



## AALBORG UNIVERSITET

### Strategy and Policy Study Service

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## Terms of reference for the Study Environment Council at Aalborg University

The Study Environment Council has been appointed by the Executive Management of Aalborg University. The Study Environment Council aims to ensure that Aalborg University's study programmes are based in an attractive study and learning environment which is supportive of problem-based and project-based learning. The Study Environment Council safeguards the interests of Aalborg University within the study environment area and aims to ensure the implementation of initiatives with the objective to strengthen the physical, psychological, aesthetic and digital study environment at institutional level.

### Members of the Study Environment Council

- The Pro-rector for Education
- A student representative from each faculty's Academic Council<sup>12</sup>
- The student representatives of the University Board
- A potential student representative from Copenhagen Campus<sup>3</sup>
- A potential student representative from Esbjerg Campus<sup>4</sup>
- One Pro-dean for Education
- One Head of Department<sup>5</sup>
- One Head of Studies
- One Chair of the Study Board
- The Chair of the Study Environment Group of AAU CPH
- The Director of Study Service (The Director is responsible for involving relevant managers from AAU Shared Service)
- The Area Manager of AAU Student Guidance in Study Service

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<sup>1</sup>The student representatives are appointed by and amongst the Academic Council's student representatives for a two-year period. Provided that a student leaves the Academic Council, for instance, if he or she is not re-elected, the council shall recommend a new representative.

<sup>2</sup> Two students from the Academic Council are appointed under the Faculty of Social Sciences and Humanities, who respectively represents the humanities and the social sciences.

<sup>3</sup> It is voluntary whether Copenhagen Campus provides a student representative. If a student participates, he or she is appointed by the Study Environment Group on Copenhagen Campus.

<sup>3</sup> It is voluntary whether campus Esbjerg provides a student representative. If a student participates, he or she is appointed by the Campus Council.

<sup>5</sup>The Head of Department representative is appointed by and amongst the circle of Heads of Department for a two-year period



- The Study Environment Coordinator from Campus Service (the Study Environment Coordinator is responsible for involving AAU IT Service when required)
- (The Educational Advisor of the Pro-rector attends all meetings as an observer)

The Pro-rector is Chair of the council, and the students in the council appoint a Deputy Chair amongst themselves.

### **Duties of the council**

- Ensure that Aalborg University complies with Danish legislation [note: 'Lov om elevers og studerendes undervisningsmiljø' [Act on students' educational environment (only available in Danish)]].
- Ensure the strategic, long-term development of the study environment. The Study Environment Council must be involved in strategic initiatives and decisions that affect the students and their learning environment.
- Identify issues and decide to launch initiatives for improvement of the physical, psychological, aesthetic and digital study environment in close dialogue with the students.
- Discuss and qualify strategic and cross-disciplinary initiatives within the study and learning environment that can support the students' academic progression and competence development.
- Discuss and qualify strategic and cross-disciplinary topics in the field of gender equality and diversity among students.
- Initiate student-run pilot and development projects within the study and learning environment.
- Oversee that the issues identified by the council are followed up on and resolved by relevant bodies.

The Study Environment Council continuously establishes working groups/task forces made up of council members as well as potential stakeholders and resource personnel; these groups are responsible for the preparation of drafts and presentations to be discussed and approved in the Study Environment Council.

### **Members' mandate and commitment**

The Study Environment Council is an advisory body to the Pro-rector for Education; by virtue of the authority delegated by the Rector (delegation of the Rector's authority within the area of education), and based on input and consultation with the council, the Pro-rector will make final decisions in cases processed by the council.

The other members of the council are obliged to provide technical and strategic advice, thereby enabling the Chair of the Study Environment Council to make decisions within the framework of these terms of reference. The members of the council and their superiors must, by means of declarations of delegation, function descriptions or other means, ensure that members have clear mandates. Furthermore, the council's agenda and tasks should be discussed in the entities represented by its members. Members are also obliged to contribute to the implementation of council decisions in the organisation.

Members representing boards, councils, groups or similar bodies shall contribute in proportion to the mandates they are given by virtue of their seats in these bodies.

The student representatives bring experience and knowledge as students at Aalborg University into the council's work and pass on information to fellow students.

### **Relation to the Executive Management and other university bodies**

The Chair is responsible for informing the Executive Management of the activities of the council.



At any time, the Chair (or the Rector) may put forward a case to the Executive Management before making a decision.

The council ranks alongside the Council for Quality Assurance and Development and the Strategic Council for Education.

The Strategic Council for Education, the Council for Quality Assurance and Development and the Study Environment Council engage in close cooperation and coordination. This cooperation and coordination is ensured by the Pro-rector for Education acting as Chair of all the above bodies. Additionally, the Pro-deans for Education and the Director of Study Service are members of the Council for Quality Assurance and Development. The Director of Study Service and one of the Pro-deans for Education too are members of the Study Environment Council.

Furthermore, the Chair is obligated to be attentive to whether topics discussed in the council are also discussed or relate to topics discussed in other bodies.

### **Meetings and minutes**

The Study Environment Council performs its activities at meetings. The Chair of the council chairs the meetings. In the absence of the Chair, the Deputy Chair will chair the meeting, but he/she will not undertake the decision-making authority of the Chair.

Meetings are held approximately six times a year.

Extraordinary meetings may be held when considered necessary by the Chair.

Strategy and Policy in Study Service calls the meetings and sends out the meeting agenda seven days prior to a meeting. In special circumstances, the Chair may call meetings in short notice.

Meeting minutes are approved via email after each meeting. Approved minutes must be filed in Aalborg University's electronic resource management system and published on the university's internal websites in Danish.

### **Administrative support**

Strategy and Policy in Study Service provides administrative support to the Study Environment Council.