

The President's Decision-Making and Delegation of Authority for Karolinska Institutet

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NOTE: This is a translation of the Swedish version of the President's Decision-Making and Delegation of Authority (*Rektors besluts- och delegationsordning*). In the event of any discrepancy between the versions, the Swedish version shall prevail.



**Karolinska
Institutet**



The President's Decision-Making and Delegation of Authority for Karolinska Institutet

Contents

Introduction	4
1 General Principles for Decisions and Delegations at Karolinska Institutet	4
1.1 Delegation of Responsibilities and Decision-Making Powers.....	4
1.2 Decision-Making Bodies.....	5
1.3 Establishment of Bodies and Assignments to Individuals	6
2 The Assignment of the President	6
2.1 The President's Decisions.....	7
2.2 Vice President	8
2.3 University Director.....	9
3 Departments, Department Groups and Their Representatives.....	11
3.1 Departments.....	11
3.2 Department Groups.....	11
3.3 Vice President	12
3.4 Head of Department	13
3.4.1 Responsibilities and Decision-Making Authority of the Head of Department.....	13
3.4.2 Employment, Salary and Benefits Matters.....	15
3.4.3 Agreements and Arrangements with External Parties	16
4 Faculty Board and Dean.....	17
4.1 Faculty Board	17
4.2 Dean and Deputy Dean	19

5 Professional Services.....	21
6 Councils and Committees	22
6.1 Council for the Investigation of Deviations from Good Research Practice.....	22
6.2 Committee for Ethics and Good Research Practice.....	23
6.3 Scientific Ombudsmen.....	24
6.4 Strategic Academic Workforce Planning Group.....	24
6.5 Health and Safety Committee.....	25
7 Other Organisational Entities	26
7.1 University Dental Service.....	26
7.2 Research Infrastructure Karolinska Institutet (RIKI).....	26
7.3 Teaching and Learning.....	27

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Clarifications regarding the delegation of responsibilities and decision-making powers; additions to the decision-making authority of the President and the University Director; revised titles for Dean, Deputy Dean and Campus Vice President. Revised assignments for the Head of Department, Dean, Faculty Board, Research Infrastructure Karolinska Institutet (RIKI), and the Council for the Investigation of Deviations from Good Research Practice. The Internationalisation Board, Recruitment Board and Comparative Medicine as separate organisational entities have been removed.

Introduction

The President's Decision-Making and Delegation of Authority describes how responsibilities and decision-making powers are distributed within Karolinska Institutet and specifies which decisions are delegated by the President.

1 General Principles for Decisions and Delegations at Karolinska Institutet

1.1 Delegation of Responsibilities and Decision-Making Powers

Delegation entails responsibility for ensuring that operations are conducted to a high standard of quality, meaning that they are carried out effectively, appropriately and with efficient use of resources in accordance with applicable regulations and established frameworks.

A person who has received delegated authority is responsible for internal governance and control. This includes identifying and managing risks, ensuring appropriate control measures, monitoring operations and taking corrective action where deviations occur, as well as reporting significant deficiencies, risks and deviations to a superior manager or decision-making body. The more detailed allocation, documentation and follow-up of work environment responsibilities are regulated through KI's specific guidelines and instructions for systematic work environment management.

A delegation to an individual office holder shall be made in writing. In the event of absence, conflict of interest or other impediment, an established arrangement for substitution shall be in place. Decision-making authority may be further delegated within the area of responsibility of the delegating authority unless otherwise specified.

A delegation reverts to the person who granted it when:

- the delegation is revoked,
- the recipient is absent from service,

- the recipient is otherwise prevented from exercising the delegated authority,
- a conflict of interest exists,
- the period of delegation expires, or
- a matter exceeds the scope of the delegation.

1.2 Decision-Making Bodies

The following provisions apply to all groups and bodies at Karolinska Institutet (KI) that possess decision-making authority.

A decision-making body:

- may decide to appoint co-opted members.
 - Such appointments shall be limited either in time or to specific categories of matters. A co-opted member has the right to attend meetings and participate in discussions but may not participate in decisions.
- has a quorum when at least half of its members are present, including the Chair. Where vacancies exist, the total number of members shall be reduced accordingly for the purpose of determining a quorum.
- may delegate urgent matters to the Chair.
 - Decisions taken by the Chair shall be reported at the next meeting.
- should have a Vice-Chair who acts in place of the Chair when the Chair has a conflict of interest, is otherwise unable to act, or by agreement with the Chair.
- shall ensure student influence in accordance with KI's regulations and instructions regarding student representation.

A member of a decision-making body may, in accordance with the Administrative Procedure Act, enter a reservation against a decision by having a dissenting opinion recorded.

1.3 Establishment of Bodies and Assignments to Individuals

When a group or body is established, the establishing authority shall ensure and define:

1. its purpose and overall assignment,
2. its composition,
3. any decision-making powers delegated to it,
4. the principles and sources of funding for resource requirements that fall outside ordinary assignments.

In certain cases, the assignment may be further developed by another authority within the framework established by the body that originally created it.

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

2 The Assignment of the President

The President is the head of the public authority at Karolinska Institutet, appointed by the Government, and is responsible for the management of the University's activities directly under the University Board.

Chapter 2, Section 2 of the Higher Education Ordinance (1993:100) specifies the matters on which KI's governing board, the University Board, shall make decisions. Further details are set out in the University Board's Rules of Procedure and Decision-Making Procedures. Other matters are decided by the President unless otherwise prescribed by law, ordinance, or decision of the University Board.

The President may delegate duties unless otherwise specifically prescribed (Chapter 2, Section 13 of the Higher Education Ordinance).

According to the organisational plan adopted by the University Board, the University Management consists of:

- the President,
- the Vice President, and
- the University Director.

2.1 The President's Decisions

Decisions on matters that do not fall within the remit of the University Board, or that the President has not delegated to another office holder, shall be made by the President in the presence of the University Director or an appointed deputy.

The President shall decide on the following matters:

Research and Education

- assignments to the Faculty Board, Deans, Campus Vice Presidents and university-wide functions;
- withdrawal of the right to supervision and other resources in third-cycle education;
- matters concerning research misconduct and other deviations from good research practice;
- referral of matters to KI's Disciplinary Board.

Organisation

- the division of departments, departmental designations and departmental affiliation to department groups.

Staff

- appointment of professors, adjunct professors and visiting professors;
- termination of employment as professor;
- agreements concerning joint employment as professor and senior lecturer;
- appointments as Campus Vice President, Dean and Deputy Dean;
- conferral of honorary doctorates.

Finance

- the budget framework for the Faculty Board within the framework determined by the University Board;
- overarching principles and the model for the allocation of funds to departments;
- funds at the President's disposal for special strategic initiatives.

General Administration

- consultation responses and other official statements issued by KI that are not issued by the University Board or delegated to the University Director or another office holder;
- university-wide governing documents and other regulations that have not been delegated to another office holder;
- referral of matters to the Swedish Government Disciplinary Board for Higher Officials and KI's Staff Disciplinary Board;
- recognition of student union status.

Collaboration under the ALF Agreements

- representation in collaborative structures under the national ALF Agreement;
- representation in governance structures under the regional ALF Agreement.

Collaboration with Other Organisations

- university-wide agreements with universities, industry partners or other organisations that have not been delegated to another office holder, or agreements of particular importance to KI, for example those concerning security matters or of special strategic significance.

The President shall also decide on any matter that, pursuant to legislation or delegation, is not assigned to another body or office holder.

2.2 Vice President

Pursuant to Chapter 2, Section 10 of the Higher Education Ordinance, the President shall have a deputy who serves in the President's place when the President is absent and who otherwise substitutes for the President to the extent determined by the President.

According to the organisational plan adopted by the University Board:

At KI, the President's deputy is designated the Vice President. In addition, the Vice President shall perform such duties as may be assigned by the President. The Vice President is appointed by the University Board.

Delegation from the President

The Vice President shall make decisions on behalf of the President when the President is unable to perform their duties.

The Vice President may, through a specific delegation, be assigned responsibility for university-wide functions and assignments.

If neither the President nor the Vice President is in service, or if either is otherwise unable to perform their duties, the President shall appoint an individual who fulfils the eligibility requirements for appointment as professor or senior lecturer to serve as Acting President. An Acting President may only make decisions that cannot reasonably be deferred.

2.3 University Director

The University Director is appointed by the President, reports to the President and serves as Head of Professional Services. This includes responsibility for leading, organising and developing Professional Services.

The University Director forms part of the University Management and, under the authority of the President, has overall responsibility for KI's support functions. This entails the authority to make university-wide decisions within the scope of the assignment.

The position of University Director includes the authority to:

1. enter into agreements and decide on transactions on behalf of KI, except in matters that the President has:
 - a. delegated to another office holder or body; or
 - b. reserved for personal decision under Sections 2.1 and 3.4.3
2. decide matters concerning the disclosure of official documents;
3. issue regulations governing KI's activities within the University Director's area of responsibility;
4. decide, following consultation with the President, on matters concerning KI's Professional Services;
5. make decisions regarding admissions to first-cycle and second-cycle education;
6. enter into agreements concerning commissioned education;
7. determine tuition fees;

8. issue degree certificates at all educational levels;
9. issue consultation responses and other official statements from KI to public authorities other than the Government Offices of Sweden, excluding supervisory matters;
10. decide whether to initiate investigations or preliminary studies relating to premises-development projects involving changes in occupancy costs;
11. enter into lease agreements for premises with external parties;
12. approve additional rental costs up to a maximum amount of SEK 10 million;
13. decide on the raising of loans;
14. decide on the investment of funds in forms other than KI accounts connected to the Swedish National Debt Office;
15. decide on investments in, and changes to, IT infrastructure;
16. decide on the disposal of furnishings and equipment;
17. decide on secondary employment involving business transactions with a company owned by an employee, a relative, or another closely associated person;
18. issue opinions concerning appeals against decisions made within Professional Services;
19. decide on termination of employment due to redundancy.

Within the framework of Professional Services, the University Director shall prioritize support to advisory and decision-making bodies.

The University Director is responsible for ensuring that students have access to healthcare services through the Student Health Service (Studenthälsan).

In relation to Professional Services, the University Director shall, where applicable, hold the same responsibilities and general powers as those assigned to a Head of Department.

The University Director may delegate decision-making authority to another office holder.

3 Departments, Department Groups and Their Representatives

3.1 Departments

According to the organisational plan adopted by the University Board:

1. KI's core activities – education and research – are conducted within departments unless otherwise decided.
2. Each department is headed by a Head of Department.

To support the Head of Department in the management of departmental activities, there shall be a position of Head of Administration.

The Instructions for Delegations at Department Level or Equivalent specify a number of departmental functions to which responsibilities may be delegated.

3.2 Department Groups

According to the organisational plan adopted by the University Board:

1. KI has an organisational level at which departments are organised into three Department Groups.
2. The President determines each department's affiliation to a Department Group.
3. The head of a Department Group is designated a Campus Vice President.

President's delegation:

Within each Department Group there shall be a Management Group.

1. In addition to the Campus Vice President, the members shall consist of the Heads of Department within the Department Group.
2. The Management Group shall be chaired by the Campus Vice President.
3. The Campus Vice President may co-opt additional expertise as required.

4. The Management Group shall serve in an advisory capacity regarding decisions made by the Campus Vice President and other matters concerning activities at Department Group level.
5. The Management Group shall strengthen collective responsibility for the activities of the Department Group and provide support to its members.
6. The Campus Vice President shall discuss, anchor and develop operational and strategic matters within the Management Group, both within the Department Group and across Department Groups.

3.3 Vice President

According to the organisational plan adopted by the University Board:

1. The Vice President is appointed by the President.
2. The Vice President serves as an adjunct member of the Faculty Board.

The Vice President reports to the President.

Delegation from the President

The Vice President:

1. is appointed by the President following consultation with the Heads of Department of the Department Group;
2. reports to the President;
3. shall, within the framework of the delegation granted by the President:
 - a. coordinate activities within and between the Department Groups;
 - b. support the University Management in the overall development of KI's activities;
 - c. contribute to constructive dialogue between Heads of Department and the University Management.
4. serves as line manager for the Heads of Department within the Department Group. This includes the authority to:

- a. appoint Heads of Department following consultation with the President and in accordance with the university-wide nomination process and remuneration regulations;
- b. exercise staff responsibility for Heads of Department;
- c. delegate assignments to Heads of Department;
- d. support Heads of Department in their managerial role;
- e. terminate an appointment as Head of Department following consultation with the President.

The President may appoint one of the Heads of Department within the Department Group to act as deputy for the Campus Vice President. Such a Head of Department shall not serve as an adjunct member of the Faculty Board.

3.4 Head of Department

The Head of Department is appointed by the Campus Vice President following consultation with the President and in accordance with university-wide procedures and remuneration regulations.

The Head of Department reports to the Campus Vice President.

Delegation from the President

3.4.1 Responsibilities and Decision-Making Authority of the Head of Department

The Head of Department:

1. is responsible for and manages all activities within the department. Decision-making shall take place in accordance with applicable regulations and within the framework of the resources allocated to the department;
2. is regarded as equivalent to the head of a scientific institution under the Swedish Medicinal Products Act;
3. is responsible for research documentation and data management and for ensuring that all required permits for research conducted within the department are in place;
4. is responsible for collaboration with other Heads of Department, both within the Department Group and across KI;

5. has authority to enter into agreements and approve transactions on behalf of the department, subject to the provisions set out in Sections 3.4.2 and 3.4.3;
6. shall establish Rules of Procedure, including an organisational plan and a local decision-making and delegation framework, in accordance with the university-wide template;
7. is responsible for work environment management within the department, including promoting a sound work environment and preventing occupational risks;
8. makes decisions within the department's educational assignment relating to first-cycle and second-cycle education in accordance with regulations issued by the Faculty Board or the Committee for Undergraduate and Master's Education;
9. makes decisions, in accordance with regulations issued by the Faculty Board or the Committee for Doctoral Education, concerning:
 - a. the establishment of a doctoral studentship position;
 - b. admission to third-cycle education;
 - c. appointment of doctoral supervisors;
 - d. approval of individual study plans for doctoral students;
 - e. credit transfer for doctoral students;
 - f. appointment of examiners for doctoral courses.
10. appoints senior lecturers upon recommendation from the Recruitment Board and appoints all other staff within the department, except professors, adjunct professors and visiting professors;
11. enters into agreements concerning joint appointments, except agreements concerning joint appointments as professor or senior lecturer;
12. decides on affiliation with the department;
13. approves or rejects applications for promotion from assistant senior lecturer to senior lecturer following recommendation from the Recruitment Board;
14. is responsible for the department's systematic quality assurance activities;
15. is responsible for internal governance and control within the department;

16. is responsible for systematic environmental and sustainability work within the department;
17. is responsible for systematic work relating to equal opportunities and gender mainstreaming;
18. approves or rejects applications for secondary employment. This authority may be delegated to the Head of Administration or the employee's immediate manager;
19. is responsible for security within the department, including physical security, protective security (where applicable) and information security;
20. is responsible for departmental contingency and crisis management plans.

The Head of Department may not further delegate decisions referred to in item 9(a)–(c). Unless otherwise expressly stated, the Head of Department may further delegate decision-making authority.

Further information regarding the responsibilities of Heads of Department, opportunities for sub-delegation and follow-up obligations is provided in the Instructions for Delegations at Department Level or Equivalent.

3.4.2 Employment, Salary and Benefits Matters

The Head of Department shall, following consultation with the Campus Vice President and the University Director, or a person designated by the University Director, decide on salary determination and salary review for:

1. professors; visiting professors; and senior lecturers.

The Head of Department shall, following consultation with the University Director or a person designated by the University Director, decide on:

2. employment, salary determination and salary review for the Head of Administration;
3. employment benefits in addition to salary and partial retirement benefits.

The Head of Department may not further delegate decision-making authority in matters relating to employment, salaries or benefits.

3.4.3 Agreements and Arrangements with External Parties

The following delegations do not apply to matters decided by the University Board, nor to matters described in Sections 2.1 and 2.3 concerning the decision-making authority of the President and the University Director respectively. The Head of Department is responsible for the content of agreements and for ensuring compliance with them. Where more than one department is concerned, consultation shall take place with the relevant Heads of Department and Campus Vice Presidents prior to a decision. The Head of Department may delegate the decision-making authority specified below to a Deputy Head of Department or a Head of Administration, with the exception of item 1(c) and item 2(b).

1. The Head of Department shall, jointly with the University Director or a person designated by the University Director, decide on:
 - a. agreements concerning procurement, purchasing, rental or leasing arrangements at department level where the value exceeds SEK 1 million or the contract period exceeds three years;
 - b. acceptance of prize awards from Swedish or international funding bodies;
 - c. acceptance of donations or sponsorship from Swedish or international donors amounting to less than SEK 10 million (donations or sponsorships of SEK 10 million or more are decided by the President);
 - d. Grant Agreements (GAs) with the European Union and other international funding bodies with comparable formal requirements (for example, the National Institutes of Health (NIH)), as well as Consortium Agreements (CAs) and equivalent agreements associated with such grants. This also applies where Swedish research councils act as funding bodies through international calls subject to equivalent requirements.

2. Decisions made by the Head of Department Except as provided under item 1 above, the Head of Department shall decide on:
 - a. commissioned research agreements and grant agreements with Swedish research councils and well-established foundations, such

- as the Swedish Cancer Society and the Swedish Heart-Lung Foundation;
- b. agreements concerning the financing of third-cycle education for doctoral students holding external employment;
 - c. commissioned research agreements, grant agreements and collaboration agreements with a value of up to SEK 3 million and a contract period not exceeding five years.
3. Decisions requiring consultation with the Campus Vice President
The Head of Department shall, jointly with the University Director or a person designated by the University Director and following consultation with the Campus Vice President, decide on:
- a. commissioned research agreements, grant agreements and collaboration agreements, other than those referred to in items 1 and 2 above, where the value exceeds SEK 3 million or the contract period exceeds five years.

4 Faculty Board and Dean

4.1 Faculty Board

The following applies, according to the organisational plan adopted by the University Board:

1. The disciplinary domain of medicine comprises all academic activities conducted at KI and constitutes the Faculty of Medicine.
2. The Faculty is headed by a Faculty Board under the President.
3. The Faculty Board has overall responsibility for the strategic and long-term development of education and research within the Faculty.
4. Under the Faculty Board there are three committees whose principal responsibilities are to develop and strengthen: first-cycle and second-cycle education, third-cycle education, and research at KI.
5. The committees shall support the Faculty Board by providing expertise and decision-support within their respective areas of

responsibility and by making decisions under delegation from the Faculty Board.

6. The Faculty Board shall lead a Faculty Forum that provides the Faculty with a platform for discussion of current issues relating to education, research and the University's long-term development.

Delegation from the President

The Faculty Board is delegated the decision-making authority necessary to fulfil its assignment. The responsibilities and delegated authority of the Faculty Board are limited by decisions made by the President. Matters of particular importance to KI shall be referred to the President. This includes, for example, matters relating to security or issues of particular strategic significance.

In addition to the three committees, a Recruitment Board and a Docentship Board shall operate under the Faculty Board.

The Faculty Board shall decide on the following overarching and strategic matters. These decisions may not be further delegated:

1. overall responsibility for the implementation and follow-up of systematic quality assurance within KI's core activities;
2. annual allocation and follow-up of research funding to departments based on the performance-based component of the approved resource allocation model;
3. budget frameworks for committees and other bodies operating under the Faculty Board;
4. allocation and follow-up of other funds assigned to the Faculty Board;
5. establishment and discontinuation of degree programmes, professional qualifications, major subjects and general qualifications, as well as delegation of programme responsibility within first-cycle and second-cycle education;
6. establishment and discontinuation of subjects within third-cycle education;

7. decisions that span the responsibilities of more than one committee and other corresponding cross-functional priorities;
8. processes for reporting back from the three committees and other subordinate bodies regarding their principal assignments and other delegated tasks;
9. recommendations to the President concerning final candidates for appointment as Honorary Doctors.

The University Director shall appoint the principal reporting officer. The principal reporting officer is responsible for ensuring that matters are appropriately prepared for consideration by the Faculty Board.

4.2 Dean and Deputy Dean

The Rules for Academic Elections provide that:

The Dean and Deputy Dean shall be appointed by the President following an advisory election.

According to the organisational plan adopted by the University Board:

1. The Dean serves as Chair of a committee operating under the Faculty Board.
2. The Dean is a member of the Faculty Board.

The Dean reports to the President.

The Dean:

1. is responsible for developing and strengthening KI within their respective area of responsibility (first-cycle and second-cycle education, doctoral education, or research);
2. is responsible for, leads and initiates matters within their area of responsibility, both as Chair of a committee and as a member of the Faculty Board, and shall ensure active collaboration between the Faculty Board and the respective committee;
3. chairs and leads the work of the respective committee;
4. shall support the President within their area of responsibility and represent KI in internal and external contexts relating to that area;
5. shall perform other assignments as determined by the President;

6. may, when unable to perform their duties, delegate specific assignments to another person, with the exception of their role as a member of the Faculty Board.

Dean for Higher Education (First- and Second Cycle)

1. The Dean for First- and Second Cycle Education has the authority, on behalf of KI, to enter into international agreements concerning student exchange at programme level;
2. enter into agreements with Swedish or international higher education institutions concerning education leading to double, multiple or joint degrees.

Dean for Doctoral Education (Third cycle)

1. The Dean for Doctoral Education has the authority, on behalf of KI, to: enter into agreements with Swedish or international higher education institutions concerning education leading to double, multiple or joint degrees;
2. enter into other university-wide agreements relating to doctoral education collaborations in addition to those referred to in item 1 above.

Ceremonial Delegations

The following ceremonial responsibilities are delegated:

1. The Dean for Higher Education serves as host of graduation ceremonies for first-cycle and second-cycle education.
2. The Dean for Doctoral Education confers doctoral degrees.
3. The Dean for Research confers honorary doctorates following recommendation by the Faculty Board and decision by the President, and also confers Jubilee Doctors.

The Deputy Dean:

1. serves as Vice-Chair of the respective committee and replaces the Dean as Chair when the Dean is unable to perform their duties;
2. advances matters within the committee's area of responsibility together with the relevant Dean and contributes to ensuring active

- collaboration between the Faculty Board and the respective committee;
- 3. serves as deputy to the Dean;
- 4. is a member of the Faculty Board.

5 Professional Services

According to the organisational plan adopted by the University Board:

KI has a Professional Services organisation which, together with the support functions of the departments, constitutes KI's overall support organisation.

The University Director is the Head of Professional Services and reports to the President.

Delegation from the President

The overall mission of Professional Services is to support KI's core activities.

Professional Services shall:

1. provide support that enables effective leadership and governance of the University through the President and other leadership functions;
2. contribute to ensuring that the University fulfils its responsibilities as a public authority and complies with applicable laws, regulations and other requirements;
3. operate efficiently and be responsive to the needs of KI's core activities;
4. proactively assess needs and actively contribute to identifying challenges and developing shared solutions.

Professional Services throughout KI shall work towards common objectives and in a coordinated manner. Close collaboration with the support functions of the departments is therefore of particular importance.

The organisation, areas of responsibility and decision-making authority of Professional Services are set out in the Rules of Procedure for Professional Services.

6 Councils and Committees

According to the organisational plan adopted by the University Board:

KI may establish special units or bodies pursuant to decisions by the Government, the University Board or the President. Such bodies include, among others, the Staff Disciplinary Board, the Disciplinary Board and the Investment Advisory Council.

Councils and committees are regulated through the organisational plan, the President's Decision-Making and Delegation of Authority, or through specific decisions.

6.1 Council for the Investigation of Deviations from Good Research Practice

KI shall maintain a Council for the Investigation of Deviations from Good Research Practice.

The Council shall:

1. determine whether there is reason to suspect research misconduct and whether a matter shall therefore be referred to the National Board for Assessment of Research Misconduct;
2. investigate suspected deviations from good research practice other than suspected research misconduct;
3. assist the Committee for Ethics and Good Research Practice, for example in its task of following up on statements issued by the Council and decisions made by the President.

The Council shall consist of:

- a Chair, who is or has been a permanent judge, appointed by the President;
- three academic representatives, appointed by the President;
- KI's Chief Legal Officer;
- one student representative.

The President shall appoint a Deputy Chair from among the members.

Alternate members shall be appointed for the academic representatives and the student representative.

6.2 Committee for Ethics and Good Research Practice

According to the organisational plan adopted by the University Board:

KI has a Committee for Ethics and Good Research Practice with responsibilities within its field and a coordinating role in relation to KI's other ethics-related bodies, functions and activities.

The Committee's assignment, procedures and composition shall be determined by the President. The Committee shall annually summarise its activities and submit a report to the President following consultation with the Faculty Board.

Delegation from the President

The Committee shall:

1. monitor developments within its area, identify deficiencies and propose improvements to the President, the Faculty Board, Campus Vice Presidents and the University Director;
2. coordinate and develop leadership and support functions relating to human research ethics, animal research ethics and good research practice;
3. undertake preventive activities and promote discussion and reflection on ethical issues throughout the University in order to strengthen good research practice.

The Committee shall consist of ten members whose combined expertise shall include: medical ethics, law, advisory support relating to ethical review involving humans, animal research ethics.

The Committee shall consist of:

- a Chair, appointed by the President;
- two academic members from the Faculty Board or one of its committees, appointed by the Faculty Board;
- one Scientific Ombudsman (one of the three ombudsmen);

- one member appointed by Region Stockholm;
- one student representative;

The remaining members are appointed by the Faculty Board.

The Committee reports to the President.

6.3 Scientific Ombudsmen

KI shall have three Scientific Ombudsmen whose activities are primarily associated with one Department Group each. Appointments shall be made for a period of three years and may be renewed.

The Scientific Ombudsmen are appointed by, and receive their mandate from, the President. In carrying out their assignments, they shall act independently of their departmental affiliation.

The assignment of the Scientific Ombudsmen is to promote good research practice through preventive activities by:

1. providing support, advice and guidance on matters relating to research ethics, good research practice and research integrity, including responsible internationalisation and ethical aspects of external relations;
2. actively contributing to the dissemination of knowledge and awareness of research ethics codes, relevant legislation, regulations, guidelines and other frameworks governing scientific activities;
3. reporting suspected research misconduct or other deviations from good research practice in accordance with KI's guidelines for the assessment of deviations from good research practice;
4. serving, through one of the Ombudsmen, as a member of the Committee for Ethics and Good Research Practice and keeping the Committee informed of ongoing activities on a continuous basis, as well as submitting an annual written report.

6.4 Strategic Academic Workforce Planning Group

The Strategic Academic Workforce Planning Group operates on a university-wide basis and is responsible for strategic academic workforce planning based on needs identified by departments and the three

committees. The Group makes decisions relating to the academic staffing of KI.

The Group shall decide on the establishment of positions as Professor and Senior Lecturer, including the orientation and subject area of the position concerned.

Proposals for the establishment of positions may be initiated by the President, a Head of Department, a Dean, a Campus Vice President or the Faculty Board.

The Group shall participate in the preparation of:

1. governing documents relating to the employment of academic staff;
2. academic workforce planning strategies;
3. appointments of professors by invitation.

Decisions regarding the establishment of positions shall subsequently be referred to the Recruitment Board for further preparation.

The Group shall consist of:

- a Chair appointed by the President;
- the HR Director;
- the three Deans;
- the three Campus Vice Presidents;
- the Chair of the Recruitment Board;
- one student representative.

6.5 Health and Safety Committee

KI shall have a Safety Committee. The Health and Safety Committee shall participate in the planning of occupational health and safety activities and monitor their implementation.

The Committee shall monitor developments relating to the prevention of ill health and accidents and promote satisfactory working conditions throughout the University.

The Committee shall consist of:

- a Chair, being the President or a person appointed by the President;
- up to three representatives of the employer and education provider, appointed by the President;
- up to three employee representatives;
- two Student Safety Representatives.

A Biosafety Committee shall operate under the Health and Safety Committee. The Biosafety Committee serves as a coordinating and advisory body in matters relating to biosafety and the use of genetically modified microorganisms.

7 Other Organisational Entities

7.1 University Dental Service

The University Dental Service at KI is a teaching clinic for students enrolled in the Degree Programme in Dentistry and the Degree Programme in Dental Hygiene, as well as a specialist dental care clinic.

The Head of the Department of Dental Medicine is responsible for the management of the activities.

The Head of Department may delegate overall responsibility and decision-making authority for the activities of the University Dental Service to a Director of Dental Services. The Director of Dental Services reports to the Head of Department.

The University Dental Service comprises several clinics (equivalent to units). For each clinic within the University Dental Service, a Clinic Director shall be appointed by the Head of Department. The Director of Dental Services may delegate responsibilities and decision-making authority relating to the activities of the University Dental Service to a Clinic Director. The Clinic Director reports to the Director of Dental Services.

7.2 Research Infrastructure Karolinska Institutet (RIKI)

Research Infrastructure Karolinska Institutet (RIKI) is organised in a manner comparable to a department and comprises the following organisational facilities:

- Comparative Medicine (CM)
 - CM is responsible for all animal research activities at KI that require permits under applicable legislation.
 - CM is led by an Operations Manager who serves as the licence holder for KI's permit-regulated animal research activities and thereby bears legal responsibility under applicable legislation.
 - The Infrastructure Director shall decide on matters relating to CM at an overarching level following consultation with the President.
- KI Biobank
- Radiation Bunkers

Additional facilities will be incorporated into RIKI on a phased basis.

RIKI is headed by an Infrastructure Director appointed by the President and reporting directly to the President.

In relation to RIKI, the Infrastructure Director shall, where applicable, have the same responsibilities and general powers as those assigned to a Head of Department.

To support the activities, there shall be an Advisory Group appointed by the Infrastructure Director following consultation with the President and the Faculty Board.

RIKI is financed through government funding, external grants, user fees and funds at the President's disposal.

7.3 Teaching and Learning

Teaching and Learning (UoL) is a university-wide function. The mission of UoL is to contribute to the pedagogical development of KI's first-cycle, second-cycle and third-cycle education. Its assignment includes the development of pedagogical infrastructure, academic development and support for educational development initiatives.

UoL is led by a Head of unit appointed by the University Director.

The Head of unit reports to the University Director.

In relation to UoL, the Head of unit shall have responsibilities and authority corresponding to those of a Head of Division within Professional Services.

UoL shall have an Advisory Council to support the anchoring of the direction and content of its activities within the framework of the approved budget.

The Advisory Council reports to the Head of unit.

The Advisory Council shall consist of:

- the Dean for Higher Education (Chair);
- the Dean for Doctoral Education;
- three operational representatives, one representing each Department Group, appointed by the respective Campus Vice President;
- one member appointed by the University Librarian;
- one member appointed by the University Director;
- three student representatives.

Additional members may be appointed by the Chair following consultation with the Head of unit.

The Dean may delegate membership of the Advisory Council to another office holder.

The Head of unit may attend meetings of the Advisory Council.