AUGUST 2026

Education Development and Quality Assurance

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Standard rule of procedure for Study Board for the MSc in Social Data Science at the University of Copenhagen

These rules of procedure is established in accordance with the Standard Rules of Procedure for Study Boards at the University of Copenhagen, cf. section 56 (2) of the Statutes of the University of Copenhagen.

§ 1. The Study Board Study Board for the MSc in Social Data Science performs its duties delegated under the Danish University Act (Universitetsloven) and the Statutes of the University of Copenhagen.

Number of members, inaugural meeting, etc.

§ 2. The Study Board has 10 members. The Study Board has an equal number of representatives of academic staff and students, who are elected by and from among, respectively, the academic staff and students as per the rules laid down in the University's election statutes.

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

§ 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, the Study Board holds an inaugural meeting. The outgoing chair convenes the inaugural meeting. At the

meeting, the outgoing chair briefs the Study Board on the work, and the Study Board draws up a meeting schedule.

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

(4) After the election of new student representatives, the Study Board elects a deputy chair from among the elected students. The deputy chair participates in the organisation of the Study Board's work as far as possible.

(5) The election of the chair is supervised by the outgoing chair or, in their absence, a person appointed from the administration. As soon as elected, the new chair assumes the meeting chair, and a deputy chair and an alternate chair 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 chair as head of studies. Heads of studies are appointed by the Dean for a term of three years. However, the Study Board may recommend to the Dean that a head of studies may be removed during their term of office. The Dean may decide that the Study Board must nominate 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 teaching as well as tests and other forms of assessment forming part of exams. The head of studies' duties are delegated by the Rector and Dean.

(8) The Dean must approve the elected chair, deputy chair and possibly alternate chair.

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 authorises the following to make decisions in cases that are non-controversial and routine matters, and where there is an established practice in the area, cf. the Study Board's delegation document:

- A credit transfer and exemption committee established by the Study Board
- The administration
- The chair of the Study Board

(3) A sub-committee set up by the Study Board pursuant to (2) above 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. However, the Study Board may decide to hold a meeting online, see also (2) below. If all members agree, routine cases may be decided through written transaction.

(2) The meetings of the Study Board are public. Everyone can, without the right to speak, attend the public meetings of the Study Board. If a member of the audience disrupts the proceedings, the chairperson may exclude the person concerned or, if necessary, all members of the general public from the meeting.

(3) However, the Study Board may decide to meet in camera during the transaction of individual items on the agenda if this is 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, e.g. protection of sensitive personal data. This includes the following types of cases:

1. Dispensations

2. Cases submitted for an opinion or for information and which concern the personal or financial affairs of individuals.

The Rector or a representative appointed by the Rector is entitled to attend in camera sessions.

(4) Whether a case must be considered in camera must be discussed in camera beforehand if so decided by the chair. This decision cannot be put to a vote.

(5) The participants have a duty of confidentiality in cases considered in camera under (2) above.

§ 6. The Study Board must meet 4 times a year.

(2) In addition to ordinary meetings, the chair may convene extraordinary meetings when deemed necessary.

(3) The chair 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 that case, the meeting must be held within 14 days of the chair 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 chair has a duty to attempt to hold the meeting before the deadline has expired.

§ 7. Members who are unable to attend a Study Board meeting must notify the chair in advance. Members are responsible for convening their respective substitute member, if applicable, see section 14.

§ 8. The chair digitally distributes 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 digitally to each individual member of the Study Board.

(3) The individual members of the Study Board may demand that specific items must be included on the agenda. Items on the agenda for ordinary meetings and accompanying material must be submitted to the chair at least eight days before the meeting. However, this time limit may be deviated from if no one objects.

(4) The chair ensures that the relevant material for the meeting is distributed digitally together with the agenda to the extent that this is regarded as necessary to inform the members in advance.

(5) Items may be added to the agenda at the meeting itself if all members or their substitutes are present and no one objects, cf. however, section 12 (5).

Conduct of meetings and process of cases

§ 9. The chair conducts the meeting. The chair decides all procedural matters regarding meeting proceedings and discussions. The chair formulates the proposals to be voted on and determines the voting procedure. However, a member may demand that a proposal presented and formulated by the member be put to the vote.

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

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

(4) All proposals submitted during the proceedings must be addressed to the chair. A vote must be held on whether the consideration of a particular item is to be concluded if the chair finds this to be warranted or if requested by two members. In connection with procedural matters, the chair may decide that the consideration of the matter in question has been concluded after the presentation of arguments for and against the procedural matter. Procedural matters are then put to the vote, if necessary.

(5) In the chair's absence, the deputy chair conducts the meeting unless a substitute has been elected, see section 3 (3).

§ 10. Cases are considered in the order the chair decides, and the order of the items on the agenda may thus be deviated from. However, the Study Board decides the order in which the cases will be considered if at least two members request a vote to this effect.

(2) At the beginning of a 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 to be decided in written transaction, including digitally, must be sent by the chair 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 chair will see to it that the case is put on the agenda for the next meeting.

Holding of meetings

§ 12. At the start of the meeting, the chair ascertains whether the meeting has been convened subject to the lawful notice.

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

(3) Decisions can only be made in cases listed as independent items on the agenda.

(4) 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.

(5) A decision may be made in cases as mentioned in subsection (4) even if all members or their alternates are not present, if the absent members are heard immediately after the meeting and approve that the Study Board has made a decision in the case without it being included as an independent item on the agenda.

Voting procedure

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

(2) In cases where the chair regards the outcome of a vote as a foregone conclusion, the chair may declare that the item in question has been decided by noting the chair’s view of the outcome. If no member then demands a vote, the chair 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 in the applicable rules.

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

(5) In the absence of the chair, the vote of any substitute chair shall be decisive in the event of a tie.

(6) In the absence of the chair, and if no substitute chair has been elected, the vote of the deputy person shall not be decisive in the event of a tie.

Members' participation in discussions 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 their eligibility, the member will withdraw from the Study Board and be replaced by their substitute for the remaining term of office.

(3) If an elected member is granted a leave of absence during their 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 the member is to withdraw from the Study Board during the period of leave or for the remainder of their 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 chair of the Study Board. The Study Board nominates eligible individuals for an appointment. The Rector chooses whether to appoint the nominated individual(s) or call a by-election.

§ 15. Members of the Study Board are excluded from participating in discussions and votes in cases in which

- they have a personal or financial interest or
- there are circumstances likely to cause doubt concerning such a member's impartiality or
- their spouse, relatives in the ascending or descending line or other close relatives have a special personal or financial interest in the outcome of the case.

(2) Subsection 1 applies to all cases before the Study Board.

(3) However, it is not a matter of disqualification if, as a consequence of the nature or strength of the interest/relation, the nature of the case or the relevant person's functions in connection with the processing, it is deemed that there is no risk of the decision in the case being affected by irrelevant considerations.

(4) A member has a duty to inform the Study Board of any circumstances that give rise to disqualification or may give rise to uncertainty about this. Members must, as far as possible, notify the chair 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 while considering the matter and whether the substitute should be called in. Members may not participate in the consideration and subsequent decision of whether they are disqualified due to a conflict of interest.

Minutes and processing of the cases considered

§ 16. The Study Board's decisions are recorded in resolution minutes. The minutes must be forwarded digitally as soon as possible and submitted for approval 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 chair 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 laid down.

Language

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

Questions about understanding the rules of procedure

§ 18. Each member is obliged to comply with the chair's decision regarding the understanding of the provisions of the rules of procedure. The chair's decision must be put to the vote if two members so request. Questions regarding the understanding of the standard rules of procedure must be submitted to the Rector's Office 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 pass amendments to its rules of procedure by a simple majority of votes.

(3) The Rules of Procedure of the Study Board are submitted to the Dean for information.

These Standard Rules of Procedure for Study Board for the MSc in Social Data Science at the University of Copenhagen are approved by the Study Board 8 October 2026 enter into force 1 November 2026.