



UNIVERSITY OF
GOTHENBURG

POLICY, RULES AND PLANS
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THE VICE-CHANCELLOR'S DELEGATION OF AUTHORITY POLICY

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Decision-maker	The Vice-Chancellor
Responsible Body	The Vice-Chancellor's Office
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Summary	This Delegation of Authority Policy establishes how the Vice-Chancellor delegates the right to make decisions within different areas to a number of members of staff. In those cases where it is not expressly forbidden, the latter have the rights to delegate the decision-making right to subordinate staff.

1. DELEGATION – GENERAL INFORMATION

The University's decision-making powers are principally stated in the Swedish Higher Education Act (1992:1434) and the Swedish Higher Education Ordinance (1993:100). The Higher Education Act and the Higher Education Ordinance provide a framework for decision-making powers related to University activities and operations. The University's Delegation of Authority Policy is intended for additional decision-making powers coming from the Vice-Chancellor.

The term 'delegation' refers to a decision-making power being moved from a higher function to a lower function within an organisation. As a result, the lower level is granted the decision-making power to make decisions with the same decision-making effect as the higher function. Decisions that are made by way of delegation are formally made on behalf of the University. A delegation is to be in writing, unless special reasons exist for not doing so.

In cases of delegation, the responsibility for the decisions that are made by way of delegation remains the responsibility of the higher function. The higher function cannot review or withdraw a decision that has been made through the authority of a delegation, other than in cases where there is the authority of a law or an ordinance. The higher function can, however, withdraw the decision-making power itself, entirely, or partly. This can be undertaken at any point in time, and even during the period a matter is being handled, for example.

The decision-making power in question applies to a certain matter, or a certain group of matters. The person who holds a delegation has the possibility to delegate further, provided that this has not been explicitly stated as not being allowed.

In cases where the lower function discovers that competence or resources to make decisions related to the delegation in question are lacking, it is the duty of the person who has received the delegation to report this to the immediate higher function.

Additional decision-making powers other than those stated in the Delegation of Authority Policy can, in specific situations, be granted through a specific delegation decision.

2. THE DEAN

The Dean decides on:

General matters

- work related to equality and diversity
- systematic work related to the health and safety of the working environment, in accordance with a specific delegation from the Vice-Chancellor
- work related to security and safety within the organisation
- sustainable development efforts and environmental management systems
- archiving structure
- the application and handling of personal data in accordance with the General Data Protection Regulation (GDPR), and other supplementary legislation
- action to be taken in view of the follow-up of activities and operations within the areas of responsibility that have been delegated to the Heads of Departments.
- the investigation, the action to be taken, and the follow-up of the students' working environment (health and safety)

Course and programme administration

- the appointment of external examiners and chairpersons in connection with the public defences of doctoral dissertations
- the appointment of members of examining committees at doctoral (third-cycle) level
- the granting of exemption from general entry requirements and specific entry requirements regarding admission to doctoral (third-cycle) studies
- the appointment of examiners at doctoral (third-cycle) level
- the revision of programme syllabuses and local qualification descriptors for degree programmes that have been set up
- the temporary postponement of admissions to degree programmes
- credit transfer for previous study courses and programmes as well as other knowledge and skills with regard to the main field of study and/or course at undergraduate (first-cycle) level and at master's (second-cycle) level, and also with regard to tests at doctoral (third-cycle) level
- credit transfer for previous courses and programmes, or work/activities, with regard to artistic degrees and vocational degrees
- the confirmation of course syllabuses; for courses included in Department-wide or Faculty-wide degree programmes, a course syllabus is confirmed after consultation with the Faculty Board(s) concerned, or its/their equivalent(s)
- the appointment of examiners for undergraduate (first-cycle) level and master's (second cycle) level
- the issuing of course certificates by request
- the limiting of the number of occasions a student may take an examination or have a period of time for a placement/internship/or the equivalent period of time in their education – within the framework of the Swedish Higher Education Ordinance's regulations
- admissions to doctoral (third-cycle) programmes
- the appointment of examiners/reviewers for licentiate theses

- the appointment of supervisors for doctoral (third-cycle) students; principal supervisors and assistant supervisors
- the confirmation of individual study plans
- the admission of course and degree programme applicants on reserve lists, including admission to latter part of degree programmes
- approved leave from studies
- the temporary postponement of courses
- the Faculty's Study and Career Guidance

The Dean of the Faculty of Education is delegated to make decisions on:

- credit transfer for previous study courses and programmes or work/activities- with regard to Bachelor of Arts/Master of Arts degrees in Education.

Organisation

- the organisation of, and the working models to be used by the Faculty, unless stipulated otherwise
- the appointment of Heads of Departments and Deputy Heads of Departments
- the nomination, the appointment and the termination of office of the Faculty's representatives in Faculty-wide and University-wide bodies, unless stipulated otherwise
- the allocation of premises, and infrastructures, at the Faculty, as well as Premises Provision Projects at the Faculty¹

Finances

- entering into agreements on behalf of the University, within the Faculty's area of responsibility, with an individual value of up to 500 price base amounts; an undertaking that is to apply and extend beyond the current budget year, and with a total value exceeding 500 price base amounts, shall be signed after the approval of the Vice-Chancellor.
- the acceptance of gifts and grants in accordance with the National Regulations for Donations
- the ratification of the Faculty's annual accounts and results reports
- the acceptance of external research grants
- the granting of the use of the services of a legal person in educational activities

Staff/Human Resources

- appointment of Honorary Reader (GB)/Associate Professor (US)/Docent
- positions, with the exception of Professors (Senior Lecturers, Associate Senior Lecturers and Research Assistants are employed in accordance with specific drafting procedures)
- the initiating of the recruitment of Professors

¹ For strategic projects related to premises, a delegation according to: *Handläggningsordning för strategiska lokalprojekt* applies. (The Administrative Procedures for Strategic Premises Projects is available in Swedish only)

- a position as Professor or Senior Lecturer being combined with employment at a health care unit according to the Higher Education Ordinance Chapter 4 Sections 2 and 8. Health care units also include units offering programmes and research in Odontology
- the Work Task Plans of teachers the termination of the employment of staff, with the exception of Professors, when the person who is employed has reached the age specified in Section 33 of the Employment Protection Act

In cases where it is relevant, all decisions must follow the Vice-Chancellor's decisions.

3. THE LIBRARY DIRECTOR

The Library Director decides on:

- the organisation of and the working models to be used by the University Library
- work related to security and safety within the organisation
- the nomination, the appointment and the termination of office of representatives in internal and external bodies, unless stipulated otherwise
- the entering into agreements on behalf of the University Library within the Library's area of responsibility with an individual value of up to 500 price base amounts; an undertaking that is to apply and extend beyond the current budget year, and with a total value exceeding 500 price base amounts, shall be signed after the approval of the Vice-Chancellor.
- the acceptance of gifts and grants in accordance with the National Regulations for Donations
- the ratification of the University Library's annual accounts and results reports
- the limiting of Library resources for users in cases where the University Library's rules are not observed

and regarding the University Library

- work related to equality and diversity
- systematic work related to the health and safety of the working environment in accordance with a specific delegation from the Vice-Chancellor
- the employment of staff
- sustainable development efforts and environmental management systems
- archiving structure
- the application and handling of personal data in accordance with the General Data Protection Regulation (GDPR), and other supplementary legislation
- the allocation of premises, and other infrastructure, as well as Premises Provision Projects within the University Library.²

In cases where it is relevant, all decisions must follow the Vice-Chancellor's decisions.

² For strategic projects related to premises, a delegation according to: *Handläggningsordning för strategiska lokalprojekt* applies. (The Administrative Procedures for Strategic Premises Projects is available in Swedish only)

4. THE UNIVERSITY DIRECTOR

The University Director shall:

- assist the Vice-Chancellor in the overall management and development of the University of Gothenburg
- be responsible for the University Management and other management bodies receiving adequate administrative support
- be responsible for the drafting of matters to be considered by the University Board and the Vice-Chancellor
- be responsible for the Central University Administration's operations, organisation, finances, staff, allocation of premises, and infrastructure
- work towards a University-wide coordination of administrative processes originating from the Central University Administration
- act as immediate superior/manager to the Directors of the University's National Units³ as well as immediate superior/manager to the Director of the Centre for Sustainable Development (GMV)
- in accordance with a specific delegation from the Vice-Chancellor, be responsible for systematic work related to the working environment (Health and Safety)
- be responsible for sustainable development and environmental management systems, as well as the archiving structure at the Central University Administration
- be responsible for student welfare support and study environment
- be responsible for the support and development of the University's provision of premises, IT and campus service
- be responsible for the development of the University-wide IT support systems and the administration of these
- be responsible for the drafting of the debiting of costs with regard to premises, IT and campus service
- be responsible for the work related to security and safety within the organisation and for the University as a whole
- within the Central University Administration, be responsible for the application and handling of personal data in accordance with the General Data Protection Regulation (GDPR), and other supplementary legislation

Work towards an efficient and coordinated administration across the Central University Administration, through the following delegations:

Finances

- enter into agreements on behalf of, and serve as an authorised signatory for, the University of Gothenburg. Each financial undertaking on behalf of the University may not exceed 500 base amounts in value per occasion or on a yearly basis; a financial undertaking that extends beyond the current budget

³ This applies to: The Swedish Secretariat for Gender Research; The Swedish National Data Service; Nordicom –The Nordic Information Centre for Media and Communication Research; The National Centre for Mathematics Education; The Swedish Institute for the Marine Environment, The Segerstedt Institute, and Wallenberg Centre for Molecular and Translational Medicine.

year and that has a total value of more than 500 base amounts shall be signed after the approval of the Vice-Chancellor

- decide on rules for the University's financial administration, steering documents, procurement and control procedures
- decide on the University's signature authorisation policy and payment instructions
- decide on issues concerning how the overhead remuneration policy is to be applied at the University
- decide on issues concerning the models to be used for follow-up of the University's operations, the University's finances, and accounts.
- decide on issues concerning the management of taxes and other charges

Staff/Human Resources

- represent the employer in social dialogue work
- enter into local collective agreements
- employ staff at the Central University Administration
- decide on the University's rules for staff administration as well as steering documents and control procedures
- decide on the models for, and the content of, University-wide professional development efforts.
- decide on issues concerning the coordination of measures related to readjustment of staff at the University
- decide on the procurement of the University's Occupational Health Service and the Students' Health Service
- appoint persons to report on specific issues (rapporteurs) in the University Staff Disciplinary Board and the University Disciplinary Board
- decide on termination of employment with regard to all staff, owing to shortage of work – with the exception of Professors

Course and programme administration⁴

- decide on credit transfer for previous study courses and programmes or work/activities with regard to general degrees
- decide on the issuing of course and degree certificates, as well as their content and the supplements to be included
- decide on exemptions from entry requirements for admission to undergraduate (first-cycle) and master's (second-cycle) level
- arrange the Swedish Scholastic Aptitude Test (SweSAT)
- decide on the dates and procedures for student admissions
- make decisions with regard to requests for alternative term dates
- make decisions with regard to University-wide Study and Career Guidance
- decide to what extent an applicant/student shall be subject to University rules and administrative procedures regarding the Public Access to Information and Secrecy Act

⁴ This does not apply to courses and programmes, where, either according to this Delegation of Authority Policy, or a specific decision made by the Vice-Chancellor, it is the duty of another actor to make a decision.

- decide on Special Support in Teaching and Learning for students with impairments, regarding: strengthened library service, note-taking support, and mentor support
- decide on the deferment of studies to a later start date for students who have already been admitted

Infrastructure

- assume system ownership and decide on the organisation of administration for University-wide IT systems
- decide on the system development, operations and authorisation systems of approved University-wide IT services
- make decisions regarding University-wide premises, as well as regarding the allocation of premises, infrastructures, and Local Premises Provision Projects within the Central University Administration.⁵

Other matters

- decide on the work related to the organisation of Emergency and Crisis Support at the University
- decide on how the Swedish Working Environment Authority's regulations are to be applied
- decide on rules and routines for the work related to security and safety
- decide on insurance coverage with regard to University operations and with regard to staff and students
- decide on the registration of matters handled
- decide on the allocation of matters to be handled
- decide not to allow access to a public document
- decide on rules for the disposal of a public document
- decide on how the University's graphic profile is to be applied
- decide on sustainable development efforts and environmental management systems for the Central University Administration
- decide on archiving structure

In cases where it is relevant, all decisions must follow the Vice-Chancellor's decisions.

⁵ For strategic projects related to premises, a delegation according to: *Handläggningsordning för strategiska lokalprojekt* applies. (The Administrative Procedures for Strategic Premises Projects is available in Swedish only)

5. THE HEAD OF DEPARTMENT

After delegation from the Dean, the Head of Department decides on⁶:

General

- the systematic work related to health and safety at the workplace, in accordance with a specific delegation
- work related to security and safety within the organisation
- sustainable development efforts and environmental management systems,
- archiving structure
- work related to equality and diversity
- the investigation, the action to be taken, and the follow-up of the students' working environment (health and safety)
- the application and handling of personal data in accordance with the General Data Protection Regulation (GDPR), and other supplementary legislation

Course and programme administration⁷

- credit transfer for previous study courses and programmes as well as other knowledge and skills with regard to the main field of study and/or course at undergraduate (first-cycle) level and at master's (second-cycle) level, and also with regard to tests at doctoral (third-cycle) level
- credit transfer for previous courses and programmes, or work/activities with regard to artistic degrees and vocational degrees
- the confirmation of course syllabuses; for courses included in Department-wide or Faculty-wide degree programmes, course syllabuses are confirmed after consultation with the Faculty Board(s) concerned, or its/their equivalent(s)
- the appointment of examiners for undergraduate (first-cycle) level and master's (second cycle) level
- the issuing of course certificates by request
- the number of occasions a student may take an examination or have a period of time for a placement/internship/or the equivalent period of time in their education – within the framework of the Swedish Higher Education Ordinance's regulations
- admissions to doctoral (third-cycle) programmes
- the appointment of examiners/reviewers for licentiate theses
- the appointment of supervisors for doctoral (third-cycle) students: principal supervisors and assistant supervisors
- the confirmation of individual study plans
- the admission of course and degree programme applicants on reserve lists, including admission to latter part of degree programmes
- approved leave from studies
- the temporary postponement of courses

⁶ Exemption from this delegation can be granted after consultation with the Vice-Chancellor

⁷ This does not apply to courses and programmes, where, either according to this Delegation of Authority Policy, or a specific decision made by the Vice-Chancellor, it is the duty of another actor to make a decision.

- the Department's Study and Career Guidance

Organisation

- the organisation of and working models to be used by the Department and by the Department Management, unless stipulated otherwise
- the nomination, the appointment and the termination of office of the Department's representatives in internal and external bodies, unless stipulated otherwise
- the allocation of premises and other infrastructure at the Department, as well as the Department's internal Premises Provision Projects⁸

Finances

- the entering into agreements on behalf of the University within the Department's area of activity with an individual value of up to 250 price base amounts; an undertaking that is to apply and extend beyond the current budget year, and with a total value exceeding 250 price base amounts, shall be signed after the approval of the Dean.
- the acceptance of gifts and grants in accordance with the National Regulations for Donations
- the acceptance of external research grants
- the granting of the use of the services of a legal person in educational activities
- the ratification of annual accounts and results reports

Staff/Human Resources

- positions, with the exception of Professors (Senior Lecturers, Associate Senior Lecturers and Research Assistants are employed in accordance with specific drafting procedures)
- to initiate the recruitment of Professors
- a position as Professor or Senior Lecturer being combined with employment at a health care unit according to the Higher Education Ordinance Chapter 4 Sections 2 and 8. Health care units include units offering programmes and research in Odontology
- the Work Task Plans of teachers
- the termination of the employment of staff, with the exception of Professors, when the person who is employed has reached the age specified in Section 33 of the Employment Protection Act

In cases where it is relevant, all decisions must follow the Vice-Chancellor's and the Dean's decisions.

According to the University of Gothenburg's Rules of Procedure the following issues are to be dealt with in the Department Council before a decision is made by the Head of Department⁹

- budget and operational plan, including recruitments
- goals and strategies for education and research, including cooperation (outreach)

⁸ For strategic projects related to premises, a delegation according to: *Handläggningsordning för strategiska lokalprojekt* applies. (The Administrative Procedures for Strategic Premises Projects is available in Swedish only)

⁹ In the case of urgent matters, decisions can be taken without them being discussed in the Department Council. In cases such as these, the matter in question is to be reported at the following meeting.

- course syllabuses¹⁰
- major statements of opinion and responses to proposal drafts
- appointment of department representatives in Faculty-wide and University-wide bodies
- issues related to working environment (Health and Safety)
- other issues stipulated by the Dean

¹⁰ Exemptions: programmes and courses, which, in accordance with a decision made by the Vice-Chancellor, are decided upon according to other procedures.