

Standard rules of procedure for PhD committees 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 PhD committees. It is hereafter incumbent upon the individual committees to draw up rules of procedure based on these standard rules of procedure, cf. section 54 of the statutes for the University of Copenhagen.

2. Standard rules of procedure for PhD committees at the University of Copenhagen:

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1. The PhD Committee (hereafter the Committee) 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 Committee has 12 members and consists of an equal number of representatives of the academic staff and PhD students, who are elected by and among the academic staff and students as per the regulations set out in the University's election statutes.

(2) The Committee can invite an unspecified number of non-members to attend its meetings as observers. Observers may be granted speaking rights, but not voting rights. If the Head of the PhD School is not a member of the Committee, then s/he will attend meetings as an observer with speaking rights.

3. Academic staff members of the Committee 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 Committee, an inaugural meeting is held. The outgoing chairperson, or in his/her absence an individual appointed by the Dean, convenes this meeting, at which the members are informed about the work of the Committee, etc., and a schedule for its meetings is drawn up.

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

(4) After the election of new student members, one of them is elected vice-chairperson. The vice-chairperson participates in the organisation of the Committee's work wherever possible.

(5) The election of the chairperson is supervised by the Head of the PhD School or, in his or 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 Dean must approve the chairperson, vice-chairperson and if relevant the substitute.

Decision-making authority

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

(2) The Committee can authorise a sub-committee, the chairperson or the administration to make decisions on its behalf in non-controversial and routine matters, as well as in matters where an established practice already exists, including cases that involve exceeding appeal deadlines or applications for substantive reconsideration of past decisions taken by the Committee. The power to grant such authorisation must be expressly stipulated in the Committee's rules of procedure.

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

(4) The Committee must be informed of decisions reached under authorisation.

Ordinary and extraordinary meetings, written processing

5. The Committee 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, including via e-mail correspondence.

(2) The meetings are public, but the Committee 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 protect 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 Committee, 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 Committee 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 Committee must meet at least four times *per annum*.

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

(3) The chairperson must convene the Committee 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 Committee must notify the chairperson in advance. The Committee considers whether to call in a substitute, cf., however, 14. The Committee 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. 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 is sent by e-mail to each member of the Committee.

(3) Individual members of the Committee are entitled to submit agenda items. 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 interests 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 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 Committee 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 his or her 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 chair may deviate from the order of the speakers if a member wishes to provide specific information 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 chair. When the chairperson deems it 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, as per 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 Committee 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. The chairperson must make sure that the case is included in the agenda for the next meeting.

The conduct of the meeting

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

(2) The Committee 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, s/he 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 tied vote.

Members' participation in debates and votes

14. The Committee's members have a duty to attend the meetings.

(2) If an elected member of the Committee ceases to be eligible for election, s/he must step down. The 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 s/he is unable to participate in the work of the Committee due to illness or similar, the Committee 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 Committee, and there are not enough elected substitutes to bring the Committee up to full strength, the Rector decides, on the recommendation of the Committee, whether new members should be appointed or whether by-elections should be held in the election group concerned. The chairperson submits notification of the vacancy to the election secretariat. The Committee 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. Members of the Committee 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 Committee of circumstances that may cause them to be in 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 Committee 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 Committee's decisions are recorded in resolution minutes. These minutes must be circulated as soon as possible and submitted for approval by e-mail or at the Committee's next meeting. The minutes must indicate which members were present at the start of the meeting.

(2) Each member and the Head of the PhD School 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 Committee's administrative staff, to forward the cases processed by the Committee to the relevant bodies 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. 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 Committee may adopt changes to its rules by simple majority.

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

2. These rules of procedure for PhD committees at the University of Copenhagen, enter into force 1 June 2010.

Copenhagen, 18 May 2010

Ralf Hemmingsen, Rector

/Torben Rytter Kristensen, senior
executive adviser