

Standard rules of procedure for the School committee

Membership, constitution of the committee etc.

§ 1. The School committee consists of a max of 25 members. The committee consists of the head of school as well as representatives elected among the School's academic staff including junior researchers (assistant professors/postdocs) and PhD students employed by the University, the School's technical and administrative staff and the School's students

(2). The School Committee elects a Chair from among the members elected as representatives of the academic staff. The Head of School is born Deputy Chair of the Committee.

(3). The composition of the School Committee must take into account the size, composition and diversity of the School, and it must be ensured that the academic staff, PhD Students, the technical and administrative staff and students are appropriately represented. The School Committee at the School of Culture and Society has decided upon the following composition:

- 1 Head of School
- 1 Head of Secretariat (observer)
- 1 Director of Studies (observer)
- 1 Representative from among the Heads of PhD programmes (observer)
- 1 Representative from among the Research Programme Directors
- 8 members of permanent academic staff (One representative from each department)
- 1 technical and administrative staff member
- 1 Observer from the Academic Council
- 3 junior researchers (assistant professors and postdocs) (elected for one year) (observer)
- 3 Ph.d.-students (One representative from each PhD-programme. PhD-representatives are elected for min one year and are granted School hours for the task. If none of the employed PhD students are available for election, other PhD student representatives can be elected)
- 3 students elected by the student representatives from the board of Studies of Culture and Society
- 1 student elected by the student representatives from the board of Studies of Theology

(4). The number of members and the structure of the School committee are determined by the Head of School, taking into account that the forum must be actually functional.

§ 2. The student members of the School committee are normally elected for a period of one year. PhD students are normally elected for a period of one year. Junior researchers are normally elected for a period of one year. Heads of PhD programmes and Research Programme Directors are normally elected for a period of three years. The other members are normally elected for a period of four years.

(2.) The Dean may choose a different election period according to article 3.

Stk. 3. At the first meeting of the School Committee after newly elected students, PhD students and Junior researchers have joined the forum, the Head of School briefs the committee on the forum's

§ 3. The Dean approves the size of the committee and the term of the elected members

Tasks

§ 4. The School Committee has the following tasks:

1) Ensuring ideas generation, quality, transparency and legitimacy in all decisions on academic issues.

2) Ensuring the School's academic and social identity and coherence.

(2.) Through continuous and timely involvement, the Head of School must ensure co-determination in respect of academic issues in a broad sense. The Head of School must therefore, discuss important issues within research, talent forstering, knowledge exchange and education with the School Committee.

(3.) The School Committee may make statements on al academic issues of substantial relevance to the activities of the School and has a duty to discuss academic issues presented by the Dean or the Head of School for its consideration.

(4.) The School Committee has a right to make statements to the Dean.

Working method

§ 5. The Chair leads and is responsible for convening meetings and for the agenda, in cooperation with the Head of School.

(2.) The Chair and the Head of School are responsible for drawing up an annual schedule and plan for regular meetings, to ensure that all relevant issues are discussed as planned in due time.

(3.) The annual schedule should include:

1. The School Strategy.
2. Thematic discussions of principles.
3. Budget.
4. Appointment and recruitment policy.
5. Professor policy.
6. The School's physical and social surroundings.
7. Co-determination and development of management structures and management types.
8. Study environment and well-being.

Meetings

§ 6. The School Committee holds regular meeting, normally 2-4 meetings annually. The meeting language is a combination of Danish and English. Written material is mainly in Danish.

(2.) The agenda or a notice of cancellation is distributed no later than 4 days prior to each meeting. Agendas must also be published on the School's website or in another suitable manner.

(3.) If, no later than one week prior to an ordinary meeting, a member requests in writing that a case be considered, the Chair must include the case as an item on the agenda for the meeting in question,

(4.) The Chair and Head of School must ensure that the information required to assess cases is presented to the members.

§ 7. Extraordinary meetings must be held as and when deemed necessary by the Chair or Head of School. Extraordinary meetings must furthermore, be held if so requested by one-third of the committee members. The meeting must be held within one week of such request being made.

(2.) Extraordinary meetings must be convened subject to a notice of no less than 24 hours. The notice must specify the items on the agenda and must contain information required to assess the cases.

§ 8. The School Committee meetings are public. The committee may, however, decide that meetings will be held behind closed doors during the consideration of individual items on the agenda if deemed necessary by the committee.

The chair and consideration of cases

§ 9. The School Committee has an advisory position vis-à-vis the Head of School.

(2.) At the School of Culture and Society the chair presides over the meetings of the School Committee. The chair decides in all matters relating to the conducting of meetings. Cases are normally considered at meeting in the order in which they are listed on the agenda.

(3.) During the meetings the committee may decide to include new items in the agenda, and it may decide to deviate from the original order set out in the agenda and consider cases in another order.

Calling of substitutes

§ 10. Where a member is absent for a long period of time, a substitute may be called in. If no substitutes have been elected, an election may be held in accordance with the same rules as those applying to the original election (vote or uncontested election) if deemed necessary.

Minutes and communication

§ 11. The chair is responsible for ensuring that minutes of the School Committee's meetings are prepared. The minutes are submitted to the committee members in writing for approval no later than eight days after the meeting.

(2.) The Head of School ensures that the viewpoints and recommendations of the committee are included in subsequent work.

(3.) Approved minutes of the committee's meetings are published on the School's website or in a similar manner.

(4.) At the School of Culture and Society the Committee chair, the Head of School and the elected representatives responsible for actively communicating the work of the committee.

Ammendments to the rules of procedure and the standard rules of procedure

§ 12. These rules of procedure enter into force on 1 October 2023

Underskrift:

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