



Rules of Procedure at the Royal Institute of Art

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Content

1. The purpose of the Rules of Procedure.....	4
2. The overall organisation and management of the Royal Institute of Art.....	4
2.1 Collegial influence within the organisation.....	5
3. Delegation of decision-making powers.....	5
4. Forms of decision-making.....	6
5. University College Board.....	6
5.1 The Board's decision-making powers.....	6
5.2 Composition of the Board	7
5.3 The Board's working methods	8
6. Vice-Chancellor	8
6.1 The Vice-Chancellor's decision-making powers.....	9
6.2 Management Council	10
6.3 Delegation of powers	10
6.4 Pro Vice-Chancellor (Deputy Vice-Chancellor)	11
7. Department	11
7.1 Head of Department.....	11
7.2 The Head of Department's duties.....	11
7.3 Department Board	12
8. Other collegial bodies	14
8.1 Committees.....	14
8.1.1 Academic Appointments Board	14
8.1.2 Library Board.....	15

8.1.3 Admissions Boards	16
8.1.4 Personnel Liability Committee.....	16
8.1.5 Disciplinary Board	16
8.2 Councils	16
8.2.1 University College Council.....	16
8.2.2 Research Council.....	17
8.2.3 Advisory Council on Scholarships and Foundation Grants (Scholarships Council).....	17
8.2.4 Work Environment and Equal Terms Council.....	18
9. Nomination Committee.....	18
10. Administration.....	18

1 The purpose of the Rules of Procedure

In accordance with the provisions of the Higher Education Act and Chapter 2 of the Higher Education Ordinance, the University College Board shall adopt rules of procedure for its operations. The rules of procedure shall contain key provisions concerning the university's overall organisation, the delegation of decision-making powers, the handling of matters and other procedural aspects of its operations.

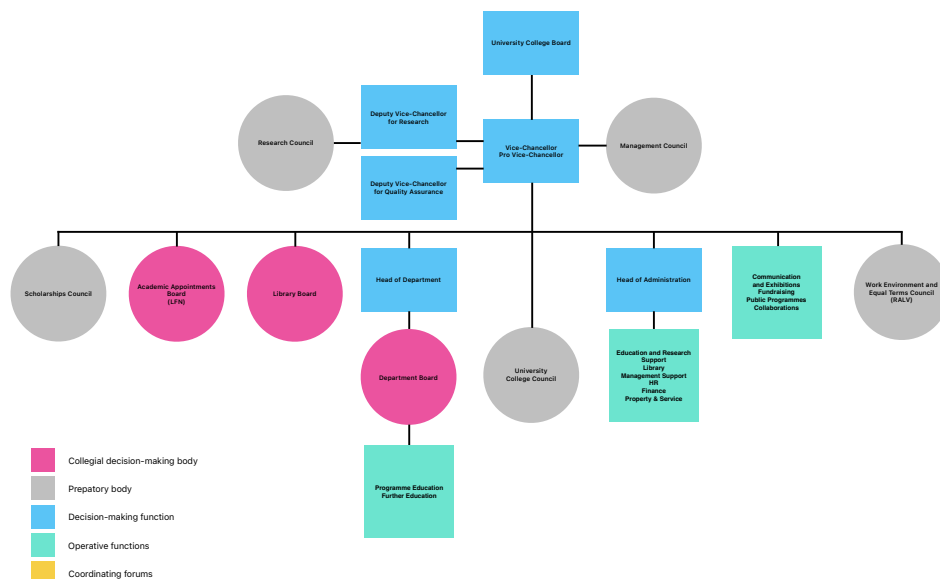
The purpose of these Rules of Procedure is to clarify responsibilities and powers and to provide an overview of the organisation. This document describes how the Royal Institute of Art (KKH) is organised, the duties and decision-making powers of the various bodies, and how overarching responsibilities have been delegated within the organisation. A university consists of many different groupings. This document describes only those bodies and functions that prepare and make decisions in a formal sense and which the University College Board has decided to establish. Any other groups in which, for example, consultation and project management take place and which are initiated by the Vice-Chancellor or others are not described. The University's delegation of decision-making is described in more detail in KKH's Delegation and Decision-Making Procedures and in the Vice-Chancellor's Delegation by Position Holder.

2 The overall organisation and management of the Royal Institute of Art

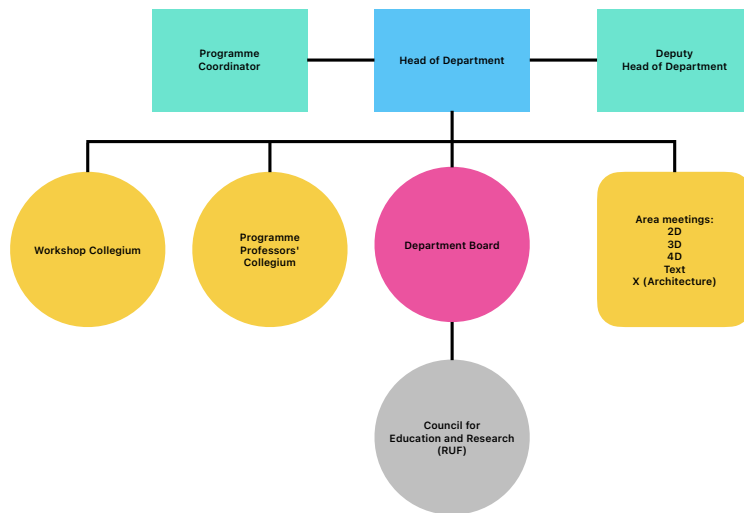
In accordance with the Higher Education Act, the University College Board is KKH's highest decision-making body. The Board is responsible for overseeing all the university's affairs and ensuring that its duties are fulfilled. Reporting to the Board is the Vice-Chancellor, who is responsible for managing the university's operations and implementing the Board's decisions.

Under the Vice-Chancellor is a department where education and research are conducted. The department is led by a Head of Department. Also under the Vice-Chancellor are the university's support services, led by a Head of Administration, and the Vice-Chancellor's Office, led by the Vice-Chancellor.

Organisation



Department for Education and Research within Fine Art and Architecture



2.1 Collegial influence within the organisation

Collegial influence within the organisation is maintained through the bodies listed below. Their composition and function are described in more detail in sections 7 and 8.

Preparatory collegial bodies:

University College Council
Academic Appointments Board
Research Council
Advisory Council on Scholarships and Foundation Grants (Scholarships Council)
Admissions Boards

Collegial decision-making bodies:

Department Board
Library Board

Bodies responsible for making decisions on matters relating to health and safety at work, equal treatment and disciplinary matters:

Work Environment and Equal Terms Council
Disciplinary Board
Personnel Liability Committee

3 Delegation of decision-making powers

Delegation means that a certain decision-making power is transferred from a body or decision-maker to a subordinate body or decision-maker. As a general rule, all decision-making powers may be sub-delegated, unless otherwise specified in law or regulation. The body or decision-maker receiving a delegation is then responsible for the decisions included in the delegation of powers. Both responsibility and powers must be delegated for effective delegation to take place, and the recipient of the delegation is obliged to make decisions or otherwise handle the matters delegated. However, ultimate responsibility always remains with the body or decision-maker that delegated the decision-making authority. It is incumbent upon the party that delegated the decision-making authority to take action if the tasks are not carried out correctly, and a delegation may be revoked in whole or in part.

The person to whom authority is delegated should possess the independence and qualifications required for the task. The delegation of authority must be in writing and signed by the person delegating the task. If the delegation is addressed to an individual office holder, it must also be signed by the person to whom the task is delegated.

These Rules of Procedure outlines the decision-making powers of the University College Board and the Vice-Chancellor, as well as the collegial bodies, whilst the decision-making powers of individual office holders such as the Deputy Vice-Chancellor, the Head of Department, the Head of Administration and heads of units are described in more general terms. The reason for this is that the Rules of Procedure are adopted by the University College Board, whilst delegations to individual office holders are decided by the Vice-Chancellor or the immediate line manager, each within their respective areas of responsibility.

4 Forms of decision-making

The general rule is that matters must be decided following a presentation. However, in exceptional cases, decisions may be taken without a presentation if the matter cannot be postponed until it has been presented. The decision must be accompanied by a document showing the registration number, the date of the decision, the content of the decision, who took the decision, who presented the case and who was involved in the final deliberations.

In decisions concerning student matters or which may be expected to affect students' circumstances, i.e. primarily education and study conditions, students shall be offered representation. Consultation shall then take place with a student representative before a decision is taken. The Student Union appoints student representatives, and the decisions shall state whether student representation has been offered.

5 University College Board

The University College Board is KKH's highest decision-making body. The Board is responsible for overseeing all the university's affairs and ensuring that its duties are fulfilled.

The Board is accountable to the Government for the university's activities and shall ensure that they are conducted efficiently and in accordance with applicable law, that they are reported in a reliable and accurate manner, and that the university manages state funds prudently.

Members of the Board shall be appointed on the basis of their individual competence and experience. On the basis of these qualities, they shall bear personal responsibility for their decisions and shall act in the interests of KKH and in pursuit of the university's overall objectives. Members shall therefore not represent special interests either within or outside the university.

5.1 The Board's decision-making powers

The Board shall decide:

- on key matters concerning the overall direction of the university's activities and its organisation, such as the formulation of its vision and strategy

- on annual reports, budget proposals and other key documents, such as the operational plan, and to ensure that there are internal governance and control procedures in place that function satisfactorily
- on measures taken in response to the Swedish National Audit Office's audit reports
- on key matters relating to the internal allocation of resources, such as the university's budget and the monitoring of that budget
- about the Admissions Procedure
- about the Terms of Employment
- about Rules of Procedure
- regarding other important regulations
- in other matters of fundamental importance, such as consultations of a general nature, the location of the university's activities, and more extensive collaborations of strategic importance.

In addition, the University College Board shall:

- appoint a Vice-Chair from among the board members
- decide on the election procedure for appointing staff representatives to the Board
- to adopt regulations governing the consultation of teaching staff, other staff and students prior to the Board submitting its proposal for the appointment of the Vice-Chancellor to the Government
- submit proposals for Vice-Chancellor to the Government
- appoint the Deputy Vice-Chancellor
- appoint members of the Disciplinary Board
- decide that a student association should be granted the status of a student union

All members of the University College Board must sign the annual report.

5.2 Composition of the Board

The Board consists of a total of fifteen members, including the Chair and the Vice-Chancellor, and thirteen ordinary members. The Chair and seven of the members are appointed by the Government. Three members are elected among and by the teaching staff with support from the Administration. A nomination committee (see section 9 Nomination Committee) draws up a list of three teachers who should reflect the composition of the university and various areas, with both men and women represented. Three student members are appointed by the student union.

Two staff representatives appointed by the employees' organisations (unions) have the right to attend and speak at board meetings. The employees' organisations also appoint substitutes for each staff representative. The Board appoints the Vice-Chair. The Pro Vice-Chancellor and the Head of Administration also have the right to attend and speak at board meetings. In addition, the Chair may co-opt participants to attend an entire meeting or to discuss a specific item on

the agenda during a meeting.

Ordinary members are appointed for a term of up to three years (with the exception of the Vice-Chancellor), and student representatives are appointed for a term of one year. If a board member wishes to resign from the board, they must give notice well in advance of their departure.

5.3 The Board's working methods

The Board meets at least five times a year. Decisions regarding additional meetings are made in consultation between the Chair and the Vice-Chancellor.

The notice of meeting and agenda shall be sent to the members no later than seven days before the regular meeting. Documents and proposed resolutions shall be sent at the same time, barring any unforeseen circumstances. If a board member has a conflict of interest regarding any of the matters to be discussed at the meeting, this must be reported in advance to the Chair.

The Board has a quorum when more than half of its members are present, including the Chair or Vice-Chair. Any member who is unable to attend a meeting must notify the board's secretary in a timely manner.

In cases where the Vice-Chancellor does not personally present matters, the Head of Administration serves as the primary presenter. In cases where the Head of Administration has appointed another presenter for a matter, that person participates under this item.

If a matter before the Board is so urgent that the Board does not have time to convene to address it, the matter may, in exceptional cases, be decided by written communication between the Chair, the Vice-Chancellor, and at least as many members as are required to constitute a quorum. If this is not possible, the Chair may decide the matter personally after consulting with the Vice-Chancellor. The decision must then be reported at the next meeting of the Board.

Only the regular members have the right to vote, and decisions are made by acclamation unless a vote is requested. The outcome is determined by a simple majority, and in the event of a tie, the Chair has the casting vote.

If a member has a dissenting opinion, that person has the right to register a dissent against the decision and have it recorded in the minutes.

The minutes of the meeting shall be prepared by a secretary appointed by the Head of Administration. The Board shall appoint a person who, together with the Chair, shall certify the minutes.

6 Vice-Chancellor

The Vice-Chancellor oversees the operations of KKH under the direct authority of the University College Board. As the head of the university, the Vice-Chancellor is responsible for ensuring that operations are conducted in accordance with the law, efficiently, and in line with the vision and strategy adopted by the University College Board. The Vice-Chancellor also represents the university as an employer and is responsible for the authority's employment policies.

The Vice-Chancellor is a member of the University College Board and chairs the Management

Council and the University College Council. The Vice-Chancellor also chairs the Personnel Liability Committee and the Disciplinary Board when these are convened. The Vice-Chancellor also has the right to attend and speak at all meetings of the university's decision-making bodies.

The Vice-Chancellor is appointed by the Government upon the recommendation of the University College Board for a term of up to six years. The appointment may be renewed upon the recommendation of the Board, but no more than twice, for a maximum of three years each time.

6.1 The Vice-Chancellor's Decision-Making Authority

The Vice-Chancellor's decision-making authority covers decisions on all matters and issues that are not to be decided by the University College Board, unless otherwise provided by law or regulation, or unless the Vice-Chancellor has delegated such authority.

The Vice-Chancellor makes decisions on the following matters:

- matters delegated by the University College Board
- policies, action plans, and guidelines
- university-wide quality assurance system
- establishing and discontinuing courses and educational programmes within the framework established by the Board
- university-wide plan for skills development
- the appointment of professors, decisions on the appointment profile based on recommendations from the Head of Department, the appointment itself, and, if necessary, the termination of the appointment process
- promotion of teachers
- appointment of a visiting professor
- appointment of a Head of Department, including the duration and scope of the appointment
- the Head of Department's duties beyond those specified in these rules of procedure
- the composition of the Department Board in accordance with the University College Board's decision, as set forth in this document
- establishment of any subdivisions within the department, based on a proposal from the Head of Department
- appointment of Deputy Vice-Chancellor(s)
- establishment of working groups and consultation groups
- assignment allowances for faculty and student representatives
- appointment of the Head of Administration and the Head of Administration's duties

- the organization of operational support, as proposed by the Head of Administration
- termination of employment due to lack of work/lack of funds
- measures to be taken in the event of a budget surplus or deficit at the university-wide level
- graduation and issuance of diplomas
- signing agreements on education, research, and collaboration
- approval and signing of research grant applications
- acceptance of gifts and donations
- guidelines for salary and employment terms and the signing of collective agreements
- authorization procedures at KKH

In exceptional cases, the Vice-Chancellor may make decisions on matters without a formal presentation if the decision cannot be postponed. The Head of Administration, or the official designated by the Head of Administration, is responsible for preparing and presenting matters.

Student representatives shall be consulted on decisions concerning students or their academic situation.

The Vice-Chancellor is the authorized signatory for KKH, which means that the Vice-Chancellor has the right to enter into agreements on behalf of KKH and otherwise make binding commitments on behalf of KKH.

6.2 Management Council

The Management Council serves as an advisory body to the Vice-Chancellor. The mandate of KKH's Management Council is to coordinate the university's activities, to consult on matters prior to the Vice-Chancellor's decisions, and to initiate and monitor university-wide development projects.

The Vice-Chancellor serves as the Chair of the Management Council. The Management Council consists of the Vice-Chancellor, the Pro Vice-Chancellor, the Head of Department, the Deputy Vice-Chancellor(s), the Head of Administration, and a student representative appointed by the Student Union, as well as any other members that the Vice-Chancellor chooses to co-opt.

6.3 Delegation of powers

Decisions on all matters not covered in these Rules of Procedure shall be made by the Vice-Chancellor, provided that the Vice-Chancellor has not delegated the authority to make such decisions to another office.

The Vice-Chancellor has the right to delegate his or her decision-making authority and additional signing authority. However, the Vice-Chancellor may not delegate decisions concerning the appointment and dismissal of professors or decisions concerning the withdrawal of resources for doctoral students.

6.4 Pro Vice-Chancellor (Deputy Vice-Chancellor)

The Deputy Vice-Chancellor is referred to as the Pro Vice-Chancellor. The Pro Vice-Chancellor is appointed by the University College Board and acts as a substitute for the Vice-Chancellor when the Vice-Chancellor is unable to perform his or her duties. The Pro Vice-Chancellor is also tasked by the Vice-Chancellor with overseeing specific areas of the university's operations in accordance with a special delegation of authority. The Pro Vice-Chancellor serves as a co-opted member of the Board and is a member of KKH's Management Council.

The Pro Vice-Chancellor is an authorized signatory in conjunction with the Head of Administration.

7 Department

Education and research at KKH are conducted within a single department:

Department of Education and Research within Fine Art and Architecture.

7.1 Head of Department

The department is headed by a Head of Department. The appointment is for a fixed term. The duration, time limit, and scope of the appointment are determined by the Vice-Chancellor. The Head of Department should possess artistic competence at the senior lecturer or professor level and is appointed through a recruitment process in which the requirements profile for the head of department is determined by the Vice-chancellor and in which a recruitment committee consisting of the Vice-chancellor, two representatives appointed by the department, a student appointed by the Student Union, and the HR Director interviews the candidates. The Vice-Chancellor then decides on the appointment of the Head of Department.

The Head of Department serves on the KKH's Management Council to represent the department and contribute to the exchange of ideas that advance the university. As a member of the Management Council, the Head of Department is expected to act in the best interests of the entire KKH. The Head of Department may not serve as a member of the University College Board.

7.2 The Head of Department's duties

The Head of Department has employer responsibilities and leads the work within the department; they are therefore responsible for planning, developing and monitoring the department's activities in collaboration with staff and students within the department, with the support of the administrative operational support team. The Head of Department shall be responsible for:

- to be Chair of the Department Board and to be the convener
- to appoint the Vice-Chair of the Department Board
- annual planning to develop and coordinate courses and course elements
- annually develop work plans

- annual plan for skills supply
- proposal for employment profile for professor to the Vice-Chancellor
- decide on the employment profile and employment of junior lecturers, senior lecturers, postdoctoral fellows and researchers and, if necessary, interrupt the employment procedure
- employment of a doctoral student
- personnel responsibility, which includes managing personnel and handling personnel matters
- employee interviews
- salary setting
- implement and develop the university's quality system at the department
- financial and resource management
- student contact
- ensure that reporting of study and research results takes place
- sign doctoral students' individual study plans in cases where relevant
- ensure that collegial decisions are made
- implement collegial decisions

Supplementary delegation to the Head of Department is decided by the Vice-Chancellor.

7.3 Department Board

The Department Board shall advise the Head of Department on matters within his or her area of responsibility (see the previous section “The Head of Department’s duties”). The Department Board shall work to promote the content and quality of education, research and pedagogical development at the department and to promote the university’s operations in general. The Department Board is responsible for monitoring the systematic quality work. The Vice-Chair is proposed by the Department Board to the Head of Department, who makes the decision. The Vice-Chair shall be a person who is already a member of the Department Board.

Collegial decisions are always made by those appointed to make such decisions. Such decisions shall always be made by a majority of artistically or scientifically competent persons, in practice senior lecturers and professors, in accordance with Chapter 2, Section 6 of the Higher Education Act.

Composition and term of office of the Department Board

All members of the Department Board are appointed for a period of two years through elections in the teaching staff following proposals from a nomination committee (see section 9 Nomination Committee). Student representatives are appointed by the Student Union for a period of one year.

The composition of the Department Board shall represent as broad a range of expertise as possible within the department. Both women and men shall be represented. The Head of Department is the Chair.

In addition to the Chair, the Department Board consists of:

- four professors/senior lecturers
- two junior lecturers
- two student representatives (appointed by the Student Union, preferably one from the programme education and one from further education)

Three substitutes are appointed, two professors/senior lecturers and one junior lecturer.

The Head of Administration appoints the secretary of the Department Board. If necessary, the Head of Department may co-opt meeting participants to the Department Board.

The powers of the Department Board

The Department Board is advisory in the decisions made by the Head of Department and proposes the Vice-Chair to the Head of Department.

The Department Board makes decisions on collegial matters, i.e. on the following departmental issues relating to the organization, implementation and quality of education and research:

- syllabi and educational plans for courses and programmes at undergraduate and advanced levels
- evaluation of courses and programmes
- the appointment of examiner and supervisor
- evaluation of research
- eligibility requirements and selection criteria for admission to a course or educational programme
- appointment of admissions boards for student recruitment
- appointment of an Academic Appointments Board (AAB)
- propose employment profiles when recruiting professors (including adjunct professors and visiting professors), senior lecturers (including visiting senior lecturers) and postdoctoral fellows
- decide on a timetable for recruiting professors (including adjunct professors and visiting professors), senior lecturers (including visiting senior lecturers), postdoctoral fellows and doctoral students
- appointment of external experts in the recruitment of professors (including adjunct professors and visiting professors), senior lecturers (including visiting senior lecturers) and postdoctoral fellows. The Chair of AAB is co-opted to the preparatory work.
- appointment of experts when recruiting a doctoral student. The Chair of AAB or

Deputy Vice-Chancellor for Research shall be co-opted to the preparatory work.

- decide on research applications and expressions of interest
- propose the academic year's range of courses and programmes
- propose members to a joint nomination committee for the University College Board, Department Board, Library Board, Research Council and University College Council. Decisions are made by the Vice-Chancellor.

The working methods of the Department Board

The Department Board is always advisory to the Head of Department on employer issues, regardless of how many members participate in the meeting.

When collegial matters are discussed, the Department Board has a quorum if at least half of the members participate in the meeting and at least half of these are professors or senior lecturers. If the number of votes is equal, the Chair has the casting vote.

The agenda for the meetings of the Department Board shall be available on the intranet one week before the meeting for everyone within KKH.

If a collegial matter is so urgent that the Department Board does not have time to meet to discuss it, the matter may, in exceptional cases, be decided through a simplified procedure. This is done via a communication between the Chair and at least as many members as are needed to achieve a quorum. If this is not possible, or if it concerns a matter in which the Department Board is advisory, the Chair (also the Head of Department) may decide the matter her/himself. The decision must then be reported at the next meeting of the Department Board.

If a collegial matter is of greater importance, a meeting should be devoted to presenting and discussing the issue and a decision should be made at the next meeting of the Department Board.

Working groups to prepare various issues can be established within the Department Board if necessary.

8. Other collegial bodies

8. Committees

8.1.1 Academic Appointments Board (AAB)

The (AAB) is a preparatory body that assists the Head of Department or Vice-Chancellor in recruiting senior lecturers (but not substitutes), professors, postdoctoral fellows and doctoral students.

Assignments and responsibilities

The AAB has the responsibility to:

- ensure quality in the recruitment process
- propose a timetable for recruitment for decision by the Department Board

- decide on forms for trial lectures and interviews
- propose to the Head of Department who should be hired when hiring senior lecturers (not temporary positions), postdoctoral fellows and doctoral students
- suggest to the Vice-Chancellor who should be hired when recruiting professors
- give an opinion to the Vice-Chancellor upon promotion to senior lecturer

In addition to this, AAB makes decisions in accordance with the Vice-Chancellor's delegation.

AAB's composition and term of office

AAB is appointed by the Department Board on the proposal of the Head of Department and consists of:

- Chair (appointed by the Vice-Chancellor)
- two professors
- one senior lecturer or junior lecturer
- a student representative and a substitute (appointed by the Student Union).

In addition, three substitutes are appointed: two professors and one senior lecturer or junior lecturer. Women and men shall be equally represented. The term of office is two years and, if possible, is distributed in a staggered manner to ensure continuity. AAB appoints a Vice-Chair within the group. The board has a quorum when at least half of the members are present, including the Chair or Vice-Chair. In the event of a tie, the Chair has the casting vote.

The Head of Administration is responsible for ensuring that the board has access to HR support, who also acts as secretary.

Recruitment group

For each recruitment, the Head of Department appoints a recruitment group to assist AAB in the selection process. The group should reflect the subject expertise for the recruitment and the breadth of the university. Women and men should be equally represented.

8.1.2 Library Board

The Library Board is advisory in matters relating to the library's direction and development and develops a purchasing policy in close dialogue with the Librarian.

Composition and term of office of the Library Board

The Library Board consists of one member from the Text Area, one member from other areas within the art area and one member from the architecture area, as well as a student representative. One of these is appointed by the Vice-Chancellor as Chair, who must be a professor or senior lecturer, the other members may be professors, senior lecturers or junior lecturers. Both women and men shall be represented. A substitute is appointed who may be a junior lecturer, senior lecturer or professor. The members are appointed for a period of two years through election by the teaching staff following a proposal from a nomination committee (see 9 Nomination Committee). The Library Board is quorate when at least half of the members are present, including the Chair. In the event of a tie, the Chair has the casting vote.

The Library Board meets approximately twice a year. The Librarian is the secretary of the

Library Board.

8.1.3 Admissions Boards

According to the Higher Education Ordinance, every university and university college is required to have an Admissions Procedure. The Admissions Procedure sets out the rules that the university applies regarding applications, eligibility and exemptions from eligibility conditions, and selection. It also explains how decisions on admission and exemptions from eligibility conditions are made and how decisions are appealed. The composition of KKH's admissions boards is set out in the Admissions Procedure.

Members of the admissions boards are appointed by the Department Board based on a proposal from the Head of Department. The Head of Department appoints the Chair of the admission board for the fine art programmes. For free-standing courses, the teacher responsible for the course is the Chair. Members of the admissions boards are appointed for one year at a time.

8.1.4 Personnel Liability Committee

The Personnel Liability Committee convenes when necessary and decides on separation from employment due to personal circumstances, disciplinary liability, indictment and suspension

Composition and term of office of the Personnel Liability Committee

The Chair of the Personnel Liability Committee is the Vice-Chancellor. The University College Board appoints two or three members, as well as an equal number of substitutes, as well as two or three regular staff representatives and an equal number of substitutes appointed by the employee organizations. The term of office is three years. In addition, a rapporteur and a secretary from HR are included to support the Personnel Liability Committee.

8.1.5 Disciplinary Board

Cases of disciplinary action against students are decided by a disciplinary committee that is convened when necessary.

Composition and term of office of the Disciplinary Board

The Disciplinary Board consists of the Vice-Chancellor, who is the Chair, a member with legal experience who shall be or have been a regular judge, and a representative of the teachers at the university, appointed by the Vice-Chancellor. The students at the university have the right to be represented on the Disciplinary Board by two members. The member with legal experience and the member representing the teachers are appointed by the Vice-Chancellor for a term of three years. The student representatives are appointed by the student union for a term of one year.

8.2 Councils

8.2.1 University College Council

The University College Council prepares collegial matters that are of importance to the entire university and is advisory to the Vice-Chancellor in their role.

The Vice-Chancellor shall ensure that the University College Council meets approximately 2-3 times per year.

Composition and term of office of the University College Council

The Vice-Chancellor is the Chair and the Head of Department, and the Deputy Vice-Chancellor for Research are permanent members of the University College Council. The University College Council consists of the following members, in addition to the above:

- three representatives from the teaching staff (one professor, one senior lecturer and one junior lecturer) from the different areas of the university, who are elected by the teaching staff following proposals from a nomination committee (see section 9 Nomination Committee). Both men and women must be represented.
- two members from the operational support, who are appointed in elections held within the Administration.
- two student representatives (appointed by the student union, preferably one from the programme education and one from the further education, as well as substitutes for these two).

Members of the University College Council are appointed for a period of two years. Student representatives are appointed by the Student Union for one year. The Head of Administration appoints a secretary.

8.2.2 Research Council

The Research Council prepares strategic and research ethics issues in relation to research within the department and is advisory to the Vice-Chancellor in her/his role. The Research Council processes expressions of interest and prepares research applications for decision by the Department Board.

Composition and term of office of the Research Council

The Deputy Vice-Chancellor for Research is the Chair of the Research Council and is the convener and ensures that the council meets regularly, approximately 4 times per year. In addition to the Chair, the Research Council consists of a member from the Text Area, a member from other areas within the art area and a member from the architecture area, as well as a doctoral student representative. The members must be professors or senior lecturers. Both women and men must be represented. The members are appointed for a period of two years through election by the teaching staff following a proposal from a nomination committee (see section 9 Nomination Committee). The Research Officer is the secretary of the Research Council.

8.2.3 Advisory Council on Scholarships and Foundation Grants (Scholarships Council)

The Advisory Council on Scholarships and Foundation Grants (Scholarship Council) is tasked with preparing decision proposals in the field of fine art and architecture for the decision-makers representing foundations whose purpose means that people who are active at KKH or activities associated with KKH receive funds (usually scholarships). This must be done in accordance with the purpose and charter of the respective foundation. If KKH represents the foundation, the Vice-Chancellor makes the decision unless otherwise stated. The council also has a corresponding responsibility with regard to scholarships that are financed in a way other than through a foundation and that are directed at people active at KKH or activities associated with KKH. The financier's intentions must be followed.

Composition and term of office of the Advisory Council on Scholarships and Foundation Grants (Scholarship Council)

The composition of the Scholarship Council is decided by the Vice-Chancellor, who appoints

its Chair. The members are appointed for a period of two years. The Chair is the convener and is responsible for ensuring that the council meets annually as often as required for its mission. The council has a quorum when at least half of the members are present, including the Chair. In the event of a tie, the Chair has the casting vote. The Head of Administration appoints a secretary.

8.2.4 Work Environment and Equal Terms Council

The Work Environment and Equal Terms Council shall develop, coordinate and follow up on issues regarding the physical, organizational and social work environment as well as issues regarding equal terms for students and staff at KKH. The council is also tasked with working to ensure that all staff and students are treated equally and met with respect regardless of age, gender, ethnicity, transgender identity or expression, sexual orientation or disability. Based on supporting documentation distributed from HR, the council annually submits a proposal for an action plan for the work environment and equal terms work, which is decided by the Vice-Chancellor.

Composition and term of office of the Work Environment and Equal Terms Council

The Work Environment and Equal Terms Council is led by the Head of Administration but can be delegated to the Head of HR. In addition to the Head of Administration, the Head of Department, the Head of HR, the student representative and the Chief Safety Representative are permanent members of the council. Two members are appointed by the employee organizations, of which at least one member comes from the workshops. These are appointed for a period of two years. Two student representatives are appointed by the Student Union for one year. The Head of Administration appoints a secretary. The Vice-Chancellor is permanently co-opted. Furthermore, a representative for, for example, student health care can be co-opted to the Work Environment and Equal Terms Council.

9. Nomination Committee

The Department Board proposes a nomination committee to the Vice-Chancellor, who makes the decision. The Nomination Committee is tasked with appointing members of the University College Board, Department Board, Library Board, Research Council and University College Council, except the representatives of the Administration on the University College Council.

Composition and term of office of the Nomination Committee

The Nomination Committee consists of three members, a professor, a senior lecturer, a junior lecturer and a substitute, both men and women must be represented. They are appointed for a period of two years. The Nomination Committee receives administrative support from the Administration.

10. Administration

KKH's administration is responsible for university-wide administrative tasks and administrative support for education and research.

KKH's administration is led by a Head of Administration who, in addition to having full employer responsibility for those employed in the administration, is responsible for all administrative management of matters that are part of the university's mission as a university and authority.

The decision-making powers of the Head of Administration can be specified in a separate document decided upon by the Vice-Chancellor. The delegation from the Head of Administration to unit heads within the administration is found in separate delegation documents.

The Administration supports the University College Board, the Vice-Chancellor, the department, councils and committees with the aim of developing operations and fulfilling the university's regulatory responsibilities.

The internal organization of the Administration is determined by the Vice-Chancellor based on a proposal from the Head of Administration. The operational support includes the following parts:

- Facilities and Services Unit
- Human Resources (HR)
- Finance
- Education- and research administration
- Management Secretary

In addition, there is the Vice-Chancellor's Office, which is led by the Vice-Chancellor, with the functions of Communication and Exhibition Support.

The Head of Administration is the main rapporteur on the University College Board in cases where the Vice-Chancellor does not present the matter, is part of KKH's Management Council and is the Chair of the Work Environment and Equal Terms Council.

The Administration prepares decisions that are of a collegial nature.

The Head of Administration is also, together with the Vice-Chancellor and the Pro Vice-Chancellor, the signatory for KKH.