

Statutes for the University of Copenhagen

Pursuant to section 13(1) of Consolidation Act no. 261 of 18 March 2015 on Danish universities (the Danish University Act), the following is established:

Part 1.

1. The University of Copenhagen is a state-financed, self-governing institution operating within the public administration under the supervision of the Minister for Higher Education and Science.
2. The University of Copenhagen has its registered office and venue in Copenhagen.
3. The objects of the University are to conduct basic research and other research and to offer research-based education at the highest international level within its various educational disciplines. The University shall ensure a balanced relationship between research and education, on a regular basis strategically select, prioritise and develop its research and educational academic disciplines, and disseminate knowledge of academic methods and results.
 - (2) The University shall work to protect its academic freedom and that of the individual researcher and to secure scientific standards and ethics of the highest quality.
 - (3) The University shall interact with the surrounding society and contribute to the development of international collaboration. Its results within research and education as well as knowledge dissemination shall contribute to enhancing growth, welfare and development, and the University shall encourage its employees to contribute to the public debate.
 - (4) On the basis of its research, the University may provide public sector services by agreement with the relevant minister.
4. Lectures and oral examinations at the University of Copenhagen are public, subject to the limitations determined by the University.
5. The University of Copenhagen is organised as a multi-faculty university.

Part 2. The Board

6. The Board is the highest authority of the University.
7. The Board has 11 members: Six external members, two members elected by and from amongst the University's academic staff, including PhD students employed, one member elected by and from amongst the technical and administrative staff and two members elected by and from amongst the University's students.
 - (2) The composition of the Board shall reflect the University's overall tasks. The members of the Board shall jointly contribute to enhancing the University's strategic activities, using their experience in and knowledge of education, research, knowledge dissemination, knowledge sharing and public sector services, cf. Statute 3(4).
 - (3) External Board members shall retire from the Board not later than in the year in which they reach the age of 70.
8. External Board members are appointed by the Board based on their qualifications rather than on their roles as representatives of particular interests, organisations or sectors. Furthermore, external Board members shall have experience in management, organisation and finance, including assessment of budgets and financial statements.
 - (2) External Board members may not be enrolled as students at the University of Copenhagen or be employed with the University.

9. External Board members are appointed by the Board on the basis of a reasoned recommendation from a nomination committee.

(2) The nomination committee consists of the Chairperson of the Board or a person authorised by the Chairperson of the Board as chair, one member of the Board appointed by the Board, one representative of the academic staff, one representative of the technical and administrative staff, one representative of the students, one representative of the University management and two external employer representatives.

(3) The representative of the academic staff is appointed by the University's Academic Councils. The representative of the technical and administrative staff is appointed by the employee representatives of the General Collaboration Committee. The representative of the students is appointed by the organisation(s) with representatives elected as members of the Board. The representative of the University management is appointed by the deans. The two external employers' representatives are appointed by the Board. Apart from the Chairperson of the Board or a person authorised by the Chairperson of the Board and a member of the Board appointed by the Board, cf. (2), members of the Board may not serve on the nomination committee.

(4) The nomination committee makes its reasoned recommendation on the basis of a process and profile specification defined by the Board and obtains nominees for external members from the University, the Board, employer panels and the nomination committee.

10. The representatives of the employees shall have the University of Copenhagen as their main workplace, which means that the majority of their working hours shall lie with the University.

11. For the members of the Board, the term of office is four years. Student members, however, serve for a term of two years.

(2) External members of the Board are eligible for reappointment for one further term.

(3) Internal members may serve on the Board for a maximum of eight years. Student members, however, may serve for a maximum of four years.

12. A member of the Board not capable of adequately serving on the Board due to illness or for other reasons shall retire from the Board. In so far as external Board members are concerned, the Board ensures that board positions are refilled for a term of four years or for the remaining part of the term, pursuant to Statutes 8 and 9. In so far as internal Board members are concerned, the relevant alternate replaces the retiring member for the remaining term.

13. The Board elects a chairperson and his/her alternate from amongst the external members.

(2) Together with a member of the Board, the Chairperson of the Board is responsible for any matters involving real property.

14. Board meetings are public. Matters comprised by statutory provisions on confidentiality in public administration, all matters concerning individuals and matters involving information on contract negotiations with private sector business partners or similar negotiations with public sector business partners shall, however, be considered behind closed doors. Matters may also be considered behind closed doors if dictated by the nature of the matter or circumstances in general.

(2) Agendas, minutes and other meeting documents of the Board shall be made public, subject to applicable rules of law.

(3) Matters comprised by statutory provisions on confidentiality in public administration may not be disclosed. Documents or information forming part of a matter subject to confidentiality shall, however, be made public in compliance with (1) if the individual document or the individual piece of information is not subject to confidentiality.

(4) Matters concerning individuals and matters involving information on contract negotiations with private sector business partners or similar negotiations with public sector business partners may be exempted from the

requirement that the meeting documents of the Board shall be made public if dictated by the nature of the matter or circumstances in general. Documents or information forming part of a matter comprised by the first sentence shall, however, be made public in compliance with (1), unless such publication would be fundamentally contrary to the prerequisites which a lack of publication would dictate according to the first sentence.

(5) Matters, including documents and information relating thereto, considered behind closed doors, cf. (1), third sentence, may be exempted from the requirement that the meeting documents of the Board shall be made public if dictated by the nature of the matter or circumstances in general.

15. The Board shall safeguard the interests of the University as an education and research institution on behalf of society at large and shall lay down guidelines for its organisation, long-term activities and development.

16. The Board's tasks include inter alia:

1. The Board is responsible for the management of the University funds.
2. Upon the recommendation of Rector, the Board approves the University's budget, including the distribution of overall resources and the principles for the application of the resources, and signs the annual report.
3. The Board concludes a development contract with the minister.
4. The Board may delegate to Rector to conclude agreements for public sector services by agreement with the relevant minister, cf. Statute 3(4).
5. The Board may delegate to Rector to conclude agreements for study programmes offered with the relevant minister in accordance with rules laid down by this minister, cf. section 7 of the Danish University Act.
6. The Board lays down guidelines for the organisation of the University.
7. The Board ensures that employees and students are involved in and participate in important resolutions.
8. The Board employs a student ambassador and lays down rules of procedure for the work of the student ambassador.

(2) The Board lays down rules of procedure for the performance of its duties.

17. The Board appoints and dismisses Rector and, upon the recommendation of Rector, appoints and dismisses the University's Prorector(s) and the University Director.

(2) The Board defines the framework for Rector's day-to-day management of the University in the Instructions to Rector.

18. The Board is responsible to the minister for the activities of the University, including the management of the overall resources of the University.

19. The Board may take out a customary liability insurance for board members.

Part 3. Management

Rector

20. Rector undertakes the day-to-day management of the University within the framework laid down in the Danish University Act and by the Board. The other members of management perform their duties upon authorisation from Rector.

21. Rector is recruited on the basis of an external job posting according to the rules governing central government job postings. Generally, the appointment shall be based on the rules of limited tenure.

(2) Rector shall be a recognised researcher within one of the University's disciplines and have insight into the educational sector. Furthermore, Rector shall have experience in management and organisation of research environments and insight into the activities of the University and its interaction with the surrounding society.

(3) The recruitment procedure shall ensure that Rector holds the required academic and managerial legitimacy. With this in mind, the Board makes a decision on the appointment for the position as Rector.

(4) The recruitment procedure may be performed by the whole Board, or the Board may from amongst its number set up a nomination committee to prepare job postings, select candidates for interviews, conduct job interviews and present a reasoned list of priority to the Board.

(5) A nomination committee consists of the Chairperson of the Board or a person authorised by the Chairperson of the Board as chair and representatives of the external and internal members of the Board.

(6) The decision on appointment shall be made by the Board.

22. Rector signs for the University, however, not in matters involving real property transactions, and makes decisions in all matters that are not the responsibility of the Board, the Academic Councils, the study boards or the PhD committees according to the Danish University Act, these Statutes or the Instructions for Rector.

(2) Rector submits the budget to the Board for approval and signs the annual report.

(3) Rector defines rules on disciplinary measures towards the students.

(4) Rector defines detailed guidelines for documentation systems for evaluations and follow-up on these. Rector defines and delegates the responsibility for the student and career guidance office.

(5) Rector or a person authorised by Rector shall approve all external collaboration agreements that are binding on the University, cf. however, Statute 16(l)(iv) and (v).

(6) Rector draws up standard rules of procedure to be used by the Academic Councils, study boards, PhD committees and department councils.

(7) Rector sets up a Practice Committee for promoting good scientific practice at the University and dealing with related issues. Rector lays down detailed rules concerning the committee.

23. Rector appoints and dismisses deans.

(2) Rector appoints a deputy Rector from amongst the University's academic management who is authorised to assume Rector's responsibilities in his/her absence.

24. Within the framework of the Danish University Act, Rector delegates tasks to deans, heads of department and heads of studies to the extent this is deemed expedient.

Prorector(s)

25. Generally, Prorectors are appointed on the basis of the rules of limited tenure.

(2) A prorector shall be a recognised researcher within one of the University's disciplines and shall have insight into the university sector and the educational sector.

26. The tasks to be undertaken by a prorector are defined by the Board upon the recommendation of Rector.

27. In connection with the recruitment of a prorector, Rector sets up a nomination committee, whilst ensuring that representatives of the academic staff, the technical and administrative staff and the students are involved in the advisory service as described in the employment policy for managers.

University director

28. The tasks to be undertaken by the University Director are defined by the Board upon the recommendation of Rector.

Part 4. Academic Councils

29. An Academic Council is set up for each faculty to ensure that students and academic staff are involved in and participate in matters of academic nature. Rector sets up academic councils upon the recommendation of the dean regarding size and composition of the council.

30. An Academic Council consists of the dean and not less than six representatives elected by students and academic staff, including PhD students employed by the University, at a 1:2 ratio, respectively. The Academic Council elects a chairperson from amongst its members.

(2) In addition to the members stated under (1), two or more representatives are elected by and from amongst the technical and administrative staff to participate in meetings as observers.

31. The tasks to be undertaken by the Academic Councils are stipulated in section 15(2) and (3) of the Danish University Act.

(2) The Academic Councils shall draw up rules of procedure on the basis of the standard rules of procedure, cf. Statute 22(6).

(3) Each Academic Council submits an annual report to Rector on the work of the council.

Part 5. Employer panels

32. One or more employer panels of external members shall be set up for each faculty. Rector sets up the employer panels upon the recommendation of the dean regarding size and composition of the panels.

(2) Collectively, the members shall have experience in and insight into the field of education and the areas of employment that the programmes offered at the University give access to.

(3) The University ensures a dialogue with the employer panel on the quality of the programmes and the relevance thereof to society at large and involves the employer panel in the development of new and existing programmes and new forms of teaching and examination. The employer panel may deliver an opinion and submit proposals to the University regarding all issues relating to the field of education. The employer panel shall deliver an opinion on all issues presented by the University to the employer panel.

Part 6. Deans

33. Generally, deans are appointed on the basis of the rules of limited tenure.

(2) A dean shall be a recognised researcher and have experience in and insight into education, management and the interaction of universities with the surrounding society.

34. In connection with the appointment of a dean, Rector sets up a nomination committee, whilst ensuring that representatives of the academic staff, the technical and administrative staff and the students are involved in the advisory service as described in the employment policy for managers.

35. The dean manages the faculty upon authorisation from Rector, ensures coherence between research and education as well as public sector services and is responsible for the quality of education and teaching as well as public sector services and cross-disciplinary quality development of the faculty's education, research and public sector services.

(2) By agreement with Rector, the dean may appoint and dismiss associate deans who undertake management tasks upon authorisation from the dean.

(3) The dean appoints and dismisses heads of department.

(4) Upon the recommendation of the Academic Council, the dean sets up expert committees to assess the applicants for academic positions at the faculty.

(5) The dean appoints academic staff according to the guidelines defined by Rector.

(6) Subject to the delegation of responsibilities by Rector, the dean sets up study boards and approves chairpersons and vice-chairpersons for the study boards.

(7) The dean appoints and dismisses heads of studies upon the recommendation of the study boards set up pursuant to Statute 48.

(8) The dean defines the areas of responsibility of the director of studies with reference to the study board structure.

(9) Subject to the delegation of responsibilities by Rector, the dean approves the curricula at the proposal by the study boards.

(10) The dean sets up a PhD committee. The dean appoints a chairperson and a vice-chairperson of the PhD committee upon the recommendation of the PhD committee.

(11) The dean appoints and dismisses the head of the PhD school.

(12) With the participation of the head of the PhD school, the dean shall initiate international assessments of the PhD school and follow up on assessments, including international assessments.

Part 7. Heads of Department

36. At the University of Copenhagen, research and teaching are usually undertaken at the departments.

(2) Each department is managed by a head of department upon authorisation from Rector and the relevant dean.

(3) At faculties with no division into departments, the dean is responsible for the tasks of the head of department.

37. Generally, heads of department are appointed on the basis of the rules of limited tenure.

(2) Heads of department shall be recognised researchers and have management and teaching experience.

38. In connection with the appointment of heads of department, the dean sets up a nomination committee, whilst ensuring that representatives of the academic staff, the technical and administrative staff and the students are involved in the advisory service as described in the employment policy for managers.

39. The head of department is responsible for the day-to-day management of the department, including planning and distribution of tasks. The head of department may instruct employees to solve particular tasks. The academic staff has freedom of research and may freely conduct research within the University's research strategy framework during times when they are not undertaking tasks. The University's research strategy framework comprises the entire University profile. The University may not instruct academic employees – during longer periods of time – to undertake tasks in their entire working time to the extent that they are deprived of their academic freedom.

40. By agreement with the dean, the head of department may appoint and dismiss deputy heads of department and heads of research who undertake management tasks upon authorisation from the head of department.

41. The head of department shall set up an organisation to undertake the overall tasks of the department and a department council to ensure the involvement and participation of the academic staff, including PhD students employed, the technical and administrative staff and the students in respect of department matters concerning education and research.

(2) The dean approves the size and composition of the department council upon recommendation of the head of department to ensure that academic staff, including PhD students employed, technical and administrative staff and the students are represented on the department council.

(3) The head of department is the chairperson of the department council which shall have an additional 6-12 representatives appointed by the academic staff, including PhD students employed, the technical and administrative staff and the students, respectively. The dean may, however, in particular cases upon recommendation of the head of department determine that the number of members represented on the department council should be increased.

(4) The department council shall draw up rules of procedure on the basis of the standard rules of procedure, cf. Statute 22(6).

(5) At least once a year, the head of department invites staff and students to participate in a meeting to discuss department matters.

Part 8. Heads of Studies

42. Heads of studies shall have the University of Copenhagen as their main workplace, which means that the majority of their working hours shall lie with the University.

43. The tasks of the head of studies are stipulated in section 18(5) of the Danish University Act.

44. The head of studies shall undertake his/her tasks upon authorisation from the dean.

Part 9. Heads of PhD schools

45. For each faculty, a PhD school is set up to be in charge of the PhD programmes.

46. Each PhD school is managed by a head of PhD school upon authorisation from the dean.

(2) The head of PhD school shall be a recognised researcher with experience in and insight into PhD programmes.

(3) In connection with the appointment of the head of PhD school, the dean shall set up a nomination committee, whilst ensuring that representatives of the academic staff, the technical and administrative staff and the students are involved in the advisory service as described in the employment policy for managers.

(4) The head of PhD school shall have the University of Copenhagen as his/her main workplace, which means that the majority of his/her working hours shall lie with the University.

47. The head of PhD school appoints PhD supervisors in accordance with the rules laid down by Rector, approves PhD students upon recommendation of representatives of the academic staff on the PhD committee, is responsible for the planning of the PhD school programmes, involving the PhD committee, including work and study abroad, is responsible for the regular assessments of the school activities, involving the PhD committee, and recommends follow-up on such assessments to the dean.

Part 10. Study boards

48. The dean sets up study boards to ensure that the students and the academic staff are involved in and participate in education and teaching. The study boards are set up in accordance with the structure approved by Rector. Study boards may be set up for an individual programme, for part of a programme and jointly for several programmes.

(2) For the education Master of Public Health, Rector may decide that an education committee is to be set up instead of a study board in accordance with (1).

49. The dean determines the number of members on the individual study boards, however, not less than four and not more than ten members. The dean may, however, in particular cases determine that the number of members represented on the study boards should be increased. Each study board consists of an equal number of representatives of the academic staff and the students who are elected by and from amongst the academic staff and the students, respectively. The composition of the study boards shall, to the extent possible, reflect the programmes for which the board has been set up.

50. The tasks of the study board are stipulated in section 18(4) of the Danish University Act.

(2) The study board shall draw up rules of procedure on the basis of the standard rules of procedure, cf. Statute 22(6).

51. The study board elects from amongst the academic staff on the study board a chairperson and from amongst the students a vice-chairperson. A director of studies who is not chairperson of the study board or a member of the study board shall participate in the meetings of the study board as an observer.

Part 11. PhD committees

52. The dean sets up a PhD committee to ensure the influence of the students and academic staff on the PhD programmes. The dean determines the number of members of the individual PhD committee, however, not less than four and not more than ten members. The dean may, however, in particular cases determine that the number of members represented on the PhD committee should be increased. Each PhD committee consists of an equal number of representatives of the academic staff and the students who are elected by and from amongst the academic staff and the students, respectively.

(2) The PhD committee recommends to the dean a chairperson from amongst the academic staff on the PhD committee and a vice-chairperson from amongst the students on the PhD committee.

53. The tasks of the PhD committee are stipulated in section 16(b)(2) of the Danish University Act.

54. The PhD committee shall draw up rules of procedure on the basis of the standard rules of procedure, cf. Statute 22(6).

Part 12. Elections

55. Rector draws up election statutes containing rules on the exercise of the right to vote and on the holding of elections to the Board and the councils, boards and committees set out in these Statutes. Provisions on alternates and the election of these are set out in the election statutes, cf. however, section 12, third sentence. The election statutes are approved by the Board.

Part 13. External collaborations, integration of external units and special units at the University

56. Rector may, upon authorisation from the Board, engage in collaboration with external units and draw up agreements on the integration of external units at the University.

57. The Board determines the detailed regulation of:

(i) collaborations or mergers established upon the approval of the ministry, cf. section 31 of the Danish University Act;

(ii) University units authorised by the ministry to be governed according to rules that deviate from the provisions of the Danish University Act.

58. The Nordic Institute of Asian Studies (NIAS) was integrated as an academically independent Nordic research institute of the University of Copenhagen on 1 January 2005.

(2) NIAS is regulated by independent statutes. The statutes shall be approved by the Board of the University of Copenhagen.

(3) The board of NIAS is responsible for the overall management of NIAS, including the establishment of general guidelines, approval of budget, financial statements, collaborations and contracts, etc. and recommendation of assessment committees.

(4) The day-to-day management of NIAS is undertaken by a director appointed by Rector upon the recommendation of the board of NIAS.

59. The Department of Food and Resource Economics (abbreviated IFRO) was set up (at that time as The Institute of Food Economics, FOI) on 1 January 2004.

(2) IFRO is regulated by independent statutes. The statutes and any subsequent amendments thereto shall be approved by the Board of the University of Copenhagen and by the board of IFRO following the consultation of the relevant ministries.

(3) The board of IFRO provides advice to the day-to-day management on the strategy and long-term activities and development of the department and considers and recommends the approval of budgets, financial statements and annual report. Furthermore, the board may set up advisory committees.

(4) The day-to-day management of IFRO is undertaken by a head of department upon authorisation from the dean of the Faculty of Science. The head of department is appointed by the dean upon the recommendation of an appointment committee consisting of representatives of the board of IFRO and the dean. The head of department appoints and dismisses the departmental staff in compliance with the authorisation. The head of department regularly informs the board of IFRO about the activities and organisation of the department.

(5) Decisions on amendments to this provision shall be approved by the Minister for Higher Education and Science after consultation with the ministries concerned.

60. The Danish Centre for Forest, Landscape and Planning (S&L) was set up on 1 January 2004 by the Ministry of Science, Technology and Development then in office, the Ministry of the Environment then in office, and the Ministry of Education then in office in accordance with section 31(1) of the Danish University Act through a

merger of the Research Centre for Forest and Landscape, the Institute for Economics, Forest and Landscape of The Royal Veterinary and Agricultural University (excl. the Economics and Learning Section), the Danish Forestry College, and the Danida School of Seeds of Forest Trees.

(2) S&L is regulated by independent statutes which shall be approved by the Board of the University of Copenhagen and by the centre board of S&L following the consultation of the relevant ministries.

(3) S&L has a centre board that provides advice to the head of centre and, subject to the delegation of responsibilities by the dean of the Faculty of Science, shall make decisions on the strategy, work programme, budget, financial statements and annual report within the framework of the University.

(4) The day-to-day management of S&L is undertaken by a head of centre upon authorisation from the dean of the Faculty of Science. The head of centre is appointed for four years at a time by the dean of the Faculty of Science.

Part 14. Finance and accounting

61. The University is comprised by the Danish State Accounting Act.

(2) The annual report and the financial statements are made in accordance with rules laid down by the minister.

62. The annual report of the University shall be audited by the auditor general in accordance with the Danish Act on Audit of the State Accounts, etc.

(2) The Board of the University engages a state-authorized public accountant as its internal auditor (institutional auditor) to be in charge of the tasks, etc. as agreed between the Minister for Higher Education and Science and the auditor general in accordance with section 9(1) of the Consolidating Act no. 101 of 19 January 2012 on the Danish Act on Audit of the State Accounts etc. and section 28(3) of the Danish University Act.

63. The financial year of the University shall be the fiscal year. At the end of the financial year, an annual report comprising income statement, balance sheet and asset account is prepared. The annual report shall be signed by the Board and by Rector.

Part 15. Amendments

64. The Board of the University of Copenhagen prepares the Statutes of the University and the amendments hereto to be approved by the Minister for Higher Education and Science.

Part 16. Date of commencement and transitional regulations

65. These Statutes are effective as from 1 June 2016.

Adopted by the Board on 8 December 2015.