

# **Rules of Procedure of the Study Board at the Royal Danish Academy of Fine Art, Schools of Visual Arts**

The Rules of Procedure are based on the Ministerial Order No. 907 dated June 22, 2011 regarding the governing of the Royal Danish Academy of Fine Art, Schools of Visual Arts.

## **The work of the Study Board**

### **Section 1**

- The Study Board is responsible for the curriculum at the schools.
- The Study Board grants leave, credit or dispensation for students based on applications and recommendations from the Academy professors.
- The Study Board is responsible for the admission of guest students.
- The Study Board is responsible for evaluating the contents of the teaching at the Schools of Visual Arts.

The meetings are public, but cases can be discussed behind closed doors if circumstances require.

#### *Subsection 2*

Cases with information on personal matters must be discussed behind closed doors.

#### *Subsection 3*

If the Study Board or the Chairperson decides so, the question of whether a case should be discussed behind closed doors or not must be negotiated prior to the Study Board meeting.

### **Section 2**

The Study Board meets at least twice every semester. The meetings take place at the Schools of Visual Arts. Time and date will be announced with the meeting agenda. The Chairperson may cancel a meeting if items can be postponed to a later meeting or items can be decided upon through written communication.

#### *Subsection 2*

In addition to the ordinary meetings stipulated in the Rules of Procedure, the Chairperson may convene extraordinary meetings.

#### *Subsection 3*

The Chairperson convenes meetings of the Study Board. Meetings are convened at the request of the Chairperson or a minimum two members.

### **Section 3**

If a member is unable to participate in a Study Board meeting the secretary must be informed before the meeting. The member is responsible for calling in a substitute.

## **Notice of meetings and presentation of cases**

### **Section 4**

The meeting notification and the agenda will be sent to the members by the secretary at least five days before a meeting. If extraordinary circumstances require, a shorter meeting notification may occur. The agenda must identify the cases, which will be discussed at the meeting. The Study Board will consider applications received at least five days before the meeting.

#### *Subsection 2*

The agenda is sent to each member of the Study Board and to the Academy Rector, and should be published on the Study Board's page on the Academy's intranet.

#### *Subsection 3*

Each Study Board member and the Academy Rector can require items on the agenda. Items for the agenda as well as material for the meetings must be sent to the secretary/ Chairperson at least eight days prior to the meeting.

#### *Subsection 4*

The secretary is responsible for providing the members with the agenda and the relevant material.

#### *Subsection 5*

The secretary must ensure that relevant information as well as the case papers are available to the members of the Study Board at least three days before the meeting.

## **Chairing a meeting and presentation of cases**

### **Section 5**

The Chairperson, and in his or her absence the Deputy Chairperson, leads the meetings. The Chairperson makes decisions on all matters concerning the process of negotiations. The Chairperson is responsible for observing good order and discipline during the meetings. In addition, the Chairperson draws up proposals on which to be voted.

#### *Subsection 2*

During negotiations any proposal is to be directed to the Chairperson. When the Chairperson deems necessary, or upon request of at least three members, it has to be decided by vote, whether negotiations must be completed.

### **Section 6**

Whether routine cases will be processed in writing is the decision of the secretary, according to Section 1. The Study Board will be informed of the decisions at the following meeting. Routine matters are: sick leaves, ordinary leaves and credits according to curriculum.

## **The meetings**

### **Section 7**

In the beginning of each meeting the Chairperson determines if the meeting has been properly convened.

#### *Subsection 2*

The Study Board achieves a quorum when at least half of the members are present.

#### *Subsection 3*

Decisions can only be made on matters listed as separate items on the agenda.

#### *Subsection 4*

In cases where it is relevant to the processing of a case, the Chairperson may allow outsiders to participate in the meeting to make statements or to take part in the debate without the right to vote.

### **Section 8**

Decisions are made by simple majority of vote among the members present, unless otherwise specified. If there is a tie, the Chairperson has the casting vote.

If the Chairperson believes the outcome of a vote is dictated in advance, he/she can merely specify his/her view on the outcome. If no member demands a vote, the Chairperson may declare the matter settled in accordance with his/her view.

## **Committees**

### **Section 9**

The Study Board can always appoint committees. Prior to the appointment of a committee the Study Board decides by majority vote on the mandate and size of the committee as well as on the convening of its constituent meeting.

#### *Subsection 2*

Unless otherwise determined by the Study Board the committee must choose a Chairperson and submit a written report.

#### *Subsection 3*

Committees are automatically dissolved when the mandate has been fulfilled.

## **Members' participation in debates and votes**

### **Section 10**

Members of the institution's collegial bodies are required to attend the meetings of those collegial bodies.

### *Subsection 2*

If a member of the Board is no longer eligible, leaves the Study Board during the elected period or is disqualified, according to the Rules of Disqualification, or if a member is absent for more than two months because of illness, study trip or similarly unable to attend the meetings, the Study Board calls in a substitute. The Study Board decides whether the conditions regarding the substitute are met.

## **Section 11**

A member of a collegial body is excluded from participating in the deliberations and the voting on matters in which he or she has a private interest, according to the Rules of Disqualifications. Teachers and students participating in a class/course generally are not disqualified from participating in the Study Board's discussion of the class/course description or other matters relating to the class/course.

### *Subsection 2*

Any member must notify the Study Board of conditions that may disqualify him or her. If at all possible, notification must be given to the Chairperson before the meeting.

The Study Board determines whether the member must give up his or her seat.

### *Subsection 3*

A member is not prevented from voting on his or her own disqualification.

## **Minutes and the processing of Study Board decisions**

### **Section 12**

Study Board decisions are written in the minutes and are communicated to the members as soon as possible, and will also be announced according to Section 4, subsection 2. The minutes must be approved at the following meeting.

### *Subsection 2*

Any member, or outside representative according to Section 8, subsection 4, can require that opinions departing from the Study Board decisions will be written in the minutes. When cases are forwarded to another authority a member can also request the authority be made aware of the contents of the minutes, as it is possible to attach a statement clarifying the position departing from the Faculty Board decision.

### *Subsection 3*

The minutes must include names of the members present at the beginning of the meeting, the discussions and decisions of each item on the agenda as well as the result of a vote and the vote of each member.

### **Section 13**

The processing of the Study Board decisions is the responsibility of the secretary. Inquiries directed to authorities out side the institution will be handled by the Academy Rector.

## **Election of the Chairperson and the Deputy Chairperson**

### **Section 14**

The Study Board consists of an equal number of faculty and student representatives but at least three representatives from each group and at least one permanently- employed faculty representative.

The faculty representatives are elected for a term of 2 years. The student representatives are elected for a term of 1 year. Re-election is possible.

After ordinary Study Board elections, at the first meeting the Study Board elects the Chairperson and the Deputy Chairperson for the duration of the election period. The Deputy Chairperson is elected among the students. If any of them leaves the Study Board during the election period, the Board elects new.

#### *Subsection 2*

The Deputy Chairperson is the substitute for the Chairperson with the duties and powers mentioned in the Standard Procedures.

#### *Subsection 3*

In the case of only one candidate for Deputy Chairperson, this candidate is considered elected without a vote. In the case of several candidates, the candidate with more than half of the valid votes (including blank votes) is elected Deputy Chairperson. If no candidates have achieved this, a re-election will take place between the two candidates with the highest number of votes. If more than two candidates achieved the highest number of votes, a re-election among all those candidates will take place. If one candidate has achieved the highest number of votes and several candidates have achieved the second-highest number of votes, re-election among all candidates will take place. The candidate with the highest number of votes is elected Deputy Chairperson. If more than one candidate has achieved the highest number of votes, a draw will determine who will be the Deputy Chairperson.

## **Questions concerning the interpretation of the Rules of Procedure**

### **Section 15**

Every member is obligated to comply with the decisions of the Chairperson with regard to the interpretation of the Rules of Procedure. If requested by three members, the decision of the Chairperson can be put to a vote. Questions concerning the interpretation of the Standard Rules of Procedure must be submitted to the Academy Rector.

**Appendix:**

The material for the Study Board meetings must be available at the office of the Study Board secretary, according to Section 4.

Dispensations are prepared by the Study Board secretary with a recommendation to the Study Board based on past practice – the Chairperson and the Deputy Chairperson decide together with the secretary which matters should be discussed at a Study Board meeting. If the parties disagree, the matter must be discussed at a Study Board meeting.

The same is the case regarding rejections or dispensations.

Any member may request that a matter be discussed at a Study Board meeting.

Approved by the Study Board on May 26, 2014.