

# BYLAWS OF THE AALTO UNIVERSITY SCHOOL OF SCIENCE

As a unit defined in Section 3 of the Constitution of the Aalto University Foundation, the Aalto University School of Science operates in the fields of science and technology. The school carries out scientific research in its fields, provides related higher education leading to degrees, and supports continuing education and societal service related to its fields of expertise in accordance with the university strategy. The special mission of the School of Science is to create a scientific basis for the creation of new technologies in various fields, to provide basic education in its field also to students of other disciplines, and to train students as visionary experts in its fields and in emerging fields. In carrying out its mission, the school shall act in close interaction with the other schools of Aalto University.

## Organisation

### Section 1

The basic unit of academic activities at the school is the department, which conducts academic research and provides the related education leading to a degree.

The school has the following departments:

- Department of Mathematics and Systems Analysis,
- Department of Neuroscience and Biomedical Engineering,
- Department of Applied Physics,
- Department of Computer Science and
- of Industrial Engineering and Management.

The school may have units established for research cooperation between several disciplines or joint units with the other schools of Aalto University, or with units outside the university. The Helsinki Institute for Information Technology HIIT which operates as part of the Department of Computer Science, is such a unit.

As necessary, each separate institute and unit may have their own bylaws.

## Executive bodies and management

### Section 2

The executive bodies of the school are the dean and the Academic Committee for Science.

The school has vice deans as decided by the president.

The activities of the department shall be directed by the head of department.

The school also has a doctoral programme committee and degree programme committees, as well as a head of doctoral programme and heads of degree programmes.

### Section 3

To support them in the leadership task, the dean and the head of department can invite steering groups and other teams that can also include members from outside the school. The school professors who are members of the Tenured Professors' Council can act as an advisory body to the school management and as a cooperative organ in the scientific community.

Management shall be arranged in such a way as to make sure that the various staff groups and students have sufficient opportunity to participate in the preparation of decisions.

## **School dean and vice dean**

### Section 4

In accordance with the Section 22 of the Aalto University Bylaws, the school is directed by a dean.

### Section 5

In addition to the provisions of Section 23 of the bylaws or duties assigned by decision of the board or the president, the dean shall:

- 1) confirm the division of labour between the dean and the vice dean, including defining the duties of the vice dean concerning the management of the school;
- 2) appoint the head of the doctoral programme and the heads of the degree programmes. Their duties and responsibilities are defined in the degree regulations. Their term of office is three calendar years;
- 3) appoint deputy heads of departments;
- 4) appoint secretaries of the school's executive bodies;
- 5) decide on the establishment of a unit referred to in Section 1(3);
- 6) when necessary, confirm the bylaws of a separate institute and a unit referred to in Section 1(3);
- 7) be partially in charge of the school's quality management work, audits, and possible accreditation; and
- 8) be partially in charge of ensuring that the Aalto University schools cooperate to implement the university strategy and of the co-operation between the schools of technology to ensure the uniformity of education, research, and the shared tasks in the technical-scientific field and as well as the equal treatment of students.

### Section 6

The vice dean shall assist the dean and carry out the tasks assigned to him/her by the dean.

The term of office of the vice dean is equal to that of the dean. If the dean resigns from his/her office before the end of his/her term, the term of the vice dean is also considered

to have ended. If the vice dean resigns from his/her office before the end of his/her term, a new vice dean is appointed for the remainder of the dean's term.

### **School academic committee**

#### Section 7

To handle academic matters, the school has the Academic Committee for Science, as set forth in Section 24 of the Aalto University Bylaws, which shall carry out the tasks defined in Section 25 of the Aalto University Bylaws and assigned to it by the University Academic Affairs Committee under Section 13 of the said bylaws.

In addition, the academic committee shall for its part be responsible of ensuring that the Aalto University schools cooperate to implement the university strategy and of the cooperation between the schools of technology to ensure the uniformity of training and education, research, and the shared tasks in the technical-scientific field and as well as the equal treatment of students.

The vice dean is entitled to attend and speak at the committee meetings.

### **Doctoral programme committee and degree programme committees**

#### Section 8

The school has a doctoral programme committee that comprises a chair and a minimum of four distinguished professorial members representing the central fields of research of the school. One of the professorial members may be from another school within Aalto University.

The committee elects a deputy chair from among its professorial members.

The term of office of the doctoral programme committee is three calendar years.

The chair of the doctoral programme committee shall maintain contact with the other doctoral programme committees of Aalto University in order to ensure that uniform practices are employed and developed and that the uniformity of the technical-scientific field is maintained.

The doctoral programme committee shall

- 1) develop the content of the doctoral programmes and the joint studies offered by the school;
- 2) put forth proposals to the school academic committee on the fields of research in doctoral programmes;
- 3) prepare the admission of doctoral students for the dean to decide on;
- 4) approve the topics and language of doctoral dissertations;
- 5) confirm the study plans of doctoral students;
- 6) appoint the preliminary examiners of dissertations and decide on the permission to print dissertations;
- 7) evaluate the dissertations;
- 8) appoint the examiners of licentiate theses;

- 9) evaluate licentiate theses; and
- 10) perform other duties assigned to it by the dean or in the degree regulations.

The chair of the doctoral programme committee shall decide on the time and language of the public examination of the doctoral dissertation and appoint the custos and opponent(s) for it.

## Section 9

The school has one or several degree programme committees. The school can have only one degree programme committee for its bachelor's degree programme. If the school only has one degree programme committee set up for master's degree programmes, the same committee may also serve as the degree programme committee for the bachelor's degree programme.

The dean decides on the number of degree programme committees. When necessary, the president shall separately decide on the administration of a degree programme administered by several schools.

Each degree programme committee has a minimum of seven members from the degree programmes represented in the committee. Of the members, a minimum of four shall be elected from among teachers, at least two of which shall be professors, and three shall be elected from among students in accordance with the decision by the Aalto University student union, in a manner that ensures that wherever possible, both teachers and students are represented in every degree programme of the degree programme committee.

One of the professorial members shall be appointed as the chair of the degree programme committee. The committee elects a deputy chair from among its professorial members. The term of office of the degree programme committee is three calendar years. The term of office of a student member is one calendar year.

The degree programme committee shall

- 1) put forth proposals to the school academic committee on the degree programme curricula, degree requirements and admission criteria;
- 2) appoint the persons approving bachelor's theses;
- 3) decide on the topics, supervisor, and advisor(s) for the master's theses;
- 4) evaluate the master's theses;
- 5) decide on the development of the degree programmes, assuring the quality of teaching and the processing of feedback; and
- 6) perform other duties assigned to it by the dean or set forth in the degree regulations.

## Departments

### Section 10

The activities of the department shall be directed by the head of department. The term of office of the head of department is three calendar years.

The department shall have deputy heads of department as decided by the dean. The dean shall appoint the deputy head for the same term as the head of department. If the

head of department resigns from his/her office before the end of his/her term, the term of the deputy head is also considered to have ended. If the deputy head resigns from his/her office before the end of his/her term, a new deputy head is appointed for the remainder of the head of department's term.

#### Section 11

The head of department shall be responsible for

- 1) the economical, efficient, and productive execution of the department's tasks;
- 2) planning the department's activities and finances, deciding on the use of the appropriations granted to the department, and monitoring and reporting on their use;
- 3) the preparation of the curricula for the department;
- 4) putting forward proposals regarding the individuals to be placed in the various phases of the tenure track;
- 5) deciding on hiring staff for the department in contractual employment relationships insofar as such authority has been transferred to the head of department;
- 6) quality management work, reporting for the department as required for audits and accreditation, and cooperation with stakeholders significant for the activities of the department;
- 7) promoting wellbeing at the department; and
- 8) performing other duties assigned to him/her by the dean.

### **Decision-making**

#### Section 12

Matters shall be settled using the presentation procedure of public administration in cases where public power is exercised. The presentation procedure is not used, however, in assessing study attainments.

In other matters, the dean and the head of department shall be responsible for ensuring the appropriate preparation of matters to be discussed.

#### Section 13

The meetings and decision-making of the executive bodies will be made in accordance with Section 29 of the Universities Act (Yliopistolaki 558/2009) and Section 14 of the Aalto University Bylaws as applicable, as defined in more detail by the president.

### **Entry into force**

#### Section 14

These Bylaws enter into force on 1 January 2016.