

Decision makers :	Vice-Chancellor	Decision date :	2026-03-16
Document Type :	Rule	Enters into force :	2016-03-16
Validity :	Until further notice		
Document that is replaced: LTU-1158-2025		Revision of section 1.4.	

## The Vice-Chancellor's decision and delegation rules for Luleå University of Technology

The English translation has been generated using an automatic translation service. In case of any discrepancy or discussion regarding translated governing documents, the Swedish original text shall always prevail

## Table of Contents

<b>INTRODUCTION</b> .....	<b>5</b>
<b>1. VÍCE-CHANCELLOR</b> .....	<b>5</b>
1.1 VICE-CHANCELLOR'S DECISION-MAKING.....	5
1.2 OTHER PRINCIPAL FUNCTIONS .....	6
1.2.1 <i>Pro Vice-Chancellor</i> .....	6
1.2.2 <i>Deputy Vice-Chancellor</i> .....	6
1.2.3 <i>Special adviser to the Vice-Chancellor</i> .....	7
1.3 THE VICE-CHANCELLOR'S STRATEGIC COUNCIL.....	7
1.4 OTHER GROUPS ESTABLISHED BY THE VICE-CHANCELLOR .....	7
1.4.1 <i>Vice-Chancellor's Council</i> .....	7
1.4.2 <i>Strategic forum</i> .....	7
<b>2. SIGNING FOR THE UNIVERSITY</b> .....	<b>8</b>
2.1 GENERAL .....	8
2.2 VICE-CHANCELLOR.....	8
2.3 UNIVERSITY DIRECTOR.....	8
2.4 PRO VICE-CHANCELLOR AND DEPUTY UNIVERSITY DIRECTOR .....	8
2.5 HEAD OF DEPARTMENT .....	9
2.6 SERVICE OF NOTICE.....	9
2.7 COMMITMENTS .....	9
2.7.1 <i>Funder's/other party's requirement for the signature of the Vice-Chancellor</i> .....	9
2.8 ELECTRONIC SIGNATURES .....	9
<b>3. DISCIPLINARY BOARD</b> .....	<b>9</b>
<b>4. FACULTY BOARDS</b> .....	<b>10</b>
4.1 GENERAL .....	10
4.2 THE VICE-CHANCELLOR'S DELEGATION OF DECISION-MAKING TO THE FACULTY BOARDS .....	10
4.3 FACULTY BOARD'S COMMITTEES .....	10
4.4 COMMITTEES FOR EDUCATION AND RESEARCH ESTABLISHED BY THE VICE-CHANCELLOR .....	10
4.4.1 <i>Joint Committee for First- and Second-Cycle Education</i> .....	11
4.4.2 <i>Joint Committee for Doctoral Education</i> .....	11
4.4.3 <i>Joint Committee for the Arts</i> .....	11
4.5 THE VICE-CHANCELLOR'S DELEGATION OF DECISION-MAKING TO THE CHAIR OF THE FACULTY BOARD.....	12
4.5.1 <i>Subdelegation</i> .....	12
<b>5. EMPLOYMENT BOARDS</b> .....	<b>13</b>
5.1 GENERAL .....	13
5.2 THE VICE-CHANCELLOR'S DELEGATION TO THE CHAIRMAN OF THE APPOINTMENTS BOARD .....	13
5.2.1 <i>Subdelegation</i> .....	13
<b>6. DEPARTMENTS</b> .....	<b>13</b>
6.1 HEAD OF DEPARTMENT - RESPONSIBILITIES AND DECISION-MAKING AUTHORITY.....	13
6.1.1 <i>Governance and management</i> .....	14
6.1.2 <i>Economy</i> .....	15

6.1.3	Work environment and employees.....	16
6.1.4	Security work, crisis management and security protection .....	16
6.2	SUB-DELEGATIONS.....	17
6.3	DEPUTY HEAD OF DEPARTMENT .....	17
6.4	DIVISIONS .....	17
6.4.1	Head of Division - responsibilities .....	17
6.5	RESEARCH SUBJECTS.....	19
6.5.1	Head of Subject - Responsibilities .....	19
6.6	PROGRAMME MANAGEMENT FUNCTIONS.....	21
6.6.1	Programme Director .....	21
6.6.2	Coordinator course groups .....	21
6.6.3	Programme coordinator .....	21
6.6.4	Examinator.....	22
6.6.5	Course coordinator .....	22
6.7	THIRD-CYCLE PROGRAMME COORDINATOR .....	22
6.7.1	Examiner, doctoral education.....	22
6.8	PROGRAMME COUNCIL.....	23
6.9	MANAGEMENT TEAM.....	23
<b>7.</b>	<b>PROFESSIONAL SERVICES.....</b>	<b>24</b>
7.1	RESPONSIBILITIES OF THE UNIVERSITY DIRECTOR.....	24
7.1.1	Overall responsibility .....	24
7.1.2	Disposal of University funds.....	24
7.1.3	Skills supply.....	24
7.1.4	Work environment .....	24
7.1.5	Equality .....	25
7.1.6	Collaboration .....	25
7.1.7	Environmental management .....	25
7.1.8	Security work .....	25
7.1.9	Export control .....	25
7.1.10	Processing of personal data.....	25
7.1.11	Information management and archive responsibility.....	25
7.1.12	Representing the employer in local and central negotiations .....	26
7.2	DELEGATION OF DECISION-MAKING AUTHORITY TO THE UNIVERSITY DIRECTOR .....	26
7.2.1	General matters.....	26
7.2.2	Organisation .....	26
7.2.3	Investments and other use of resources .....	26
7.2.4	Personal .....	27
7.2.5	Questions about public documents.....	27
7.3	DEPUTY UNIVERSITY DIRECTOR .....	27
7.4	ASSOCIATE UNIVERSITY DIRECTOR .....	27
7.5	HEAD OF SECURITY .....	27
7.6	DIVISIONS.....	27
7.7	MANAGEMENT TEAM.....	28
7.8	DELEGATION OF THE RIGHT TO SIGN FOR THE FIRM .....	28
7.9	SUB-DELEGATION .....	28
7.9.1	Decision-making powers.....	28
7.9.2	Right to order and certify final.....	29
<b>8.</b>	<b>STUDENT INFLUENCE AT LULEÅ UNIVERSITY OF TECHNOLOGY.....</b>	<b>29</b>
<b>9.</b>	<b>COLLABORATION .....</b>	<b>29</b>

9.1	COLLABORATION AGREEMENT .....	29
9.2	CENTRAL COLLABORATION GROUP.....	30
9.3	LOCAL COLLABORATION GROUP .....	30
9.4	THE WORK ENVIRONMENT COMMITTEE .....	30
<b>10.</b>	<b>PROCESSES OF CASES.....</b>	<b>30</b>
10.1	PREPARATION OF CASES .....	30
10.2	PRESENTATION AND DECISION-MAKING.....	30
10.2.1	<i>Conflict of interest</i> .....	31

## Introduction

The Higher Education Ordinance (HF) only regulates which matters are to be decided by the University Board and the Vice-Chancellor. Other decision-making bodies within the university base their decision-making powers on delegation from superior bodies, where the original delegation is always from the Vice-Chancellor. The purpose of the decision-making and delegation of authority is to regulate the decision-making paths within the University. A starting point for the delegation is that it must follow the university's line organisation.

In the current "Rules of Procedure for Luleå University of Technology" (the rules of procedure), which have been decided by the University Board, it is established that superior bodies may sub-delegate to subordinate bodies unless otherwise stated in the rules of procedure. In the Rules of Procedure, the University Board has decided on the overall tasks of the decision-making bodies within the University. The University Board's decision on the rules of procedure thus forms the basis for the Vice-Chancellor's delegations in this decision-making and delegation procedure.

### 1. Vice-Chancellor

The Vice-Chancellor's decision-making authority include decisions on all matters and matters that are not to be decided by the University Board itself or by others in accordance with special provisions in laws and ordinances, or if the University Board has decided otherwise.<sup>1</sup>

The distribution of work environment tasks to the Head of department and the Head of administrative support must be in writing.

The Vice-Chancellor may delegate his or her duties within the framework prescribed in the the Higher Education Act.<sup>2</sup> The Vice-Chancellor's sub-delegations are set out in sections 4–7 of this document.

Decisions on all issues that are not addressed in this document are made by the Vice-Chancellor.

#### 1.1 Vice-Chancellor's decision-making

The Vice-Chancellor's decision-making can either take place at the Vice-Chancellor's decision-making meeting (RE) or by the Vice-Chancellor e-signing decisions. Decision-making is always made after an oral or written presentation in each case. The Vice-Chancellor's decision-making meeting is attended by the Pro Vice-Chancellor, the Deputy Vice-Chancellor, the Head of Administrative Support and student representatives.

---

<sup>1</sup> Chapter 2, Section 3 of the Higher Education Act

<sup>2</sup> Chapter 2, Section 2 of the Higher Education Act

## 1.2 Other Principal Functions

In addition to the Vice-Chancellor, the Vice-Chancellor's function also includes the Pro Vice-Chancellor, the Deputy Vice-Chancellor, and any additional positions decided by the Vice-Chancellor.

### 1.2.1 Pro Vice-Chancellor

The Pro Vice-Chancellor is deputy to the Vice-Chancellor at LTU and replaces the Vice-Chancellor to the extent determined by the Vice-Chancellor. The Pro Vice-Chancellor may be assigned special assignments by the Vice-Chancellor.

The Pro Vice-Chancellor shall:

- together with the Vice-Chancellor, represent the University in internal and external contexts
- work together with the university's other management to achieve the goals of the university's strategic plan.
- represent the university on internal and external boards and bodies

The Vice-Chancellor has assigned the following tasks to the Pro Vice-Chancellor:

- Chairman of the Disciplinary Board
- Chair of the Vice-Chancellor's Internationalisation Council
- Chair of the Vice-Chancellor's Research Infrastructure Council
- Chair of the Vice-Chancellor's Research Council

### 1.2.2 Deputy Vice-Chancellor

The Vice-Chancellor may appoint one or more Deputy Vice-Chancellors with the areas of responsibility she/he chooses. The Deputy Vice-Chancellor receives his/her assignments directly from the Vice-Chancellor and reports directly to her/him.

#### 1.2.2.1 Deputy Vice-Chancellor for Education and Quality

The Deputy Vice-Chancellor for Education and Quality handles university-wide issues relating to education at undergraduate and graduate level, as well as quality systems relating to education and research. The Deputy Vice-Chancellor may be assigned special assignments by the Vice-Chancellor.

The Deputy Vice-Chancellor for Education and Quality shall:

- work together with the university's other management to achieve the goals of the university's strategic plan.
- represent the University in internal and external boards and bodies, preferably in the field of education

The Vice-Chancellor assigns the following tasks to the Vice-Chancellor for Education and Quality:

- Chairman of the Vice-Chancellor's Education Council
- Chairman of the Vice-Chancellor's Quality Council

### 1.2.3 Special adviser to the Vice-Chancellor

The Vice-Chancellor can appoint advisers with the task of coordinating the University's efforts and strengthening and highlighting the University's position in various subjects and thematic areas of strategic importance, both internally and externally. Tasks, which may be of different nature, are laid down in a separate decision.

## 1.3 The Vice-Chancellor's Strategic Council

The Vice-Chancellor chairs the Vice-Chancellor's Strategic Council (RSR) and leads the Council's work. RSR advises the Vice-Chancellor on the University's overall strategic direction and goals.

RSR has the following mission:

- Determine the direction of the university's strategic plan and vision.
- Initiate adjustments in strategies and plans based on follow-up and evaluation of strategic initiatives.
- Advise the Vice-Chancellor on strategic issues and initiatives relating to the University's operations.
- Contribute to collaboration and coordination between different parts of the University to ensure that strategic initiatives are implemented effectively and in line with overall goals.

The Council normally meets once a month.

## 1.4 Other groups established by the Vice-Chancellor

### 1.4.1 Vice-Chancellor's Council

The Vice-Chancellor may establish a Vice-Chancellor's Council. They work on behalf of, and report to, the Vice-Chancellor.

### 1.4.2 Strategic forum

The Vice-Chancellor may establish strategic forums in areas where the Vice-Chancellor has appointed a special adviser.

## 2. Signing for the University

### 2.1 General

The right to sign refers to the right to represent the University and sign for its name, i.e. the right to enter into agreements and enter into agreements that entail binding financial obligations and other obligations for the University. The authority conferred by the right to sign for the company covers all types of commitments, regardless of their form or scope and regardless of the type of contract.

The Vice-Chancellor has the overall/general right to sign for the entire University. This right has been delegated to a smaller group of executives and in some cases to a limited extent. Sections 2.2 - 2.5 show how the right to sign has been delegated. The delegated right to sign has in some parts been combined with a limited right of sub-delegation.

It is important to note that a person who is not the bearer of any delegation does not have any right to conclude agreements or agreements in any form whatsoever.

In some cases, it is possible to subdelegate a limited right - the right to order goods and services based on agreements entered. The right to purchase is always subject to restrictions in terms of financial amount and type of purchases.

Rules for signing, signing off purchases and rules for the right to finalise invoices are set out below. The final certifier confirms that the goods or services that have been delivered or performed are on time, are of the agreed quality and at the agreed price, and that the coding is correct and that the invoiced amount is approved for payment.

### 2.2 Vice-Chancellor

The Vice-Chancellor is an authorized signatory for Luleå University of Technology. The Vice-Chancellor's sub-delegations are set out below.

For all commitments, the "Preparation form for commitments that require the signature of the Head of Department or Vice-chancellor" must be used.

### 2.3 University Director

The University Director is the head of Professional Services and is authorised to sign the University's name on delegation from the Vice-Chancellor and thus also holds the overall right to sign for the University-wide functions. The possibility of sub-delegation of the right to order and the right to certify final invoices are regulated in section 7.7.2.

### 2.4 Pro Vice-Chancellor and Deputy University Director

The Pro Vice-Chancellor is authorised to sign for the University when the Vice-Chancellor is not available. The Deputy University Director is authorised to sign for the University when the University Director is not available.

## 2.5 Head of Department

The authority to sign for the firm in relation to commitments relating to a Departments operational activities is delegated to the Head of Department, subject to the limitations set out in section 6.1.3.

The possibility of sub-delegation of the right to order and the right to certify invoices are regulated in section 6.1.3.

## 2.6 Service of Notice

The Vice-Chancellor or, if he or she is unable to attend, the Pro Vice-Chancellor or the University Director have the right to sign service receipts.

## 2.7 Commitments

Signatures for e.g. applications/agreements regarding grants from research funding bodies, framework programmes, structural funds, interregional funds or equivalent, as well as contract activities, are regulated as follows. The sub-delegation to the Head of Department regarding commitments is set out in section 6.1.3.

### 2.7.1 Funder's/other party's requirement for the signature of the Vice-Chancellor

If a funding agency has stated in its regulations (e.g. framework programmes, structural funds, etc.) or other contracting party that only the Vice-Chancellor is accepted as a signatory for the university in relation to the undertaking that the university intends to enter into, it is only the Vice-Chancellor or, if he or she is unable to attend, the Pro Vice-Chancellor or his/her appointed deputy who must sign the University's name – regardless of the amount of the commitment.

## 2.8 Electronic signatures

In cases where the current system for electronic signing does not support the decided delegation of authority, the electronic signature must be supplemented with manual handling.

## 3. Disciplinary Board

At Luleå University of Technology there is a disciplinary board for taking disciplinary measures against students<sup>3</sup>. The Vice-Chancellor is the Chairman of the Disciplinary Board<sup>4</sup>. The Pro Vice-Chancellor or other specially appointed deputy takes over as chairman when the Vice-Chancellor is prevented from participating<sup>5</sup>.

---

<sup>3</sup> Chapter 10. Section 3 of the HF

<sup>4</sup> Chapter 10. 4 § HF

<sup>5</sup> Chapter 10. 7 § HF

## 4. Faculty boards

### 4.1 General

The faculty boards work on behalf of, and report to, the Vice-Chancellor. The committees' tasks consist of strategic planning within the framework of the university's planning process. The committees' tasks also include quality assurance in the form of follow-up and evaluation of pre-education, education at first, second and third cycle levels, as well as of research on focus, quality, dimensioning and efficiency issues within each board's area of responsibility.

The boards have a supervisory responsibility for the University's education and research activities and shall contribute to ensuring quality by, within the framework of the established overall model for evaluation and follow-up and on the basis of adopted guidelines for evaluation and development of third-cycle education, providing feedback on the results of evaluations and follow-ups to the departments for action<sup>6</sup> and in addition to this, to submit proposals for necessary changes and measures to the Vice-Chancellor for a decision.

The faculty boards make proposals to the Vice-Chancellor in education and research issues of a strategic nature within given areas of assignment.

### 4.2 The Vice-Chancellor's delegation of decision-making to the Faculty Boards

The Vice-Chancellor delegates to the Faculty Boards the task of deciding on the adoption of programme syllabuses, degree descriptions at the time of establishment of and significant changes in programmes.

### 4.3 Faculty Board's committees

A faculty board can appoint committees within its areas of responsibilities. Each Faculty Board has established the following committees: the Education Committee for Undergraduate and Master's Education and a Research Strategy Committee.

### 4.4 Committees for education and research established by the Vice-Chancellor

The Vice-Chancellor has established three university-wide groups for education and research issues - the Joint Committee for first- and second-cycle education, the Joint Committee for Doctoral Education and the Joint Committee for the Arts.

The first two groups include members from the two Faculty Boards. The composition of the third group (the group for the artistic area) is stated in the Vice-Chancellor's decision LTU-

---

<sup>6</sup> LTU-4198-2021

765-2022. The Vice-Chancellor appoints the members of each group on a joint proposal from the Faculty Boards. The groups report to the Faculty Boards.

#### 4.4.1 Joint Committee for First- and Second-Cycle Education

The board-wide group for first- and second-cycle education shall provide support to the boards and assist in the preparation of matters relating to strategy, follow-up and evaluation in first- and second-cycle education so:

- that the University's strategy and goals are achieved
- that quality development in education at first- and second-cycle level takes place
- that the boards' action plan for education at first- and second-cycle level is implemented
- that evaluation/follow-up of education at first- and second-cycle level is carried out and that appropriate measures are taken based on the analysis of the results

#### 4.4.2 Joint Committee for Doctoral Education

The board-wide group for doctoral education shall provide support to the boards and assist in the preparation of matters relating to strategy, follow-up and evaluation in doctoral education so:

- that the University's strategy and goals are achieved
- that quality development in third-cycle education takes place
- that the boards' action plan for third-cycle education is implemented
- that evaluation/follow-up of third-cycle education is carried out and that appropriate measures are taken based on the analysis of the results
- that communication and the dissemination of ideas are made possible between subjects and between scientific fields, as well as between subject representatives, programme directors and doctoral students
- that supervisor training and introductory training for doctoral students are developed.

#### 4.4.3 Joint Committee for the Arts

The board-wide group for the artistic field shall assist in the preparation and support of the faculty boards in matters relating to artistic education or education with significant artistic content at first, second and doctoral level, as well as artistic development work and research, collectively referred to as "the artistic field". The group has a special assignment to work with strategy and quality issues that affect the artistic field<sup>7</sup>.

The group will support and assist:

- in matters relating to education and research in the artistic field
- quality issues and strategies for the development of the artistic field
- with strategies for visibility and impact of artistic research
- in the design of criteria and processes for validation of artistic productions and proposal for external reviewers for validation of artistic output

---

<sup>7</sup> LTU-765-2022

- in the evaluation of education and research and education subjects in the field of the arts in support of education committees and research strategy committees,
- when formulating criteria for artistic competence in the recruitment, employment and promotion of teachers on an artistic basis

The committee chairs, in consultation with the chairman of the board-wide artistic group, decide which issues/matters are to be dealt with by the group.

## 4.5 The Vice-Chancellor's delegation of decision-making to the Chair of the Faculty Board

The Vice-Chancellor's general delegation to the Chair of the Faculty Board includes the decisions required for the Faculty Board to fulfil its quality assurance role and thus be able to fulfil the assignment as a proposer in matters of a strategic nature within given areas of assignment.

The Vice-Chancellor delegates to the Chairman of the Faculty Board to decide on:

- Revisions of programme syllabuses and degree descriptions
- Revisions to the established range of third-cycle courses
- establishment and revision of general syllabuses for subjects where third-cycle education is organised
- credit transfer of approved education that the student has completed before admission to doctoral studies
- Validation of previous professional experience for applicants for doctoral studies
- to grant exemptions from the general entry requirements for admission to doctoral education if there are special reasons
- Appointment of chairman and opponent at the public defence
- which persons must participate in the grading of the public defence examination for a doctoral degree
- to order on the basis of agreements entered into and to certify final certificates for payments regarding funds made available to the Faculty Board up to SEK 100 thousand, as well as for internal financial events and payments.

The Chairperson's decision-making shall take place in the form specified in the Handling of matters section of this document (Section 10).

### 4.5.1 Subdelegation

Subdelegation of the decision-making may be made to the Vice Chair of the Faculty Board.

## 5. Employment Boards

### 5.1 General

The Employment Boards work on behalf of, and report to, the Vice-Chancellor. The University Board has decided that for the preparation of matters concerning the employment of teachers with scientific or artistic competence and other competence assessments of teachers, there shall be Appointment boards.

The Employment Boards are the proposers of employment to the Vice-Chancellor.

### 5.2 The Vice-Chancellor's delegation to the Chairman of the Appointments Board

The Vice-Chancellor's general delegation to the Chairman of the Employment Board includes the decisions required for the Employment Board to be able to fulfil its task of assessing competence, applicants in employment and promotion matters and submit proposals for positions and promotions.

The Vice-Chancellor delegates in particular to the Chairman of the Employment Board to decide on:

- experts for the assessment of applicants' qualifications

The Chairperson's decision-making shall take place in the form specified in the Handling of matters section of this document (Section 10).

#### 5.2.1 Subdelegation

Sub-delegation of decision-making powers to the Vice Chairman of the Employment Board may take place.

## 6. Departments

In the Rules of Procedure for Luleå University of Technology, it is stated that the Vice-Chancellor establishes the internal organization of the Departments. Positions, responsibilities and decision-making mandates within the internal organisation of the institutions are described in this document.

### 6.1 Head of Department - Responsibilities and decision-making authority

The Head of Department (Prefekt) reports directly to the Vice-Chancellor. The Head of Department has overall responsibility for the department's activities and must at the same time work for the development of the entire university. The Head of Department represents the department internally and externally in matters relating to the department's activities, unless otherwise follows from a special decision. The Head of Department must fulfil his or her duties in accordance with applicable laws, regulations, the university's governing

documents and decisions made, as well as within the framework of the department's financial conditions.

The decision-making powers of the Head of Department are laid down in this document. The Head of Department's decision-making shall take place in the form specified in section 10, "Handling of cases". Before decisions are made on matters that may affect the University's ability to fulfil its mission and achieve its goals, the Head of Department shall consult with the Vice-Chancellor or the person appointed by the Vice-Chancellor.

### 6.1.1 Governance and management

*Prefekt shall:*

- be responsible for ensuring that the department is led and developed in line with the university's goals and strategies
- be responsible for ensuring that the Vice-Chancellor's decisions are implemented within the department's activities
- be responsible for ensuring that the department's education and research are conducted in accordance with the University's systematic quality assurance work and contribute to its continuous development
- overall responsibility for ensuring that research within the department is carried out in accordance with good research practice
- be responsible for ensuring that there are work procedures in place at the department to obtain the necessary approvals, such as ethical review or other relevant permits, before research begins
- be responsible for ensuring that collaboration with the surrounding society is integrated into the department's educational and research activities
- be responsible for the department's information management

*The Vice-Chancellors delegation of decision-making to the Head of Department:*

#### **Decisions on general matters, appointment of assignments and contract education**

- day-to-day affairs within the department's area of responsibility
- appointment and termination of assignments as Head of Department (may not be sub-delegated)
- appointment and termination of assignments as director of studies for doctoral education (may not be sub-delegated)
- appointment and completion of assignments as programme director for course groups and programme coordinator.
- Establishment, appointment and termination of internal assignments
- signing of applications to the Swedish Ethical Review Authority for research ethics review of research projects and other work that can be expected to form part of the university's research
- establishment of contract education within their own department
- subdelegation of decision-making powers, where subdelegation is permitted

### **Decisions on first- and second-cycle education**

- Appointment of examiner at first- and second-cycle level
- Establishment of course syllabi at first- and second-cycle level
- Credit transfer of courses
- Adoption of individual study plans at first- and second-cycle level

### **Decision on doctoral education**

- Appointment of a third-cycle examiner
- Establishment of course syllabi at doctoral level
- admission of applicants to doctoral studies with the aim of a doctoral degree
- admission of applicants to doctoral studies with the goal of a licentiate degree after consultation with the relevant dean
- appointment of principal supervisor and assistant supervisor for doctoral education
- Decision on change of supervisor for doctoral studies
- Adoption of an individual study plan for doctoral studies
- adoption of the revision of the individual syllabus for doctoral education
- Determination of the time and place for the public defence and licentiate seminar within the framework established by the Vice-Chancellor

## 6.1.2 Economy

*Prefekt shall:*

- be responsible for the department's finances and results
- be responsible for establishing budgets for the department's departments and research topics

*The Vice-Chancellor's delegation of decisions-making to the Head of Department:*

### **Right of final certificate**

- The right to certify invoices and payments up to SEK 700 thousand

### **Right to sign for the company - commitments with financial obligations**

- the right to sign for the company (the right to enter into agreements on behalf of the department) for assignment projects with a commitment of ***up to and including*** SEK 1.5 million and for grant projects with a commitment of ***up to and including*** SEK 10 million (may not be sub-delegated)
- Authorization right for the purchase of goods and services under existing agreements up to SEK 700 thousand (may not be sub-delegated)
- decisions on direct award of goods and services, provided that direct award is permitted and the documentation requirement is met (may not be sub-delegated)

### **Right to sign for the University - commitments without financial obligations**

- the right to sign for commitments without financial obligations, such as confidentiality agreements, Memorandum of Understanding and Letter of Intent, which relate solely to the institution's activities. (Pre-agreements and final agreements regarding various forms of general educational collaboration, for

example in the form of student and staff exchange with foreign universities, are signed by the Vice-Chancellor).

- Authorization rights for internal affiliation and transfer agreements regarding researchers' ownership rights to research results.

#### **Sub-delegations of the right to order and the right to certify**

- The right to order up to SEK 300 thousand (i.e. the right to order goods and services according to existing agreements) and the right to final certificate up to SEK 300 thousand may be sub-delegated to the Head of Division, the Head of Education and the Head of Administration.
- The right to order and the right to final certificate up to SEK 100 thousand may be sub-delegated to subject representatives, executive directors/project managers and centre directors.

#### **6.1.3 Work environment and employees**

*Prefekt shall:*

- lead and distribute the work within the department
- be responsible for the department's employees and work environment and promote active work against discrimination.
- be responsible for ensuring that the department's long-term skills supply is planned and developed in accordance with the needs of the organisation and the university's goals and strategies
- be responsible for work environment issues for students in matters that directly relate to the course giving department's activities for courses where the student is registered

*The Vice-Chancellor has delegated the following decision-making powers to the Head of Department:*

- Occupational safety and health measures
- initiation of employee recruitment
- Appointment of Senior Lecturer, Senior Lecturer in Fine Arts, Adjunct Senior Lecturer, Associate Senior Lecturer, Lecturer in Fine Arts, Adjunct Lecturer in Fine Arts, Adjunct Lecturer in Clinical Studies, Researcher, Visiting Researcher, Guest Lecturer, Postdoctoral Fellow and Teaching Assistant Professor
- Employment of a doctoral student
- Employment of research technical staff and project managers within a research subject
- Decision on salary in the event of new employment
- Decision on salary for doctoral students outside the doctoral ladder
- Decision to establish and terminate fellowships for postdoctoral fellows
- Decisions on secondary employment and business travel

#### **6.1.4 Security work, crisis management and security protection**

*Prefekt shall:*

- be responsible for the department's security work, which includes personnel security, physical security, information security, fire protection and export control
- be responsible for ensuring that protective security work is planned, implemented and followed up within the department's activities
- be responsible for the department's preparedness for crisis management and participate in the University's crisis management group when its own operations are affected

*The Vice-Chancellor has delegated the following decision-making powers to the Head of Department:*

- Ongoing matters concerning the department's security work

## 6.2 Sub-delegations

The Head of Department is expected to sub-delegate decision-making powers, the right to order and the right to certify final certificates. The Head of Department may not sub-delegate the right to sign for the company to a greater extent than is stated in this document. In the case of further delegation of decision-making powers, it must be made clear that the assignment must be fulfilled in accordance with applicable laws, regulations, the University's governing documents and decisions made, as well as within the framework of the financial conditions of the activities.

Sub-delegations must be decided in written form according to the established template. The decision shall state to what extent further subdelegation is possible or not. The Head of Department's decision on sub-delegation must be registered and information about the decision must be available on the staff web. A sub-delegation can be limited and linked to a consultation obligation with the head of department or head of division.

## 6.3 Deputy Head of Department

The deputy head of department serves as head of department when the head of department is prevented from making a decision on a matter that cannot be deferred or in other cases where the head of department is prevented from representing the department. The deputy head of department's responsibilities and other tasks are determined by the head of department. The deputy head of department is appointed by the Vice-Chancellor on a proposal from the head of the department.

## 6.4 Divisions

The department's activities are organised into divisions. A division covers one or more subjects. The division is the result unit within the department.

### 6.4.1 Head of Division - responsibilities

For each division within the department, there must be a head of division appointed by the head of department. The Vice-Chancellor determines the responsibilities of the Head of Division in this document.

The Head of Division works on behalf of and reports to the Head of Department and is responsible to the Head of Department for the Division's activities. The Head of Division has the overall responsibility for the activities within the Division and must work for both the department and the University's development. The Head of Division shall fulfil his or her duties in accordance with applicable laws, regulations, the University's governing documents and decisions made, as well as within the framework of the Division's financial conditions. The decision-making powers of the Head of Division are determined in the Head of Department's order of sub-delegation.

#### 6.4.1.1. Governance and management

*The Head of Division shall:*

- be responsible for planning, leading, developing and following up the department's activities in line with the university's goals and strategies
- be responsible for ensuring that the Vice-Chancellor's or Head of Department's decisions are implemented within the division's activities
- Be responsible for ensuring that employees within the department are aware of where governing documents and other relevant information are located, so that tasks can be performed correctly and in accordance with applicable regulations
- Be responsible for ensuring that information management from creation to preservation is followed within the department, and that employees are familiar with current procedures
- be responsible for ensuring that work procedures for the handling of personal data are followed within the department

#### 6.4.1.2 Finances

*The Head of Division shall:*

- be responsible for the department's finances and results within the established budget, which includes that the budgets of the research subjects are prepared in collaboration with subject representatives and approved before the head of department is approved

#### 6.4.1.3 Work environment and employees

*The Head of Division shall:*

- be responsible for leading and distributing the work within the department
- be responsible for creating good working conditions
- be responsible for ensuring that active work is carried out within the department to promote active work against discrimination
- be responsible for ensuring that the division's operational competence supply is planned in collaboration with subject representatives
- be responsible for ensuring that employees within the department are given the conditions to develop their skills in accordance with the needs of the business and available resources

- responsibility for ensuring that decided work environment tasks within the department are carried out, documented and followed up
- be responsible for ensuring that workplace meetings, performance appraisals and salary reviews are carried out
- Be responsible for the rehabilitation of employees
- be responsible for work environment issues for students in matters directly related to the division's activities for courses where the student is registered

#### 6.4.1.4. Safety and security

*The Head of Division shall:*

- be responsible for ensuring that risk analyses, action plans and protective measures linked to information security work are carried out within the department
- Be responsible for ensuring that employees within the division are aware of how information, personal data and research data are to be handled in accordance with applicable regulations
- be responsible for maintaining physical security within the department
- responsible for ensuring that personnel safety procedures are applied within the department, and that employees are informed of applicable requirements
- be responsible for ensuring that decided protective security measures and other security measures are implemented within the department
- be responsible for planning, leading and following up the systematic fire protection work within the department
- be responsible for ensuring that employees within the department are aware of current export control procedures

## 6.5 Research subjects

A research subject is led by a Head of Subject. Employees at a division are normally organisationally linked to one of the division's research subjects. The research subject is the result unit within the division.

### 6.5.1 Head of Subject - Responsibilities

Head of Subject are appointed by the Vice-Chancellor. The position must be held by a professor. The role of a professor and head of subject is described in the Appointment Regulations. This delegation of authority clarifies the responsibilities for the Head of Subject. The head of department and head of division can decide on additional tasks as well as subdelegation of decision-making powers. The Head of Subject works on behalf of, and reports to, the head of division, with the exception of assignments that are assigned directly by the head of department or from the Vice-Chancellor.

In addition to the duties of the professor, the Head of Subject has the overall responsibility for the day-to-day activities within the research subject, within the framework of the delegations and assignments decided by the head of department and head of division. The subject representative must work for the development of the research subject, the department

and the university and fulfil his or her duties in accordance with applicable laws, regulations, the university's governing documents and decisions made, as well as within the framework of the research subject's financial conditions.

#### 6.5.1.1. Governance and management

*Head of Subject shall:*

- be responsible for planning, leading, following up and developing the research subject's activities in line with the University's goals and strategies
- promote collaboration with the surrounding society in both education and research
- follow decisions from the vice-chancellor, head of department or head of division
- represent the research topic internally and externally
- contribute to the development and renewal of the institution's educational activities;
- be responsible for providing and developing relevant competence for courses and programmes at both undergraduate and graduate level, linked to the research subject
- contribute to the development of knowledge in the research subject benefiting the educational management function, so that education at undergraduate and graduate level can be conducted in close connection with research
- be responsible for planning, implementation and quality assurance of doctoral courses and third-cycle education at the research subject
- be responsible for ensuring that individual study plans for doctoral students in the research subject are regularly followed up and updated
- be responsible for ensuring that research in the research subject is carried out in accordance with good research practice

#### 6.5.1.2 Finances

*Head of Subject shall:*

- be responsible for ensuring funding for the research subject's activities
- be responsible for ensuring that the research subject's budget is prepared in collaboration with the Head of Division, as well as for finances and results within the established budget

#### 6.5.1.3 Work environment and employees

*Head of Subject shall:*

- ensure that delegated work environment tasks are carried out within the research subject
- be responsible for ensuring that the research subject's strategic competence provision is planned and developed in consultation with the Head of Division, with a focus on the subject's future competence needs and long-term development

#### 6.5.1.4. Safety and security

*Head of Subject shall::*

- conduct the research subject's activities in premises with a relevant level of protection

- comply with the University's decided personnel safety procedures
- comply with established security protection measures and security measures
- apply the University's export control procedures in the research subject's projects

## 6.6 Programme management functions<sup>8</sup>

At each department, there is a programme management function that is responsible for the management and development of programmes and courses at first- and second-cycle level and is led by a Programme Director. The function includes the Programme director, coordinators for course groups, programme coordinator(s), examiner(s) and course coordinator(s).

The Programme Management Function is responsible for ensuring that the department's programmes and courses at undergraduate and graduate level are of high quality, meet the needs of society and are in line with the University's vision. This is done by developing, evaluating and ensuring a connection to working life where relevant. If deficiencies or unsatisfactory study performance are discovered, measures are taken.

Decisions on educational matters at department level are made by the Head of Department and by the Programme Director in accordance to the decision-making powers that has been sub-delegated to the Programme Director from the Head of Department. The Programme Director can delegate decision-making powers in matters of education to the coordinator for course groups or the programme coordinators.

### 6.6.1 Programme Director

The head of education is responsible for and leads the department's education management function and, in close dialogue and collaboration with the head of department, handles strategic and operational department-wide educational issues. The head of education is appointed by and reports to the head of department.

### 6.6.2 Coordinator course groups

The programme leader for course groups is responsible for ensuring that courses within a course group are of high quality, initiates and implements development and improvements, and supports in matters that the head of education assigns. Anyone who is permanently employed as a teacher at Luleå University of Technology and has paid a doctoral degree can be appointed as a course group education leader. The programme director for course groups is appointed by the head of department, or the person delegated by the head of department, and reports to the head of education.

### 6.6.3 Programme coordinator

The programme manager is responsible for ensuring that the programme maintains high quality and for initiating and implementing development and improvements. A person who

---

<sup>8</sup> The Vice-Chancellor's decision-making and delegation of authority contains a decided appendix which sets out the division of responsibilities and tasks of the education management function.

is permanently employed as a teacher at Luleå University of Technology and has paid a doctoral degree in a relevant subject area for the educational program can be appointed as program director. The programme director is appointed by the head of department, or the person delegated by the head of department, and reports to the head of education.

#### 6.6.4 Examiner

In accordance with the Higher Education Ordinance (1993:100) Chapter 6. Section 18, grades for courses given at first- and second-cycle level shall be decided by a teacher specially appointed by the University – the examiner. The examiner is responsible for examination, that grades are set on the course that has been completed, that the course is of high quality, and for initiating and implementing development and improvements.

Anyone who is permanently employed as a teacher at Luleå University of Technology and meets the requirements to have documented experience or education in the subject area of the course as well as knowledge of applicable laws, statutes and internal rules that govern examination and handling of grading matters can be appointed examiner for courses at first-cycle level.

Anyone who is permanently employed as a teacher at Luleå University of Technology and meets the requirements to have a paid doctoral degree, documented experience or education in the subject area of the course as well as knowledge of applicable laws, statutes and internal rules that govern examination and handling of grading matters can be appointed examiner for courses at advanced level.

The examiner is appointed by the head of department, or the person delegated to the head of department, and reports to the director of education for course groups.

#### 6.6.5 Course coordinator

The course coordinator is responsible for ensuring that the course is carried out of high quality. The course coordinator is normally the same as the examiner, but can also be another employee at a research subject or an externally remunerated person with assignments at the university.

### 6.7 Third-cycle Programme Coordinator

At each department, there must be a Third-cycle Programme Coordinator who handles strategic and operational education issues at doctoral level. This role is appointed by the Head of Department, works on behalf of and reports to the Head of Department.

#### 6.7.1 Examiner, doctoral education

Grades for third-cycle courses must be decided by a specially appointed examiner. The examiner must have at least competence equivalent to an assistant professor and be employed at Luleå University of Technology. The examiner is responsible for making grading decisions.

The examiner for third-cycle courses and the examiner for the licentiate thesis are appointed by the head of department, after consultation with the subject representatives and the director of third-cycle education, on delegation from the Vice-Chancellor. The head of department can sub-delegate the decision-making power to the director of doctoral education.

## 6.8 Programme Council

Each department shall have one or more programme councils with the task of developing the department's degree programmes. All degree programmes shall be discussed in periodically recurring programme council meetings.

The Programme Council provides a platform for cooperation and dialogue between different stakeholders within the Programme for the Improvement of Quality in Education. An important part is that the students within the framework of the programme council have the opportunity to exert influence over and to take an active part in further developing the education.

The programme councils are led by the programme director and consist of students, teachers and other staff involved in the degree programme(s) that are covered by the programme council's mandate. The programme director is the convener and is responsible for documentation and dissemination of information to the relevant functions within the department and the university in general regarding decisions and other matters that have been discussed in the programme council<sup>9</sup>.

## 6.9 Management team

The department must have a management team. The management team includes the head of department and the management persons who report directly to the head of department, i.e. heads of division, programme director and third-cycle programme director for doctoral education. Furthermore, the administrative manager is part of the group.

Students have the right to be part of the management group with three student representatives appointed by the student unions, one of whom must be a student in doctoral education. Students have the right to be represented at the management group meeting when decisions are made or preparations are made that are important for the education or the students' situation.

The management team has a mutually advisory function for the members with the task of coordinating the department's activities. The group will primarily work with strategic issues within the department's area of activity. Operational issues of a more general nature should also be addressed. The management team provides a forum where each member can seek support and guidance in their work. All members are expected to actively contribute to the

---

<sup>9</sup> LTU-2704-2023

work of the management team. Decisions are not made in the management team, but are made by the person who has the specific decision-making powers. The head of department is the convener of the management group.

## 7. Professional Services

The Professional Services are a common organisational structure for support for the University's education and research. The University Director is the head of administrative support and reports directly to the Vice-Chancellor.

The University Director is responsible for the implementation of and dissemination of information about decisions made by the Vice-Chancellor.

### 7.1 Responsibilities of the University Director

#### 7.1.1 Overall responsibility

The University Director has overall management responsibility for the Professional Services. The University Director is the highest reporting officer to the Vice-Chancellor and is responsible to the Vice-Chancellor for matters of a legal, administrative and financial nature within the University, in a manner that follows in more detail from the delegations and assignments decided by the Board or the Vice-Chancellor.

#### 7.1.2 Disposal of University funds

The University Director has the right to dispose of the University's funds. Disposal refers to all decisions to enter into agreements on behalf of the University that entail financial obligations and decisions on payments. In addition, agreements that relate to other types of performance, such as assignment agreements and all kinds of procurement decisions and procurement agreements, are referred to. In addition to state funds, the University's funds refer to all other funds and other resources managed by the authority.

Prior to decisions on investments and other use of resources, the manager must assess that the expenses are justified, that they are within the framework of the University's activities, that funds are available within the project in question and that laws, rules, policies, guidelines and regulations are complied with.

#### 7.1.3 Skills supply

The University Director will lead and develop the strategic skills supply of the professional services.

#### 7.1.4 Work environment

The University Director must plan, lead and follow up the work environment work within the professional services. The director must ensure that the work environment management is carried out in collaboration with employees, safety representatives and student safety representatives. The director is responsible for mapping and risk assessing work environment aspects within the support services, remedying the shortcomings that have

emerged and drawing up an action plan for the measures that cannot be taken immediately. The director must also check that the measures that need to be taken are implemented. The director is also responsible for the rehabilitation of employees within the professional services.

The University Director has a coordinating responsibility for work environment management in cases where the university shares the workplace with other employers. Redistribution and return of work environment tasks must be in writing.

#### 7.1.5 Equality

The University Director is responsible for active work to promote equality in the Professional Services.

#### 7.1.6 Collaboration

The University Director is responsible for the application of the local collective agreement Collaboration for Development (the collaboration agreement) within the professional services. The collaboration agreement (see section 9) covers a local collaboration group, workplace meetings and employee and salary discussions.

#### 7.1.7 Environmental management

The University Director is responsible to the Vice-Chancellor for how environmental work is conducted at the University and reports on the development and status of the environmental management system to the Vice-Chancellor.

#### 7.1.8 Security work

The University Director has overall responsibility for security work at the University and has overall responsibility for the University's information security work.

#### 7.1.9 Export control

The University Director shall – in accordance with the Vice-Chancellor's decision, "Guidelines for Export Control" (LTU-2898-2021), supervise the export control procedures at the University, keep the Vice-Chancellor informed about the export control situation at the University and be responsible for ensuring that the University has an appropriate organisation for information and support in export control issues.

#### 7.1.10 Processing of personal data

The University Director has overall responsibility for the processing of personal data within the Professional services.

#### 7.1.11 Information management and archive responsibility

The University Director is responsible for the development of policies and guidelines regarding the University's information management. The University Director is responsible for ensuring that the documents of the Professional services are registered, disposed of and handed over to the Archives and Registry. The University Director must work for good

document and archive management. The University Director must ensure that the employees handle received or prepared documents in accordance with applicable regulations.

#### 7.1.12 Representing the employer in local and central negotiations

The Vice-Chancellor delegates the right to represent the employer in local and central negotiations to the University Director

## 7.2 Delegation of decision-making authority to the University Director

The Vice-Chancellor's delegation to the University Director is corresponding to his/her total responsibility for the Professional services, including responsibility for work environment measures. University Director has the decision-making powers set out in this delegation of authority.

The University Director must consult with the Vice-Chancellor before a decision is made in matters of principle. Such consultation must be documented.

Decision-making shall take place in the form specified in the section Handling of matters in this document (section 10).

The Vice-Chancellor delegates to the University Director the task of deciding on measures in all day-to-day matters within the Administrative Support's area of responsibility.

The Vice-Chancellor also delegates to the University Director to decide on:

### 7.2.1 General matters

- Ongoing matters within the operational area of the support services
- Work environment measures that require investment
- Procedures for the University's security work

### 7.2.2 Organisation

- internal structure of Professional services

### 7.2.3 Investments and other use of resources

- orders and final certificates exceeding SEK 500 thousand.
- leasing or other agreements that tie up resources for a longer period of time
- entering into new lease agreements and lease agreements regarding premises in all matters that are not specifically to be decided by the Vice-Chancellor and otherwise in premises issues that are of a fundamental nature
- Receiving donations
- equipment maintenance measure
- Final certificate for disbursements, internal financial events and payments within the support services exceeding SEK 300 thousand

#### 7.2.4 Personal

- Employment in the support services
- allocation of working hours, IT resources and other resources
- salary within established frameworks for fee and hourly employees within the support services
- salary for employment in the support services after preparation by an HR specialist
- holidays and other leave, business travel and secondary employment for managers in the field of business support

#### 7.2.5 Questions about public documents

- after a confidentiality assessment, not to disclose public documents that have been received by or drawn up within the University
- not disclosing documents designated as working material
- Deletion petition

### 7.3 Deputy University Director

The deputy university director is a deputy when the University Director is prevented from making a decision on a matter that cannot be deferred or is otherwise prevented from representing the University.

### 7.4 Associate University Director

Associate University Director has overall responsibility to support the University Director in the operational work of leading, directing and developing the professional services in delimited areas that have been decided by the University Director. The role is directly subordinate to the University Director.

### 7.5 Head of Security

The University has a Head of Security, in accordance with the Security Act (2018:535). The position of Head of Security is a position that is established by the Vice-Chancellor on the basis of a proposal from the University Director. The Head of Security is appointed by the Vice-Chancellor and reports to the Vice-Chancellor. The Head of Security is organisationally located at the professional services directly subordinate to the University Director.

### 7.6 Divisions

Within the professional services, the activities are organised in divisions. The divisions are led by a Head of Division. The Vice-Chancellor decides on the organisation of divisions on the basis of a proposal from the University Director.

## 7.7 Management team

There must be a management team at the professional services. The management team includes the University Director and the persons who report directly to the University Director: Head of Division.

The management group has a mutually advisory function for the members with the task of coordinating the activities of the professional services. The management team provides a forum where each member can seek support and guidance in their own work. All members are expected to actively contribute to the work of the management team. Decisions are not made in the management team but are made by the person who has the specific decision-making powers. The University Director is the convener of the management team.

## 7.8 Delegation of the right to sign for the firm

The Vice-Chancellor's delegation to the University Director regarding the right to sign the University's name can be found in section 2.3.

## 7.9 Sub-delegation

Sub-delegations within the support services are set out in the decision and delegation procedure of the professional services.

### 7.9.1 Decision-making powers

The University Director is required to sub-delegate decision-making powers.

In the case of further delegation of decision-making powers, it shall be made clear that the assignment shall be carried out within the framework of operational assignments, within established financial frameworks, in accordance with applicable laws and regulations, and within the framework of what is stated in university-wide policy documents, action programmes, guidelines and regulations.

A sub-delegation can be limited and also combined with a consultation obligation with the head of the administrative support and the head of department. In matters of principle, the head of administrative support must be consulted before a decision is made. Such consultation must be documented.

Decisions on leasing or other agreements that bind the University's resources for a period longer than one year may not be sub-delegated. Lease contracts, license agreements in the IT area and decisions as well as the right to sign for the procurement of local framework agreements are not covered by this restriction.

The Head of administrative support shall draw up a list of sub-delegations that are decided in addition to what is stated in this decision-making procedure and notify the Vice-

Chancellor of this. Decisions on sub-delegation must be registered (with a link to the dnr for this delegation of authority) and information must be available via the intranet.

### 7.9.2 Right to order and certify final

The right to order based on existing agreements and to certify final approvals prior to payments up to SEK 300 thousand may be delegated to the Head of division (within the Professional Services).

## 8. Student influence at Luleå University of Technology

Students have the right to be represented when decisions are made or preparations are made that are important for the education or the students' situation<sup>10</sup>.

If a decision is to be made or preparation is to be carried out by a single person, the information must be provided to and consultation with a student representative well in advance of the decision or completion of the preparation<sup>11</sup>.

If a decision is made by a group of people, students have the right to be represented by at least three members. However, the number of student representatives may be fewer if there are special reasons with regard to the total number of members in the group<sup>12</sup>.

The university has established an agreement with the student unions to secure student influence at Luleå University of Technology.<sup>13</sup>

## 9. Collaboration

### 9.1 Collaboration agreement

Luleå University of Technology has signed a local collective agreement on collaboration for development with the trade union main organizations SACO-S, OFR/S and SEKO. The legal basis for this agreement follows from the Act (1976:580) on co-determination in working life (MBL) and the Work Environment Act (1977:1160) (AML).

The agreement regulates how employers, employees and employee organisations are given the opportunity to contribute to the development of the business. The agreement also covers, at an overall level, the areas of health, the working environment, equal treatment and participation.

The parties' intention with the agreement is that issues should primarily be resolved at the local workplace. The employer decides after cooperation with the employee organisations. The parties shall strive to find constructive solutions so that a consensus can be reached.

---

<sup>10</sup> Chapter 2. 7§ HL

<sup>11</sup> Chapter 2. Section 14 of the HL

<sup>12</sup> Chapter 2, Section 14 of the HL

<sup>13</sup> LTU-1757-2020

## 9.2 Central collaboration group

The central collaboration group deals with university-wide issues and issues that affect several activities. The central collaboration group also deals with issues that come from a local collaboration group.

## 9.3 Local collaboration group

The local collaboration groups deal with issues relating to the activities and development of each department and the support services.

## 9.4 The Work Environment Committee

The Work Environment Committee deals with issues relating to occupational health care, action plans for work environment management, planning of new or modified premises, equipment, work processes, working methods and work organisation, as well as information and training relating to the work environment.

# 10. Processes of cases

## 10.1 Preparation of cases

All cases must be prepared before a decision is made. The University Director is the highest presenter to the Vice-Chancellor and the University Board and allocates preparatory tasks within the professional services. The Head of Division within the Professional services is responsible for the preparation within his or her area of responsibility and is the highest rapporteur on cases.

To ensure quality in the preparation process and compliance with applicable rules and guidelines, it is recommended that employees in the professional services prepare and present cases to decision-makers at all decision-making levels.

## 10.2 Presentation and decision-making

Cases may be decided after a presentation<sup>14</sup> However, cases may be decided without a presentation if the decision cannot be postponed. Decisions in everyday day-to-day matters, management decisions and decisions of a mass nature may be made without presentation.

The presentation is made in the light of the administrative law requirements that are imposed on the preparation of cases. A presentation means that the person who has been responsible for the preparation of the case and the preparation of a written proposal for a decision also presents this case to the person or persons who are to make the decision.

For each decision in a case, a document must be drawn up showing<sup>15</sup>:

---

<sup>14</sup> Section 20 of the Government Agencies Ordinance (MF)

<sup>15</sup> Section 21 MF

- the date of the decision
- Content of the decision
- who made the decision
- who has been the rapporteur
- who has been involved in the final processing without participating in the decision;

#### 10.2.1 Conflict of interest

For all civil servants and members of the University Board, boards and other decision-making and preparatory bodies within Luleå University of Technology, the provisions on conflict of interest as stated in 16–18 § of the Administrative Procedure Act (2017:900) apply. The rules on conflict of interest also apply to all case management within Luleå University of Technology.