

THE REGULATIONS OF HELSINKI INSTITUTE FOR INFORMATION TECHNOLOGY HIIT

These regulations have been approved by Aalto University on 6 November 2015 and by the University of Helsinki on 15 December 2015.

Section 1 Mission

Helsinki Institute for Information Technology HIIT (Tietotekniikan tutkimuslaitos HIIT, Forskningsinstitutet för Informationsteknologi HIIT, hereinafter referred to as HIIT) is a joint unit as defined in Section 27 of the Universities Act (558/2009) between Aalto University and the University of Helsinki.

The mission of HIIT is to carry out basic and strategic research in information technology meeting international standards of excellence in the field of information technology. This is achieved through close cooperation with the information industry and with sciences applying information technology. In addition, HIIT provides doctoral education and higher education based on research in cooperation with the departments of the partner universities.

The objective of HIIT is to enhance the quality, visibility and impact of Finnish research on information technology so as to make it meet the highest international standards of excellence, thus facilitating more intensive cooperation between the information industry and universities in Finland and the key international research institutes and universities in this field.

HIIT aims to boost the competitiveness of the Finnish information industry and information society in the long term by linking scientific research with the long-term high-risk research and development performed by the information industry and by contributing to the development of the information society.

Section 2 The board

HIIT has a board with a maximum of eight members. All board members are appointed designated deputies. The board term of office is four years.

Both universities nominate two members to the board from amongst the university staff, as well as designated deputies for them. In addition, the universities nominate a maximum of three members who are not employed by either university, as well as their designated deputies. The staff of HIIT selects one board member and his or her deputy from amongst their colleagues.

The board nominates a Chair and a Vice-Chair from amongst its membership.

Section 3 Duties of the board

The primary duties of the board are to:

1. Guide and direct the activities and funds of HIIT;
2. Approve any plans regarding the activities, finances or human resources of HIIT;
3. Decide the focus for the research activities of HIIT;
4. Approve the annual report;
5. Approve the rules of procedure;
6. Appoint one or more vice-director/s;
7. Invite the members to the Scientific Advisory Board and
8. Resolve other matters of principle or far-reaching matters related to the HIIT Activities that are not otherwise provided for in the guidelines or regulations of the partner universities.

Section 4 Board meetings and quorum

The Board shall convene when the Chair or, in his/her absence, the Vice-Chair deems it necessary or when a minimum of three Board members submit a written request specifying the item of business to be discussed in the meeting.

The board meets quorum when the Chair and a minimum of 50% of the other board members are present.

The board resolves matters on proposal of the relevant official.

More detailed provisions on the meeting procedure can be stipulated with the rules of procedure of the board.

Section 5 Director

HIIT has a director with a term of office of no more than five years. The director enters into a part-time contractual employment relationship with both universities so that his/her overall working hours are divided between the universities in accordance with the percentages determined during the recruitment process.

Eligible candidates for the position of director should have an applicable doctoral degree, profound knowledge of the field and appropriate managerial experience.

The primary duties of the director are to:

1. direct, develop and supervise the activities of HIIT;
2. take responsibility for the financial administration of HIIT in accordance with the general guidelines confirmed by the board and to act as supervisor for the staff reporting directly to the Director;
3. prepare and present matters to be discussed in the board meetings and ensure that decisions are implemented;
4. take responsibility for the agreements pertaining to research and to the use of research results and for related matters in accordance with the codes of practice adopted in each partner university;
5. carry out scientific research and to provide higher education based on research.

The director shall ensure that HIIT works as a coherent entity, making use of the strengths and areas of expertise of both partner universities in cooperation with the departments of the partner universities.

Section 6 Vice-Director

HIIT has one or more vice-director/s whose term of office ends at the same time as the director's term of office. When the director is absent or suspected of partiality in a given matter, a vice-director

nominated by the director will act as director.

Section 7 Organisation

HIIT consists of two units, one of which is located at Aalto University and the other at the University of Helsinki.

The staff of HIIT is employed either at Aalto University or the University of Helsinki. As regards human resources and financial administration, the guidelines, regulations and practices of the employing university apply. The employing university is in charge of accounting and payment transactions. When employing staff for contractual employment relationships, the internal application and recruitment procedures of the employing university shall apply.

Section 8 Scientific Advisory Board

HIIT has a scientific advisory board consisting of experts in those fields of science that are central for its research activities. Its duties are to assess the research conducted at HIIT and to put forth proposals regarding the focus of the research activities.

The HIIT board will invite the scientific advisory board for a specified term of office. The Scientific Advisory Board elects a chairperson from amongst its membership.

Section 9 Entry into force and transitional provisions

These regulations will enter into force upon their acceptance by both universities. The term of office of the present board will end on 31 March 2016, and the regulations on the number of members of the board stipulated in Section 2 do not apply to the present board.