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## **Guidelines for the elections to the collegiate bodies of the University, autumn 2021**

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**For these elections, eligible voters are divided into the following election groups:**

<b>Department Council for RHR:</b>	<b>Election Groups I and II</b>
<b>Boards of Study:</b>	<b>Election Groups I and III</b>
<b>PhD Committees:</b>	<b>Election Groups I and III</b>

Election Group I is comprised of academic staff and lecturers; Election Group II is comprised of technical/administrative staff and Election Group III is comprised of students enrolled at the University.

For the **Department Councils**, representatives from Election Group I and II must be elected for a 4-year term.

For the **boards of study and PhD committees**, representatives from Election Group III must be elected for a 1-year election period. Elections to the PhD committees are equated with elections to the boards of study.

### **Election lists:**

Employees belonging to Election Groups I and II are included on the election lists if the following conditions are met:

- (a) the person concerned is employed when the election is called and held; and
- b) the term of employment is at least 2 years, of which a period of no less than 6 months extends into the term of office, and
- (c) the employment is for at least 15 hours per week.

Students are admitted to the election list if they are enrolled at the University with a view to completing an overall course of study when the election is called and held: Bachelor, Graduate, Master's, elective subjects and the PhD programme. Students who are enrolled as guest students, on exchange stays or propaedeutic courses are not included on the election list.

Students who are enrolled in more than one course of study will automatically be registered with voting rights for the study board for the central part of the programme's subject areas. Upon submitting a written application, the student can be transferred to obtain voting rights for the study board which is responsible for the elective subject. Applications for transfer must be submitted to the Election Secretariat no later than the expiry of the deadline for complaints concerning the election lists (28 October 2021 at 12:00 noon).

In the case of election to a PhD committee, PhD students constitute Election Group III, while they are included in Election Group I for elections to the department councils and academic councils.

## **Election information**

The primary source of information regarding the elections will be the University's websites for staff and students, respectively. In the weeks leading up to the elections, the website will feature a link to the elections.

The election website for employees is: <https://sdunet.dk/en/valg>

The election website for students is located on the respective study programme websites at [MitSDU](#). Once you are on the website of your study programme, choose the "Student life" tab in the top menu and then choose "Student elections".

The election websites contain all types of official information, such as the election schedule, election circular, election rules, candidate lists, notification of list pacts etc.

## **The following number of representatives must be elected to the individual election groups:**

**Election Group:    I        II        III**

### **Department Council:**

#### **Faculty of Health Sciences:**

Department of Regional Health Research (RHR)	10	4	-
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### **Short explanation for this election:**

Department of Regional Health Research has obtained a dispensation from Rector, giving permission to convert their Leadership team into a Department Council. The grounds for the decision-making is based in the fact that the Dept. of Regional Health Research is unusually organised compared to the majority of SDU departments, as the majority of staff is in joint employment at both the university and at the regional and private hospitals, and in the psychiatry in Region of Southern Denmark and Region Zealand.

Rector's dispensation allows the number of members in the future Dept. Council of Regional Health Research to be higher than regulated by SDU statutes due to the organisation and the geographical spread on the many hospitals. The Department Council shall be without student representation until medicine starts up in Esbjerg in 2022, whereafter 1 medicine student and 1 PhD student will be included in the council to ensure the best social and physical environment for the students.

**Study boards and PhD Committees:**

**Faculty of Health Sciences:**

Study board for Medicine	5	5
Study board for Clinical Biomechanics	5	5
Study board for Sports and Health	5	3
Study board for Occupational Therapy, Physiotherapy, Midwifery science, Clinical Nursing and the Master of Science in Health Science programme	5	5
Study board for Public Health Science	4	4
Study board for Pharmacy (SUND + NAT)	2	2
Study board for Audiology	4	4
Study board for Psychology	4	4
The PhD Committee on Health Sciences	5	5

**Faculty of Business and Social Sciences:**

Study Board for BSc In Economics and Business Administration <span style="color: red;">NEW</span>	5	5
Study board for Law	5	5
Study board for European Studies, Journalism, Sociology and Political Science	5	5
Study board for MMA, MRM and Economics	5	5
Study board for further and continuing education at the Faculty of Business and Social Sciences and the Faculty of Health Sciences	5	5
Study Board for MSc In Economics and Business Administration and MSc in Business Economics and Auditing <span style="color: red;">NEW</span>	3	3
Study Board for cand.public.	2	2
The PhD Committee of Business and Social Sciences	5	5

**Faculty of Humanities:**

Study board for Negot	5	5
Study board for Danish, German and Spanish <b>NEW</b>	5	5
Study board for Media Science	3	3
Study board for Comparative Literature and Cultural Studies	5	5
Study board for Design, Tourism & Cross Border Studies	5	5
Study board for International Business Communication	5	5
Study board for English and American Studies	5	5
Study board for Philosophy and Pedagogy <b>NEW</b>	5	5
Study board for History, Classical Civilisation, Middle East Studies and Religion Studies <b>NEW</b>	5	5
Study board for Audiologopaedia	4	4
Study board for Information and Communication Studies	5	5
The PhD Committee of the Humanities	5	5

**Faculty of Science:**

Study board for Science	4	4
Study Board for Pharmacy (NAT + SUND)	2	2
The PhD Committee of Science	4	4

**Faculty of Engineering:**

Study Board for the programmes at the Faculty of Engineering	5	5
The PhD committee of the Faculty of Engineering	5	5

**The following division of the areas of representation of boards of studies will be valid from the beginning of the new term of office (1 January 2022):**

**Faculty of Health Sciences:**

**Study Board for Pharmacy:**

Area of representation, Election Group III:

Health Sciences (Master)	2
(Science (Bachelor))	(2)

**Study Board for Occupational Therapy, Physiotherapy, Midwifery, Clinical Nursing and the Master's degree programme in Health Sciences:**

Area of representation for Election Groups I and III:

Midwifery	1	1
Occupational Therapy	1	1
Physiotherapy	1	1
Clinical Nursing	1	1
The Master's degree programme in Health Sciences	1	1

**Study board for Audiology:**

Area of representation for Election Group I:

Department of Clinical Research	3
Department of Language and Communication	1

**Faculty of Business and Social Sciences:**

**Study Board for Law:**

Area of representation, Election Group III:

BSc (Business Administration and Commercial Law); Master of Business Law	2
Bachelor of Law; Master of Law	3

**Study Board for BSc In Economics and Business Administration:**

Area of representation, Election Group I:

Department of Entrepreneurship and Relationship Management (ERM)	1
Department of Sociology, Environmental and Business Economics (SEBE)	1
Department of Business & Management (DBM)	2
Department of Economics (ECON)	1

**Study Board for MSc In Economics and Business Administration and MSc in Business Economics and Auditing:**

Area of representation, Election Group I:

Department of Entrepreneurship and Relationship Management (ERM)	1
Department of Sociology, Environmental and Business Economics (SEBE)	1
Department of Business & Management (DBM)	1

**Study Board for European Studies, Journalism, Sociology and Political Science:**

Area of representation, Election Group I:

Journalism	1
Political Science	3
Sociology	1

Area of representation, Election Group III:

Journalism	2
European Studies, Welfare Studies, International Security and Law, Social Sciences and Political Science	2
Sociology	1

**Study Board for Market and Management Anthropology, Economics, Mathematics-Economics and Environmental and Resource Management:**

Area of representation, Election Group I:

Department of Entrepreneurship and Relationship Management (SEBE)	1
Department of Mathematics and Computer Science (IMADA)	1
Department of Business & Management (DBM)	1
Department of Economics (ECON)	2

Area of representation, Election Group III:

Economics	2
Mathematics-Economics	1
Environmental and Resource Management	1
Market and Management Anthropology	1

## **Faculty of Science:**

### **The Study Board of Science:**

Area of representation for Election Groups I and III:

Department of Biology	1	1
Department of Physics and Chemistry	1	1
Department of Biochemistry and Molecular Biology	1	1
Department of Mathematics and Computer Science	1	1

### **Study Board for Pharmacy:**

Area of representation, Election Group III:

(Health Sciences (Master))	(2)
Science (Bachelor)	2

## **Faculty of Humanities:**

### **Study Board for English and American Studies:**

Area of representation for Election Group I:

Department of History	2
Department for the Study of Culture	2
Department of Language and Communication	1

Area of representation, Election Group III:

English	3
American Studies	2

### **Study Board for Danish, German and Spanish:**

Area of representation, Election Group I:

Danish	2
German	2
Spanish	1

Area of representation, Election Group III:

BA + MA + minor in Danish, elective in Writing Art (full and part time)	2
BA + MA + minor in German, MA in Deutschland heute	2
MA in Spanish and Spanish-American Studies	1

### **Study Board for Comparative Literature and Cultural studies:**

Area of representation, Election Groups I and III:

Literature	3
Culture and Communication	2

### **Study Board for History, Classical Civilisation, Middle East Studies and Religion Studies:**

Area of representation, Election Group I:

History	2
Classical Civilisation	1
Middle East Studies	1
Religion Studies	1

Area of representation, Election Group III:

BA + MA + minor in History	2
BA + MA + minor in Classical Civilisation	1
MA Middle East Studies	1
BA + MA + minor in Religion Studies	1

### **Study Board for Philosophy and Pedagogy:**

Area of representation, Election Group I:

Philosophy	2
Pedagogy / Education (PEM)	3

Area of representation, Election Group III:

BA + MA + minor in Philosophy	2
BA intercultural pedagogy, MA in pedagogy, MA in high school pedagogy	3

### **Study Board for Design, Tourism & Cross Border Studies:**

Area of representation, Election Group I:

SAMF (IER)	2
HUM (IH, IKV, ISK)	3

Area of representation, Election Group III:

BA + MA in Design culture, Economics and Design Studies	2
BA + MA in Business, Language & Culture (Negot Tourism) & Erasmus Mundus	1
BSc / Master of Business Law, int.	2



## Study Board for Information and Communication Studies

Area of representation, Election Group III:

Web Communication (MA)	1
Information Studies, IT and Interaction Design	1
International Business Communication with 2 foreign languages	1
International Business Communication with 1 foreign language, IT and web communication	1
Library Science and Knowledge Communication	1

## Study board for Audiologopaedia

Area of representation, Election Group I:

The Department of Language and Communication	3
Department of Clinical Research	1

## Faculty of Engineering

### The study board for the engineering programmes:

Area of representation for Election Group I:

Department of Green Technology	1
Department of Mechanical and Electrical Engineering	1
Department of Technology and Innovation	1
Mads Clausen Institute	1
The Maersk Mc-Kinney Moller Institute	1

Area of representation for Election Group III:

Bachelor of Engineering and Master of Science in Engineering students	1
Bachelor of engineering students in Odense	2
Master of Science in Engineering students in Odense	2

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## Eligibility for study boards appears from the list below:

### Students at the Faculty of Health Sciences:

Students who study **medicine** have voting rights for the Study Board for Medicine.

Students who study **sports** have voting rights for the Study Board for Sports and Health.

Students who study **biomechanics** have voting rights for the Study Board for Clinical Biomechanics.

Students who study **Public Health Science** have voting rights for the Study Board for Public Health

Science.

Students following a **Master's degree in rehabilitation, fitness and training, a Master's degree in quality and management in the social and health sector** or a **Master's degree in medical imaging** have voting rights for the Study Board for further and continuing education.

Students following a **master's degree in pharmacy** have voting rights for the Study Board for Pharmacy.

Students following a **Bachelor's or Master's degree programme in Audiology** have voting rights for the Study Board for Audiology.

Students who study **psychology** have voting rights for the Study Board for Psychology.

Students who study **physiotherapy, occupational therapy, midwifery, clinical nursing** and **Master's degree programme in Health Science** have voting rights for the Study Board for Occupational Therapy, Physiotherapy, Midwifery, Clinical Nursing and the Master's degree programme in Health Sciences.

**PhD students** have voting rights for the PhD committee at the Faculty of Health Sciences.

### **Students at the Faculty of Business and Social Sciences:**

Students studying for an **MSc in Economics & Business Administration in Odense, Kolding or Esbjerg** (full and part time) and students who study **MSc in Economics & Business Administration and Auditing and registered public accountant in Kolding** have voting rights for the Study Board for MSc In Economics and Business Administration and MSc in Business Economics and Auditing.

Students studying for a **BSc in Economics and Business Administration** at all five campuses including the elective subject Marketing, Branding and Communication (MBC) have voting rights for the Study Board for BSc In Economics and Business Administration.

Students studying for a **BSc in Law (incl. Open University), Master of Law, BSc (Business Administration and Commercial Law) and Master of Business Law** have voting rights for the Study Board for Law.

Students studying for a **BSc and MSc in Economics or a BSc/MSc in Mathematics-Economics** have voting rights for the Study Board for Market and Management Anthropology, Economics, Mathematics-Economics and Environmental and Resource Management.

Students studying for a **BSc/MSc in Environmental and Resource Management** have voting rights for the Study Board for Market and Management Anthropology, Economics, Mathematics-Economics and Environmental and Resource Management.

Students studying **journalism** have voting rights for the Study Board for European Studies, Journalism, Sociology and Political Science.

Students studying for a **BSc and MSc in Political Science, main subject/central subject in Social Sciences** and students studying for an **MSc (Social Science) in International Security and Law** have voting rights for the Study Board for European Studies, Journalism, Sociology and Political Science.

Students studying for an **MSc in Social Sciences in Comparative Public Policy and Welfare Studies, a Bachelor and Master's degree in European Studies, as well as a Bachelor degree in Sociology and Cultural Analysis and a Master's degree in Cultural Sociology** have voting rights for Study Board for European Studies, Journalism, Sociology and Political Science.

Students studying for a **Bachelor of Market and Management Anthropology degree** have voting rights for the Study Board for Market and Management Anthropology, Economics, Mathematics-Economics and Environmental and Resource Management.

Students studying **design management** have voting rights for the Study Board for Design, Tourism & Cross Border Studies.

Students enrolled in an **MSc programme in social sciences or a Graduate Diploma in Business Administration programme** have voting rights for the Study Board for further and continuing education.

**PhD students** have voting rights for the PhD committee at the Faculty of Business and Social Sciences.

### **Students at the Faculty of Humanities:**

Students studying for an **MA in Business, Language and Culture in Odense** have voting rights for the Study Board for Negot.

Students studying for an **MA in Business, Language and Culture in Sonderborg** have voting rights for the Study Board for Negot.

Students studying **Danish, German or Spanish** have voting rights for the Study Board for Danish German and Spanish.

Students studying **English** as well as students studying **American studies** have voting rights for the Study Board for English and American Studies.

Students studying **media studies** have voting rights for the Study Board for Media Science.

Students studying **culture and communication** have voting rights for the Study Board for Cultural Studies.

Students studying **Comparative Literature** have voting rights for the Study Board for Comparative Literature.

Students studying **design culture, design culture and economics** as well as **design studies** have voting rights for the Study Board for Design and Tourism.

Students studying **History, Classical Civilisation, Middle East Studies or Religion Studies** have voting rights for the Study Board for History, Classical Civilisation, Middle East Studies and Religion Studies.

Students studying **Web Communication, Information Science, International Business Communication as well as Library Science and Knowledge Communication** have voting rights

for the Study Board for Information and Communication Studies.

Students studying **International Business Communication (Odense and Slagelse)** as well as students studying **professional bachelors in Language and IT-based Marketing Communication** have voting rights for the Study Board for International Business Communication.

Students studying **philosophy** have voting rights for the Study Board for Philosophy and Pedagogy.

Students studying for a **BA Int.** or **MSc in Business, Language and Culture** have voting rights for the Study Board for Cross-Border Studies.

Students studying **Audiologopaedia** have voting rights for the Study Board for Audiologopaedia.

Students studying **for a Master's degree in upper secondary education or in children's and youth culture** or a **Master's degree in paedagogy**, as well as students studying for a **BSc in intercultural paedagogy**, have voting rights for the Study Board for Philosophy and Pedagogy.

**PhD students** have voting rights for the PhD committee of the Faculty of Humanities.

## **Students at the Faculty of Science:**

Students following a **Bachelor, Graduate or Master's degree programme in Mathematics, Applied Mathematics, Computer Science, Data Science, Physics, Chemistry, Biology** as well as **Biochemistry and Molecular Biology** have voting rights the Study Board for Science.

Students studying for a **Bachelor's degree in Pharmacy** have voting rights for the Study Board for Pharmacy.

**PhD students** have voting rights for the PhD committee at the Faculty of Science.

## **Students at the Faculty of Engineering:**

Students following a **Bachelor of Engineering or MSc in Engineering programme** as well as students **studying a technical Master's programme** have voting rights for the Study Board for the education programmes at the Faculty of Engineering.

**PhD students** have voting rights for the PhD committee at the Faculty of Engineering.

## **Organisation, deadlines, etc.:**

### **Eligibility**

Eligible to vote is anyone who on 17 September 2021 belongs to one of the above-mentioned election groups, i.e. is employed as a full-time or part-time lecturer or academic staff member, technical/administrative staff member or enrolled as a student at the institution for the completion of a coherent education programme, and who is still employed or enrolled at the time the election is held and who is otherwise included on the election list. Students who are enrolled as guest students, single-subject students or in propaedeutic courses are not granted voting rights.

### **Election lists**

Election lists of those eligible to vote are prepared on the basis of the Staff and Payroll Office's registrations as well as registrations in STADS (the student register) and will be available **from 21 October 2021**.

To be able to vote and be eligible for election, those eligible to vote must be included on the election lists. Students on leave are not eligible to vote.

Objections to the election lists must be submitted in writing to the Election Secretariat no later than 28 October 2021 at 12:00 noon. Objections must be substantiated and possibly accompanied by documentation. After 28 October 2021 at 12:00 noon, changes to the election lists cannot be called for. However, it should be noted that the Election Secretariat will correct obvious errors and omissions on the election lists right up to the end of the election process.

The result of the Election Committee's processing of any complaints will be communicated to the complainants no later than 3 November 2021.

### **Affiliation with multiple uniform bodies and multiple areas of representation**

Students (Election Group III) enrolled in more than one study subject, e.g. German and Sports, Chemistry and English, Medicine and Philosophy, English and Business Languages and the like will be listed with voting rights for the central subject. If the student instead wishes to exercise his/her right to vote within an elective subject, the student must apply for this **before 28 October 2021 at 12.00 noon** and notify the Election Secretariat within which study board/area of representation they are seeking voting rights.

No one may vote or stand for election in more than *one area of representation*. If anyone has affiliation with more than one area of representation, the person in question must, no later than 28 October 2021 at 12:00 noon, notify the Election Secretariat in writing of where he/she wishes to exercise his or her right to vote.

If the above notices are not issued, the Election Secretariat decides where the right to vote can be exercised.

### **Election methods, division into areas of representation**

Elections to the collegiate bodies take place by proportional representation election.

A majority of the representatives of the individual election areas of the Board, the University Council, academic councils, study boards and department councils can decide that for their area, the election area should be divided into smaller election areas (areas of representation).

The decision on the division of areas of representation must be communicated to the Election Secretariat no later than 24 September 2021 at 12:00 noon. Publication will take place on 28 September 2021. If a decision on division into areas of representation has not been announced by 24 September, the election will take place as a proportional representation election between lists without division into areas of representation.

Requests for the annulment of division of areas of representation must be submitted to the secretary of the Election Committee no later than 4 October 2021 at 12:00 noon. Divisions of areas of representation may be declared void by a number of eligible voters on  $S/(M+1)$ , where S is the number of eligible voters and M is the number of seats. However, 25 eligible voters can always demand the division annulled.

By 6 October 2021, the Election Secretariat will announce whether any requests for the annulment of divisions of areas of representation can be granted.

## Candidate listings

Candidate lists must be submitted to the Election Secretariat **no later than 10 November 2021 at 12:00 noon.**

Candidate lists can be prepared and submitted to the Election Secretariat electronically or on paper forms. Electronically prepared candidate lists are produced by accessing:

<https://e-valg.e-vote.dk/e-valg-kandidatanmeldelse/faces/logon>

***Please note that electronic candidate registration is unavailable until the election lists have been published on 21 October 2021.***

Forms for use in the traditional candidate nomination method can be downloaded from the election website or requested by contacting the Election Secretariat.

In the case of elections to collegiate councils and study boards, the proposals must be signed by a minimum of 5 and a maximum of 20 eligible candidates within the area in question. However, ¼ of the eligible candidates within an area of representation is always considered a sufficient number of candidates. In the case of elections to the Board, the proposals must be signed by a minimum of 25 eligible voters within the area in question.

No one can be a nominator for multiple candidates/candidate lists within an area of representation. Candidates are automatically nominators for the list on which they are listed.

A candidate list cannot contain more than twice the number of candidates to be elected. However, up to 10 candidates can always be nominated. No candidate may be nominated on more than one list for the same collegiate body.

A candidate list may, at the same time as the list is submitted, request the assignment of a list designation. If no such request is made, the Election Committee may determine a list designation.

It must appear from the list (notification) who is responsible for the creation and submission of the list (notification), so that the Election Secretariat can contact the person in question in case of doubt. If no such name is affixed, the Election Committee will consider the first nominator on the list to be the person responsible for the list.

To be valid, a candidate nomination or candidate list must contain:

- 1) Information on which body/position the candidate(s) is/are running for,
- 2) Information about the election group and any area of representation to which the nominated candidate(s) belong,
- 3) Information about the ranking of the candidates or whether the list is coordinated (unless it is directly stated on the list that coordinated listing applies, the candidates shall be ranked in the order in which they are listed),

- 4) The names and civil registration numbers of the nominated candidate(s) and the signature(s) of the person(s) concerned confirming that they are willing to accept election,
- 5) The names and civil registration numbers of the prescribed number of nominators and their signatures.

Candidate lists must be approved by the Election Committee and published by notice no later than 17 November 2021. Publication of candidate lists includes the names of nominators.

Objections to the published candidate lists must be submitted in writing to the Election Secretariat no later than 23 November 2021 at 12:00 noon.

### **Cancellation of elections**

If no more candidates are nominated within an election area or area of representation than are to be elected, the election within that election area (uncontested election) is cancelled. If all of the nominated candidates are listed on the same list, the election is cancelled, unless there is a coordinated listing of more candidates than the number to be elected. The Election Committee declares the candidates on the list to be elected in the order listed. Non-elected candidates are regarded as substitutes for the elected candidates.

The Election Secretariat will announce the cancellation of any elections no later than 17 November 2021.

### **Holding the election – including the option of postal votes**

The election is held as an **e-election**, however, with the option of casting postal votes.

**The electronic election process will take place in the period between 24 November 2021 at 9:00 AM and 25 November 2021 at 7:00 PM.**

You can access the voting portal online via <https://e-valg.sdu.dk/>

Postal voting is possible if you are prevented from voting via e-election. Until 23 November 2021 at 12:00 noon, postal voting materials can be requested by submitting a written request to the Election Secretariat. The material will be sent immediately and until the deadline for requisitioning ends on 23 November. Your postal vote must arrive either by physical delivery at the Election Secretariat office or in a self-addressed envelope to the Election Secretariat's PO box and arrive no later than 26 November 2021 at 10:00 AM.

### **Contact:**

The Election Secretariat can be contacted by email at [valg@sdu.dk](mailto:valg@sdu.dk), tel. 6550 1310 or by visiting the Election Secretariat office located in the Administration building, HR-services, Campusvej 55, Odense.

On behalf of the Election Committee

Sladja Zoric, [slz@sdu.dk](mailto:slz@sdu.dk)  
Secretary of the Election Committee