

The University Director's Delegation of Authority to the Heads of Central Services and the Deputy University Director

Established by the university director on 17 March 2022 and valid until further notice, unless stated otherwise.

The vice-chancellor's delegation to the university director includes authority corresponding to the overall responsibility for the university's Central Services and administrative processes. The university director is in turn expected to subdelegate authority. Authority central to the university director's role as head of Central Services may not be delegated without the vice-chancellor's approval. A person given the power of decision through delegation by the university director may not exercise this power in situations where decisions are matters of principle, may have prejudicial effect, or are of general importance. Decisions that may fall into these categories shall be referred back to the university director. In cases where authority has been delegated to the heads of all offices, this authority applies to the respective unit of each head of office.

The university director shall represent the university in his/her area of responsibility. The vice-chancellor may task the university director with additional external representational duties.

1. Finances and agreements

Vice-chancellor's delegation of authority to the university director, including subdelegations

	General	Comments	May not be delegated	Subdelegated to:
1.23 ¹	Deciding on the Central Services' activities, organisation, finances, staff and infrastructure within the framework set by the university board.		X	

¹ The numbering corresponds to the numbering used in the Vice-Chancellor's Delegation of Authority.

Decision:	FB 9/22	Reg.no.	C2022/331	Replaces:	FB 16/19	Reg.no.	C2019/603
Applies from:	17 March 2022	until:	further notice	Officer:	Eva Rendahl		

1.24	Determine payment authorisation instructions.			Head of the Financial and Budgeting Office
1.25	<p>Power of signature on behalf of the university for amounts up to and including SEK 50 000 000 for the following transactions:</p> <ul style="list-style-type: none"> • Payment of employer contributions and taxes • Signing the university's monthly payroll • Wage garnishment payments to the Enforcement Authority on behalf of employees • Payments to Trygghetsstiftelsen • Payment of special payroll tax to the Swedish Social Insurance Agency • Payment of VAT, excise tax and such to the Swedish Tax Agency • Manual payment of salary in case of cancelled payment (for example in case the account number is wrong) • Payment of salary advances, travel advances and compensation for expenses to employees 			Head of the Financial and Budgeting Office
1.26	<p>Power of signature on behalf of the university for amounts up to and including SEK 5 000 000:</p> <ul style="list-style-type: none"> a) contracts related to the Central Services' areas of responsibility b) taking up loans from the Swedish National Debt Office c) funds and foundations for which the university is the appointed administrator 	<p>a) Subdelegation limited to contractual values not exceeding a total maximum of SEK 500 000, with a contract duration of three years. Subdelegation to the IT Director limited to amounts not exceeding SEK 1 000 000, for contracts related to the</p>		<p>a) Heads of offices' subdelegation limited to contractual values not exceeding of SEK 50 000, with a contract duration of one year.</p> <p>b) – e) Head of the Financial and Budgeting Office</p>

	<p>d) payment orders and accounting vouchers for adjustments to the financial records</p> <p>e) administration of authorisations for access to the university's bank</p> <p>f) rental payments within the framework of signed contracts</p>	development of software and procurement of hardware.	f) X	
	Budget and planning operations			
1.27	Deciding on procedures that govern the university's budgeting, financial reporting, financial monitoring and annual accounts.			Head of the Financial and Budgeting Office
1.28	Deciding on rules and procedures that govern the university's financial administration.			Head of the Financial and Budgeting Office
	Decisions about externally funded activities	The amount refers to the University's share in the project, including transfers		
1.29	Approving applications for external funding of amounts of up to and including SEK 10 000 000, after documented review.*		X	
1.30	Approving receiving and managing external funding, within the area of responsibility of the Central Services, of amounts of up to and including SEK 10 000 000, after documented review.*		X	
	Investments and property management			
1.31	Deciding on investments within the framework of the current established plan for the provision of premises.	Subdelegations limited to acquisition values not exceeding SEK 5 000 000.		Head of Campus Services
1.32	Signing rental contracts within the framework of the established plan for the provision of premises:	Subdelegations limited to a total contractual sum not exceeding SEK 5 000 000.		Head of Campus Services

	<ul style="list-style-type: none"> a) determining internal and external rent prices b) signing contracts when subletting to external parties 			
1.33	Deciding on procurement matters at the university: <ul style="list-style-type: none"> a) the process of acquisition and procurement b) winning bids c) cancelling procurements d) commencing procurements for university-wide framework agreements e) signing contracts when creating university-wide framework agreements 			Head of Strategic Support Services
1.34	Deciding on divestments of furnishings, equipment or intangible assets.	Performed in consultation with the head of the Financial and Budgeting Office	X	

*Documented review means that the prerequisites regarding the legal act must be adequately investigated through drafting or examining agreements, budgets and such, as well as within the established limits on borrowing and in accordance with internal policy documents.

2. Education and research

Vice-chancellor's delegation of authority to the university director, including subdelegations

	Admission and qualification requirements	Comments	May not be delegated	Subdelegated to
2.28	Deciding on admission matters:			Head of the Office for Student Affairs

	<ul style="list-style-type: none"> a) the number of admissions (based on the planned amounts determined by the faculties) b) application periods c) admission to first-cycle and second-cycle study programmes and courses (bachelor's and master's level) d) handling appeals of admission decisions 			
2.29	<p>Deciding on individual cases regarding:</p> <ul style="list-style-type: none"> a) qualification matters b) matters related to assessment of qualifications c) exemptions from entry requirements, and assessment of prior learning d) special grounds for admission 	To be carried out in consultation with representatives from the subject in question, when necessary.		Head of the Office for Student Affairs
2.30	<p>Deciding on matters regarding:</p> <ul style="list-style-type: none"> a. deferment and leave from studies b. permission for parallel studies c. switching study programmes or higher education institution, admission to a later stage of a programme 			Head of the Office for Student Affairs
	Degree matters and credit transfer			
2.31	Determining the design and issuing of degree diplomas, including diploma supplements.			Head of the Office for Student Affairs
2.32	Deciding on credit transfers of general credits earned abroad.	This shall be done in consultation with the respective faculty. There is no need to prepare and report on matters.		Head of the Office for Student Affairs
	Academic Year			
2.33	Determining the dates of the academic year and study periods.			Head of the Office for Student Affairs
	Assistance to students with special needs			

2.34	Deciding on assistance to students with long-term special needs			Head of the Office for Student Affairs
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3. Organisation and administration

Vice-chancellor's delegation of authority to the university director, including subdelegations

Responsibilities refer to the university as a whole, unless stated otherwise.

	General	Comments	May not be delegated	Subdelegated to
3.25	Responsible for strategic planning of the Central Services, as well as for monitoring their activities.			Heads of Central Services offices
3.26	Overall responsibility for university-wide administrative processes.		X	
3.27	Responsible for ensuring that negotiations and the provision of information are in accordance with the Act on Co-Determination at Work (1976:580) before significant decisions are taken concerning Central Services staff.			Heads of Central Services offices
	Division of labour			
3.28	Deciding on the organisational division of labour within the Central Services.		X	
	Work environment			
3.29	Division of labour related to work environment within the Central Services.	A template for delegation of duties related to work environment shall be used.		Heads of Central Services offices

3.30	Implementation of systematic work environment procedures within the Central Services.	Head of Campus Services initiates security inspections.		Heads of Central Services offices
3.31	Overall responsibility for university premises as regards work environment, safety and fire protection.			Head of Campus Services
3.32	Implementation of systematic fire protection procedures within the Central Services.			Head of Campus Services
3.33	Responsible for preventing, handling and taking measures against discrimination and harassment.			Heads of Central Services offices
	Gender mainstreaming			
3.34	Responsible for gender mainstreaming in the Central Services, in accordance with established action plan.			Heads of Central Services offices
	Security matters			
3.35	Deciding on university-wide security matters and crisis management, including fire protection and evacuation: <ul style="list-style-type: none"> a. overall responsibility for security matters related to alarms and access control b. overall responsibility for fire safety and evacuation c. deciding on university insurance 			Head of Campus Services
3.36	Deciding on matters related to IT security			IT director
	Access to premises and teaching resources			
3.37	Approving the university's action plan for accessibility to the university premises and other educational resources.	The head of the Student and Executive Services Office is tasked with coordinating the implementation of the action plan.	X	
	Environment/sustainable development			
3.38	Deciding on the university's environmental management system, environmental reports and monitoring.	University-wide responsibilities cannot be delegated.	X	a) – c) Heads of Central Services offices

	<ul style="list-style-type: none"> a. Ensuring that the Central Services adhere to the university's environmental policy. b. Integration of the university's environmental management system in the Central Services. c. Converting general environmental aims into action plans for the Central Services. 	a) - c) The university director is responsible for coordinating and implementing the work together with the heads of the Central Services offices.		
	Management of art			
3.39	Determining the placement and maintenance of works of art owned by the university.			Head of Campus Services
	Other matters			
3.40	Coordinating measures related to privacy protection issues.		X	
3.41	Responsible for the processing of personal data by the Central Services.			Heads of Central Services offices
3.42	The university director has the power of decision in all additional matters concerning the operations of the Central Services, except when decisions in such matters are incumbent on other executives.			

4. Staff

Vice-chancellor's delegation of authority to the university director, including subdelegations

The university director delegates decisions in staff matters to the heads of Central Services offices, while taking corresponding decisions regarding management. Unless stated otherwise, the delegation of authority below refers only to Central Services staff.

	General	Comments	May not be delegated	Subdelegated to

4.19	Establishing guidelines for hiring of all technical and administrative staff.	Applies to all staff.		Head of HR
4.20	Establishing, removing and changing job titles within the university.	Applies to all staff. Does not apply to teaching staff.		Head of HR
4.21	Deciding on BESTA classifications.	Applies to all staff.		Head of HR
4.22	Negotiating local collective agreements.	Applies to all staff.		Head of HR
4.23	Representing the employer at co-determination negotiations [MBL] regarding order of priority and reassignment reviews.	Applies to all staff.		Head of HR
4.24	Representing the employer in interpretation of and disagreements about labour legislation and contracts.	Applies to all staff.		Head of HR
4.25	Leading the work and determining the division of labour, as well as deciding on: <ul style="list-style-type: none"> • work duties • overtime/additional time and compensational leave • assigning leave periods • official business trips • leaves of absence 			Heads of Central Services offices
	Recruitment and terms of employment			
4.26	Appointing technical and administrative staff, provided that the position is not filled through reassignment.	In consultation with the head of HR		Heads of Central Services offices
4.27	Cancelling recruitment within the university, for example due to reassignments.	Applies to all staff.		Head of HR
4.28	Deciding on reassignment matters within the university.	Applies to all staff. May not be delegated further than the head of HR.		Head of HR
4.29	Deciding on the allocation of funds for reassignment measures, in accordance with local agreements.	Applies to all staff.		Head of HR

4.30	Accepting resignations of employees at their own request.			Heads of Central Services offices
4.31	Deciding on termination of employment due to redundancy.	Applies to all staff.		Head of HR
4.32	Deciding on departure conditions beyond what is stated in local agreements, in case of termination of employment.	Applies to all staff and may not be delegated further than the head of HR.		Head of HR
4.33	Deciding on partial pensions.	Applies to all staff.		Head of HR
4.34	Deciding on sideline occupations: <ul style="list-style-type: none"> • approving employees' reported sideline occupations • determining that a sideline occupation cannot be approved under current regulations and indicating that an employee may not commence or has to discontinue such a sideline occupation. 			Heads of Central Services offices
	Setting salaries and salary review			
4.35	Deciding on salaries and other terms of employment when recruiting administrative and technical staff.			Heads of Central Services offices
4.36	Heading the local salary reviews: <ul style="list-style-type: none"> • representing the employer at salary reviews, in accordance with the University's salary policy and in keeping with determined guidelines and agreements. 	Applies to all staff.		Head of HR
4.37	Deciding on all salary changes, including individual raises, during the term of	Applies to all staff.		Head of HR

	employment or when time-limited contracts are extended, as well as outside of the usual pay review period.	Recommendations are made by the deans, the library director, or heads of Central Services offices, taking into account the current pay policy and regulations regarding the setting of salaries.		
4.38	Following recommendations made by the deans, the library director, or heads of Central Services offices, a decision is made in accordance with Villkorsavtal and Villkorsavtal-T.	Applies to all staff.		Head of HR