

# **Code of practice for cooperation between the University and its students, including AAU student associations**

## **Policy for cooperation between the University and its students, including guidelines for how the University may support students and student associations in their efforts to organise academic and social events**

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### **Content**

#### **AAU invites to a democratic and open dialogue**

Having active and committed students is essential to Aalborg University; and this is fully in line with Aalborg University's learning approach. The democratic and open dialogue is supported by the opportunities available for students to be elected to the University's

governing bodies, such as the University Board, department councils, study boards and academic councils and to be appointed for ad hoc councils and committees.

Aalborg University supports the student associations in their participation in governing bodies; the University wishes to award its students associations for getting involved and supports student associations elected for governing bodies with a financial grant.

Aalborg University's management wishes for the cooperation between the University and the student associations affiliated with the University to be characterised by openness, commitment and close contact[1].

## **Students engage in creating a vibrant and attractive study environment**

The University expects that student associations engage in improving the conditions of students studying at AAU. Thus, the University wishes that the activities and events organised by student associations in general aim to promote a vibrant and attractive study environment. The study environment may include the social, political and academic environments of the University's degree programmes.

## **Student associations are private associations acting in close collaboration with the University**

Student associations are private associations and are therefore not internal AAU bodies. To some extent, however, the University may grant special privileges and support to student associations on account of its desire to support the study environment at AAU. However, when organising activities and events hosted on University premises, student associations and other groups of students are required to comply with this code of practice.

Student associations may be allowed access to facilities and resources (including AAU premises, equipment, communication platforms[2], AAU distribution channels, assistance from AAU staff, etc.), meetings with the rector and pro-rector or other levels of the AAU management and be involved and heard in University matters of relevance to the association.

## **Use of University premises and communication platforms**

When the University grants access to facilities and resources, these are expected to be used and administered in a responsible, ethical and lawful manner. Thus, it is essential that AAU premises, communication platforms and other such facilities are only used for their intended purposes and that all activities and events are carried out safely and in compliance with local regulations, such as AAU's emergency plan, fire and building regulations, etc.

The University determines which premises may be used for specific purposes, taking into account research activities, teaching activities and innovation activities. Campus Services is responsible for the administration involved in the use of university premises, including compliance with the University's fire and emergency regulations, the assessment of the need for additional cleaning services and security guards. Applications to use University

premises must be made through the application form available at the [Campus Services website](#).

### **External sponsorships and advertising**

Since student associations have limited access to funds, the University is sympathetic to associations seeking external funding opportunities for activities and events through sponsorships, advertising etc.

### **Entering into agreements with the University**

All activities and events carried out in cooperation with the University (which includes the use of AAU facilities and resources) require prior agreement with the University. This applies to activities carried out at any of the three AAU campuses or in any other AAU location. Campus Services is responsible for the administration involved in entering into any agreements with the University that include the use of the University's premises, cleaning services or facility support. Agreements on financial support or the use of any other resources must be made with the unit with which the students involved in the activity are affiliated.

The following criteria are included in the University's assessment of whether an activity may receive support from the University or use University premises or other University resources:

- Does the activity promote education, research or innovation?
- Does the activity promote contact between students and the business community and enhance their opportunities to find employment during or after their studies?
- Does the activity improve the study environment?
- Is the activity and its implementation compatible with Danish democratic values?
- Is the activity and its implementation compatible with the consideration of the University's reputation?
- Can the activity be carried out safely?
- Can the activity contribute positively to branding the University?

### **Opportunities available for involving the University in career-enhancing activities**

AAU engages in research, teaching and knowledge collaboration at the highest level. The University has a long-standing tradition of close collaboration with companies, organisations and public institutions. Safeguarding this mutual collaboration is of utmost importance to Aalborg University and embedded in its core values. Specific AAU units are therefore engaged in handling the University's communication with external business partners. AAU Innovation and Study Services in particular enter into agreements with companies, organisations and associations on career activities aimed at students (project collaboration, employability skills, company presentations, etc.)

When student associations organise career activities or events in cooperation with external business partners, they must give advance notice of this to AAU Innovation and AAU Career. This must be done in order to ensure that the University is able to coordinate the

communication between the University, its students associations and external business partners. AAU Innovation and AAU Career can be contacted at [aauintnovation@adm.aau.dk](mailto:aauintnovation@adm.aau.dk) and [karriere@aau.dk](mailto:karriere@aau.dk).

## **The use of the University's logo and brands**

There must be no ambiguity in how external companies and business partners experience their collaboration with AAU. It must be made clear to recipients whether they communicate with AAU or with a private association.

Therefore, it is essential that student associations and students always present themselves as members of their private student associations and not make use of the University's logo or any of its other brands in that capacity.

[1] Student associations affiliated with the University refer to associations whose members have been candidates for the most recent elections of the University's governing bodies or associations/groups of students whose members are current or former AAU students.

[2] Communication platforms made available to student associations free of charge include websites under the AAU domain, postal addresses, telephones and access to notice boards and info screens.

## **Origin, background and history**

Aalborg University has prepared a code of practice for cooperation between the University and its students, including AAU student associations. The code of practice sets out a number of criteria included in the University's assessment of whether an activity may receive support from the University or use University premises or other University resources.

Campus Services is responsible for the administration involved in approving agreements that include the use of the University's premises, cleaning services or facility support. When students wish to use the University's premises, they must submit their enquiry through a digital application form. Other agreements on support offered to students must be made with the unit with which the students involved in the activity are affiliated.

When an event or activity has been approved, Campus Services will inform the relevant members of staff of the building in which the activity will be carried out, including the head of department, facility supporters and cleaning staff.

As a rule, all student associations must register with an internal AAU portal once each year, stating their name, objectives and the name of their chair. The annual registration is a prerequisite for the associations being able to submit applications to use University premises; moreover, it enables the University to communicate with student associations in matters relating to the study environment, education policy etc. to the benefit of the University and its students.

## **Purpose and delimitation**

Aalborg University appreciates its cooperation with students and student associations and values the efforts of student volunteers. Student cooperation helps promote a positive study environment to the benefit of both the University and students. Our cooperation is based on a long-standing tradition of trust and open dialogues between student associations and the University's management on the activities offered and organised by students. Our cooperation is characterised by a direct and open dialogue between the students and Aalborg University's management thus enabling the University to learn what students need and to support their wishes in terms of education, research, study environment, etc.

## **Contact and responsibility**

Please direct any questions relating to the use of University premises to Campus Services via email at [campus@adm.aau.dk](mailto:campus@adm.aau.dk).

Please direct any questions related to the code of practice for cooperation between the University and its students, including AAU student associations, to the [Rector's Office](#).