

The President's decision-making procedures and delegation rules

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NOTE: This is a translation of the Swedish version (*Rektors besluts- och delegationsordning*). In the event of any discrepancy between the versions, the Swedish version and wording will apply.



**Karolinska
Institutet**



The President's decision-making procedures and delegation rules

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Description of Revision:

- 2.1 President's decision: clarified ownership of resource distribution model.
 - 2.3 Delegation to the university director: delegation to decide on certain referral matters.
 - 4.1 Faculty committee: clearer responsibility for application of resource allocation model, responsibility for strategic decisions regarding quality work and increased possibilities for chair decisions in subordinate entities.
 - 4.2 Academic Vice-President: clarified delegation to deputy committee chairman.
 - 7.1 KIB: changed wording regarding the manager's right of attendance at the council meetings.
 - 7.3 Comparative medicine: referral of assignments for internal board to special decision.
 - 7.6 UoL: changed wording regarding the manager's right to attend the business's council meetings.
- In addition to substantive changes, linguistic and editorial changes have also been implemented.
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Introduction

The President's decision-making procedures and delegation rules is decided by the President and based on it, the delegation to the Faculty committee, the University central administration and other further delegations is described. With the support of ch. 2 Section 5 of the Higher Education Act (1992:1434) stipulates the following.

1. General principles for decisions and delegations at Karolinska Institutet

1.1 Delegation of responsibilities and decision-making powers

Delegation comes with responsibility for handling tasks with high quality and in accordance with current regulations. The person who has been delegated a task has a supervisory duty within the delegated area of responsibility and an obligation to act and report if the task is not carried out in accordance with the delegation or according to current regulations. The delegation means that the person to whom a task has been delegated must ensure that satisfactory internal governance and control is maintained within the delegated area of responsibility.

Decisions regarding delegation to an individual official must be in writing. For all assignments and delegations, there should be a structure or plan that shows who steps in in case of absence. In general, a decision-making right may be delegated unless otherwise specified. As a general rule, a delegation returns to the person who gave it if the delegatee is not on duty or for other reasons is prevented; for example, in case of conflict of interest, after the duration of the delegation or if it has been revoked by the person who gave it.

1.2 Decision-making entities

The following applies to all groups/entities at Karolinska Institutet (KI) with decision-making rights:

The decision-making entity:

- can decide to co-opt members,
 - An adjunction must be limited in time or to a certain type of matter. An adjunct member has the right to attend and speak but may not participate in decision-making,
- is quorum when at least half of the members are present, including the chairman,
- can delegate matters of an urgent nature to their chairperson,
 - chairperson's decision shall be announced at the next meeting
- should have a deputy chairperson who takes the chairperson's place when he/she has a conflict of interest, is absent or following an agreement with the chairperson,
- must ensure student influence in accordance with KI's instructions for student influence.
 - According to the Swedish Higher Education Act, the students have the right to be represented when decisions are made that have an impact on education or on the students' situation.
 - Student representatives have the same rights and obligations as other members.
 - It is the student union that appoints student representatives. If the union has not appointed a student representative position, this position shall not be counted when deciding on quorum.

A member of a decision-making entity can, in accordance with the Administrative Procedure Act, reserve against the entity's decision by having a dissenting opinion recorded.

1.2.1 Establishment of entities

When groups or entities are established, the establishing entity must ensure and formulate:

1. purpose and overall assignment specification,
2. the composition of the group or entity,
3. any decision-making authority,
4. principles and source of funding for resource needs outside of regular assignments.

The assignment specification can in some cases be further developed by another entity within the framework stipulated by the establishing entity.

Points 1, 3 and 4 also apply when an assignment is given to an individual person.

2 The President's assignments

The President is KI's head of university (government agency). The President is appointed by the government, is responsible for the management of operations and reports to the University board.

Ch. 2 Section 2 of the Higher Education Ordinance (1993:100) describes in which matters KI's board (the consistory) must make decisions. Certain particulars can be found in the Board's decision-making and handling procedure. Other matters are decided by the President in the presence of the University director or appointed substitute, unless otherwise prescribed by law or regulation or the University board has decided otherwise.

The President may delegate his tasks unless otherwise specifically prescribed (chapter 2, section 13 of the Higher Education Ordinance).

The organisational plan, approved by the Board, shows that the university management consists of the President, vice-President, and University director.

2.1 The President's decisions

Decisions in matters that do not fall under the responsibility of the University board, or that the President has not delegated to the Faculty

board, Dean, Head of department or another official are made by the President in the presence of the University director. The President decides on the following:

Research and education

- assignments to the Faculty board, Deans, Academic vice-Presidents, and university-wide functions,
- withdrawal of the right to supervision and other resources for education at postgraduate level,
- referral of cases to KI's Disciplinary board,

Organisation

- department division, department name and department affiliation to a department group.

Staff

- appointment of professors, adjunct professors and visiting professors,
- termination of employment as a professor,
- assignments as Dean, vice-President, vice Committee chairman and Head of department.

Economy

- budgetary framework for the Faculty board within the framework decided by the University board,
- model for the distribution of funding to departments,
- funds relating to the President's disposition for special investments.

General administration

- comments on official reports and other opinions from KI that are not delivered by the University board or have been delegated to the University director or someone else to respond to,
- university-wide regulations and guidelines that have not been delegated,
- referral of cases to the Government's Disciplinary board and KI's Staff Disciplinary board concerning professors,

- status as a student union.

Collaboration according to ALF agreement

- representation in collaborative organisation according to national ALF agreement,
- representation in management organisation according to regional ALF agreement.

Collaboration with other organisations

- university-wide agreements with universities, enterprises, or other organisations, which are not delegated, or agreements which are of particular importance to KI.

Other matters that are not, according to the constitution or delegation, to be decided by another entity or official.

2.2 Vice-President

According to ch. 2 § 10 of the Higher Education Ordinance, the vice-President must have a deputy, who serves in the vice-President's place when he is not on duty and who otherwise replaces the vice-President to the extent that the vice-President decides. At KI, the President’s deputy is named vice-President (in Swedish “Prorektor”). The vice-President makes decisions in the place of the President when the President is on a mission or for other reasons is prevented from doing so.

The vice-President can, through special delegation, be responsible for several university-wide tasks.

If neither the President nor the vice-President is on duty or is otherwise prevented, an official who meets the eligibility requirements for appointment as a professor or lecturer must be appointed by the President as acting President. The acting President may only make decisions that cannot wait.

2.3 University Director

The University director is appointed by the President and is the head of the university administration.

The University director is part of the university management team and, reporting to the President, has the overall responsibility for KI's operational support. From this follows the right to make university-wide decisions.

The position as University director comes with the authority to:

1. sign for KI
2. decide on matters concerning disclosure of public documents,
3. decide on regulations, guidelines, and instructions for KI's operations in administrative terms,
4. decide on matters concerning admission to education at basic and advanced level,
5. sign agreements on commissioned education and training programs,
6. decide, after consultation with the dean, on the university-wide operational support for KI's operations,
7. decide on referral statements and other opinions from KI to authorities other than the Government Offices, however not in supervisory matters,
8. issue diplomas at all levels of education,
9. decide on tuition fees,
10. decide on the receipt or use of funds for investments in buildings,
11. decide on the taking out of loans,
12. decide on the placement of funds in other ways than in KI's accounts connected to the National Debt Office,
13. decide on the sale of furnishings or equipment,
14. sign a premises rental agreement with an external party,
16. decide in a dispute about terms of employment,
17. sign pension, group life, property, and liability insurances other than those taken out through Kammarkollegiet, the Swedish Legal, Financial and Administrative Services Agency

18. decide on collaboration between KI employee's activities and KI,
19. decide on investments and changes in network infrastructure,
20. decide on a comment on an appealed decision concerning the activities of the university administration
21. decide on dismissal due to lack of work and decisions on which cases are submitted to KI's Staff Disciplinary Board or the Government’s Disciplinary Board except in matters concerning professors.

The University director is responsible for providing preparatory and decision-making entities with administrative support and expert support.

The University director is responsible for ensuring that students have access to health care (Studenthälsan).

In terms of university administration, the University director also has the responsibilities and general authority of a Head of department, where applicable.

3 Departments and department groups and their representatives

3.1 Departments

In accordance with the organisational plan approved by the University board:

1. The core activities – education and research – are conducted at the departments, unless otherwise decided.
2. The department is led by a Head of department.

In order to support the Head of department's responsibilities for the department's operations, there must be an assigned Head of administration.

The steering document “Delegation roles and tasks in a department or the equivalent” stipulates that there are several functions at the department with delegated responsibility.

3.2 Departmental groups

In accordance with the organisational plan approved by the University board:

1. KI has an organisational level where departments are divided into three groups.
2. The President decides on affiliation to a departmental group.
3. The Head of the departmental group is denominated Dean.

3.3 Dean

In accordance with the organisational plan approved by the University board:

1. The Dean is appointed by the President.
2. The Dean is a member of the Faculty board.

The Dean reports to the President.

President's delegation:

The Dean:

1. is the manager of the Heads of department of the departmental group and is thus responsible for the work environment of the Heads of department.
2. is responsible for coordinating the task of appointing the Heads of department within the departmental group and submitting proposals concerning Heads of departments to the President,
3. is responsible for coordinating initiatives within the departmental group and between departmental groups, regarding recruitment of teachers and researchers,
4. is responsible for supporting the Heads of department in implementing decisions reached by the University board, President, Faculty board and other university-wide decisions,
5. is responsible for coordinating and streamlining the activities within the departmental group in consultation with relevant departments and

with the University director in matters within the University director's area of responsibility,

6. supports the university management in the overall development of KI's operations.

As a stand-in for the Dean, the President can appoint one of the Heads of the department group. The substitute head of department is not a member of the Faculty board.

3.4 Head of department

The Head of department is appointed by the President following the proposal from the Dean of the departmental group, and following a prescribed recruitment process.

The Head of department reports to the Dean.

President's delegation:

3.4.1 Head of department's responsibility and decision-making powers

Head of department:

1. is responsible for and leads all activities at the institution. Decision-making at the institution must take place in accordance with current regulations and within the framework of the resources available to the institution,
2. is equated with the Head of a scientific institution according to the The Medicinal Products Act (2015:315),
3. is responsible for ensuring that the required permits are in place for research at the institution,
4. is responsible for collaborating with other Heads of departments both within the departmental group and with other departments at KI,
5. has the right, within the delegation authorisation, to sign for KI on behalf of the department,
6. must decide on the working order including organisational plan and decision-making and delegation order for the department according to the guidelines developed for this purpose,

7. is responsible for the working environment at the department, which means promoting a good working environment and preventing risks at work,
8. is responsible for ensuring that tasks carried out at the department relating to the environment and sustainable development are carried out in accordance with the Environmental Code, regulations issued with the support of the Swedish Environmental Code as well as judgments and decisions that are relevant to the department's activities,
9. decides, within the department's educational assignment, on basic and advanced level education, according to regulations and instructions from the Faculty board (or from the Committee for higher education on delegation by the Faculty board),
10. decides, according to regulations and instructions from the Faculty board (or the Committee for doctoral education on delegation by the Faculty board), regarding:
 - a. establishment of doctoral appointments,
 - b. admission to postgraduate education,
 - c. appointment of supervisors for doctoral students,
 - d. determination of individual study plans for doctoral students,
 - e. credit transfers for doctoral students,
 - f. appointment of examiners of postgraduate courses.
11. decides on appointments of staff at the department (with the exception of decision on appointments of professor, adjunct professors and visiting professors),
12. decides on affiliation to the department,
13. decides on approval or in cases of rejection of application for promotion from assistant lecturer to lecturer,
14. is responsible for the department's quality work,
15. is responsible for internal governance and control within the department,
16. decides on side jobs. The decision-making powers may only be delegated to the Head of administration,
17. is responsible for information security within the department.

The Head of department may not delegate further decisions referred to in point 10 a–c above. The Head of department may, unless otherwise specifically stated, delegate his/her decision-making powers.

More about the Head of department’s duties and options to delegate as well as follow-up responsibilities can be found in “Delegating roles and tasks in a department or the equivalent”.

3.4.2 Head of department makes decisions after consultation or in association

In the following cases, the Head of department makes decisions after consultation with another official, which means that a consultation procedure must have taken place before the decision:

President

1. Salary setting of professors, visiting professors and adjunct professors.

The University director or appointed delegatee

2. Appointment and salary setting of lecturers and associate lecturers.

The University director or appointed delegatee

3. Appointment and salary setting of Head of administration at the department, employment benefits in addition to salary, partial pension and salary setting of HR manager/responsible and financial manager/responsible at the department.

In the following cases, the Head of department decides jointly with another official. This means that a decision is not valid unless both the Head of department and the specified official have signed the decision or agreement:

The University director or appointed delegatee (a, b, d) or the President (c) in the following cases of external funding to KI.

4. Agreements on grant or assignment activities, collaboration, prize money, sponsorship or donations – with the exception of Swedish research councils and foundations such as the Swedish Cancer Society, the Swedish Heart Lung Foundation, signed by the Head of department, as well as what

appears in point 6, with KI as recipient or intermediary, signed in association with the University director if the amount is at least SEK 1,000,000 or if the contract period is longer than three years. For agreements amounting to less than SEK 1,000,000 and a contract period of up to three years, the following applies:

- a) Acceptance of prize money, from both Swedish and international contributors – Head of department in conjunction with the University director or by him/her appointed delegatee,
- b) Acceptance of donation or sponsorship – Head of department in association with the University Director or appointed delegatee,
- c) If the donation or sponsorship is of fundamental importance or if the amount is at least SEK 10,000,000, the President decides,
- d) other funding or cooperation agreements (subsidy or assignment activities with Swedish or foreign financiers) – Head of department in conjunction with the University director if the amount is at least SEK 500,000. If the amount is below SEK 500,000 the Head of department signs the agreement.

The University director or by him/her appointed delegatee

5. Agreements regarding procurement, purchasing, rent or leasing of at least SEK 1,000,000 or with a contract period of more than three years.

6. Application to the EU, National Institutes of Health (NIH) and other foreign financiers with comparable formal requirements, and agreements with these financiers including potential additions and amendments as well as related reports and system registrations.

President

7. Cross-departmental agreements (one or more departments) regarding collaboration with a department (or equivalent unit) at a foreign university

or other foreign research or educational institution. If the agreement contains financial terms, point 4 above also applies.

The Head of Finance (UF) replaces the University director in the event of absence regarding point 4.

The Head of department may not delegate his/her decision-making power for such decisions that must be made after consultation or in conjunction with the above-mentioned officials. However, if the Head of department is prevented, the Deputy head of department (or the Head of administration for items 4-7) may replace the Head of department.

4. Faculty board and Academic Vice-President

4.1 Faculty Board

In accordance with the organisational plan approved by the University Board:

1. The medical science area includes all academic activities conducted at KI and constitutes the medical faculty.
2. The university faculty is headed by a Faculty board.
3. The Faculty board, under the President, has the overall responsibility for education and research at the faculty.
4. Examples of areas of responsibility are resource allocation, infrastructure, quality and competence provision of teachers and researchers.
5. There are three committees under the Faculty board.
6. The committees are tasked with supporting the Faculty board through preparation and implementation in each area of responsibility and to make decisions in accordance with the delegation from the Faculty board.

The President's delegation:

The Faculty board is delegated the decision-making powers required to carry out the board's tasks. The Faculty board's responsibility and delegation are delimited by the decisions made by the President.

The Faculty board decides on the following overall and strategic issues which may not be delegated:

- long-term development of research and educational activities,
- annual distribution and follow-up of funding to institutions based on the decided resource distribution model,
- budgetary framework for committees and other entities under the Faculty board,
- allocation of other resources that have been assigned to the Faculty board,
- setting up and discontinuing education programs, professional degrees, majors, or general degrees as well as delegation of program responsibilities within first and second cycle education,
- establishing and discontinuing subjects included in education at postgraduate level,
- matters that concern more than one committee's area of responsibility and university-wide priorities.
- overall strategic decisions for the implementation of quality work in KI's core operations.

The Faculty board may assign a department or several departments to participate in the preparation and implementation of decisions made by the Faculty board.

The University director is the main rapporteur or appoints a main rapporteur. The rapporteur is responsible for ensuring that items of the meeting agenda are prepared.

Committees and boards under the Faculty board may delegate to the chairman to make decisions on certain matters beyond urgency. The chairman's decision must be notified at the body's next meeting.

Delegations and subordinated entities are described in the Faculty board's decision-making procedures and delegation rules.

4.2 Academic Vice-President

Regulations for academic elections stipulate that:

The Academic vice-President, as well as the vice-Chairman of the respective committee, is appointed by the President following an advisory election.

In accordance with the organisational plan approved by the University board:

1. The Academic vice-President is the chairman of a committee under the Faculty board.
2. The Academic vice-President is a member of the Faculty board.

The Academic vice-President reports to the President.

The Academic vice-President:

1. leads the work within the respective committee,
2. handles issues within the area of responsibility, both as chairman of a committee and as a member of the Faculty board,
3. carries out other assignments as decided by the President,
4. can, if prevented, appoint deputies for specific assignments, however not for the assignment as a member of the Faculty board,
5. has the following ceremonial duties: the Academic vice-President for doctoral education promotes doctors, the Academic vice-President for higher education hosts the graduation ceremonies for first and second cycle education, and the Academic vice-President for research promotes honorary doctors and jubilee doctors,
6. decides on international student exchange agreements at first and second cycle level: Academic vice-President for higher education,
7. decides on entering into agreements with Swedish or foreign higher education institutions regarding education leading to double, multiple or

joint degrees: Academic vice-Presidents for higher education and doctoral education respectively,

8. decides on entering into university-wide agreements (other than p7 above) on postgraduate education collaborations: Academic vice-President for doctoral education.

The Deputy committee chairman: replaces the Academic vice-President as Committee chairman when he/she is prevented, but not as a member of the Faculty board.

1. pursues matters within the committee's area of responsibility after consultation with the Academic vice-President concerned,

2. replaces the Academic vice-President as chairman of the committee when he is unable to do so,

3. replaces the Academic vice-President for other duties on his delegation, however not as a member of the Faculty board.

5. Central administration

The organisational plan approved by the University board shows that:

KI's university-wide support services comprise KI's central administration and the administrations of the departments.

The University director is the head of the central administration and reports to the President.

The President's delegation:

The central administration (UF) must work to ensure that KI complies with laws and regulations as well as special government edicts, and to ensure that the activities from an administrative point of view are conducted in a cost-effective and legally compliant manner. UF must ensure that cooperation between KI's various operations is strengthened. UF shall give operational support and expert support to KI's management organisation, core activities and university-wide aims and objectives.

6 Councils and committees

The organisational plan approved by the University board shows that:

There can be special units or entities at KI that have been established by government decision, the University board or the President. At KI there is a Faculty council, a Staff responsibility board, a Disciplinary board and a Funds and foundation council.

Councils and committees are regulated in the organisational plan, in the President’s decision-making procedures and delegation rules or by separate decision.

6.1 Council for the Examination of Deviation from Good Research Practice

KI has established a Council for the examination of deviation from good research practice.

The Council for the examination of deviation from good research practice shall:

1. decide if a case qualifies as suspected scientific misconduct and, if so, submit it to the Swedish national board for assessment of research misconduct (Npof.) for further investigation,
2. investigate suspected deviation from good research practice other than scientific misconduct,
3. handle matters relating to the reporting obligation provided in Section 13 of the Act on responsibility for good research practice and the examination of research misconduct (2019:504).

Members of the council:

- a chairperson, who is or has been a permanent judge, appointed by the President
- three faculty representatives, appointed by the President
- KI’s general counsel
- one student representative

The President appoints a vice-chairperson from among the members.

The faculty and student representatives must have deputies.

6.2 Internationalisation Board

The Internationalisation board is an advisory, preparatory and, in certain matters, decision-making entity regarding internationalisation.

The board:

1. supports the development of internationalisation at KI in accordance with current goals and strategies,
2. works with matters linked to comprehensive international collaborations, networks, and strategic partnerships,
3. prepares documentation for decision-making by the President or the Faculty board within the area of responsibility,
4. prepares budgetary materials within the area of responsibility and decides on the use of resources within the established budgetary framework,
5. appoints representatives assigned to work with comprehensive international collaborations, networks, and strategic partnerships.

Members:

- chairperson, President or by the President appointed delegatee
- two members appointed by the Faculty board
- three members appointed by each respective committee (one each)
- a member appointed by the University director
- three student representatives

6.3 Recruitment committee

The Faculty board decides on the activities of the recruitment committee in addition the President’s decisions. The framework for employment of teachers with corresponding instructions regulates the recruitment procedures.

The recruitment committee is an entity for:

1. preparation of recruitment matters concerning professors (with the exception of nominated professors), visiting professors, adjunct professors, lecturers, adjunct lecturers as well as promotion matters relating to applications for promotion from assistant lecturers to lecturers,
2. preparation of steering documents regarding the employment and promotion of teachers.

The President, Heads of department, Deans, Academic vice-Presidents, and the Faculty board are entitled to initiate a recruitment, the preparation of which the committee is responsible.

The one who initiates the case decides to open an employment procedure, after consultation with the recruitment board. The recruitment committee determines the requirements profile/advertisement following a proposal from and together with the initiator.

Only the initiator can decide to cancel the procedure. The recruitment committee may, if necessary, recommend that the application period be extended or that the procedure be cancelled. Before such a decision is made, the recruitment committee and the initiator must consult.

The Head of department concerned participates as a member of the recruitment committee in employment cases where the President decides.

The Dean participates as a member of the recruitment committee regarding recruitment cases related to his departmental group, where there is no pre-determined department host. If the departmental group is not determined, the Deans appoint one of them to participate.

Committee members:

- four members appointed by the Faculty board, from which the President appoints the chairman and vice-chairman
- two members appointed by each committee (in total six members)
- three student representatives
- two union representatives (without voting rights)

7. Other organisational entities

7.1 University library

Libraries at institutions of higher education are regulated by the Higher Education Ordinance (1993:100) and in the Libraries Act (2013:801). These declare that the libraries shall be responsible for library operations in the areas related to education and research at the universities and shall cooperate with each other.

In accordance with the organisational plan decided by the University board, there must be a university library at KI.

The President decides on the direction and scope of the activities at the Karolinska Institutet University Library (KIB).

KIB is led by a library manager who is appointed by the University director.

The library manager reports to the University director.

The library manager has the authority to represent KI in matters relating to library cooperation and is responsible for conducting the activities so that the requirements of the Libraries Act are met.

The library manager has the responsibilities and authority corresponding to a head of department, where applicable.

The library manager may delegate decision-making powers to another official at KIB.

There shall be a library council at KI. The council provides guidance on operational direction and gives advice in the preparation of the library's internal resource allocation. The council reports to the library manager.

Members of the council:

- a chairman appointed by the President
- three members appointed by each committee (one each)
- one external member appointed by the University director
- three student representatives

- the Head of teaching and learning unit (UoL)

The library manager may attend the library council's meetings.

7.2 University Dental Clinic

The University Dental Clinic at Karolinska Institutet is a training clinic for students of dentistry and dental hygiene and includes a specialised dental care clinic.

The Head of the department of dental medicine oversees the activities.

The Head of department may delegate the overall responsibilities and authority for the activities at the clinic to the head dentist, who reports to the Head of department.

The University dental clinic comprises several clinics (units), each of which has a manager appointed by the head of department. The head dentist may delegate the responsibilities and authority for clinic operations to the manager. The manager reports to the head dentist.

7.3 Comparative Medicine

Comparative Medicine (KM) is responsible for all licensed activities involving animals at Karolinska Institutet (KI).

The Faculty board decides on the focus and scope of KM's activities at a university-wide level.

The Head of KM is hired or appointed by the President.

The head of KM reports to the President.

KM has a board appointed by the President. The board's mandate is regulated in a special decision.

Board members:

- six researchers working with animal experimentation, of which one is chairperson appointed by the President
- the Head of KM
- a member appointed by the Academic vice-President for research

- veterinary medical competence, co-opted for matters of animal welfare unless the Head of KM has veterinary competence
- one student representative

The President may also appoint an additional external member.

The Head of KM is the licensee for all animal activities at KI that are subject to a license, and thus has legal liability for operations. If the Head considers a KM board decision to be in contravention of the prevailing rules, permits or accepted ethical standards, he/she is to inform the President. Such a decision may not be implemented without the President’s approval on the matter.

The Head of KM is responsible for rules and instructions on the handling of irregularities concerning animal research activities. This shall be carried out in collaboration with the Central administration and the Committee for research. The Head of KM responds to external questions regarding animal experimentation.

The Head of KM has the responsibilities and general authority for KM corresponding to those of a Head of department, delimited by the KM board’s decision-making powers.

The Head of KM may delegate his/her decision-making powers to another KM official, except the authority linked to being a licensee.

7.4 Ming Wai Lau Centre for Reparative Medicine

Karolinska Institutet (KI) operates a research centre, the Ming Wai Lau Centre for Reparative Medicine (MWLC), whose activities are conducted partly within a research facility established in Hong Kong and partly through research grants awarded to researchers working in the existing departmental structure at KI.

The director of the MWLC is appointed by the President.

The director of the MWLC reports to the President.

The director of the MWLC has the responsibilities and general authority for the MWLC corresponding to those of a Head of department. The delegation

of decision-making authority to an official other than the director is regulated by decision of the President.

7.6 Teaching and Learning Unit

Teaching and learning (UoL) is a university-wide function. UoL's mission is to contribute to the pedagogical development of KI's education. This task includes the development of pedagogical infrastructure and pedagogical competence development as well as support for pedagogical development work.

UoL is led by a manager who is hired or appointed by the University director.

The manager reports to the University director.

The UoL manager has the responsibilities and authority corresponding to a head of department, where applicable.

UoL has a council assigned to support the operational planning within the budgetary framework decided by the President. The council reports to the UoL manager.

Members of the council:

- the chairman is the Academic vice-President for education or a person appointed by the Academic vice-President
- the Academic vice-President for doctoral education or a person appointed by the Academic vice-President
- three operations representatives (eg GUA) representing their departmental group, appointed by the respective Dean.
- one member is appointed by the library manager
- additional members may be appointed by the chairman after consultation with the UoL manager
- one member is appointed by the University director
- three student representatives

The UoL manager may attend the council's meetings.

7.7 Medical History and Heritage Unit

The history and cultural heritage of medicine (MHK) is a university-wide function. MHK's mission is to safeguard, develop and disseminate knowledge about KI's medical and scientific historical heritage. The Hagströmer Library is part of MHK and is a medico-historical library and museum. MHK manages, in addition to books, KI's collections of historical objects, manuscripts and art.

MHK is led by a manager who is hired or appointed by the University director.

The manager reports to the University director.

In terms of MHK, the head of operations has the responsibilities and authority corresponding to a head of department, where applicable.