



AALBORG UNIVERSITET

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Study Service
Fredrik Bajers Vej 1
DK - 9220 Aalborg East

Case Officer:
Heidi Friis Thomsen

Telephone: **+45 9940 7127**
Email: hft@adm.aau.dk

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Terms of reference for the Strategic Council for Education

The Strategic Council for Education has been appointed by the Executive Management of Aalborg University with the objective of setting the overall strategic framework for the continuous operation and development of the university's degree programmes within the current rules and the framework of the university's strategy. The Strategic Council for Education serves the interests of the entire university within the area of education and strives towards joint organisation and management to create value for AAU across its organisational units.

Members of the Strategic Council for Education

- Pro-rector for Education (Chair)
- Pro-deans for Education from all faculties
- Director, Study Service
- Director, the Institute for Advanced Study in PBL
- (The Educational Advisor of the Pro-rector attends all meetings as an observer)

If unable to attend a council meeting, as a rule, an alternate must be sent. A Pro-dean for Education may send his/her Dean as an alternate. The Director of Study Service may send an Area Manager from Study Service as an alternate. The Director of the Institute for Advanced Study in PBL is initially supplemented by Pro-rector for Education. In the absence of an alternate, each member may submit written comments on the items on the agenda prior to the meeting. The comments must be sent to the Pro-rector for Education with a copy to the Secretary of the Strategic Council for Education.

Cancellations must be notified as soon as possible to the Secretary of the Strategic Council for Education.

Duties of the council

- Taking a cross-organisational perspective and strategically contributing to ensuring that the university's degree programmes undergo positive development (this includes identifying and prioritising initiatives within the field of education)
- Implementing and monitoring the university's strategy within the field of education
- Monitoring and developing the programme portfolio of Aalborg University
- Addressing and discussing the quality of Aalborg University's degree programmes (this includes recommending limit values for the key figures to the rectorates approval, applications for creating new degree programmes and merging existing degree programmes, education reports, etc.)

- Discussing and making recommendations on strategic initiatives, such as regarding the organisation and management of the field of education, dimensioning, the Study Progress Reform, new types of admission, pedagogical competence development courses, the digitisation of degree programmes, internationalisation, etc.
- Discussing and developing the university's collaboration with regional and national collaboration partners within the field of education (this includes bridge-building activities)
- Providing input to national political discussions

Members' mandate and commitment

The council is an advisory body to the Pro-rector for Education, who by virtue of her/his competence (delegation of the Rector's authority within the area of education) and based on input from and consultation with the council makes the final decisions in cases processed by the council.

The other members of the council are obliged to provide professional and strategic advice, thereby enabling the Chair of the council to make decisions within the framework of these terms of reference. The members of the council and their superiors must, by means of declarations of delegation, function descriptions or other means, ensure that members have clear mandates. Furthermore, the council's agenda and tasks should be discussed in the entities represented by its members. Members are also obliged to contribute to the implementation of council decisions in the organisation.

Relation to the Executive Management and other university bodies

The Chair is responsible for informing the Executive Management of the activities of the council.

At any time, the Chair (or the Rector) may put forward a case to the Executive Management before making a decision.

The council ranks alongside the Council for Quality Assurance and Development and the Study Environment Council.

The Strategic Council for Education, the Council for Quality Assurance and Development and the Study Environment Council engage in close cooperation and coordination. This is ensured by: 1) the Pro-rector for Education is Chair of each of these bodies; 2) the Pro-deans of Education and the Director of Study Service are members of the Council for Quality Assurance and Development; and 3) the Director of Study Service and a Pro-dean of Education are members of the Study Environment Council.

Furthermore, the Chair is obligated to be attentive to whether topics discussed in the council are also discussed or relate to topics discussed in other bodies.

Meetings and minutes

The Strategic Council for Education performs its activities at meetings. The Chair of the council chairs the meetings. In the absence of the Chair, one of the Pro-deans will chair the meeting; but he/she will not assume the decision-making authority of the Chair.

Ordinary meetings are held approximately eleven times a year.

Extraordinary meetings may be held when considered necessary by the Chair.

As a rule, the deadline set for submission of case presentations and relating appendices is three weeks prior to a meeting.

The Secretary of the Strategic Council for Education convenes meetings in good time and issues the agenda approximately ten days prior to a meeting.

In special circumstances, the Chair may decide to convene meetings in shorter notice.

Meeting minutes are approved preliminarily via email after the meeting. Final approval shall be made at the next council meeting. Approved minutes must be filed in AAU's electronic resource management system and published on the university's internal websites in Danish.

Administrative support

Study Service provides administrative support to the Strategic Council for Education.