

Agreement of the revision  
of the rules and regulations  
of the Finnish Virtual University

## Agreement of the revision of the rules and regulations of the Finnish Virtual University

The undersigned universities approve, by this agreement, the appended new Rules and Regulations of the Consortium of the Finnish Virtual University. The Rules and Regulations supercede the prior rules and regulations appended to the Memorandum of Agreement dated January 18<sup>th</sup>, 2001. This agreement has been made out in twenty-two identical copies, one for each party to the agreement and one for the Finnish Virtual University Service Unit.

In Joensuu, 24<sup>th</sup> of November, 2006.

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## RULES AND REGULATIONS OF THE FINNISH VIRTUAL UNIVERSITY CONSORTIUM

The assembly of the Consortium of the Finnish Virtual University has adopted the following Rules and Regulations for the Consortium of the Finnish Virtual University in its meeting on September 26, 2006.

These Rules and Regulations supercede the Governing Principles of the Consortium of the Finnish Virtual University, adopted on May 11, 2005, as well as the Consortium Rules and Regulations appended to the Memorandum of Association of the Consortium of the Finnish Virtual University, drawn up on January 18, 2001.

### Chapter 1 The Consortium of the Finnish Virtual University and its tasks

#### 1 §

The Consortium of the Finnish Virtual University is a collaborative network of the Finnish universities, the Memorandum of Association of which was signed on January 18, 2001.

The name of the Consortium in Finnish is Suomen virtuaaliopisto, in Swedish, Finlands virtuella universitet and in English, Finnish Virtual University. The acronym used for the Finnish Virtual University is SVY in Finnish, FVU in Swedish and FVU in English.

#### 2 §

The task of the Consortium is to support and develop collaboration among universities in the utilization of information and communication technologies (ICTs) in teaching and studying.

In order to accomplish this task, the Consortium develops university-level information network-based training and educational services and provides these services to the Consortium members.

The Consortium is authorized to:

- ▶ enter into contracts necessary for its operations within the limits of the financial resources that have been allocated to it
- ▶ collect consortium and service fees in order to finance its operations
- ▶ establish the necessary institutional bodies and development projects.

### Chapter 2 Institutional bodies and actors

#### 3 §

The institutional bodies of the Consortium of the Finnish Virtual University consist of the Advisory Board and the Executive Board of the Consortium of the Finnish Virtual University, as well as the Finnish Virtual University Service Unit and the administrative home university of the Service Unit. In addition to those previously mentioned, the actors of the Finnish Virtual University also include the FVU liaison persons of the member universities.

### Chapter 3 Administrative home university

#### 4 §

One of the member universities of the Consortium, selected by the Advisory Board of the Finnish Virtual University for a term of six years, shall serve as the representative of the Consortium of the Finnish Virtual University, as the party entering into performance agreements with the Ministry of Education, and as the administrative home university of the Finnish Virtual University Service Unit. During the term from January 1<sup>st</sup>, 2007 to December 31<sup>st</sup>, 2012, the Helsinki University of Technology will serve as the administrative home university.

### Chapter 4 Advisory Board of the Consortium of the Finnish Virtual University

#### 5 §

The tasks of the Advisory Board of the Consortium of the Finnish Virtual University are to:

- ▶ decide on the strategy, focus areas and other long-term plans of the Consortium
- ▶ monitor the implementation of the strategy and other approved guidelines and approve the annual report of the Consortium
- ▶ decide on a consortium fee and the principles for the collection of the fee
- ▶ at the end of the term of agreement on the home university of the Finnish Virtual University Service Unit, decide on the home university of the Service Unit
- ▶ annually, accept new members and make note of terminations of membership
- ▶ select the representatives and expert members for the Executive Board of the Finnish Virtual University.

The term of office of the Advisory Board is three (3) years.

The Advisory Board has a Chairman and a Vice-Chairman, who are selected by the Advisory Board from among its membership.

#### 6 §

Each member of the Consortium, as well as the Ministry of Education and the National Union of Students in Finland, each appoint one member and one deputy member for the Advisory Board for its term of office.

Each member of the Advisory Board has one vote at the Advisory Board Meetings.

#### 7 §

Meetings of the Advisory Board are held at least once a year. The statutory meeting of the Advisory Board shall be held annually on a date set by the Executive Board, before the end of March. The annual report and financial statements of the Consortium of the Finnish Virtual University, prepared by the Executive Board, shall be dealt with at the statutory meeting.

#### 8 §

The Advisory Board shall be convened by the Executive Board three (3) weeks in advance of the meeting, at the latest.

The Executive Board shall convene the meeting without delay also on written request to the Executive Board by at least five (5) members of the Consortium.

## 9 §

The Advisory Board shall attain quorum when represented by a majority of the total membership.

## 10 §

The Director of the Service Unit has the right to speak and the right to attend the meetings of the Advisory Board.

## Chapter 5 Executive Board

### 11 §

The tasks of the Executive Board of the Consortium of the Finnish Virtual University are to:

- ▶ be responsible for drawing up the strategy of the Finnish Virtual University in accordance with the policy lines established by the Advisory Board of the Finnish Virtual University
- ▶ prepare the agenda for the meetings of the Advisory Board of the Consortium of the Finnish Virtual University
- ▶ select the presenting official for the Advisory Board
- ▶ issue statements and position papers on behalf of the Finnish Virtual University
- ▶ guide and monitor the activities and finances of the Finnish Virtual University Service Unit
- ▶ draw up a proposal for the rules of procedure and budget of the Finnish Virtual University Service Unit for the administrative home university
- ▶ approve the plan of operations and the budget of the Finnish Virtual University Service Unit and resolve other matters of far-reaching importance for the operations of the institution
- ▶ make decisions on the direction of the activities and the major projects of the Service Unit
- ▶ approve the annual report and the financial statements of the Service Unit for presentation to the home university
- ▶ when necessary, approve of the standing orders of the Service Unit in co-operation with the administrative home university
- ▶ prepare a proposal on the nomination of the Director of the Service Unit
- ▶ guide and monitor the activities of joint working groups, projects, and the like, established under the auspices of the Finnish Virtual University.

### 12 §

The Executive Board of the Consortium of the Finnish Virtual University consists of five members, with a term of office of three years. The Advisory Board of the Consortium of the Finnish Virtual University nominates four of the members, and the administrative home university of the Service Unit nominates one member. Deputy members shall be nominated for each member.

The members of the Executive Board select from among themselves a Chairman and a Vice-Chairman. The Chairman shall not be from the administrative home university of the Service Unit.

The administrative home university shall appoint the Executive Board of the Consortium of the Finnish Virtual University.

### 13 §

The Executive Board may invite permanent or temporary experts to participate in its work. The Ministry of Education and the National Union of Students in Finland both have the right to appoint one expert member each to the Executive Board.

The expert members have the right to speak and to attend the meetings of the Executive Board.

## 14 §

The Executive Board meets according to a schedule that it draws up, at least twice a year. In addition, a meeting of the Executive Board can be convened by the Chairman, or where unavailable, by the Vice-Chairman, or on written request stating the matter to be dealt with, by two members of the Executive Board.

The Executive Board shall attain quorum when, in addition to the Chairman or the Vice-Chairman, at least two members are present.

The Executive Board makes its decision on the basis of issues submitted. The Executive Board decides on the procedure for submitting issues.

The agenda for the meetings of the Executive Board is prepared in the Service Unit.

## Section 6 The Finnish Virtual University Service Unit and its tasks

### 15 §

The name of the Service Unit of the Finnish Virtual University in Swedish is Serviceenheten vid Finlands virtuella universitet, and in English, the Finnish Virtual University Service Unit.

### 16 §

The tasks of the Finnish Virtual University Service Unit are to:

- ▶ conduct strategic planning of virtual university activities according to the policy lines set out by the Advisory Board and Executive Board of the Consortium of the Finnish Virtual University
- ▶ develop FVU operations and management
- ▶ develop co-operation among universities in the field of information and communication technology supported teaching and learning
- ▶ develop, produce and maintain the common online services of the Finnish Virtual University
- ▶ maintain and develop nation-wide services for flexible studies
- ▶ develop and maintain joint university standards pertaining to teaching material information and course information and records
- ▶ draft and maintain joint agreements of the Consortium of the Finnish Virtual University
- ▶ disseminate information on the virtual university activities
- ▶ co-operate internationally with other virtual universities
- ▶ administer the trademarks and incorporeal rights of the virtual university
- ▶ prepare the agenda for the Executive Board Meetings
- ▶ conduct other tasks defined by the Executive Board and the Advisory Board of the Consortium of the Finnish Virtual University.

### 17 §

The staff of the Service Unit is in the employment of the administrative home university. The accounting and the payment transactions shall be conducted according to the procedures of the administrative home university. The personnel and financial management of the Service Unit shall be conducted according to the instructions, regulations and procedures of the administrative home university.

When staff are appointed to civil service positions or temporary civil service positions or employed in employment contracts located in the Service Unit, the application procedure, appointment and recruitment shall be conducted according to the guidelines of the administrative home university.

## 18 §

The Director of the Service Unit is appointed by the administrative home university and he is in the employment of the administrative home university.

The qualifications required of the Director, as well as the requisite proficiencies in Finnish and Swedish are prescribed in the Decree concerning the qualification requirements and tasks of university personnel (309/93) 8 §, 15 § and 18 §.

## 19 §

The tasks of the Director of the Service Unit are to:

- ▶ direct, develop and monitor the operations of the unit
- ▶ be responsible for the finances of the unit and serve as superior to the unit staff
- ▶ make proposals or decisions concerning staff appointment or employment in accordance with the guidelines of the administrative home university
- ▶ prepare and present issues on the agenda of the Executive Board and attend to the implementation of its decisions
- ▶ present the development projects and personnel plans to the Executive Board
- ▶ be responsible for and attend to contract issues pertaining to the unit according to approved procedures
- ▶ be responsible for the development of a diverse funding base.

The Director shall present far-reaching issues and issues of principle to the Executive Board for consideration and decision.

## Chapter 7 Liaisons of member universities

### 20 §

Each member of the Consortium shall appoint a FVU liaison person, whose tasks are to:

- ▶ disseminate information on FVU activities and issues
- ▶ provide to the FVU Service Unit the necessary information on the accomplishment of the goals of the virtual university in his or her university
- ▶ provide assistance in the arrangement of nation-wide and regional events.

## Chapter 8 Membership

### 21 §

The members of the Consortium of the Finnish Virtual University are the signatories to the Memorandum of Association.

### 22 §

Membership can be admitted to any higher education institution, research institute, company or other organization that makes a commitment to abide by the Rules and Regulations of the Finnish Virtual University. Admission of membership and termination of membership is approved by the Advisory Board of the Consortium of the Finnish Virtual University. Membership shall be supported by a majority of at least three-fourths.

### 23 §

Any member may leave the Consortium by addressing a written resignation to the Advisory Board of the Consortium. In this case, the member's membership shall expire at the end of the next calendar year following the resignation.

## Chapter 9 Signature authority

### 24 §

Signature authorities of the Service Unit shall be delegated according to the procedures of the administrative home university.

## Chapter 10 Entry into force

### 25 §

These Rules and Regulations become effective as of January 1<sup>st</sup>, 2007, on provision that the Board of the Helsinki University of Technology approves the Agreement on the Establishment of the Finnish Virtual University Service Unit Institute, and on provision that the members of the Consortium of the Finnish Virtual University approve these Rules and Regulations.

### 26 §

The institutional bodies of the Finnish Virtual University can begin implementing these Rules and Regulations before they enter into force.