



## Rules of procedure for the study board at Security Risk Management

In accordance with section 22 (6) in the statutes for the University of Copenhagen, the Rector hereby establishes standard rules of procedure for use by the University's study boards. It is incumbent hereafter upon the individual boards to draw up rules of procedure based on these standard rules of procedure, cf. section 50 (2) of the statutes for the University of Copenhagen.

### Standard rules of procedure for study boards at the University of Copenhagen

1. The study board will perform the duties delegated to it under the Universities Act and in accordance with the statutes for the University of Copenhagen.

#### *Number of members, constitution etc.*

2. The study board has 4 members and consists of an equal number of representatives of the academic staff and students, who are elected by and from, respectively, the academic staff and students as per the regulations set out in the University's election statutes.

(2). The study board can invite an unspecified number of non-members to attend its meetings as observers. Observers may be granted speaking rights but not voting rights. Heads of studies participate in meetings as observers with speaking rights, cf. section 3 (6) and (7) below.

3. Academic staff members of the study board are elected for a period of three years. Student members are elected for one year.

(2) After the election of representatives of the academic staff to the study board, the board holds an inaugural meeting. It is convened by the outgoing chairperson. At the meeting, the outgoing chairperson reports back on the work of the study board, and the board draws up a schedule for its meetings.

(3) At the inaugural meeting, the study board elects a chairperson for a period of three years from among the elected full-time academic staff members. The board may also elect a substitute chairperson from among the full-time academic staff.

(4) At the inaugural meeting the study board also elects a vice-chairperson from among its student members. The vice-chairperson takes part in the organisation of the board's work as far as possible.

(5) The election of the chairperson is supervised by the outgoing chairperson or in his absence a person appointed by the dean. As soon as the chairperson has been elected, s/he takes the chair, and a vice-chair and a substitute are elected.

(6) At the inaugural meeting the study board recommends one or more head(s) of studies to the dean. The board may recommend the chairperson as a head of studies. Heads of studies are appointed by the dean for

three years. The study board may, however, recommend to the dean that a head of studies be removed during that period. The dean may decide that the study board should appoint both a woman and a man as head of studies.

(7) In co-operation with the study board, the head of studies undertakes the practical organisation of courses and of tests and other forms of assessments that form part of exams. The head of studies' duties are delegated by the Rector and dean.

(8) The dean must approve the chairperson, vice-chairperson and substitute elected.

#### *Decision-making authority*

4. Decisions that establish precedents, breaking with or modifying the board's past practices, must be taken by the study board.

(2) The study board can authorise as sub-committee, the chair or the administration to make decisions on behalf of the study board in non-controversial and routine matters and on matters where an established practice already exists, including cases involving applications for substantive reconsideration of cases already decided by the board. This type of authorisation must be explained in the study board's rules of procedure.

(3) A sub-committee set up by the board pursuant to (2) above must consist of an equal number of representatives of the academic staff and students.

(4) The study board is informed of decisions reached under authorisation.

#### *Ordinary and extraordinary meetings, processing in writing*

5. The study board conducts its activities in meetings. Ordinary meetings are held at the University. Provided the members unanimously agree, routine matters may be processed in writing (or on-line), including by e-mail correspondence.

(2) The meetings are public. The study board is, however, entitled to decide to meet in camera during the processing of individual items on the agenda if the nature or circumstances of the case so necessitate. Cases in which it is necessary to protect the confidentiality of information in the public interest or in the interest of private individuals must be processed in camera. This includes the following cases:

- Exemptions

- Cases submitted to the board for a pronouncement or for information and which relate to individuals' personal or financial circumstances.

The Rector or a representative appointed by the Rector has the right to attend in camera sessions.

(3) The issue of whether a matter necessitates an in camera session must be discussed in camera beforehand if so determined by the chairperson. This decision may not be put to the vote.

(4) Matters dealt with in camera pursuant to (2) above are subject to confidentiality.

(5) Public meetings of the study board are open to all but without speaking rights. If any spectator disrupts the proceedings, the chairperson may exclude that person, or if necessary all spectators, from the meeting.

6. The study board must meet at least four times per annum.

(2) In addition to ordinary meetings, the chairperson is empowered to convene extraordinary meetings of the board of studies when they are deemed necessary.

(3) The chairperson must convene the study board whenever one third of the members, or all members of at least one of the election groups represented, submit a written request containing a specific agenda. In such cases the meeting must be held within 14 days of the chairperson receiving the request. If the request concerns a case where a 14-day deadline would mean that the nature of the issue changed or that it would be too late to consider the matter, the chairperson has a duty to attempt to hold the meeting before the deadline.

7. Any member unable to attend a meeting of the study board must notify the chairperson in advance. The board considers whether to call in a substitute, cf., however, section 14. The board is, however, also entitled to stipulate in its rules of procedure that it is the individual member who decides whether his or her substitute will attend.

8. The chairperson circulates notice of the meeting and agenda by e-mail, normally five working days before the meeting. Meetings may be called on shorter notice under extraordinary circumstances. The agenda must include information about which cases will be discussed at the meeting.

(2) The agenda is sent by e-mail to each member of the study board.

(3) Individual members of the study board are entitled to request that points are included on the agenda. Agenda items for ordinary meetings and accompanying materials must be submitted to the chairperson at least eight days before the meeting.

(4) The chairperson makes sure that the relevant meeting materials are distributed by e-mail along with the agenda to the extent it is deemed necessary in the interest of informing the members in advance. If requested by the members, the chairperson must also ensure that the material for the meeting is available in hard copy.

(5) The chairperson must ensure that the cases and the information obtained to assess them are presented to the members for perusal at least three days before the meeting is held at a venue specified in the notice convening the meeting. If the nature of a case makes it possible and reasonable, the board may, if no one votes against the proposal, decide to grant an exemption to the three-day requirement.

#### *Chairing meetings and presenting cases*

9. The chairperson chairs the meeting. The chairperson issues rulings on all questions regarding the way in which meetings are chaired and the manner in which cases are dealt with. The chairperson formulates the proposals on which votes will be taken and determines the voting

procedure. A member may, however, demand at any time that a proposal formulated and put by the member be put to the vote.

(2) Members wishing to speak must address the chair. Members who wish to speak on procedural issues must be given the floor before members who want to speak on other matters. Procedural questions must be addressed immediately. The chair may deviate from the order of the speakers if a member wishes to provide specific information relevant to how the discussions will proceed.

(3) The chairperson may determine that the time allotted for speaking be limited. It requires two members to demand a vote on such decisions by the chair.

(4) All proposals put during the discussions must be addressed to the chair. When the chairperson finds occasion for it or two members request it a vote must be held on whether discussion of a particular issue can be brought to an end. In questions regarding procedural matters, the chairperson, after listening to arguments for and against the proposal, can determine that the discussion about it has been completed. Procedural motions are put to the vote when necessary.

(5) In the absence of the chairperson, the vice-chairperson chairs the meeting, unless a substitute is chosen, cf. section 3 (3).

10. Cases are dealt with in the meeting in the order determined by the Chairman and the order of the agenda can therefore be deviated from. The study board decides, however, in which order cases should be dealt with if at least two members request a vote thereon.

(2) Every member is entitled at the start of the meeting to request to speak regarding the agenda, including on the issue of moving discussion of a particular case from in camera to open session and vice-versa.

11. Cases to be processed in writing must be sent by the chairperson to the members stating the deadline for the return of members' written submissions. Under normal circumstances, this deadline should not be less than three working days. Any member may demand that a case be referred for processing at a meeting. In such cases, the chairperson must make sure that the case is put on the agenda for the next meeting.

#### *The conduct of the meeting*

12. At the start of the meeting, the chairperson notes whether it has been convened with proper notice and takes an attendance record.

(2) The study board is quorate when more than half of the members are present.

(3) Decisions can be taken only in cases that are listed as separate agenda items. However, decisions can be taken in urgent cases, even though they do not feature on the agenda if all members or their substitutes are present and nobody protests against this.

### *Votes*

13. The chairperson determines how votes will be taken, e.g. by a show of hands or a roll call.
- (2) In cases where the chairperson considers the outcome of a vote to be a foregone conclusion, the chairperson may declare that the matter has been resolved by noting the view the chairperson has of the outcome. If no member then demands a vote, the chairperson may declare the matter settled in accordance with the specified perception.
- (3) Decisions are taken by simple majority vote among the members present, unless stipulated otherwise pursuant to current rules.
- (4) The chairperson has the casting vote in the event of a tied vote.

### *Members' participation in discussions and votes*

14. The study board's members have a duty to attend the meetings.
- (2) If an elected member of the study board loses eligibility for election, the member concerned steps down from the study board and the substitute steps in instead of the rest of the election period.
- (3) If an elected member takes leave of absence during an election period, or, due to illness or similar, is unable to participate in the work of the study board, the board decides whether the member must step down for the period concerned or for the rest of the election period.
- (4) If a vacancy arises among the elected members of the study board, and a sufficient number of substitutes has not been elected such that the board can be at full strength, the Rector decides, on recommendation from the board, whether new members be appointed or whether by-elections should be held in the election group concerned. Notification of a vacancy is submitted to the election secretariat by the chairperson of the study board. The study board recommends individuals who are eligible for appointment. The Rector may choose whether to appoint the person(s) nominated or to call a by-election.

15. A member of the study board is excluded from participating in discussions and votes in cases in which the person concerned has a personal or financial interest.
- (2) A member has a duty to inform the study board of circumstances causing a conflict of interests or which may give rise to doubt about same. The member must, as far as possible, give the chairperson notice of such circumstances before the meeting. The study board then decides the extent to which the member concerned must vacate the meeting during the discussion of the case and whether the substitute should be called in. Members may not participate in the discussion and subsequent decision on the question of whether they have a conflict of interests.

### *Minutes and forwarding of the cases processed*

16. The study board's decisions are recorded in resolution minutes. The minutes must be circulated as soon as possible and submitted for approval by e-mail or at the board's next meeting. The minutes must indicate which members were present at the start of the meeting.

(2) Each member and the heads of studies are entitled to demand that their dissent is recorded in the resolution minutes.

(3) It is the duty of the chairperson, in collaboration with the study board's administrative staff to forward the cases processed by the board as per the current regulations for this.

### *Language*

17. The study board discusses parallel language use and choice of language at least once a year, cf. "University of Copenhagen guidelines for use of English in the administration and in official bodies".

### *Questions concerning understanding of the rules of procedure.*

18. Every member is obliged to abide by the chairperson's decision with regard to the understanding of the regulations contained in the rules of procedure. The chairperson's decision must be put to the vote if two members so request. Questions regarding understanding of the standard rules of procedure must however be submitted to the Rector for final ruling.

(2) Each individual set of rules of procedure must specify when it was adopted. Within the framework of the standard rules of procedure, the study board may adopt changes to its rules by simple majority.

(3) The rules of procedure for the study board must be submitted to the dean.

These standard rules of procedure for study boards at the University of Copenhagen enter into force on 1 February 2015.

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