

Statutes for Aalborg University

Regulations of the self-governing institution Aalborg University

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Content

Pursuant to the Act on Universities (the Danish University Act), cf. Act No. 172 of 27 February 2018, it is stipulated that:

Part 1. Objective

Section 1 The purpose of Aalborg University is to engage in research and provide research-based higher education to the highest international level in the disciplines covered by the University. The University must ensure a balanced relationship between research, education and knowledge collaboration; strategically select, prioritise and develop its fields of research and study; and disseminate knowledge of scientific methods and results. The University's degree programmes are based on the University's model of problem-based learning (PBL).

(2) Aalborg University has freedom of research. The University must safeguard both scientific ethics and the freedom of research of the individual researchers as well as of the University as a whole.

(3) Aalborg University must collaborate with the wider society and contribute to developing international collaboration. The University's results in the areas of research and education must contribute to the promotion of growth, welfare and development in society. As a central knowledge-providing and culture-bearing institution, the University must exchange knowledge and competence development with the wider society and take part in the public debate.

Organisation

Section 2 Aalborg University's research and degree programmes are organised in faculties, doctoral schools and departments. Upon recommendation from the rector, the University Board must establish guidelines and framework for the University's organisation.

Part 2. The University Board

Section 3 The University Board is the highest authority of Aalborg University and is responsible for the overall and strategic management of the University. The University Board bears the overall responsibility for the University engaging in research and for the University offering research-based education to the highest international level in the disciplines covered by the University etc. The University Board bears the overall responsibility for the continuous development of the University's research and degree programmes. The University Board must administer the University's funds effectively in a way that best benefits society.

Section 4 The University Board should always aim at ensuring the greatest possible openness regarding its activities. Thus, board meetings and related material must be accessible to the public, unless the nature or circumstances of a matter, such as circumstances relating to individuals or contract negotiations, render it necessary to treat a matter in closed meetings or keep the material from the public.

Section 5 The University Board has the following responsibilities and duties:

- 1) to establish the University's organisation upon recommendation from the rector
- 2) to enter into a strategic framework agreement with the Minister
- 3) to appoint the rector, cf. section 31
- 4) to appoint the pro-rector(s) and the university director upon recommendation from the rector, cf. section 30, No. 4.
- 5) to establish the framework for the interaction between the University Board and the rector
- 6) to approve the University's overall strategy upon recommendation from the rector
- 7) to establish and abolish faculties

- 8) to approve the University's budget and overall budgetary principles upon recommendation from the rector and to sign the annual financial statements
- 9) to establish rules on the election of internal members for the University Board upon recommendation from the rector
- 10) to ensure that staff members and students are involved and included in processes relating to significant decisions.

(2) Together with another board member, the chair of the University Board is authorised to sign for the University in matters relating to real property. The University Board may delegate to the rector the authority to enter into lease and sublease agreements.

Section 6 The University Board will adopt its own rules of procedure.

Section 7 The University Board must consist of six external and five internal members.

(2) Collectively, the members must have experience and insight into research, research-based education, knowledge dissemination, knowledge exchange and public sector services and be able to use this in undertaking the overall and strategic management of the University.

The internal members of the University Board

Section 8 The internal members of the University Board are elected as follows:

- 1) Two members must be elected by and among the academic staff, including employed PhD fellows
- 2) Two members must be elected by and among the students
- 3) One member must be elected by and among the University's technical and administrative staff.
- 4) Members elected by and among the University's staff members are appointed for a four-year period and are eligible for reappointment. Members elected by and among students are appointed for a two-year period at staggered elections and are eligible for reappointment.
- 5) The internal members must serve to promote the interests of Aalborg University and must include the perspectives of the academic staff, the technical and administrative staff and the students in the activities of the University Board, cf. section 3.

The external members of the University Board

Section 9 The external members of the University Board are appointed on the basis of their personal qualifications. They must not represent special interests, but must work to promote the interests of Aalborg University, cf. section 3.

(2) The skills and competences of the external members must reflect the University's activities. Collectively, the external members must have experience and insight into research, research-based education, management, organisation and finance, including the

evaluation of budgets and accounts. The external members must have completed a master degree programme or a degree programme at an equivalent level, and as a minimum, one of the external members must have experience as a recognised researcher.

(3) It must also be ensured that external members represent different sectors, and that representation is balanced in terms of regional and national activities.

Section 10 The chair of the Board must meet the requirements for external members of the University Board and must have experience in the strategic management of a large company or organisation as well as considerable insight into social conditions.

Section 11 The external members and the chair of the University Board are appointed for a four-year period and may be reappointed once.

Section 12 If a member resigns before their term of office expires, a new member must be elected for a four-year period in accordance with the regulations for the appointment of board members; this also applies to the chair of the Board.

Appointments committee

Section 13 Based on the recommendations of the recommendations committee, an appointments committee must be established for the appointment of the chair of the Board, cf. section 20(3), however, and of the other external members.

Section 14 The appointments committee must consist of the following members:

- 1) Five members from the business community, authorities and other educational institutions etc. to be appointed by the rector upon public invitation to apply
- 2) One external member of the University Board, not the Chair of the Board, appointed by the University Board
- 3) One staff representative appointed by and among the members representing elected academic staff members of one of the academic councils, by rotation. The order of rotation for the academic councils is alphabetical according to the Danish names of the faculties: The Faculty of Humanities, the Faculty of Engineering and Science, the Faculty of Social Sciences, the Faculty of Medicine and the Technical Faculty of IT and Design. The representative must not have a seat on the Board
- 4) One student representative is appointed of and among the student representatives of the Study Environment Council. The representative must not have a seat on the Board.

(2) The members from the business community, authorities and other educational institutions etc., cf. (1)1, are appointed on the basis of their personal qualifications; they must have insight into the activities of the University and meet the requirements for external members of the University Board, cf. section 9(2). The members may not have a seat on the University Board and may not be AAU staff members or students.

(3) The members, cf. (1) Nos. 1-2, are appointed for a four-year period and may be reappointed once.

(4) The member, cf. (1) No. 3, is appointed for a two-year period by one of the academic councils, cf. (1) No. 3, item 2 and may not be reappointed. If a member resigns before their term of office expires, the academic council will elect a new member for the remainder of the term.

(5) The member, cf. (1) No. 4, is appointed for a two-year period and may be reappointed once.

(6) Members of the appointments committee may not be appointed for the recommendations committee.

Section 15 The appointments committee must select a chair among its members, cf. section 14(1) No. 1.

(2) The chair must have managerial experience and a broad insight into social conditions.

(3) In the event of a tied vote, the chair has the casting vote.

Recommendations committee

Section 16 A recommendations committee must be established to present its recommendations for the chair of the Board and the other external members of the Board to the appointments committee.

Section 17 The recommendations committee must comprise:

1) The chair of the Board, who will act as chair of the recommendations committee, cf. section 18, however.

2) One external member of the University Board appointed by the University Board

3) One internal member of the University Board appointed by the University Board

4) One representative of the Ministry of Higher Education and Science appointed by the Ministry

5) Two external members appointed by the appointments committee.

(2) The two external members appointed by the appointments committee are appointed on the basis of their personal qualifications and may not be members of the appointments committee or the University Board and may not be AAU staff members or students.

(3) The members, cf. (1) Nos. 2-3 and 5, are appointed for a four-year period and may be reappointed once.

Section 18 Prior to the appointment of a new chair, the appointments committee must appoint an external interim chair of the recommendations committee.

(2) The interim chair is appointed on the basis of their personal qualifications and may not be a member of the appointments committee or the University Board and may not be an AAU staff member or student.

(3) The interim chair must meet the requirements for the Chair of the University Board, cf. section 10.

Appointment process

Section 19 Unless the process includes the reappointment of external members, including the chair of the Board, the recommendations committee will determine the qualifications which the external members must meet.

(2) The vacant external seat, including the seat of the chair, must be published on the University's website and include a description of the qualifications required of potential candidates and a description of the procedures applying to the recommendation and appointment of external members of the board.

Section 20 The recommendations committee must assess the submitted candidate proposals, prepare a reasoned recommendation and recommend a minimum of two qualified candidates for each vacant seat. The recommendations committee must strive to recommend an equal amount of women and men, allowing the appointments committee the opportunity to strive for an even distribution of men and women among the external members of the University Board, cf. (2).

(2) Based on the recommendations submitted by the recommendations committee, the appointments committee will appoint the new member of the board. The appointments committee must strive for an even distribution of men and women among the external members of the University Board, cf. the principles stipulated in Ligestillingsloven [the Act on Gender Equality].

(3) As for the appointment of the chair of the University Board, the appointments committee must recommend only one candidate to be approved by the minister.

(4) The recommendations committee and the appointments committee must ensure that the external members meet the requirements stipulated in section 9, and that the chair meets the requirements stipulated in section 10.

Chair and deputy chair

Section 21 The chair of the University Board bears the overall responsibility of the organisation of board activities.

(2) On behalf of the University, the chair of the University Board is responsible for engaging in strategic dialogue with the Minister for Higher Education and Science.

Section 22 The University Board must elect a deputy chair among the external members of the board. The deputy chair is elected for a two-year period.

Part 3. Day-to-day management

Section 23 The rector undertakes the day-to-day management of the University, cf. section 26.

(2) Managers at all levels must ensure that staff members and students are involved and included in processes relating to decisions of major importance.

(3) The day-to-day management at all levels must help to ensure the strategic and long-term development of equality and diversity efforts at Aalborg University.

Section 24 Prior to the appointment of academic managers (rector, pro-rector(s), deans, pro-deans and heads of departments), an advisory appointments committee must be established to assess the qualifications of the applicants and conduct interviews with selected applicants. The committee members must represent the academic staff, the technical and administrative staff and the students.

(2) The appointment of one or more representatives of the academic staff, the technical and administrative staff and the students, cf. (1), may be omitted if the chair finds this particularly justified.

(3) Members may be dismissed in accordance with the rules in force.

Section 25 Academic staff at management level must be recognised researchers. Therefore, applicants for a position as academic manager must, as a minimum be at associate professor or senior researcher level and must have been actively engaged in academic research for a number of years.

(2) If an applicant has not previously been assessed by an expert committee and found to be adequately qualified for a position, the appointments unit must set up a committee to assess whether the academic activities and production of the applicant qualifies the applicant as a recognised researcher. This committee must be set up so as to possess competences identical to those of an expert assessment committee.

Rector

Section 26 The rector is responsible for the University's research, education and knowledge collaboration and for undertaking the day-to-day management of the University within the framework established by the University Board. All other AAU managers perform their duties by authority of the rector.

Section 27 The rector is obligated to inform the University Board of any matters considered to be extraordinary or of great importance in the University context.

Section 28 The rector represents the University to the general public and speaks on behalf of the University.

Section 29 The rector may instruct specific staff members to undertake specific tasks. However, academic staff must not be instructed, during an extended period of time, to undertake tasks for the entire duration of their working hours, so that in reality they are prevented from exercising their freedom of research.

(2) Within the bounds of the University's research strategy, academic staff members are free to perform independent research when not performing work assigned by management.

Section 30 The responsibilities of the rector include:

- 1) to prepare suggestions to the Board on the long-term activities and objectives of the University
- 2) to prepare suggestions to the Board on the organisation of the University and subsequently determine the internal organisation of the University within the framework established by the Board
- 3) to sign for the University, with the exception of commitments pertaining to the University's real estate
- 4) to submit recommendations to the Board on the appointment and dismissal of pro-rector(s) and the university director
- 5) to appoint a dean for each faculty, cf. section 47
- 6) to negotiate, approve and sign all collaboration agreements relating to the University
- 7) to make decisions in all matters which have not been delegated to other staff by law, statute or delegation
- 8) to establish rules on disciplinary measures against the students
- 9) to appoint an academic council for each faculty. In special circumstances, the rector may dissolve an academic council or take over its activities, cf. section 75(2)
- 10) to submit recommendations to the Board on the University's budget and overall budgetary principles for their approval and to sign the annual report
- 11) upon delegation from the Board, to conclude a framework agreement concerning the performance of public sector services to relevant ministries
- 12) to establish and abolish departments upon recommendation from the dean. If the changes made to a department is of significant strategic importance, the rector must inform the Board of the proposed change
- 13) upon recommendation from the dean, to set up an advisory committee for the Danish Building Research Institute at AAU and approve its terms of reference
- 14) to set up a practice committee and establish guidelines for the treatment of cases relating to research misconduct or questionable research practice
- 15) to establish rules on elections to collegial bodies, cf. chapter 4, and recommend to the Board a set of rules regarding elections to the University Board for the approval of the Board
- 16) to establish the University's rules for permanent boards of appeals for decisions on credit transfer

17) upon recommendation from the deans, to establish the University's rules for the appointment of assessment committees for the assessment of applicants for academic positions

18) upon recommendation from the deans, to establish the University's rules for the appointment of assessment committees for the assessment of candidates for the titles of honorary professor and honorary associate professor

19) to establish standard rules of procedure for the University's collegial bodies.

Section 31 The University Board appoints and dismisses the rector.

(2) The rector must be appointed upon recommendation from an appointments committee set up by the Board, cf. section 24. The committee must be chaired by the chair of the Board or another external board member. The appointments committee must recommend no more than two applicants for appointment to the Board.

(3) The Board appoints the rector for a fixed term with possible extension.

Section 32 The rector must be a recognised researcher within one of the University's academic fields and must possess knowledge of the educational sector.

(2) The rector must possess skills and experience within management and organisation of education and research environments as well as teaching experience. Furthermore, the rector must have insight into national and international university matters and in a university's activities and interaction with the wider society.

Pro-rector

Section 33 The pro-rector reports to the rector and assists the rector in the day-to-day management.

(2) The pro-rector may act as the rector's deputy if the rector is absent or otherwise prevented from acting. When several pro-rectors have been appointed, a formal agreement must be made, stipulating who should act on behalf of the rector.

(3) The rector may delegate responsibilities for certain matters to the pro-rector.

Section 34 The pro-rector must be appointed and dismissed by the Board upon recommendation from the rector.

(2) For the assessment of applicants, the rector must set up an appointments committee, cf. section 24, chaired by the rector.

(3) The rector must recommend one qualified applicant to the Board for appointment.

(4) The rector appoints the pro-rector for a fixed term with possible extension.

Section 35 The pro-rector must be a recognised researcher within one of the University's academic fields and must possess knowledge of the educational sector.

(2) The pro-rector must possess skills and experience within management and organisation of education and research environments as well as teaching experience. Furthermore, the pro-rector must have insight into national and international university matters and in a university's activities and interaction with the wider society.

University director

Section 36 The university director reports to the rector and assists the rector in the day-to-day management. The university director assists the rector as well as the University in the support of research and education.

(2) The university director may act as the rector's deputy if both the rector and the pro-rector are prevented from acting and until the Board has appointed an acting rector.

Section 37 The university director reports to the rector and undertakes the management of the University's shared administrative units. The university director represents the shared administrative units to the general public and speaks on behalf of the University on issues relating to these.

(2) Moreover, the university director represents the University to other public authorities in administrative matters of fundamental importance to the University's activities.

Section 38 The university director must be appointed and dismissed by the Board upon recommendation from the rector.

(2) For the assessment of applicants, the rector must set up an appointments committee chaired by the rector and with members representing the staff and management of the administrative units that report to the university director as well as one dean.

(3) The rector must recommend one candidate to the Board for appointment.

Section 39 The university director must have skills and experience in administrative management at the highest level.

Executive management

Section 40 The rector must appoint an executive management, which comprises the rector, pro-rector(s), the university director, deans as well as other persons selected by the rector.

Section 41 The rector heads the executive management and delegates duties and responsibilities to its members.

Deans

Section 42 The dean reports to the rector and undertakes the management of the faculty, represents the faculty to the general public and speaks on behalf of the faculty.

Section 43 The dean must ensure coherence between the research, degree programmes, dissemination and public sector services of the faculty as well as the quality and strategic development of these.

Section 44 The dean may appoint up to two pro-deans, who must be approved by the rector. However, the rector may approve the appointment of another two pro-deans.

(2) The pro-dean must be appointed for a fixed term, with possible extension, decided by the rector.

Section 45 The dean may instruct specific staff to undertake specific tasks. However, academic staff must not be instructed, during an extended period of time, to undertake tasks for the entire duration of their working hours, so that in reality they are prevented from exercising their freedom of research.

(2) Within the bounds of the University's research strategy, academic staff members are free to perform independent research when not performing work assigned by management.

Section 46 The responsibilities of the dean include:

- 1) to establish the faculty's strategies within the framework of the University's overall strategies
- 2) to determine the faculty's budget model with due consideration of the University's overall budgetary principles
- 3) to establish a doctoral school of the faculty and appoint a head of doctoral school, cf. section 66
- 4) to submit recommendations to the rector regarding the establishment and abolishment of departments
- 5) to appoint and dismiss the head of each department, cf. section 58
- 6) to approve the appointment of vice heads of department
- 7) to set up study boards and PhD committees and approve chairs of study boards and chairs and deputy chairs of PhD committees. In special circumstances, the dean may abolish PhD committees and study boards or take over their activities
- 8) to appoint and dismiss heads of studies as recommended by the study board(s) affected, cf. section 69.
- 9) to establish the faculty's budget within the framework of the University's budget and budgetary principles
- 10) to approve the budget of the doctoral school upon recommendation of the head of doctoral school and to approve the budget for the departments upon recommendation of the heads of departments
- 11) to establish rules on the appointment of PhD supervisors and any other rules relating to the organisation and implementation of PhD training

- 12) to approve curricula and regulations proposed by the study boards
- 13) in consultation with the head of doctoral school, to initiate evaluations including international evaluations of the doctoral school's activities and to follow up on these evaluations together with the PhD committee.
- 14) to set up a board of appeals for decisions on credit transfer
- 15) to submit recommendations to academic councils on the composition of assessment committees for the assessment of candidates for academic positions for their approval; and, together with the other deans, to submit recommendations to the rector on the University's overall rules for the appointment of assessment committees
- 17) to submit recommendations to the academic council on the composition of assessment committees for the assessment of candidates for the titles of honorary professor and honorary associate professor for their approval; and, together with the other deans, to submit recommendations to the rector on the University's overall rules for the appointment of assessment committees

Section 47 The dean must be appointed by the rector for a fixed term with possible extension.

(2) For the assessment of applicants, the rector must set up an appointments committee, cf. section 24, chaired by the rector.

Section 48 The dean must be a recognised researcher within one of the faculty's disciplines; must have experience and insight into the educational sector and management; and must possess management skills, teaching experience and experience in the interaction between a university and the wider society.

Pro-deans

Section 49 The pro-dean reports to the dean and assists the dean in the day-to-day management of the faculty. The dean may delegate responsibilities for certain matters to the pro-dean.

Section 50 The pro-dean may act as the dean's deputy if the dean is absent or otherwise prevented from acting. When several pro-deans have been appointed at the same faculty, a formal agreement must be made, stipulating who should act on behalf of the dean.

Section 51 The pro-dean must be appointed for a fixed term, with possible extension, decided by the rector. The appointment of a pro-dean must be approved by the rector.

(2) For the assessment of applicants, the dean must set up an appointments committee, cf. section 24, chaired by the dean.

Section 52 The pro-dean must be a recognised researcher within one of the faculty's disciplines; must have experience and insight into the educational sector and management; and must possess management skills, teaching experience and experience of the interaction between a university and the wider society.

Heads of departments

Section 53 The head of department reports to the dean and undertakes the management of the department, including the planning and distribution of work. The head of department represents the department to the general public and speaks on behalf of the department.

Section 54 The head of department must ensure coherence between the department's research, degree programmes, dissemination and public sector services, if any, as well as the quality and strategic development of these.

Section 55 The head of department may appoint up to two vice heads of department, who must be approved by the dean. However, the dean may approve the appointment of another two vice heads of department. Such an appointment is for a fixed term decided by the head of department with the possibility of renewal.

Section 56 The head of department may instruct staff to undertake specific tasks. However, academic staff must not be instructed, during an extended period of time, to undertake tasks for the entire duration of their working hours, so that in reality they are prevented from exercising their freedom of research.

(2) Within the bounds of the University's research strategy, academic staff members are free to perform independent research when not performing work assigned by management.

Section 57 The responsibilities of the head of department include:

- 1) to establish the department's strategies within the framework of overall strategies of the faculty and the University
- 2) to establish the department's budget within the framework of the budget and budgetary principles of the faculty as well as the University
- 3) to ensure that the department's degree programmes provide relevant teaching to students and when relevant, to provide teaching for other departments' degree programmes
- 4) to ensure that teaching activities are carried out in the best possible way academically, pedagogically and didactically.
- 5) to ensure continuous evaluation of the department's degree programmes and teaching and to follow up on these
- 6) to ensure the implementation of the University's overall quality assurance system on the department's degree programmes

7) to establish one or several employer panels upon consultation with all the department's study boards; and to ensure that all the department's degree programmes are included by one or several employer panels, cf. section 94

8) to ensure secretariat services to the study boards, including assistance with the preparation of curriculum and regulations and the preparation of decisions made by the study boards.

Section 58 The dean appoints the head of department for a fixed term with possible extension.

(2) For the assessment of applicants, the dean must set up an appointments committee, cf. section 24, chaired by the dean.

Section 59 The head of department must be a recognised researcher with an insight into the academic area of the department and must possess management skills and teaching experience.

Vice heads of departments

Section 60 The vice head of department reports to the head of department and assists the head of department in the day-to-day management of the department. The head of department may delegate responsibilities for certain matters to the vice head of department.

Section 61 The vice head of department may act as the head of department's deputy if the head of department is absent or otherwise prevented from acting. When several vice heads of department have been appointed at the same department, a formal agreement must be made, stipulating who should act on behalf of the head of department.

Section 62 The vice head of department is appointed by the head of department and approved by the dean. Rector must be informed of the appointment.

Section 63 The vice head of department must be a recognised researcher with an insight into the academic area of the department and must possess management skills and teaching experience.

Heads of doctoral schools

Section 64 The head of doctoral school reports to the dean and undertakes the management of the doctoral school. The head of doctoral school represents the doctoral school to the general public and speaks on behalf of the doctoral school.

Section 65 The responsibilities of the head of doctoral school include:

- 1) to appoint PhD supervisors and to approve PhD students together with the relevant department
- 2) to submit the budget of the doctoral school to the dean for approval
- 3) to manage the planning of the educational activities of the school as well as the continuous evaluation of school activities, and to submit recommendations to the dean regarding follow-up on evaluations.

Section 66 The dean appoints and dismisses the head of doctoral school. The dean appoints the head of doctoral school for a fixed term with possible extension.

Section 67 The head of doctoral school must be a recognised researcher with experience and insight into PhD training and management.

Heads of studies

Section 68 The head of studies reports to the head of department; the responsibilities of the head of studies include:

- 1) to obtain relevant teaching and to contribute to the continuous evaluation of degree programmes and teaching and to monitor the evaluations
- 2) in cooperation with the affected study board, to manage the planning and practical organisation of teaching, tests and other assessments included in the examination.
- 3) to approve thesis statements and submission deadlines of master theses as well as supervision plans for students.

Section 69 The dean appoints and dismisses heads of studies upon the recommendation of the study board(s) in question. The dean appoints heads of studies for a fixed term with possible extension.

(2) The dean may turn down a candidate who does not possess the necessary qualifications to undertake the job as head of studies; the dean may also perform an independent choice from among a number of recommended candidates and, in connection with the appointment of a head of studies, the dean may ignore recommendations made by individual study boards.

Section 70 The head of studies must be a recognised researcher with insight into the academic fields of the affected study boards and must possess management skills and teaching experience.

Part 4. Collegial bodies

Academic councils

Section 71 To ensure that academic staff and students have influence on academic and discipline-specific issues, an academic council must be established for each faculty, cf. section 30 (1) 9.

Section 72 The academic council is responsible for developing and maintaining a high academic standard at the faculty.

Section 73 The academic council advises the dean on academic issues presented by the dean and may comment on academic issues of significance to faculty activities, which the council consider to be relevant.

(2) The responsibilities of the academic council include:

- 1) to advise the dean on strategic issues related to the faculty
- 2) to advise the dean on the faculty budget and budget principles
- 3) to advise the dean on key strategic areas relating to research and education, and on plans for knowledge exchange
- 4) to advise the dean on quality assurance and development of the faculty's research environment, degree programmes, PhD programmes and research-based teaching
- 5) upon recommendation of the dean, to approve the composition of assessment committees for the assessment of applicants for scientific positions as well as to advise the dean on principles for this
- 6) upon recommendation of the dean, to approve the composition of assessment committees for the assessment of candidates for the titles of honorary professor and honorary associate professor as well as to advise the dean of principles for this
- 7) to award PhD and higher doctoral degrees
- 8) to establish guidelines for the promotion of good research practice.

Section 74 An academic council consists of 15 or 8 members as determined by the dean. The dean is an ex-officio member of the council. The remaining members must be elected by and among the academic staff, including PhD fellows, and by and among the students in the ratio 5:2. The representatives of the academic staff are elected for four-year terms, whereas representatives for the students are elected for one-year terms.

Section 75 The council members elect their chairperson among the members.

(2) In special circumstances, the rector is entitled to abolish an academic council and/or take over its activities.

Section 76 The academic council decides its own rules of procedure within the framework of the standard rules of procedure determined by the rector.

Department councils

Section 77 To ensure that academic staff and students have influence on academic and discipline-specific issues, the head of department must establish a department council for the department.

Section 78 The task of the department council is to discuss and advise the department management on issues related to the department's research, education, knowledge dissemination and possibly public sector services.

Section 79 The department council advises the head of department on issues presented by the head; furthermore, the council may comment on issues of significance to department activities, which the council considers to be relevant.

(2) The responsibilities of the department council include:

- 1) to advise the head of department on strategic issues related to the department
- 2) to advise the head of department on department budget

Section 80 The number of members of a department council is determined by the head of department but must not exceed 13 members. The head of department is an ex-officio member of the council and is also the chairperson. All other members must be elected by and among the academic staff, including employed PhD fellows, by and among the technical and administrative staff and by and among the students in the ratio 2:1:1. The representatives of the academic and the technical and administrative staff are elected for four-year terms, whereas representatives for the students are elected for one-year terms.

Section 81 Department councils decide their own rules of procedure within the framework of the standard rules of procedure determined by the rector.

PhD Committees

Section 82 To ensure that PhD students and academic staff have influence on discipline-specific and academic issues of the PhD programmes, a PhD committee must be established for each doctoral school, cf. section 46 (1) No.7.

Section 83 The PhD committee advises the head of doctoral school on issues presented by the head; furthermore, the committee may comment on academic issues of significance to faculty activities, which the committee considers to be relevant.

(2) The responsibilities of the PhD committees include:

- 1) to submit recommendations to the dean on the composition of assessment committees
- 2) to approve PhD courses
- 3) to prepare proposals for internal guidelines for the doctoral school, including PhD supervision, to the head of doctoral school

4) to comment on the evaluation of the PhD degree programmes and PhD supervision, including international evaluations of the doctoral schools, to the head of doctoral school.

5) to approve applications for credit transfers, including advance credit transfer, and for exemptions.

Section 84 The dean determines the number of members of the PhD committee; however, the committee must consist of a minimum of six and a maximum of 14 members. Two of the members must be elected by and among the PhD students, whereas the other members must be elected by and among the academic staff. The representatives of the academic staff are elected for four-year terms, whereas representatives for the PhD students are elected for one-year terms.

(2) Upon recommendation by the PhD committee, the chair and the deputy chair must be approved by the dean. The recommended chair must be one of the academic staff members of the committee and the deputy chair must be one of the PhD students of the committee.

(3) In special circumstances, the dean is entitled to abolish PhD committees and/or take over its activities.

Section 85 PhD committees decide their own rules of procedure within the framework of the standard rules of procedure determined by the rector.

Study boards

Section 86 To ensure staff and student involvement and influence on issues relating to education and teaching, the dean must establish one or several study boards covering one or more degree programmes or parts of degree programmes.

Section 87 The study board is responsible for ensuring the organisation, implementation and development of degree programmes and teaching activities.

Section 88 The study board comments on issues presented by the day-to-day management of the University. Furthermore, the study board may comment on issues of significance to department activities, which the study board considers to be relevant.

Section 89 The responsibilities of the study boards include:

1) quality assurance and quality development of degree programmes and teaching; and follow-ups of programme and teaching evaluations in cooperation with the head of department

2) to prepare drafts for curricula and regulations and amendments hereof

3) to approve the plan for the organisation of teaching and tests and other assessments included in the examination and, in collaboration with the head of studies, to undertake the task of the practical organisation hereof

- 4) to approve applications for credit transfers, including advance credit transfer, and for exemptions
- 5) to recommend a head of studies in accordance with section 69
- 6) to discuss inquiries concerning problems in the teaching and to forward information on this and any recommendations to the head of department.

Section 90 The dean determines the number of members of a study board; however, a study board must consist of a minimum of four and a maximum of 12 members. All members must be elected by and among the academic staff, including employed PhD fellows, and by and among the students in the ratio 1:1. The representatives of the academic staff are elected for four-year terms, whereas representatives for the students are elected for one-year terms.

Section 91 The study board elects a chairperson from among its academic staff members and a deputy chairperson from among its student members. The dean must approve the elected chairperson, cf. section 46 (1), 7.

Section 92 In special circumstances, the dean is entitled to abolish study boards and/or take over its activities, cf. section 46(1) No.7.

Section 93 Study boards decide their own rules of procedure within the framework of the standard rules of procedure determined by the rector.

Part 5. Advisory bodies

Employer panels

Section 94 The head of department must establish one or several employer panels upon consultation with the department's study boards. In addition, the dean may establish an employer panel at faculty level.

Section 95 The task of the employer panels is to comment on and make proposals to the University regarding all issues relating to the education area, and to issue statements on all issues submitted to it by the University.

Section 96 The head of department ensures dialogue between the employer panel and the University about the quality of the degree programmes and their relevance to society, and must involve the employer panel in the development of new and existing programmes, and in the development of new teaching and examination forms.

Section 97 Employer panels are composed of external members who together must have experience and insight into the degree programmes and the areas of employment for graduates.

Advisory committee for AAU Danish Building Research Institute

Section 98 Upon recommendation by the dean, the rector establishes an advisory committee for AAU Danish Building Research Institute.

(2) The advisory committee are responsible for ensuring that the Institute's strategy and overall prioritisation of tasks, including public sector services, benefit society and are in line with the strategic framework of the University. Upon recommendation by the dean, the rector must approve the advisory committee's terms of reference.

Part 6. Elections

Section 99 The rector establishes rules for elections for the University's governing bodies. The University Board must be informed about any changes to these rules.

(2) Upon recommendation from the rector, the University Board establishes rules on the election of members for the University Board.

Part 7. Status, registered address and jurisdiction

Section 100 Aalborg University is a government-financed independent institution under public sector administration overseen by the Minister for Higher Education and Science.

(2) Aalborg University has its registered address and jurisdiction in the Municipality of Aalborg.

Part 8: Annual report and auditing

Section 101 The financial year of the University is the fiscal year of the Danish government.

Section 102 The annual report must be presented in accordance with the Ministerial Order on Funding and Audit etc. of Universities. The annual report must be signed by the University Board, the rector and the university director.

(2) The annual report must be audited by the Auditor General.

Section 103 The University Board must appoint a state-authorized institutional auditor for the current inspection and control of the accounts, and for the counselling and guidance of the Board and the daily management on financial and other issues. The Auditor General and the Minister must be informed of the appointment and dismissal of the institutional auditor and of the reason for any such change.

Part 9. Commencement and amendments of the statutes

Section 104 Following consultation at the University, the University Board prepares the Statutes of Aalborg University and any amendments hereto, which must be approved by the Danish Agency for Institutions and Educational Grants under authority of bekg. nr. 1574 af 15. december 2017 om delegation af uddannelses- og forskningsministerens beføjelser til Styrelsen for Institutioner og Uddannelsesstøtte [ministerial order No. 1574 of 15 December on delegation of the authority of the Minister for Higher Education and Science to the Danish Agency for Institutions and Educational Grants].

(2) Amendments of the statutes due to changes in legislation or consequential amendments based on decisions made by the University Board will not be circulated for consultation.

(3) The statutes enter into force upon the approval of the Danish Agency for Institutions and Educational Grants.

Approved by the University Board 17 September 2018

Origin, background and history

The statutes were signed by the Chair of the Board for the Aalborg University Board, Lene Espersen, 17 September 2018.

The statutes were subsequently approved by the Danish Agency for Institutions and Educational Grants 24 September 2018.

Purpose and delimitation

The statutes describe the overall objectives of Aalborg University and establish the structure of the management and general organisation of the University. The statutes also establish rules regarding the election of members of the University Board, the academic councils and the study boards, and stipulate overall rules concerning accounting. Furthermore, the statutes contain detailed rules concerning the activities of the University.

Overall framework

The statutes have been stipulated pursuant to the act on universities (the Danish University Act), cf. Act No. 172 of 27 February 2018.

The statutes for Aalborg University has been translated from Danish in November 2018; in the event of any discrepancies, the Danish version will prevail.

Contact and responsibility

Questions etc. may be directed to the Rector's Office.

Attachment

[Universitetsloven; The Danish University Act](#)