

**RULES OF PROCEDURE**

for

**the PhD committee at Science and Technology**

Prepared under the framework of the Standard Rules of Procedure for PhD Committees as laid down by Rector, cf. the Rules and Regulations of Aarhus University, article 32, subsection 5.

*Number of members, constitution of the committee, etc.*

**Article 1.** The PhD committee consists of 12 members, 6 members elected by and among members of the academic staff and 6 members elected by and among the PhD students.

(2) When determining the number of members and any divisions into areas of representation, the subject scope of the graduate school is taken into account.

(3) The PhD committee can invite non-members to participate in the committee meetings as observers to such an extent as circumstances may require. Observers have the right to talk, but not to vote.

**Article 2.** The PhD committee members for the scientific staff are elected for a period of three years. The PhD committee members for the PhD students are elected for a period of one year.

(2) No later than one week before new members commence their position, the PhD committee holds a statutory meeting. The retiring chairman calls the meeting. At the meeting, the retiring chairman provides information on the PhD committee's work, and the PhD committee schedules its future meetings.

(3) At the statutory meeting, the PhD committee recommends a chairman and possibly a vice-chairman to the Dean. The chairman and any vice-chairmen are appointed by the Dean for a period of one year.

*Tasks*

**Article 3.** The PhD committee has the following tasks:

- 1) Recommending a chairperson from among the academic staff on the PhD committee and perhaps a deputy chairperson from among the students on the PhD committee. Recommendations must be submitted to the dean, who will make a decision based on the authority of the rector.
- 2) Making recommendations to the rector regarding the composition of assessment committees.
- 3) Approving PhD courses.
- 4) Drawing up proposals for internal guidelines for the graduate school, including PhD guidelines, for the head of the graduate school.
- 5) Making statements on the evaluation of PhD programmes and supervision, including international evaluations of graduate schools, for the head of the graduate school.
- 6) Approving applications for credits, including advance credits, and for exemptions.

- 7) Making statements about all issues of importance for the PhD programme and PhD supervision which the rector presents.
- 8) Other tasks pursuant to the university's by-laws.

#### *Committees*

**Article 4.** The PhD committee can appoint advisory committees. However, these cannot be conferred independent jurisdiction.

#### *Ordinary and extraordinary meetings, processing in writing*

**Article 5.** The committee exercises its activities through meetings, however cf. article 7. Ordinary meetings will normally be held 3-4 times a year at the university, although not during the period 1 July – 15 August.

(2) No later than four working days before each ordinary meeting, the chairman sends out either an agenda or a cancellation of the meeting to all members. The vice-chairman, if there is any, takes part in planning the PhD committee's work, including preparing items for the agenda. The agenda or the cancellation must be made public at the university's website or any such place. Supplementary agenda with supplementary items may be sent out no later than 2 days before the meeting.

(3) A member can suggest items to the agenda by way of a written request. This must be done no later than one week before an ordinary meeting. The chairman lists the item(s) on the agenda for the meeting in question.

(4) The chairman must make certain that all members receive the necessary information in order for them to assess any given cases. If the information has not been sent out along with the agenda for the ordinary meeting, it must be made available for reading no later than 3 working days before the meeting, if possible.

**Article 6.** Extraordinary meetings are held whenever the chairman deems it necessary. Furthermore, if one third of the PhD committee members suggest it, an extraordinary meeting must take place. The meeting must be held no later than one week following the request.

(2) The extraordinary meeting must be called with at least 24 hours' warning. It should include items of the agenda and all information necessary to assess the cases.

**Article 7.** If all members agree to it, routine cases can be processed in writing and thus no meeting be held. If this be the case, a suggestion for decision-making and all necessary information to assess the cases must be sent out. The members must acknowledge whether they agree to this procedure, and if confirmation is given, they must also acknowledge whether they can agree to the suggestion for decision. If a member cannot accept that the case be processed in writing, the case must be processed as an item on the agenda at the next PhD committee meeting.

#### *Public meetings*

**Article 8.** The PhD committee's meetings are open to the public. However, if it is deemed necessary, the PhD committee may decide to close the doors to the public when specific items on the agenda are processed.

(2) If the PhD committee finds that a given meeting is being disturbed, the committee can ban one or several people among the public from the meeting. If necessary the rest of the meeting can be held behind closed doors.

(3) The doors must be closed when the PhD committee is processing cases in which it is necessary to withhold information for the sake of public or private interests. Thus, among other things the following must be processed behind closed doors:

- 1) Composition of assessment committees.
- 2) Applications concerning merits and exemptions with regard to people mentioned by name.

- 3) Cases in which the committee is expected to take a stand or where the committee is informed of individual people's personal or financial matters.
- (4) The question whether a case should be processed behind closed doors must be dealt with behind closed doors if the chairman or a majority of committee members so decides.
- (5) The PhD committee may allow observers to attend the processing of cases behind closed doors.
- (6) In cases which in pursuance of subsection 3 are processed behind closed doors, members and observers are under secrecy.

*Quorate, the chair and the processing of cases*

- Article 9.** The PhD committee is quorate when at least half of the statutory members are present.
- (2) The chairman presides over the PhD committee meetings. The chairman makes decisions in all questions relating to conducting the meetings.
  - (3) During the meetings, cases are processed in the same order as listed on the agenda.
  - (4) The PhD committee can decide to list new items on the agenda, and it can decide to deviate from the already established order in which the cases should be processed.
  - (5) Decisions in cases, which have not been processed as separate items on the agenda sent out before an ordinary meeting, can only be made if no committee member present at the meeting objects to it.
  - (6) Decisions in cases, which have not been processed as separate items on the agenda sent out before an extraordinary meeting, can only be made if all committee members are present and no member objects to it.

**Article 10.** The PhD committee's decisions are based on a simple majority of votes.

*Compulsory attendance, disqualification and invitation of substitutes*

- Article 11.** The members are subject to compulsory attendance with regard to the committee meetings.
- (2) Members who are unable to participate in a meeting must inform the chairman hereof before the meeting. Absent members must be listed in the resolution minutes.
  - (3) Members can only vote at the PhD committee meetings if they are present, however cf. article 7.

- Article 12.** If there is reason to believe that a member of the PhD committee is disqualified, he or she must inform the chairman hereof. If possible the information must be given before the meeting.
- (2) In cases of doubt the PhD committee decides whether the member must participate in processing the case in question. If the member cannot participate and a substitute has been elected, the chairman will invite said member's substitute to participate in processing the case.

- Article 13.** If a member is absent due to illness, travelling or any such matter for a period of more than two months and therefore unable to participate in the committee's work, the chairman will invite said member's substitute to participate in the meetings during the period. The chairman will decide whether the conditions for inviting the substitute are fulfilled. The decisions concerning substitutes' participation must be communicated to the election bureau (in Danish: valgsekretariatet).
- (2) If a member is no longer eligible, he or she must withdraw from the PhD committee. If a member is on leave, Rector (through the election bureau) can decide - on the recommendation of the PhD committee - that said member only withdraws from the committee during the leave of absence.

**Article 14.** In case of vacancy in the PhD committee, and if there has not been elected or appointed enough substitutes to have a plenary PhD committee, the committee will submit a recommendation to Rector (through the election bureau) stating whether the empty seat(s) must be filled at a by-election or whether it can wait till the next ordinary election.

**Article 15.** The PhD committee's decisions are recorded in the resolution minutes. If possible the minutes must be sent out no later than two weeks following the meeting. The minutes must either be sent to the committee for approval or be submitted for approval at the next meeting. All members are entitled to have a minority viewpoint recorded in the minutes.

(2) The chairman executes the PhD committee's decisions.

(3) Approved minutes from the PhD committee meetings are published on the University's website as long as the decisions are not subject to secrecy. The minutes are sent to the Dean and the Head of PhD school as well as Heads of Department and Directors of Study if relevant.

(4) The chairman of the PhD committee is responsible for making certain that the PhD committee circulates information concerning its work.

**Article 16.** Questions concerning the understanding of the Rules of Procedure are decided by the PhD committee.

(2) However, questions concerning the Standard Rules of Procedure or concerning the Rules of Procedures' concordance with the Standard Rules of Procedure must be submitted to Rector.

*Changes to the Rules of Procedure and the Standard Rules of Procedure*

**Article 17.** These rules come into force on 1 May 2013. The Rules of Procedure can be subject to change through ordinary majority decision in the PhD committee, if the proposed amendment has been sent out at least two weeks before the meeting where the item will be on the agenda.

(2) Changes to the Standard Rules of Procedure for PhD Committees laid down by Rector will also change the present Rules of Procedure.

(3) In very special cases and within the framework of the Rules, Rector can make exemptions to the decisions of the present Rules of Procedure.