, Tjänstledighetsförrordningen m.fl.	Delegation to the head of the faculty office applies to those positions that the head of faculty office decides on	May not be delegated any further than to the head of unit
5.4.11 (5.2.3.2)	Decide on reasonable leaves of absence that are six months or shorter	Villkorsavtal, Villkorsavtal-T, Tjänstledighetsförrordningen and others	Delegation to the head of the faculty office applies to those positions that the head of faculty office decides on	May not be delegated any further than to the head of unit



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	<b>Termination of employment</b>			
5.4.12 (5.2.5.1)	Decide on termination of probationary employment at or before the end of the trial period	LAS, LOA, HF	Delegation to the head of the faculty office applies to those positions that the head of faculty office decides on	
5.4.13 (5.2.5.2)	Decide on informing and giving notice due to the termination of temporary employment according to LAS and HF	LAS, HF	Delegation to the head of the faculty office applies to those positions that the head of faculty office decides on including teaching staff with the prefix senior at the faculty office	X
5.4.14 (5.2.5.3)	Decide on the employee's own request to resign	LOA, Villkorsavtal, Villkorsavtal-T	The Dean is to receive information about notices of termination for positions like deputy/ assistant head of faculty office. Delegation to the head of the Faculty Office refers to those positions that the head of faculty office decides on	
5.4.15 (5.2.5.4)	Decide that technical or administrative employment ends when the employee reaches the age prescribed in Section 32a of the Employment Protection Act (1982:80)	LAS	Delegation to the head of the faculty office applies to those positions that the head of faculty office decides on	X
	<b>Work environment, security, crisis management and radiation protection</b>			
5.4.16 (5.2.6.1)	Complete the tasks specified in work environment legislation, fire protection legislation, radiation protection legislation, pharmaceutical legislation, legislation on hazardous goods, security legislation, legislation regarding strategic products, crisis and emergency preparedness legislation and other regulations in the area, the local cooperation agreement and the division of tasks decided by the Vice-Chancellor for each area	<i>Rule for the distribution of work environment tasks</i>	Template for the delegation of tasks is included with <i>Regel vid fördelning av arbetsmiljöuppgifter (in Swedish)</i>	



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	<b><i>Environmental management and environmental protection</i></b>			
5.4.17 (5.2.7.1)	Complete the tasks specified in the Ordinance on environmental management in government agencies (2009:907), the Environmental Code (1998:808) and its regulations, the EU's chemical regulations 1907/2006 (Reach) and 1272/2008 (CLP) and others regulations relevant to the University in the areas of environment, agriculture, food, climate, energy and sustainable development			

### 5.5 The Dean's delegation to the Hiring and Docent Board

(Vice-Chancellor's delegation procedure)		<b><i>Provisions</i></b>	<b><i>Comments/ Clarification of delegation</i></b>	<b><i>May not be further delegated</i></b>
	<b><i>General</i></b>			
5.5.1 (addition by the Faculty)	Decide on <i>levels</i> for expert fees within budget	Villkorsavtal, Villkorsavtal-T		
	<b><i>Positions</i></b>			
5.5.2 (addition by the Faculty)	Decide on experts in docent cases			May not be delegated any further than to the Hiring and Docent Board's working committee
5.5.3 (5.2.1.24)	Decide on appointing experts for the cases where external expert procedure is applied	Vice-Chancellor's decision ( <i>Rule - Recruitment process when appointing teaching staff</i> )		May not be delegated any further than to the Hiring and Docent Board's working committee
5.5.4 (addition by the Faculty)	Decide on directions for applications for employment as teaching staff		Applies to instructions in addition to those regulated in Vice-Chancellor's decision FS 1.1-230-18	



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# 6. Acronyms and abbreviations

AF	the Employment Ordinance (1994:373)
Villkorsavtal	General Agreement on Salaries and Benefits for state employment
Villkorsavtal-T	General Agreement on Salaries and Benefits for state employment – permanent contract
AT	Working Hours Act (1982:673)
AML	Work Environment Act (1977:1160)
AO	Umeå University's appointments procedure
FL	Administrative Procedure Act (1986:223)
FML	The Trade Union Representatives (Status at the Workplace) Act (1974:358)
Ordinance 2000:630	Ordinance on special initiatives for persons with physical impairments that result in reduced ability to work
HF	Higher Education Ordinance (1993:100)
HL	Higher Education Act (1992:1434)
LAS	Employment Protection Act (1982:80)
LFA	Government Appointees Act (1994:261)
LOA	Public Employment Act (1994:260)
LoI	Letter of Intent
LOU	Public Procurement Act (2007:1091)
MBL	Co-Determination in the Workplace Act (1976:580)
MoU	Memorandum of Understanding
MTA	Material Transfer Agreement
NDA	Non Disclosure Agreement
PA-16	Pension agreement for government employees
RALS	Framework agreement on salaries etc. for staff within the state contract area
RALS-T	Framework agreement on salaries etc. for employees within the state contract area - permanent employment contract
RF	Instrument of Government (1974:152)
RGK	Swedish Debt Office
SemL	Annual Leave Act (1977:480)