

LANGNET OPERATING GUIDELINES

1. Purpose of Langnet

Langnet is a cooperative body for the graduate schools and their doctoral programs in Finnish universities that have fields of language studies. Langnet functions as part of The Linguistic Association of Finland (SKY). The purpose of Langnet is to promote high-level linguistic research training in Finland and the cooperation of doctoral researchers, supervisors and the entire Finnish linguist community. Langnet cooperates with both domestic and international graduate schools, doctoral programs, graduate school networks and other research communities.

2. Actors of Langnet

Langnet's key actors are doctoral researchers, post-doc researchers, supervisors and other actors. "Post-doc researcher" refers to a researcher who does not yet have his own doctoral researchers to supervise, and "other actors" refers to language experts and researchers from research institutes, for example, The Institute for the Languages of Finland (*Kotimaisten kielten keskus*). Langnet's executive team, head of Langnet and coordinator are responsible for the planning and implementation of operations.

All doctoral researchers in affiliation with doctoral programs and graduate schools in Finnish universities in the field of language studies are Langnet's doctoral researchers. Langnet's doctoral researchers complete their dissertation at their home university, but at the same time belong to Langnet and can participate in all its activities.

The supervisors of Langnet's doctoral researchers belong to the Langnet community. Post-doctoral researchers can participate in Langnet's activities, depending on their needs and career situation, both as senior researchers (supervisors) and as young researchers (doctoral researchers).

It is hoped that every supervisor and post-doc researcher in Langnet community will do at least one good deed for Langnet during their research career. Such good deeds can be, for example, teaching at a Langnet event, organizing an interesting visiting lecture, convening a seminar, etc. meeting, or other similar actions that promote the quality and cooperation of doctoral education.

3. Administration

The Head of Langnet, coordinator and executive team are responsible for planning and implementing Langnet's operations. Langnet's general assembly is organized in connection with the annual meeting of The Linguistic Association of Finland (SKY) or another linguistic event.

3.1. Head of Langnet

The general assembly of Langnet, organized in connection with the annual meeting of the Linguistics Association of Finland (SKY) or another linguistic event, chooses a Head for the Langnet network. The Head of Langnet must be a respected member of the scientific community. The Head of Langnet is elected for a four-year term and participates in the activities of the board of the Linguistics Association of Finland (SKY). The Head of the Langnet network can transfer an issue or a group of issues within their duties to be handled or resolved by the executive team or the coordinator.

The Head of Langnet's task is to:

- lead, monitor and develop the network's operations and answer to the Linguistics Association of Finland (SKY), Langnet's executive team and financiers for the network's effectiveness;

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- act as chairperson of the executive team meetings;
 - prepare the network's action plan and budget together with the coordinator for the executive team and the general assembly;
 - prepare the network's activity report and income statement together with the coordinator for the executive team and the general assembly;
 - take care of the preparation of other matters to be discussed in the executive team together with the coordinator;
 - to be responsible for the network's funding applications and the use of the funds allocated to the network in accordance with the guidelines decided by the executive team together with the coordinator;
 - to be responsible for reporting related to the network's funding together with the coordinator;
 - promote cooperation between the units/departments participating in the network's activities and other cooperation relationships.

3.2. Langnet's Coordinator

The coordinator's employer selects the network coordinator based on a proposal by the Head of Langnet and executive team, which has been approved by the board of the Linguistics Association of Finland (SKY). Langnet's coordinator can transfer an issue or a group of issues within their duties to be handled or resolved by the executive team or the Head of Langnet.

Langnet's Coordinator task is to:

- coordinate the activities of the network according to the instructions of Head of Langnet and the executive team,
- act as a preparer, presenter and secretary of the meetings of the executive team;
- prepare the network's action plan and budget together with Head of Langnet for the executive team and the general assembly;
- prepare the network's activity report and income statement together with Head of Langnet for the executive team and the general assembly;
- take care of the preparation of other matters to be discussed in the executive team together with the Head of Langnet;
- to be responsible for the network's funding applications and the use of the funds allocated to the network in accordance with the guidelines decided by the executive team together with the Head of Langnet;
- to be responsible for reporting related to the network's funding together with the Head of Langnet;
- take care of the implementation of the action plan;
- take care of the network's internal and external communication;
- plan and develop the network's modes of operation;
- if necessary, advise and guide doctoral researchers and supervisors;
- perform other tasks defined separately by the executive team.

3.3. Executive team

Langnet's executive team consists of the directors of doctoral programs in linguistics at different universities. If the director of the doctoral program does not represent language subjects or otherwise cannot participate in Langnet's activities, the doctoral program can appoint another representative to the executive team in their place. If necessary, the local doctoral program also appoints a substitute person for their representative.

The executive team must also have a representation of doctoral researchers. The chairperson of the executive team is the Head of Langnet. Langnet's coordinator acts as the presenter and secretary of the executive team.

If necessary, the executive team can be supplemented during its term of office. At that time, the executive team decides on the addition and nomination of new members. The executive team can transfer an issue or a group of issues within their duties to be handled or resolved by the Head of Langnet or another actor. In wide-ranging or fundamentally important matters, the executive team can decide on a matter that falls under the Head of Langnet's duties.

The executive team's task is to:

- support the Head of Langnet and coordinator and develop and guide the network's operations;
- represent the unit/department of their own university in the Langnet executive team and, on the other hand, the Langnet network in the unit/department of their own university;
- process the network's action plan and budget;
- process the network's activity report and income statement;
- decide for what purpose the network applies funding;
- process other plans and presentations that significantly affect the operation of the network;
- propose changes to this operating guideline to the board of the Linguistics Association of Finland (SKY);
- decide on actions in a situation where the Head of Langnet is prevented from performing their duties.

The executive team can, if it wishes, choose a working committee from among itself and authorize it to take care of matters within the executive team's competence.

The executive team meets at the invitation of the chairperson or if at least three members of the executive team request it in writing to deal with a matter belonging to the executive team. The members of the executive team can also bring issues to the executive team's meeting by notifying the Head of Langnet and coordinator in writing or orally.

3.4. Langnet's General Assembly

Langnet's general assembly is organized in connection with the annual meeting of The Linguistic Association of Finland (SKY) or another linguistic event. An adjunct general assembly is held if the executive team or the Head of Langnet deems it necessary. Actors of Langnet (see section 2) can also request in writing to hold an adjunct general assembly. The general assembly is convened at least ten days before the meeting. All actors of Langnet can participate in the general assembly (see section 2). Decisions in the general assembly are made by a simple majority of votes.

The general assembly's task is to:

- elect the Head of Langnet for a four-year term;
- elect a doctoral researcher member of the executive team and their deputy;
- to act as an advisory body for the operations of the Head of Langnet, coordinator and executive team and thus develop and guide the network's operations;
- process the network's action plan and budget based on the executive team's proposal;
- to process the network's activity report and income statement from the executive team's proposal;
- process other plans and proposals that significantly affect the operation of the network.

4. Langnet's operations and finances

Langnet's activities include creating connections between linguists, informing about events and organizing own events. Langnet has theme groups. Langnet's operations are described in more detail in the action plan and the activity report, which are discussed annually at Langnet's general assembly (see section 3.4.).

The events organized by Langnet offer high-level and versatile content to doctoral education in linguistics. As a general rule, all actors of Langnet (see section 2) have the right to participate in all of the activities organized by Langnet.

Upon request, Langnet provides a certificate of participation for participating in its events, which includes a recommendation for study credits. The doctoral researcher is responsible for transferring the study credits to the register of their own university before their graduation.

Langnet acquires external funding for the purpose of its operations defined in these operating guidelines (see section 1). Langnet's executive team decides for what purpose the network applies for funding. The Head of Langnet and coordinator apply for funding and report to the financier.

Langnet's finances are organized in The Linguistic Association of Finland's accounting in such a way that Langnet's income and expenses are recorded as a tied fund mentioned in the accounting regulation, which enables separate monitoring of Langnet's finances.

5. Langnet's ethical principles

Everyone involved in the operation of Langnet must follow responsible conduct of research (RCR) as stipulated in the instructions of The Finnish National Board on Research Integrity (TENK, see www.tenk.fi).

In addition, Langnet follows the principles of equality and a safer space in its events and operations. The principles and operating methods of a safer space aim to create a space where everyone strives to build an equal, respectful and open atmosphere and discussion.

Everyone has the right to participate in Langnet's events and activities without being subjected to any kind of discrimination or inappropriate behavior. If a person feels that they have been treated in a manner contrary to the responsible conduct of research (RCR) or in an otherwise inappropriate manner in Langnet's activities or events, they are advised to contact the Langnet coordinator or the representative of their own university's doctoral program.

6. Come into effect

These operating guidelines will come into effect at the annual meeting of the The Linguistic Association of Finland on February 28, 2023. In the future, the board of the the Linguistic Association of Finland will decide on changes to Langnet's operating guidelines based on the proposal of Langnet's executive team.

The guidelines have been translated into English by coordinator Lotta Aarikka in March 2023.