



Rules of procedure of the Study Board for the MSc in Social Data Science programme at the University of Copenhagen

1. The Study Board will perform the duties delegated to it under the Danish University Act (*Universitetsloven*) and in accordance with the Statutes of the University of Copenhagen.

Number of members, inaugural meeting etc.

2. The Study Board has ten members and consists of an equal number of academic staff and student representatives, elected by and from among the academic staff and students, respectively, in accordance with the rules of the University's election statutes.

(2) The Study Board can invite non-members to attend its meetings as observers to a further specified extent. Observers may be granted a right to speak, but not a right to vote. Heads of studies, see section 3(6) and (7) below, participate in the meetings of the Study Board as observers with a right to speak.

3. Academic staff members of the Study Board are elected for a term of three years. Student members of the Study Board are elected for a term of one year.

(2) After the election of new academic staff representatives to the Study Board, the Study Board holds an inaugural meeting. The inaugural meeting is convened by the outgoing chairperson. At the meeting, the outgoing chairperson gives a briefing on the Study Board's work, and the Study Board draws up a meeting schedule.

(3) At the inaugural meeting, the Study Board elects a chairperson for a term of three years from among the elected full-time academic staff members. The Study Board may also elect a substitute chairperson from among the other full-time academic staff members.

(4) At the inaugural meeting, the Study Board also elects a vice-chairperson from among its student members. The vice-chairperson participates in the organisation of the Study Board's work in as far as possible.

(5) The election of the chairperson is supervised by the outgoing chairperson or, in her/his absence, a person appointed by the Dean. As soon as the chairperson has been elected, she/he takes the chair, and a vice-chairperson and a substitute are elected.

(6) At the inaugural meeting, the Study Board nominates one or more head(s) of studies to the Dean. The Study Board may nominate the chairperson as a head of studies. Heads of studies are appointed by the Dean for a term of three years. The Study Board may, however, recommend to the Dean that a head of studies be removed during her/his term of office. The Dean may decide that the Study Board must nominate both a woman and a man as head of studies.

(7) The head of studies is responsible, in cooperation with the Study Board, for the practical organisation of courses and tests as well as other exam assessments. The head of studies' duties are delegated by the Rector and Dean.

(8) The Dean must approve the elected chairperson, vice-chairperson and substitute.

Decision-making authority

4. Decisions that establish precedents, or that break with or modify the Study Board's past practices, must be made by the Study Board.

(2) The Study Board may authorise a sub-committee, the chairperson or the administration to make decisions on behalf of the Study Board in non-controversial and routine matters and in matters for which there is already an established practice, including applications for substantive reconsideration of cases already decided by the Study Board. Such authorisation must be set out in the Study Board's rules of procedure.

(3) A sub-committee set up by the Study Board pursuant to sub-section (2) must consist of an equal number of academic staff and student representatives.

(4) The Study Board is informed of decisions made by authorisation.

Ordinary and extraordinary meetings, transaction of business in writing

5. The Study Board conducts its activities at meetings. Ordinary meetings are held at the University. Provided that the members unanimously agree, routine business may, however, be transacted and decided in writing (or online), including by electronic correspondence.

(2) The meetings are public. However, the Study Board may decide to meet in camera during the transaction of individual items on the agenda if this is found to be necessary because of the nature of the matter under consideration or the circumstances in general. Cases must be transacted in camera if they concern information that must be kept confidential in the public interest or in the interest of private individuals. This includes the following types of cases:

- Exemptions
- Cases submitted to the Study Board for an evaluation or for information and which concern the personal or financial affairs of individuals.

The Rector or a representative appointed by the Rector has the right to attend meetings held in camera.

(3) The issue of whether a case must be considered in camera must be discussed in camera beforehand if so decided by the chairperson. This decision cannot be put to the vote.

(4) The participants have a duty of confidentiality in cases considered in camera pursuant to subsection (2).

(5) Public Study Board meetings are open to the general public, but members of the general public do not have a right to speak. If any spectator disrupts the proceedings, the chairperson may ban that person, or, if necessary, all spectators, from the meeting.

6. The Study Board must meet at least four times a year.

(2) In addition to ordinary meetings, the chairperson may convene extraordinary Study Board meetings when this is found to be necessary.

(3) The chairperson must convene a Study Board meeting when one third of the members, or all members of at least one of the election groups represented, submit a written request for this with an agenda attached. In such case, the meeting must be held within 14 days of the chairperson receiving such request. If the request concerns a case in which a deadline like the above would mean that the nature of the case changes or the opportunity to consider the matter is missed, the chairperson has a duty to attempt to hold the meeting before the deadline has expired.

7. Any member who is unable to attend a Study Board meeting must notify the chairperson thereof in advance. The Study Board will consider whether to call in a substitute, see, however, section 14. However, the Study Board may decide that the individual members will decide whether their substitute is to attend the meeting.

8. The chairperson circularises electronically the notice convening the meeting, with the agenda attached, normally five working days before the meeting is to be held. Under special circumstances,

meetings may be convened at a shorter notice. The agenda must include information about the items to be considered at the meeting.

(2) The agenda is sent electronically to each individual member of the Study Board.

(3) The individual members of the Study Board may demand that specific items be included on the agenda. Items on the agenda for ordinary meetings and accompanying material must be submitted to the chairperson at least eight days before the meeting is held.

(4) The chairperson ensures that the relevant material for the meeting is sent out electronically together with the agenda to the extent that this is regarded as necessary to inform the members in advance. If requested by the members of the Study Board, the chairperson also ensures that the material for the meeting is available in hard copy.

(5) The chairperson ensures that the cases and the information available for the assessment thereof are made available for perusal by the members no later than three working days before the meeting is held at a venue specified in the notice convening the meeting. If the nature of a case makes it possible and reasonable, the Study Board may decide to grant an exemption to the three-day rule, provided there are no votes against the motion.

Chairing of meetings and presentation of cases

9. The chairperson chairs the meeting. The chairperson decides all procedural matters regarding the chairing of the proceedings and discussions at the meeting. The chairperson formulates the motions on which votes are to be cast and determines the voting procedure. However, a member may always demand that a motion presented and formulated by the member herself/himself be put to the vote.

(2) Members wishing to speak must address the chairperson. Members wishing to speak in connection with procedural issues must be allowed to speak before members who want to speak on other matters. Any such procedural issues will then be considered immediately. The chairperson may deviate from the order of the speakers if a member wishes to provide specific information of relevance to the further proceedings.

(3) The chairperson may decide to limit the time a member can speak. However, two members may demand a vote on the chairperson's decision.

(4) All motions submitted during the proceedings must be addressed to the chairperson. A vote must be held on whether the consideration of a particular item is to be concluded if the chairperson finds this to be warranted or if requested by two members. In connection with procedural issues, the chairperson may decide that the consideration of the issue in question has been concluded after the

presentation of arguments for and against the procedural motion. Procedural motions are then put to the vote, if necessary.

(5) In the absence of the chairperson, the vice-chairperson chairs the meeting unless a substitute has been elected, see section 3(3).

10. The cases are considered in the order decided by the chairman, and the order of the items on the agenda may thus be derogated from. However, the Study Board decides the order in which the cases will be considered if at least two members request a vote on this.

(2) At the beginning of the meeting, any member may ask to speak on the agenda, including the rescheduling of a particular matter from a meeting in camera to a meeting with general public access and vice versa.

11. Cases that are to be decided in writing must be sent by the chairperson to the members with a specification of the deadline for members to return their written submissions. The deadline should normally not be less than three working days. However, any member may demand that the case be referred to a meeting of the Study Board for consideration. In such cases, the chairperson will see to it that the case is put on the agenda for the next meeting.

Holding of the meeting

12. At the start of the meeting, the chairperson ascertains whether the meeting has been convened subject to the lawful notice and takes an attendance record.

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

(3) Decisions can be made only in cases listed as independent items on the agenda. However, decisions can be made in urgent cases, even though they have not been entered on the agenda, if all members or their substitutes are present and provided no one objects to this.

Voting procedure

13. The chairperson decides the voting procedure, for example by a show of hands or roll call.

(2) In cases in which the chairperson regards the outcome of a vote to be a foregone conclusion, the chairperson may declare that the item in question has been decided by noting the chairperson's view of the outcome. If no member then demands a vote, the chairperson may declare that the case has been decided in accordance with the stated view.

(3) Decisions are made by a simple majority of votes among the members present at the meeting, unless otherwise stipulated pursuant to the applicable rules.

(4) The chairperson has the casting vote in the event of a parity of votes.

Members' participation in consideration and votes

14. The members of the Study Board are obliged to attend the meetings.

(2) If an elected member of the Study Board loses her/his eligibility, the member will withdraw from the Study Board and be replaced by her/his substitute for the rest of the term of office.

(3) If an elected member is granted leave of absence during her/his term of office or is unable to participate in the work of the Study Board due to illness or the like, the Study Board will decide whether such member is to withdraw from the Study Board during the period of leave or for the rest of her/his term of office.

(4) If vacancies arise among the elected members of the Study Board, and a sufficient number of substitutes have not been elected to enable the Study Board to meet in full, the Rector will decide, based on a recommendation from the Study Board, whether new members are to be appointed or elected through by-elections held in the election group concerned. Notification of a vacancy is submitted to the elections office by the chairperson of the Study Board. The Study Board nominates eligible individuals for appointment. The Rector chooses whether to appoint the individual(s) nominated or to call a by-election.

15. Members of the Study Board are excluded from participating in the consideration of and voting on matters in which they have a personal or financial interest.

(2) A member has a duty to inform the Study Board of any circumstances that give rise to a conflict of interests or which may give rise to uncertainty about this. Members must, in as far as possible, notify the chairperson of such circumstances before the meeting is held. The Study Board will then decide the extent to which the member concerned must leave the meeting during the consideration of the matter and whether the substitute should be called in. Members must not participate in the consideration and subsequent decision of the question of whether they have a conflict of interests.

Minutes and processing of the cases considered

16. The Study Board's decisions are recorded in resolution minutes. The minutes must be forwarded as soon as possible and submitted for approval electronically or at the next meeting of the Study Board. The minutes must show which members were present at the start of the meeting.

(2) Each member and the heads of studies are entitled to demand that their dissent be recorded in the resolution minutes.

(3) The chairperson is responsible, in collaboration with the Study Board's administrative staff, for processing the cases considered by the Study Board in accordance with the rules on this.

Language

17. The Study Board considers parallel language use and choice of language at least once a year, see ‘University of Copenhagen’s guidelines for use of English in the administration and official bodies’.

Questions concerning understanding of the rules of procedure.

18. Each member is obliged to comply with the chairperson’s decision regarding the understanding of the provisions of the rules of procedure. The chairperson’s decision must be put to the vote if two members so request. Questions regarding the understanding of the standard rules of procedure must, however, be submitted to the Rector for final decision.

(2) The individual rules of procedure must specify when they were adopted. Within the framework of these standard rules of procedure, the Study Board may adopt amendments to its rules of procedure by a simple majority of votes.

(3) The rules of procedure of the Study Board must be submitted to the Dean.

3. These standard rules of procedure of the Study Board for the MSC in Social Data Science programme at the University of Copenhagen enter into force on 1 October 2020.

Approved by the Study Board for Social Data Science on 21 September 2020

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