

**STATUTES FOR
THE UNIVERSITY OF SOUTHERN
DENMARK**

2018

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Statutes for

The University of Southern Denmark

Pursuant to 13 (1) of the Universities Act, cf. Consolidation Act no. 172 of 27 February 2018, it is established that:

Section 1. The University of Southern Denmark is a state-financed, self-governing institution operating within the public administration under the supervision of the Minister for Higher Education and Science. The University's domicile and venue is the Municipality of Odense. The University operates with campuses in Esbjerg, Kolding, Odense, Copenhagen, Slagelse and Sønderborg. The Board may decide to change the geographical location of the University's operations.

Subsection 2. The University is responsible for conducting research and offering research-based education at the highest international level within its academic fields. The University shall ensure an equal interaction between research and education, undertake on-going strategic selection, prioritisation and development of its research and educational subject areas and disseminate knowledge of scientific methodologies and results.

Subsection 3. The University shall interact with society at large and contribute to the development of international co-operation. The University's results within research and education must contribute to enhancing insight, growth, welfare and the development of society. As a central knowledge-based and cultural repository, the University must exchange knowledge and expertise with society at large and encourage its employees to participate in the public debate.

Subsection 4. The University shall strive to ensure that recent knowledge within relevant subject areas is made available to non-research-based higher education.

Subsection 5. The University provides research-based public sector services within the public health domain, and the University's activities in this field have the status of a national institute of public health. The purpose of this Institute is that of a national powerhouse in the field of prevention, which will play a pivotal part in advising the government, the regions and the municipalities.

Subsection 6. The University operates a public university library. The primary task of the library is to support research and teaching at the University by making relevant information and documentation available to the University's staff and students.

Section 2. The University has freedom of research. The University shall work to protect its freedom of research and that of the individual researcher as well as secure the ethics of science.

Subsection 2. The University's lectures and oral examinations are open to the public, subject to the limitations imposed by the University based on regulations in force at the time.

The Board

Section 3. The Board is the supreme authority of the University and responsible for the overall and strategic management of the University. The Board has the overall responsibility to ensure that the University conducts research and offers research-based education at the highest international level within its subject areas. It is the responsibility of the Board to ensure that the University's research and education programmes are being developed continuously. The Board must manage the University's funds efficiently and for the greatest possible benefit to society.

Subsection 2. The chair of the Board has the overall responsibility for the organisation of the Board's work. On behalf of the University, the chair of the Board is responsible for the strategic dialogue with the Minister for Higher Education and Science. The chair deals with matters of real estate assisted by another Board member.

Subsection 3. The Board performs tasks pertaining to the University as an institution, including:

1. Approving budget proposals upon the rector's recommendation, including the distribution of all resources and the principles for utilising these and signing the annual accounts.
2. Approving the overall organisational framework for the University.
3. Formulating the statutes of the University and amendments thereto based on the rector's proposal and following a hearing in the relevant university bodies. The statutes shall include the provisions included in Section 13 (2) of the Danish University Act.
4. Approving the standard rules of procedure for the collegiate bodies.
5. Entering into a strategic framework contract with the Minister. The framework contract must contain strategic goals for the University's activities and a framework agreement with the Minister of Health on research-based public sector services within the public health domain.
6. Establishing detailed guidelines for documentation systems for evaluation and following up on these.
7. Ensuring that students and employees participate and are involved in significant decisions.

Section 4. The Board appoints and dismisses the rector and appoints and dismisses the other members of senior management on the recommendation of the rector.

Subsection 2. The appointment of the rector shall take place in the following manner so as to ensure the rector's academic and managerial credibility:

1. The Board shall appoint a committee consisting of the chair or a person authorised by the chair to head up the committee, as well as representatives of the external and the internally elected members of the Board. The committee must include representatives of the academic staff, the technical-administrative staff and the student body.
The Board may appoint additional persons to the committee.
2. It is the responsibility of the committee to ensure that the rector's academic and managerial qualifications meet the requirements, cf. section 14 (2) of the Danish University Act. In evaluating whether an applicant meets the requirements of the Danish University Act with regard to recognised researchers, it is a requirement that the applicant must have carried out academic research for a number of years and that the applicant must have been assessed as qualified by an expert committee in connection with an application for an associate professorship at a university, a senior research position at a governmental research institution or a similar position at an international research institution, cf. 2 (1) of the Act on the Danish Council for Research and Innovation Policy as well as the Office of Independent Research Fund Denmark. If a potential candidate does not already hold a professional assessment such as this, the Board shall appoint an assessment committee to assess whether the applicant's academic activities and production may qualify the applicant as a recognised researcher. If, however, the Board holds the same qualifications as those required of an assessment committee, the Board may assess the applicant.
3. The position is advertised in accordance with the rules applicable on the advertisement for government appointments.
4. After the deadline for applications, the committee reviews the applications and selects a number of applicants for interview.
5. On the basis of the job interviews, the committee submits a report to the Board on which applicants amongst the qualified researchers meet the requirements set out in 14 (2) of the Danish University Act and which applicants do not meet these requirements.
6. The Board appoints the rector on the basis of the report of the committee. The Board may decide to interview one or more of the applicants as well as obtain further information about those concerned. The Board may request that the committee re-advertises the position if the Board does not wish to appoint on the basis of the submitted statement.

Subsection 3. The Board may avail itself of external assistance in connection with the appointment.

Subsection 4. The Board may terminate the rector's employment in accordance with the rules agreed with and stipulated by the Danish Ministry of Finance, cf. 29 of the Danish University Act.

Subsection 5. The Board appoints a pro-rector and a university director based on the recommendation of the rector. The position is advertised in accordance with the rules applicable on the advertisement for government appointments. The rector appoints a committee to review the applications and to assess which applicants are qualified and which applicants are not qualified. The committee may interview the applicants. Including the rector, the committee shall consist of

representatives of the academic staff, the technical and administrative staff and the student body appointed by each group's representatives in the university committee and possibly others appointed by the rector. It is the responsibility of the committee to ensure that the pro-rector's academic and managerial qualifications meet the requirements set out in 14 (2) of the Danish University Act. In evaluating whether an applicant meets the requirements for recognised researchers as stipulated in the Danish University Act, it is a requirement that the applicant must have carried out academic research for a number of years and that the applicant must have been assessed as qualified by an expert committee in connection with an application for an associate professorship at a university, a senior research position at a governmental research institution or a similar position at an international research institution, cf. 2 (1) of the Act on the Danish Council for Research and Innovation Policy as well as the Office of Independent Research Fund Denmark. If a potential candidate does not already hold any such professional assessment, the rector shall appoint an assessment committee to assess whether the applicant's academic activities and production may qualify the applicant as a recognised researcher. If, however, the aforementioned committee holds the same qualifications as those required of an assessment committee, the committee in question may assess the applicant.

Subsection 6. On the basis of the committee's review of the applications, the rector prepares a recommendation to the Board. In the case of the position as pro-rector, the recommendation must state which applicants amongst the qualified researchers meet the requirements set out in 14 (2) of the Danish University Act and which applicants do not meet these requirements.

Subsection 7. The Board appoints the pro-rector and the university director based on the recommendation of the rector. The Board may interview one or more of the applicants as well as obtain further information about those concerned. The Board may request that the rector re-advertises the position if the Board does not wish to appoint on the basis of the rector's recommendation.

Subsection 8. Based on the rector's recommendation, the Board may terminate the employment of the pro-rector and the university director in accordance with the rules agreed with and stipulated by the Danish Ministry of Finance, cf. 29 of the Danish University Act.

Section 5. The Board's meetings are open to the public. However, cases covered by legal provisions concerning confidentiality in public administration, all personnel cases and cases including information about contract negotiations with private individuals or similar negotiations with public sector partners must be handled behind closed doors. Cases may also be handled behind closed doors if considered necessary due to the nature of the case concerned or the circumstances in general.

Subsection 2. The Board's meeting materials, including agendas and minutes, shall be made publicly available, pursuant to applicable legal provisions.

Subsection 3. Cases covered by legal provisions pertaining to confidentiality in public administration may not be made public. However, a document or information relating to a case that is subject to a duty of confidentiality must be made publicly available in accordance with subsection (1) if the document or information is not confidential in itself.

Subsection 4. Personnel cases and cases involving information about contract negotiations with

private individuals or similar negotiations with public sector partners may be exempt from the requirement that documents relating to board meetings must be made publicly available if the nature of the case concerned or the circumstances in general render this necessary. However, a document or information relating to a case that is subject to the first sentence must be made publicly available in accordance with (1) unless the publication will be in strict conflict with the intentions behind the prohibition of publication stated in the first sentence.

Subsection 5. If it is absolutely necessary due to the nature of the issue or to other circumstances, matters that are dealt with behind closed doors, including documents and information about these, cf. (1), may be exempt from the requirement that all meeting materials of the Board shall be made publicly available.

Subsection 6. The Board establishes the rules of procedure. In the rules of procedure, the Board may establish a procedure for arranging board meetings. In the rules of procedure, the Board shall establish rules pertaining to quorum. The rector, pro-rector and university director participate in board meetings without the right to vote.

Subsection 7. The rector shall make administrative assistance available to the Board.

Section 6. The Board shall consist of nine members and be formed in the following manner:

1. Five external members.
2. One member elected by and from amongst teachers and the academic staff of the University, including employed PhD students (election group I).
3. One member elected by and from amongst the University's technical and administrative staff (election group II).
4. Two members elected by and from amongst the students at the University (election group III).

Subsection 2. The chair is appointed by the appointment body on the recommendation of the nomination body, cf. 9 (8). The appointment must be approved by the Minister for Higher Education and Science.

Section 7. The members of the Board must, as a group, have experience with and insight into research, research-based education, knowledge dissemination, knowledge exchange and the other tasks of the University in accordance with Section 2 (4) of the Danish University Act, in order to be able to undertake the management of the University at a general and strategic level.

Subsection 2. The external members are appointed in a personal capacity. The competencies of the external members must, as a whole, reflect the tasks of the University. As a group, the external members must possess insight into research, research-based education, management, organisation and finance, including the evaluation of budgets and accounts. At least one of the external members must have experience as a recognised researcher. The chair of the Board must have experience with

the strategic management of a large company or organisation and significant insight into societal issues.

Subsection 3. The external members are appointed for a period of four years. An external member may sit on the Board for a maximum of eight years spread over two appointment periods. The appointment periods are not required to be consecutive. In the event of a member's continued absence before the end of the term, a new member may be appointed for the rest of the term.

Section 8. The term of office for the members elected from amongst the academic staff and the teaching staff (election group I) and for members elected from amongst the technical and administrative staff (election group II), cf. 6 (1)(ii) and (iii), is four years. Members can be re-elected. In the case of a member's continued absence before the end of the term, a supplementary election may be held.

Subsection 2. The term of office for the members elected from amongst the students (elective group III), cf. 6 (1)(iv), is two years. Members can be re-elected. In the case of a member's continued absence before the end of the term, a supplementary election may be held if no substitute member has been co-opted.

Subsection 3. Election according to (1) and (2) takes place in accordance with the rules established by the Board, cf. 43.

The Appointment Body

Section 9. Appointment of the chair of the Board and the other external board members is made by the appointment body, cf. 9 (3–10), on the basis of a reasoned recommendation from the nomination body, cf. 10.

Subsection 2. The appointment body and the nomination body must ensure that the external members of the Board meet the requirements set out in Section 7 (1 and 2).

Subsection 3. The appointment body consists of 10 members:

Seven members from the business sector, authorities and other educational institutions, etc., who are appointed by the Joint Board of Representatives.

- 1) One representative elected by and from amongst the employees who cannot be a member of the Board.
- 2) One representative elected by and from amongst the students who cannot be a member of the Board.
- 3) One representative of the external members of the University Board, who is appointed by the Board. The representative may not be the chair.

Subsection 4. The seven members from the business sector, authorities and other educational institutions, etc. shall collectively reflect the University's users and recruiters and have insight into

the University's tasks as well as meet the requirements set out in Section 12 (5) of the Danish University Act.

Subsection 5. The appointment body elects a chair from amongst its members from the business sector, authorities and other educational institutions, etc. The chair of the appointment body shall have experience in management and a broad insight into societal issues. In the event of a tied vote, the chair has the casting vote.

Subsection 6. The members of the appointment body are appointed for four years. However, the student representative is appointed for two years. The members of the appointment body may serve on the appointment body for a maximum of eight years. However, the student representative may only serve for a maximum of four years.

Subsection 7. The members of the appointment body are eligible for reappointment once. Reappointment of the seven members from the business sector, authorities and other educational institutions, etc. is made by the Joint Board of Representatives. The employee representative and the student representative are eligible for re-election only once. Reappointment of the representative of the external members of the Board may take place once.

Subsection 8. The appointment body appoints the chair of the Board and the other external board members. As far as the chair of the Board is concerned, the appointment body appoints one candidate to be approved by the Minister. The appointment body shall endeavour to ensure that the full Board has a balanced composition of women and men in accordance with the principles of the Danish Gender Equality Act.

Subsection 9. The appointment body appoints two members for the nomination body. These members are appointed in a personal capacity and may not be members of the appointment body, the University Board or be an employee or a student at the University.

Subsection 10. The appointment body appoints a chair of the nomination body when a new chair of the Board is to be nominated, as the incumbent chair of the Board may not be either the chair or serve as a member of the nomination body. The chair of the nomination body is appointed in a personal capacity and may not be a member of the University Board or be an employee or student at the university. The chair must have competencies corresponding to the requirements imposed on the chair of the Board, cf. Section 7 (2).

The Nomination Body

Section 10. The nomination body consists of six members:

- 1) The chair of the Board, who is also chair of the nomination body; cf., however, Section 9 (10),
- 2) one external board member, who is appointed by the Board,
- 3) one internal board member, who is appointed by the Board,

- 4) one representative of the Ministry, who is appointed by the Ministry of Higher Education and Science,
- 5) two members who are appointed by the appointment body, cf. Section 9 (9).

Subsection 2. The nomination body nominates new external board members, including the chair of the board, to the appointment body. The nomination body may nominate incumbent external board members for the position as chair of the Board.

Subsection 3. The members, cf. subsections 1(ii, iii and v) are appointed for four years and are eligible for reappointment once.

Subsection 4. The nomination body shall draw up Degree Qualifications Profiles for the vacant external board memberships on the basis of the criteria set out in Section 7 (1 and 2) for the purpose of publicly advertising for new external board members. The nomination body shall draw up a reasoned recommendation to the appointment body and nominate at least two candidates to the appointment body for each vacant board membership. The nomination body should endeavour to nominate an equal number of men and women. In this context, the nomination body should be aware that the appointment body shall endeavour to ensure that the full Board has a balanced composition of men and women, cf. 9 (8).

The Joint Board of Representatives

Section 11. A Joint Board of Representatives is established to monitor the activities and development of the University and, following public announcement, to appoint seven members to the appointment body from amongst the business sector, governmental authorities and educational institutions, cf. Section 9 (3). Members of the appointment body are appointed in a personal capacity and may not be members of the University Board or be an employee or a student at the University. The Joint Board of Representatives may reappoint these members once for a new four-year term, cf. Section 9 (7). If the Joint Representative Council decides not to reappoint a member, the process for appointing a new external member to the appointment body is initiated, cf. (1) and (2).

Subsection 2. The Joint Board of Representatives draws up rules of procedure to be approved by the rector within the framework of the standard rules of procedure. The rector shall make administrative assistance available to the Joint Board of Representatives.

Subsection 3. The Joint Board of Representatives is composed of 10 external members who are appointed in a personal capacity and together must reflect the University's users and recruiters and have insight into research, research-based education, management, organisation and finance, including the assessment of budgets and financial statements. The Joint Board of Representatives must include members from the business sector, from educational and cultural institutions and others amongst the University's public and private users and recruiters. At least one member must have experience in strategic management of a large company or organisation and have significant insight into societal issues. The members of the Joint Board of Representatives are appointed by the Joint Board of Representatives. However, first-time members are appointed by the rector on the recommendation of the Board of Representatives. The Board of Representatives was established in 1998 in connection with the formation of the University of Southern Denmark but was abolished in connection with the establishment of the Joint Board of Representatives.

Subsection 4. The Joint Board of Representatives elects a chair and a vice-chair from amongst its members. In the event of a tied vote, the chair has the casting vote.

Subsection 5. Members are appointed for a term of four years and are eligible for reappointment once. In the event of a vacancy, a new member is appointed for a four-year period. Each member may hold office for a consecutive period of no longer than eight years.

Management

The Rector

Section 12. The rector undertakes the day-to-day management of the University within the framework laid down by the Board, cf. the Danish University Act, section 14 (1). The other members of the senior management, deans, heads of department, the heads of the PhD School and heads of studies perform their duties by authority of the rector as laid down in 14 (1) of the Danish University Act.

Subsection 2. The rector signs for the University, with the exception of matters involving real property transactions, cf. 14 (10) of the Danish University Act.

Subsection 3. The rector appoints adjunct professors and awards honorary doctorates.

Subsection 4. The rector establishes rules on disciplinary measures for students.

Subsection 5. The rector shall keep the Board and the University's staff and students informed of important matters and decisions of general public importance.

Subsection 6. The rector prepares proposals for standard rules of procedure for Board approval. The rector also approves the order of procedure of the collegiate bodies.

Subsection 7. The rector prepares proposals for the Board regarding:

1. The strategy and goals of the University. Once the Board has established such guidelines, the rector uses them to manage the University.
2. The University's statutes and amendments thereto, cf. 3 (3)(iii).

Subsection 8. The rector must approve all external partnerships of a binding nature, cf. 14 (11) of the Danish University Act.

Subsection 9. The rector recommends presents the budget for adoption by the Board and signs the annual report, cf. 14 (8) of the Danish University Act.

Subsection 10. The rector lays down the internal organisation of the University within the framework established by the Board, cf. 14 (7) of the Danish University Act.

Subsection 11. The rector makes recommendations to the Board regarding appointment and dismissal of senior management, cf. 14 (3) of the Danish University Act.

Subsection 12. In special cases, the rector may dissolve collegiate bodies and assume their responsibilities as set out in 14 (12) of the Danish University Act.

Section 13. On the recommendation of the dean, the rector appoints one or more advisory boards for each faculty. The advisory board is composed of external members, for instance from private and public companies, relevant organisations and institutions as well as graduates from the relevant education programme(s). Taken as a whole, the members must be experienced in and have knowledge of the educational and employment fields to which the courses give access. The actual composition may vary between the faculties.

Subsection 2. The University shall ensure that a dialogue exists between the advisory board and the University regarding the quality of the courses of study and their relevance to society. The University shall involve the advisory board in the development of new and existing courses and in the development of new forms of teaching and examination.

Subsection 3. Furthermore, the advisory board may make statements and recommendations to the University regarding all matters pertaining to the field of education. The advisory board shall make statements regarding all matters that are presented to the advisory board by the University.

Subsection 4. Advisory boards may be appointed in accordance with (1) in partnership with other universities.

Section 14. The rector manages all employees at the University. This includes the ability to appoint and dismiss the employees; however, see 4 (5).

Subsection 2. The rector appoints the deans.

Subsection 3. For the purpose of appointing a dean, the rector appoints a committee composed of representatives from the relevant faculty. The rector chairs the committee. The committee must consist of representatives of the academic staff, the technical and administrative staff and the students as appointed by the representatives of the respective groups in the Academic Council and possibly also appointed by the rector.

Subsection 4. The committee shall draw up job advertisements and submit them to the rector for approval. The committee shall ensure the academic and managerial qualifications as set out in 14 (4) of the Danish University Act. In evaluating whether an applicant is a recognised researcher, it is a requirement that the applicant must have performed academic research for a number of years and that the applicant must have been assessed as qualified by an expert committee in connection with an application for an associate professorship at a university, a senior research position at a governmental research institution or a similar position at an international research institution, cf. 2 (1) of the Act on the Danish Council for Research and Innovation Policy as well as the Office of Independent Research Fund Denmark. If a potential candidate does not already hold a professional assessment such as this, the rector shall appoint an assessment committee to assess whether the applicant's academic activities and production may qualify the applicant as a recognised researcher. If, however, the committee mentioned in (3) holds the same qualifications as those required of an assessment committee, the committee may assess the applicant.

Subsection 5. The position of dean is advertised in accordance with the applicable rules on the advertisement of government appointments. After the deadline for applications, the committee reviews the applications and selects a number of applicants for interview. Based on the interview, the committee reports to the rector and states which of the qualified researchers amongst the applicants meet the requirements set out in 14 (4) of the Danish University Act and which do not.

Subsection 6. The rector appoints the deans based on the report of the committee. Prior to appointing an applicant, the rector may interview one or several of the applicants and obtain further information about them. The rector may make a request to the committee that the position be re-advertised if the rector does not wish to appoint on the basis of the report presented.

Subsection 7. The rector may terminate the dean's employment in accordance with the rules agreed with and stipulated by the Danish Ministry of Finance, cf. 29 of the Danish University Act.

The Pro-rector

Section 15. The pro-rector assists the rector in the day-to-day management in agreement with the rector.

Subsection 2. The pro-rector acts as substitute if the rector is absent for a longer period of time. However, in the event of the rector's absence, the pro-rector's authority shall be limited to decisions that are necessary to the operation of the University.

Subsection 3. The pro-rector is appointed and dismissed by the Board following the recommendation of the rector, cf. 4 (5).

The University Director

Section 16. The university director is authorised by the rector to manage the administration of the University and undertake legality control.

Subsection 2. The university director is employed and dismissed by the Board following the recommendation of the rector, cf. 4 (5).

The Dean

Section 17. The faculty is managed by a dean, who is appointed by the rector, cf. 14 (2). The dean's performance of his or her duties, as referred to in 17–20 and 37, is based on a delegation letter from the rector. The dean must be a recognised researcher within one of the subject areas of the faculty and be experienced in and have knowledge of education, management and the interaction of a university with the community. The dean represents the faculty internally in dealing with other university authorities, and also represents the faculty externally.

Subsection 2. The dean is responsible for the research and teaching of the faculty. In collaboration with the heads of department and the heads of studies, the dean shall safeguard the link between research and education in the main fields of activity, the quality of education programmes and

teaching as well as the interdisciplinary quality development of education and research within the main field and within the tasks of research-based consultancy.

Subsection 3. The dean ensures an on-going and structured dialogue and contact with recruiters and graduated candidates about the content, profile, quality and relevance of the education programmes. The dean shall secure a binding collaboration with other universities about education.

Subsection 4. The dean establishes a budget and an allocation of funds for the faculty within the framework of the approved total budget of the University. It is the responsibility of the dean that the funding available to the faculty is utilised in accordance with the premises on which the grants were founded.

Subsection 5. The dean approves the programme regulations following the recommendation of the study board and upon relevant hearing.

Subsection 6. The dean shall ensure that the faculty's employees and students are informed about important matters and decisions and matters that are important in relation to the development and the operation of the faculty, cf. 32 (3).

Section 18. The dean is responsible for managing the employees of the faculty and may appoint and dismiss them as further directed by the rector, cf. 14 (1), 17 (1) and 18 (7).

Subsection 2. The dean appoints and dismisses a head of department for each department, cf. 45 (1).

Subsection 3. For the purpose of appointing a head of department, the dean shall appoint a committee composed of representatives of the department in question. The dean chairs the committee. The committee must represent academic staff and teachers, the technical and administrative staff and the students of the department as appointed by the representatives of the respective groups in the Department Council and possibly also appointed by the dean.

Subsection 4. The committee draws up a job advertisement and submits it for approval by the dean. The committee shall ensure the academic and managerial qualifications of the head of department as set out in 14 (4) of the Danish University Act. In evaluating whether an applicant meets the requirement of being a recognised researcher, it is a requirement that the applicant must have carried out academic research for a number of years and that the applicant must have been assessed as qualified by an expert committee in connection with an application for an associate professorship at a university, a senior research position at a governmental research institution or a similar position at an international research institution, cf. 2(1) of the Act on the Danish Council for Research and Innovation as well as the Office of Independent Research Fund Denmark. If a potential candidate does not already hold a professional assessment such as this, the dean shall appoint an assessment committee to assess whether the applicant's academic activities and production may qualify the applicant as a recognised researcher. If, however, the committee mentioned in (3) holds the same qualifications as those required of an assessment committee, the committee may assess the applicant.

Subsection 5. The position is advertised in accordance with the rules applicable on the advertisement for government appointments. After the deadline for applications, the committee reviews the applications and selects a number of applicants for interview. Based on the interview,

the committee submits a report to the dean stating which of the qualified applicants meet the requirements and which do not, cf. 14 (4) of the Danish University Act.

Subsection 6. The dean appoints the head of department on the basis of the committee's report. The dean may obtain further information about the applicants and may invite them for an interview. If the dean does not wish to appoint based on the report of the committee, the dean may make a request to the committee that the job be re-advertised.

Subsection 7. The dean may terminate the employment of a head of department in accordance with the rules agreed with and stipulated by the Danish Ministry of Finance, cf. 29 of the Danish University Act.

Subsection 8. Like other managers of academic units, the heads of department who are responsible for tasks pertaining to research-based public sector services, cf. 2 (4) of the Danish University Act, shall be recognised researchers. Furthermore, they must be experienced in and have knowledge of carrying out tasks as set out in 2 (4) of the Danish University Act regarding research-based public sector services. These heads of department represent the academic units publicly and are authorised by the rector to undertake the day-to-day management of the academic units.

Section 19. The dean establishes and closes PhD Schools. The dean appoints and dismisses a head of the PhD School for each PhD School. The head of the PhD School shall be a recognised researcher, cf. 2 (1) of the Act on the Danish Council for Research and Innovation as well as the Office of Independent Research Fund Denmark. The head must also be experienced in and have knowledge of PhD education. The procedure for appointing the head of the PhD School shall ensure that he or she has academic and managerial credibility.

Section 20. The dean forms and dissolves study boards following hearings in the relevant academic environments and sets the number of members, cf. 42. The dean also approves the chairs and vice-chairs of the boards of studies, cf. 41 (1). Study boards may be formed for particular education programmes or fields of education.

Subsection 2. The dean appoints and dismisses the heads of studies following a recommendation from the relevant study board. The dean shall ensure that the proposed candidates hold the academic qualifications and have the managerial skills required for the position of head of studies.

Subsection 3. If the dean cannot endorse the recommendation of the study board regarding the appointment of a head of studies, the dean must explain the grounds for his decision to the study board and request a new recommendation.

Subsection 4. The dean defines the area of responsibility for the heads of studies in relation to the structure of the board of studies.

The Head of Department

Section 21. The Head of Department undertakes the day-to-day management of the department. The head of department's performance of the duties as referred to in 21 and 22 is based on a delegation letter from the dean. The head of department must be a recognised researcher within one

of the subject areas of the department and must have teaching experience and experience in education to the relevant extent, cf. 14 (4) of the Danish University Act. The duties of the head of department include, among other things, the planning and distribution of tasks to the employees of the department.

Subsection 2. The head of department lays down the research strategy of the department and the evaluation of research within the given framework. Furthermore, the head of department must strive for a productive and stimulating research environment in the department. Within the scope of the Danish University Act, the head of department must ensure that the researchers have freedom of research so that the foundation for the formulation of research strategies of the department, the faculty and the University is efficiently ensured, cf. 14 (6) of the Danish University Act.

Subsection 3. The head of department shall ensure the quality and the coherence of the research and of the teaching of the department.

Subsection 4. The head of department is responsible for the teaching of the department and must ensure that the teaching delivered is both relevant and qualified. The head of department shall ensure that the teaching of the department is delivered in the best possible way academically, paedagogically and didactically. The heads of studies and the study boards shall be included to ensure the aforementioned.

Section 22. The head of department has, by authority, the responsibility for managing the employees of the department. The head of department may instruct employees to solve particular tasks, including which education programmes, modules and courses the employee in question will teach; see, however, 14 (6) of the Danish University Act.

Subsection 2. Within the framework of the budget for its main field of activity, the head of department makes a budget and a distribution of funds for the department. The head of department may manage the department's resources within this framework.

Subsection 3. The head of department shall be informed about additional jobs of employees in accordance with the University's rules in this regard. If employees engage in externally financed research projects, the head of department must be informed of and approve this.

Subsection 4. The head of department may appoint vice heads of department and heads of research and other persons to take on managerial duties, research assignments or other special functions.

The Head of Studies

Section 23. In co-operation with the study board(s), it is the responsibility of the head of studies, to manage the practical planning of the teaching, tests and other forms of evaluation that form part of the examinations. The head of studies approves thesis statements and the submission deadline for the Master's thesis and, in relation to this, a supervision plan for the student.

Subsection 2. The head of studies shall requisition teaching from relevant departments pursuant to the decision of the study board.

Subsection 3. The head of studies, together with the study board, shall collaborate with the relevant heads of department and follow up on the evaluation of education programmes and teaching. Furthermore, the head of studies, together with the study board, shall ensure on-going evaluation of the teaching under the responsibility of the relevant heads of department.

Subsection 4. A head of studies who is not the study board chair attends the meetings of the study board as an observer.

The Executive Board

Section 24. The rector, the pro-rector, the university director, the deans and possibly other representatives of management appointed at the discretion of the rector constitute the Executive Board at the University of Southern Denmark.

Subsection 2. The Executive Board shall implement the strategy and goals of the University within the guidelines provided by the Board and at the discretion of the rector.

The Collegiate Bodies in General

Section 25. In these statutes, ‘collegiate bodies’ means university councils, academic councils, department councils, PhD boards and study boards.

Subsection 2. Employees at the University have a professional duty to enter into the collegiate bodies in question if they are elected or appointed. Furthermore, it is incumbent on staff to accept election as study board chair or vice-chair, the nomination for head of studies, cf. 20 (1) and (2), the nomination for head of the PhD School and the nomination for chairman of a PhD board, cf. 37.

Subsection 3. The members of the collegiate bodies must attend the meetings thereof.

Section 26. When a member of a collegiate body forfeits his/her eligibility for election or resigns during the term or is declared incompetent, or when a member is absent due to a study trip, illness or for similar reasons is unable to participate in the activities of a collegiate body, the collegiate body will co-opt a substitute. The collegiate body alone decides whether grounds for a substitute exist.

Subsection 2. If no substitute for the member in question has been co-opted or appointed, a supplementary election is held in accordance with the rules for this.

Subsection 3. The rector may in exceptional cases appoint a member or a substitute to serve the rest of the term following the recommendation of the representatives of the relevant election group in the collegiate body.

Section 27. A member of a collegiate body shall be excluded from negotiations and voting relating to matters in which the member has a vested interest. The members must inform the collegiate body of any circumstances that disqualify the member or may give rise to doubt as to his/her impartiality.

The collegiate body will then determine whether the member in question shall step aside while the matter is discussed and whether to call in a substitute.

Section 28. The collegiate bodies perform their function at meetings. However, if agreed by all members, matters may be settled in writing.

Subsection 2. The collegiate bodies form a quorum when at least half of the members are present. Decisions are passed with a simple majority of votes amongst the members present. In the event of a tie, the chairperson has the casting vote. However, this is not the case in study boards, where such a proposal is dropped unless, out of regard for teaching, it is essential to the activities of the University. Such a proposal is then put to the dean.

Subsection 3. The meetings of the collegiate bodies are open to the public, unless it is deemed necessary, due to the nature of the matter or other circumstances, that the matter be discussed behind closed doors.

Section 29. The members of the collegiate bodies are bound to observe professional confidentiality regarding information that they acquire by virtue of their membership and which must be kept confidential due to the nature of the matter. The duty of professional confidentiality shall not cease with the membership of the body in question.

Subsection 2. The rector and the rest of the management are bound by the same rules on disqualification as the members of the collegiate bodies, cf. 3 of the Danish Public Administration Act.

Subsection 3. Moreover, the rules applying to the public administration apply to employees, appointed managers, members of the Board and members of the collegiate bodies, cf. 1 (2) of the Danish University Act.

Collegiate Bodies

University Council

Section 30. A university council is formed in order to include the employees and the students in significant decisions about day-to-day management.

Subsection 2. The university council is charged with discussing and advising the executive board about university politics, including:

1. The development work of the University and the strategy for research, education and knowledge exchange.
2. The development contract of the University.
3. The organisation of the University in relation to research and education programmes.
4. The quality assurance of the University.
5. Finances and budget, including external funds, etc.

6. Employment policy.
7. The physical and social surroundings of employees and students.
8. Student environment and well-being, including drop-out rate and projects on improving the circumstances of the students.
9. Management decisions.

Section 31. The university council meets at least twice per semester and additional meetings may be called.

Subsection 2. The university council consists of 12 members who elect a chair from amongst the academic members. The chair must be a recognised researcher. The vice-chair must be a student.

Subsection 3. The chairs of the five academic councils and the rector are ex officio members.

Subsection 4. Three members are elected from amongst the technical and administrative staff and three members from amongst the students.

Subsection 5. Employees serve on the council for four years and the students for two years. Members can be re-elected.

Subsection 6. The rest of the executive board attend the meetings.

Subsection 7. The rector puts administrative assistance at the disposal of the university council, and the university council draws up the rules of procedure within the framework of the standard rules of procedure for subsequent approval by the rector.

Academic Council

Section 32. An academic council is formed in each faculty to undertake the tasks as set out in 15 of the Danish University Act and with a view to including the employees and the students in significant decisions at faculty level.

Subsection 2. The academic councils have the following duties:

1. Awarding PhDs and doctoral degrees.
2. Making recommendations to the rector or the person authorised by the rector on the composition of expert committees to assess applicants for academic positions.
3. Making statements to the rector or to the person authorised by the rector about the internal distribution of funding.
4. Making statements to the rector or to the person authorised by the rector about key strategic research and educational fields and plans for knowledge transfer.
5. Making statements about all academic matters of significant importance to the activities of the University. The academic council is obligated to discuss academic matters as presented by the rector.

Subsection 3. In addition, the academic council must discuss and advise the management of the faculty in matters relevant to the development of the faculty, its organisation and finances. This includes:

1. The faculty's development work and strategy for research, education and knowledge exchange.
2. The faculty's contribution to the development contract of the University.
3. The organisation of the faculty.
4. The quality assurance of the faculty.
5. Finances and budget.
6. The employment policy in relation to research and education.
7. The physical and social surroundings of employees and students.
8. Student environment and well-being, including drop-out rate.
9. Management decisions.

Subsection 4. The academic council meets at least twice per semester.

Section 33. The academic council is made up of five academic staff, three students and the dean. In addition, three technical and administrative employees attend the parts of the meetings dedicated to non-academic matters that are attributed to the academic council pursuant to the Danish University Act. Therefore, in handling the matters set out in 32 (2), the technical and administrative employees attend the meeting as observers.

Subsection 2. The five academic staff are elected from amongst the academic staff of the faculty. At least three of the academic staff must be recognised researchers. The academic council elects a chair from amongst the recognised researchers.

Subsection 3. The three technical and administrative employees are elected by and from amongst the technical and administrative staff of the faculty. The three student representatives are elected from amongst the students of the faculty.

Subsection 4. Following a recommendation of the heads of studies, the dean appoints a representative of the heads of studies of the faculty to attend the meetings as an observer.

Subsection 5. Employees serve on the council for four years and the students for two years. Members can be re-elected.

Subsection 6. The dean makes administrative assistance available to the academic council, and the academic council draws up the rules of procedure to be approved by the rector within the framework of the standard rules of procedure.

Department Council

Section 34. A department council is formed at each department in order to include the employees and the students in significant decisions at department level.

Subsection 2. The department council must discuss and advise the management of the department in matters that are relevant to the development of the department, its organisation and finances. These include:

1. The academic development work of the department and the strategy for research, education and knowledge exchange.
2. The contribution of the department to the strategy and development work of the faculty.
3. The organisation of the department in relation to the research and education programmes of the faculty.
4. The quality assurance of the department.
5. Finances and budget, including external funds, etc.
6. The employment policy in relation to research and the education programmes of the faculty.
7. The physical and social surroundings of employees and students.
8. Student environment and well-being.
9. Management decisions.

Subsection 3. The department council meets at least twice per semester.

Section 35. The department council consists of 12 members. The head of department is an ex officio member.

Subsection 2. Five members are elected from amongst the academic staff of the department, and at least three of these must be recognised researchers. The head of department chairs the department council, and a vice-chair is elected from amongst the recognised researchers of the committee. Together they constitute the chairpersonship responsible for the agenda, the minutes and follow-up.

Subsection 3. Three members are elected from amongst the technical and administrative staff of the department and three members from amongst the students.

Subsection 4. Employees serve on the council for four years and the students for two years. Members can be re-elected.

Subsection 5. In special cases, the rector may give dispensation from (1) to (3) following a discussion in the academic council.

Subsection 6. The head of department makes administrative assistance available to the department council, which draws up the rules of procedure to be approved by the rector within the framework of the standard rules of procedure.

PhD Committee

Section 36. The PhD committee has the following duties:

1. Nominating a candidate from amongst the academic staff on the PhD committee for the position of chair and nominating a potential vice-chair from amongst the students on the PhD committee to the dean.
2. Recommending the composition of the assessment committees to the dean.
3. Approving PhD courses.
4. Drawing up proposals to the head of the PhD School for internal guidelines of the PhD School, including academic supervision.
5. Making statements to the head of the PhD School about assessment of the PhD courses and academic supervision, including international assessments of the PhD Schools.
6. Approving credit applications, including credit transferred in advance, and dispensations.
7. Making statements in all matters of significance to the PhD courses and academic supervision as presented by the dean.

Section 37. The PhD committee is made up of a number of members elected by and from amongst the academic staff and teachers (election group I) and an equally large number of members elected by and from amongst the PhD students (election group III); a total of no less than six and no more than 12 members. The number of members is determined by the dean.

Subsection 2. No more than six members are elected as representatives of the PhD students. If the teachers are represented by less than six members, a corresponding lesser number of PhD students shall be elected.

Subsection 3. Members of election group I are elected for a term of four years, and members of election group III are elected for one year.

The Study Board

Section 38. The study board is responsible for the planning, the delivery and the development of education programmes and teaching.

Subsection 2. The study board draws up proposals to programme regulations and amendments hereto and forwards these for the approval of the dean following a hearing in the department(s) affected, cf. 46.

Subsection 3. The study board shall be given the opportunity to make statements about proposed amendments to both existing and new Danish Ministerial Orders concerning Undergraduate and Postgraduate studies at Danish Universities (Uddannelsesbekendtgørelsen). The study board shall be given the opportunity to make statements about general examination rules, marking, teaching and credits as well as all matters of significance to education programmes and teaching. Furthermore, the study board shall discuss matters relating to education programmes and teaching as presented by the rector or the person authorised by the rector.

Subsection 4. The study board shall approve the head of studies' plan for teaching, tests and other methods of assessment included in the examination.

Section 39. The study board shall ensure that the individual parts of the education programme are coordinated so that the individual subjects or disciplines are not subject to amendments to an unreasonable extent. The study board shall also ensure that the delivered teaching and the examination requirements are commensurate with the objectives of the education programme the specified examination regulations.

Subsection 2. The study board shall quality assure and develop the quality of education programmes and teaching. This includes involvement in the evaluation of education programmes and teaching and ensuring that a follow-up on the evaluations is conducted.

Section 40. The study board approves applications for credit transfers, including credit transferred in advance. Within the general guidelines, the study board may give dispensation from 1) the Danish Ministerial Order concerning Undergraduate and Postgraduate studies at Danish Universities (Uddannelsesbekendtgørelsen) in accordance with its rules; and 2) the provisions of the programme regulations within the framework of the aforementioned Danish Ministerial Order.

Section 41. The study board elects a chair and a vice-chair from amongst its members from election groups I and III. The vice-chair participates in planning the work of the study board. The election of a chair and vice-chair is subject to the dean's approval, cf. 20 (1).

Subsection 2. The study board establishes the rules of procedure within the framework of the standard rules of procedure. The rules of procedure are subject to the approval of the rector.

Section 42. The study board is made up of an equal number of members elected from amongst the academic staff and teachers (election group I) and elected from amongst the students (election group III). A total of no less than four and no more than ten members is to be elected by and from amongst election group I and election group III, respectively, cf. 20 (1).

Subsection 2. A maximum of five members are elected from amongst the academic staff and teachers teaching in the area of the study board in question. Of the five members, only one member can be elected outside of the group of full-time academic staff.

Subsection 3. No more than five members are elected as representatives of the students. If the teachers are represented by fewer than five members, correspondingly fewer students are elected.

Subsection 4. The term of office for members elected in election group I is four years and one year for members elected in election group III.

Subsection 5. Election is held in accordance with the rules laid down by the Board pursuant to 44.

Election

Section 43. Rules on exercising the right to vote and to hold elections are determined by the Board. In the rules of election, it shall be ensured that the employees, including employed PhD students and the students at the various campuses of the University, are given the right to vote in the

respective elections to the collegiate bodies and the Board in accordance with the rules of the Danish University Act. In order to be eligible for election and hold the right to vote, the employees of election groups I and II shall continue to be full-time employees as directed by the Board.

Subsection 2. The rector appoints an election committee made up of representatives of the academic staff and the teachers, the technical and administrative staff and the students.

Subsection 3. The election committee manages the planning and conduct of elections and ensures that the rules on these are observed.

Financial Matters

Section 44. The fiscal year of the University follows the calendar year. At the end of the fiscal year, the annual accounts are prepared. This includes a profit and loss statement, a balance sheet and fixed asset movement schedule. The accounts are signed by the board and by the rector.

Subsection 2. The accounts are audited by Rigsrevisionen pursuant to applicable legislation, cf. 28 of the Danish University Act.

The Department and Special Departments

The Department

Section 45. Research is normally conducted at one or several departments. The departments deliver teaching as requisitioned by the heads of studies.

Subsection 2. The dean employs a head of department of each department, cf. 21.

Special Departments

Section 46. The Department of Forensic Medicine is governed by *Bekendtgørelse om de retsmedicinske institutter* (a Danish ministerial order on departments of forensic medicine at Danish universities), but the Department is encompassed by these statutes to the extent that the Ministerial Order does not deviate from these statutes.

Section 47. The Danish Centre for Rural Research is a centre of the Faculty of Business and Social Sciences. The activities of the centre are governed by a special statute according to which a Centre Board is appointed. Among other things, this Board is responsible for recommending a head of centre, negotiating performance contracts and co-operation agreements and approving working schedules, the budget and the annual report.

Commencement

Section 48. These statutes enter into force upon approval by the Danish Agency for Institutions and Educational Grants in accordance with Executive Order no. 1574 of 15 December 2017 on the

delegation of the Minister of Higher Education and Science's authority to the Danish Agency for Institutions and Educational Grants.

Pursuant to 36 of the Danish University Act, the following exemption clauses apply to the University of Southern Denmark:

Under exceptional circumstances, the rector is empowered to undertake the mentioned appointment, pursuant to 26 (3).

These statutes have been approved by the Board on 14. November 2018.

14 November 2018

Lars Nørby Johansen
Chair of the Board

Date:

Approved by the Danish Agency for Institutions and Educational Grants