



Rules of Procedure for the Study Board for Master's Programmes at the Faculty of Health and Medical Sciences at the University of Copenhagen

§1. The Study Board is responsible for the tasks allocated to it in accordance with the Universities Act and the Statutes of the University of Copenhagen.

Members, initial board meeting, etc.

§2. The Study Board is made up of 16 members, an equal number of representatives from academic staff and students, who are elected by and among academic staff and students, respectively, in accordance with the regulations of the University's electoral statutes. One representative for the academic staff connected with the programme in question and one student are elected for each of the programmes under the auspices of the Study Board.

(2) The following programmes are under the auspices of the Study Board: Master of Public Health (Masteruddannelsen i Folkesundhedsvidenskab), Master of Disaster Management (Masteruddannelsen i Katastrofehåndtering), Master of Headache Disorders (Masteruddannelsen i Hovedpine sygdomme), Master of Medicines Regulatory Affairs (Masteruddannelsen i Lægemiddelregistrering), Master of Industrial Drug Development (Masteruddannelsen i Industriel Lægemiddeludvikling), Master of Companion Animal Clinical Science (Masteruddannelsen i Klinisk Familiedyrsvidenskab), Master of Neuro Rehabilitation (Masteruddannelsen i Neurorehabilitering), Master of Personalised Medicine.

(3) The Study Board may invite non-members to attend the board's meetings as observers to an extent further specified. Observers may be accorded the right to speak, but not to vote. Heads of studies see Section 3 (6) and (7), participate as observers with the right to speak at the Study Board's meetings.

§3. Members of the Study Board from academic staff are elected for a period of three years, student members for one year.

(2) After the election of new representatives from academic staff to the Study Board, the Board holds an initial meeting. The retiring chairman convenes the meeting. At the meeting, the retiring chairman informs those present about the work of the Study Board, and the Board sets its meeting schedule.

(3) At the initial meeting, the Study Board elects a chairman from among the elected full-time academic staff for a period of three years. The Study Board may furthermore elect a deputy chairman from among the other full-time academic staff.

(4) At the initial meeting, the Study Board also elects a vice-chairman from among the student members. To the extent possible, the vice-chairman should take part in organizing the work of the Study Board.

(5) The election of chairman is headed by the retiring chairman, or in the absence of the retiring chairman, by someone appointed by the Dean. As soon as the new chairman has been elected, he or she then presides over the meeting, and a vice-chairman and deputy chairman are then elected.

(6) At the initial meeting, the Study Board proposes one or more heads of studies to the Dean. The Board may propose the chairman as a programme head. The Dean appoints heads of studies for a period of three years. However, the Study Board may recommend to the Dean that a head of programme be removed during the period of appointment. The Dean may decide that the Study Board must propose both a male and a female candidate as programme head.

(7) The programme head is charged, in cooperation with the Study Board, with handling the practical organization of the teaching and examinations and other forms of assessment that are part of examination. The head of programme carries out his or her responsibilities as delegated by the Rector and the Dean.

(8) The Dean must approve the elected chairman, vice-chairman and deputy chairman.

Decision-making powers

§4. The Study Board must make all decisions that set precedence, break with or change the Board's previous practice.

(2) The Study Board may authorize a sub-committee, the chairman or the administration to make decisions on behalf of the Board in cases that are uncontroversial or routine, and for which there is fixed practice in the area, including requests to reconsider a case previously decided by the board on a point of substance or fact. Such authorization must be specified in the Study Board's Rules of Procedure.

(3) A sub-committee set up by the Study Board in accordance with (2) must consist of an equal number of representatives from academic staff and students.

(4) The Study Board must be informed about the decisions made under such authorization.

Ordinary and extraordinary meetings, written transactions

§5. The Study Board conducts its activities at meetings. Ordinary meetings are held at the University. However, if all members agree, routine cases may be decided by written (or electronic) means, including e-mail correspondence.

(2) Meetings are open to the public. However, the Study Board may decide to consider certain items on the agenda in a closed session due to the nature of the case or other circumstances. A closed session is required in cases where information must be kept confidential in order to safeguard important considerations for public or private interests. This means that the following cases, among others, must be dealt with in closed sessions:

- Cases involving exemption
- Cases submitted to the board for an opinion or for information concerning the personal or financial details of an individual

The Rector or a person appointed by the Rector has the right to be present while a case is being considered in a closed session.

(3) If the chairman so decides, the question of whether a case justifies a closed-session hearing must be considered in advance in a closed session. This decision cannot be put to a vote.

(4) Participants have a duty of confidentiality in cases considered in a closed session in accordance with (2).

(5) Everyone has access to attend the Study Board's public meetings, although without the right to speak. If a member of the public disturbs the proceedings, the chairman may exclude the person in question or all members of the public from the meeting, if necessary.

§6. The Study Board must hold at least four meetings annually.

(2) In addition to ordinary meetings, the chairman may call the Study Board to extraordinary meetings when considered necessary.

(3) The chairman must call a meeting of the Study Board when one-third of its members or all of the members of at least one of the elected groups represented request such a meeting in writing and state the agenda. In such case, the meeting must be held within 14 days after the chairman receives the request. If the request concerns a case with a deadline that if exceeded would change

the nature of the case or render the case futile, the chairman is obligated to seek to hold the meeting before the deadline.

§7. If a member is prevented from attending a meeting of the Study Board, the chairman and the study board secretary must be informed prior to the meeting. The secretary must ensure that the alternate for the member who is prevented from participating is invited to the meeting.

§8. The chairman shall send the notice of a meeting including the agenda by e-mail, usually five working days before the meeting is to be held. Shorter notice may be given if warranted by special circumstances. The agenda must show which cases will be dealt with at the meeting.

(2) The agenda will be sent by e-mail to each member of the Study Board.

(3) The individual members of the Study Board may demand that items be put on the agenda. The items to be put on the agenda for ordinary meetings, as well as relevant materials, must be provided to the chairman no later than eight days before the meeting is scheduled to be held.

(4) The chairman must ensure that the relevant materials are sent out by e-mail together with the agenda prior to the meeting to the extent found necessary in order to inform the members in advance.

(5) The chairman ensures that the case files and the information provided to assess them are made available to members no later than three working days before the meeting is held, in a place indicated in the notice of meeting. If the nature of the case makes it possible and justified, and if there are no objections, the Board may decide to exempt the three-day rule.

Chairing meetings and presenting cases

§9. The chairman presides over the meeting. The chairman decides all questions concerning how the meeting and discussions should be conducted. The chairman formulates the proposals to be voted on and determines the voting procedure. However, a member may always demand that a proposal made and formulated by said member is put to the vote.

(2) Members who wish to speak must address the chairman. Members who wish to speak regarding the discussion procedure must be given the floor before members wanting to speak on other topics. The question of discussion procedure must then immediately be put to consideration. The chairman may deviate from the order of the list of speakers if a member wishes to provide concrete information concerning the further course of discussion.

(3) The chairman may decide to limit speaking time. However, two members may call for a vote on the chairman's decision.

(4) Every proposal made while matters are being discussed must be addressed to the chairman. When the chairman finds grounds or when requested by two members, a vote shall be taken on whether discussion should be concluded. On questions concerning discussion procedure, after the pros and cons of the proposal have been weighed, the chairman may decide that discussion is now ended. If necessary, however, proposals regarding procedure may then be put to a vote.

(5) In the absence of the chairman, the vice-chairman presides over the meeting, unless a deputy to the chairman has been elected; compare 3 (3).

§10. Cases must be considered at the meeting in the order determined by the chairman, which may thus deviate from the agenda order. However, the Study Board decides the order in which cases will be dealt with if at least two members ask for a vote on the matter.

(2) At the beginning of a meeting, any member may ask to speak regarding agenda order, including with respect to moving discussion of a case from a closed session to an open session or the reverse.

§11. The chairman sends cases to be considered and decided in writing to members with a

deadline for the return of the members' written statements. The deadline should ordinarily not be less than three weekdays. However, any member may demand to have the case dealt with at a meeting. In that event, the chairman must ensure that the case is put on the agenda for the next meeting.

Holding the meeting

§12. At the start of the meeting, the chairman must ascertain that the meeting has been called with due notice given, and ensure that a roll call is taken.

(2) The Study Board is considered quorate when more than half of its members are present.

(3) Decisions may only be taken on cases listed as independent items on the agenda. However, decisions may be taken on urgent cases, even if they are not on the agenda, if all members or their alternates are present and no one has any objections.

Voting

§13. The chairman decides how voting is to be conducted; for example, by a show of hands or roll call.

(2) In cases where the chairman considers the outcome of a vote to be obvious in advance, the chairman may declare the vote as decided by giving his or her opinion of the expected outcome of the case. If none of the members then insists on putting the case to a vote, the chairman may declare the case decided in accordance with the opinion rendered.

(3) Decisions are made by simple majority among the members present, unless otherwise determined in accordance with the rules in force.

(4) The chairman holds the casting vote in the event of a tie.

Member participation in discussion and voting

§14. Members of the Study Board are obligated to attend meetings.

(2) If a member of the Study Board loses his or her eligibility, the member must withdraw from the Board and the alternate serve out the remaining term of office.

(3) If an elected member takes a leave of absence in the course of a term of office or is unable to participate in the work of the Study Board due to illness or similar, the Board decides whether the member should withdraw for the period of leave or for the rest of the term of office.

(4) If there is a vacancy among the elected members of the Study Board, and a sufficient number of alternates has not been elected to enable the Study Board to be complete, the Rector, at the request of the Study Board, decides whether the vacancy shall be filled by appointment or by a supplementary election in the election category in question. The chairman of the Study Board must report the vacancy to the election secretariat. The Study Board proposes eligible persons for appointment. The Rector may decide to appoint the person or persons recommended or call for a supplementary election.

§15. A member of the Study Board is excluded from participating in discussions or voting in cases in which the person in question has a personal or financial interest.

(2) A member is under obligation to inform the Study Board if certain circumstances will lead to or could give rise to doubt as to the member's disqualification regarding a case. The member shall to the extent possible inform the chairman of such circumstances prior to the meeting. The Study Board shall then decide whether the member in question should yield his or her seat while the case is under consideration and whether the alternate should be called. A member may not take part in the consideration and decision on the question of his or her own disqualification.

Minutes of meetings and execution of cases dealt with

§16. The Study Board's decisions must be taken down in minutes of resolution. The minutes must be distributed as quickly as possible and submitted for approval by e-mail or at the next meeting of the Study Board. The minutes shall indicate the members present at the beginning of the meeting.

(2) Each member and the heads of studies may ask to have their dissenting opinion recorded in the minutes of resolution.

(3) The chairman in cooperation with the administrative service associated with the Study Board is responsible for having the cases that have been dealt with by the Study Board carried out in accordance with the relevant regulations.

Language use

§17. The Study Board discusses parallel language use and choice of language at least once a year; compare "The University of Copenhagen's guidelines for use of English in administration and official bodies".

Questions concerning the interpretation of the Rules of Procedure

§18. All members are obligated to abide by the decision of the chairman with respect to interpreting the Rules of Procedure. If requested by two members, the chairman's decision shall be put to a vote. Questions concerning the interpretation of the Standard Rules of Procedure must, however, be brought before the Rector for a final decision.

(2) All Rules of Procedure must state when they were adopted. Within the framework of the University of Copenhagen's Standard Rules of Procedure, the Study Board may pass an ordinary majority resolution to amend its own Rules of Procedure.

(3) The Rules of Procedure for the Study Board must be submitted to the Dean.

Date of commencement

§19. These Rules of Procedure for the Study Board for Professional Master's Programmes at the Faculty of Health and Medical Sciences come into force on 1st of February 2024.