



The Delegation of Authority Policy at the University of Gothenburg

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Decision-maker	Vice-Chancellor
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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 primarily to be found 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 the framework for the decision-making powers the University has within its activities and operations. This Delegation of Authority Policy is intended for the decision-making powers that are to be added, and that originate from the University's 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, 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, on the condition 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 this 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 gender equality and equal treatment
- systematic work related to the health and safety of the work environment, in accordance with a specific delegation from the Vice-Chancellor
- work related to security and safety within the Faculty's activities and operations
- sustainable development efforts and environmental management
- archiving structure and routines
- the application and handling of personal data in accordance with the General Data Protection Regulation (GDPR), and other supplementary legislation
- application of the Ethics Review Act
- action to be taken in view of the follow-up and monitoring 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 and monitoring of the health and safety of the students' work environment

Courses and study programmes

- admission to doctoral (third-cycle) studies
- the granting of exemption from general entry requirements and specific entry requirements for admission to doctoral (third-cycle) studies
- the appointing of supervisors for doctoral (third-cycle) students, both principal supervisors and assistant supervisors
- the appointment of examiners for doctoral (third-cycle) studies
- the establishing of individual study plans for doctoral (third-cycle) studies
- the transferring of credits for courses as well as other knowledge and skills such as equivalent credit-bearing doctoral (third-cycle) course components
- the appointment of external reviewers and chairpersons at the defences of doctoral dissertations and at licentiate thesis seminars
- the appointment of examining committees or examiners for licentiate theses
- the appointment of members of examining committees at the defences of doctoral dissertations
- the revision of programme syllabuses and local qualification descriptors for the degree programmes that have been established
- the temporary postponing of admissions to degree programmes
- the transferring of credits for previous courses and study programmes, and other knowledge and skills, with regard to main field of study and/or undergraduate (first-cycle) and master's (second-cycle) course
- the transferring of credits for previous courses and study programmes, or professional activities, with regard to artistic degrees and vocational degrees
- the establishing of a course syllabus; for courses included in Department-wide or Faculty-wide degree programmes, a course syllabus is established after consultation with the Faculty Board(s) concerned, or its/their equivalent(s)
- the appointing 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 placement/internship, or the equivalent - within the framework of the Swedish Higher Education Ordinance's regulations
- the admission of course and degree programme applicants on waiting lists (reserve lists), including admission to latter part of degree programmes
- approved leave from studies
- the temporary postponing of courses
- the Faculty's Study and Career Guidance

To the Dean of the Faculty of Education, the following is to be delegated to decide on:

- credit transfer for previous courses and study programmes, or professional activities, with regard to Bachelor of Arts/Master of Arts degrees in Education
- admission to VAL (further education for teachers)

Organisation

- the Faculty's organisation and working models, 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 internal and external bodies, unless stipulated otherwise
- the allocation of premises, infrastructures, and Premises Provision Projects at the Faculty¹

Finances

- the entering into agreements on behalf of the University, within the Faculty's area of responsibility, and with an individual value of up to 500 price base amounts on an annual basis; an undertaking that is to apply 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 Donations Ordinance
- the adoption of Financial Statements and Results Reports for the Faculty
- the acceptance of external research grants
- the granting of the use of the services of a legal person within educational activities

Staff/Human Resources

- the appointment of Docents (Readers (GB)/Associate Professors (US))
- positions, with the exception of Professors (Senior Lecturers, Associate Senior Lecturers and Post-Doctoral Research Fellows are employed in accordance with specific drafting procedures)
- the initiating of the recruitment of Professors
- the Work Task Plans of teachers

¹ For strategic projects related to premises, a delegation in accordance with the following document: *Handläggningsordning för strategiska lokalprojekt* (The Administrative Procedures for Strategic Premises Projects) is to apply. This document is available in Swedish only.

- 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
- 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 where education and research in Odontology are conducted

To Deans at Faculties that conduct laboratory animal activities, the following is to be delegated to decide on:

- the allocation of staff and resources so that laboratory animal activities at each respective Faculty can be conducted in accordance with national regulation

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 University Library's organisation and working models, unless stipulated otherwise
- work related to security and safety within the University Library's activities and operations
- the nomination, the appointment, and the termination of office of the University Library's 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, and with an individual value of up to 500 price base amounts on an annual basis; an undertaking that is to apply 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 Donations Ordinance
- the adoption of Financial Statements and Results Reports for the University Library
- the limitation of Library resources for users in those cases where the University Library's rules are not observed

and also the following, with regard to the University Library:

- work related to gender equality and equal treatment
- systematic work related to the health and safety of the work environment in accordance with a specific delegation from the Vice-Chancellor
- the employment of staff
- sustainable development efforts and environmental management
- archiving structure and routines
- 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 Library²

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

² For strategic projects related to premises, a delegation in accordance with the following document: *Handläggningsordning för strategiska lokalprojekt* (The Administrative Procedures for Strategic Premises Projects) is to apply. This document 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 handled by the University Board and the Vice-Chancellor
- work towards promoting University-wide coordination and effectiveness of the administrative processes that originate from the Central University Administration
- be responsible for student welfare support and study environment
- be responsible for the support, administration and development of the University's provision of premises and its campus service
- be responsible for the support, administration and development of the University's IT-base infrastructure and IT support
- be responsible for digitalisation and development of the University's digital portfolio for the administration
- be responsible for the preparation of cost charging for premises, IT and campus services
- be responsible for work related to security and safety within the University as a whole
- be responsible for the overall work of managing and developing the University's environmental management system in accordance with current requirements

The University Director decides on:

Finances

- the entering into agreements on behalf of the University of Gothenburg, and the serving as an authorised signatory for the University. With regard to financial undertakings on behalf of the University, each one of these may not exceed 500 base amounts for each individual occasion or on an annual basis; a financial undertaking that is to apply beyond the current budget year, and with a total value of more than 500 base amounts, shall be signed after the approval of the Vice-Chancellor
- the rules for the University's financial administration, as well as governing documents, procurement, and the control organisation for Finances at the University
- the University's Signature Authorisation Policy and Authorised Payment Instructions
- the application of procedures for overhead remuneration within the University
- the models to be used for the University's follow-up and monitoring of its activities and operations, for its follow-up and monitoring of finances, and for its accounting
- the management of taxes and other charges

Staff/Human Resources

- the representing of the employer party in joint efforts between parties
- the entering into local collective agreements
- the rules for the University's staff administration, as well as the control organisation for Human Resources at the University
- the models for, and the content of, University-wide skills development and continuing professional development (CPD)
- the coordination of measures related to the readjustment of staff within the University

- insurance coverage for persons employed at the University
- persons to report cases in the University Staff Disciplinary Board
- the termination of employment owing to shortage of work, with regard to all staff, but with the exception of Professors

Course and programme administration³

- University-wide Study and Career Guidance
- the arranging of the Swedish Scholastic Aptitude Test (SweSAT)
- dates and procedures for the admission of students
- applications for alternative term dates
- exemptions from entry requirements for admission to undergraduate (first-cycle) and master's (second-cycle) courses and study programmes
- the deferment of studies to a later start date for students who have already been admitted
- educational support for students with disabilities in terms of enhanced library services, note-taking support, mentoring, printing/copying, educational interpretation, peer support, tutoring in academic language, writing and study techniques
- credit transfer for previous courses and study programmes, or professional activities, with regard to general degrees
- the issuing of course and degree certificates, as well as their content and the supplements to be included
- the extent an applicant/a student shall be subject to University rules and administrative procedures regarding the Public Access to Information and Secrecy Act
- persons to report cases in the University Disciplinary Board

Infrastructure

- system development, operations, and authorisation systems for established University-wide IT services
- University-wide premises

Other matters

- the University's Emergency and Disaster Organisation
- the rules and routines for work related to security and safety at the University
- the application of the Swedish Work Environment Authority's regulations
- insurance coverage for University activities and operations
- University-wide questions concerning archiving structure and routines
- the registration of matters to be handled
- the allocation of matters to be handled
- the refusal of access to a public document
- the rules for the disposal of a public document
- the application of the University's graphic profile
- the person to be legally responsible for GU Play

³ This does not apply to courses and study 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.

- coordinate the university's work on the Climate Framework
- manage the University of Gothenburg's internal climate fund

and also the following, with regard to the Central University Administration:

Organisation

- the Central University Administration's organisation and working models, unless stipulated otherwise
- the nomination, the appointment, and the termination of office of the Central University Administration's representatives in internal and external bodies, unless stipulated otherwise

Finances

- the adoption of Financial Statements and Results Reports for the Central University Administration
- the acceptance of gifts and grants in accordance with the Donations Ordinance

Staff/Human Resources

- the employment of staff
- work related to gender equality and equal treatment
- systematic work related to the health and safety of the work environment, in accordance with a specific delegation from the Vice-Chancellor

Infrastructure

- the allocation of premises, infrastructures, and Premises Provision Projects at the Central University Administration⁴

Other matters

- sustainable development efforts and environmental management
- archiving structure and routines
- the application and handling of personal data in accordance with the General Data Protection Regulation (GDPR), and other supplementary legislation
- work related to security and safety within the Central University Administration

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

⁴ For strategic projects related to premises, a delegation in accordance with the following document: *Handläggningsordning för strategiska lokalprojekt* (The Administrative Procedures for Strategic Premises Projects) is to apply. This document is available in Swedish only.

5. The Head of Department

After delegation from the Dean, the Head of Department decides on⁵:

General matters

- work related to gender equality and equal treatment
- systematic work related to the health and safety of the work environment, in accordance with a specific delegation
- work related to security and safety within the Department's activities and operations
- sustainable development efforts and environmental management
- archiving structure and routines
- the application and handling of personal data in accordance with the General Data Protection Regulation (GDPR), and other supplementary legislation
- application of the Ethics Review Act
- the investigation, the action to be taken, and the follow-up and monitoring of the health and safety of the students' work environment

Courses and study programmes⁶

- admission to doctoral (third-cycle) studies
- the appointing of supervisors for doctoral (third-cycle) students, both principal supervisors and assistant supervisors
- the establishing of individual study plans for doctoral (third-cycle) studies
- the transferring of credits for courses as well as other knowledge and skills such as equivalent credit-bearing doctoral (third-cycle) course components
- the appointment of external reviewers and chairpersons at licentiate thesis seminars
- the transferring of credits for previous courses and study programmes, and other knowledge and skills, with regard to main field of study and/or undergraduate (first-cycle) and master's (second-cycle) course
- the transferring of credits for previous courses and study programmes, or professional activities, with regard to artistic degrees and vocational degrees
- the establishing of a course syllabus; for courses included in Department-wide or Faculty-wide degree programmes, a course syllabus is established after consultation with the Faculty Board(s) concerned, or its/their equivalent(s)
- the appointing 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 placement/internship, or the equivalent - within the framework of the Swedish Higher Education Ordinance's regulations

⁵ Exemption from this delegation can be granted after consultation with the Vice-Chancellor.

⁶ This does not apply to courses and study 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 admission of course and degree programme applicants on waiting lists (reserve lists), including admission to latter part of degree programmes
- approved leave from studies
- the temporary postponing of courses
- the Department's Study and Career Guidance

Organisation

- the Department's and the Department Management's organisation and working models, 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 Projects⁷

Finances

- the entering into agreements on behalf of the University, within the Department's activities and operations, and with an individual value of up to 250 price base amounts on an annual basis; 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 Donations Ordinance
- the acceptance of external research grants
- the granting of the use of the services of a legal person within educational activities
- the adoption of Financial Statements and Results Reports for the Department

Staff/Human Resources

- positions, with the exception of Professors (Senior Lecturers, Associate Senior Lecturers and Post-Doctoral Research Fellows are employed in accordance with specific drafting procedures)
- the initiating of the recruitment of Professors
- 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
- 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 where education and research in Odontology are conducted

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

⁷ For strategic projects related to premises, a delegation in accordance with the following document: *Handläggningsordning för strategiska lokalprojekt* (The Administrative Procedures for Strategic Premises Projects) is to apply. This document is available in Swedish only.

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 Department⁸:

- budget and operational plan, including recruitments
- goals and strategies for education and research, including collaboration
- course syllabuses⁹
- major statements of opinion and responses to proposal drafts
- appointment of the Department's representatives in Faculty-wide and University-wide bodies
- issues related to the health and safety of the work environment
- other issues stipulated by the Dean

⁸ 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 shall be reported at the following meeting.

⁹ Exemptions: study programmes/courses, which, in accordance with a decision made by the Vice-Chancellor, are decided upon according to other procedures.