
Guidelines for the elections for the Department Councils at The Faculty of Engineering spring 2021

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

Department Councils: Election Groups I, II and III

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 and from Election Group III for a 2-year term. At least 3 out of 5 seats in Election Group I must be occupied by recognised researchers at associate professor level as a minimum.

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.

No one in Election Group III may be eligible for election and have voting rights for more than one academic council. Persons who meet the requirements for being eligible for election to several academic councils may, within a period set by the Election Secretariat, communicate to the Election Secretariat in which voting area they wish to exercise their eligibility. If no such notice is given, the Election Secretariat will place the person in an election area.

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 (12 February 2021 at 12:00 (noon)).

Students are admitted to the election list with voting rights for the department council(s) at departments which provide a significant part of the subject disciplines that make up the student's education programme.

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 website 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 the students is: <https://mitsdu.dk/en/valg>.

for staff members: <https://sdunet.dk/en/valg>

This applies to all types of official information, such as forms for candidate lists, notification of list pacts etc., which are also available here.

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

Election Group: I II III

Department Councils:

Faculty of Engineering:

Department of Green Technology	5	3	3
Department of Technology and Innovation	5	3	3
Mads Clausen Institute	5	3	3
The Maersk Mc-Kinney Moller Institute	5	3	3
Department of Mechanics and Electronics	5	3	3

Organisation, deadlines, etc.:

Eligibility

Eligible to vote is anyone who on 8 February 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 8 February 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 12 February 2021 at 12:00 (noon). Objections must be substantiated and possibly accompanied by documentation. After 12 February 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 18 February 2021.

Candidate listings

Candidate lists must be submitted to the Election Secretariat no later than 23 February 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>

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 25 February 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 1 March 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 25 February 2021.

Holding the election – including the option of postal votes

The election is held as an e-election, however, without the option of casting postal votes – please see more about this below.

The electronic election process will take place in the period between 3 March 2021 at 9:00 AM and 4 March 2021 at 7:00 PM.

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

Postal voting is possible if you due to technical reasons are prevented from voting via e-election. Until 2 March 2020 at 12:00 (noon), postal voting materials can be requested by submitting a written request (mail) to the Election Secretariat. The material will be sent immediately after the request and until the deadline for requisitioning ends on 4 March at 12:00 (noon). “The postal votes” must be sent to the Election Secretariat's mailbox (valg@sdu.dk) and arrive no later than 4 March 2021 at 7:00 PM.

Contact

The Election Secretariat can be contacted by email at valg@sdu.dk, tel. (+45) 6550 1310. Due to COVID-19 and homeworking, you will not be able to reach the Election Secretariat in person.

On behalf of the Election Committee

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Secretary of the Election Committee