



**Study Service
The Election Secretariat**
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Election Circular – AAU Elections 2023

The Election Committee hereby calls the General Elections regarding students and staff for the University Board, Academic Councils, PhD Committees, Department Councils and Study Boards at Aalborg University. The elections will be held on 27 November - 30 November 2023 and will be conducted electronically. Statements concerning the elections will be announced on the [election website](#). Further information regarding the election will be communicated by e-mail.

THE CALLED ELECTIONS

The called elections include the following coalitions and bodies with an election period as stated below:

Coalition	Description of the coalitions	Elections	Election period
1	Employees with at least halftime employment (18.5 hours per week) as academic or scientific staff, including employed PhD students	The University Board, Academic Councils, Department Councils and Study Boards	1 February 2024 – 31 January 2028
1	Employees with at least halftime employment (18.5 hours per week) as academic or scientific staff with a function as a main supervisor for a PhD student or as the head of a PhD programme related to the PhD Committee	PhD Committees	1 February 2024 – 31 January 2028
2	Employees with at least half-time employment (18.5 hours per week) as technical or administrative staff	The University Board and Department Councils	1 February 2024 – 31 January 2028
3	Full and part-time students enrolled in a complete degree programme at the university intending to obtain a higher education from AAU, including non-employed PhD students	Academic Councils, Department Councils, and Study Boards The University Board	1 February 2024 – 31 January 2025 1 February 2024 – 31 January 2026
4	Students enrolled in the university to a comprehensive education with the purpose to achieve a PhD degree.	PhD Committees	1 February 2024 – 31 January 2025

In addition to the above requirements, there are also some affiliation requirements for the various bodies, which must be met before you can get the right to vote for the body in question. These requirements are stated in [the election rules](#) Section 17.

ELECTORAL REGISTER FOR ELIGIBLE VOTERS

A right to vote is only granted within one coalition group, and it is not possible to exercise the right to vote at several parallel bodies (for example, several study boards). However, an exception is PhD students who can request for the same voting rights as students (coalition 3) by contacting the [Election Secretariat](#).

As of 9 October 2023 at 10.00 am you can check which bodies you have right to vote for by logging in to the election system. You access the election system via [the election website](#).

It is important that you check that you are listed on the electoral register and that you have been granted voting rights on the electoral register for the bodies that you belong to. If you wish to complain or believe that there are any errors, please contact the [Election Support](#). However, please note that you only have voting rights for a given body if you, according to the election rules, have a certain connection to the body.

According to the election rules, the right to vote (voting and eligibility) applies to persons who on the 1st of the month in which the election is called, and also at the time of the election falls under the coalition, meets the affiliation requirement, belongs to any area of representation and is not granted leave. However, it is possible to apply for eligibility even if you are on leave, if the lack of voting rights is solely due to leave at the time of the calling/holding of the election, and the leave has ended at the start of the election period. In addition, the Election Committee has decided that in the case of maternity and parental leave, the right to vote is generally granted upon request to the Election Secretariat

CANDIDATURE AND ELECTORAL PACTS

Registration for the election takes place via the online candidate registration in the election system. You will find information and guidance regarding candidate application at [the election website](#), where you have to choose access as either student, employee or PhD.

It is important that enough candidates are running so deputies also can be elected, in case of a vacant seat during the election period. If the number of candidates, who stand for election, does not exceed the number of available seats, or if only one list in order of priority is put up, the running candidates will be considered elected, and the vote will be canceled (electoral truce). The remaining seats will be vacant.

A list of candidates for the University Board must be signed by 10 supporters. This is done through the online candidate registration where supporters must confirm an invitation. You are not able to be accepted as a supporter on your own list.

The list of candidates may enter into electoral pacts if the candidate lists concern the same election, coalition, and area of representation. Forms may be obtained on [the election website](#) and must be approved by all candidates entering the electoral pact.

Please notice that the business language in most of the bodies is in Danish.

ELECTION RULES, TIME SCHEDULE, SUBMISSION OF LISTS AND COMPLAINTS, ETC.

The election rules are available [here](#).

In connection with the ordinary election 2023, the Election Committee has decided to partially suspend section 27, subsection 3 of the Election Rules. This means that only employees who specifically stand for the election to the University Board and all students and PhD students may not send e-mails via the university's mailing lists in connection with the election, unless this has been approved by the Election Committee.

The schedule for the election contains deadlines in connection with the election. Lists of candidates, electoral pacts, complaints, etc. must be submitted to the Election Secretariat at the specified times. It is important that the deadlines are met since the Election Committee only rarely and in very particular cases grants an exemption from the deadlines.



HOLDING THE ELECTION

Election dates, etc. are evident from the [time schedule](#).

The voting is carried out in secret and is conducted electronically. You can vote by logging into the [Election System](#) where you are presented to an overview of the elections and your voting rights. Log-on to the Election System is done via Aalborg University's Access Control, where access may be obtained by using the usual AAU username and password. If you want to be allowed to vote, it is important that you make sure that you have access to log in to the system well in advance of the voting days.

You can vote for a list or a candidate, or you can choose to vote blank.

DETERMINATION OF THE RESULTS

The Election Committee counts the votes at the time specified in the schedule. The count takes place at an open Election Committee meeting, and the result is made public immediately at the meeting and on the Election website as soon as possible thereafter.

Additional information can be found on the election website. If you have any questions, you are more than welcome to contact the Election Secretariat by e-mail valgsekretariatet@adm.aau.dk or by phone number 9940 7618 / 9940 7325 / 9940 7334.