UNIVERSITY OF COPENHAGEN
FACULTY OF HUMANITIES

Rules of Procedure for the Academic Council for the Faculty of Humanities, University of Copenhagen

THE DEAN'S OFFICE

KAREN BLIXENS PLADS 8
DK-2300 COPENHAGEN S

DIR.: +4535334159
andra@hum.ku.dk

Pursuant to 37 (2) of the Statutes of the University of Copenhagen, the following rules of procedure apply to the Academic Council:

Constitution, etc.

1. The Academic Council for the Faculty of Humanities (hereinafter the Council) consists of the Dean, six representatives elected by the academic staff (including PhD students) and three student representatives. The term of office for academic staff, including PhD students, is three years, for students it is one year. The Council elects one of its members as chairperson.

(2) In addition to the members elected under subsection (1), the technical and administrative staff elect three representatives who attend meetings as elected observers. Elected observers serve three-year terms.

(3) The members mentioned in (1) and the observers mentioned in (2) are elected according to the University of Copenhagen election statutes.

(4) The associate dean(s) and Head of staff are entitled to attend Council meetings but do not have voting rights, cf. however, 6 (2).

(5) The Council can invite an unspecified number of other non-members to attend meetings as observers.

(6) Elected observers and observers have speaking rights, but not voting rights.

(7) The Faculty Administration provides secretariat services to the Council and its chairperson.

Meetings

2. The Council conducts its business via meetings, cf. however, 3. As a rule, the Council meets at least eight times per annum. Meetings are only held in January, July and August if urgent matters arise.

(2) The newly elected Council decides on its working language at the inaugural meeting in early February.
(3) Before each meeting of the Council, the preparatory committee meets to set the agenda and prepare for the meeting. In the event of disagreement regarding the agenda, the chairperson has the casting vote.
(4) The preparatory committee consists of a maximum of 4 members, as the dean and chairperson are born members. In the event of a personal overlap between the dean and the chairperson, the committee also consist of

- one member of academic staff, appointed by and from the academic members of the Council
- one member of technical and administrative staff, appointed by and from the Council's elected observers
- one student, appointed by and from the student members of the Council.

The same applies in the event of a personal overlap between VIP member and chairperson and student member and chairperson.

(5) Notice of meetings is sent by e-mail and, as far as possible with eight days' notice to members and elected observers, cf. however, (8) and (9). Notices of meetings must include an agenda as well as relevant documents.
(6) Members are entitled to submit items that fall within the Council's remit for inclusion on the agenda. Proposals for agenda items must be submitted to the chairperson no later than two weeks before the meeting. The Council secretary must also be notified by e-mail at the same time as the chairperson. As far as possible, any papers referring to these items should be attached to the e-mail sent to the chairperson and secretary.
(7) The preparatory committee can, after consulting with the Council, determine a theme and prepare any discussion papers ahead of the meeting.
(8) The chairperson must convene a meeting of the Council whenever one-third of the members submit e-mails requesting a meeting with 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 time limit, the meeting must be held at a time that facilitates compliance with the deadline.
(9) When circumstances dictate, or if a case is particularly urgent, the chairperson is empowered to convene extraordinary meetings.

3. An e-mail consultation process is used in cases concerning the awarding of PhDs, doctorates and prizes, as well as nominations for expert committees set up to assess applicants for academic positions and make recommendations concerning academic degrees and prizes. Members have eight days in which to respond to nominations and recommendations. Within the deadline, members are entitled to request that the case in question is instead referred to the next meeting of the Council.
(2) Between September and June, Council members are duty-bound to keep up to date with e-mail consultations. Council members must submit comments before the deadline set by the Council secretariat. If a member fails

to submit comments by the deadline, this will be considered tacit approval for the submitted proposal, unless the member has notified the Council Secretary of a holiday or other legitimate absence.
(3) As far as possible, no hearings are held in July and August. For urgent consultations, a deadline of at least 14 days is set for members' comments. Members who consider the case within the deadline period should notify the secretary that they have done so. The Council is quorate when at least half of the members are present, cf. 6.
(4) Under the same conditions referred to in (1)–(3), the Council may decide that other, more routine cases are processed by e-mail.
(5) Under the conditions described in (1)–(3), the chairperson can allow individual cases to be considered by e-mail, following assessment on a case-by-case basis and consultation with the preparatory committee.

Open meetings

4. The Council meets in public. However, cases may be heard *in camera* if this is deemed necessary due to the nature of the case or other circumstances. All cases involving confidential information, cases including information about contract negotiations with private individuals, or similar negotiations with public-sector bodies, must be heard *in camera*.

5. All papers for Council meetings, including agendas and minutes, are available to the staff and students in the Faculty. However, any documents or information marked confidential must not be published.
(2) The agendas and approved minutes for open meetings are published on the faculty website as soon as possible after distribution to members and elected observers.
(3) All meeting papers and responses to consultations are published on KUnet as soon as possible after they have been sent to the members and elected observers.

Quorum

6. The Council is quorate when at least half of members, incl. the chairperson, are present.
(2) The chairperson presides over meetings of the Council. If the chairperson is absent, the associate dean chairs the meeting t and has full voting rights. The member who chairs the meeting makes all decisions on matters relating to the conduct of the meeting. During the meeting, unless otherwise specified by the chairperson, cases are processed in the order in which they appear on the agenda.
(3) Council decisions are carried by a simple majority of those present. In the event of a tied vote, the chairperson or member chairing the meeting has the casting vote, cf. (2). However, decisions concerning the award of academic

degrees are made in accordance with the voting rules set out in the appropriate ministerial orders, etc.

Attendance, eligibility, and substitutes

7. Members and elected observers have a duty to attend Council meetings.

(2) Members and elected observers who are unable to attend a meeting must notify the chairperson and secretary as far in advance of the meeting as possible. If there is a substitute, cf. Section 21 (3) of the election statutes, the chairperson and the secretary will convene this person to the meeting and distribute the meeting material to this person.

The minutes of each meeting must state which members and elected observers were present, both for the whole meeting and for individual agenda items.

(3) Only members who are present at the meeting are entitled to vote, cf. however, 3.

(4) Members, elected observers, substitutes, observers and others who have a conflict of interest in respect of a particular case are not permitted to participate in any part of the process, including decision-making, cf. Part 2 of the Public Administration Act.

(5) Members, elected observers, substitutes, observers and others who have a conflict of interest, or believe that they may have one, must inform the chairperson and secretary as soon as possible. In cases that are not clear-cut, the chairperson makes decisions concerning questions of eligibility and informs the individual concerned.

(6) An elected member of the Council who ceases to meet the eligibility criteria must stand down and will be replaced by a substitute for the remainder of their term of office.

(7) If an elected member takes a leave of absence during a period of office, or is unable to participate in the work of the Council due to illness, etc., the Council decides whether the member must step down, either temporarily or for the remainder of their term of office.

(8) If vacancies arise among the elected members of the Council, and there are not enough substitutes to bring the Council up to full strength, the Rector decides, based on the recommendation of the Council, 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 Council nominates eligible individuals. The Rector chooses whether to appoint the individual(s) nominated or to call a by-election.

Minutes and implementation of Council decisions

8. All Council deliberations and decisions must be recorded in minutes and, as far as possible, distributed by e-mail for approval no later than fourteen (14) days after the meeting. The minutes are normally approved at the next

Council meeting. They may, however, be approved by e-mail if the chairperson deems it appropriate. Any member may insist that their point of view is noted in the minutes.
(2) The chairperson and secretary are responsible for implementing Council decisions.

Entry into force and amendments

9. These rules of procedure enter into force upon adoption by the Council.
(2) All members are obliged to abide by the chairperson's interpretation of the regulations contained in the rules of procedure. However, any questions concerning interpretations of the standard rules of procedure, or concerning the extent to which the provisions in the individual council's rules of procedure comply with the standard rules of procedure, must be submitted to the Rector.
(3) Within the framework of the standard rules of procedure, the Council may adopt changes to its rules.

Adopted by the Academic Council of the Faculty of Humanities, University of Copenhagen, 13 may 2025.