

Standard rules of procedure for boards of studies at the University of Copenhagen

1. 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 boards of studies. It is hereafter incumbent upon the individual boards to draw up rules of procedure based on these standard rules, cf. section 47(3) of the statutes for the University of Copenhagen.

2. Standard rules of procedure for boards of studies at the University of Copenhagen

The Board of Studies for the Centre for African Studies

Adopted 27 August 2009

Rules of procedure for the Board of Studies for the Centre of African Studies, University of Copenhagen

1. The Board of Studies 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 Board of Studies has four 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 Board of Studies 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. (6) and (7).

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

(2) Following the election of representatives of the academic staff to the Board of Studies, an inaugural meeting of the Board is convened by the outgoing chairperson. At the meeting, the outgoing chairperson reports back on the work of the Board of Studies and a meeting schedule is drawn up.

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

(4) At the same meeting, the Board of Studies also elects a vice-chairperson from among its student members. The vice-chairperson participates in the organisation of the Board's work wherever possible.

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

(6) The inaugural meeting recommends to the Dean one or more Head(s) of Studies. The Board may recommend the chairperson for this role. Heads of studies are appointed by the Dean for three years. However, during this period, the Board of Studies may recommend to the Dean that the Head of Studies be removed. The Dean may decide that the Board of Studies shall nominate both a woman and a man as Head of Studies.

(7) In co-operation with the Board of Studies, the Head of Studies undertakes the practical organisation of classes and of tests and other forms of assessments that form part of examinations. The Head of Studies' duties are delegated by the Rector and Dean.

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

Decision-making authority

4. Decisions that establish precedents, or that break with or modify the Board's past practices, must be taken by the Board of Studies.

(2) The Board of Studies authorises the chairperson to make decisions on its behalf in non-controversial and routine matters, and in matters where an established practice already exists, including cases that involve exceeding the appeal deadline or substantive appeals against the Board's previous decisions.

(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 Board of Studies must be informed of decisions reached under authorisation.

Ordinary and extraordinary meetings, written processing

5. The Board of Studies conducts its activities via meetings. Ordinary meetings are held at the University. Provided there is unanimous agreement by the members, routine matters may be processed in writing (or online), including via e-mail correspondence.

(2) The meetings are public, but the Board of Studies is entitled to decide to meet *in camera* to process individual items on the agenda should the nature or circumstances of the case so necessitate. Cases in which it is necessary to ensure the confidentiality of information, either in the public interest or in the interest of private individuals, must be processed *in camera*. This includes the following:

- Exemptions
- Cases submitted to the Board, for a pronouncement or for information, that 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* 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 to be considered confidential.

(5) Public meetings of the Board of Studies are open to all, but spectators do not have speaking rights. If any spectator disrupts the proceedings, the chairperson may exclude that person from the meeting. If necessary, all spectators may be excluded.

6. The Board of Studies 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 Board of Studies 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 with a deadline, the exceeding of which would alter the nature of the deliberations or mean that the meeting was too late, the chairperson has a duty to attempt to hold the meeting before the deadline.

7. Any member unable to attend a meeting of the Board of Studies must notify the chairperson in advance. Individual members are responsible for calling in their substitutes.

8. The chairperson circulates notice of the meeting and agenda by e-mail five working days before the meeting. Under extraordinary circumstances, meetings may be called at shorter notice. The agenda must include information about the cases that will be processed at the meeting.

(2) The agenda (including appendices) and minutes must, as far as possible, be sent by e-mail to each member of the Board of Studies.

(3) Individual members of the Board of Studies are entitled to submit agenda items. For ordinary meetings, agenda items and accompanying materials must be submitted to the chairperson at least eight days before the meeting.

(4) The chairperson ensures that the agenda and relevant meeting materials are distributed by e-mail to the extent that it is deemed to be in the members' interest to be informed 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 upon which they will be assessed are presented to the members for perusal at least three days before the meeting is held in a venue specified in the notice convening said meeting. If the nature of the cases 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 and 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. However, a member may demand at any time that their own proposal be put to the vote.

(2) Members wishing to speak must first address the chairperson. Members who wish to speak on procedural issues must be given the floor before those who wish to speak on other matters. Procedural questions must be addressed immediately. The chairperson may deviate from the order of the speakers if a member wishes to provide specific information that is relevant to the matter at hand and the way in which it will be dealt with.

(3) The chairperson may decide to limit the time allotted for speaking. Two members are required to demand a vote on this decision.

(4) All proposals put during the discussions must be put through the chairperson. When the chairperson determines it to be appropriate or when two members request it, a vote must be held on whether discussion of a particular issue can be brought to an end. In procedural questions, the chairperson, after listening to arguments for and against the proposal, determines when discussion of the matter has come to an end. 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. During the meeting, cases are dealt with in the order determined by the chairperson. This may deviate from the order of the agenda. However, the Board may decide the order in which cases should be dealt with if at least two members request a vote thereon.

(2) At the start of the meeting, every member is entitled 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, and must state the deadline for the return of members' written submissions. Under normal circumstances, this deadline should be not 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 included in 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 Board of Studies 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 that are not included on the agenda if all members or their substitutes are present and nobody opposes 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, he or she may declare the matter resolved by noting his/her perception of the outcome. If no member then demands a vote, the chairperson may declare the matter settled.

(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 tie.

Members' participation in debates and votes

14. The Board of Studies' members have a duty to attend the meetings.

(2) If an elected member of the Board of Studies ceases to be eligible for election, they must step down. The member substitute for the member concerned then steps in for the rest of the election period.

(3) If an elected member takes leave of absence during an election period, or if they are unable to participate in the work of the Board of Studies due to illness or similar, 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 Board of Studies, and there are not enough elected substitutes to bring the Board up to full strength, the chairperson of the Board of Studies must submit notification of the vacancy to the election secretariat. The Board of Studies recommends to the Rector individuals who are eligible for appointment. The Rector then decides whether to appoint the person(s) nominated or to call a by-election.

15. Members of the Board of Studies are excluded from participating in discussions and votes in cases in which they have a personal or financial interest.

(2) Members have a duty to inform the Board of Studies of circumstances that may cause them to be in a conflict of interests, or which may give rise to doubt about same. Members must, as far as possible, give the chairperson notice of such circumstances before the meeting. The Board of Studies 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 debate and subsequent decision on the question of their disqualification.

Minutes and forwarding of the cases processed

16. The Board of Studies' 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 Head of Studies is entitled to demand that his/her dissent is recorded in the resolution minutes.

(3) It is the duty of the chairperson, in collaboration with the Board of Studies' administrative staff, to forward the cases processed by the Board, as per the current regulations.

Questions concerning understanding of the rules of procedure.

17. Every member is obliged to abide by the chairperson's decision with regard to questions related 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. However, questions regarding understanding of the standard rules of procedure must 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 Board of Studies may adopt changes to the rules by simple majority.

(3) The rules of procedure for the Board of Studies must be submitted to the Dean.

(2) These rules of procedure for the Board of Studies for the Centre of African Studies, University of Copenhagen, enter into force on 27 August 2009.

Copenhagen, 27 August 2009

The Board of Studies for African Studies

Stig Jensen, chairperson of the Board of Studies

