

# RULES, POLICIES AND PROCEDURES

## AAU HANDBOOK

The AAU Handbook is a source of information for staff at Aalborg University on rules, policies and procedures.

## **Alcohol and other drugs**

Rules for employees' use of alcohol and drugs during working hours at Aalborg University.

To safeguard the university's reputation and productivity, staff wellbeing and safety at the workplace, AAU's position is that alcohol consumption or use of other drugs do not belong at the workplace.

Therefore, it is unacceptable for staff members to be intoxicated during working hours, including showing signs of intoxication such as smelling of alcohol or showing any other noticeable signs of intoxication.

When does the rules apply?

The rules apply to all staff members as well as to anyone working on the university's premises or who are otherwise affiliated to the university. The rules apply during working hours. The rules also apply when staff members participate in external activities as part of their work.

Staff members attending work-related events where alcohol is served are expected to behave with dignity at all times and to moderate their alcohol consumption.

### **Exceptions**

At special occasions, such as Christmas parties, anniversaries, receptions, parties, various social events, etc., the management may authorise the consumption of alcohol during working hours.

### **Staff members' and managers' rights and duties**

All managers are responsible for ensuring that alcohol or drugs are not part of the working culture. All managers have a duty to intervene if staff members disregard the rules by using or abusing drugs and alcohol.

If a manager becomes aware of a staff member having an addiction problem, the manager should support their rehabilitation by finding out what services are available to the staff member through their municipality of residence.

The staff member has a duty – as well as a responsibility – to work on solving the addiction problem and to improve work performance.

### **Treatment**

All staff members can avail themselves of help and treatment for addiction through their municipality of residence. Staff members may be required to agree to treatment to remain employed at the university.

Staff members who need leave of absence in order to go into treatment must report sick. Thus, their absence will be considered as sickness absence, and the ordinary rules for sickness absence will apply.

## Consequences of violating the rules

If staff members violate the rules, it may have consequences for their employment. Such legal consequences may be a warning, dismissal or immediate dismissal depending on the circumstances. Any consequence will be proportional to the severity of the violation.

## Commencement

These rules will enter into force on 13 February 2019, at which time, the former alcohol policy is terminated (agreement No. 1.25 of 1 April 2009).

## **AAU Rules on sickness absence management**

Rules and procedure for the Sickness Benefit Act § 56

### Content

#### Reporting sick:

Staff members must report sick when working hours begin on their first day of sickness absence or at the time of day they leave their workplace due to sickness, as stipulated in the procedures applying at their place of work. If a staff member falls ill during the workday and leaves the workplace, the remaining part of the day must be registered as sickness absence. When a staff member reports sick when working hours begin, the entire workday must be registered as sickness absence.

When reporting absence from work due to medical examinations and treatments with a general practitioner, medical specialist, physiotherapist, dentist or outpatient hospital care which are part of a long-term course of treatment or rehabilitation etc. necessary for a member of staff to preserve or regain their health or due to operation or long-term medical treatment, staff members must provide information on the dates of their sickness absence, when possible.

#### Additional information

Additional information may be found in the rules on reporting sick and fit for work and paid and unpaid leave.

### Follow up

At a minimum, an AAU staff manager of the specific place of work must invite the absent staff member for a meeting in the following situations:

after 5, 14 and 28 consecutive days of sickness absence

in the case of 14 days of total sickness absence of 6 months

in the case of frequent absence within a period of 6 consecutive months (3 absence periods)

in the case of frequent absence due to a child's first and second sick days (five absence periods within a 12-month period)

in the case of atypical absence patterns.

A meeting between a manager and a staff member held at an early stage may help prevent long periods of sickness absence and ensure that staff members are aware of their future options. The agreed timeframes stated above are minimum standards. In showing due care, managers may decide to follow up sooner.

It is recommended that managers initiates a dialogue with the staff member as soon as possible and no later than after five consecutive days of absence or in the case of frequent/atypical absence in order to clarify and explore options.

#### Additional information

More detailed information on regulatory obligations and possibilities in relation to long-term sickness absence is available in the AAU Handbook. The area is primarily governed by the

Danish Sickness Benefit Act, and staff members who are on long-term sick leave will have to liaise with their municipality of residence.

Various materials/tools for handling sickness absence are available on the HR Department's website such as guides for the sickness absence review meeting and templates for action plans and evaluation and retention. The guides for sickness absence review meetings are available for managers and staff and may be particularly helpful for managers who have not held such a meeting before or staff members who wish to prepare for such a meeting.

See attachment for a timeline for sickness absence

\* The agreed timeframes are minimum standards. In showing due care, managers may decide to follow up sooner. This decision is made on an individual basis.

## Origin, background and history

Reviewed and approved by the Main Consultation Committee on 24 April 2019.

Revised after discussion in the Main Occupational Health and Safety Committee 12 December 2019.

## Purpose and delimitation

During their employment at Aalborg University (AAU), all staff members may need to report sick. This may be short or long term. Sickness absence must be handled in accordance with current legislation, regulations, collective agreements and AAU policies. The present rules on sickness absence management clarify when managers need to follow up on sickness absence at AAU. The rules on sickness absence management apply to all AAU staff in all places of employment, job categories and levels of employment.

## Overall framework

The present rules must be read in conjunction with the legislation in the area. Information on the regulatory options and obligations are available in the AAU Handbook. Furthermore, the rules naturally comply with collective agreements and ministerial circulars as well as AAU's general staff policy and occupational health and safety policy. In this context, sickness absence management is part of retention and prevention efforts. All efforts, including general conduct, review meetings and local agreements, are intended to retain staff members whenever relevant to their situation, prevent recurrences or pro-longed sickness absence. The management of and follow-up on sick leave is closely connected to ongoing OSH efforts, including in the context of the dialogue-based workplace assessment as well as other preventive initiatives. Further information is available in Danish on [the website of the central OHS section](#).

## **Accident insurance for students in laboratories**

Here you will find information on the procedure for reporting injuries when students get injured in laboratory experiments or other laboratory activities.

## **Insurance for students engaged in laboratory activities**

What does the insurance cover?

Aalborg University has taken out accident insurance for students engaged in laboratory activities. The insurance covers injuries sustained by students during experiments or other laboratory activities conducted as part of their studies. Moreover, the insurance covers such cases in which laboratory experiments or other laboratory activities are carried out during field trips, excursions, internships, etc. Thus, the insurance also covers injuries sustained abroad.

What injuries are covered by the insurance

The accident insurance allows students to claim compensation for:

- Medical expenses and rehabilitation expenses
- Compensation for permanent injury
- Compensation for incapacity for work

The compensation is determined according to the Consolidated Workers' Compensation Act [Lov om Arbejdsskadesikring].

Dental injury

Dental care costs may be covered by the accident insurance if the dental injury is directly caused by the laboratory activities or the conditions under which the laboratory activities are carried out. Dental costs are covered only when students cannot claim compensation elsewhere, such as from public health insurance. Before the treatment begins, the insurance company must

approve the treatment and the cost of treatment; however, this does not apply to acute dental treatment. As a general rule, the insurance does not cover dental injury caused by chewing.

### How to report an injury

The accident report form, which is available in both English and Danish (see ATTACHMENT), must be filled in immediately after the injury and submitted by the department along with relevant appendices to sts-sekretariatet@adm.aau.dk. The secretariat will then forward the accident report via secure email to insurance broker Jimmy Leonhardt Schleisner of Willis Towers Watson who will report the accident to the insurance company. If further information is required, the insurance company will contact the injured party.

### Origin, background and history

The insurance contract is approved by Rector Per Michael Johansen on, 27 November 2017.

### Purpose and delimitation

The accident insurance covers all AAU students who participate in laboratory activities or perform laboratory experiments as part of their studies at AAU. The insurance does not cover PhD students employed by AAU. PhD students are referred to [AAU's central section for occupational health and safety](#).

The procedure concerns the reporting of injuries sustained by students during experiments or other laboratory activities conducted as part of their studies.

The accident insurance does not include liability insurance and does not cover other injuries than those sustained by AAU students during laboratory experiments or other laboratory

activities carried out as part of their studies. All students are therefore advised to take out a personal accident and liability insurance.

#### Overall framework

The accident insurance is provided by IF Skadeforsikring, the insurance policy number is SP1526844, and the insurance is valid as of 1 January 2018.



## **Admission and enrolment to full-time study programmes at Aalborg University**

Here you will find information about the rules for admission and enrollment at Aalborg University

### **Admission and enrolment to full-time study programmes and the four-year master programme at Aalborg University**

Rules of 12 february 2021 on admission and enrolment to full-time study programmes and the four-year master programme at Aalborg University  
Aalborg University's rules on admission and enrolment to full-time study programmes and the four year master programme at Aalborg University are pursuant to the following ministerial orders:

- Ministerial Order No. 104 of 24 January 2021 on Admission to full-time University Programmes (Adgangsbekendtgørelsen)
- Ministerial Order No. 97 of 25 January 2020 on Admission and Enrolment on Academy Profession Programmes and Professional Bachelor Programmes (Bekendtgørelse om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser)
- Ministerial Order No. 1605 of 19 December 2017 on the four-year master programme at universities and Fine Arts Programmes at the Higher Artistic Educational Institutions under the Ministry of Higher Education and Science (Erhvervskandidatbekendtgørelsen)

#### **Part 1 - Scope**

Section 1. These rules apply to applications for admission to the first semester of a bachelor programme, a professional bachelor programme and a master programme, including the four-year master programme. The rules also apply to the enrolment and re-enrolment on bachelor programmes, professional bachelor programmes and full-time master programmes and the four-year master programme at Aalborg University.

## Part 2 - Admission and enrolment on bachelor programmes and professional bachelor programmes

Section 2. The admission requirements for bachelor programmes and professional bachelor programmes are stipulated in the above ministerial orders on admission and enrolment on bachelor programmes and professional bachelor programmes.

(2) The University may stipulate grade requirements. Any stipulated grade requirements may be found on [www.optagelse.dk](http://www.optagelse.dk) and on the University's website.

Section 3. Applications for admission to the first year (first and second semesters) of a bachelor programme and professional bachelor programme must be submitted through the Coordinated Admission System.

Section 4. The following applicants can be enrolled on the third semester or any subsequent semester of a bachelor programme or professional bachelor programme without applying through the Coordinated Admission System:

1. Applicants who are currently enrolled at a full-time programme at Aalborg University, another Danish university or university college, and who have completed or may receive credit transfer for the programme elements of the entire first year of the study programme in question.
2. Applicants who have previously been enrolled at the same programme and who have completed or may receive credit transfer for the programme elements of the entire first year of the study programme in question.

(2) enrolment, cf. section 1, presupposes:

- that the applicant meets the admission requirements of the study programme in question, including any level requirements and language requirements before the start of the programme,
- that the semester on which the applicant is applying for enrolment has vacant study places, and
- that any other requirements for enrolment are fulfilled.

Section 5. Aalborg University may enrol applicants on bachelor programmes and professional bachelor programmes on the condition that applicants meet the admission requirements before or immediately after the start of the programme.

Section 6. If the number of applications for enrolment received by Aalborg University exceeds the number of study places available on a bachelor

programme or professional bachelor programme, the University must establish an order of priority.

(2) Vacant study places must be allocated in accordance with the criteria stipulated by the University.

Section 7. If study places are available after the application deadline, cf. section 26, subsections 1-3, these must be allocated in accordance with the criteria established by the University.

### **Part 3 - Admission and enrolment on master programmes**

Section 8. In order for applicants to be admitted or enrolled, cf., however, section 2, on master programmes, the following requirements must be met:

1. The applicant must meet the admission requirements stipulated in chapter 3 of the Danish Ministerial Order on Admission to Full-Time University Programmes (Adgangsbekendtgørelsen) and the curriculum and regulations of the master programme. The applicant must meet the language requirements stipulated by the University.
2. Furthermore, study places must be available on the specific semester of the programme on which the applicant is applying for admission or enrolment. Applicants holding a bachelor's degree from Aalborg University have legal claim for admission to the master programme that constitutes the natural extension of the subject area of their bachelor programme, cf. the curriculum and regulations of the master programme, provided that the applicant is admitted no later than three years from the completion of the bachelor programme. Applicants who have completed a master programme, cf. section 22, and/or have completed their bachelor programme before 1 January 2019 do not have legal claim for admission.
3. Furthermore, any other requirements for admission or enrolment must be fulfilled.

(2) The following applicants must apply for enrolment, cf. section 25, subsection 3:

1. Applicants who are currently enrolled at a full-time programme at Aalborg University or another Danish university and who have completed or may receive credit transfer for the programme elements of the entire first year of the study programme in question.
2. Applicants who have previously been enrolled at the same programme and who have completed or may receive credit transfer

for the programme elements of the entire first year of the study programme in question.

(3) Admission to the four-year master's programme preconditions the same academic admission requirements as the corresponding full-time master programme. In addition to these academic admission requirements, the applicant must meet one of the following two requirements in order to be admitted to the four-year master programme:

1. The applicant must by means of an employment agreement document simultaneous relevant employment with a public or private employer. The said employment must be obtained on the basis of the applicant's relevant bachelor's degree or another Danish or foreign education at the same level. Furthermore, the applicant's workload must equal on average at least 25 hours a week (annual norm), cf., however, subsection 4, so that while following the four-year master programme the applicant will be an integral part of the workplace like full-time employees.
2. The applicant must have its own relevant entrepreneurial business. This business must either be generating sales and profit or alternatively be affiliated to a public or private entrepreneurial environment.

(4) Under special circumstances, the university can grant an exemption from the minimum number of weekly working hours, cf. section 8, subsection 3, no. 1, provided that the employment meets the relevance requirement.

Section 9. Aalborg University may admit or enrol applicants on master programmes on the condition that applicants meet the admission requirements mentioned in section 8, subsection 1 before the start of the programme. If stipulated by the University, applicants may also be admitted or enrolled if they do not meet these admission requirements provided that they do so during the first year of the master programme.

Section 10. Applicants who have not completed programme elements corresponding to the first year of the master programme must apply for admission, cf. section 25, subsection 2. Applicants who have completed programme elements corresponding to the first year of a master programme – but who are not covered by section 8, subsection 2, must apply for admission, cf. section 25, subsection 2. Applicants who have completed programme elements corresponding to the first year of a master programme – and who are covered by section 8, subsection 2 – must apply for enrolment, cf. section 25, subsection 3.

Section 11. Applicants who have not yet completed their bachelor's degree at Aalborg University may be registered on courses and examinations corresponding to up to 30 ECTS credits at a master programme if the University determines that the students possess the academic skills to complete their bachelor programme and commence their master studies simultaneously, cf. section 12, subsection 1 of Ministerial Order on Full-Time University Programmes (Uddannelsesbekendtgørelsen).

Section 12. If the number of applications for admission or enrolment received by Aalborg University exceeds the number of study places available on a particular semester of a master programme, the University must establish an order of priority.

(2) Vacant study places must be allocated in accordance with the criteria stipulated by the University.

Section 13. If study places are available after the application deadline, these must be allocated on a first come, first served basis, cf. section 26, subsections 2 and 3.

Section 14. Additionally, with regard to applicants applying for enrolment on the four-year master programme, the university may enrol an applicant on this programme even if the applicant does not meet the requirement mentioned in section 8, subsection 3 no. 1, provided that the number of applicants fulfilling this requirement is lower than the number of available study places. This type of enrolment is conditional on the applicant's meeting the requirement mentioned in section 8, subsection 3 no. 1 no later than one month before the start of the programme, cf., however, subsection 2.

(2) If, no later than one month before the start of the programme, the number of conditionally enrolled applicants fulfilling the requirement mentioned in section 8, subsection 3 no. 1 exceeds the number of available study places, Aalborg University will allocate the study places in accordance with the criteria stipulated by the university.

(3) Once enrolled on the four-year master programme, the student must maintain the relevant employment or its own relevant entrepreneurial business throughout the entire programme.

(4) If Aalborg University decide that a student on the four-year master programme does no longer fulfil the employment-requirement or the entrepreneurial business-requirement, cf. section 8, subsection 3, the student will be transferred to the corresponding full-time master programme. If possible, such transfer will become effective from the

beginning of the first coming semester. However, the transfer must become effective before the end of first coming semester.

#### Part 4 - Enrolment of visiting students

Section 15. Students enrolled on programmes of higher education at Danish or international educational institutions may apply for enrolment on courses, modules or full semesters at Aalborg University in order to be awarded credit towards a study programme at another educational institution.

Section 16. In order to be enrolled on courses, modules or full semesters at Aalborg University, the applicant's study board must confirm in writing that the course, module or semester will be transferred to the study programme on which the applicant is enrolled. Furthermore, the study board of the course, module or semester must confirm in writing that the applicant has the academic qualifications required to attend the teaching activities and examinations of the course, module or semester.

(2) Different procedures than the procedure stipulated in section 16, subsection 1 may apply to applicants from international educational institutions.

Section 17. The enrolment on specific courses, modules or full semesters at Aalborg University is of limited duration. Upon the expiration of the enrolment period, the student will be deregistered, unless they are enrolled in other courses, modules or semesters at Aalborg University.

#### Part 5 - Joint rules for admission and enrolment

Section 18. The newest current curriculum and regulations will apply to applicants upon their admission or enrolment.

Section 19. Applicants may only be enrolled at the beginning of a new semester starting on 1 September and 1 February. Applicants may only be admitted to bachelor programmes and professional bachelor programmes at the beginning of a new academic year starting 1 September. Some master programmes accept applicants for admission at the beginning of new semesters starting 1 September or 1 February.

Section 20. When applicants apply for admission or enrolment at a university, they must state any successfully completed degree programme



elements (courses) from all previous non-completed university programmes and apply for credit transfer.

Section 21. Students cannot be enrolled on more than one full-time programme at a time, cf. section 15, however.

(2) Students cannot be enrolled on more than one four-year master programme at a time, cf. section 15, however.

(3) Students cannot simultaneously be enrolled on a four-year master programme and a four-year master programme, cf. section 15, however.

Section 22. Applicants who have completed a master programme cannot be admitted to or enrolled at a bachelor programme or master programme unless there are available study places.

(2) Under special circumstances, the university can grant an exemption from subsection 1

Section 23. Applicants who have previously been enrolled on a study programme may be readmitted or re-enrolled on the same study programme no earlier than five months after the previous enrolment was terminated. If the university could have set in motion an administrative withdrawal of the student, section 24 will also apply.

Section 24. In the event that an applicant has failed to observe the rules of its previous enrolment in a study programme, and this has led to administrative withdrawal, the applicant will be re-admitted or re-enrolled to the same programme, provided that the university, on the basis of an individual professional assessment, judges that the applicant has significantly improved its chances to complete the programmed. The same applies if the applicant itself has withdrawn from the previous enrolment, provided that the conditions for an administrative withdrawal were fulfilled at the time.

Section 25. Applicants must apply for admission to a bachelor programme or professional bachelor programme through the Coordinated Admission System at [www.optagelse.dk](http://www.optagelse.dk), cf. section 3.

(2) Applicants must apply for admission to a master programme through the application platform [www.stadsdans.aau.dk](http://www.stadsdans.aau.dk). Applicants may apply for admission to up to three master programmes at Aalborg University in order of priority.

(3) Applicants may apply for enrolment on a bachelor programme, a professional bachelor programme or a master programme through [www.stadsdans.aau.dk](http://www.stadsdans.aau.dk).

(4) International students from educational institutions who have an inter-institutional agreement with Aalborg University applying for enrolment

as visiting students must submit an application form to the Admissions Office or the International Office at Aalborg University in accordance with the information stipulated on Aalborg University's website. Please note that the application deadlines applying to visiting students differ from those stipulated in section 26.

(5) Where no cooperation agreement exists between Aalborg University and the international educational institution, international students applying for enrolment as visiting students must apply for enrolment via [www.stadsdans.aau.dk](http://www.stadsdans.aau.dk). The Secretariat for Continuing Education is responsible for issuing formal offers of admission and for charging tuition fees.

Section 26. The application deadline for admissions to a bachelor programme or professional bachelor programme submitted through the Coordinated Admission System (cf. section 3), is specified in the ministerial order on admission and enrolment on bachelor programmes and the ministerial order on admission and enrolment on academy profession programmes and professional bachelor programmes.

(2) For admission to a master programme starting 1 September, the application deadline is 1 March, cf. section 25, subsection 2. For admission to a master programme starting 1 February, the application deadline is 15 October, cf. section 25, subsection 2.

(3) For enrolment on a bachelor programme, a professional bachelor programme or a master programme starting 1 September, the application deadline is 1 March cf. section 25, subsections 3 and 5. For enrolment on a bachelor programme, a professional bachelor programme or a master programme starting 1 February, the application deadline is 15 October, cf. section 25, subsections 3 and 5.

(4) Response deadlines are published on the University's website.

(5) If study places are available in the second admission round or enrolment round, applicants may apply in accordance with the application deadlines specified in subsections 1, 2 and 3. However, applicants covered by section 24 cannot apply for re-admission or re-enrolment in the second round.

(6) Under special circumstances, the University may grant exemptions from the application deadline.

Section 27. If an applicant fails to accept their offer of admission within the deadline specified in the offer, the University will withdraw the offer.



Section 28. Aalborg University may terminate enrolments in accordance with the University's "Rules regarding termination of enrolment due to lack of participation".

#### Part 6 - Other regulations

Section 29. When applying for admission or enrolment on full-time study programmes and the four-year master programme at Aalborg University, applicants are responsible for ensuring that the submitted documentation is relevant and valid; moreover, international applicants must ensure that the submitted documentation is verified.

Section 30. Aalborg University may require the submission of original documentation in connection with the application.

Section 31. When applying for admission or enrolment on full-time study programmes and the four-year master programme at Aalborg University, applicants are responsible for ensuring that the submitted documentation is written in either Danish, another Scandinavian language or English.

(2) Any documentation which is not in one of the languages listed above must be translated. In accordance with subsection 3, the translation must be performed or authorised by one of the following:

1. the institution which issued the documentation
2. a translator
3. a Danish consul/a Danish embassy
4. or in any other manner (subject to the approval of the University).

(3) Aalborg University has the authority to require that any documentation is translated and subsequently forwarded to the University.

(4) Aalborg University cannot assist in the translation of the documentation.

Section 32. Applications and attachments will not be returned to applicants.

Section 33. In the event that the University needs to communicate with applicants via email, all emails are sent to the email address specified in the application form or to the applicant's Aalborg University student email address or to the applicants e-Boks.

(2) Any letters sent by the University will be sent to the applicant's address listed in the Danish national register or to the c/o address specified in their application. When an applicant's address is not listed in the Danish national register, letters will be sent to the address specified in their application.

## Part 7 - Exemptions

Section 34. Under special circumstances, the University may grant exemptions from these regulations.

(2) An application for exemption must be submitted to the relevant admissions office (cf. section 24). The application must be substantiated in writing and include relevant documentation. The application must specify from what the applicant seeks exemption.

(3) An application for exemption in connection with admission or enrolment must be submitted with the application.

(4) In specific cases, the Danish Agency for Higher Education may determine whether exemptions may be granted, cf. the ministerial orders on admission and enrolment on bachelor programmes, master programmes, academy profession programmes and professional bachelor programmes and the ministerial order on the four-year master programme.

## Part 8 - Complaints

Section 35. Any complaints regarding decisions made on the basis of these regulations may be submitted to the Danish Agency for Science and Higher Education, provided the complaint concerns legal questions. The complaint must be submitted to the Admissions Office (cf. section 25) no later than two weeks after the complainant has been notified of the decision. If the decision is upheld, the University will make a statement; the complainant may comment on this statement within a deadline of at least one week. Following this, the University will forward the statement with any comments submitted by the complainant to the Danish Agency for Science and Higher Education.

## Part 9 - Commencement

Section 36. These rules will take effect as of 12 February 2021 and include all students enrolled on this date, persons applying for admission og enrolment and all students admitted or enrolled after this date.

Section 37. The rules "Admission and enrolment to full-time study programmes at Aalborg University" of 10 May 2020" are hereby repealed.

## More about the rule set

Origin, background and history

Latest revision by Study Service 11 February 2021.

Authorised by the head of Study Service Lone Vestergaard

Aalborg University 12 February 2021

Purpose and delimitation

Rules regarding admission and enrolment to full-time study programmes and the four-year master programme at Aalborg University.

The purpose of these rules is to ensure consistent use and to provide comprehensible rules that help avoid doubt issues and facilitate the study administration work in connection with the registration of admission and enrolment to study programmes at Aalborg University.

Overall framework

As stated in Rules regarding enrolment to full-time study programmes and the four-year master programme at Aalborg University these rules are issued pursuant to Ministerial Orders on admission to programmes at Universities.

Concept definitions

\*Admission: Access to a study place on the 1st and 2nd semester on a bachelor programme,, professional bachelor programme or master programme (including the four-year master programme)

\*\*Enrolment: Access to a study place on the 3rd through 6th semester of a bachelor programme, 3rd through 7th semester of a professional bachelor programme and 3rd through 4th semester of a master programme (including the four-year master programme)

\*\*\*The four-year master programme (Erhvervskandidatuddannelsen) is a master's degree taken over a period of four years whilst in relevant employment.

\*\*\*\* Rules regarding Admission and enrolment to full-time study programmes at Aalborg University have been translated from Danish. In case of discrepancies, the Danish version prevails.

## **Absence without pay for carer's leave**

Procedure (act on employees' entitlement to absence from work for special family reasons §1a).

As of 2 August 2022, all staff members are entitled to carer's leave for five working days each calendar year if a close family member needs essential care or support due to a serious health condition. Carer's leave is self-paid.

There will be a transition period, 2 August-31 December 2022, during which staff members have the right to take two working days of carer's leave.

### **Close family member**

Close family member is defined as one's own children, parents, spouse or partner, or a person living in the same household as the staff member. In the case of carer's leave for a person living in the same household, it is required that the staff member shares a registered address with the person to be cared for, for example a stepchild or a parent-in-law.

### **Personal care or support**

Staff members may only use carer's leave when there is a specific situation where they have to provide personal care or support. For example, this may be to accompany a relative to an examination for dementia or another serious illness such as cancer. This may also be to accompany a relative suffering from Alzheimer's or another serious physical or mental health condition for a blood test, or a doctor's or dentist appointment. In addition, this may be situations where care or support is provided to a dying person, a sick person who is hospitalized, in hospice, in a nursing home or the like.

### **Medical documentation**

The employer may require the staff member to medically document the need for carer's leave. In the specific situation, it is up to the employer to decide whether the staff member should present medical documentation. The medical documentation may, for example, be a notification for treatment or other documentation that significant care or support is needed in the specific situation. It is the responsibility of the employee to obtain and, where appropriate, pay for the relevant medical documentation.

If an employer requests medical documentation from the staff member, this is for visual inspection only; the medical documentation may not be archived in the staff member's personnel file.

### **Taking carer's leave**

Carer's leave may be taken as a total period or as individual days. Unused carer's days lapse at the end of the year.

## Procedure

- The employee contacts the department/institute per email or telephone
- The employee sends a confirmation via email to the department/institute on the specific day or days on which carer's leave is taken
- The institute/department forwards the email from the employee to the sickness absence team [hr-fravaer@adm.aau.dk](mailto:hr-fravaer@adm.aau.dk)
- The sickness absence team takes care of the further case processing, where, among other things, a letter is sent to the employee regarding confirmation and information about salary deductions.

## Extra information

### Purpose and delimitation

The purpose of this procedure is to describe the applicable legislation and indicate the procedure for carer's leave.

## CODE OF CONDUCT

Code of conduct for staff members at Aalborg University.

Since Aalborg University is a self-governing institution under public sector administration, the same fundamental values as the rest of the public sector apply; these values include openness, democracy, the rule of law, objectivity, integrity and impartiality as well as the requirement of lawful administration. At the same time, the public sector is expected to perform tasks in a flexible and efficient manner and to deliver services of a high standard.

As a staff member at Aalborg University, you must demonstrate good administrative practice both in terms of your conduct and task performance.

Thus, you must observe the fundamental values and principles of public administration, including promoting and contributing to these values and requirements in your work.

You can find further information in the Code of conduct in the public sector, which includes information on duties, liability and rights; confidentiality; freedom of expression and impartiality.

Added after approval in HSU

Aalborg University follows current Danish legislation, including for example the Public Administration Act and the Criminal Law, which criminalizes, among other things, the use of slavery, forced labour, human trafficking, child labour etc. The list is not definitive.

Aalborg University strongly distances itself from corruption and bribery, which is also regulated in current Danish legislation.

Origin, background and history

Approved by HSU 24th of April 2019.

## Credit Card

### Set of rules for AAU credit cards with corporate liability

#### Introduction

Aalborg University has made an agreement with SEB Group on the issuance of credit cards with corporate liability for AAU employees. These rules include credit cards issued for use by employees at AAU on contracts of 18½ hours or more per week.

The agreement concerns Eurocard credit card (a MasterCard) and is based on the agreement made between SEB and the Agency for the Modernization of Public Administration.

#### Who can obtain an AAU credit card with corporate liability?

The credit card can be issued to all academic and technical-administrative staff (including PhD fellows) who are employed at AAU on a contract of a minimum of 18½ hours a week, and who are considered by the University to have a regular work-related need for this service. This also includes members of the University Board (see examples of employees who are not entitled to credit cards in annex 1.)

AAU (in practice, the managers of the financially responsible units, hereafter called 'head of the unit') determines who will need a credit card.

#### Application for a credit card corporate liability

An online application form must be filled in and then printed and signed by the applicant and their head of unit. Find the application form [here](#)

By signing the application, the applicant (card holder) declares that:

Aalborg University may communicate cardholder's civil registration number (CPR No.) to the card issuer for the purpose of obtaining address information.

In accordance with section 6, the cardholder is aware that SEB will send their credit card bill for the expenditure of a period to their home address, and that the card holder is responsible for paying this bill.

The cardholder has read the "Set of rules for AAU credit cards with corporate liability - staff" and accepts the terms and conditions stated for the use of the credit card.

When the application form has been completed and signed, it must be scanned and sent as a PDF file to the Finance and Accounts Department at [kreditkort@adm.aau.dk](mailto:kreditkort@adm.aau.dk).

#### Personal data

The cardholder's CPR No. will be used in connection with the issuance of the credit card.

Filing and processing of CPR-Nos. are made according to the Danish Act on Processing of Personal Data.

No personal credit assessment will be made of the applicant, as the credit card is subject to corporate liability.

#### Receipt of credit card and pin

In the course of about two weeks, the cardholder will receive a PIN letter at their home address; this will instruct them of how to choose their PIN. Immediately following the cardholder's choice of PIN, SEB will forward a credit card to the cardholder's home address.



#### Card holder's obligations

Upon receipt of the credit card, the cardholder must sign the signature panel on the back of the card.

Cardholders must keep the card securely and check periodically that the card has not been lost or misused.

Cardholders must not keep the PIN together with the card, or write the PIN on the card. The PIN must be memorised, and the PIN letter must be destroyed.

Cardholders are responsible for paying the bill forwarded to their home addresses by SEB. (Credit card usage in June 2014 will be billed at the beginning of July 2014 and will be payable on 1 August 2014).

Card holders are requested to register SEB bills for direct debit services.

#### User guide for holders of credit cards with corporate liability

The credit card may only be used in cases where payment cannot be made in the normal way by an invoice (from Danish suppliers, an electronic invoice).

The credit card must never be used to pay for personal expenses

Cash withdrawals in Denmark are not allowed.

The credit card must be used only for the following:

In connection with the payment of work-related additional costs incurred on work-related travel and, in exceptional cases, for low-value purchases (petty cash expenditure) made for AAU.

In connection with work-related travel abroad, currency may be withdrawn abroad, however only equivalent to DKK 200 per day of the work-related travel (for petty cash purchases that cannot be paid by credit card)

Examples of expenses payable by credit card:

train and air travel, but only travel that could not be bought from Via Egencia

taxi bills

hotels

subsistence expenses

representation during work-related travel

ferries

bridge and road toll expenses

parking charges

Examples of work-related petty cash expenditure:

representation expenses

subsistence expenses

gifts

purchases made on the Internet, provided the items purchased are only available on the Internet, or Internet prices are significantly lower than prices in traditional shops

minor purchases of items that cannot (appropriately) be purchased on credit (invoice)

Individual petty cash purchases by card must not exceed DKK 5,000. Any exceeding of this limit must be approved in advance by the Finance and Accounts Department (Chief Accountant).

If the cardholder's travel is AAU-related and covered by the main rule, i.e. the principle of "hourly and daily subsistence allowance", the card holder may only in exceptional cases use the credit card to pay for minor subsistence expenses during travel. Expenses paid by card must not exceed the hourly and daily subsistence allowance of each day of travel. Derived e-transactions of such payments must not be included in the travel reimbursement form, and the e-transactions must therefore be deleted by the cardholder (the traveler) in the travel reimbursement system; however, the payments must still be settled by the card holder when paying the bill from SEB.

In the exceptional case of documented lost baggage, the credit card may be used for the purchase of necessary clothing etc., but this amount must not be included in the travel reimbursement form as such costs will subsequently be settled by Europæiske ERV (travel insurance) directly with the traveller. The e- transactions of these amounts must therefore be deleted by the cardholder (the traveller) in the travel reimbursement system; however, the payments must still be settled by the card holder when paying the bill from SEB.

#### Settlement of e-transactions on credit cards with corporate liability

Payment transactions on the credit card (e-transactions) are transferred on a daily basis to RUS (travel and other expenses reimbursement system).

In RUS, the individual employee - the holder of the credit card - must ensure that individual items are listed as expenditure, i.e. are inserted in an appropriate travel or expenditure reimbursement report.

Original documents received when using the credit card for purchasing purposes must be submitted to the secretary in charge of travel reimbursement approval, together with the printed, accepted travel/petty cash expenditure reimbursement report. Sufficient documentation of expenditure is not available in the information which is transferred as e-transactions to RUS.

Only e-transactions relating to additional work-related expenditure should be included. This means that if the credit card has erroneously been used for private purchases, these e-transactions must be deleted from RUS. However, cardholders must remember to settle such e-transactions with SEB.

#### Reimbursement of work-related expenses paid by credit card

According to the instructions of the travel and expenditure reimbursement system, the traveller/card holder must complete and submit their travel reimbursement form no later than 14 days after their return.

The refundable additional work-related costs will be transferred to the cardholder's EASY account, and this will take place before the invoice from SEB is payable by the card holder. SEB calculates the expenditure of each month and forwards a bill at the beginning of the following month for payment by the first day of the next month (expenditure in June 2014 will be billed at the beginning of July 2014 and is due for payment by 1 August 2014). Travelers will not normally need to spend private money on expenditure incurred by AAU.

#### Processing of excess currency in connection with cash withdrawals abroad

If, on return, the cardholder is in possession of excess foreign currency, the card holder must exchange this themselves. The University does not accept cash repayment of excess currency from cash withdrawals in connection with the settlement of expenditure.

Since only e-transactions pertaining to additional work-related travel expenses are includable, excess currency from credit card withdrawals abroad should not be included in the settlement; such e-transactions should therefore be deleted from RUS. However, cardholders must remember to settle such e-transactions with SEB.

Any exchange rate differences when re-exchanging foreign currency withdrawals will be refunded by the individual cost centre, provided sufficient documentation of withdrawals and exchange rate are submitted (must be included in the Travel Reimbursement form).

#### Private credit card withdrawals

As specified in item 8, the credit card must not be used for private purchases.

Only additional work-related expenses are refundable in a travel/petty cash expenditure reimbursement report. This means that if the credit card has erroneously been used for private purchases, these e- transactions must be deleted from RUS (excluding the two examples of petty cash expenditure mentioned in item 8). However, cardholders must remember to settle such e-transactions with SEB.

#### Reordering of PIN

Cardholders who forget their PIN must call the support team at Eurocard/SEB at Tel.: (+ 45) 36 73 74 50. This is due to the fact that the PIN is personal. The cardholder should have their credit card at hand, since the support team will need information printed on the card. Usually the new PIN will arrive at the cardholder's home address three working days after it has been ordered.

#### Disputes

In case an incorrect amount is charged to the cardholder or if the cardholder does not receive the goods ordered, the cardholder must first contact the company/shop from which the purchase was made. The company/shop is responsible for any mistakes made, and the cardholder must make contact to them before SEB is able to assist.

#### Card holder's non-payment of bill from SEB

If a bill has not been paid on the first day of a month, SEB will forward a first reminder after ten days. After a further 10 days of non-payment, SEB will send a second reminder. If payment is not received by SEB, a claim for debt collection will be sent. This will result in inconvenience to AAU, including payment of the bill.

After the second reminder has been sent, the card will be cancelled by AAU.

If the cardholder has not paid the bill, AAU will deduct the amount paid by AAU to SEB from the cardholder's salary the following month. The cardholder will receive advance information of this deduction in salary.

The cardholder's department, unit etc. will be liable for any expenses incurred by the misuse of the credit card, in case deduction from the salary is not possible, or a new card needs to be purchased.

#### Cancellation of credit card and insurance of replacement card

If a card holder loses their card, if the PIN is revealed to another person, or in case of suspected credit card fraud, the card holder must make sure the card is cancelled by contacting SEB by telephone (+ 45) 36 73 71 00 as soon as possible; this line is open 24 hours a day.

When a credit card has been cancelled, SEB will automatically order a replacement card and a new PIN.

If a credit card has been destroyed or damaged, the cardholder must receive a replacement card. This is ordered by choosing "Replacement card" in the application form. The application procedure for a replacement card is identical to that of the original card. The application must be filled in online, signed by the applicant and their head of unit, scanned and mailed to the Finances and Accounts department at [kreditkort@adm.aau.dk](mailto:kreditkort@adm.aau.dk). The replacement card will be issued with the same card number and PIN as the original card. The replacement card will be sent to the cardholder's home address and will normally arrive three working days after it was applied for.

SEB charges a fee for the replacement card (currently DKK 150).

#### Cancellation of credit card

Aalborg University may cancel a credit card without prior notice or explanation.

#### Cancellation of credit card on termination of employment

When a cardholder resigns from their position at AAU, the cardholder's unit is obliged to reclaim the card (as is the practice regarding for instance keys, telephone and equipment). The unit will shred the card and instruct the Finance and Accounts Department by email to [kreditkort@adm.aau.dk](mailto:kreditkort@adm.aau.dk) to cancel the credit card. The Finance and Accounts Department is responsible for notifying Eurocard/SEB of the cancellation. When a cardholder's employment at AAU is terminated, final settlement including documentation of expenses must be performed.

#### Double card (for private expenditure)

Employees who have received a credit card with corporate liability may also order a double card (private card) from Eurocard; in practice, this is an extra plastic card which may be used for the payment of private expenses. An annual fee of DKK 95 will be charged to the employee for this card.

## Critical illness

Procedure (regulated through various pension schemes and insurances).

Through their pension schemes, employees at Aalborg University may be covered by a group life insurance including coverage in the event of death or critical illness.

Most pensions and insurance policies contain provisions concerning insurance payout in the event of death and certain types of critical illness. Please be aware that the diagnoses that are covered will vary between insurance companies. You are therefore advised to study the terms listed in your pension schemes and insurance policies; they will tell you which illnesses and diagnoses are covered by your insurance.

Contact your pension fund for further advice and guidance.

## Overall framework

Contact your pension fund for further advice and guidance.

## CONFLICT MANAGEMENT

Procedure for handling conflicts and cooperation difficulties among employees at Aalborg University.

Positive and safe study and working environments require a culture defined by respectful behaviour and friendly communication. Unresolved conflicts adversely affect the study and working environment. Minor conflicts ought to be resolved quickly so they do not escalate into major conflicts. This procedure outlines how AAU handles conflicts when they arise.

### Procedure

All staff members and managers are obliged to prevent and handle conflicts and interpersonal difficulties. Furthermore, all staff members are expected to support collaborative interpersonal work relationships.

If you notice early signs of a conflict or interpersonal difficulties:

Try to solve the issue through dialogue with the parties involved before it escalates.

If talking to the parties involved does not help, contact your union representative, your trade union organisation or your occupational health and safety representative to get advice on conflict resolution.

If you are not able to resolve the conflict quickly, contact your immediate manager so they can help resolve the conflict.

If you are unable to have a dialogue about the conflict with the parties involved or your immediate manager, you can contact Dansk Krisekorps for personal counselling and advice on how to initiate constructive dialogue.

If your immediate manager is party to the conflict or interpersonal issue and you are unable to solve it through dialogue, you can contact your immediate manager's manager. In conjunction with the parties involved, the manager will try to mediate the dispute.

The manager may decide to involve consultancy services from an external partner. AAU has made a cooperation agreement with the Danish Centre for Conflict Resolution.

Information on what is expected of you as a staff member in a public institution is available in the 'Code of conduct in the public sector'.

## CONFIDENTIALITY IN THE DIGITAL PROJECT LIBRARY

Procedure for handling student projects containing confidentiality clauses and content covered by the Copyright Act

### Content

Student projects from Aalborg University's students are archived in Pure, and the projects that are marked as publicly available are disseminated on the portal projekter.aau.dk.

The portal is split up so that the types Master's theses and Master's graduation projects are publicly available and harvested by Google. Semester projects and Bachelor projects require login via AAU access control.

The portal is set up not to show attachment files, only the main project file. This is to reduce the risk of a security breach, as appendices often contain transcripts, interviewees' names, companies' contact persons, etc.

### Marking of confidentiality

When a student project is marked as confidential, only student secretaries with rights/access to the education in Pure and the VBN team as administrators can access the project in Pure. In this way, it is ensured that only persons with a relevant need can access confidential information.

It is the students' own responsibility to choose the correct visibility - publicly available or confidential.

When the students hand in their projects in the Digital Exam, they are first asked whether they want their project to be confidential or publicly available. Your selections will be transferred to Pure when you complete your submission here.

The help text in Pure reads:

CONFIDENTIALITY - A project MUST be confidential if:

the project contains personal sensitive information

the project contains business-critical information

the project participants have signed a non-disclosure agreement with a source

the project must be further developed in collaboration with the supervisor with a view to publication or patenting

the project contains images, graphics, sound, etc. without permission from the copyright holder

By reporting and uploading your project, you give the university permission to publish the project on the Internet from the university's servers.

In order to minimize the risk of student projects with confidential content not being published publicly, it is recommended that the students are made aware of the importance of submitting and registering data correctly in Pure before starting the assignment. The VBN

team offers a number of instructions which are available via our website and can be freely used for notifications from the studio in Moodle, on e-mails, social media etc.

#### Workflow at the vbn team

If the VBN team is made aware that a student project is publicly available despite the fact that it contains confidential information, the following measures are initiated.

Student projects are immediately removed from the portal – this is done by a confidentiality stamp in Pure.

The VBN team requests Google to remove search results, cached versions of full texts, etc. as soon as possible.

#### Copyright

The VBN team has experienced cases with inquiries from rights holders, or their representatives, because student projects are publicly available on the portal containing images, graphics, sound or other things that the students do not have permission to use. In order to avoid fines, it is strongly recommended that students mark their project as confidential if there is uncertainty about permission to reuse things covered by copyright law.

#### Purpose and delimitation

The purpose of this procedure is to make visible the workflow of publicly available materials that should have been marked as confidential when submitted to the Pure/Projektlibrary.

If you as a student are in doubt about the content and visibility of your student project, you should contact your supervisor, study secretary or the VBN team for help.

#### Concept definitions

When submitting a student project in the Pure/Project library, the students are presented with this definition of confidentiality:

**CONFIDENTIALITY - A project MUST be confidential if:**

the project contains personal sensitive information

the project contains business-critical information

the project participants have signed a non-disclosure agreement with a source

the project must be further developed in collaboration with the supervisor with a view to publication or patenting

the project contains images, graphics, sound, etc. without permission from the copyright holder

By reporting and uploading your project, you give the university permission to publish the project on the Internet from the university's servers.

Old definition: By reporting and uploading your project, you give the university permission to publish the project on the Internet from the university's servers. The conditions for publishing the project are; That the project does not contain information about sources' personal or financial circumstances or other information that sources have submitted under confidentiality requirements.



## Caldiss - Set of rules

Get an overview of the politics and rules for Computational Analytics Laboratory for Digital Social Science (CALDISS).

### Content

CALDISS has one room at Fibigerstræde 5, room 37. The room contains a number of hardware facilities and workstations, which are available for everyone with connection to the Faculty of Social Sciences and Humanities at AAU.

Room 37 contains space for educational activities (workshops and presentations), and workstations for visualization, which are connected to either screens at the table or wall mounted touchscreens. When there are no educational activities, the room can be used as a study- and working environment, where the different workstations can be used.

#### 1. Rules for access and use of CALDISS' rooms and facilities

As CALDISS' room and facilities are available to anyone with connection to the Faculty of Social Sciences and Humanities at AAU, we request you always show consideration for other users of the rooms. Students' use of CALDISS' room and facilities are besides these rules furthermore covered by Aalborg University's rules about disciplinary precautions.

You are given access to CALDISS' room by filling out the access formula on CALDISS website, assuming that you have an activated AAU-card. You will keep your access to the room, as long as you comply with the set of rules. Workstation can be reserved after granted access through the workstations' associated resource calendars in Outlook. Available workstations that are not reserved can freely be used, but it is encouraged to always reserve a workstation, if you need one. The purpose of the following rules is to guarantee that everyone is given the opportunity to make use of CALDISS' facilities and ensure proper use of these.

1.1 You are granted access to CALDISS' room by filling out the access formula on the CALDISS website: [www.en.caldiss.aau.dk](http://www.en.caldiss.aau.dk). Access is granted through your AAU-card.

1.2 Workstations are reserved through their respective resource calendars in Outlook. Resource calendars are named according to the following format: `caldiss-[name]`.

Be aware that CALDISS has different types of workstations, so be sure that you reserve the one, which is suited for your needs (read more on [www.en.caldiss.aau.dk](http://www.en.caldiss.aau.dk))

1.3 Following limitations are effective for reservations of workstations:

You can at most reserve a workstation 7 hours a day.

- You can at most reserve a workstation 3 days a week.
- You can at the earliest reserve a workstation 4 weeks in advance.
- You can at the latest reserve a workstation 48 hours in advance.

1.4 Workstations and facilities are as principal rule used after reservation but may also be used, if they are free. People with reservation however always have first claim for the workstation.

1.5 Room 37 can freely be used as work- and study environment, given there are no educational activities, and that the use is in accordance with CALDISS' set of rules.

1.6 Workstations and facilities can only be reserved by persons with connection to the Faculty of Social Science at AAU.

1.7 You will keep your access to CALDISS' rooms through you AAU-card, as long as you comply with the CALDISS set of rules.

1.8 Your reservations of workstations, registered access to the room as well as enrolment in activities are being logged and will be saved in up to 3 years. These logs are only used for internal use to guarantee compliance with the set of rules as well as monitoring of activity, and will not be shared or forwarded to a 3rd party nor be used for other purposes.

1.9 You may only use CALDISS' room and the workstations for study- or research-related work.

1.10 You must not use workstations, the installed software and the available databases for commercial use.

When using databases you are expected to inform yourself about the rules for using the databases, download and processing of data. Infringement of the applicable rules for using a database will be regarded as an infringement of CALDISS' set of rules.

Be also aware of the fact that third party facilities as databases can log your activity.

1.11 You must not use CALDISS' room for anything other than study- or research-related purposes (room may not be used for staying overnight, conduct business, social arrangements, showing movies, storage or similar).

1.12 You must not consume alcohol in CALDISS' room.

1.13 By infringement by one or several of the rules in this set of rules, you are being denied access to CALDISS' room and facilities in up to 12 months depending on the character of the infringements.

1.14 The dean of the Faculty of Social Sciences and Humanities at AAU reserves the right to deny you access to CALDISS' room in the light of infringements or in the light of possible complaints about behavior in CALDISS' room.

1.15 For students an infringement of particular crude character will be reported to the relevant Head of Studies.

1.16 For employees an infringement of particular crude character will be reported to the relevant manager.

## CODE OF PRACTICE FOR COOPERATION BETWEEN THE UNIVERSITY AND ITS STUDENTS

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 organize academic and social events

AAU invites to democratic and open dialog

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.

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.

## CODE OF CONDUCT IN USING AALBORG UNIVERSITY RESOURCES

Rule on code of conduct when using Aalborg University's resources, including sound financial management.

Aalborg University is subject to a legal administrative principle of sound financial management. This is important for the university when it makes decisions on the use of its financial resources; it is also important for the way individual staff members conduct themselves in using the university's resources.

What is sound financial management?

As a self-governing state institution, Aalborg University is subject to legal administrative principles and thus also a requirement of sound financial management. This requirement means that the university must use its resources for their intended purposes and exhibit the necessary financial considerations in our management of expenditures and revenue.

In practice, this means that the university must use its financial resources as effectively as possible on the business of running the university, i.e., providing research-based education, conducting research, engaging in knowledge-based cooperation and dissemination of research results. In addition, the university must avoid unnecessary expenditures.

We must act in a financially sound manner, in terms of both funding from the state and from other sources. Our own financial interests or other considerations that are not relevant to the university must not affect our actions.

You can learn more about sound financial management in Chapter 9 of Code of Conduct in the Public Sector.

What does sound financial management mean for the individual staff member?

All staff members have a responsibility to comply with university rules on sound financial management. This applies when staff members are involved in procuring and disposing of resources, as well as in relation to staff members' use of university resources. In these circumstances, we must act in a financially sound manner and ensure that we always live up to the trust we desire from the wider society.

The requirement means that the university's resources may only be used to solve the university's tasks. Therefore, staff members may not use the university's resources for private use or in connection with a sideline occupation, unless this is expressly stated in one of the university's policies or rules.

The requirement also means that we must always consider whether a procurement is necessary to run the university, as well as make sure that procurement takes place within the framework of procurement policy.

The requirement also means that objects must be disposed of in accordance with university rules and in a financially sound manner – and any sales must be made at market value. Given that resources may only be used for university tasks, staff members must not take ownership of used equipment and furniture, whether or not it has economic value.

All staff members in management roles have a special responsibility to see that Aalborg University meets the requirement of sound financial management, as well as serving as clear, positive role models.

If you are unsure about how to handle a specific situation, discuss this with your manager.

## Code of conduct in using university resources for digital work tools

### Rules for the code of conduct in using university resources for digital work tools

#### The code of conduct in using university resources

The Code of Conduct in Using University Resources makes clear that we must use financial resources in as targeted a way as possible in running the university, and that we must avoid unnecessary expenses. This applies regardless of whether the financial resources come from state appropriations or other sources.

This means, firstly, that the purchase and use of digital work tools provided to individuals must be justified by their necessity for a work-related need. This applies both to the choice of different types and different models of digital work tools.

Secondly, this means that digital work tools may only be used for work purposes, unless otherwise explicitly stated in the Rules on Personal Use of Aalborg University's Digital Work Tools. If the staff member's work-related needs no longer exist, the digital work tool must be returned.

Finally, this means that digital work tools must be disposed of in accordance with Aalborg University's rules and in a financially sound manner. Staff members may not assume ownership of digital work tools, whether or not they have economic value.

All managers have a particular responsibility in terms of Aalborg University meeting the requirement of financially sound management, and they must be clear role models. This also applies when assessing which digital work tool is provided to a given staff member.

#### Acquisition, use and termination of use of digital works tools

The head of the financially responsible unit, e.g. head of department or head of function in Shared Services (hereinafter "the manager") is responsible for ensuring that the purchase, use and termination of use of digital work tools take place in accordance with this set of rules and other university rules and policies.

The manager must ensure that digital work tools are recorded in the equipment register in accordance with the university's regulations on acquisitions and equipment, section 2,[In Danish] and that the equipment register is updated on a regular basis.

The manager must also ensure that only the digital work tools necessary for the staff member's work-related needs are provided and that the tools are returned when the staff member receives new work tools of the same type or when the work-related need no longer exists. A receipt must be provided to the staff when the digital work tool is returned.

The manager should also be aware that digital work tools will in some cases be considered as taxable staff benefits that must be reported to the Danish Tax Agency.

#### Categories of equipment



The following review distinguishes between standard digital work tools and digital work tools based on particular work needs.

Standard digital work tools are work tools that can be included in any staff member's equipment package if necessary for performing work tasks. Examples are PC, mobile phone, software, etc. Standard digital work tools must always be acquired through one of the university's purchase agreements. If a staff member needs tools in addition to the standard digital work tools described, the section on digital work tools based on specific work needs provides guidance on this.

## PC

A computer is normally the primary work tool for staff members. The manager must ensure that the staff member is provided with an appropriate computer. The manager establishes an economic framework for purchasing computers and associated equipment for staff. An economic framework of up to DKK 3,000/year and a replacement rate of 3-4 years is considered good practice, i.e., a total acquisition cost of up to DKK 9,000-12,000. When a new computer is purchased for a staff member, the old computer must be returned. In this context, it is necessary to ensure that the equipment register is updated.

### PC workstation

The manager must ensure that the computer provided has an appropriate PC workstation. The layout of the workstation must suit the staff member's needs. Normally, workstations are set up with up to two monitors, a docking station, keyboard and mouse to ergonomically accommodate the staff member. Special ergonomic equipment should be acquired such as mouse wrist support for staff members who have very repetitive screen work or special needs.

## Mobile phone

A mobile phone and associated equipment may be provided to a staff member if they need it; this is not the case for all staff members. The manager establishes an economic framework for purchasing. An economic framework of DKK 1,500/year and a replacement rate of 3 years is considered good practice, i.e., a total acquisition cost of up to DKK 4,500. When changing the phone, the old phone must be returned. In this context, it is necessary to ensure that the equipment register is updated.

### Mobile phone subscription

When a mobile phone is provided to a staff member, it comes with a subscription from the university's provider. The subscription includes talk and data services to an extent that should be sufficient. Additional purchase of data or international telephony must be justified by a work-related need. The staff member may be offered a free telephone that is a taxable staff benefit. Alternatively, the staff member must sign a declaration that the phone is not used for personal purposes (see procedure for taxing free telephony [In Danish]). Whether it is a free phone or not, the staff member is not allowed to purchase personal services or donate money via the subscription.

## Tablets

For some staff members, a tablet may be an appropriate addition to their other digital work tools, in which case, based on an individual assessment of work-related needs, the manager may provide a tablet to the staff member. For such tablets, a separate mobile data subscription should normally not be purchased. No more than one tablet per staff member may be provided, except in the case of digital work tools based on specific work-related needs. When a new tablet is provided, the manager must ensure that any tablet previously provided is returned and that the equipment register is updated.

## Broadband

It is possible to offer staff members a broadband connection either as a landline connection to the staff member's home or as a mobile solution if there is a work-related need. In principle, a landline connection from the university's provider will be sufficient to meet a staff member's needs. However, at some addresses the provider is not able to provide appropriate speed; in these specific cases a different solution may be used if financial responsibility for this is demonstrated. As far as possible, invoicing must be done directly to the university. Alternatively, a refund may be made via the travel reimbursement system. Regardless of the provider, the university cannot pay for TV packages, streaming services, etc.

## Software

A standard software package for administrative and academic staff is offered on the various platforms. In addition, special software may be purchased if justified by a specific work-related need.

## Printers

Normally, printers and consumables are not purchased for staff members as printing is provided in university buildings and this covers work-related needs. If, in a specific case, there is a work-related need in addition to this, it will be considered as a digital work tool that must be specifically justified by a special work-related need.

## Digital tools based on special work-related needs

Digital tools based on specific work-related needs are work tools that are provided to the staff member because they are necessary for a specific work task, for example in the context of research. Examples are cameras, memory cards/USB sticks, dictaphones, drones, software, etc.

Prior to the purchase or provision of a digital work tool based on special work-related needs, the line manager must do a specific, individual assessment of the necessity of the tool concerned. The assessment is included in the equipment register so that it is clear which staff member has the equipment and for what reason. The manager is strictly responsible for ensuring that the equipment register is up to date at all times so that it is clear who has

received work tools. When work-related needs end, the manager must ensure that the equipment is returned.

## Days off

According to provisions in the Statute relating to Public Servants (Tjenestemandsloven) and collective agreements, the Main Joint Consultation Committee at Aalborg University has made the following decisions on holidays at AAU, which means paid days off:

1. Ordinary days off

Saturdays and Sundays

2. Bank holidays

Christmas Day (25 December) , the day after Christmas Day (26 December), New Year's Day (1 January), Maundy Thursday, Good Friday, Easter Monday, General Prayer Day, Ascension Day and Whit Monday (these holidays are fixed annually)

1. Other fixed holidays

The day of Christmas Eve (24 December), the day of New Year's Eve (31 December) and Constitution Day (5 June)

2. Half day off

International Worker's Day (1 May). Employees may request a half day off from 12:00 on 1 May to attend Labour Day rallies. In order for the request to be met, it is a prerequisite that the particular unit can function satisfactorily all day. Employees must make their request of this half day off no later than 23 April or the following ordinary working day after this date to their line manager. Notice of approval of time off will be given no later than three working days prior to 1 May.

In case the Statute relating to Public Servants (Tjenestemandsloven) or collective agreements entitle employees to additional days off, this right is maintained.

If additional special agreements on holidays not comprised by this agreement exist, these should be reported to the Main Joint Consultation Committee who will recommend to the University management to maintain, cancel or terminate these agreements.

The present agreement is subject to changes according to new legislation and new or amended collective agreements.

This agreement replaces any previous agreements.

## Disciplinary rules

### *Pursuant to*

- Section 14(9) in the Danish University Act (Bekendtgørelse af lov om universiteter (universitetsloven)) No. 778 of 7 August 2019;
- Section 9 in the Danish Examination Order (Bekendtgørelse om eksamen og censur ved universitetsuddannelser (eksamensbekendtgørelsen)) No. 1062 of 30 June 2016 which has been amended in ministerial orders No. 1503 of 28 November 2017, No. 1080 of 28 August 2018 and No. 878 26 August 2019;
- Section 17(1) in the Danish Ministerial Order on Admission to and Enrolment on Bachelor's Degree Programmes at Universities and the Higher Artistic Educational Institutions under the Ministry of Higher Education and Science No. 107 of 12 February 2018 (bekendtgørelse nr. 107 af 12. februar 2018 om adgang til bacheloruddannelser ved universiteterne og de videregående kunstneriske uddannelsesinstitutioner på Uddannelses- og Forskningsministeriet); and
- Section 4(1) in the Danish Ministerial Order on Admission to and Enrolment on Masters's Degree Programmes at Universities and the Higher Artistic Educational Institutions under the Ministry of Higher Education and Science No. 106 of 12 February 2018 (bekendtgørelse nr. 106 af 12. februar 2018 om adgang til kandidatuddannelser ved universiteterne og de videregående kunstneriske uddannelsesinstitutioner på Uddannelses- og Forskningsministeriet),

*the following is stipulated:*

### Part 1: Scope of the rules

1. The present rules on disciplinary measures relate to student conduct (both actions and omissions) in the following situations:

- under the auspices of Aalborg University;
- in any situations equivalent hereto; and
- in any cases in which students are or should be aware of the effect their conduct might have on the functioning of Aalborg University.

(2) Under section 1(1), 'students' include anyone who is enrolled in a programme or parts hereof at Aalborg University, including students

enrolled on ordinary terms, PhD students, visiting students, exchange students etc., single-course students, part-time students and students enrolled in admission courses and upper secondary school single-subject courses.

(3) The provisions of sections 9 and 16 also apply to applicants for Aalborg University's bachelor, professional bachelor and master programmes.

(4) Violations of good scientific practice by PhD students are governed by independent rules and guidelines.

## Part 2: Rules of conduct

2. All students are required to conduct themselves in a considerate and decent manner towards fellow students, university staff and all third parties, authorities and companies with whom the university cooperates, so that students do not inconvenience others or cause damage to others or their property. Furthermore, students are required to behave so as not to disturb the functioning of the university and to show consideration for the university's property, buildings and premises. This also applies to student conduct on social media whenever it involves a network for students at Aalborg University or a network set up by Aalborg University.

3. Students are required to refrain from any disturbing conduct during an exam, and from committing acts or omissions which constitute or contribute to exam cheating. In this context, any type of test is equivalent to an exam.

4. Students are required to keep themselves informed of and to comply with all rules etc. stipulated by the university or applicable to the university and its students, including codes of conduct and safety regulations, information security rules, regulations for handling personal data (GDPR), exam rules and guidelines on good practice in academic and scientific matters. Students are also required to abide by the instructions and orders issued by university staff and managers regarding compliance with such regulations etc.

5. Violations of the Danish Criminal Code and Euphoriant Substances Act in connection with activities at Aalborg University are considered a violation of the disciplinary rules and will lead to disciplinary sanctions in addition to being reported to the police.

6. Students must carry their student ID card, or another type of ID card with photo, and produce it on request.

## Part 3: Exam cheating

7. Exam cheating includes:

1. plagiarism in connection with exams or plagiarism in activities leading to an exam, cf. section 8 for further details;
2. cases where an examinee, before or during an exam, obtains unauthorised assistance in taking an exam;
3. falsifying data for use in an exam;
4. cases where an examinee attempts to influence the assessment or change the basis of the assessment after the exam, including by continuing a response paper after the exam has been concluded;
5. engaging in collaboration that is not allowed, including working together with others on solving individual assignments;
6. use of aids or materials which are not permitted, including mobile phones and internet access
7. failure to comply with guidelines on the use of electronic measures in exams, such as monitoring systems
8. cases where an examinee lets someone else impersonate their identity as the examinee in order to take the exam in question on their behalf; etc.

8. Plagiarism includes, subject to subsections (2) and (3), cases in which a written paper in whole or in part as produced by the examinee or the examinees themselves, even when the paper:

1. contains an identical or almost identical reproduction of the wordings or works of other authors, without such reproduction being marked by quotation marks, italics, indentation or other clear indication with source reference;
2. contains long passages with wording that is so close to that of another work or similar wording etc. that comparison shows that those passages could not have been written without the use of the other work;
3. contains the use of the wordings or ideas of other authors' without such other authors being duly credited; or
4. reuses text and/or central ideas from the examinee's own previously assessed or published works without complying with the provisions of items 1) and 3).

(2) When a group of students submit a paper together, each student is individually responsible for the entire paper not containing plagiarism, cf. section 8(1).

(3) The provisions stated in section 8(1) also apply to all other types of assignments and sources in addition to written papers and written sources

#### Part 4: Part 4 duty of disclosure concerning application for admission

9. All applicants for bachelor, professional bachelor and master programmes are obliged to inform of any academically relevant matters related to admission including to forward documentation of any passed degree programme elements from any previous education taken.

#### Part 5 Other violations

10. Students are required to use IT and technical means with consideration for good practice and in accordance with the rules on responsible IT usage. Violations of good practice include misuse of IT, data hacking, improper use of computer programs, illegal file sharing, breach of IT security, or use of student email for private purposes that may affect Aalborg University's reputation.

#### Part 6: Procedures and authority

11. If there is a suspicion that a student's conduct is contrary to the provisions of parts 2-5, the behaviour must be reported to the manager responsible for the premises, the activity or the programme etc. concerned.

(2) If the case concerns an exam in progress, and it is established with certainty that exam cheating or disruptive behaviour is taking place, the head of studies, a person authorised by the head of studies or the examiners jointly may expel the student from the examination while it is still in progress. In such cases, the justification for the expulsion will be assessed in connection with the subsequent decision in the case.

(3) If the case concerns exam cheating, according to subsection (1), in connection with a paper to be used during an exam, the head of studies may postpone the examination if the matter cannot be clarified before the scheduled exam date.

12. Upon receipt of such an allegation, the manager responsible, subject to subsection (2), must call the student in for an interview to clarify the case. The student is entitled to be accompanied by an observer. If it is not possible to call the student in for a personal interview, communication takes place in writing instead.

(2) If the circumstances of the case are found to be highly exceptional, the Rector, or the person authorised by the Rector, may decide that the case is wholly transferred to the Rector.



13. If after clarification of the case, the manager responsible finds that the report is justified, the case must be reported to the Rector in event that the provisions of parts 2-5 are repeatedly or grossly violated or attempted violated and the violations therefore ought to result in the student being expelled from the university.

(2) A temporary expulsion, according to section 19(3), must be reported without undue delay to the Rector who will initiate administrative procedures upon receiving the information required, cf. section 19(3). Subsequently, the Rector will make the final decision on whether to maintain expulsion, either as temporary or permanent, or whether to change the sanction to a written warning or to remove the sanction altogether.

(3) As stated in subsection (2), reporting must occur without undue delay. The report must be accompanied by a written account of the case, including information that uniquely identifies each student reported, as well as a brief explanation and all the available evidence pertaining to the case. In the case of reporting of exam cheating or violation of exam rules etc., the exam in question must be specified. It must also be stated if this is a case of repeat violation for one or more of the students in question.

(4) When reporting plagiarism, the plagiarised parts of the paper must be clearly marked with reference to the sources from which the plagiarised text was taken. The plagiarised text must also be marked in the source text.

(5) If the programme is offered in English, and one of the students reported is not familiar with Danish, the report must be in English.

14. The Rector decides the case if the case was reported to the Rector, according to section 13(1), or if the Rector has decided to take over the case based on section 12(2). In any other cases, the relevant manager decides the case.

(2) The case must be settled in accordance with administrative rules, including the requirements for consultation of the parties involved, basis for the decision and guidelines for appeal. In this context, all written communication to a reported student must be drafted in English if this student is not familiar with Danish, and the programme is offered as an English language programme.

#### Part 7: Sanctions and consequences

15. The competent authority, according to section 14(1), must report criminal offences to the police on behalf of the university and, in deciding

the case, may impose one or more of the following sanctions, in accordance with the provisions in section 20:

1. A written warning on repeated violations of the rules.
2. Expulsion from an exam.
3. Completely or partially suspending the student's right to use the university's IT systems in the event of misuse.

(2) In addition to the sanctions stated above in subsection (1), the Rector may expel a student from the university in accordance with the provisions in sections 18-19.

(3) If it is found that plagiarism or attempted plagiarism has taken place, no supervision will be offered to the student in connection with the rewriting of the plagiarised text. However, the head of studies may grant an exemption from this provision in case of mitigating circumstances.

16. In cases where the duty of disclosure is violated, cf. section 9, the Rector may impose the following sanctions:

- (2) Issuing of a warning.
- (3) Cancellation of the awarded grade for course modules in which the student has wrongfully participated.
- (4) Cancellation of admission or enrolment, in which case the Rector may also determine whether the student in question will be allowed, after a certain period, to apply for admission or enrolment on the same programme or another programme at Aalborg University.

#### *Written warning*

17. A written warning may be issued in specific cases in which the violation of the rules is considered to be mild. Furthermore, a written warning may be issued in conjunction with expulsion from an exam, cf. section 18, or expulsion from the university, cf. section 19.

#### *Expulsion from an exam*

18. Expulsion from an examination may take place in cases of exam cheating or violation of exam rules in general.

(2) Expulsion may take place prospectively or retroactively and means that the student has used an examination attempt and does not receive an assessment of their performance, or has a previously awarded assessment annulled.

(3) In the subsequent exam in the same activity, the student must prepare a completely new response paper. The head of studies may grant an exemption from this.

### *Expulsion from the university*

19. Expulsion from the university may take place in case of gross or repeated violation of the rules specified in parts 2-5.

(2) Expulsion may be temporary or permanent, and, based on the nature of the violation, expulsion may be effective immediately.

(3) In case of repeated or gross violations of section 2, or where it is considered necessary out of regard for the university's uninterrupted operation, the manager responsible may expel a student from the university temporarily with immediate effect.

(4) During the period of expulsion, the student is excluded from all activities at the university, including all participation in classes and exams.

(5) Violation of the provisions of subsection (4) will be considered a gross violation of section 2.

(6) Any tuition fees covering the period of expulsion will not be refunded or credited to the account of an expelled student.

(7) Pre-approval of credit transfer or final credit transfer for any study activities intended completed or actually completed at other educational institutions during the period of expulsion cannot be granted.

20. When deciding whether and to what extent a given sanction is to be imposed on a student, the concrete damaging effect of the violation for the university must be considered, including society's confidence in the university's examinations and the preservation of the respect for the work performed by the university. In addition, any prior warnings issued, the risk of repeated violation and whether the university's interests can be sufficiently safeguarded by imposing a less severe sanction must all be considered.

### Part 8: Appeal

21. Decisions made according to these rules may be appealed to the Danish Agency for Science and Higher Education if the appeal concerns legal issues. Appeals must be submitted to the Rector at [aaau@aaau.dk](mailto:aau@aaau.dk). The appeal need not be submitted before any specified deadline. Study Service handles the administrative procedure on behalf of the Rector. If the decision is upheld, Study Service issues a statement on behalf of the Rector, which the student may comment on within a period of at least one week. The appeal is then sent to the Danish Agency for Science and

Higher Education together with the statement and the complainant's comments attached.

**Part 9: Commencement and other matters**

22. These rules come into force on 21 October 2019. At the same time, the Rules regarding disciplinary measures for students at Aalborg University of 15 February 2019 are repealed.

(2) The Rector may stipulate guidelines to the rules.

## Derogatory Language Statement of the Rector's office

Content:

Statement of the Rector's Office:

"At Aalborg University, we do not accept the use of derogatory language. However, derogatory language may be used in teaching and research if its use can be justified scientifically or academically."

## Equality and Diversity - Sub-policy

AAU is committed to promoting equality between women and men through measures aimed at stimulating and ensuring continuous development towards an equal distribution of men and women at all organisational levels.

AAU is committed to ensuring that its workforce reflect the diversity of society and the university assumes a social responsibility to create jobs for persons with reduced work capacity.

Further information on the university's views on equality and diversity is available in [AAU's strategic action plan for equality and diversity](#) (Danish only).

## Election rules

Persuant to Section 99 of the Statutes of 24 September 2018 for the self governing institution Aalborg University:

1. The present rules concern elections to Aalborg University's board, academic councils, department councils, study boards and PhD committees for staff and students at the university. The purpose and function of the governing bodies are set out in the University Act and the University Statutes.

(2) When a department council, study board or PhD committee falls under several main areas, and the election rules state that the dean is vested with decision-making powers for the body, decisions are made jointly by the areas' deans.

2. When the present rules use the term 'sub-election', this refers to elections to a governing body within a particular coalition, subject to Section 2(2).

(2) If it has been decided that election to a governing body is to be based on a division of representation areas, the term 'sub-election' means election to a governing body within a particular coalition within a particular area of representation.

## Chapter 1 - Governing bodies and their composition

### Chapter 1 - Governing bodies and their composition:

3. The university board is composed of 11 members, five are elected by and among Coalition 1 members, by and among election Coalition 2 members, and by and among Coalition 3 members, in a 2:1:2 ratio.

(2) Of the two board members from Coalition 1, one member must be from the Technical Faculty of IT and Design, the Faculty of Engineering and Science or the Faculty of Medicine, and one member must be from the Faculty of Humanities, the Faculty of Social Sciences or the other main areas of the university if these have academic staff employed.

4. For each academic main area, the rector sets up an academic council consisting of 15 or eight members. The dean is automatically a member of the council while the remaining members are elected by and among Coalition 1 members, and by and among Coalition 3 members, in a 5:2 ratio.

(2) For each department, a department council is set up; its size is determined by the head of department, but may not exceed 13 members. The head of department is automatically a member and chair of the department council, while the remaining members are elected by and among Coalition 1 members, by and among Coalition 2 members, and by and among Coalition 3 members, in a 2:1:1 ratio.

(3) The size of a study board is determined by the dean, but may not be less than four and not more than 12 members. Members are elected by and among Coalition 1 members and by and among Coalition 3 members in a 1:1 ratio.

(4) The size of a PhD committee is determined by the dean, but it may not be less than six and not more than 14 members. Two of the members are elected by and among Coalition 4 members while the remaining members are elected by and among Coalition 1 members.

(5) The size of the department councils, study boards and PhD committees is stipulated before the ordinary elections for Coalition 1 and 2 are called and reported to the election committee before the committee sets a deadline.

5. All elections are by electoral proportional representation. However, election to the university board for members of Coalition 1 is election by simple majority.

Special rules for study boards offering only continuing education master's programmes:

5a. This section applies to study boards that only offer continuing education master's programmes and where one or more of these programmes is offered under a cooperation agreement with another educational institutional.

(2) If agreed in a cooperation agreement, the dean affiliated with the study board mentioned in Subsection (1) may stipulate that up to half of the members of Coalition 1 and/or Coalition 3 are elected by and among staff members or students from one or more other higher education institutions.

(3) Staff members and students from other educational institutions are eligible under Subsection (2) where there is a specific link between the institution concerned and the programme offered by Aalborg University. The other institution handles the election process itself, including by-elections, and holds elections according to its own set rules, but such



that the elected individual can join the study board at a time determined by Aalborg University.

(4) If the other educational institution does not select the required number of staff members and students, the rector may fill the vacant seats in accordance with Section (39).

(5) In addition, Aalborg University's election rules apply in their entirety to the members of the study board concerned who are elected by and among the staff members and students of Aalborg University.

Division into representation areas:

6. For election to the university board, division into representation areas is not used. For elections to other governing bodies, it may be decided that elections be based on a specific division into representation areas. The decision may relate to one or more coalitions, and the division may vary by individual coalition.

(2) According to Subsection (1), the decision is made by the head of department if the decision concerns a department council; by the dean if it relates to a study board or PhD committee; or by the rector if it relates to an academic council. The decision must be made and reported to the election committee by a deadline specified by the committee and must be based on a recommendation from or comment period in the governing body concerned. The decision is in effect until a new decision on the matter is made.

(3) Division into representation areas may be used only if the following conditions are met:

(a) The division must be based on unambiguous criteria that clearly outlines and includes all those with election rights in the coalition.

(b) The division must not be based on job title.

(4) The election committee must reject a division of representation areas that violates Subsection (3) and may reject a division that is otherwise considered inappropriate, such as if a representative area is very small.

## Chapter 2 - Calling elections

Calling elections:

7. Elections are called as ordinary elections, by-elections or extraordinary elections in accordance with the provisions of this chapter.

(2) Elections are called and held and votes tabulated by the election committee with the assistance of the election secretariat.

(3) Notices about elections are posted on Aalborg University's election website, in the official news bodies of the university or by other appropriate means.

(4) The address of the election committee website is [www.election.aau.dk](http://www.election.aau.dk)[LI1] .

8. Elections are called by publishing an election circular on the Aalborg University website and by direct information to relevant parties. However, the rector, election committee or chair of the election committee may decide that, instead of publication in the official news bodies of the university, publication should be made by posters or in another manner, if this is most appropriate.

(2) The election circular must include:

- (a) information on the election being held electronically
- (b) overview of the type of governing body (university board, academic council, department council, study board or PhD committee) or individual bodies calling the election
- (c) indication of the coalition(s) eligible to vote in the election called
- (d) Indication of the term of office for the individual seats
- (e) concise guidelines on the main rules of the election, stating that the election rules and an overview of the sub-elections, with indication of division into representation areas and the number of seats, can be found on Aalborg University's election website
- (f) Information on the address of Aalborg University's election website

(3) The election circular must include an appendix with a schedule of times and deadlines for the election:

- (a) Time for publication of election lists and deadline for objections
- (b) Deadline for objections to the placement the person concerned on the election lists as a result of restrictions on exercising election rights (cf. Chapter 3).
- (c) Deadline for submitting candidate lists and deadline for objections
- (d) Time for publication of candidate lists
- e) Deadlines for electoral pact notification and related objections
- (f) Time period when voting takes place
- (g) Time of vote tabulation and announcement of the election results.
- (h) Deadline for filing a complaint on the election process or tabulation of votes

#### Ordinary elections:

9. Ordinary elections are called by the election committee on the last working day of September before the end of the term of office.

(2) Ordinary elections are timed so that the elected individual may accede to membership on 1 February following the election.

(3) The election committee may decide that ordinary elections are held at other times, if justified by special considerations.

(4) The election committee may decide that extraordinary and by-elections are called, held and votes tabulated at the same time as ordinary elections.

10. The term of office for members of Coalition 1 and 2 is four years. For members of Coalition 3 and 4, the term of office is one year, however, for elections to the university board for Coalition 3, it is two years with staggered elections. The term of office always ends on 31 January. There may be re-election.

#### By-elections:

11. If a vacancy occurs among the elected members of a governing body during the term of office, and if, according to the procedural rules of the body, it is necessary to fill the vacancy with an alternate member, a by-election is called if the replacement cannot be made by selection or nomination in accordance with the provisions of Chapter 7. In this context, elected members are considered to be members of the governing body who have joined the body in accordance with the provisions of Chapters 6-7.

(2) In the case of a vacancy on the university board, the rector may decide that a by-election be held in conjunction with the ordinary election if an ordinary election is held within three months of the resignation of the member concerned.

(3) If the case of a vacancy on an academic council, department council, study board or PhD committee, the by-election is called in accordance with the following, subject to Section 11(4):

- (a) If, within three months of the resignation of the member, ordinary elections are called for the group of voters concerned, a by-election may not be called, in which case the body functions with fewer members for the remainder of the term of office.
- (b) If, within three months of the resignation of the member, an ordinary election for the body is called and no members of and

among the group of voters concerned are elected, the by-election is held in conjunction with the ordinary election.

- (c) If, within three months of the resignation of the member, an ordinary election for the body is not called, a by-election is called by decision of the election committee.

(4) If the by-election is called due to submission of a justified objection under Section 42, the deadlines referred to in Subsection (3) are not calculated from the member's resignation, but instead from the time when the decision on the merits of the objection was made.

12. By-elections are called, held and votes tabulated as in ordinary elections, however, with changes resulting from the provisions in this section or the nature of the circumstances, and so that they are held as soon as possible. By-elections are called by the election committee or at the request of the rector. The timing of elections is organised by the election committee.

(2) A candidate elected in a by-election becomes a member of the governing body for the remainder of the term of office once the by-election is given final approval.

Extraordinary elections:

13. A vacant seat that must not be filled by calling an ordinary election or by-election, and that, under the rules, must not be vacant for the next ordinary election, is filled by calling and holding an extraordinary election.

(2) The term of office of a person who joins a governing body through an extraordinary election is determined by the election committee and normally so as to conform to the applicable ordinary term of office for the coalition concerned.

14. Extraordinary elections are called, held and votes tabulated as in ordinary elections, however, with changes resulting from the provisions in this section or the nature of the circumstances, and so that they are held as soon as possible. Extraordinary elections are called by the election committee or at the request of the rector. The timing of elections is organised by the election committee.

(2) A candidate elected in an extraordinary election becomes a member of the governing body once the extraordinary election is given final approval.

### **Chapter 3 - Election rights (to vote / to be elected) and election lists**

Election rights:

15. Anyone who, on the first day of the month where the election is called and also at the time of the election, falls under the coalition, meets the association requirement, falls under the election's representation areas and has not been granted leave, has the right to vote and is eligible for election in a sub-election, subject to Section 15(2)-(3) and Section 17 (6). However, the right to be elected also extends to persons with leave, provided that ineligibility is solely due to leave at the time the election is called and held, and that the leave will have ended at the time for joining the governing body.

(2) Election rights may only be exercised in accordance with the following limitations:

- (a) Election rights may only be exercised only within one of coalitions 1, 3 or 2. A person who fulfils the conditions for exercising election rights within multiple coalitions is therefore to be classified in one of them in the order designated. PhD students always (also) have election rights within coalition 4.
- (b) Election rights may be exercised only in one of several similarly situated governing bodies, meaning bodies of the same type (academic councils, department councils, study boards and PhD committees). A person who fulfils the conditions for exercising election rights for several academic councils or several department councils should exercise their election rights where they have their main position, except however for designation (cf. Section 17(3), last item) or, in the case of a student, based on the programme framework where they were last enrolled (bachelor, candidate, elective subject or the like). If a particular employment relationship cannot be designated as the main position, or a specific programme framework is not designated as the framework where a student was last enrolled, the election committee will put the individual concerned on the election lists with election rights for one of the possible academic councils or department councils. The election committee puts a person who fulfils the conditions for exercising election rights for several study boards or PhD committees on the election lists with eligibility for one of these study boards or PhD committees.
- (c) Election rights may only be exercised within one representative area in the elections to a governing body. The election committee puts a person who fulfils the conditions for exercising election rights

in several areas on the election lists with eligibility in one of these areas.

- (d) In relation to the provisions of Section 15(1) (a)-(c), the timing of calling the election is crucial for granting election rights and putting persons on election lists.

(3) A condition of the right to vote is that the person concerned is on the election list with voting rights in a sub-election.

Coalition:

16. Staff and students are classified in the following coalitions (subject to Sections 16(2)-(4)):

(a) Coalition 1 Staff members with at least half-time employment as academic staff, including employed PhD students

(b) Coalition 2 Staff members with at least half-time employment as technical or administrative staff

(c) Coalition 3 Students enrolled at Aalborg University:

- in a degree programme to obtain evidence of the completion of a bachelor's, professional bachelor's or master's degree at the university,
- in a degree programme to obtain evidence of the completion of a PhD programme at the university, except, however, employed PhD students, or
- in part-time programmes offered as continuing or further education, except, however, students enrolled as single-course students.

(d) Coalition 4 In addition to placement according to Section 16(1) (a) and (c), students enrolled at Aalborg University in a degree programme for the purpose of obtaining evidence of completion of a PhD programme at the university are also placed in Coalition 4.

(2) Clinical professors and associate professors in the health science area have election rights in Coalition 1. However, these may not constitute more than half of the coalition 1 seats in a governing body, except for the department council in the Department of Clinical Medicine.

(3) The following groups of staff members do not have election rights:

(a) staff members who have a permanent affiliation with a governing body or who regularly serve as substitutes for persons who have a permanent



affiliation, for example the rector, pro-rector, deans, pro-deans and heads of department.

(b) staff members who are considered to have a looser affiliation with the university in the election context, such as teaching assistants, part-time lecturers and external co-examiners.

(4) Questions of interpretation of coalition membership are decided by the rector upon recommendation or comment by the election committee.

#### Affiliation requirements:

17. For elections to the university board, there are no additional affiliation requirements other than employment at the university or enrolment in a programme offered by the university.

(2) For elections to academic councils, the affiliation requirement for members of coalition 1 is employment under an academic council's area; for members of coalition 3 it is enrolment in a programme, including an elective course belonging to this area.

(3) For elections to department councils, the affiliation requirement for members of coalition 1 and 2 is employment in the department; for members of coalition 3 it is enrolment in a programme, including an elective course connected to the department. Where there is no clear link between a study board and department, the dean decides which department a programme is affiliated with. Members of coalition 2, who are neither employed in a department nor whose job is substantially located at a department other than that of the employment relationship, may be affiliated with a department where their job is. If such a change in election rights is desired (cf. item 3), the election secretariat is notified prior to the election, in accordance with election committee specific guidelines.

(4) For elections to study boards, the affiliation requirement for members of coalition 1 is teaching duties in the study board's area; for members of coalition 3 it is enrolment in a programme, including an elective course belonging to the study board's area.

(5) For elections to PhD committees, the affiliation requirement for members of coalition 4 is enrolment in a PhD programme that falls within the scope of the PhD committee; for members of coalition 1 it is either serving as a main supervisor for a PhD student who meets the affiliation requirement for the relevant PhD committee, or a serving as the head of a programme under the PhD committee's area.

(6) Election rights in a sub-election requires that the affiliation requirement be met at the time the election is called, however, such that the affiliation requirement for elections to study boards or PhD committees only for members of coalition 1 was met at some point during the year preceding the time of the call.

Election lists:

18. Prior to each election, lists of eligible voters are drawn up by sub-elections (election lists) that are made available to those eligible in Aalborg University's electronic election system. However, PhD students are only put on election lists with election rights within coalition 3, if they so request.

(2) Objections to the election lists must be submitted to the election secretariat within the period specified in the election circular, after which the election committee makes a decision on the merits of the objection. However, for as long as practical, PhD students, upon request, may be put on the election lists with election rights within coalition 3 (cf. Section 16(1) (c), no. 2).

(3) Requests for changes to election lists may be submitted to the election committee until the deadline specified in the election circular expires, in the following cases:

(a) A person who fulfils the conditions for exercising election rights for multiple study boards or PhD committees may request to be put on the election lists with election rights for another study board or PhD committee other than those the person has been included on with voting rights before the deadline expires

(b) A person who fulfils the conditions for exercising election rights in multiple academic councils or department councils, and where no employment relationship can be designated as the main position, or no programme framework can be designated as the framework where the person was last enrolled, may request to be put on the election lists for another academic council or department council other than the one for which the person has election rights before the deadline expires.

(4) After the deadlines set out according to Section 18(2) and (3), no changes to the election lists may be made, but the election committee must rectify actual errors as long as practicable.



## **Chapter 4 - Nomination of candidates and notification of electoral pacts**

Nomination of candidates:

19. The nomination of candidates is made by submitting candidate lists to the election secretariat in the electronic election system within the time limit specified in the electoral circular (candidate notification deadline). The candidate list notification indicates the relevant sub-election and must include a proposal for a list name. The list name may not indicate which sub-election is involved.

(2) If the candidate notification does not indicate that candidates are similarly ranked, the candidates in the electronic election system are considered to be prioritised in the order indicated by the list coordinator. The candidate declares their willingness to be elected with acceptance of the candidate list invitation via the electronic election system. However, a candidate's acceptance may be revoked by contacting the election secretariat prior to the election.

(3) In elections to the university board for members of coalition 1, a candidate list may include only one candidate.

(4) In elections to the university board, the notification of the candidate list in the electronic election system must have at least 10 endorsements, each of which must have the right to vote in the sub-election concerned. A candidate may not endorse their own candidate list, but may endorse several candidate lists.

20. If a candidate list meets the conditions of the election rules, or if an exemption is requested in a timely manner, the election committee publishes the candidate list at the time specified in the election circular. For this purpose, the election committee gives a name (list name) to each candidate list (cf. Section 19 (1)).

(2) If a notification does not fulfil the conditions, the candidate list is rejected as invalid. If this is discovered only after the deadline for the candidate notification, the election committee may, in the event of minor errors, allow a period of up to 48 hours to rectify this.

(3) Objections to published candidate lists must be submitted to the election secretariat before expiration of deadline specified in the election circular.

(4) The election committee decides on the final approval or rejection of candidate lists submitted. In this context, the committee may impose

conditions for approval (cf. Section 20(2)), make changes to the candidate list, including removing candidates from the candidate list who are not eligible for the relevant sub-election according to the election rules, or approve candidate lists submitted too late if the delay is minor and approval does not affect the ability of other candidates to be elected. The election committee publishes the final candidate nominations.

Electoral pacts:

21. An electoral pact can be made between two or more candidate lists if the candidate lists relate to the same sub-selection. However, in elections to the university board, no electoral pact may be made within coalition 1. A candidate list may only be included in one electoral pact.

(2) Electoral pacts are made by submitting the electoral pact to the election secretariat on forms drawn up for that purpose or by notification via the electronic electoral system according to the election committee provision within the deadline specified in the election circular (electoral pact notification deadline). The notification must indicate the sub-election and the candidate lists that the notification relates to. The notification must include a proposal for the name of the electoral pact. The electoral pact name may not indicate which sub-election is involved.

(3) The notification of the electoral pact must be accepted by all candidates included in the electoral pact, thus declaring their willingness, with binding effect, to be included in the electoral pact.

(4) If the notification of the electoral pact fulfils the conditions of the election rules, the electoral pact is published by the election committee, as each electoral pact committee is given a designation by the election committee (cf. Section 21 (2)) (electoral pact name). If the notification does not meet the conditions, it is rejected as invalid.

(5) Objections to the electoral pact are submitted to the election secretariat before expiration of the deadline specified in the election circular. If there are no objections or the objections are rejected by the election committee, the electoral pacts are final. If changes are made on the basis of the objections in accordance with the election committee's provision, the electoral pacts are final. The election committee publishes the final approved electoral pacts.

Using a proxy:

22. If it is not possible for a candidate to join an electoral pact notification, another person may do so on the candidate's behalf if such authorisation is submitted before the relevant deadline.

Uncontested elections:

23. If the number of candidates nominated does not exceed the number of vacant seats in the relevant sub-election, the sub-election is held as an uncontested election, whereby voting is cancelled. This applies regardless of whether the candidates nominated are similarly ranked or prioritised, irrespective of whether there are multiple candidate lists and regardless of whether the number of candidates nominated is zero.

(2) If there is only one candidate list in a sub-election, and if the list is prioritised, the sub-election will also be held as an uncontested election, even if more candidates are nominated than may be elected. In such a case, candidates are considered for election in the order of priority.

(3) In uncontested elections, the election committee publishes the cancellation of the vote at the same time as publication of the final candidate nominations.

## **Chapter 5 - Holding elections**

Holding elections:

24. Elections are secret and are held as electronic elections.

25. Elections take place by electronic voting in the period specified in the election circular.

26. Electronic voting is done in the Aalborg University electronic election system. Access is obtained via the Aalborg University election website.

(2) Voting takes place by those with voting rights logging on to the election portal where they are presented with electronic ballots for the sub-elections they are entitled to vote in. A voter may cast one vote per sub-election that they are entitled to vote in. A vote may be cast for either a candidate or a list or in the "blank" category.

Rules of campaigning for elections and providing assistance:

27. Candidates must campaign for election in a fair and orderly manner.

(2) Students and staff must not be involved in violating election secrecy or breaking election rules.

(3) In the course of the election, candidates may only send emails via the university mailing lists if approved by the election committee.

(4) Violation of Section 27(1)-(3) is sanctioned by the rector according to the university rules on disciplinary sanctions.

## **Chapter 6 - Tabulation of votes and publication of election results**

Votes are tabulated in an open meeting:

28. Votes are tabulated in an open meeting of the election committee. Any drawing of lots on this is done by the chair of the election committee.

29. The election committee decides whether the votes cast are valid.

Tabulation of results of majority voting, election to university board for coalition 1:

30. Elections to the university board for coalition 1 are held as a majority vote with a simple majority between individuals. The candidates who received the highest number of personal votes are elected. For this purpose, any list votes are considered personal votes.

(2) If two or more candidates received the same number of personal votes and not all of these candidates may be elected, lots are drawn between the candidates.

(3) If the two candidates who received the highest number of personal votes are both employed under the same group of main areas (cf. Section 3 (2)), only the candidate who received the most votes is elected. The other seat goes to the candidate from the other group of main areas that received the most votes.

Tabulation of results of proportional representation, election to all bodies except the university board, coalition 1:

31. Tabulation of proportional representation is done according to the d'Hondt method.

(2) The calculation is done by first allocating the vacant seats by electoral pacts and candidate lists, then by candidate lists and finally by candidates within each candidate list.

Definitions:

32. A candidate list's list votes are calculated as the sum of the votes cast directly for the candidate list rather than for individual candidates.

(2) A candidate's personal votes are calculated as the sum of the votes cast directly for the candidate.

(3) A candidate's vote count is determined by combining the candidate's list votes with the personal votes for all the individual candidates in the list.

(4) An electoral pact's vote count is determined by combining the vote counts for the candidate lists included in the electoral pact.

(5) Proportional representation quotients of an electoral pact or candidate list are determined by dividing the vote count of the electoral pact or candidate list, respectively, by 1, 2, 3, 4, 5, etc. Each electoral pact and candidate list thus has one or more quotients of decreasing value.

(6) The apportionment number of a candidate list is determined by dividing the vote count of the candidate list by a number that is one greater than the number of seats allocated to the candidate list. For example, if three seats are to be allocated, the divisor is four. If the quotient obtained by the division is not a whole number, the quotient shall be increased to the nearest whole number.

(7) An exhausted candidate list means a list of candidates where the number of seats given to the list exceeds the number of candidates listed.

Allocation of seats to electoral pacts and candidate lists:

33. The allocation of seats to electoral pacts and candidate lists takes place according to calculation of proportional representation quotients for the electoral pacts and candidate lists concerned. The number of quotients must be calculated so that they allow the allocation of seats.

(2) The allocation of seats between two or more electoral pacts or between electoral pacts and candidate lists takes place according to the decreasing value of the proportional representation quotients calculated in accordance with Section 33(1). The first of the vacant seats thus goes to the electoral pact or candidate list with the highest quotient, the second to the electoral pact or candidate list with the second highest quotient, and so forth.

(3) The resulting number of seats for an electoral pact is distributed between the candidate lists in the pact according to the procedure referred to in Section 33(2) until all the seats for the election concerned are allocated to candidate lists.

(4) If the allocation of seats exhausts a candidate list, the remaining seats go to the other candidate lists in the electoral pact in the order of quotients.

After this allocation, if a candidate list or an electoral pact does not have enough candidates to occupy the seats, the remaining seats go to the other candidate lists and electoral pacts in accordance with the rules set out in this section.

(5) If several electoral pacts and/or candidate lists received the same quotient for the last seat to be allocated, the allocation is done by drawing lots.

Allocation of seats within a candidate list:

34. The allocation of seats within candidate lists where the candidates are similarly ranked is based on the candidates' personal votes in accordance with the procedure described in Subsection (2).

(2) The candidate who has obtained the highest number of personal votes is allocated the seat or one of the seats. The remaining seats are then allocated in the same way according to the number of candidates' personal votes. If the last seat of the candidate list is to be distributed between two or more candidates who received the same number of personal votes, the seat is allocated by drawing lots.

35. The allocation of seats within candidate lists where the candidates are prioritised is based on the candidate lists' apportionment number, the candidate lists' list votes and the candidates' personal votes in accordance with the procedure described in Subsection (2)-(3).

(2) The candidate prioritised first is allocated the seat or one of the seats only if the candidate can be allocated a number of the candidate list's list votes that, in conjunction with the candidate's personal votes, are equal to the apportionment number. After the reduction of the list votes already used, the prioritisation is retained in the same way in relation to the other candidates until candidate list's seats are allocated or until a candidate cannot be allocated a number of list votes that, in conjunction with the candidate's personal votes, equals the apportionment number.

(3) According to Section 35(2), the last candidate who obtains a proportion of the list votes without reaching the apportionment number, competes with the other candidates on the list for the remaining seats, based on the candidate's personal votes and without prioritising (subject to the last item)[LI2] [LI3] . If two or more candidates have obtained the same number of personal votes, they are selected in the order of priority of the list.

Determining alternate order for a candidate list:

36. At the same time as the tabulation of elections, the election committee determines the order in which non-elected candidates are to be selected as alternates for each candidate; this selection is made from the candidate list concerned (candidate list alternate order).

(2) The determination of alternate order takes place in accordance with Section 34(2) if candidates in the candidate list are similarly situated, and otherwise in accordance with Section 35(2) and (3).

(3) The alternate order for each candidate is published simultaneously with the publication of the election results.

Publication of election results and approval of elections:

37. For each sub-election tabulated, the election committee publishes the results at the meeting on this. The results for all sub-selections are published on the election committee website as soon as possible after the meeting.

(2) The result of the election to the university board is approved by the board no later than the first meeting following the election. Other elections are approved by the election committee.

(3) Where a complaint leads to a change of the election result, the amended result is published on the election committee website as soon as possible after the change.

## **Chapter 7. Filling seats by means other than election**

Filling seats by means other than election:

38. Under the provisions of this chapter, vacant seats may be filled without holding and tabulating elections.

Filling seats not filled by an election result:

39. If an election result shows that an election for an academic council, a department council, a study board or a phd committee has not elected the required number of candidates resulting in vacant seats, additional members are designated in accordance with section 39(2)-(5).

(2) if the vacant seats are in coalition 1 or 2, the dean must consult those eligible for election and the governing body before submitting a recommendation as to which eligible persons must be designated as additional members of the body.



(3) if the vacant seats are in coalition 4, the dean must consult those eligible for election and the governing body, before submitting a recommendation as to which eligible phd fellows will be designated as additional members of the body.

(4) if the vacant seats are in coalition 3, the governing body functions with the smaller membership for the term of office.

(5) according to section 39 (2) and (3), the recommendation is given to the rector upon request. The rector then designates the remaining members; the dean is informed of the result, and the result is published on the election committee website.

Filling vacancies by selection or nomination:

40. If a vacancy occurs among the elected members of a governing body during the term of office, and if, according to the procedural rules of the body, it is necessary to fill the vacancy with an alternate member, this may be done by selection or nomination without holding an election, in accordance with the provisions of this chapter. In this context, elected members are considered to be members of the governing body who have joined the body in accordance with the provisions of Chapters 6-7.

41. If the vacancy concerns coalition 3's university board members or a member of an academic council, department council, study board or PhD committee, an alternate is selected in accordance with Section 41(2)-(4).

(2) If the candidate list of the vacant member has not been exhausted, an alternate is selected from this list. Otherwise, the selection is made from a non-exhausted candidate list which the exhausted list has an electoral pact with. Where there are several such lists, the selection is made from the lists that must be considered entitled to the seat.

(3) If it is not possible to select an alternate according to Section 41(2) and if there is no vacancy on the university board, the selection is made from the non-exhausted candidate list that must be considered entitled to the seat.

(4) The selection of an alternate from a candidate list is always done in accordance with the list's order of alternates. If it proves necessary to draw



lots, this must be done as soon as possible by the chair of the election committee under the supervision of at least one other member of the election committee.

42. If the vacancy concerns a member of an academic council, a department council, a study board or a PhD committee, and if an alternate cannot be selected, the dean must consult the governing body before nominating a new member (subject to Section 42(6)), who must be eligible to be elected to the body concerned in the representation area concerned. A member of coalition 3 may be nominated only if the individual concerned agrees to this.

(2) The nomination is submitted to the election secretariat. If the nominee is eligible, the election secretariat publishes the nomination on behalf of the election committee noting that the nominee takes the vacant seat if no objection is raised within a period of one week. The nomination must be published in an appropriate manner so that those eligible for election are able to object.

(3) Members of the group of voters concerned may object to the candidate's eligibility in a written, substantiated objection. If more than 1½ years of the term of office remains, at least 25 percent of the members of the group of voters concerned, but not fewer than 5 persons, may also object in writing to the vacant seat being filled without holding an election. Where such an objection is made, it applies to all seats that are relevant to the group of voters concerned and that are vacant at the time of objection.

(4) The election committee decides on the merits of the objections. If no objection is raised within the deadline, the candidate immediately becomes a member of the governing body for the remainder of the term of office.

(5) Where a decision is made that an objection is justified, a by-election is called in the case of coalition 1 and 2. For coalition 3, a by-election is not called and the vacancy remains for the remainder of the term of office.

(6) However, where the opposition includes several seats, additional by-elections are called only for the seats for which the objection is justified (subject to Section 42(3), last item).

(7) The election committee may decide that a seat that can be filled by nomination is instead filled by a by-election.

Filling seats by designation (special cases):

43. In special cases, vacant seats are filled by designation, in accordance with Section 43(2)-(4) (subject to Section 43(5) and (6)). The following are considered special cases:

(a) Establishment of a new academic council

(b) Establishment of a new department council, study board or PhD committee

(c) Increase in the number of seats in an existing department council, study board or PhD committee during the term of office

(d) Other special cases where the election committee deems the ordinary election procedure inappropriate for practical and/or technical reasons.

(2) Designations pursuant to Section 43(1)(b) or (c) are made by the dean. Other designations are made by the rector upon a recommendation from the dean. However, designation of members within coalition 3 may only take place after a comment period for students in the field and relevant student organisations. The designation may only include persons who agree to this.

(3) The period during which the member(s) designated will serve as a member of the governing body (term of office) must be indicated no later than at the time of the designation. The term of office is determined in consultation with the election committee that ensures, as far as possible, that any subsequent by-election may be called in conjunction with the annual ordinary elections for coalition 3.

(4) Designation according to Section 43(1) is reported to the election secretariat who then informs the election committee. The report must include information on the governing body as well as the individuals designated. Regarding the governing body, its name, the number of seats and any representation areas broken down by coalition are to be indicated. For each designated person, the person's name, coalition membership and any representation area membership are to be indicated.

(5) The rector may decide that the vacant seats not be filled by designation but instead by elections, upon recommendation from the dean and comment from the election committee.

(6) The seats on the university board, that according to statute must be filled by election, cannot be filled by designation.

#### Chapter 8 - Complaint and exemption

44. Unless otherwise specified in the University Act, the university statutes or the present rules, the election committee may grant an exemption from the election rules if there are special circumstances.

45. Eligible persons may file a written, substantiated complaint with the election committee no later than within one week of the publication of the election results. The election committee may reject the complaint, change the result of the election in the light of the complaint, or decide to call a re-election in relation to one or more of the sub-elections held. The decision is based on materiality criteria.

(2) Decisions made by the election committee or on its behalf may be brought before the rector by the individual concerned. The complaint must be in writing and substantiated and must be received by the rector no later than one week from the day the complainant received the decision. Where the decision concerns a complaint relative to Section 45(1), only the person(s) with a legal interest may bring the decision before the rector.

(3) Where the decision of the rector, according to Section 45(2), concerns elections to bodies other than the university board, the decision is final; students, however, may file a complaint in accordance with the University Act.

(4) Where the decision of the rector, according to Section 45(2) concerns election to the university board, the decision may be brought before the board by the person(s) with a legal interest. The complaint must be in writing and substantiated and must be received by the rector no later than one week from the day on the complainant received the decision. The university board decides on the complaint at the same time as the approval of the election. The board's decision is final; students, however, may file a

complaint in accordance with the University Act.

(5) Complaints do not have suspensive effect.

## **Chapter 9 - Other regulations**

Election committee and election secretariat:

46. The election committee, which is tasked with calling, holding and tabulating elections and assisted by the election secretariat, is appointed and dissolved by the rector.

(2) The committee consists of one member from each main scientific area of coalition 1, one member from coalition 2 and one member from coalition 3. The committee elects its chairperson from among its members.

(3) Committee meetings are closed except for the meeting where elections are tabulated. In addition, the committee establishes its rules of procedure and thus may decide to delegate the calling of individual sub-elections to the chair.

(4) In special cases, the rector may assume the authority of the election committee.

Tabulating election data:

47. The election committee makes sure (cf. Section 47(2)) that the essential election data are tabulated.

(2) The electronic election system tabulates results for an overall election by coalition. For each sub-election, the tabulations indicate information on the candidates by-election lists and indicate the name, the votes cast by candidate lists, candidates and blank votes, voting percentages, which candidates were elected and the alternate order of each candidate list.

(3) Election material is retained to the extent that it is considered to have material relevance for calling, holding or tabulating elections.

Commencement, etc.:

48. The rector establishes rules for election to the university's governing bodies. The rules commence with signature of the rector and thus affect persons elected according to rules previously in effect. The university board is informed of changes in rules for elections to the university's governing bodies.

(2) Changes to the rules may be made based on proposed amendments drawn up by the rector upon consultation with the election committee or recommendation from the election committee to the rector.

(3) Upon recommendation from the rector, the university board establishes rules on the election of members to the university board.

(4) The rules on elections to Aalborg University governing bodies of 19 December 2016 are hereby repealed.

## EXPECTATIONS FOR EMPLOYMENT AND WORK AS AN ACADEMIC STAFF MEMBER AT THE FACULTY OF SOCIAL SCIENCES AND HUMANITIES, AALBORG UNIVERSITY

### PURPOSE AND SCOPE

The aim of the document is to clarify the management's expectations of academic staff members for given types of employment

## **Expectations for employment and work as an academic staff member at the Faculty of Social Sciences and Humanities at Aalborg University**

In order to be eligible for employment in an academic position at a Danish university, applicants must meet the requirements stipulated in the Danish Ministerial Order on the Job Structure for Academic Staff at Universities of 11 December 2019 with appendices. The ministerial order contains a description of the job categories that can be used for the academic staff. The job categories are operationalised below, so as to make employees at the Faculty of Social Sciences and Humanities familiar with the expectations for employment and work as an academic staff member at the faculty. This is based only on the job categories relevant to the faculty.

### Purpose

The expectations for the job categories are to be used in the hiring process as well as during the employment. The present document outlines the framework for the minimum requirements in the positions so that it is clear to the staff member what is expected in the position concerned. Hiring processes for positions at the Faculty of Social Sciences and Humanities will always be conducted in open competition, including candidates' qualifications in an overall assessment.

Expectations for academic staff must be included in the continuous dialogue between the academic staff member and their immediate superior. The document should therefore be used as a dialogue tool, including in connection with the annual staff performance and development review (MUS).

## **Specific expectations for each employee**

### PhD fellow:

'The position of PhD fellow is a fixed-term education position.'

Employment as a PhD fellow requires excellent academic qualifications at the master's level in the subject area in which the position is offered. It is

also expected that the applicant has researched potential documented by a project description. As a general rule, employment as a PhD fellow requires at least a grade 10 in the Danish grading system for their master's thesis. In special circumstances, exemptions may be granted from the grade requirement if it is assessed that the applicant in question has in some other way documented strong academic skills within their field of expertise. Employment as a PhD Fellow includes:

- Conducting independent research work under supervision (the PhD project) and preparing a PhD thesis on the basis of the PhD project
- Completion of PhD courses or other similar educational elements of a total scope equivalent to approximately 30 ECTS credits
- Participation in active research environments, including stays at other, primarily foreign, research institutions, private research companies, etc.
- Experience acquisition from teaching activities or other forms of knowledge dissemination related to the fellow's PhD project

Research Assistant:

'The position of research assistant is a fixed-term academic position. The principal tasks are research and/or teaching.'

Employment as a research assistant requires solid academic qualifications at the master's level in the subject area in which the position is offered.

Employment as a research assistant includes:

- Participation in pedagogical upskilling and planning of relevant study programmes if teaching is the main task of the research assistant
- Participation in relevant research groups and orientation towards relevant discipline-related networks

Teaching assistant:

'The position of teaching assistant is a part-time position with a view to independent performance of teaching duties, normally of an elementary nature, or instruction that supplements teaching provided at the level of assistant professor, associate professor or professor.'

Employment as a teaching assistant requires solid academic qualifications at the master's level in the subject area in which the position is offered.

Teaching-related qualifications are also considered important.

Employment as a teaching assistant includes:

- Participation to a relevant extent in pedagogical upskilling and planning of the study programmes in question
- Participation in relevant research groups and orientation toward relevant discipline-related net-works

Part-time lecturer:

‘The position of part-time lecturer is a part-time position with a main emphasis on the performance of qualified teaching tasks.’

Employment as part-time lecturer requires a master’s degree as well as additional high-level qualifications, including teaching-related qualifications. Employment as a part-time lecturer requires relevant practical experience or high-level special qualifications, such as specialisation or expertise in the subject area in which the position is offered.

Employment as a part-time lecturer includes:

- Participation in pedagogical upskilling and planning of the study programmes in question
- Participation in relevant research groups and orientation towards relevant discipline-related net-works

Postdoc:

*"The postdoc position is a fixed-term academic position. [...] The job content will be mainly research. A certain amount of teaching will also be required.' In addition, the performance of other duties may be re-quired to a limited extent."*

Appointment as a postdoc requires academic qualifications at the PhD level, including an approved PhD thesis.

Employment as a postdoc includes:

- High-quality research and publication of research products through internationally recognised channels. The postdoc is expected to conduct new research beyond their PhD project
- Participation in relevant research groups and orientation towards relevant discipline-related net-works

The position does not usually include pedagogical upskilling.

Assistant professor:



*“An assistant professorship is a further-education position. The main responsibilities are research (including publication/dissemination duties) and research-based teaching.”*

Appointment as an assistant professor requires academic qualifications at the PhD level, including an approved PhD thesis.

The position includes pedagogical upskilling so as to qualify the assistant professor to apply for positions at the associate professor level. Assistant professors may be employed for up to four years (six years in case of tenure track), after which they may apply for a position as an associate professor/senior re-searcher. However, the transition requires that the assistant professor be assessed to be academically qualified.

The position as assistant professor can be filled as part of a tenure track course, where the employee, following a maximum tenure of six years, is transferred to an appointment as associate professor/senior researcher.

Transition requires that the assistant professor is assessed to be academically qualified for the associate professor/senior researcher level.

Employment as an assistant professor includes:

- Teaching, supervision and assessment of students in relevant bachelor's and master's pro-grammes.
- Commitment to the development of the study programmes
- High-quality research and publication of research products through internationally recognised channels. The assistant professor is expected to conduct new research beyond their PhD pro-ject.
- Participation in external research networks and collaborations
- Contribution in relation the acquisition of research funds
- Engagement in knowledge exchange with society in relation to their academic portfolio
- Active participation in the strategic work and development of the respective research/knowledge group
- Participation in continuous pedagogical upskilling

Researcher:

"The research position is an educational position with a main emphasis on research (including the obliga-tion to publish/disseminate academic research). The position also includes research-based teaching. It may also involve research-based public sector services."

Appointment as a researcher requires academic qualifications at the PhD level, including an approved PhD thesis. Teaching and dissemination experience are also prerequisites for the appointment as a re-searcher.

The position includes the opportunity for pedagogical upskilling so as to qualify the researcher to apply for positions at the associate professor level

The position as a researcher can be filled as part of a tenure track course, where the employee, after a maximum of six years, is transferred to an appointment as associate professor/senior researcher. Transition requires that the researcher is assessed to be academically qualified for the associate professor/senior researcher level.

Employment as a researcher includes:

Research and research product publication through internationally recognised channels  
Active efforts to acquire research funds, including prestigious external funds  
Discipline-related knowledge exchange with society  
Active participation in the strategic work and development of their respective research/knowledge group

Associate professor:

*“The associate professorship consists mainly of research (including publication/academic dissemination duties) and research-based teaching.”*

Appointment as an associate professor requires academic qualifications at the international level within the core tasks of the university corresponding to that which may be achieved during an assistant professorship, including research, education and knowledge collaboration. The position of associate professor may be filled by tenure-track assistant professors who have been deemed to be qualified for the level of associate professor or following a job advertisement and the academic assessment of applicants.

The position as an associate professor includes:

- Teaching, supervision and high-level assessment of students in relevant bachelor's and master's programmes
- Commitment to the development of the study programmes
- High-level research and publication of research products through internationally recognised channels.
- Management and participation in external research networks and collaborations
- Supervision of research students
- Active efforts to acquire research funds, including prestigious external funds
- Knowledge exchange with society both nationally and internationally, including participation in the national or international public debate.

- Commitment to knowledge collaboration in connection with their academic portfolio
- Active participation in the strategic work and the development of their respective research group
- Continuous competence development and pedagogical upskilling

Research management, study and course management, supervision of assistant professors and re-searchers, as well as academic assessment work may also be included in the job description.

Senior researcher:

*‘The position of senior researcher consists mainly of research (including publication/academic dissemination duties). The position also includes research-based teaching and may comprise research-based public sector consultancy.’*

Appointment as a senior researcher requires academic qualifications at the international level within the core tasks of the university corresponding to that which may be achieved during an assistant professorship, including research, education and knowledge collaboration. The position of senior researcher can be attained by tenure track assistant professors/researchers deemed to be qualified for the senior researcher level or following a job advertisement and the academic assessment of applicants.

Employment as a senior researcher includes:

- Provision of teaching, supervision and high-level assessment of students in relevant bachelor's and master's programmes
- Commitment to the development of the study programmes
- Research and publication of research products at a high level through internationally recognised channels
- Participation in external research networks and collaborations
- Supervision of research students
- Active efforts to acquire research funds, including prestigious external funds
- Knowledge exchange with society both nationally and internationally, including participation in the national or international public debate.
- Commitment to knowledge collaboration in connection with their academic portfolio

- Active participation in the strategic work and the development of their respective research group
- Continuous competence development, including pedagogical upskilling

Research management, study and course management, supervision of assistant professors and re-searchers, as well as academic assessment work may also be included in the job description.

Professor:

*“A professorship consists mainly of research (including publication/dissemination duties) and research-based teaching. Moreover, research-based public sector consultancy may be required.”*

Appointment as a professor requires academic qualifications at a high international level, including a documented large amount of original academic production at the international level. In addition, the applicant must document that they have contributed to developing a discipline. The applicant's ability to handle the management of research and teaching activities and possibly other functions, such as those related to the university's external partnerships, will also be evaluated.

Employment as a professor includes:

- Teaching, supervision and assessment at a high international level of students in relevant bachelor's and master's programmes
- A substantial commitment to the development of the study programmes
- Research and publication of research products at a high quality level through internationally recognised channels
- Research management
- Supervision of research students
- Initiative and contribution regarding acquisition of research funds, including prestigious external funds.
- Mentorship for junior research colleagues and support for their research careers
- Participation in and management of external research networks and collaborations
- Knowledge exchange with society both nationally and internationally, including participation in the national or international public debate.
- Commitment to knowledge collaboration in connection with their academic portfolio

- Responsibility for the strategic work and development of their respective research group
- Continuous competence development and pedagogical upskilling

Professors may also be asked to manage study programmes, provide guidance and supervision of assistant professors and researchers as well as take part in academic assessment work.

Professor with special responsibilities (MSO):

*The job title has been deleted from the ministerial order, which means new employment in this category is no longer possible. The position still appears in this document because AAU still has staff employed under this job category.*

*“Normally, the post of professor with special responsibilities is established with a view to appointing particularly talented researchers to develop a special field of research or education within a discipline with international perspectives at the international level.”*

Over a number of years, the researcher is expected to document a large amount of original academic production at the international level, thus testifying to the ability and potential to develop the area.

The researcher is also expected to have extensive teaching experience and experience in the supervision of PhD students.

Employment as a professor MSO includes:

- Teaching, supervision and assessment at a high international level of students in relevant bachelor's and master's programmes
- A substantial commitment to the development of the study programmes.
- High-level research and publication of research products through internationally recognised channels.
- Research management
- Mentorship for junior research colleagues and support for their research careers
- Supervision of research students
- Initiative and contribution regarding acquisition of research funds, including prestigious external funds.
- Knowledge exchange with society both nationally and internationally, including participation in the national or international public debate.

- Commitment to knowledge collaboration in connection with their academic portfolio
- Participation in and management of external research networks and collaborations
- Continuous competence development and pedagogical upskilling
- Active participation in the strategic work and the development of their respective research group
- Active participation in establishing their own measurable evaluation criteria, including any publishing and fundraising goals

Senior advisor:

*“The main responsibilities of a senior adviser consist of research-based public sector consultancy and the communication of research results to authorities, the business community and society in general.”*

Employment as a senior advisor requires research qualifications at a level that may be attained following a successfully completed term of employment as an assistant professor/researcher. Other qualifications may also be required. Moreover, applicants are expected to document experience in independently performing considerable advisory and communication tasks for authorities, the business community or society in general.

Employment as a senior advisor includes:

- Research-based public sector consultancy related to a specific research area
- An obligation to keep up to date with a wide academic area and to conduct analyses of academically wide-ranging issues.
- Publication and scientific dissemination of an international nature
- Active involvement in relevant academic knowledge collaboration and exchange with society.
- A commitment to developing collaboration with external public and/or private partners in relation to research and teaching activities.
- Active participation in a research group and relevant networks
- A commitment to developing the research environments.
- Continuous competence development

The position may also include teaching and research tasks. If the position contains teaching tasks, participation in pedagogical upskilling is expected. Active participation in developing the study programmes is also expected.

Teaching assistant/associate professor:

*“The position includes teaching and related tasks. It may also involve academic development tasks.”*

Employment as a teaching assistant/associate professor requires the master's level.

Employment as a teaching assistant/associate professor includes:

- Active participation in a research group
- Keeping updated in relevant networks
- Continuous competence development and participation in pedagogical upskilling
- Active participation in the development of study programmes

Teaching associate professors will also provide supervision and guidance to teaching assistant professors.

Teacher of social theory and methods in the social work programme at Aalborg University:

*The position of teacher of social theory and methodology is usually a permanent full-time position.*

The position includes teaching and related tasks within the purpose of the institution.

Employment as a teacher of social theory and methodology in the social work programme requires completion of a social work examination.

Employment as a teacher of social theory and methodology in the social work programme includes:

- Teaching, supervision and assessment of students in the social work programme
- Commitment to the development of the study programme.
- Keeping updated in relevant networks
- Continuous competence development and participation in pedagogical upskilling



## Rules

Application field:

### 1.1.

All activity on computers used during on-site digital exams must be monitored by the monitoring system ITX FLEX.

This means that all written on-site digital exams are covered by the Rules on the monitoring of written on-site exams at Aalborg University.

### 1.2.

It is implied that a student who attends an on-site exam fully accepts the Rules on the monitoring of written on-site exams at Aalborg University. 2

Before the exam:

### 2.1.

Students are obliged to keep up-to-date with all information relevant to the individual exam, including:

Aids permitted at the exam

Rules in force for exams, including the examination regulations of the faculty, the curriculum and regulations and semester description of the degree programme and the information concerning the individual exam.

User Guide for ITX FLEX and Digital Exam.

### 2.2

The student is responsible for ensuring that Digital Exam and ITX FLEX can be used on the computer they bring to and use at the on-site exam.

During the exam:

### 3.1

The student is responsible for ensuring that ITX FLEX is installed and activated, enabling monitoring to begin when the exam begins, and for making sure that ITX FLEX is active for the full duration of the exam.

Students are not permitted to turn off the monitoring programme while the exam is in progress.

### 3.2

If, during an exam, a student discovers that ITX FLEX is not active, the



student must immediately re-activate ITX FLEX. If the student is not able to reactivate ITX FLEX by themselves, they are obliged to contact the IT support immediately by raising their hand and asking for assistance to activate ITX FLEX.

If activation of ITX FLEX is not possible, the student must inform the person in charge of the exam, who must decide which action to take.

### 3.3

Students are not allowed to communicate with any other people while the exam is in progress.

This means that students must not communicate with other individuals in social media, chat fora, file sharing services etc.

### 3.4

Students are not allowed to share files with other individuals while the exam is in progress.

### 3.5

If, during the exam, a student discovers that a communication program, file sharing system or other non-permitted process is active in their computer during the exam, the student is obliged to turn off the program or process immediately. 3

### 3.6

Students are not allowed to use any other aids than the aids permitted for the individual exam.

### 3.7

The student must not turn off ITX FLEX until they have submitted their examination paper.

After the exam:

### 4.1

The student has access to their own exam log and can view the data collected during an on-site exam. The log is accessible 48 hours after the exam is over. The exam log is accessible via the specific exam in Digital Exam.

### 4.2

In the event of suspected cheating or when spot checking, the relevant faculty may review the data collected by individual students through ITX FLEX during the exam.

### 4.3

If monitoring data shows that the Rules on the monitoring of written on-site

exams at Aalborg University have been disregarded in a manner that arouses suspicion of exam cheating, the matter will be dealt with according to the disciplinary rules applicable at any time.

Sanctions:

### 5.1

As a point of departure, disregard of the Rules on the monitoring of written on-site exams at Aalborg University will be considered as exam cheating. Incidents of exam cheating are regulated according to Aalborg University's disciplinary rules.

### 5.2

It is up to the faculty to assess whether the Rules on the monitoring of written on-site exams at Aalborg University have been disregarded, and whether this is included in the application field of the disciplinary rules.

### 5.3

If a student has disregarded the rules, but this is not characterised as exam cheating, a dialogue will be initiated between the degree programme and the student regarding future use of the monitoring system.

Right to appeal:

### 6.1 Appeal against the exam process 4

If a student wishes to file an appeal against the exam process because of the monitoring system ITX FLEX, reference will be made to Ministerial Order on University Examinations and Grading (the Examination Order) part 8 on examination appeals.

Guidance about examination appeals is available in the faculty's examination regulations and on the faculty's website.

### 6.2 Appeal against a decision according to the disciplinary rules

If the disregarding of Rules on the monitoring of written on-site exams results in disciplinary action according to Aalborg University's disciplinary rules, the access to appeal will follow the disciplinary rules in force at any time.

Commencement:

Rules on the monitoring of written on-site exams at Aalborg University come into force on 1 November 2017.

## Gift and other benefits

### Rules for receiving gifts and other benefits.

#### Content

As a clear basic principle, public employees are not allowed to accept gifts or other benefits from citizens or enterprises in connection with their work. The concept of gifts and other benefits must be understood in a broad sense, covering both physical items, such as chocolate, wine and books, and non-physical items, such as offers of discounts, paid travel, courses or meals. The decisive factor is that the gifts and benefits – regardless of the gift's value and the motive behind the gift – are offered to the particular employee by virtue of their position in the public sector.

#### Examples

It is normal custom for public employees to be able to accept small gifts from, for example, foreign visitors who are on an official visit (gifts offered to hosts). Similarly, public employees are permitted to accept similar gifts from the host country in connection with public employees' official visits abroad.

Example: An employee of a ministry that receives a delegation from a foreign public authority is given a small gift, such as a book on the particular country.

The employee can accept the gift.

Gifts in connection with presentations, lectures and similar appearances: Public employees often acquire substantial knowledge about a particular subject within their professional field, and it is therefore natural that they will find themselves being invited to give lectures or presentations.

Example: An employee is invited as part of their official function to give a lecture or presentation to a private organisation and afterwards accepts 2-3 bottles of wines in gratitude. In general, such appreciation can be accepted. This is standard practice.

Gifts and other benefits given within the workplace to the employee fall outside the scope of the description in this section. This could, for example, be a contribution from the management towards subsidising a summer party or a Christmas gift.

For further information, including examples, please see the guidelines on Gifts and other benefits in the Code of conduct in the public sector published on the website of the Agency for Modernisation:

<https://modst.dk/media/18742/code-of-conduct-in-the-public-sectorforside.pdf>

## Extra information

### Origin, background and history

Approved by HSU 13th of February 2019.

### Purpose and delimitation

These AAU rules are an excerpt of the 'Code of conduct in the public sector' published by the Agency for Modernisation. Being a credible and neutral institution is crucial to Aalborg University (AAU). The purpose of the present rules is to ensure that Aalborg University's impartiality is never called into question, damaging the university's reputation; furthermore, the rules aim at protecting the individual staff member.

## **GUIDELINES ON 'RULES REGARDING DISCIPLINARY MEASURES FOR STUDENTS AT AALBORG UNIVERSITY'**

Here you will find AAU's guidance for the rules on disciplinary measures against students at Aalborg University

### **Summary**

Disciplinary proceedings can normally be divided into three more or less separate phases:

1. Reporting phase (discovery phase)
2. Investigation phase (preliminary phase)
3. Decision phase

### **The three phases**

#### **Reporting phase (discovery phase)**

The disciplinary rules cover the conduct of all students at the university, insofar as the conduct takes place under the auspices of the university, in situations that are comparable to this, or in situations where the student is or should be aware that conduct may influence the functioning of the university.

If there is a suspicion that a student's conduct is contrary to the disciplinary rules, the behaviour must be reported to the manager responsible for the premises, the activity or the programme concerned. The head of studies is responsible for taking action if the behaviour of a student conflicts with the disciplinary rules. However, the responsibility may be delegated to another person, such as the chair of the study board.

#### **Investigation phase (preliminary phase)**

Upon receiving a report, the relevant manager must conduct preliminary inquiries into the issue by obtaining the necessary documentation and by call the student in for a personal interview to clarify the issue. The student is entitled to be accompanied by an observer. If such an interview is not possible, communication takes place in writing instead.

If the manager finds the suspicion is strengthened, the matter is reported to the Rector if and only if the behaviour is so serious that it is found that it should result in expulsion from the university (see guidelines below,

including on temporary expulsion). In all other cases, the relevant manager decides the matter. A report must comply with certain procedural requirements regarding the identification of the student reported and documentation of the matter; the report template must be used for this.

### **Decision phase**

The case must be settled in accordance with administrative rules, including in particular the requirements for consultation of the parties involved, basis for the decision and guidelines for appeal. If it is found that the student has violated the disciplinary rules, one or more of the following sanctions may be imposed:

1. A written warning on repeated violations of the rules.
2. Expulsion from an exam if the exam rules are found to have been violated, which will entail that the student is registered as "not assessed" for the exam concerned.
3. If the behaviour constitutes a serious or repeated violation of the disciplinary rules, the Rector may expel the student from the university. An expulsion may be temporary or permanent, and entails that the student is excluded from all activities at the university during the period of expulsion, including all participation in classes and exams. In the case of a temporary expulsion, the student will be registered as being on leave during the expulsion period.

Particularly where plagiarism is involved, the matter is generally assessed based on the following guidelines:

- Gross plagiarism: If more than 5 percent of an exam paper is an exact copy or if more than 50 percent of an exam paper contains other forms of plagiarism, the student will normally be expelled from the university
- Plagiarism: If less than 5 percent of an exam paper is an exact copy or if 5-50 percent of an exam paper contains other forms of plagiarism, the student will normally be expelled from the exam
- Simple plagiarism: If less than 5 percent of an exam paper contains forms of plagiarism other than an exact copy, the student is usually given a warning
- Aggravating or mitigating circumstances may affect the assessment of the above. Cases of repeated plagiarism are usually considered as constituting gross plagiarism

In addition to the above sanctions, other special measures and/or sanctions may be imposed, including postponing the exam if exam cheating is

suspected, if the matter cannot be clarified before the time of the examination.

## **1. Reporting Phase (Discovery Phase)**

### **Violation of the disciplinary rules**

1.1. The disciplinary rules prohibit students from displaying certain types of conduct in certain situations; the concept of 'conduct' encompasses both acts and omissions. Any violations of the rules will be sanctioned (punished) with one or more of the sanctions provided for in the disciplinary rules.

Any suspicion that a student has violated the disciplinary rules must be reported to the relevant manager.

### **Scope of the rules - which categories of persons are subject to the rules?**

1.2. The rules apply to all students, regardless of the way they are enrolled. However, the conduct of PhD students in relation to research misconduct is subject to separate rules and guidelines.

1.3. The rules also apply to former university students (see item 1.9 for further details).

1.4. The rules also apply to applicants and their duty to disclose previously passed programme elements. Applicants to/students in Aalborg University's professional degree programmes may not be sanctioned under the disciplinary rules for failure to comply with the duty to disclose based on the Ministerial Order on Academy Professional Programmes and Professional Bachelor Programmes as there is no legal basis for doing so. However, pursuant to an inquiry from Aalborg University, the Danish Agency for Science and Higher Education noted (02.07.2019) that, by virtue of the so-called 'anstaltsforhold', Aalborg University has the authority to sanction applicants and students in professional bachelor's degree programmes for failure to comply with the duty to disclose. The inquiry is filed under Case No. 2019-603-00229.

1.5. The term 'student' used in the disciplinary rules and in the guidelines refers to all persons falling under items 1.2.-1.4.

### **When are the students covered by the rules?**

1.6. Student conduct is covered by the disciplinary rules if the conduct takes place under the auspices of the university, in situations that are comparable to this, or in situations where the student is or should be aware that conduct may influence the functioning of the university.



Thus, student conduct is considered to be subject to disciplinary rules in the following cases:

- If the conduct takes place on university premises or in relation to the university's property.
- If the conduct takes place in the course of activities conducted by or in cooperation with the university or in lieu of such activities. Examples of activities that are or may be covered include class instruction, exams, field trips, conferences, fairs, project-oriented activities, internships and the like.
- If the conduct constitutes harassment or the like against university students or staff.
- If, generally, the conduct takes place in a manner or place where the student should be aware that the behaviour may affect the university's (undisturbed) functioning. Examples include violence against persons, even if the student is aware that the victims are fellow students or staff.

#### **Timing issues**

1.7. During the time between the student engaging in a particular conduct and the subsequent report or review of the conduct, it is conceivable that there have been changes in the student's situation, in the disciplinary rules or in practice. Such changes shall be governed by the following provisions.

1.8. The disciplinary rules govern the conduct of students at the university. However, if the person concerned has meanwhile ceased to be a student at the university, they are still subject to the rules, the decisive factor being the person's status at the time of the behaviour.

1.9. The assessment of the actual case must always be done in accordance with the rules in effect at the time the behaviour took place – even though, in principle the decision made in accordance with the current rules and must therefore also comply with the procedural rules contained in the current rules.

1.10 Finally, based on a general principle of criminal law (the rule of lenity), the rules and sanctions that are likely to be applied must be applied in a manner most favourable to the student. In practice, the main consequence of this is that the student cannot be punished for conduct if the behaviour has been decriminalised in the intervening time or if the behaviour was not criminalised at all under the rules in effect at the time.

#### **What conduct is sanctioned by disciplinary rules?**

1.11. Students are required to keep informed on and comply with the regulations (rules, etc.) established by the university or applicable to the



university or its students. Such regulations may be established at any level of the university's organisation; they may also be contained legislation, including ministerial orders. Students are also required to abide by the instructions and orders issued by university staff and managers regarding compliance with such regulations.

Conduct contrary to the above will be sanctioned in accordance with the disciplinary rules. However, failure to keep informed on the relevant rules is only indirectly sanctioned, in the sense that the student cannot, as a rule, excuse any violation of the rules by claiming ignorance of the rules, provided that the rules were accessible.

#### **About the code of conduct and safety regulations**

1.12 Students must stay informed on and comply with the established security regulations and code of conduct. In this context, students must behave so as not to interfere with the functioning of the university and show consideration for other students and staff and for university property, buildings and premises. This means that conduct such as loud behaviour, eating, drinking, smoking etc. in a manner or in areas where this may cause inconvenience for others will not be tolerated.

It will normally be considered an aggravating circumstance if students violate the code of conduct or safety regulations, despite clear signage or the like.

1.13. Students are also required to use IT and technical means with consideration for good practice and in accordance with the rules on responsible IT usage. Violations of good practice include misuse of IT, data hacking, improper use of computer programs, illegal file sharing, breach of IT security, or use of student email for private purposes that may affect Aalborg University's reputation, including the content of emails sent from a student email address being of a threatening nature, relates to criminal matters, etc.

#### **About exam rules and exam cheating**

1.14 Students must stay informed on and comply with examination rules, including refraining from any disturbing conduct during an exam, and from committing acts or omissions which constitute or contribute to exam cheating. In this context, any type of test is equivalent to an exam.

1.15 It is not possible to exhaustively define the concept of exam cheating. However, students are considered to be guilty of exam cheating particularly in cases where:

- An examinee, before or during an exam, improperly obtains assistance in doing an exam assignment, such as using unauthorised aids, falsified data or plagiarism. See section 4 on plagiarism.
- An examinee attempts to influence the assessment or change the basis of the assessment after the exam, such as continuing to work on the assignment after the set exam time has expired.
- A student is or ought be aware that their conduct is contributes to exam cheating. Staff members can also contribute to student exam cheating, but such behaviour is not subject to sanction under the disciplinary rules for students. Instead, it may be a question of using disciplinary means under employment law.
- A student taking a written exam onsite does not adhere to the rules of exam monitoring.

A number of more specific examples of exam cheating are provided in section 7 of the disciplinary rules.

#### **About academic discipline and ethical rules**

1.16 Students must stay informed on and comply with the guidelines on academic discipline and the ethical rules of science that apply to the field concerned. This is particularly important at the master's level. It must be emphasised that these guidelines and rules may differ differences from one field to another.

These guidelines and rules include, for example, the prohibition on falsifying of documents issued by the university and the theft/misuse of research findings or works of other people. In addition, plagiarism not committed in an actual exam situation may be covered by the guidelines. See also section 4 on plagiarism.

#### **Reporting to the relevant manager**

1.17 If there is a suspicion that a student's conduct has violated the disciplinary rules, the behaviour must be reported to the manager responsible for the premises, the activity or the programme concerned. On matters relating to teaching or exams, the relevant manager will normally be the head of studies; for issues concerning department premises, it is the head of department; and the dean is responsible for cases that do not fall under a specific head of studies or head of department. However, it may be the case that Study Service is considered to be the relevant unit, such as in matters relating to admissions and election to the governing bodies.

## **2. Investigation Phase (Preliminary Phase)**

**Upon receiving a report**

2.1. Upon receiving a report, the relevant manager must conduct the preliminary investigations into the case. There is only one exception to this: If the circumstances of the case are found to be highly exceptional, the Rector, or the person authorised by the Rector, may decide that the case is wholly transferred to the Rector.

The investigation requires that all necessary documentation on the case be obtained. In addition, the student must be called in for an interview to clarify the case. The student is entitled to be accompanied by an observer at a personal interview. If it is not possible to call the student in for a personal interview, communication takes place in writing instead.

In certain cases, a student may be expelled from an exam while the exam is still in progress. See item 3.13 for further details. It is also possible to postpone an examination (see item 3.14) if a suspicion of exam cheating arises before the time of the exam, but it is not possible to clarify the matter and decide the case before the time of the exam.

#### **Reporting to the rector**

2.2. If after clarification the case, the relevant manager finds that the report is justified, the case must be reported to the Rector, if and only if the violations ought to result in the student being expelled from the university. In other cases, the relevant manager decides the case.

A violation will only lead to the expulsion from the university in the event of repeated or gross violation of the regulations specified in the disciplinary rules. Therefore, the issue must not be reported to the Rector solely because involves a criminal offence, as the relevant manager who is authorised to decide a case is also authorised to report criminal matters to the police.

2.3. If it is deemed necessary to report the matter to the Rector, such reporting must take place without undue delay.

In order to ensure the Rector's swift and proper consideration of the case, the report must be accompanied by a written account of the case, including information on the name and student number of each student reported, as well as a brief explanation and all the available evidence pertaining to the case. In the case of reporting of exam cheating or violation of exam regulations, the exam in question must be specified. It must also be stated if this is a case of repeated violation.

When reporting plagiarism, a copy of the exam paper must also be attached where the plagiarised parts are clearly marked with reference to the sources from which the plagiarised text was taken. The plagiarised text or any other plagiarised material must also be marked in an attached copy

of the source text. A report based on electronic scanning for plagiarism may constitute this documentation. In such a case, however, an assessment must be made of what is specifically deemed to be plagiarism compared to what the report indicates as being direct plagiarism (quality assurance of the plagiarism report).

If the programme or the study activity concerned is offered in English, and one of the persons reported is not familiar with Danish, the report, including the accompanying written account, must be in English.

The standard template for reporting cases of exam cheating/plagiarism to the Rector must be used.

2.4. If the report fails to meet the above requirements, the relevant manager will be required to comply with the requirements, unless the Rector or the person authorised by the Rector to handle the case determines this is not appropriate in the specific case.

### **3. Decision Phase**

#### **Who decides the case?**

3.1. The Rector decides the case if the case was reported to the Rector or if the Rector has decided to take over the case in its entirety due to exceptional circumstances. In all other cases, the relevant manager decides the case. If it is certain that a reported case cannot or will not result in a student being expelled from the university, the case will normally be referred back to the relevant manager for consideration.

In the following, the person deciding the case is referred to as the 'competent authority.'

#### **What are the requirements for the decision?**

3.2. Sanctions in accordance with the disciplinary rules can only be imposed on a student if the competent authority finds that it has been proven that the student has in actual fact displayed conduct that is covered by the disciplinary rules and that is in conflict with the rules.

3.3. In addition, the review of the case and the decision must comply with the requirements deriving from administrative law, particularly as follows:

- Consultation procedure: If the student is deemed not to be aware that the competent authority possesses certain information on the facts of the case, no decision may be made until such information has been disclosed to the student and the student has been allowed an opportunity to prepare a statement within a period of at least one week. However, this applies only if the information is detrimental to the student and of considerable significance to the determination of the case. In addition, there are certain exceptions to the obligation to

consult the parties (see section 19 of the Danish Public Administration Act).

- **Grounds:** If sanctions are imposed on the student and the decision thus is detrimental to the student, the grounds for the decision must be stated. The grounds must include (a) a reference to section 14 of the disciplinary rules (see sections 15-19, (b) a statement on the main considerations underlying the actual decision, and (c) a brief account of the information on the facts of case found to be of considerable significance for the decision.
- **Appeal guidelines:** If sanctions are imposed on the student, an appeal guidelines must be provided specifying the appellate body and describing the appeals procedure. An example of appeal guidelines is provided in item 5.1. These are updated in the university's standardised appeals guidelines (available in the AAU Handbook).
- **Good administrative practice:** It is emphasised that the administration must treat the student in a polite and professional manner during the entire consideration of the case.

### **Sanctions and special measures**

3.4. If it is found that the disciplinary rules have been violated, the competent authority may impose the following sanctions:

A written warning on repeated violations of the rules.

In the event of misuse of the university's IT systems, the student's right to use these may be completely or partially suspended.

Expulsion from an exam

Moreover, the Rector may decide to expel the student from the university, including cancelling the student's admission to or grades from courses where the student has participated without being entitled to do so, if the case concerns an applicant's provision of incomplete or incorrect Information when applying for admission.

When deciding whether and to what extent a given sanction is to be imposed on a student, the concrete damaging effect of the violation for the university must be considered, including society's confidence in the university's examinations and the preservation of the respect for the work performed by the university. In addition, any prior warnings issued, the risk of repeated violation and whether the university's interests can be sufficiently safeguarded by imposing a less severe sanction must all be considered (disciplinary rules, section 20).

3.5. In addition to the above sanctions, the following specific measures and/or sanctions may be imposed:

- Reporting to the police in the case of possible criminal offences.
- Expulsion from an exam in progress if it is found with certainty that exam cheating or disruptive behaviour is taking place.
- Postponement of an exam if a suspicion of exam cheating in connection with a paper to be used during an examination arises before the time of the exam, but where it is not possible to decide the case before the scheduled examination time.
- Denial of supervision in connection with the rewriting of an exam paper where plagiarism was found.

**About issuing warnings**

3.6. If it is found that the disciplinary rules have been violated, the competent authority may, and must always as a minimum, issue a written or verbal warning on repeated violation of the rules.

The issue of a warning has the additional effect that, in the event of repeated violation of the disciplinary rules, the student can expect a more severe sanction to be imposed than would otherwise be the case.

**About expulsion from an exam**

3.7. Expulsion from an examination may take place in cases of exam cheating or violation of exam rules in general.

Expulsion may take place prospectively or retroactively and means that the student has used an examination attempt and does not receive an assessment of their performance, or has a previously awarded assessment annulled. Specifically, this means that the student is registered as "not assessed" for that exam in the Student Self-service System (STADS).

**About expulsion from the University**

3.8. Expulsion from the university may take place in case of gross or repeated violation of the regulations specified or included in the disciplinary rules.

An expulsion may be temporary or permanent, and entails that the student is excluded from all activities at the university during the period of expulsion, including all participation in classes and exams. Any tuition fees covering the period of expulsion will not be refunded or credited to the account of an expelled student.

3.9 In the case of a temporary expulsion, the student will be registered as being on leave during the expulsion period. Unless the student has terminated their enrolment from the university in the meantime, the student



will automatically be registered as an active student after the expulsion period expires.

The expulsion period will normally cover one or more semesters. In the exceptional case that the expulsion period does not coincide with the semester period, it will be possible for the student to participate in examinations when the expulsion period expires, even though the student was registered as being on leave during that semester.

3.10 A permanent expulsion from the university means that the student's enrolment at the university is terminated and the student must return their student ID card. In addition, the expulsion means that the student will be permanently excluded from all activities at the university and may not be admitted to or enrolled in any degree programme or parts thereof at the university. Upon application, the Rector may permit a student who has been permanently expelled to be re-admitted or re-enrolled. However, this is subject to the condition that a minimum of five years have elapsed since the decision and that the student can provide a convincing statement that they will be able to comply with the disciplinary rules in the future.

#### **About the temporary decision on expulsion**

3.11 A temporary decision on expulsion is a measure intended to stop student conduct that is contrary to the rules of conduct stated in section 2 of the disciplinary rules or that interferes with the function of the university (disciplinary rules section 4). The provision in section 19 (3) of the disciplinary rules may be applied when it is deemed necessary to ensure that the expulsion takes effect immediately and cannot wait for a normal review of the case and other options for stopping conduct are considered to have been exhausted.

The provision in section 19 (3) of the disciplinary rules applies to situations other than exam situations, since exam situations are specifically governed by section 11 (2) of the disciplinary rules.

The provision provides that a decision on temporary expulsion be made without delay, after consultation with the parties with a very short deadline.

As far as possible, the decision should be in writing, but may be communicated orally if necessary. In accordance with section 13 of the Public Administration Act, a memorandum must be drawn up on any oral notification of the decision. The circumstances of the case may justify consulting with the parties by telephone, by Skype, by student email or otherwise. To the extent that the consultation takes place orally or by telephone, a memorandum must be drawn up in accordance with section

13 of the Public Administration Act. Where a decision on temporary expulsion is made, a decision must not comment on time period of the expulsion. The Rector decides this in conjunction with the final consideration of the case.

Once the student has been notified of the decision on the temporary expulsion, the decision and its background are reported to the Rector by the relevant manager with a view to the Rectors initiating a review of the case in terms of conduct. The relevant manager follows the procedure described in item 2.3.

The Rector makes a final decision on the expulsion, including whether it is temporary or permanent. The Rector may also repeal or amend the decision.

#### **Special measures and sanctions**

### **Reporting to the Police**

3.12 The competent authority must report criminal offences to the police. Such a report does not constitute a sanction imposed by the university, even if the report is made on behalf of the university. It is thus only a matter of reporting the case to the police for further investigation, as it is assumed that, in addition to constituting a violation of the university's rules, the case also constitutes a violation of the criminal law.

The above, of course, does not prevent a person who has been the victim of a criminal offence from reporting this personally to the police – even if the victim is employed at the university. Such a report is then not made on behalf of the university.

The provision in section 5 of the disciplinary rules is not intended to enable AAU to determine whether there has been a violation of the Penal Code or the Law on Euphoriant Substances if there is doubt about whether this occurred. There are two options:

- If the individual the report concerns denies having violated the Penal Code or the Law on Euphoriant Substances, and there is no objective information that clearly proves there has been a law violation, but there is a suspicion, then AAU must file a police report. If it turns out that the report leads to a legal judgment, AAU may then impose a disciplinary sanction.
- For example, if during an interview a student acknowledges that they have used violence against another student, or sold drugs at AAU, then AAU may well take the view that there has been a violation of



the Penal Code or the Law on Euphoriant Substances. AAU may then impose a sanction and file a police report.

3.13 An administrative authority must consider a case without undue delay. Thus, the disciplinary case will not be suspended while the police are investigating the report. The fact that the student may risk sanctions according to two sets of rules does also not affect the decision or the choice of a possible sanction.

## **Expulsion from an exam in progress**

3.14 If the case concerns an examination in progress, and it is established with certainty that exam cheating or disruptive behaviour is taking place, the head of studies, a person authorised by the head of studies or the examiners jointly may expel the student from the examination while it is still in progress. In such cases, the justification for the expulsion will be assessed in connection with the subsequent decision in the case.

## **Postponement of an exam**

3.15 If the case concerns exam cheating, including plagiarism, in connection with a paper to be used during an exam, the head of studies postpones the examination if the matter cannot be clarified before the scheduled exam time. However, only the exam where exam cheating is suspected may be postponed. This means that the student may participate in other exams until a decision is made in the case.

## **Denial of supervision**

3.16 If it is found that plagiarism or attempted plagiarism has taken place, no supervision will be offered to the student in connection with the rewriting of the plagiarised text. However, the head of studies may grant an exemption from this provision in case of mitigating circumstances.

# **4. About plagiarism and sanctioning thereof**

### **Plagiarism**

4.1. The concept of plagiarism is normally used in relation to text; the following is based on this conceptualization. The fact is, however, that more or less any artificially produced product may be plagiarised, including drawings, figures, models, sculptures, pieces of music, music notes etc., and such plagiarism is also covered by the disciplinary rules.

Plagiarism is deemed to constitute exam cheating if found in an exam paper submitted by the student for use in connection with an exam, i.e. if the paper is submitted for assessment, or if an exam is to be based on the paper. If plagiarism takes place outside an actual exam situation, such

plagiarism will, however, often be deemed to constitute violation of the guidelines on academic discipline and ethical rules in science applying to the academic field in question.

#### **When is deemed to be plagiarism?**

4.2. As a practical main rule, plagiarism exists if, in an exam paper, a student attempts to give the impression that he or she is the originator of an idea, a text, layout etc., even though the originator is in fact someone else. More specifically, plagiarism exists if an exam paper in full or in part appears to have been produced by the student(s) personally, even though the exam paper

- contains an identical or almost identical reproduction of the wordings or works of other authors, without such reproduction being marked by quotation marks, italics, indentation or other clear indication with source reference, including any page numbers etc. (copy),
- contains long passages with wording that is so close to that of another work or similar wording etc. that comparison shows that those passages could not have been written without the use of the other work (paraphrasing etc.),
- contains the use of the wordings or ideas of other authors' without such other authors being duly credited (other plagiarism), or
- reuses text and/or central ideas from the examinee's own previously assessed or published works without complying with items 1) and 3) above (self-plagiarism).

Students are thus entitled to use and quote from the works of other authors – provided that they give due credit to the works and authors used and clearly mark quotations etc.

4.3. The student must ensure that products prepared by that student comply with the applicable requirements – including the obligation to give due credit to other works and authors. If the exam paper has been prepared by a group, the group is deemed to be jointly responsible for the paper complying with the rules on source referencing. If there is clear evidence that only one or some of the members of a group are responsible for the plagiarism, the specific disciplinary case will then normally only be pursued for these students and thus not the other members of the group. In principle, there is thus no lower threshold to what constitutes plagiarism. In practice, however, reality differs from this: Firstly, not every resemblance between the student's product and the work of someone else will be deemed to be plagiarism. For example, an individual short sentence will not normally in itself be deemed to be plagiarism. Moreover, certain phrases

may for example be perfectly normal phrases in the academic field in question or be so obvious in the specific context that the coincidence of the texts must be deemed to be insignificant. And secondly, the case may be one of ordinary 'messy practice' regarding sources, which will normally be deemed to be the case if only a few lines in an entire project are found to have been copied without proper source referencing.

### Assessing the gravity of discovered plagiarism

4.4. When determining what sanction to impose in connection with the discovered plagiarism, the gravity of the plagiarism is of crucial importance. The assessment must be based on the following advisory guidelines.

Extent	Type of plagiarism		
	Copy	Paraphrasing etc.	Other plagiarism
50-100%	Gross plagiarism	Plagiarism	
5-50%			
-5%			
		Simple plagiarism	

*Advisory guidelines for assessment of the gravity of the plagiarism discovered*

In case of aggravating or extenuating circumstances, these must be included in the assessment. Such circumstances may be included on the basis of the following advisory guidelines:

Aggravating circumstances	Extenuating circumstances
<p>If aggravating circumstances apply, the case <i>cannot</i> normally be deemed to constitute <i>simple plagiarism</i>, irrespective of the extent of the plagiarism or any other circumstances. Aggravating circumstances may also have an impact on the length of an expulsion period. If particularly aggravating circumstances apply, the case should not normally be deemed to constitute <i>gross plagiarism</i>, irrespective of the extent of the plagiarism or any other circumstances.</p> <p>Examples of aggravating circumstances:</p> <ul style="list-style-type: none"> <li>▪ The plagiarism comprises qualitatively crucial parts of the product (e.g. if original and central ideas are presented as the student's own ideas).</li> <li>▪ It is certain that information has been provided for the purpose of preventing plagiarism, including information regarding sanctions.</li> <li>▪ The plagiarism was carried out by a master's student.</li> </ul> <p>Examples of particularly aggravating circumstances:</p> <ul style="list-style-type: none"> <li>▪ Sanctions have previously been imposed on the student due to violation of the disciplinary rules, including the issue of a warning.</li> <li>▪ Plagiarism has been carried out in a final project (professional bachelor's projects, bachelor's projects, master's theses, part-time master's projects and any final projects on diploma programmes).</li> <li>▪ The plagiarism comprises another work (almost) in its entirety.</li> </ul>	<p>If extenuating circumstances apply, the case may be deemed to constitute <i>plagiarism</i> instead of <i>gross plagiarism</i>, and in exceptional cases <i>simple plagiarism</i> instead of <i>plagiarism</i>.</p> <p>Examples of extenuating circumstances:</p> <ul style="list-style-type: none"> <li>▪ It is found that there are indications to the effect that the rules regarding plagiarism have in actual fact been misunderstood. This may for example be the case if, in connection with quotations, the student has consistently stated the correct source, but has not clearly marked text as a quotation.</li> <li>▪ The student documents that the case is due primarily to his or her psychological condition.</li> </ul> <p>Resorting to plagiarism due to pressure of time will <i>never</i> be deemed to be an extenuating circumstance.</p>

*Inclusion of special circumstances in connection with the assessment of the gravity of plagiarism discovered*

**What sanction should be imposed for the discovered plagiarism?**

4.5. The sanction to be imposed depends on when and under what circumstances the plagiarism is discovered.

On the basis of a specific assessment, and where there are no other particularly aggravating circumstances, first-time offences of less than the equivalent of 10-12 percent of exact copying may be sanctioned only by expulsion from the exam in question and the issuing of a written warning against violating the disciplinary rules again. In order to apply this relaxation, the first-time offence must have been committed in the first or second semester of a bachelor's or professional bachelor's programme at AAU and, if any mitigating circumstances apply, also exceptionally in the third semester of a bachelor's or professional bachelor's programme at AAU. It is therefore assumed that the relaxation can be applied more easily in the first semester than in the second semester and only in very exceptional circumstances in the third semester. This relaxation of sanctions does not alter the obligation to report to the Rector, as described under item 2.2. cf. item 4.4.

**Plagiarism discovered outside an exam situation**

4.6. If plagiarism is discovered outside an actual exam situation, it will often be considered a violation of the guidelines on academic discipline. This does not mean, however, that the plagiarism will be met with sanctions as severe as if it had been discovered in an exam situation.

If plagiarism is discovered during supervision, action must be taken against all types of plagiarism, no matter how limited. In this connection it must be made clear to the student that plagiarism will not be tolerated, and that the plagiarised text must be rewritten. If, in spite of the supervisor's reprimand, plagiarism is discovered after submission, this will be deemed to constitute an aggravating circumstance.

**Plagiarism discovered after submission of an exam paper**

4.7. If plagiarism is discovered in an exam paper that has been submitted or used during an exam, the following sanctions will be imposed on the student:

- In case of gross plagiarism: The Rector will expel the student from the university as well as from the exam in question and will warn the student against repeated violation of the disciplinary rules. The case must therefore be reported to the Rector, and the report must comply with certain formal requirements (see item 2.3). Rewriting of the plagiarised text will be without supervision, unless an exemption is granted due to extenuating circumstances.

- In case of plagiarism: The student will be expelled from the exam in question and will receive a warning against repeated violation. The head of studies will also summon the student to a serious talk. Rewriting of the plagiarised text will be without supervision, unless an exemption is granted due to extenuating circumstances.
- In case of simple plagiarism: The student will receive a warning against repeated violation of the disciplinary rules.

## 5. Appeal

### Appeal

5.1. Decisions to impose sanctions on a student may be appealed by the student. The decision may be appealed to the Danish Agency for Science and Higher Education if the complaint concerns legal issues. This means that the agency will only determine whether a case has been considered in accordance with applicable law, including general principles of administrative law. The agency thus cannot determine academic issues or assessments in a case unless these are in contravention of the legal framework.

*Example of appeal guidelines:*

This decision may be appealed to the Danish Agency for Science and Higher Education if the complaint concerns legal issues. Legal issues can be, for example, ineligibility, inadequate consultation, inadequate complaint guidelines or other inconsistencies in terms of legislation or administrative law. The appeal must be written and must be sent to email: [aau@aau.dk](mailto:aau@aau.dk). You are not required to file an appeal within any given deadline. If the decision is upheld, the university issues a statement which you have the opportunity to comment on within a period of at least one week. The appeal is then sent to the Danish Agency for Science and Higher Education, Legal Affairs along with the university's statement and any comments you may have.

## Procedure

### Origin, background and history

These guidelines were established in accordance with section 22 (2) of Aalborg University's disciplinary rules; the first version of the guidelines were established on 16 February 2009.

These guidelines hereby replace the previous version thereof:

Aalborg University, 21 October 2019

Rector: Per Michael Johansen

Head of Study Service: Lone Vestergaard

**Purpose and delimitation**

These guidelines were drawn up in accordance with section 22 (2) of the rules on disciplinary measures for students at Aalborg University (disciplinary rules).

These guidelines are intended to elaborate on and complete the rules for those using the rules (relevant managers) as well as students at Aalborg University. A summary is provided by way of introduction.

**Overall framework**

Rules regarding disciplinary measures for students at Aalborg University (the disciplinary rules).



## Holidays

### Procedures for processing holidays at AAU.

#### How much holiday is accrued?

All salaried staff members at Aalborg University accrue paid holiday regardless of their level of employment. For each month's employment during the holiday year (1 September to 31 August = 12 months), 2.08 days of holiday are continuously accrued, which equates to 25 days of holiday per holiday year. For employment in parts of a month, 0.07 days of holiday are accrued per calendar day, but not more than 2.08 days per month. The holidays are credited at the end of the month and may be taken in the following month. Staff members also have the option to take holiday in advance; read more under the section "Holiday in Advance".

At Statens HR you can see your current holiday balances, and the holiday calculator gives you an overview of how much holiday you will have accrued during the holiday year.

#### When is holiday accrued?

As a general rule, paid holiday is accrued when the staff member is employed. However, holiday is also accrued in certain cases of absence where full or partial salary is paid from AAU due to factors such as: sickness, maternity, taking holiday, child care days, child's first and second sick days, etc. During unpaid leave, holiday is accrued during the first six months of the period of absence. However, it is a prerequisite that the staff member returns to work and takes the holiday before the end of the holiday period. No holiday is accrued during periods where staff members participate in strikes or lockouts.

Please note that special rules apply for hourly paid staff members.

## Taking holiday

### Introduction

Holiday accrued may be taken during the holiday period from 1 September to 31 December of the following year (16 months). This means that the holiday period coincides with the holiday year (1 September to 31 August) plus an additional four months.

Staff members are always entitled to take five weeks of holiday during the holiday period, even if they are not entitled to paid holiday. Thus, staff members who have not accrued paid holiday may take holiday without pay, which means that the days of holiday taken will be deducted from their pay.

### Rules for scheduling holiday

The AAU management encourages all staff members to take their accrued holiday during the holiday year. Holiday planning is therefore based on advance scheduling, see Rules on Taking Holiday at Aalborg University. Holiday must be scheduled as early as possible; the management therefore sends a letter and a holiday request form to all staff members at the beginning of September. Staff members may request the time period for taking holiday.

Staff members should always remember to reserve three weeks of holiday for the summer holidays. The staff member should be aware that the last 2 x 2.08 holiday days will not be earned and ready to be taken until from 1 August and 1 September, respectively. When the days are reserved, the staff members can use the rest of your holidays and special holidays on your other holiday wishes.

If staff members do not submit their holiday request form, the management must notify the staff member about the holiday time period at least three months before the main holiday period begins. For other holiday, the notification is one-month. Holiday must be accrued at the time it is taken, but notification of holiday may take place before it is accrued. However, if a staff member is not entitled to paid holiday, the management may not notify the staff member to take holiday.

Changes to scheduled holiday can subsequently be agreed if the staff member so desires and the work allows it.

Holiday accrued is taken before holiday that is not accrued, and as a rule, holiday is taken in the order it is accrued. However, staff members have the option to take holiday accrued with the current employer before holiday accrued with a former employer. Holiday must be taken as full days. Therefore, holiday cannot be placed on days where the staff member is partially on sick leave, unless the staff member desires this.

#### Planning holiday

The staff member is entitled to take at least three consecutive weeks of holiday in the main holiday period (1 May to 30 September). However, the management and the staff member may agree that the main holiday be split, but at least 10 days must be taken consecutively. The remaining 2 weeks of holiday (other holiday) may be taken at any time during the holiday period.

Staff members are required to take four weeks of holiday within the holiday year. The remaining week may be taken during the holiday period. However, the staff member and manager may agree on organising the holiday in another way.

#### Holiday in advance

The Executive Management decided that AAU allows staff members and management to agree on up to 2.08 days in advance. This means that holiday accrued in the current month may be taken immediately, rather than waiting until the following month. If a staff member resigns before holiday is accrued, AAU is entitled to offset the holiday taken against the staff member's requirement of salary and holiday payment.

#### Carrying holiday forward

##### Introduction

If a staff member has not had the opportunity to take all their holiday, it is possible to carry forward five days of holiday and special holidays together. Days of holiday must be taken in the holiday year to which they have been carried forward.

##### Requirements for carrying holiday forward



The staff member has accrued at least 20 days of paid holiday and/or holiday pay on a holiday certificate

The holiday carried forward is holiday in excess of 20 days

The agreement on carrying forward holiday must be made with the immediate superior before the end of the holiday period on 31 December

The agreement on carrying forward holiday is made in writing on the HR Department form

The agreement indicates specifically when the holiday carried forward is to be taken

Up to four weeks of accrued holiday that is not taken during the holiday period is forfeited, unless the staff member was prevented from taking holiday.

### Examples

Example 1: A staff member has earned 22 days of holiday and has taken 17 days of holiday. Unused holidays under 20 days are lost, which equates to 3 days. However, it is possible to carry forward days beyond 20 days by agreement with your own manager, which equates to 2 days.

Example 2: A staff member has earned 10 days of holiday with a previous employer and 14 days of holiday at AAU. The staff member has taken 20 days of holiday. It is possible to carry forward days beyond 20 days by agreement with your own manager, which equates to 4 days.

### Prevented from taking holiday

#### Introduction

Several factors may prevent you from taking holiday. Typical examples of factors that prevent you from taking holiday are your own sickness and maternity leave, and leave for adoption. Thus, factors that prevent the taking of holiday are those that apply directly to the staff member. Factors that are not considered as prevent the taking of holiday are if a staff member has not taken holiday due to busyness, or if a staff member has been abroad for a period of time connected to employment at AAU.

#### Illness before the start of holiday

If a staff member is sick at the beginning of the holiday, they are not obligated to start the holiday. Staff members must report sick in accordance with the general rules, and this must be done no later than when working hours begin on the first day of holiday.

#### Illness during holiday

Staff members who fall ill after the start of their holiday are entitled to replacement holiday. It is the staff member's own responsibility to apply for replacement holiday. In order to obtain replacement holiday, the following conditions must be met:

On the first day of illness, the staff member must inform their employer of their illness. The staff member does so by informing the person who registers sickness at their department/unit as has been agreed at the place of employment. In case of doubt, staff members may contact their local HR service centre.

Staff members must obtain medical documentation where the period indicated includes the first day of illness (and indication of the last day of illness if the staff member reports fit for work during the holiday). Staff members must bear the costs of the medical documentation,

whether it is obtained in Denmark or from a doctor abroad. Such expenses are not refunded by AAU.

As a rule, staff members who are employed for the entire holiday year (1 September to 31 August) are entitled to replacement holiday after a total of five sick days (waiting days), i.e. a right to a maximum of four weeks' replacement holiday. If a staff member has not been employed for the entire holiday year, the number of waiting days will be reduced proportionately. This means that if a staff member joins or resigns during the holiday year, the management will have to adjust the number of replacement days the staff member is entitled to.

#### Reporting fit for work during holiday

If a staff member recovers from an illness before the end of the planned holiday, they must, when reporting fit for work, inform their manager whether the remaining holiday will be taken or whether they intend to return to work. However, staff members are only entitled to take the remaining days of holiday already planned and not the replacement holiday. Thus, staff members are not entitled to take their postponed holiday as an extension of their recovery from illness.

#### Maternity

Maternity and adoption leave are factors that prevent the taking of holiday. This applies to all maternity and adoption leave, whether covered by salary or maternity/paternity benefits.

However, staff members are not prevented from taking holiday if the work has been partially resumed, since in these cases a staff member still has the option to their holiday.

#### Prevented from taking holiday at the end of the holiday period

If, at the end of the holiday period, the staff member has been prevented from taking all or part of their holiday, up to 4 weeks of annually paid holiday is automatically carried forward to the subsequent holiday period. If the factor preventing holiday continues at the end of the subsequent holiday period (12 months later), the staff member and manager may agree on payment.

If, due to a factor preventing holiday, a staff member has not taken holiday beyond four weeks, the management must automatically pay this holiday after the end of the holiday period, unless the management and staff member agree that holiday is carried forward.

As a rule, the existence of a factor preventing holiday cannot be established until the end of the holiday period. If a staff member is prevented from taking holiday at the end of the main holiday period, the holiday must be taken in the remainder of the holiday period.

#### Payment for holiday

##### General

Staff members who have accrued paid holiday from AAU receive their salary plus special holiday pay of 1.5 per cent when they take holiday. The special holiday allowance is paid twice a year. Payment for the period 1 September to 31 May is due at the end of May, while special holiday payment for the period 1 June to 31 August is due at the end of August.

Staff members who have accrued holiday with a previous employer take unpaid leave, but are paid for holiday on a holiday card from the previous employment. Staff members who

take days of holiday accrued on a holiday card or non-accrued days of holiday without pay will have these days deducted from their next salary payment.

If a staff member has a different employment rate at the time of the holiday than at the date of accrual, the salary during the holiday will be calculated based on the working hours/extent at the accrual date.

#### Payment of untaken holiday

If a staff member has not taken all of their holiday by the end of the holiday period, holiday beyond four weeks is automatically paid to the staff member. If a staff member has carried forward holiday from a previous holiday year, this holiday will be included in the four weeks. Holiday carried forward due to having been prevented from taking holiday is not included in the calculation. Payment of holiday should only take place in cases where it will not be possible to take the holiday (e.g. maternity and sickness) or where there is an agreement with the manager.

#### Holiday in connection with resignation

If a staff member resigns, the general rules on early notification, scheduling and taking holiday apply. Holiday already scheduled for before the date of resignation is taken as planned. Holiday not taken by the staff member at the time of resignation will be settled and paid on a holiday card to FerieKonto. Holiday carried forward that was not agreed to be taken before the date of resignation will be paid upon resignation.

When a staff member leaves the labour market due to illness, age or because the employee leaves the country, the holiday is paid directly to the staff member. The staff member need only submit documentation to the HR department in a timely manner. However, the transition to early retirement does not mean that the staff member is considered to have left the labour market. Read more about the rules for transition to retirement and early retirement at [borger.dk](http://borger.dk).

When staff members switch from one salaried position to another salaried position at AAU, the holiday entitlement follows the staff member to the new place of employment. Please note that the right to carry forward holiday, i.e. to take more than 25 days of holiday in a holiday year, lapses if the head of the new place of employment does not wish to uphold the former agreement concerning the carrying forward of holiday to the new place of employment. These days of holiday will instead be paid directly to the staff member.

## Holiday procedure (Advance disposal)

### Rules on advance allocation of holidays at AAU.

#### Rules for taking holidays at AAU

The AAU holiday rules are based on the University management's desire to promote a good working environment. Taking holidays during the work year is essential to maintaining a healthy work-life balance, and therefore all staff members must have the opportunity to take all their accrued holidays. Moreover, the University's holiday obligation is an important part of the budgeting process, as means are set aside to cover the holidays taken by staff members during the holiday year.

Furthermore, the University management wishes to ensure consistent administration of holiday entitlement throughout the organization while still allowing for some degree of flexibility at the local level; thus local management must be able to handle holidays according to local conditions when this does not have an overall negative effect on the organization.

#### Administration and holiday request form

In August of each year, the HR department will prepare a holiday request form to be used across the organisation. In the beginning of September of each year, all departments/units will distribute the holiday request form to all staff members entitled to paid holiday; staff members are then requested to schedule their holiday for the upcoming holiday year and return the form no later than 31 October. The holiday request form must be returned to the line manager or the person responsible for holiday registration at the department/unit.

Subsequently, all holiday requests are reviewed, and the line manager informs staff members of whether their requests can be accommodated as soon as possible after 31 October.

If staff members wish to reschedule one or more of their planned holiday periods, they must inform their line manager of this in due time; please note, that staff members must give three months' notice when rescheduling their main holiday (holiday taken between 1 May and 30 September).

In the event that staff members have neglected to include all accrued days in their holiday request form, the place of employment will give notice of when the remaining holidays must be taken according to the below holiday periods. As previously mentioned, staff members may request to change their planned holiday during the holiday period.

If staff members neglect to return their holiday request form by 31 October, the place of employment will allocate the staff member's holiday periods for the upcoming holiday year. Staff members must receive notification of this immediately after 31 October in accordance to the notice period rules.

#### Holiday allocation

If a staff member has not requested holiday, cf. the above, the place of employment will register holidays according to the below holiday periods in order of priority. Holiday periods

will be allocated on the basis of the staff member's holiday entitlement; thus, employers will not register holiday periods for which staff members have not accrued holiday/holiday pay (at AAU or any other Danish employer). For staff members who have accrued a full year's holiday (25 days), the following periods will be registered:

27, 28, 29 and 30 December 2022

Week 29, 30 and 31, 2023

19 May 2023 (The day following Ascension Day)

Week 42, 2023

#### Special holidays

If a staff member has not taken their special holidays, and no agreement on when they are to be taken has been reached by 1 January, the employer may schedule special holidays with one month's notice. These days will be scheduled during the spring in accordance with the operational requirements of the unit.

Aalborg University's HR department will inform all departments/units of this in the beginning of January of each year.

## HOLIDAY CLOSURE (LOW SERVICE DAYS)

Procedure for low-service days and holiday closure etc. Christmas and New Year's Eve.

AAU will not be closed for the holidays between christmas and new year 2023

It has been decided at the HSU meeting on the 15th of February 2023 that a test will be carried out where AAU will not be closed between Christmas and New Year in 2023. This means that the management and the individual work committees will decide whether their department will have low-service days during the period, instead of all units being consistently closed. From the central side, AAU encourages that you use the period between Christmas and New Year to recover and take time off. Contact your local holiday registrar if you are unsure how to plan your holiday between Christmas and New Year.

The test will be evaluated after the end of the holiday year to determine whether the university will remain closed during this period in the future.

Low-service days: May 2019 and december 27-29, 2023

December 27-29 (Christsmas holiday) and friday May 19 (the day following Ascension Day) has been categorized as low-service day. This means that the following service level will apply for the staff at work on these days:

Doors - Locked

Post - None

Heating - Lower than normal

Officers of the building - None

Cleaning - None

ESDH - None

Switchboard service - None

ITS Service, local servicedesks - Closed

ITS Service, support phone (#2020) - Open

On-call workmen - Yes (24-hour service)

G4S (security) - Yes

Paid holidays 2023

According to the agreement 1.04 of the Personnel policy for Aalborg University the following days are holidays, where employees receive their usual salary:

New Year's Day (January 1, 2023)

Easter Thursday (April 6, 2023)

Easter Friday (April 7, 2023)

Easter Monday (April 10, 2023)

General Prayer day (May 5, 2023)

Ascension Day (May 18, 2023)

Whit Monday (May 29, 2023)

Constitution day (June 5, 2023)

Day before Christmas (December 24, 2023)

Christmas Day (December 25, 2023)

Boxing Day (December 26, 2023)

New Year's Eve Day (December 31, 2023)

Dates for next holiday year (2023/2024) can be found in most Danish calendars.

## Holiday transfer

The main joint consultation committee's statement on the carry forward of holidays.

The Main Joint Consultation Committee recommends that annual holiday entitlement is taken during the corresponding holiday year. In order to secure the flexibility offered to both staff members and their employer, staff members are permitted to carry forward up to a total of five days of holiday and/or special holidays; however, such holidays should be taken during the holiday year to which they have been carried forward. Thus, no more than five days of paid holiday (including special holidays) should be carried forward to the next holiday year.

Only in special circumstances, will Aalborg University permit staff members to carry forward more than a total of five days of holiday and/or special holidays, such as if a staff member is prevented from taking holiday (in accordance with the rules in force as stipulated in the Holiday Act and the Holiday Agreement).



## JOURNAL PLAN 2022 - 2027 AAU

### Content:

The university's journal plan contains an overview of the journal plan's main groups, a hierarchical journal plan with help text, and an annotated journal plan with case groups - [Link to journal plan 2022-2027](#)

### Origin, background and history:

The journal plan was approved by the National Archives on 03.05.2016, and updated at the end of 2021.

### Purpose and delimitation:

The purpose of the record plan is to ensure that employees at AAU record equally and systematically in Aalborg University's ESDH system WorkZone.

## **Rules of 10 may 2020 regarding leave for students at Aalborg University**

*Pursuant to*

- Ministerial Order No. 20 of 9 January 2020 on full-time University Programmes (Uddannelsesbekendtgørelsen)
- Ministerial Order No. 15 of 9 January 2020 on Academy Profession Programmes and Professional Bachelor Programmes

*the following is stipulated:*

Part 1- The area of the rules:

Section 1. Full-time students, enrolled in a bachelor programme, profession bachelor programme or a master programme and students enrolled on the four-year master programme may be granted leave in accordance with the present rules.

(2) Other students cannot be granted leave from university programmes.

Section 2. Study Service may provide guidelines for these rules.

Part 2: Application for leave:

Section 3. Applications for leave must be digital and submitted in a special application form, stating the leave period applied for. Study Service must receive the application no later than on the day of the desired first day of leave.

(2) In case of unusual circumstances, Study Service may grant exemptions from subsection 1.

Section 4. However, cf. subsections 2 and 3, students will be granted unsubstantiated leave for a maximum of 12 months of a bachelor programme or profession bachelor programme and for a maximum of 12 months of a master programme (including the four-year master programme); however, students who have passed all exams except the exams which, in accordance with the given curriculum, are placed in the last semester of a master programme cannot be granted unsubstantiated leave. The 12 months of leave can be divided between a maximum of three leave periods, cf. however subsection 4.

(2) However, cf. subsection 5, leave cannot be granted until the student has completed his or her first year of study on a bachelor programme or

profession bachelor programme or the first six months of study on a master programme (including the four-year master programme) and has passed the exams which, in accordance with the given curriculum, are placed in the first year or first six months of study, respectively.

(3) However, cf. subsection 5, leave cannot be granted in the following situations:

If the university has given notice that the programme the student is enrolled in is to be closed down.

If the university has given notice that the programme the student is enrolled in is to change its language of instruction unless the student fulfils the new language requirement before the commencement of the period of leave.

If the university has given notice that the programme the student is enrolled in will be put on standby.

(4) Leave is granted for no less than two months, though leave cannot be granted for July and August alone.

(5) Independently of subsections 1, 2, 3 and 4, students will be granted leave on the grounds of illness, caretaking of close relatives who are disabled, critically ill or dying, maternity/paternity, adoption, military service, service connected to international military operations and conscientious objector service.

(6) A student who is an elite athlete, cf. Nordjysk Elitesport's definition, can extend the 12 months of unsubstantiated leave, cf. subsection 1, by another 12 months, provided that the student spends the entire period practicing elite sports, cf. however subsection 3.

(7) In case of unusual circumstances, Study Service may grant exemptions from subsections 1 and 2.

### Part 3: Effects of leave:

Section 5. The granted period of leave is recorded in the student's study record.

Section 6. Periods of leave are not included in the setting of time-limits in programmes.

Section 7. Students on leave are not unconditionally entitled to continue their studies in accordance with the curriculum in force when the period of leave was commenced.

Section 8. During the period of leave students cannot participate in classes in their study programmes and during the period of leave students cannot participate in exams and tests that are a part of their study programmes.

Section 9. The Danish Agency for Science and Higher Education may grant students exemptions from section 8 if grounded in unusual circumstances.

Section 10. After ended period of leave students can participate in exams and tests that are a part of their study programmes during the semester they have been on leave.

Section 11. During the period of leave students cannot vote for, accept election for or be a member of the Board of Directors, Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University cf. "Rules regarding elections for the Board of Directors , Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University".

(2) However, students may apply for permission to accept election for the Board of Directors, Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University in case their leave period has come to an end by the time the term of office begins cf. "Rules regarding elections for the Board of Directors , Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University".

#### Part 4: Discontinuation of leave:

Section 12. A leave period can be terminated before the granted leave period ends, cf. however section 4(4).

Section 13. Discontinuation of leave can only be brought into effect after submission of a written application to Study Service no later than on the day the student wishes to end the leave period.

(2) In case of unusual circumstances, Study Service may grant exemptions from subsection 1.

#### Part 5: Complaint:

Section 14. Decisions referring to the present rules taken by Study Service may be presented to Rector no later than two weeks from the day the complainant has been informed of the decision in question. Complaints are submitted to Study Service who forwards the complaints to Rector.

Section 15. Students may within two weeks of the day they are informed of Rector's decision present Rector's decision to the Danish Agency for Higher Education if the complaint concerns legal issues. The complaint is submitted to Study Service who gives a statement which the complainant may comment on within a deadline of no less than one week. Study

Service forwards the complaint to the Danish Agency for Science and Higher Education, enclosing its statement and any comments on the part of the complainant.

Commencement etc.:

Section 16. These rules shall enter into force on 10 May 2020.

Section 17. The rules "Leave for students at Aalborg University of 17 2018" are hereby repealed.

## LEAVE WITH PAY TO CARE FOR SICK CHILDREN UNDER 18 YEARS OF AGE

Paid leave is granted to look after seriously ill children under the age of 18, provided that the employee at Aalborg University is granted leave under Section 26 of the Danish Act on Parental Leave by Udbetaling Danmark. The leave can be planned as full or partial absence.

It is a requirement that the child's illness is estimated to require a stay in a hospital or similar institution for 12 days or more. Treatment or care at home may be equated with a stay in a hospital if the child's needs in connection with the illness warrant it.

The university may limit the period of entitlement to leave of absence with pay to one month per child per calendar year. The university may grant unpaid leave during the benefit period.

An employee who is covered by this provision is entitled to leave for this purpose. The leave must be agreed with the immediate superior in accordance with [rector's delegation instructions](#).

Documentation required for leave of absence:

The employee must send an email to HR-fravaer@adm.aau.dk containing the following:

- Approval of leave of absence with/without pay from immediate superior
- Start and end date of the leave
- Whether the leave is taken on a full-time or part-time basis.

## LEAVE WITH PAY DURING HOSPITALISATION WITH CHILDREN UNDER 14 YEARS OF AGE

Employees have the right to leave with pay during hospitalisation with dependent children under 14 years of age for up to 5 days per child within 12 consecutive months. The same applies if the child is receiving outpatient treatment instead of hospitalisation, which requires the employee's presence, or if the child is hospitalised while staying at home.

The 5 days can be taken separately or together, or it is possible to agree to take the 5 days as 10 half-days, for example.

This right applies to both parents. If both parents are covered by the agreement, i.e., both parents are state employees, a maximum of 5 days of paid leave can be taken for the parents combined.

An employee who is covered by this provision is entitled to leave for this purpose. The leave must be agreed with the immediate superior in accordance with [rector's delegation instructions](#).

### Procedure:

The employee must send an email to HR-fravaer@adm.aau.dk including an approval of leave with pay from the immediate superior and documentation from the hospital stating the start and end date of the hospitalisation.

## MAILING LISTS

Name in the address  
book in Outlook:

Who is on the list:

Moderated by:

AAU – Staff

All employees at AAU

AAU Communication

AAU - Vip

All AAU staff registered  
as employed in a  
VIP-position

AAU Communication

AAU – Tap

All AAU staff registered  
as employed in a  
TAP-position

AAU Communication



AAU - Managers	All AAU staff registered as employed in a management role	AAU Communication
----------------	---	-------------------

AAU – Campus Aalborg - Staff	All AAU staff registered with a workplace on Campus Aalborg	AAU Communication
------------------------------	---	-------------------

AAU – Campus Esbjerg - Staff	All AAU staff registered with a place of work on Campus Esbjerg	AAU Communication
------------------------------	---	-------------------

AAU – Campus  
Copenhagen - Staff

All AAU staff registered  
with a place of work on  
Campus CPH

AAU Communication  
and  
Shared Services CPH

AAU – Shared  
Services

All employees in  
Shared Services

AAU Communication

Here's how to do it:

The mailing lists are available in AAU's Address Book in Outlook:  
Select "New Mail" and select Address Book from the bar above:

Select "\_AAU Organization Lists" from the Address Book drop down list:

Then select the relevant mailing list - make sure you always use the list that  
best reaches your target audience.

The mailing lists are moderated:

E-mails sent to the mailing lists are approved by moderators to ensure that  
they are used for relevant information for the target group concerned. This  
means that e-mails sent to a given mailing list are not forwarded to the  
recipients on the mailing list until one of the moderators has approved the  
content of the e-mail. There may therefore be some waiting time before the  
e-mail reaches the recipients on the mailing list. If you need the e-mail to  
go out at a specific time, please contact the moderators in advance to  
make an agreement:

AAU Communication: [mailmoderator@adm.aau.dk](mailto:mailmoderator@adm.aau.dk).

#### Shared Services CPH:

The moderators may reject e-mails if they have been sent to the wrong mailing list or if they do not comply with the guidelines for good practice and use of AAU's mailing lists (see below). In such cases, the sender will always be contacted and receive feedback/guidance from the moderator. If you would like to have an e-mail sent to a list moderated by Shared Services CPH, you are welcome to write to the communication staff at this e-mail address:

Shared Services CPH – Communication: [kommunikation@cph.aau.dk](mailto:kommunikation@cph.aau.dk)

#### Good practice and use of AAU's mailing lists:

Consider which mailing list to use when sending an e-mail to a larger group of employees at AAU.

The list for 'all staff' should only be used when the information is genuinely relevant to all staff, or if it is not possible to reach a specific target group via one or more of the other mailing lists.

For example, is the e-mail relevant for both VIPs and TAPs or for staff on all campuses?

If you use a mailing list where the information is not relevant for all recipients, please write at the beginning of your e-mail for whom the information is intended.

#### Language and content:

Here is a checklist for writing e-mails to a large group of recipients:

- Be clear about your message: what do you want to achieve with your e-mail and how do you want the recipient to react to it? Make sure the e-mail answers the WH-questions: What? Who? Where? When? Why? How?
- Write an informative headline in the subject line of the e-mail so that the recipient quickly understands what the e-mail is about
- Write concisely
- Avoid implicit understandings
- Be aware of abbreviations that the reader may not be familiar with
- Divide your text into paragraphs with subheadings
- Check for dead links

- Remember to include contact details of the sender so that the recipient knows who to contact with any questions
- Remember to proofread (and preferably get someone other than yourself to do it).

#### English and Danish text

AAU wants to be an inclusive workplace for everyone - also those who do not speak Danish. Therefore, e-mails to all employees must be written in both English and Danish (where the recipients do not all understand Danish, or where it is a text to be forwarded to non-Danish speakers). The English text should be placed before the Danish text, and the introductory sentence in the e-mail should explain that the Danish text follows below. For example, 'Danish version below'.

## Maternity leave

Who is covered by the guide:

This guide is intended for those who became a parent 2 August 2022 or thereafter. The guidance is therefore based solely on the new maternity rules. [Get a quick overview of the new rules here.](#)

If your child was born before 2 August 2022, you are covered by the old rules. You must therefore consult [this guide](#) for information on the length of leave and pay conditions with respect to the old rules.

Who is covered by the rules:

Staff members at Aalborg University are covered by Barselsloven [Parental Leave Act]. Those employed for at least 1 year in the state sector are also covered by Barselsaftalen [Parental Leave Agreement]. You are therefore entitled to a number of conditions regarding your maternity and parental leave, depending on whether you are the birthing parent, co-parent or adoptive parent.

Employment requirements of the act on entitlement to leave and benefits in the event of childbirth (parental leave act)

In order for you to be paid during your maternity and parental leave, Aalborg University must be able to receive full reimbursement of benefits. You must therefore be able to meet the following conditions:

- You must be employed on the first day of your leave or the day before
- You must have at least 160 hours within the last four full months prior to the leave
- You must have at least 40 hours per month for at least three of the four months

Multiple employers:

If you receive salary from several employers, you only need to meet the employment requirement based on the total number of hours.

If you get a new job during the leave, which results in changes in the university's reimbursement, it may have consequences for your right to pay during the leave.

## **The birthing parent**

Starting point:

As a rule, the leave for the birthing parent is divided into 3 stages:

Pregnancy leave, 6 weeks before the expected date of childbirth

Maternity leave, week 1-10 after childbirth

Parental leave, week 11 and onwards

Pregnancy leave (6 weeks before the expected date of childbirth):

The birthing parent is entitled to 6 weeks of paid leave before the estimated date of childbirth.

You must inform your immediate superior that you are pregnant and the expected date of childbirth. You must do this no later than 3 months before the due date, and you must also report your pregnancy leave on the [HR Department's website](#).

In agreement with the immediate superior, you have the option of working part-time during the pregnancy leave if you so desire.

Maternity leave (week 1-10):

Where you were previously entitled to 14 weeks of maternity leave, you are now only entitled to 10 weeks of maternity leave. With the new rules, maternity leave has thus been reduced by 4 weeks.

You are obligated to take leave for the first 2 weeks after giving birth. After this, you have the option of organising maternity leave with flexibility by, for example, partially resuming work.

You also have the option to resume work in full if you agree on this with your immediate superior. However, the remaining maternity leave cannot be postponed for later use in, for example, the period of parental leave.

No later than 6 weeks after the birth, you must report how many weeks of leave you want, as well as how you want to organise your maternity and parental leave (see section below).

Parental leave (week 11 and onwards):

You may take parental leave after the 10th week.

The new maternity rules mean that you and your co-parent both get 24 weeks of leave after the birth. You each get 2 weeks of earmarked leave that must be taken in connection with the birth. In addition, you each get 9 weeks of earmarked leave as well as 13 weeks of leave that can be transferred between you.

You can choose whether you want to take leave at the same time, consecutively, or alternately (see more about the options in the section "Planning").

As mentioned under the section "Maternity leave", you must report your maternity and parental leave no later than 6 weeks after the birth, including how you want to organise the leave on the [HR Department's website](#).

Parental leave with pay:

With the new rules, a 10+7+6 model has been introduced. The model entails that 10 weeks of leave with full pay have been earmarked for you, 7 weeks for your co-parent and 6 weeks to be shared. This means that you are entitled to 16 weeks of leave with full pay if you take the 6 weeks that are to be shared. Please note that the 6 shared weeks are reserved for you if the co-parent is not employed in the state sector.

With the new rules, please also note the 9 of the weeks are earmarked and must be taken before the child reaches the age of 1. If the weeks are not taken, they lapse.

Number of weeks with pay throughout the period of leave (maternity and parental leave):

If we include the maternity leave, you have up to 26 weeks of paid leave (including the 6 weeks to be shared between the parents). If you choose to take all 26 weeks of paid leave, this requires that the co-parent transfers 2 weeks of maternity/paternity benefits to you. This is due to the fact that your leave with maternity/paternity benefits is only 24 weeks. Thus, AAU will only be able to receive reimbursement of benefits for the 25th and 26th week of the leave, which is a prerequisite for salary to be paid during your leave.

If you do not want your co-parent to transfer 2 weeks of maternity/paternity benefits to you, it is possible to be paid a reduced salary, corresponding to the difference between the benefits rate and your usual salary.

Parental leave with maternity/paternity benefits:

When you are finished taking your paid leave, unlike the previous rules, you will not have more weeks with maternity/paternity benefits. However, your partner has the option of transferring up to 13 weeks of leave with maternity/paternity benefits to you. It is your own responsibility to apply for this at Udbetaling Danmark.

## The co-parent

Paternity leave (until 10 weeks after the birth):

Co-parents are entitled to 2 weeks of leave immediately after the birth. The 2 weeks may be taken at a different time within the first 10 weeks, subject to agreement with the employer (see more about this in the section "Planning").

You must report your paternity leave on the [HR Department's website](#) no later than 4 weeks before the expected start of the leave.

Parental leave (after the 10th week after the birth):

The new maternity rules mean that you and your partner both get 24 weeks of leave after the birth.

You each get 2 weeks of earmarked leave that must be taken in connection with the birth. In addition, you each get 9 weeks of earmarked leave as well as 13 weeks of leave that can be transferred between you.

You can choose whether you want to take leave at the same time, consecutively, or alternately (see more about the options in the section "Planning").

You must report your parental leave no later than 6 weeks after the birth, including how you want to organise the leave on the [HR Department's website](#).

Parental leave with pay:

With the new rules, a 10+7+6 model has been introduced. The model entails that 10 weeks of leave with full pay have been earmarked for your partner, 7 weeks for you and 6 weeks to be shared. This means that you are entitled to 13 weeks of leave with full pay if you take the 6 weeks of leave that are to be shared between the parents. Please note that the 6



shared weeks are reserved for you if your partner is not employed in the state sector.

With the new rules, please also note that 9 of the weeks are earmarked and must be taken before the child reaches the age of 1. If the weeks are not taken, they lapse.

Parental leave with maternity/paternity benefits:

When you have finished taking your paid leave, you will be transferred to leave with maternity/paternity benefits. You can transfer up to 13 weeks with maternity/paternity benefits to your partner if you do not want to take more than the 9 weeks of earmarked leave (you have a total of 24 weeks available). It is your own responsibility to apply for this at Udbetaling Danmark.

## **The adoptive parent**

Leave before the expected date of receiving the child:

### **Child is received in Denmark**

If you receive a child in Denmark, you will be granted paid leave for up to 1 week prior. However, it is a prerequisite that the child is not already staying in the home. In special cases, the period may be extended by up to 1 week. You must notify your immediate superior as soon as possible about the time of this leave.

### **Child is received abroad**

If you travel abroad to adopt a child, you will be granted paid leave for up to 4 weeks before receiving the child. The period of benefits is calculated from the date of departure until the date on which the formal conditions for taking the child out of the country are met. In special cases, the period may be extended by up to 4 weeks. After this, the ordinary maternity leave begins, regardless of whether you travel to Denmark immediately after receiving the child or whether you stay abroad for a period of time thereafter. As far as possible, 3 months before receiving the child, you must report your leave on the [HR Department's website](#).

Leave after receiving the child (weeks 1-10 maternity leave):

Your maternity leave starts the day after the formal conditions for taking the child home are met.

Together, you and your partner are entitled to 10 weeks of paid leave after you have received the child. As a rule, you and your partner must take your leave consecutively, unless otherwise agreed with your immediate superior. You are both entitled to pay when you take leave at the same time for 2 consecutive weeks within the first 10 weeks after you have received the child (the equivalent of paternity leave).

You can choose to take your leave so that one adoptive parent takes 2 weeks of 'paternity leave' while the other adoptive parent takes all 10 weeks of maternity leave. However, this assumes that one of you transfers 4 weeks of maternity/paternity benefits. This is because each adoptive parent only has 6 weeks of leave with maternity/paternity benefits during the maternity leave. Thus, AAU will only be able to be reimbursed for benefits for the 4 remaining weeks of leave, which is a prerequisite for salary to be paid during your leave.

If you do not want to transfer weeks of maternity/paternity benefits, it is possible to be paid a reduced salary in the last 4 weeks of maternity leave, corresponding to the difference between the benefits rate and your usual salary.

Alternatively, you and your partner can choose to take the first 2 weeks at the same time and then take 4 weeks of leave consecutively.

As far as possible, you must report your paternity leave on the HR Department's website 4 weeks before the start of the leave.

Parental leave (after the 10th week after receiving the child):

You may take parental leave after the 10th week.

The new maternity rules mean that you and your partner each get 24 weeks of leave after receiving the child. You each get 2 weeks of earmarked leave which must be taken in connection with receiving the child. In addition, you each get 9 weeks of earmarked leave as well as 13 weeks of leave that can be transferred between you.

You can choose whether you want to take leave at the same time, consecutively, or alternately (see more about the options in the section "Planning").

You must report your parental leave no later than 6 weeks after receiving the child, including how you want to organise the leave on the [HR Department's website](#).

Parental leave with pay:

With the new rules, a 10+7+6 model has been introduced. The model entails that 6 weeks of leave with pay are earmarked for one adoptive parent, 7 weeks with pay for the other adoptive parent and 6 weeks with pay to be shared. Please note that the 6 shared weeks are reserved for you if your partner is not employed in the state sector.

With the new rules, please also note that 9 of the weeks are earmarked and must be taken before the child reaches the age of 1. If the weeks are not taken, they lapse.

Parental leave with maternity/paternity benefits:

When you have finished taking your paid leave, you will be transferred to leave with maternity/paternity benefits. You can transfer up to 13 weeks with maternity/paternity benefits to your partner if you do not want to take more than the 9 weeks of earmarked leave (you have a total of 24 weeks available). It is your own responsibility to apply for this at Udbetaling Danmark.

## **Planning of maternity and parental leave**

Partial resumption of work:

You have the option – in agreement with your immediate superior – to resume work in whole or partly with or without extension of parental leave.

Extension of parental leave:

You can choose to extend parental leave from 32 weeks to 40 or 46 weeks. With the new maternity rules, however, it is no longer possible to receive reduced benefits; therefore the last part of the leave will be without income. If you use the option of extending the leave, the entire leave must be taken together.

The right to pay is subject to the condition that the university can get full reimbursement of benefits. Any extension of benefits will only take effect from the time when the paid leave periods have ended.

Postponement of parental leave:

## **The legal right to postpone leave**

The birthing parent has the right to postpone up to 5 weeks of parental leave with maternity/paternity benefits. In addition, the co-parent has the right to postpone 5 weeks of parental leave.

The postponed leave must be taken before the child reaches the age of 9; otherwise the weeks lapse.

If you change employers, you retain the legal right to postpone leave.

## **The right to postpone leave by agreement**

You can also – in agreement with your immediate superior – choose to postpone a self-selected number of weeks for later use (until the child reaches age 9). Both parents can make such an agreement to postpone leave. The right to postpone leave by agreement only applies to AAU.

If you choose to postpone your parental leave, you must notify your immediate superior 16 weeks before the start of the leave. In addition, you must report your postponement on the [HR Department website](#).

## **Childcare days**

General:

Biological parents, co-parents, adoptive parents and those with parental authority are entitled 2 childcare days per child in each calendar year up to and including the calendar year when the child reaches the age of 7. The child must live with the employee.

Rules on taking childcare days:

As a rule, childcare days must be taken in the calendar year in which they are allocated, i.e. childcare days not taken in the calendar year in which they are allocated lapse at the end of the calendar year and cannot be reimbursed in cash.

The childcare days allocated in the calendar year when the child was born/received are automatically carried over to the following calendar year if the days have not been used, regardless of when the child was born/received in the calendar year. Similarly, childcare days may be carried over to the following calendar year if the staff member was prevented from taking their childcare days due to taking pregnancy, adoption, maternity, paternity and parental leave for an entire calendar year.

How to take childcare days:

You must agree with your immediate superior when the childcare days will be taken, and then you must contact the absence registration coordinator to register the childcare days. You must request to take the childcare days as early as possible. Childcare days may be taken as whole or half days. NOTE: If you become ill before a childcare day has begun, the childcare day is not considered used. On the other hand, if you become ill or take another legal absence after the childcare day has begun, the day is considered used and cannot be replaced.

What happens to childcare days with changes in employment conditions?:

If your employment conditions change, you retain the remaining number of childcare days. If you change your place of employment internally at AAU, the childcare days follow you.

If you take leave with and without pay, you retain the childcare days. This means that you can use the childcare days if you return in the same calendar year where the days are allocated.

If you terminate your employment at AAU, unused childcare days may be carried over if you transition to another state sector employment covered by the Parental Leave Agreement. In other cases, the unused childcare days lapse.

How is information on childcare days obtained with new appointment at AAU?

The HR Department obtains information from you on previously earned childcare days at another state sector institution and whether you have children aged 0-7 years through the form ["New appointment form"](#).

Childcare days carried over must be documented by a letter from the former employment authority/employer.

## **Holiday and maternity leave**

Maternity and adoption leave are factors that prevent the taking of holiday. This means that you cannot take holiday when you are on leave.

If you are prevented from taking holiday during the entire holiday period, the 1st - 4th holiday weeks will automatically be transferred to the next holiday period, while you must agree on the transfer of the 5th holiday week.

It is only possible to transfer days of holiday from the 1st - 4th holiday period that you cannot manage to take before the end of the holiday period (December 31st). It is therefore important that you plan your holiday in connection with your return from leave, since holiday not taken from the 1st - 4th holiday week, which could have been taken before the end of the holiday period on 31 December, will otherwise lapse.

Holidays must be taken as whole days. This means that you cannot take holiday on days when you both work and have leave (e.g. with partial resumption of work or with leave postponed by agreement taken as partial days).

If you are on leave on individual days and are at work on other days during a week, you are not prevented from taking holiday on the days when you work, and you can therefore take holiday these days. Likewise, your manager may notify you that your remaining holiday is to be taken these days according to the general rules. On the other hand, you cannot be notified to take your main holiday in that situation as it must be taken for a continuous period of normally 3 weeks.

Special holidays may be taken as fractions of days. You can therefore take special holidays on days when you both work and are on leave.

You earn the right to holiday and special holiday days with pay in all periods of leave.

Read more about the holiday rules in the AAU Handbook

## **Maternity leave and special conditions**

Complications during pregnancy etc.:

In special cases, the birthing parent is entitled to paid leave due to pregnancy earlier than 6 weeks before the expected birth. This presumes a medical assessment indicating that the pregnancy is affected by health complications that will cause risk to the mother or child if the mother continues to work.

Miscarriage:

The boundary between childbirth and miscarriage is the end of the 22nd week of gestation. According to the Parental Leave Agreement, in the event of miscarriage, there is no right to leave or childcare days.

Still birth, death of the child, or placing the child for adoption

If you lose your child, you and your partner can take bereavement leave for up to 26 weeks each. Bereavement leave starts the day after you have lost the child.

You have the option to take leave at the same time as your partner. In addition, you can choose to work full- or part-time during the leave. In this case, however, be aware that you cannot extend or postpone the part of the leave you do not use.

Taking bereavement leave requires that:

- The child is lost after the 22nd week of pregnancy.
- The child is lost in connection with the birth.
- The child is placed for adoption before the 32nd week after birth.
- The child is lost before the 18th year of life.

The rules apply equally to adoptive parents, biological parents and co-parents.

If you wish to use this type of leave, you must notify your employer. In this context, you must indicate your expected return, which, however, can be changed on an ongoing basis to provide as much flexibility as possible for you and your co-parent. Salary is paid during the leave to the extent that you have not already exercised your right to pay under the maternity agreement.

Hospitalisation of the child:

If your child is hospitalised, your leave period may be extended (maximum 3 months combined) or postponed. However, this presumes that the child has been hospitalised within the first 46 weeks after birth or receiving the child.

You must notify your immediate superior and the HR Department as soon as possible if your child is hospitalised during your maternity or parental leave. When the child is discharged, documentation of the hospitalisation period must be submitted to the HR Department via email.

Disease/death of the birthing parent in the first 10 weeks after childbirth:

If you fall ill within the first 10 weeks after giving birth, your maternity leave will not be extended or paused. However, your partner will have the opportunity to take your maternity leave with



maternity/paternity benefits. This must be immediately reported to the immediate superior and the HR Department via email.

#### Teaching:

You are free to take part in course activities, including exams, while on leave. You are still entitled to full benefits and any wages, regardless of the extent of participation in course activities.

#### Public holidays and the like:

If public holidays and the like fall in a period of leave, you receive no compensation for this.

#### Residing abroad:

If you live abroad but work for the university and pay Danish income tax, you will normally be covered by the Equal Opportunities Act, the Act on Unemployment Insurance and the Parental Leave Agreement.

## FAQ

Do i get paid if i have to go to a pregnancy examination during working hours?

Yes, you are entitled to pay during absence for pregnancy examinations if these must take place during working hours.

What happens to my pregnancy leave if i give birth earlier than expected?:

If you give birth earlier than expected, your pregnancy leave will be shorter than 6 weeks.

What happens to my pregnancy leave if i give birth later than expected?

If you give birth later than expected, your pregnancy leave will be longer than 6 weeks. However, this will not result in any shortening of the maternity leave to which you are entitled after the birth.

Will i get full salary if i am employed temporarily as PH.D or POST. DOC. etc.?:



Previously, expiry of a fixed-term employment meant that the employee lost the right to maternity pay during part of the absence and had to be re-employed after leave. However, with the 2021 collective agreement negotiations, the maternity conditions for employees in temporary positions were improved, so that employees remain in employment with the salary rights that follow from the state's maternity agreement. If the employment period is set to expire during parental leave, the employment is thus extended for the remaining leave period. The employment is also extended by the time the employee has taken leave before the planned expiry.

Does my co-parent's leave affect my childcare days?

No, childcare days can be used independently of any leave taken by your co-parent.

Do i get paid when I take childcare days?

Yes, full wages are paid during a childcare day.

If you became a parent before 01.10.2005 and were employed at AAU at the time of birth:

For all AAU staff members who became parents before 1.10.2005 and were employed at AAU at the time of the birth, different rules apply. Ten days of care are allocated at the time of the birth and there are no expiry date.

## MILEAGE ALLOWANCE - YOUR OWN CAR

Due to various cases of incorrect claims for mileage, we deem it necessary to clarify the rules on mileage allowances for staff members using their private cars for University business, cf. the Agency for the Modernisation of Public Administration's Personaleadministrativ vejledning (PAV) [Guidelines on personnel administration].

Only additional expenses incurred for transportation may be reimbursed.

This means that only expenses incurred in addition to your ordinary commuting, i.e. additional expenses for transportation between your home address and your place of work, may be reimbursed.

Thus, mileage claims may only cover the additional kilometres that you have driven for University business. The rules concerning mileage allowance are clarified in the attached document.

## Offensive behavior - procedure

Procedure for handling offensive actions in relation to employees at Aalborg University, including bullying, harassment and unwanted sexual attention.

Refer also to The rules on expectations for staff conduct regarding offensive behaviour, including bullying, harassment and unwanted sexual attention.

This procedure was prepared with the aim of ensuring that staff members at Aalborg University know where to turn if they experience violence, threats or other offensive behaviour, and that managers know how to handle such an inquiry.

All staff members at Aalborg University have a great deal of contact with students, colleagues and managers, just as we as a university have an obligation to interact with the outside world, for example by communicating research knowledge to the public and by entering into various external collaborations. Unfortunately, this contact can sometimes lead to distressing reactions towards the individual staff member in the form of violence, threats or other offensive behaviour including harassment and unwanted sexual attention.

Aalborg University does not tolerate violence, threats and offensive behaviour directed at staff members, and we respond to all inquiries about this.

This procedure was prepared with the aim of ensuring that staff members at Aalborg University know where to turn if they experience violence, threats or other offensive behaviour, and that managers know how to handle such an inquiry.

If students experience offensive behaviour, see offensive behaviour towards students at Aalborg University.

What do staff members do if they have been subjected to violence, threats or offensive behavior?

If you have experienced violence, threats, or offensive behaviour, including harassment and unwanted sexual attention, you may contact your immediate superior. If the perpetrator is your manager, you should contact your manager's superior. You can also first contact your union representative, occupational health and safety representative or the HR Department (please see contact persons under contact/responsibility) to discuss the experience and get assistance on taking further action.

Perceptions of acceptable forms of interaction and perceptions of sexual harassment can vary. Therefore, in some cases it can be difficult to identify sexual harassment. If staff members are in doubt as to whether they have been exposed to or witnessed offensive behaviour, they may discuss the issue with their manager, their manager's superior, their union representative, occupational health and safety representative or contact Aalborg University's psychological counselling service for anonymous advice.

What do managers do if a staff member has been subjected to violence, threats or offensive behaviour?

Regardless of whether it is violence, threats or other offensive acts, including harassment or unwanted sexual attention, the following procedure must be followed. In addition, depending on the situation, other factors may need to be considered. These are either discussed in handling the matter or appear in the subsequent sections.

Find an illustration of the points below here

In point 1

the staff member informs their immediate manager or their manager's superior about violence, threats or other offensive behaviour. If the staff member so wishes, the union representative or the occupational health and safety representative may inform the management on the staff member's behalf.

In point 2

the manager or the manager's superior offers the injured party assistance, such as Aalborg University's psychological counselling service.

In point 3

the manager or manager's superior investigates the matter and identifies the issue. It is important that the manager obtains documentation, for example by writing notes from the conversation with the staff member, or for example, email correspondence or screen dumps.

In point 4

the manager or manager's superior contacts the HR Department for feedback on the matter. At the same time, the further course of action is agreed on. In addition, see the subsequent areas of attention on situations where a staff member mistreats a colleague, where a student mistreats a staff member, or where the offensive behaviour results from the publication of research.

In point 5

the HR Department assesses whether a police report is needed in the given situation.

In point 6

and throughout the process, the manager or manager's superior ensures that the staff member is kept informed of the progress of the case.

In point 7

the manager or occupational health and safety representative reports the incident as a work-related accident to the Central Occupational Health and Safety Section. The central OHS section assesses whether the case should be reported to the Danish Working Environment Authority and Labour Market Insurance. If the harassment is not an isolated event, but has been ongoing for a long period of time and has resulted in the staff member taking sick leave, the manager must ask the staff member to have their own doctor report that the illness is presumed to be work-related.

Areas of attention if a staff member mistreats a colleague

If a staff member experiences offensive behaviour from a colleague, the manager must seek solutions – it is crucial not to seek revenge or scapegoat anyone. The focus must be on ensuring due process for both parties in the given situation. As part of the solution, the manager may consider whether it is appropriate to relocate one of the parties.

If problems are identified and these continue, or if they are of a particularly serious nature, the manager or manager's superior, in conjunction with the HR Department, assesses whether the offensive behaviour should have consequences in terms of employment law.

There can also be legal consequences for a staff member who has made wrongful accusations of offensive behaviour. The legal consequences include warning, dismissal or expulsion, which will be based on a specific assessment, including the circumstances and gravity of the case. Any well-founded suspicions of a criminal offence will be reported to the police with the consent of the injured party.

Areas of attention if student mistreats a staff member

If a staff member experiences offensive behaviour from a student, the relevant manager must also decide whether the behaviour should lead to disciplinary measures against the student.

In this context, the manager must follow the procedure described in the rules regarding disciplinary measures for students at Aalborg University and associated guidance.

The manager can contact Educational Law and Secretariat in Study Service for guidance in handling the case against the student.

Areas of attention when academic staff members are subjected to offensive behaviour as part of the publication of research

Unfortunately, experience shows that the participation of academic staff in the public debate can sometimes lead to distressing reactions. These can take many forms, from hateful debate, threats, distortions, and attacks on the integrity of researchers to outright harassment cases that can end in a police report.

In handling these cases, the manager must follow the above procedure.

After discussion with the HR Department, the manager and the HR Department agree on whether it is necessary to involve other Shared Services units. These units can be:

AAU Communication which can provide guidance on acting on and reporting to social media as well as on handling inquiries from news media

The Rector's Office which can provide guidance on dealing with the press in the specific case

IT Services which can provide guidance on the possibility of blocking certain inquiries

Campus Service which can provide guidance if special local measures are needed

## Offensive behavior - Rule

Rule on expectations for the behaviour of Aalborg University's employees in relation to offensive actions, including bullying, harassment and unwanted sexual attention.

### General

At Aalborg University, a positive organisational, social and physical working environment is a prerequisite for the development and productivity of the university as well as for staff well-being and motivation, and for optimal use of the university's resources. Moreover, team spirit and a respect for diversity should support the development of individual team members with the support of the team.

At Aalborg University, we continuously strive to develop a healthy work culture and thus prevent and address offensive behaviour at all levels – organisational, group, management and individual. We use tools such as:

Dialogue-based workplace assessment and follow-up action plans

Annual occupational health and safety consultations

Internal meetings

Occupational health and safety training

Staff well-being survey

Staff policy

The dialogue-based workplace assessment model, with its openness, supports preventive action against offensive behaviour in a dialogue based on the locally desired working environment.

Aalborg University does not tolerate offensive behaviour, including bullying, sexual harassment and unwanted sexual attention, and we respond to all reports of offensive behaviour.

### What is offensive behaviour?

The Danish Working Environment Authority defines offensive behaviour as one or more persons grossly or repeatedly subjecting one or more other persons to bullying, sexual harassment or other degrading behaviour at work. Whether an action is offensive is up to the individual or those who experience the behaviour to evaluate.

Offensive behaviour is a generic term for bullying, sexual harassment and other types of abusive acts at work. These can be both actions and the failure to act. The Danish Working Environment Authority cites the following examples:

Withholding necessary information

Hurtful remarks

Unfair deprivation or reduction of responsibilities and work tasks

Slander or exclusion from the social and professional community

Attacks or criticisms of employee privacy

Being shouted at or ridiculed

Physical abuse or threats thereof

Hostility or silence in response to questions or attempted conversation

Disparagement of employee's job, their performance or their competence  
Offensive phone calls  
Offensive written messages, SMS, images and videos, including on social media  
Unpleasant teasing  
Disparagement, for example based on age, gender, gender identity, gender expression, gender characteristics, sexual orientation, ethnicity or religious beliefs  
Exploitation in the job, such as for personal errands for others

#### Specific to bullying

Bullying is when one or more persons regularly and over a long period of time – or repeatedly in a serious manner – subject one or more persons to offensive behaviour and the injured party or parties are unable to defend themselves effectively against the behaviour. The behaviour must be perceived as degrading by the person(s) subjected to the behaviour.

#### Specific to sexual harassment

Offensive behaviour of a sexual nature refers to all forms of unwanted sexual attention and, for example, can be:

Unwanted touching  
Unwanted verbal requests for sexual intercourse  
Lewd jokes and comments  
Irrelevant queries about sexual topics  
Viewing pornographic material

#### Rights and duties of managers and staff members

Managers have a particular responsibility to ensure that work is planned, organised and performed in a completely sound manner in terms of safety and health in the short and long term with regard to offensive behaviour.

Staff members have a responsibility to contribute to a good, safe work culture. In some situations, it may be natural for you to point out that another party is overstepping your boundaries.

Furthermore, as it is the individual staff member's perception that is central to whether behaviour is offensive, all staff have a responsibility to engage in dialogue about this, including indicating to the relevant colleague or manager if the staff member in either general or specific situations perceives the behaviour of colleague or manager as offensive.

What is perceived as acceptable forms of interaction and what is perceived as sexual harassment can vary. Therefore, in some cases it can be difficult to identify sexual harassment.

If a staff member is unsure as to whether they have been subjected to or witnessed offensive behaviour, contact Aalborg University's psychological counselling service for anonymous advice.

If you have been subjected to or witnessed offensive behaviour, you have several options which are detailed in the procedure for handling offensive behaviour.

#### Consequences pertaining to employment law

If an employee exhibits unacceptable behaviour, including offensive acts or false accusations, it can have consequences in terms of employment law, including, where appropriate, warning, dismissal or expulsion. The consequence must be proportional to the circumstances and gravity of the case.



## OFFENSIVE BEHAVIOR (E.G., SEXISM) TOWARD STUDENTS AT AALBORG UNIVERSITY

In the event of a minor injury, it may be necessary for the injured to be examined medically, even if the injuries initially appear to be minor.

Zero tolerance policy to offensive and abusive behaviour at AAU

Positive study and working environments

Positive study and working environments require a culture defined by respectful behaviour and communication. In accordance with Danish legislation and Aalborg University policies, all students and staff are expected not to engage in any form of bullying, harassment, differential treatment, discrimination, threatened or actual violence. Aalborg University takes a zero tolerance approach to offensive and abusive behaviour.

AAU's students and staff have a shared responsibility for acknowledging and promoting a culture based on respectful and inclusive behaviour. Therefore, AAU staff and students must always be attentive to bullying, harassment, discrimination, threatening, offensive or abusive behaviour and physical violence.

All AAU staff and students are expected to take action if they learn about or witness offensive or abusive behaviour. Students and staff have the right to protect themselves against actions or statements which they perceive to be offensive.

Who can students reach out to when they experience offensive or abusive behaviour?  
AAU Student guidance

If students become victims of or witness offensive or abusive behaviour, they may contact AAU Student Guidance:

Telephone: (+45) 99 40 94 40 (Monday-Friday between 12:30 to 14:30)

Email: [studentguidance@aau.dk](mailto:studentguidance@aau.dk)

Web: <https://www.en.aau.dk/education/student-guidance>

If they feel more comfortable doing so, students are encouraged to contact a staff member affiliated with their degree programme or department. Staff members who are contacted by students in relation to offensive and abusive behaviour must ensure that such matters are properly addressed. AAU Student Guidance can offer advice and assistance on how to handle specific cases; please refer to the contact details provided above.

AAU Student Guidance takes enquiries relating to offensive and abusive behaviour very seriously, and the service provided to students is confidential.

If students need to discuss and process their experience, they are encouraged to contact the University chaplains, the Student Counselling Service, Headspace or Den Sociale Skadestue [the Social Emergency Centre].

Purpose and delimitation

These guidelines describe AAU's zero tolerance policy to offensive and abusive behaviour at the University and provide information on who students may contact if they become victims of or witness offensive and abusive behaviour.

Employees who experience abusive behavior are referred to "Offensive actions to employees".

## OPEN ACCESS POLICY OF AALBORG UNIVERSITY

AAU recommends that researchers at the university publish their research Open Access

### Content

Aalborg University's Open Access Policy aims at creating free and easy access to research from AAU, and to secure access for all to as many research publications as possible without financial, technical or legal restrictions.

The goal is to maximise the impact of the University's research by reaching out to the widest possible range of interested parties in both national and international business and research communities.

AAU endorses the Berlin Declaration and Denmark's National Strategy for Open Access.

The policy contains the following principles:

AAU endorses the Open Access initiative that aims at increasing effective dissemination and visibility of the University's research.

AAU wishes to provide free access (Open Access) to the University's research publications without financial, legal, or technical restrictions. This is done in the following ways:

Through parallel archiving of a version of the individual research publication in the University's repository VBN (Green Open Access)

Through publishing via dedicated Open Access publishing channels that match other channels in the particular scientific field in terms of academic excellence (Golden and Diamond Open Access)

AAU endorses the creation of and collaboration on Diamond Open Access journals via e.g. the Open Journal System (OJS).

AAU researchers are publishing top quality research, and aim at publishing through the most recognised publishing channels

Researchers at AAU should maintain, at minimum, the right to parallel archiving of research publications in VBN, provided they transfer their publishing rights to the publisher. When in doubt, you can use the indicative agreements of the Committee for the Protection of Scientific and Scholarly Work (UBVA).

Copyright remains with the authors upon publication registration and submission of full-text version in VBN.

AAU's Open Access policy aims at fulfilling the objectives of Denmark's National Strategy for Open Access as measured through the Open Access Indicator

### Concept definitions

Green Open Access is also called parallel publishing, where the publisher allows saving a version of the work in an institutional archive (repository). This type of Open Access is often embargoed for a period ranging from 6 to 24 months. In this way, the publisher still has the opportunity to sell subscriptions and pay-per-views before the publications become publicly available.

Golden Open Access means publishing in journals where the complete final version of the articles are publicly available. There is usually a fee to pay upon publication of an article in a

Golden Open Access journal. This fee is often referred to as the Article Processing Charge (APC).

Diamond Open Access means publishing in journals where the complete final version of the articles are publicly available. The author does not pay a fee for making article publicly available.

UBVA: The Committee for the Protection of Scientific Work

## Parental leave

### Information on parental leave for Aalborg University staff

## Parental leave

Who is covered by the guide?

This guide is intended for those who became a parent 2 August 2022 or thereafter. The guidance is therefore based solely on the new maternity rules. [Get a quick overview of the new rules here.](#)

Who is covered by the rules?

Staff members at Aalborg University are covered by Barselsloven [Parental Leave Act]. Those employed for at least 1 year in the state sector are also covered by Barselsaftalen [Parental Leave Agreement]. You are therefore entitled to a number of conditions regarding your maternity and parental leave, depending on whether you are the birthing parent, co-parent or adoptive parent.

Employment requirements of the act on entitlement to leave and benefits in the event of childbirth (danish parental leave act)

In order for you to be paid during your maternity and parental leave, Aalborg University must be able to receive full reimbursement of benefits. You must therefore be able to meet the following conditions:

- You must be employed on the first day of your leave or the day before
- You must have at least 160 hours within the last four full months prior to the leave
- You must have at least 40 hours per month for at least three of the four months

## The birthing parent

The leave for the birthing parent

As a rule, the leave for the birthing parent is divided into 3 stages:

1. Pregnancy leave, 6 weeks before the expected date of childbirth
2. Maternity leave, week 1-10 after childbirth
3. Parental leave, week 11 and onwards

1. Pregnancy leave (6 weeks before the expected date of childbirth)

The birthing parent is entitled to 6 weeks of paid leave before the estimated date of childbirth.

You must inform your immediate superior that you are pregnant and the expected date of childbirth. You must do this no later than 3

months before the due date, and you must also report your pregnancy leave on the [HR Department's website](#).

In agreement with the immediate superior, you have the option of working part-time during the pregnancy leave if you so desire.

## 2. Maternity leave (week 1-10)

Where you were previously entitled to 14 weeks of maternity leave, you are now only entitled to 10 weeks of maternity leave. With the new rules, maternity leave has thus been reduced by 4 weeks.

You are obligated to take leave for the first 2 weeks after giving birth. After this, you have the option of organising maternity leave with flexibility by, for example, partially resuming work.

You also have the option to resume work in full if you agree on this with your immediate superior. However, the remaining maternity leave cannot be postponed for later use in, for example, the period of parental leave.

No later than 6 weeks after the birth, you must report how many weeks of leave you want, as well as how you want to organise your maternity and parental leave (see section below).

## 3. Parental leave (week 11 and onwards)

You may take parental leave after the 10th week.

The new maternity rules mean that you and your co-parent both get 24 weeks of leave after the birth. You each get 2 weeks of earmarked leave that must be taken in connection with the birth. In addition, you each get 9 weeks of earmarked leave as well as 13 weeks of leave that can be transferred between you.

You can choose whether you want to take leave at the same time, consecutively, or alternately (see more about the options in the section "Planning").

As mentioned under the section "Maternity leave", you must report your maternity and parental leave no later than 6 weeks after the birth, including how you want to organise the leave on the HR Department's website.

## Parental leave with pay

With the new rules, a 10+7+6 model has been introduced. The model entails that 10 weeks of leave with full pay have been earmarked for you, 7 weeks for your co-parent and 6 weeks to be shared. This means that you are entitled to 16 weeks of leave with full pay if you take the 6 weeks that are to be shared. Please note that the 6 shared

weeks are reserved for you if the co-parent is not employed in the state sector.

With the new rules, please also note the 9 of the weeks are earmarked and must be taken before the child reaches the age of 1. If the weeks are not taken, they lapse.

Number of weeks with pay throughout the period of leave (maternity and parental leave)

If we include the maternity leave, you have up to 26 weeks of paid leave (including the 6 weeks to be shared between the parents). If you choose to take all 26 weeks of paid leave, this requires that the co-parent transfers 2 weeks of maternity/paternity benefits to you.

This is due to the fact that your leave with maternity/paternity benefits is only 24 weeks. Thus, AAU will only be able to receive reimbursement of benefits for the 25th and 26th week of the leave, which is a prerequisite for salary to be paid during your leave.

If you do not want your co-parent to transfer 2 weeks of maternity/paternity benefits to you, it is possible to be paid a reduced salary, corresponding to the difference between the benefits rate and your usual salary.

Parental leave with maternity/paternity benefits

When you are finished taking your paid leave, unlike the previous rules, you will not have more weeks with maternity/paternity benefits. However, your partner has the option of transferring up to 13 weeks of leave with maternity/paternity benefits to you. It is your own responsibility to apply for this at Udbetaling Danmark.

## The co-parent

Paternity leave (until 10 weeks after the birth)

Co-parents are entitled to 2 weeks of leave immediately after the birth. The 2 weeks may be taken at a different time within the first 10 weeks, subject to agreement with the employer (see more about this in the section "Planning").

You must report your paternity leave on the [HR Department's website](#) no later than 4 weeks before the expected start of the leave.

Parental leave (after the 10th week after the birth)

The new maternity rules mean that you and your partner both get 24 weeks of leave after the birth.

You each get 2 weeks of earmarked leave that must be taken in connection with the birth. In addition, you each get 9 weeks of

earmarked leave as well as 13 weeks of leave that can be transferred between you.

You can choose whether you want to take leave at the same time, consecutively, or alternately (see more about the options in the section "Planning").

You must report your parental leave no later than 6 weeks after the birth, including how you want to organise the leave on the [HR Department's website](#).

Parental leave with pay

With the new rules, a 10+7+6 model has been introduced. The model entails that 10 weeks of leave with full pay have been earmarked for your partner, 7 weeks for you and 6 weeks to be shared. This means that you are entitled to 13 weeks of leave with full pay if you take the 6 weeks of leave that are to be shared between the parents. Please note that the 6 shared weeks are reserved for you if your partner is not employed in the state sector.

With the new rules, please also note that 9 of the weeks are earmarked and must be taken before the child reaches the age of 1. If the weeks are not taken, they lapse.

Parental leave with maternity/paternity benefits

When you have finished taking your paid leave, you will be transferred to leave with maternity/paternity benefits. You can transfer up to 13 weeks with maternity/paternity benefits to your partner if you do not want to take more than the 9 weeks of earmarked leave (you have a total of 24 weeks available). It is your own responsibility to apply for this at Udbetaling Danmark.

## The adoptive parent

Leave before the expected date of receiving the child

Child is received in Denmark

If you receive a child in Denmark, you will be granted paid leave for up to 1 week prior. However, it is a prerequisite that the child is not already staying in the home. In special cases, the period may be extended by up to 1 week.

You must notify your immediate superior as soon as possible about the time of this leave.

Child is received abroad

If you travel abroad to adopt a child, you will be granted paid leave for up to 4 weeks before receiving the child. The period of benefits is calculated from the date of departure until the date on which the



formal conditions for taking the child out of the country are met. In special cases, the period may be extended by up to 4 weeks. After this, the ordinary maternity leave begins, regardless of whether you travel to Denmark immediately after receiving the child or whether you stay abroad for a period of time thereafter.

As far as possible, 3 months before receiving the child, you must report your leave on the [HR Department's website](#).

Leave after receiving the child (weeks 1-10 maternity leave)

Your maternity leave starts the day after the formal conditions for taking the child home are met.

Together, you and your partner are entitled to 10 weeks of paid leave after you have received the child. As a rule, you and your partner must take your leave consecutively, unless otherwise agreed with your immediate superior.

You are both entitled to pay when you take leave at the same time for 2 consecutive weeks within the first 10 weeks after you have received the child (the equivalent of paternity leave).

You can choose to take your leave so that one adoptive parent takes 2 weeks of 'paternity leave' while the other adoptive parent takes all 10 weeks of maternity leave. However, this assumes that one of you transfers 4 weeks of maternity/paternity benefits. This is because each adoptive parent only has 6 weeks of leave with maternity/paternity benefits during the maternity leave. Thus, AAU will only be able to be reimbursed for benefits for the 4 remaining weeks of leave, which is a prerequisite for salary to be paid during your leave.

If you do not want to transfer weeks of maternity/paternity benefits, it is possible to be paid a reduced salary in the last 4 weeks of maternity leave, corresponding to the difference between the benefits rate and your usual salary.

Alternatively, you and your partner can choose to take the first 2 weeks at the same time and then take 4 weeks of leave consecutively.

As far as possible, you must report your paternity leave on the [HR Department's website](#) 4 weeks before the start of the leave.

Parental leave (after the 10th week after receiving the child)

You may take parental leave after the 10th week.

The new maternity rules mean that you and your partner each get 24 weeks of leave after receiving the child. You each get 2 weeks of earmarked leave which must be taken in connection with receiving

the child. In addition, you each get 9 weeks of earmarked leave as well as 13 weeks of leave that can be transferred between you.

You can choose whether you want to take leave at the same time, consecutively, or alternately (see more about the options in the section "Planning").

You must report your parental leave no later than 6 weeks after receiving the child, including how you want to organise the leave on the [HR Department's website](#).

#### Parental leave with pay

With the new rules, a 10+7+6 model has been introduced. The model entails that 6 weeks of leave with pay are earmarked for one adoptive parent, 7 weeks with pay for the other adoptive parent and 6 weeks with pay to be shared. Please note that the 6 shared weeks are reserved for you if your partner is not employed in the state sector. With the new rules, please also note that 9 of the weeks are earmarked and must be taken before the child reaches the age of 1. If the weeks are not taken, they lapse.

#### Parental leave with maternity/paternity benefits

When you have finished taking your paid leave, you will be transferred to leave with maternity/paternity benefits. You can transfer up to 13 weeks with maternity/paternity benefits to your partner if you do not want to take more than the 9 weeks of earmarked leave (you have a total of 24 weeks available). It is your own responsibility to apply for this at Udbetaling Danmark.

## Planning of maternity and parental leave

#### Partial resumption of work

You have the option – in agreement with your immediate superior – to resume work in whole or partly with or without extension of parental leave.

#### Extension of parental leave

You can choose to extend parental leave from 32 weeks to 40 or 46 weeks. With the new maternity rules, however, it is no longer possible to receive reduced benefits; therefore the last part of the leave will be without income. If you use the option of extending the leave, the entire leave must be taken together.

The right to pay is subject to the condition that the university can get full reimbursement of benefits. Any extension of benefits will only take effect from the time when the paid leave periods have ended.

#### Postponement of parental leave

## The legal right to postpone leave

The birthing parent has the right to postpone up to 5 weeks of parental leave with maternity/paternity benefits. In addition, the co-parent has the right to postpone 5 weeks of parental leave.

The postponed leave must be taken before the child reaches the age of 9; otherwise the weeks lapse.

If you change employers, you retain the legal right to postpone leave.

## The right to postpone leave by agreement

You can also – in agreement with your immediate superior – choose to postpone a self-selected number of weeks for later use (until the child reaches age 9). Both parents can make such an agreement to postpone leave. The right to postpone leave by agreement only applies to AAU.

If you choose to postpone your parental leave, you must notify your immediate superior 16 weeks before the start of the leave. In addition, you must report your postponement on the [HR Department website](#).

# Maternity meetings

## General

At Aalborg University, meetings are held with all employees who have been on maternity or parental leave for more than 12 weeks. The meetings must be held before and after the leave. In addition, employees are offered a meeting during leave, i.e. immediately before returning to work. The purpose of the talks is to:

- contribute to the retention of employees in a phase of life that might otherwise give rise to dropouts.
- open the communication channels between employee and manager regarding work-life balance during the entire period when the employee has small children.
- give the opportunity to articulate the employee's role in relation to maternity or parental leave.
- have a culture-changing effect in relation to, for example, gender stereotypes and management roles.

[Find templates and instructions for maternity meetings here.](#)

# Childcare days

## General

Biological parents, co-parents, adoptive parents and those with parental authority are entitled 2 childcare days per child in each

calendar year up to and including the calendar year when the child reaches the age of 7. The child must live with the employee.

#### Rules on taking childcare days

As a rule, childcare days must be taken in the calendar year in which they are allocated, i.e. childcare days not taken in the calendar year in which they are allocated lapse at the end of the calendar year and cannot be reimbursed in cash.

The childcare days allocated in the calendar year when the child was born/received are automatically carried over to the following calendar year if the days have not been used, regardless of when the child was born/received in the calendar year. Similarly, childcare days may be carried over to the following calendar year if the staff member was prevented from taking their childcare days due to taking pregnancy, adoption, maternity, paternity and parental leave for an entire calendar year.

#### How to take childcare days

You must agree with your immediate superior when the childcare days will be taken, and then you must contact the absence registration coordinator to register the childcare days. You must request to take the childcare days as early as possible. Childcare days may be taken as whole or half days.

**NOTE:** If you become ill before a childcare day has begun, the childcare day is not considered used. On the other hand, if you become ill or take another legal absence after the childcare day has begun, the day is considered used and cannot be replaced.

#### What happens to childcare days with changes in employment conditions?

If your employment conditions change, you retain the remaining number of childcare days. If you change your place of employment internally at AAU, the childcare days follow you.

If you take leave with and without pay, you retain the childcare days. This means that you can use the childcare days if you return in the same calendar year where the days are allocated.

If you terminate your employment at AAU, unused childcare days may be carried over if you transition to another state sector employment covered by the Parental Leave Agreement. In other cases, the unused childcare days lapse.

#### How is information on childcare days obtained with the new appointment at AAU?

The HR Department obtains information from you on previously earned childcare days at another state sector institution and whether

you have children aged 0-7 years through the form ["New appointment form"](#).

Childcare days carried over must be documented by a letter from the former employment authority/employer.

## Holiday and maternity leave and special conditions

Holiday and maternity leave

Maternity and adoption leave are factors that prevent the taking of holiday. This means that you cannot take holiday when you are on leave.

If you are prevented from taking holiday during the entire holiday period, the 1st - 4th holiday weeks will automatically be transferred to the next holiday period, while you must agree on the transfer of the 5th holiday week.

It is only possible to transfer days of holiday from the 1st - 4th holiday period that you cannot manage to take before the end of the holiday period (December 31st). It is therefore important that you plan your holiday in connection with your return from leave, since holiday not taken from the 1st - 4th holiday week, which could have been taken before the end of the holiday period on 31 December, will otherwise lapse.

Holidays must be taken as whole days. This means that you cannot take holiday on days when you both work and have leave (e.g. with partial resumption of work or with leave postponed by agreement taken as partial days).

If you are on leave on individual days and are at work on other days during a week, you are not prevented from taking holiday on the days when you work, and you can therefore take holiday these days.

Likewise, your manager may notify you that your remaining holiday is to be taken these days according to the general rules. On the other hand, you cannot be notified to take your main holiday in that situation as it must be taken for a continuous period of normally 3 weeks.

Special holidays may be taken as fractions of days. You can therefore take special holidays on days when you both work and are on leave. You earn the right to holiday and special holiday days with pay in all periods of leave.

Read more about the holiday rules in the [AAU Handbook](#).

**Maternity leave and special conditions**

**Complications during pregnancy etc.**

In special cases, the birthing parent is entitled to paid leave due to pregnancy earlier than 6 weeks before the expected birth. This presumes a medical assessment indicating that the pregnancy is affected by health complications that will cause risk to the mother or child if the mother continues to work.

**Miscarriage**

The boundary between childbirth and miscarriage is the end of the 22nd week of gestation. According to the Parental Leave Agreement, in the event of miscarriage, there is no right to leave or childcare days.

**Stillbirth, death of the child, or placing the child for adoption**

If you lose your child, you and your partner can take bereavement leave for up to 26 weeks each. Bereavement leave starts the day after you have lost the child.

You have the option to take leave at the same time as your partner. In addition, you can choose to work full- or part-time during the leave. In this case, however, be aware that you cannot extend or postpone the part of the leave you do not use.

**Taking bereavement leave requires that:**

- The child is lost after the 22nd week of pregnancy.
- The child is lost in connection with the birth.
- The child is placed for adoption before the 32nd week after birth.
- The child is lost before the 18th year of life.
- The rules apply equally to adoptive parents, biological parents and co-parents.

If you wish to use this type of leave, you must notify your employer. In this context, you must indicate your expected return, which, however, can be changed on an ongoing basis to provide as much flexibility as possible for you and your co-parent. Salary is paid during the leave to the extent that you have not already exercised your right to pay under the maternity agreement.

**Hospitalisation of the child**

If your child is hospitalised, your leave period may be extended (maximum 3 months combined) or postponed. However, this presumes that the child has been hospitalised within the first 46 weeks after birth or receiving the child.

You must notify your immediate superior and the HR Department as soon as possible if your child is hospitalised during your maternity or parental leave. When the child is discharged, documentation of the hospitalisation period must be submitted to the HR Department via email.

#### **Disease/death of the birthing parent in the first 10 weeks after childbirth**

If you fall ill within the first 10 weeks after giving birth, your maternity leave will not be extended or paused. However, your partner will have the opportunity to take your maternity leave with maternity/paternity benefits. This must be immediately reported to the immediate superior and the HR Department via email.

#### **Teaching**

You are free to take part in course activities, including exams, while on leave. You are still entitled to full benefits and any wages, regardless of the extent of participation in course activities.

#### **Public holidays and the like**

If public holidays and the like fall in a period of leave, you receive no compensation for this.

#### **Residing abroad**

If you live abroad but work for the university and pay Danish income tax, you will normally be covered by the Equal Opportunities Act, the Act on Unemployment Insurance and the Parental Leave Agreement.

## **FAQ**

Do I get paid if I have to go to a pregnancy examination during working hours?

Yes, you are entitled to pay during absence for pregnancy examinations if these must take place during working hours.

What happens to my pregnancy leave if I give birth earlier than expected?

If you give birth earlier than expected, your pregnancy leave will be shorter than 6 weeks.

What happens to my pregnancy leave if I give birth later than expected?

If you give birth later than expected, your pregnancy leave will be longer than 6 weeks. However, this will not result in any shortening of the maternity leave to which you are entitled after the birth.

Will I get full salary if I am employed temporarily as PhD or Post Doc etc.?

Previously, expiry of a fixed-term employment meant that the employee lost the right to maternity pay during part of the absence and had to be re-employed after leave. However, with the 2021 collective agreement negotiations, the maternity conditions for



employees in temporary positions were improved, so that employees remain in employment with the salary rights that follow from the state's maternity agreement. If the employment period is set to expire during parental leave, the employment is thus extended for the remaining leave period. The employment is also extended by the time the employee has taken leave before the planned expiry.

Does my co-parent's leave affect my childcare days?

No, childcare days can be used independently of any leave taken by your co-parent.

Do I get paid when I take childcare days?

Yes, full wages are paid during a childcare day.

If you became a parent before 01.10.2005 and were employed at AAU at the time of birth:

For all AAU staff members who became parents before 1.10.2005 and were employed at AAU at the time of the birth, different rules apply.

Ten days of care are allocated at the time of the birth and there are no expiry date.



## **Policy of the AAU Practice Committee**

Get an overview of policy for the AAU Practice Committee [here](#).

### **Content**

## **1. Competance, actors and types of cases**

1.1. The overall responsibility for addressing breaches of good scientific practice rests with the Rector (cf. Statutes for Aalborg University, section 30 (14)). Thus, the Rector sets the policies, rules and procedures for investigating with breaches of good scientific practice at AAU and establishes a cross-organisational committee, the AAU Practice Committee.

1.2. The AAU Practice Committee is tasked with reviewing allegations of suspected questionable research practice related to a scientific product produced as part of research conducted at Aalborg University but that was dismissed by the Danish Committee on Research Misconduct or is outside the scope of the Danish Committee on Research Misconduct. Furthermore, the AAU Practice Committee must forward any allegations of fabrication, falsification or plagiarism that are within the scope of the Danish Committee on Research Misconduct for further investigation; the AAU Practice Committee must also forward allegations unrelated to research at AAU to other research institutions. The AAU Practice Committee must provide a statement to the Rector, after which the relevant line manager determines any sanctions and handles other relevant follow-up.

1.3. The responsibility for handling other cases of suspected questionable research practices (cases in which there is no scientific product) rests with the research managers and the various organisational units at AAU (such as the AAU PhD Office, the VBN Editorial Office, Grants & Contracts, etc.), that handle administrative tasks related to research.

## **2. Legal framework**

2.1. When evaluating whether there is a suspected breach of good scientific practice, the definitions of scientific misconduct, cases of questionable research practices and scientific products, as set out in the Act on Research Misconduct, section 3, are used.

2.2. Practices at AAU are also based on current standards in the Danish Code of Conduct on Research Integrity, and other current institutional, national and international practices and guidelines on research integrity.

## **3. Suspicion/confidentiality**

3.1. The person facing an allegation of a suspected breach of good scientific practice is innocent until proven otherwise. Cases are therefore treated with

confidentiality and are referred to in the course of the investigation as "suspicion of..."

3.2. The confidentiality of cases means that only the participants in the AAU Practice Committee meetings and the necessary and relevant staff are involved and informed of case proceedings.

3.3. Cases under investigation are anonymised if used, for example, in a teaching context or referenced in a report to the Danish Committee on Research Misconduct.

#### **4. Limitation periods and allegations brought against former staff members or researchers not employed at AAU**

4.1. According to the Act on Research Misconduct, research institutions are obligated to forward allegations to the Danish Committee on Research Misconduct if they are covered by the definitions of research misconduct (falsification, fabrication, plagiarism) and if the research is conducted by the institution. By law, allegations of questionable research practice must be investigated by the institutions. Preparatory documents to the Act do not specify a limitation period.

4.2. If an allegation of suspected questionable research practice is presumed to preclude a decision on the existence of questionable research practices, if the costs of the investigation are disproportionate to its importance, or if the case is minimally associated with Denmark or Aalborg University, the AAU Practice Committee – or for cases not covered by the AAU Practice Committee, the relevant research manager - may decide, with justification, to close the case. This may be possible if the case is older. Allegations against former staff members or researchers should initially be forwarded or handled at AAU, but they may also be closed for the reasons stated above.

#### **5. Anonymous reports**

5.1. According to section 19 of the Act on Research Misconduct, research institutions are obligated to investigate questions of questionable research practice, regardless of whether the issue is reported to the institution by an anonymous or identified source.

5.2. If the allegation cannot be adequately reviewed based on the information provided by the anonymous source, the case may be closed.

#### **6. Deadlines**

6.1. Allegations of breaches of good scientific practice must be dealt with as quickly as the issue allows and without undue delay. As a rule at AAU, this means that dismissal of a case must take place within 3 months, while investigation of a case should be completed within 12 months. This principle applies to all types of breaches of good scientific practice, regardless of

whether they relate to matters to be forwarded to the Danish Committee on Research Misconduct, investigated by the AAU Practice Committee, or handled by the research managers or administrative units at AAU.

#### **Origin, background and history**

The policy on handling breaches of good scientific practice was submitted to the Rector by the AAU Practice Committee submitted after consultation with the organisation and review by the Strategic Council for Research and Innovation at AAU (SRFI).

The Rector approved the policy on 30.09.2019 and it took effect thereafter.

#### **Purpose and delimitation**

This policy outlines the general framework and principles for handling breaches of good scientific practice at the Aalborg University (AAU).

According to the Act on Research Misconduct [lov om videnskabelig uredelighed], all research institutions, including AAU, have an explicit duty to investigate cases of questionable research practice and to forward cases of suspected research misconduct to the Danish Committee on Research Misconduct.

Breaches of good scientific practice must also – and no less importantly – be investigated in order to ensure that society can continue to trust the research and academic degrees from AAU. Furthermore, increased globalisation and digitalisation mean that questionable or even fraudulent research is spread more easily and thus potentially will have more impact than in the past; it is thus essential to remain vigilant in this area.

Breaches of good scientific practice must be handled in a consistent, transparent and respectful manner at all levels of the organisation in order to ensure security and manageability for all stakeholders (the staff members involved, external parties, etc.).

Finally, knowledge sharing and open dialogue across the university are essential so that investigations of breaches of good scientific practice can provide input on developing the university's standards for good scientific practice.

## Get an overview of the procedures of the AAU Practice Committee.

### Actors involved

The actors involved in the process are:

- **Complainant.** The complainant submits allegations of suspected research misconduct or questionable research practice to the AAU Practice Committee. The complainant may be heard in the case; however, as a rule, the complainant is not a party to the case. In the event that allegations are issued by a unit, the allegation must be issued on behalf of Aalborg University by the manager of that unit.
- **Respondent.** The respondent is the person against whom the allegation has been made. The AAU Practice Committee must inform the respondent and allow the individual to respond to the allegation.
- **AAU Practice Committee.** The AAU Practice Committee conducts preliminary investigations of allegations of research misconduct and subsequently submits the material to the Danish Committee on Research Misconduct for further investigation. Furthermore, the AAU Practice Committee is responsible for investigating allegations of questionable research practice as stipulated in the regulations of the AAU Practice Committee, section 11(1). Upon investigating allegations of questionable research practice, the AAU Practice Committee must submit a reasoned statement to the Rector.
- **Executive committee of the AAU Practice Committee.** The executive committee consists of the chair of the AAU Practice Committee and the additional faculty member from the relevant faculty concerning the case. The executive committee conducts a preliminary assessment of the case, and the chair may decide whether an allegation should be dismissed as manifestly unfounded. In consultation with the relevant dean and head of department, the executive committee may request that the respondent's access to laboratories, materials, data, etc., be totally or partially restricted.
- **Rector.** The Rector stipulates guidelines for addressing cases of research misconduct and questionable research practice at AAU, receives statements on cases from the AAU Practice Committee and is updated regularly as well as via annual reports by the AAU Practice Committee on the committee's investigation. The Rector

appoints permanent members and additional faculty members to the AAU Practice Committee upon recommendation of the deans.

- The Dean. The relevant dean must be updated regularly when allegations involving staff members of their faculty are submitted to the AAU Practice Committee; moreover, the dean must follow up on allegations investigated by the Danish Committee on Research Misconduct or the AAU Practice Committee. At the request of the AAU Practice Committee, the dean appoints ad hoc members to take part in the committee's investigation.
  - Head of department. The relevant head of department must be updated regularly and must follow up on allegations involving staff members of their department submitted to the Danish Committee on Research Misconduct and the AAU Practice Committee.
  - Head of the doctoral school. The relevant head of the doctoral school must be updated regularly and must follow up on allegations involving the PhD students of their doctoral school submitted to the Danish Committee on Research Misconduct and the AAU Practice Committee.
  - PhD supervisor. The relevant PhD supervisor must be updated regularly and follow up on allegations involving PhD students under their supervision submitted to the Danish Committee on Research Misconduct and the AAU Practice Committee.
- Administrative staff members from the Rector's Office and the AAU PhD Office jointly conduct investigations with the AAU Practice Committee.

### **Procedure for investigation**

2.1. Anyone who may have reasonable grounds for suspecting research misconduct or questionable research practice may submit allegations against academic staff members conducting research at Aalborg University to the AAU Practice Committee.

2.2. An allegation must include information on the scientific product in question; the researcher(s) or academic staff member(s) against whom the allegation is made; the allegations of research misconduct or questionable research practice raised and the reasons for submitting the allegations. Please use this form for submitting an allegation.

2.3. Upon receipt of an allegation, the AAU Practice Committee will inform the complainant of the administrative procedures of the AAU Practice Committee. In the event that the allegation does not contain the information required for initiating an investigation, the complainant must be informed

that this may lead to the allegation being dismissed (cf. 'Act on Research Misconduct, etc.' [Lov om videnskabelig uredelighed m.v.] section 11(3)). The respondent, the relevant dean, the relevant head of department and in allegations involving PhD students, the PhD supervisor and the head of the doctoral school, must be informed that an allegation has been made and must be informed of the AAU Practice Committee's procedures for investigation. After this point, the complainant will no longer receive information pertaining to the allegation nor will the complainant be heard in the case unless they are considered a party to the case according to the Danish Public Administration Act.

2.4. The executive committee will subsequently receive the allegation and assess which procedures must be initiated. Depending on the scope and nature of the allegation, the chair of the AAU Practice Committee consults with the additional faculty member and the administrative staff members from the Rector's Office and the AAU PhD Office to determine who best handles the individual investigative procedures (such as plagiarism detection and assessment, assessment of data and materials, etc.). Following a concrete assessment and in consultation with the relevant dean and head of department, the chair of the AAU Practice Committee may request that the head of department secure any materials and place restrictions on the respondent's access to laboratories, materials, data, etc.

2.5. Following the preliminary investigation, the chair of the AAU Practice Committee determines whether the allegation should be dismissed as manifestly unfounded. In the event that an allegation is dismissed as manifestly unfounded, the respondent, the relevant dean, the relevant head of department and, if relevant, the PhD supervisor and the head of the doctoral school must be informed that the allegation has been subject to investigation and subsequently dismissed.

2.6. If the allegation cannot directly be dismissed as manifestly unfounded, [BT1] the respondent is asked to submit any comments on the allegation and an assessment must be made as to whether further investigations must be conducted. The relevant dean, the relevant head of department and, if relevant, the PhD supervisor and the head of the doctoral school must be informed.

2.7. If the case undoubtedly falls under another research institution or under the jurisdiction of the Danish Committee on Research Misconduct, the executive committee may decide that, rather than the AAU Practice Committee, the case be sent directly for investigation by the Danish Committee on Research Misconduct or by the other research institution.



The chair informs the AAU Practice Committee of such a decision at the next meeting.

2.8. If the executive committee finds that allegation must be reviewed by the AAU Practice Committee, the relevant dean must recommend an ad hoc member with relevant disciplinary expertise to participate in the investigation of the allegation by the AAU Practice Committee.

2.9. Subsequently, the executive committee and the ad hoc committee member are responsible for preparing the case. If relevant, the respondent is further consulted and further investigations are made before the presentation of the case is prepared for the meeting as determined by the chair.

2.10. The presentation of the allegation must include information on whether the allegation is considered to meet the basic criteria for constituting a case of falsification, fabrication, plagiarism or questionable research practice, (cf. the definitions provided in 'Lov om videnskabelig uredelighed m.v.' [the act on research misconduct], section 3). If there is any dispute as to the interpretation of the act, this must be discussed with the secretariat of the Danish Committee on Research Misconduct.

Depending on the nature of the allegation, the chair of the AAU Practice Committee determines who will be responsible for preparing the presentation of the case.

During the review by the AAU Practice Committee, a decision must be made as to whether the allegation be:

- forwarded to the Danish Committee on Research Misconduct for further investigation
- reviewed by the AAU Practice Committee or
- dismissed or referred for review by other units or other parts of the line management at Aalborg University

2.11. If the AAU Practice Committee determines that the allegation must be forwarded to the Danish Committee on Research Misconduct, the AAU Practice Committee must prepare a report on the facts of the allegation (cf. 'Lov om videnskabelig uredelighed m.v.' [the act on research misconduct], section 11(2)). Subsequently, the allegation must be forwarded to the Danish Committee on Research Misconduct. The Rector, the respondent, the relevant dean, the relevant head of department and, if relevant, the PhD supervisor and the head of the doctoral school must be informed of the decisions made by the AAU Practice Committee.

2.12. If the allegation is reviewed by the AAU Practice Committee, the committee prepares a statement on the case. The person responsible for preparing this statement must be appointed. Where the AAU Practice Committee cannot reach an agreement, the person responsible for preparing the note of dissent must also be appointed. The statement must be submitted to the Rector. The respondent, the relevant dean, the relevant head of department and, if relevant, the PhD supervisor and the head of the doctoral school must be informed.

2.13. If the AAU Practice Committee decides that the allegation should be dismissed or be reviewed by other units or other parts of the line management at Aalborg University, the case must be forwarded to these units and include the comments of the AAU Practice Committee. In such cases, the respondent, the relevant dean, the relevant head of department and, if relevant, the PhD supervisor and the head of the doctoral school must be informed.

#### **Origin, background and history**

The procedure was prepared by a working group composed of administrative staff from the Rector's Office and the deans' offices. The procedure has been prepared in accordance with the 'Forslag til reorganisering af praksisudvalgsstrukturen på AAU' [Scheme for reorganisation of the Practice Committee structure at AAU], adopted by the Executive Management on 24 May 2017 and subsequently approved by the academic councils. The procedure was subsequently revised by the Rector's Office and given final approval 30.09.2019.

#### **Purpose and delimitation**

For investigations of allegations of questionable research practice and preliminary investigations of allegations of research misconduct, the Rector has appointed one practice committee for Aalborg University (termed the AAU Practice Committee).

The procedure describes the actors involved and the individual steps for investigating cases in the AAU Practice Committee.

#### **Overall framework**

The procedure is consistent with Regulations for the AAU Practice Committee and the [Act on Research Misconduct](#).



## **Psychological counselling service**

Here you can read about the psychological counselling you can be offered as an employee at Aalborg University.

## **Psychological counselling services for staff**

### **The purpose of the scheme**

As an employee at Aalborg University, you are offered individual psychological counselling with an external occupational psychologist, in case of work-related discomfort that you find difficult to cope with.

The external occupational psychologist is David Graae, and his team of authorized psychologists, who can help with problems such as:

- Work-related stress
- Conflicts or cooperation problems in the workplace
- Inappropriate, harassing or discriminatory behavior in the workplace
- Restructuring and redundancies
- In the event of violent incidents (e.g. death, assault violent accidents at work), emergency psychological counselling must be contacted (link to contact information follows)

The purpose of psychological counselling is to support you in managing current work-related challenges and prevent work-related well-being issues.

### **Contact to psychological counselling**

You and your immediate manager will fill out a consent form and send a secure email to [info@davidgraae.dk](mailto:info@davidgraae.dk). In the email you should state your phone number and when you can be contacted.

Within 48 hours, you will be contacted by a psychologist who will refer you to a psychologist with the qualifications that best match your needs. An appointment will be made within 10 working days, and you can have up to 5 counselling sessions with the psychologist.

Psychological Counselling has male and female psychologists in Aalborg, Copenhagen and Esbjerg. If you prefer the counselling in English, the service will be provided by a linguistically qualified psychologist.

There may be special circumstances where you want an anonymous process without involving your manager. In these cases, send a secure email to [info@davidgraae.dk](mailto:info@davidgraae.dk), stating your phone number and when you can be contacted.

**Involvement of your manager**

Experience shows that when the immediate manager is involved and given the opportunity to help and support the situation, you create better conditions for a successful return. Therefore, you can expect that the psychologist will work with you to clarify the possibility of involving the workplace. This will always be done in accordance with the rules on confidentiality, and therefore with respect and understanding for when this cannot be done.

At the ending of your counselling sessions, you are offered a final interview with the participation of the psychologist and manager. The purpose of this counselling is to develop a plan that addresses the work-related challenges and prevents them from recurring.

**Confidentiality**

It is important to emphasize that it is always you who decide which information, if any, is shared from the confidential consultation with the psychologist.

All enquiries are treated confidentially unless otherwise agreed.

**Digital inspiration**

The supplier has developed an app called "En tidelig indsats", which can be used by all employees at Aalborg University.

In the app you can find inspiration for:

- how to spot stress in a colleague
- techniques for dealing with worrying thoughts
- techniques for calming the body
- guide to the escalation plan after a stress sickness

To get a password for the app, send an email to [trivselogudvikling@adm.aau.dk](mailto:trivselogudvikling@adm.aau.dk).

**Special tax considerations**

Psychological counseling sessions are tax-free, as the offer aims to provide advice in relation to or prevent work-related disorders/illnesses.

**Collection of interview topics**

Once every six months, the HR department receives anonymized statistics and feedback on themes that may be particularly prominent across all interviews. This could be, high work pressure, unachievable demands, influence on one's own work, collaborative conflicts, managerial problems, etc.

These topics will be discussed at the university's Main Liaison Committee and Main Occupational Health and Safety Committee once a year.

**Possibility of leadership sparring**

Counselling for managers

Managers at Aalborg University can contact the supplier to get leadership consulting for e.g., to deal with concrete issues or to get general sparring to deal with the working environment and the well-being of the employees concerned. Questions of a shorter nature are answered free of charge, and in connection with inquiries of a larger scope, the supplier offers consulting for managers to be settled at an hourly rate.

You might have questions regarding:

- work-related stress
- conflicts and collaboration problems in the workplace
- unacceptable, harassing or discriminatory behavior in the workplace
- restructuring and dismissal
- severe incidents such as assaults, deaths or accidents in the workplace

#### **Material**

[Samtykkeerklæring \(dansk\).](#)

[Samtykkeerklæring \(engelsk\).](#)

[One-pager om psykologisk rådgivning \(dansk\).](#)

[One-pager om psykologisk rådgivning \(engelsk\).](#)

[Postkort om psykologisk rådgivning \(dansk\).](#)

[Postkort om psykologisk rådgivning \(engelsk\).](#)

## **Extra information**

#### **purpose and delimitation**

The psychological counseling offers employees individual psychological counseling in case of work-related well-being problems, conflict or cooperation problems, cross-border or abusive incidents and in connection with restructuring and redundancies. The HR department is responsible for the agreement.

For questions please contact Head of HR Wellbeing & Development Line Renée Thellufsen at 2266 5869.

## **Paid leave in the event of a child's first and/or second sick days**

### **Procedure regarding child's first and/or second sick days.**

Paid leave can be granted if:

- It is the child's first or second sick day
- The child is under the age of 18
- The employee provides a home for the child
- Leave is necessary for the sake of the child
- Leave is compatible with workplace conditions

The child's first sick day is determined by specific assessment of the nature of the disease and the age of the child. It is always a decisive factor that an urgent need for care necessitates the leave. An employee may stay at home with their child either full-time or part-time on the child's first and second sick day.

The second sick day is the calendar day following immediately after the child's first sick day.

First and second sick days may be taken independently. This means that an employee may take their child's second sick day even if they did not take the child's first sick day. This enables parents to share the two days between them, e.g. one parent stays home on the first sick day, while the other parent stays home on the second sick day.

An employee may also report part-time leave on the child's first or second sick day, for instance if the child falls ill during the day or if the staff member is able to arrange for another person to care for the child part of the day.

#### **Documentation required**

Absence due to a child's first and/or second sick days must be reported in the same manner as absence due to a staff member's own sickness, as stipulated in the procedures applying at the place of work.

The child's first and/or second sick day is reported at the start of working hours or at the time the staff member is called home to care for a sick child.

For the latter, the child's sick day will be recorded as a partial sick day.

If the staff member finds alternative care for the child after a few hours, this will also be recorded as a partial sick day. The staff member must remember to report this to their place of work so that the partial absence due to the child's first and/or second sick day can be correctly recorded.

If the staff member must look after a sick child on the first and second calendar days, the staff member must make sure to report the child sick on both the first and second calendar days at the start of working hours.

## Extra information

### Purpose and delimitation

The following procedure describes rules and procedure regarding the event of a child's first and/or second sick days.

These procedures apply to employees at Aalborg University belonging under the collective agreement groups included in the agreement made between the Danish Ministry of Finance and the central organisations.

Hourly paid employees, who are not entitled to pay during periods of sickness, will not be entitled to pay during their child's first and second sick days.

### Overall framework

The area is regulated by Danish legislation:

Cirkulære om tjenestefrihed af familiemæssige årsager (Circular on leave for family reasons)

Contact your department or the HR Department for further information.

## **Prolonged sick leave**

Legislated and AAU adopted duties and options for long-term sick leave are reviewed.

### **Eligibility**

The following options and obligations apply to all AAU staff members and require the individual member of staff and their line manager to have a dialogue in order to make any such agreement. This dialogue must be in accordance with the [Scheme of Delegation](#).

### **Fast track**

If it is obvious to the employee and their line manager at the beginning of a sickness absence period that this will be of a duration of more than eight weeks, and that the employee's return to Aalborg University may require extraordinary measures to be taken, a so-called fast track scheme may be requested. In a fast track scheme, cooperation with the municipal authorities as regards work retention will begin at an early stage.

## **Documentation required for the fast track scheme**

The employee or their line manager must submit a request for a fast track scheme to the HR Department. The request must specify the following: The work functions affected by the sickness; the length of the period during which work functions have been affected by the sickness; any measures taken to adapt the work tasks to the employee's functional limitations. A fast track scheme involves early follow-up measures and cooperation with the municipal authorities and will only be granted if this is acceptable to the employee.

### **Fit for work statement**

If a line manager is in doubt as to which work functions the staff member will be able to perform after a sickness absence period then the line manager may request a fit for work statement.

The fit for work statement includes the doctor's assessment as to whether the staff member will be able to undertake relevant and stated work functions in the future without causing their health condition to worsen. The aim is to retain staff members in their employment at Aalborg University.

## **Documentation required when applying a fit for work certificate**

The staff member and their line manager will complete Part 1 of the fit for work statement together. They may do so at a meeting or over the telephone. In Part 1, they must state the actual functional limitations, work functions affected, and any protective and supportive measures (changes in work tasks, work from home, colleague assistance or management initiatives etc.).

When Part 1 has been completed, the staff member must submit this to their doctor. The doctor then completes Part 2, based on Part 1 and a consultation with the staff member.

[Fit for work statement in the HR website.](#)

### **Medical statement of incapacity for work**

The line manager is entitled to request a medical statement of incapacity for work on the first day of absence. This statement documents that a staff member's sickness absence is justified by illness; the expected duration of an illness may be indicated in the statement.

[The medical statement of incapacity for work](#) can be found on the HR department's website.

The dialogue between the line manager and the staff member is important for successful retention; it is thus recommended that you familiarise yourself with [examples from the Danish Agency for Labour Market and Recruitment](#) (in Danish only) on when a fit for work statement and medical statement of incapacity for work are applicable.

### **Sickness absence interview - following up on sickness absence**

Under Danish legislation, Aalborg University is obliged to call the employee in for a sickness absence interview and to conduct this no later than four weeks after the first sick day. This applies in the case of both full-time and part-time sickness absence. Exemption from this rule will only be made for employees who have been notified of the discontinuation of their employment and who will vacate their position within eight weeks of their first sick day.

## **Follow-up measures taken by the line manager**

In accordance with the [rules on sickness absence management](#) at AAU, the line manager must contact an employee who is absent due to sickness:

- after 14 consecutive days of sickness absence
- in case of frequent sickness absence periods (five instances in a 12-month period)
- in case of a large number of consecutive sickness absence days (more than 30 days in total)



- in case of frequent absence due to a child's first and second sick days (five instances within a 12-month period)
- in case of atypical absence patterns (e.g. certain weekdays or dates).

After 14 consecutive days of absence, the line manager must, as a minimum, call the employee for a clarifying telephone conversation. If the employee does not expect to resume work on a full-time basis within the next week, the line manager must call the employee in for a sickness absence interview.

The line manager is responsible for calling and conducting the sickness absence interview. The line manager can choose to invite a representative from the HR Department to attend the interview. Template example for the [interview call letter](#) is available on the HR Department's website.

The employee should always be invited to bring a companion to the interview.

Any interview call letters forwarded to an employee must include reasonable notice (seven days). This applies to interviews concerning sickness absence, completion of fit for work statement etc.

Pursuant to Danish legislation (Persondataloven), notes must always be taken when a sickness absence interview is conducted. This means that interview contents and any agreements made must be minuted. Template example for a [retention and action plan](#) is available on the HR Department's website.

The minutes will include information on functional limitations, protective and supportive measures, work conditions and possibility of work resumption.

## **How and when must the employee participate**

In accordance with the guidelines in force, an employee on long-term sickness absence is expected to enter into active dialogue with their line manager and to attend a sickness absence interview.

The employee is also obliged to comply with Danish legislation in force. Further information on this is available in the section Employer period and reimbursement to the AAU from the municipal authorities.

### **Retention and action plan**

A retention and action plan is a written agreement prepared jointly by the line manager and the employee, usually in connection with a sickness absence interview. The plan may contain a description of workplace design or modification of work tasks. It is essential that the plan is concrete and action oriented.

## **When is the time to prepare an action plan**



When an employee is expected to be absent due to sickness for more than eight weeks from their first sick day, they can request that a written retention plan is prepared; this must include agreements as to how the employee may return to work as soon as possible on a full-time or part-time basis.

The line manager is not obliged to prepare a retention and action plan. The line manager must comply with their obligation to take notes and, as a minimum, to take minutes of an interview that has been conducted.

Template example for a [retention and action plan](#) is available on the HR Department's website.

#### **Employer period and reimbursement to the AAU from the municipal authorities**

When Aalborg University pays salary to an employee during a long-term sickness absence period, and the employee is entitled to sickness benefit payment from the municipal authorities, the University is entitled to reimbursement of sickness benefit after an employer period of 30 calendar days.

The individual place of work will receive the reimbursement. Please be aware that the entitlement to reimbursement is a derived right, which means the employee must fulfil the conditions for receiving sick pay in order for Aalborg University to receive reimbursement.

## **Documentation required from Aalborg University**

The HR Department must report the sickness absence to the municipal authorities through 'Nemrefusion' (Easy reimbursement). Our system reports long-term sickness absence on the 32nd sick day, which ensures compliance with the deadlines set by legislation in the field.

Sickness absence of flex-job employees must be reported on their first sick day.

Sickness absence covered by a section 56 agreement must be reported no later than five weeks after the first sick day. We receive reimbursement from the first sick day. More information on section 56 agreements is available in [Sickness absence - agreement in case of chronic or long-term sickness](#).

## **Documentation required from the employee**

When sickness absence has been reported to the municipal authorities through 'Nemrefusion', the employee is obliged at all times to comply with agreements made with the municipal authorities and with the legislation in

force. Initially, the employee on sick leave must check and attend to any mail sent to their e-box or to their digital mailbox at borger.dk.

In their first contact to the employee on sick leave, the municipal authorities will forward forms which must be completed by the employee and returned to the authorities within eight days. As of 1 December 2015, these forms can only be returned electronically, using NemID.

The employee's entitlement to sickness benefit, and consequently AAU's entitlement to reimbursement, depends on correct and punctual submission. If an employee does not return a form or at a later stage during the sickness absence period fails to participate in follow-up procedures, sickness benefits and reimbursement for AAU will be discontinued. If the employee resumes participation in the municipal follow-up procedures within four weeks or makes sure the form(s) is(are) completed, they may be re-entitled to sickness benefit from the day following the day they notified the municipal authorities of this. This right of revocation may only be exercised once.

Employees, including managers, may contact the municipal authorities or the HR Department for further information.

#### **Holidays during a sickness period**

It is not compatible with current legislation to take holidays during a period of long-term sickness absence. As a general rule, staff members on sickness absence may not take planned and pre-arranged holidays during a long-term sick absence. A staff member's own illness [prevents them from taking a holiday](#).

## **What to do**

If a staff member wishes to take a holiday during a period of long-term sickness absence, the staff member has the option of rescheduling the holiday in agreement with their line manager. The dialogue between line manager and staff member takes into account whether the new holiday scheduling is compatible with the sickness absence.

The staff member who is prevented from taking a holiday is not obligated to take their planned holiday. Similarly, the line manager may oppose a staff member's wish to take a planned holiday during a long-term sickness absence if it is not compatible with the agreements made in relation to the sickness absence.

Once the staff member and line manager are in agreement, the municipality is involved. The holiday may only be taken if a similar

agreement is made with the municipality. The municipality may refuse to enter into an agreement if it is not compatible with the sickness absence. If the employee fails to involve and agree with the municipality then taking a holiday is considered a return to work, and this may have consequences for the payment of sickness benefits, including the reimbursement to AAU. Any questions regarding the above may be directed to the HR Department.

#### **Cooperation with the municipal authorities**

Pursuant to the legislation in force, the municipal authorities are obliged to cooperate with the employee (employees on sick leave) on work place related measures to be taken to support the employee's gradual return to their work at Aalborg University.

### **Who does what**

The initiative to cooperate with the municipal authorities may be taken by the employee, the municipal authorities or by the line manager of the employee. Cooperation will ensure a coordinated effort, providing the employee with good conditions as regards retention, prevention and rapid clarification.

Any queries concerning contact to the municipal authorities may be directed to the HR Department.

#### **Follow-up without contact to the municipal authorities (standby)**

The municipal authorities must follow up and make contact to an employee on sickness absence leave. The employee is obliged to cooperate in the follow-up action. The follow-up action may take place in three ways. As a main rule, the employee will be invited for an individual interview at the job centre. Two alternatives also exist: Contact may be made to the employee by telephone, by email or by letter; or no contact is made to the employee during the follow-up action. In the latter case, it is a precondition that the employee is critically ill and contact is not appropriate (Standby scheme).

### **Who does what**

The employee themselves must inform the municipal authorities that they wishes to be covered by the standby scheme. The municipal authorities will estimate if the employee is eligible for the standby scheme.

#### **Time-limited sickness benefit period**

The legislation in force (sygedagpengeloven) defines a time limit. This means that an employee on sick leave who meets the requirements concerning qualifying period of employment and is unfit for work is entitled to sickness benefit for 22 weeks within a period of 9 consecutive calendar months (to which may be added the employer period of 30 days).

When this period has expired, the municipal authorities will assess the possibility of extending the sickness payment period. If extension is not possible, and the employee is still considered incapacitated, the municipal authorities will refer the employee for a job assessment process. During the job assessment process, the employee receives resource course benefit, which is lower than the sickness benefit

## **How will AAU be informed**

The municipal authorities are obliged to examine the individual case prior to making their decision regarding extension or job assessment.

Once they have done so and intend to make a decision, they will invite the employee and AAU represented by the HR Department for their comments as parties to the case.

Employees are also obliged to inform the AAU of any circumstances which might result in discontinuation of sickness benefit reimbursement.

## **Extra information**

### **Purpose and delimitation**

The following describes obligations and options concerning long-term sickness absence according to the Danish legislation and AAU policies. The following options and obligations apply to all AAU staff members and require the individual member of staff and their line manager to have a dialogue in order to make any such agreement.

### **Overall framework**

The area is regulated by following Danish legislation:

Sygedagpengeloven (Danish Sickness Benefit Act)

Offentlighedsloven (Danish Public Records Act)

Persondataloven (The Danish Act on Processing of Personal Data)

Contact your Department or the HR Department for further information.

## **Personal affiliation between manager and staff members**

Rule regarding the handling of close personal relationships between manager and employee at Aalborg University and the resulting disqualification.

### **Content**

All staff members at Aalborg University are subject to a basic legal principle of disqualification. Further information on this subject is available in the Code of Conduct in the Public Sector, Chapter 5. The rules of disqualification are important in the decisions that a manager makes in relation to a staff member's employment if there is a close personal affiliation between the manager and the staff member.

In addition, the fact that a manager and a subordinate staff member in the same workplace have a close personal relationship may affect the work environment, moreover, suspicions may arise that the staff member closely affiliated with the manager is the recipient of preferential treatment.

Therefore, no close personal affiliation must exist between a manager and staff members, who have an organisational reference relationship with the manager. This also applies in cases where there are several management levels between the manager and the subordinate staff member closely affiliated with the manager. For example, a dean's son cannot be employed as an administrative officer in a department affiliated with the faculty managed by the dean as this entails an organisational reference relationship. On the other hand, the dean's son may be employed in a department under another faculty.

### **Definition of close personal affiliation**

Close personal affiliation means that the individual in question has a familial relationship with a person or that circumstances exist that may question the impartiality of the manager, for example, a close friendship.

### **Definition of management**

Management means that personnel administration has been delegated to the individual in question in accordance with the Rector's scheme of delegation. In addition, management also includes the responsibility of conducting annual staff performance reviews and follow-up interviews in connection with staff absence.

### **Obligation to notify superior**

Managers are under the obligation to notify their superior if a close personal affiliation with a subordinate staff member exists or arises. If the manager is in doubt as to his/her impartiality, the manager must inform his/her superior in order to settle the matter.

#### Organisational reference relationship

Should an organisational reference relationship arise between a manager and a subordinate staff member closely affiliated with the manager, e.g. due to promotion or reorganisation, the manager's superior is obligated to enter a written agreement with the parties involved, which, by finding a new position for one of the parties, ensures that there will no longer be an organisational reference relationship between the manager and the staff member with the close personal affiliation.

#### Close personal relationship

If a close personal relationship arises between a manager and a subordinate staff member, the manager's superior will look in to the possibility of finding a new position for one of the parties in order to ensure that no organisational reference relationship exists between the manager and the subordinate staff member. If it is not possible to find a new position for one of the parties, a decision is made on how to handle the specific situation. A possible solution could be an offer of outplacement assistance for one of the parties involved. If, after an agreed period of time, the party concerned is yet to find alternative employment and has terminated his/her position at Aalborg University, a dismissal case may be initiated.

#### Existing close personal relationship at the time the rule comes into force

If a close personal relationship between a manager and a subordinate staff member already exists at the time that this rule comes into force, the parties must inform the manager's superior. The manager's superior must enter a written agreement with the parties involved, which, by finding a new position for one of the parties, ensures that there will no longer be an organisational reference relationship between the manager and the staff member with the close personal affiliation. In special circumstances, the manager's superior may alternatively come to a specific agreement with the parties on how to deal with the challenges in relation to the rules of disqualification.

#### Origin, background and history

Approved by the Main Joint Consultation Committee 12 February 2020.

#### Purpose and delimitation

The following rule states the rules regarding staff members with close personal affiliation.



## **Policy for trainees, apprentices and laboratory trainees**

### **Introduction**

Aalborg University (AAU) values diversity and social responsibility and will continuously educate office trainees, apprentices and laboratory trainees (hereafter trainees). This policy sets the framework for the university's activities and responsibilities in this area as well as what trainees might accomplish.

### **Aim**

The university aims at attracting, developing and retaining qualified trainees. The university will therefore describe, maintain and evaluate the quality of the training offered in order to ensure that AAU is an attractive educational institution and a good workplace for trainees. The university aims at providing vocational training at a high professional level, introducing trainees to AAU as an organisation and providing them with insight into various administrative and technical tasks. Furthermore, it is our aim for AAU trainees to experience that they are employed in a real job and are part of a work community in which they are considered a resource. As part of their professional and personal development, trainees will increasingly undertake their tasks independently.

### **Employment of trainees and apprentices**

AAU will announce a number of training position every year. Trainee recruitment will be organised and coordinated by the person responsible for all training courses. Vacancies will be announced on [vacancies.aau.dk](http://vacancies.aau.dk) and forwarded to relevant educational institutions in the region (such as business colleges and technical colleges). In connection with the recruitment process, a cross-organisational recruitment group will be set up with representatives from possible places of employment at AAU. These representatives will conduct the job interviews, and each place of employment will recommend applicants for their trainee positions. AAU values diversity, and the selection and employment of trainees are therefore not biased by gender, age, ethnicity, etc. but made solely on the basis of professional and personal competence.

### **Targeted efforts**

AAU has appointed a training coordinator to be responsible for coordinating and ensuring the quality of the university's efforts for trainees. This coordinator will provide advice and guidance to trainee supervisors and trainees. New trainees will be invited to introduction meetings, and trainee supervisors will be invited to joint meetings where they can exchange their

experiences. In addition, the coordinator must receive all trainee's training plans and assess their content. The coordinator must build a collaborative relationship with all relevant educational institutions. The coordinator is also responsible for compliance with all rules in this area.

For each trainee, a trainee supervisor will be appointed. Trainee supervisors are responsible for organising and preparing a training plan for each trainee as well as supporting the trainee in completing the training course. In addition, trainee supervisors must offer professional and personal support to the individual trainee. If trainee supervisors notice indications of poor wellbeing or job dissatisfaction, they are responsible for entering into dialogue with the trainee and for addressing any issues there might be.

#### **Well-planned and transparent courses through training plans**

All trainees at AAU must have an individual training plan aimed at ensuring that the training course of each trainee supports the development of their professional and personal skills, including their ability to collaborate, solve problems and handle diverse tasks. A draft training plan must be prepared before the training course starts, and must be reviewed together with the trainee at the beginning of their employment. The plan must be used dynamically throughout the course as a tool for follow-up and reassessment of any changes to the plan.

## **Extra information**

### **Origin, background and history**

Approved by HSU 24th of April 2019.



## Proceedings and division of responsibility at hearings at Aalborg University

### Proceedings and distribution of responsibilities at hearings

#### Content

Hearings received at AAU will be sent via the ESDH secretariat for a response to the unit which is assessed to be primarily responsible for the case area. The ESDH secretariat will only distribute hearings addressed to Aalborg University, where the university in its capacity as a university is heard.

Hearings, which are subject-specific, will not be distributed, but can be found on the hearing portal - <https://hoeringsportalen.dk/> - where you can freely respond to the hearings - however, you must remember, if you respond on behalf of Aalborg University, to clear the answer with the Rectorate.

The ESDH secretariat distributes the hearings to the units' functional mailboxes.

When an organizational unit is the department responsible for the case, the unit in question must ensure:

- Involvement  
Involvement of other relevant units internally at AAU (irrespective of their location), so that relevant parties are consulted. The department responsible for the case must therefore assess who it is relevant to involve - this also applies, for example, across faculties.

#### Preparation of consultation responses

It is encouraged that, as far as possible, proposals for consultation responses/drafts of expected statements are sent out in the internal consultation process (possibly using the process tool in WorkZone), so that the organizational units have a draft to comment on. In some cases, it may also be appropriate to gather a group of employees and discuss the content of the answer. This is assessed by the department responsible for the case.

- Hearings of an overall and principled nature should in many cases be cleared with the Rectorate before dispatch. It is the department responsible for the case that must assess and ensure this. In practice, this can be done by contacting the Rector's Secretariat and clearing the consultation response with the Rector's Office.
- Timely response to the consultation on behalf of Aalborg University (i.e. response is given on behalf of AAU as an institution and not just

on behalf of a department and with assurance that the Rectorate and the board are informed if there is a need for this).

- Inquiries to Aalborg University as an institution must always be answered. Even if there are no comments.
- Case management of the hearing in WorkZone (all incoming and outgoing mail and all relevant partial contributions).
- Hearings must be answered on AAU's letterhead with logo. The answer can then be attached in an email to the hearing party.
- In consultation cases with several contributors, the department responsible for the case must create a case in WorkZone and send a link in the email, so that contributing departments can post their consultation response to the case. This ensures an overall overview of the processing of a hearing.
- The department responsible for the case must ensure that the case is concluded in WorkZone.

The hearings that AAU receives are diverse and with a large variance in deadlines. The case types include both central administrative, educational and research policy topics as well as areas that are peripheral in relation to AAU's mission. The resources that AAU puts into a response to a consultation should thus be aligned with the importance of the consultation for AAU's core business.

In some cases, consultations are general and have a character where, for example, all main areas at AAU should be included in the consultation responses. Other hearings are very narrow. Here, it will normally only be relevant that a single administrative department or institute submits a consultation response. But the department responsible for the case must ensure that AAU only submits one consultation response - and if the consultation response is from, for example, a research group, the institute should appear as the sender of the consultation response.

If the department responsible for the case disagrees with the postal distribution of the hearing, contact the ESDH secretariat as soon as possible.

In general, hearings are processed as follows:

- Institutional policy hearings/hearings regarding Board affairs are typically placed in Common Service departments as case managers.
- In hearings of an overall and agency-related nature, the unit holding the hearing will prepare a draft response to the hearing, which will subsequently be sent for hearing.

- Hearings in other areas are placed based on an assessment of which area is best able to submit a relevant hearing response. For example, research (Fundraising and Project Management or the Rector's Secretariat)

For example education (Study Service)

For example, accreditation (Study Service)

For example, Ph.D. (PhD schools in collaboration with AAU PhD under the Rector's Secretariat)

For example, quality assurance regarding degree programs (Study Service)

For example, authority service (SBI)

#### **Purpose and delimitation**

This memo briefly describes procedures for hearings at AAU - both in terms of work division, process and prioritization. The aim of implementing the procedures is to ensure efficient handling of consultation processes at AAU in light of "Good Administrative Practice".

## **Procurement and supply policy for Aalborg University**

Read about the procurement and supply policy for Aalborg University

### **Purpose**

#### **Overall purpose of the policy**

The overall purpose of AAU's procurement policy is to establish a framework which ensures that the University as a whole may purchase products and services of the required standard at the most economically advantageous terms. All AAU's procurement activities must comply with all legislation, executive orders, directives etc. in force. Furthermore, all purchases must be made in accordance with business principles and management decisions – and while taking into account service, quality, security of supply, price, environmental considerations, working environment considerations, social responsibility and other ethical considerations.

### **Scope**

#### **The policy comprise**

This policy comprises all purchases of products and services made by Aalborg University, and thus applies to all University employees. Exempt from this policy are out-of-pocket expenses made during work-related trips subject to the code of practice: "Rules for the use of company credit cards in connection with business travels and minor business expenses".

### **Legal basis**

#### **The Danish Public Procurement Act**

The EU Procurement Directive 2004 and the Danish Public Tenders Act section II have been replaced by the Danish Public Procurement Act. The most significant changes in the procurement act apply to procurements of a value of up to DKK 1.595.391 (2020) Tendering requirements for procurements worth between DKK 500.000 and DKK 1.595.391 were partially repealed. Moreover, a number of procurements now fall under the new Light Regime which governs procurement areas for which the EU has set a higher threshold value. The Public Procurement Act stipulates that:

- If a procurement represents a value of up to DKK 1.595.391, either as a single procurement or several procurements over a 4-year

period, it is decisive whether the procurement is of transnational interest.

- If a procurement falls under the Light Regime and represents a value of up to DKK 5.591.325 (2020) either as a single procurement or several procurements over a 4-year period, it is decisive whether the procurement is of transnational interest.

If the procurement is clearly of transnational interest, it must be advertised in [www.udbud.dk](http://www.udbud.dk), and the Procurement Unit must be involved.

- For procurements of a value of above DKK 1.591.391, either as a single procurement or several procurements over a 4-year period, the new Public Procurement Act stipulates that the procurement must be put out to EU tender.
- For procurements which fall under the Light Regime and represent a value of up to DKK 5,591.325 either as a single procurement or several procurements over a 4-year period, the new Public Procurement Act stipulates that the procurement must be put out to tender according to the Light Regime.

Invitations for Tenders must be published on [ted.europa.eu](http://ted.europa.eu), in which case the Procurement Unit must be involved.

**At Aalborg University, we have decided to implement the act as follows**

This is what to do:

- If AAU enters into a procurement agreement in a given area, this agreement must be adhered to, irrespective of the value of the procurement.
- If the procurement value is *DKK 25,000* or less, either as a single procurement or several procurements over a 4-year period, the procurement must be governed by common sense and business acumen. No special requirements apply to documentation of such procurements.
- If the procurement value is more than *DKK 25,000* but less than *DKK 100,000*, either as a single procurement or several procurements over a 4-year period, rules applying to market coverage stipulate that tenders must be invited from a minimum of two and a maximum of three mutually independent suppliers; it must be documented that the most profitable offer was accepted when the agreement was made. View the Danish information guide for procurements *over DKK 25,000 and under DKK 100,000*.
- For procurements for projects under *Horizon Europe* of a value of less than *DKK 100,000*, either as a single procurement or several

procurements over a 4-year period, rules applying to market coverage stipulate that tenders must be invited from a minimum of two and a maximum of three mutually independent suppliers; it must be documented that the most profitable offer was accepted when the agreement was made.

- If the procurement has a value of more than *DKK 100,000*, either as a single procurement or several procurements over a 4-year period, you must contact the Procurement Unit.

All procurement agreements entered into by AAU must be signed in accordance with AAU's accounting instructions.

## Special rules

### AAU employees

AAU employees identical to or closely related to a tenderer/supplier may not invite tenders from this supplier, assess tenders or control products or work related to this tenderer/supplier.

Businesses owned or co-owned by employees or students at AAU may not supply products or services to the University, unless:

- It is a Limited company listed on the Stock Exchanges
- Or if special authorization has been granted by the University Director.

Under section 144 of the Criminal Law, employees in the public sector must not accept presents, subsidies or similar benefits from suppliers. We refer to the guidelines in the AAU handbook "[Gifts and other benefits](#)". University staff must not use contracts made by the University for their own private benefit.

## Environment

### Eco-labelled and recyclable products

AAU supports all initiatives taken to improve the environment. An effort is therefore made to purchase eco-labelled and recyclable products.

## Roles and responsibility

### Agents in the procurement process

The agents in the procurement process are:

- The Procurement Unit
- The procurement category manager
- The requisitioner
- The approvers

## The procurement unit

### Responsibility and tasks

The Procurement Unit is organised under the Finance and Accounts Department and refers to the director of finances.

They are responsible for:

- making it as easy as possible for AAU staff to purchase products and services that meet the requirements of AAU's procurement policy
- undertaking EU tender procedures and announcements
- involving the relevant procurement category managers as regards selection of agreements, including municipal and state procurement agreements
- conclusion of procurement contracts valued below the EU tender thresholds
- general consulting service on purchasing, including purchasing exempted from public procurement directives
- updating basic data on suppliers/creditors in cooperation with the Finance and Accounts Department
- reporting on procurement activities to the management and relevant units
- annual as well as continuous maintenance of the planning of tenders as well as participation in and implementation of tenders and other similar enquiries to suppliers
- ensuring efficient and user friendly procurement processes always complying with the rules in force, including continuous development of the process
- implementing new procurement agreements
- providing user friendly information regarding the University's procurement agreements for the buyers
- maintaining the procurement unit's webpage
- maintaining a list of procurement agreements organised in product types familiar to the procurement unit
- evaluating procurement agreements made.

Other tasks include:

- functioning as procurement category managers for certain procurement categories

## **Procurement category managers**

### **Responsibility and tasks**

A procurement category manager is an AAU employee with specific competences/knowledge about a procurement category. The procurement



category manager will often have a background in the academic environments, but may also be located in the central administration. The procurement category manager is appointed by the heads of departments and administrative managers at the initiative of the Procurement Unit.

Procurement category managers are responsible for:

- ensuring that all agreements comply with AAU's guidelines for procurement agreements
- keeping up-to-date on agents and trends within the market of their category, including sharing knowledge with the Procurement Unit
- involving the users.

Other tasks include:

- assisting in assessing submitted tender offers
- assisting in implementing contracts awarded
- assisting in defining the product range, amount, quality, dates of delivery etc. included in new procurement contracts
- assisting in complying with the procurement policy
- assisting in the continuous development of the procurement process
- assisting in ensuring that all suppliers fulfil their obligations.

## Requisitioners

### Responsibility

A requisitioner is appointed in writing by a manager of a unit that is financially responsible. The scope of authority must be well-defined and stated in the appointment letter, for instance amount, product category, project etc.

Requisitioners are responsible for:

- placing orders within the scope of valid agreements and AAU's terms of business
- informing the Procurement Unit in the event of suppliers' non-fulfilment of obligations
- reception control
- managing complaints, including returning products.

## Approvers

### Responsibility

Approvers are responsible for:

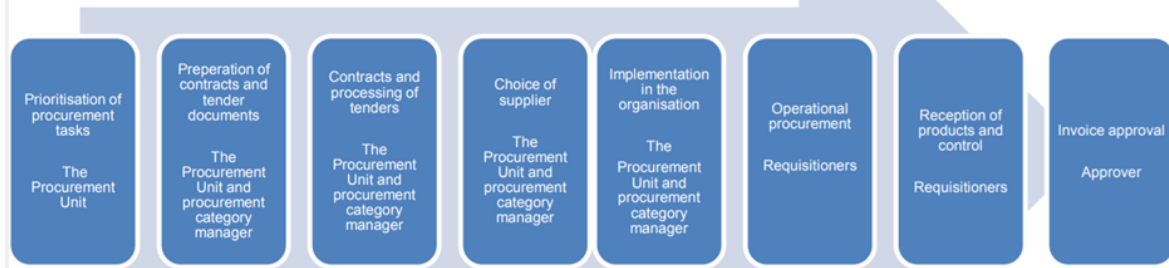
- approving invoices

## Procurement process

### Illustration



The figure below illustrates the overall procurement process at AAU:



## **Paid and unpaid leave**

**Rules for freedom with and without pay at Aalborg University where no special rules are laid down in legislation, circulars, collective agreements, organizational agreements or other sets of rules.**

**When no other rules are specified by legislation, circulars, collective agreements, organisational agreements or any other regulations, the following regulations on paid and unpaid leave for staff at Aalborg University will apply.**

### **Visits to the doctor and the dentist**

**Absence from work in connection with medical examinations and treatments that can only take place during working hours is considered sickness absence and must be registered according to current guidelines. This includes medical examinations and treatments with a general practitioner, medical specialist, physiotherapist, dentist or outpatient hospital care that are part of a long-term course of treatment or rehabilitation etc. necessary for a member of staff to preserve or regain their health. Acute illness requiring medical treatment is also considered sickness absence and must be registered according to current rules on sickness absence management. Read more [here](#).**

**If possible, ordinary visits to the doctor and the dentist should be arranged outside normal working hours. However, if this is not possible, flexi-time may also be used. In exceptional circumstances, individual agreements between a staff member and their line manager may be made concerning paid leave of absence.**

**Information on rules concerning caring for sick children or other dependants may be found in the AAU Handbook.**

### **Donating blood**

**Paid leave for donating blood may be granted by the line manager if appointments cannot be arranged outside normal working hours.**

### **Unpaid leave of absence**

**Any agreement on unpaid leave must be made by the individual staff member with their line manager.**

**In each individual case, the line manager will make a specific assessment of whether unpaid leave of absence can be granted. This**

assessment includes considering the reasons for the staff member's request, the need for their presence in the workplace and their current workload.

If the duration of the leave of absence is more than a few days, it must be handled according to the rules about leave.

Further information

Please note that staff members may be entitled to other types of leave of absence either as unpaid leave, partially paid leave or paid leave within the provisions stipulated in Danish legislation etc. such as: 'Cirkulære om tjenestefrihed af familiemæssige årsager' [Circular on leave for family reasons] and 'Lov om lønmodtageres ret til fravær fra arbejde af særlige familiemæssige årsager' [Act on Employees' Entitlement to Absence from Work for Special Family Reasons]. Furthermore, all staff members are covered by [the agreement on holidays at Aalborg University](#).

## Extra information

Origin, background and history

The regulations has been discussed in the Mail Joint Consultation Committee on June 14 and september 6 2017.

**Paid leave to care for a dependant who wishes to die in their own home**

## **Procedure (serviceloven, section 119 (the danish social services act)).**

**Paid leave may be granted to take care of a dependant who wishes to die in their own home. It is a precondition that the municipal authorities have granted funding for compassionate leave to the employee at Aalborg University pursuant to Serviceloven, section 119 (the Danish Social Services Act). Full-time or part-time leave may be planned.**

**The municipal authorities grant or refuse the application regarding unpaid leave for employees caring for dependants suffering from permanently reduced functional capacity. You may contact your Department or the HR Department if you need assistance with your contact to the municipal authorities.**

**Any agreements on paid or unpaid leave must be made by the employee with their line manager according to the [Scheme of Delegation](#).**

## **Extra information**

**Purpose and delimitation**

**The following procedure describes Danish legislation regarding paid leave to care for a dependant who wishes to die in their own home.**

**Overall framework**

**The area is regulated by the following Danish legislation:**

**[Cirkulære om tjenestefrihed af familiemæssige årsager](#) (Circular on leave for family reasons)**

**[Serviceloven](#)(the Danish Social Services Act)**

**[Lov om lønmodtageres ret til fravær fra arbejde af særlige familiemæssige årsager](#)(Act on Employees' Entitlement to Absence from Work for Special Family Reasons)**

## Pregnancy and working environment

### Statutory APV

When a woman tells her employer that she is pregnant they should do a specific pregnancy workplace assessment for her. Employers have a legal duty to protect pregnant women from any work-related risks. The central section for Occupational Health and Safety has developed two pregnancy workplace assessment guides:

- [Pregnancy workplace assessment guide for laboratory work etc.](#)
- [Pregnancy workplace assessment guide for office work and teaching](#)

## **Procedure for using the notes function in WorkZone**

All employees with administrative tasks at AAU who are obliged to fulfill the obligation to take notes in accordance with the legislation.

### **Content**

It has been decided at AAU to distinguish between two types of notes, namely case processing notes and procedural notes. The document below describes what the two types of notes should be used for, what a note should contain, and how you create and save a note in WorkZone.

[Procedure for using the notes function in WorkZone](#)

### **Origin, background and history**

The procedure has been drawn up by the ESDH secretariat and approved by the Administrative Leadership Group 21.01.2021

### **Purpose and delimitation**

The purpose of this procedure is to guide you in how you, as an employee at AAU, fulfill your obligation to take notes and journalize notes on cases in WorkZone.

### **Overall framework**

This procedure is an expression of the duty to take notes, as described in "Rules for journaling at AAU how to use WorkZone" located at the top of the [ESDH secretariat's website](#).

## REGULATIONS OF THE AAU PRACTICE COMMITTEE

Get an overview of the regulations of the Practice Committee at Aalborg University.

### Content

y (termed the AAU Practice Committee).

2. The AAU Practice Committee was appointed to contribute to ensuring that allegations of questionable research practice are addressed and to ensure a coordinated dialogue with the Danish Committee on Research Misconduct.

3. The AAU Practice Committee reports to the Rector, but operates independently of the university management.

4. In all its activities, the AAU Practice Committee must observe acknowledged standards for good research practice informed by the standards stipulated in the Danish Code of Conduct for Research Integrity. In addition, other current institutional, national and international practices and guidelines for research integrity will be taken into account.

### Part 2: Appointment and scope of the AAU Practice Committee

#### Appointment of permanent members and additional faculty members

5. The AAU Practice Committee consists of one permanent member from each faculty and one additional faculty member from each faculty.

(2) After consultation in the Academic Council, each dean (or an individual authorised by the dean) recommends permanent members and additional faculty members for appointment by the Rector.

(3) Permanent members and additional faculty members are appointed for a four-year period and are eligible for reappointment for another four-year period.

6. In order to be appointed, permanent members and additional faculty members, as a general rule:

(1) must have tenured employment at AAU at the associate professor level as a minimum;

(2) must have a minimum of 10 years' work experience after receiving their PhD degree;

(3) must be an active researcher; and

(4) must have experience supervising PhD students, assessing PhD theses from AAU and other universities, reviewing for academic journals and preparing project applications for research councils, foundations, etc.

7. Permanent members and additional faculty members may not be employed in the line management, doctoral school management or be members of academic councils, since they may have to impose sanctions based on the investigations of the AAU Practice Committee.

8. The Rector will appoint a chair and a deputy chair from among the committee members.

#### Appointment of ad hoc members

9. For the investigations of each specific allegation from a faculty, the dean (or an individual authorised by the dean) must appoint an ad hoc member to the AAU Practice Committee. Each dean may determine specific procedures for appointing ad hoc members.

(2) The appointment of ad hoc members must ensure that the AAU Practice Committee possesses the relevant disciplinary expertise.

(3) Heads of doctoral schools may not be appointed as ad hoc members in cases involving PhD students from their doctoral school.

10. In the event of conflict of interests or long-term absence of permanent members or additional faculty members, additional ad hoc members must be appointed to ensure that all allegations are considered by three members from the faculty the case originates from.

#### The responsibilities and scope of the AAU Practice Committee

11. The AAU Practice Committee is tasked with:

1) Investigating allegations of questionable research practice. Allegations of questionable research practice are defined as:

a) an allegation related to a scientific product (a scientific article, PhD thesis, etc.) produced as part of the research conducted at Aalborg University that was dismissed by the Danish Committee on Research Misconduct or is outside the scope of the Danish Committee on Research Misconduct.

2) Forwarding allegations of fabrication, falsification or plagiarism within the scope of the Danish Committee on Research Misconduct for further investigation by the Danish Committee on Research Misconduct or another research institution.

3) Assisting the Danish Committee on Research Misconduct as needed.

4) Preparing and submitting an annual report to the Rector, the Academic Councils and the Danish Committee on Research Misconduct on allegations investigated by the AAU Practice Committee.

5) Suggesting specific development requirements at Aalborg University to promote compliance with the Danish Code of Conduct for Research Integrity.



6) Conducting such development processes if these do not belong elsewhere in the organisation and producing reports on these.

12. The preliminary investigation of an allegation submitted to the AAU Practice Committee will be conducted by an executive committee consisting of the chair and one additional faculty member of the faculty the case originates from.

(2) The executive committee may discuss the case in writing or at meetings as determined by the chair.

13. The AAU Practice Committee will determine their rules of procedure, which must be approved by the Rector.

The responsibilities and scope of the AAU Practice Committee members

Chair

14. The chair is in charge of the activities of the AAU Practice Committee. In the event of a tied vote, the chair has the deciding vote.

15. The chair is in charge of the activities of the executive committee and, on the basis of the preliminary investigation, may decide:

1) in consultation with the relevant dean and head of department and following a concrete assessment, to request that the head of department secure any materials and place restrictions on the respondent's access to laboratories, materials, data, etc.

2) to initiate a screening of materials including a scientific assessment hereof

3) to initiate other essential preliminary investigations to determine whether the case should be assessed according to the Danish Act on Research Misconduct, or

4) to dismiss the allegation as manifestly unfounded.

Deputy chair

16. In the event of a conflict of interest or in the event of absence of the chair, the deputy chair will act as chair on a temporary basis.

Permanent members

17. Permanent members of the AAU Practice Committee participate in the procedures for investigation and contribute to any consultative or development activities.

(2) In the event of conflicts of interests or long-term absence of additional faculty members, permanent members take their place on the executive committee of the AAU Practice Committee.

## Additional faculty members

18. Additional faculty members will constitute permanent members in cases originating from the faculty with which they are affiliated. In this context, the additional faculty member and the chair of the AAU Practice Committee will comprise the executive committee of the AAU Practice Committee and will contribute to the investigation of the allegation.

(2) In the event of conflicts of interests or long-term absence of a permanent member, the additional faculty member take their place on the AAU Practice Committee.

## Ad hoc members

19. Ad hoc members are appointed to assist in the investigation of an allegation within their area of expertise.

## Part 3: Procedure for investigation

### Allegations

20. Allegations (cf. section 11(1) and (2)) may be submitted to the AAU Practice Committee by anyone who may have reasonable grounds for suspecting any cases of research misconduct or questionable research practice conducted at Aalborg University.

(2) If brought to the attention of the AAU Practice Committee that there may be reasonable grounds for suspecting any cases of research misconduct or questionable research practice (cf. section 11(1) and (2)) the Committee must investigate the matter on its own initiative.

21. A person who wishes to clear their name of rumours or allegations (cf. section 11(1) and (2)) may request that the AAU Practice Committee investigate these allegations.

### Information

22. The allegation must include information on the following:

- 1) Information on the scientific product that is the subject of the allegation
- 2) The named researcher(s) or academic staff member(s) against whom the allegation is made
- 3) The allegations made of research misconduct or questionable research practice, and
- 4) The reasons for the allegations made

(2) In the event that the allegation does not contain the information required for initiating the investigation (cf. (1)), the complainant must be informed that this may lead to the allegation being dismissed and not referred to [L11] the Danish Committee on Research Misconduct (cf. Act on Research Misconduct [Lov om videnskabelig uredelighed m.v], section 11(3)).

## The activities of the AAU Practice Committee

23. The AAU Practice Committee meets six times annually to review allegations.

(2) The chair may decide that regular meetings be cancelled if no allegations have been submitted to the AAU Practice Committee, or the chair may convene additional meetings when relevant.

24. The AAU Practice Committee may review allegations at meetings where at least two of three members of the faculty from which the case originates are present and at least two other members, including the chair or the deputy chair, are present.

(2) Decisions will be taken by a simple majority vote. In the event of a tied vote, the chair has the deciding vote.

25. The AAU Practice Committee may decide that a specific allegation be investigated in parallel with a related allegation under investigation by the Danish Committee on Research Misconduct.

## Deadlines

26. To the extent possible, allegations submitted to the AAU Practice Committee must be completed within a period of no more than 12 months.

(2) To the extent possible, decisions to dismiss an allegation must be made within a period of no more than three months.

## Dismissals etc.

27. The AAU Practice Committee may dismiss allegations:

1) if the allegation is considered to be manifestly unfounded

2) if the allegation is considered to preclude a decision on questionable research practice

3) if the costs associated with investigating the allegation are not proportionate to its importance; or

4) if the allegation has little connection to Denmark or Aalborg University.

28. If the AAU Practice Committee considers an allegation to fall outside its scope or that of the Danish Committee on Research Misconduct, the AAU Practice Committee may decide that an allegation be reviewed by other units or other parts of the line management at Aalborg University.

## Statement and decision

29. The AAU Practice Committee concludes its procedures for investigation (cf. section 11(1)) by submitting a statement including a reasoned opinion on whether the allegation constitutes research malpractice.

(2) Where the AAU Practice Committee cannot reach an agreement, a note of dissent must be included as a separate part of the statement.

(3) The statement must be submitted to the Rector.

30. Where the AAU Practice Committee dismisses an allegation (cf. section 27) and decides that an allegation be investigated by other units or other parts of the line management at Aalborg University (cf. section 28) or decides that an allegation be investigated by the Danish Committee on Research Misconduct, the reasons for such decisions must be stated.

(2) Where the AAU Practice Committee cannot reach an agreement, a note of dissent must be included separately.

## Appeals

31. Statements and decisions made by the AAU Practice Committee may not be appealed.

## Part 4: Commencement and amendments

32. These regulations enter into force on 1 July 2017 and apply to allegations reported after this date.

(2) When relevant, the AAU Practice Committee will submit a recommendation to the Rector for the amendment of these regulations.

Aalborg University, 30.09.2019. Per Michael Johansen, Rector.

## Purpose and delimitation

For investigations of allegations of questionable research practice and preliminary investigations of allegations of research misconduct, the Rector has appointed one practice committee for Aalborg University (termed the AAU Practice Committee).

The AAU Practice Committee was appointed to contribute to ensuring that allegations of questionable research practice are addressed and to ensure a coordinated dialogue with the Danish Committee on Research Misconduct.

The AAU Practice Committee is tasked with investigating allegations of questionable research practice. These are defined as allegations related to scientific products (scientific articles, PhD theses, etc.) produced as part of the research conducted at Aalborg University that are outside the scope of the Danish Committee on Research Misconduct or have been dismissed by the Danish Committee on Research Misconduct. Furthermore, the AAU Practice Committee must forward any allegations of fabrication, falsification or plagiarism that are within the scope of the Danish Committee on Research Misconduct for further investigation.

## RESEARCH REGISTRATION - OPEN ACCESS PUBLICATIONS IN PURE - PROCEDURE

Read about research registration in relation to Open Access publications

### Content

Aalborg University's Open Access policy aims at creating free access to research from AAU, and works on securing Open Access to as many full text documents in Pure as possible. The procedure covers all publication types, but has a special focus on those publication types that have the most potential:

Scientific articles (articles, review articles, letters)

Conference articles in journals/proceedings

PhD theses

The procedure covers publications registered from 2018 and onwards.

The following applies for Golden and Diamond Open Access where full-text documents are freely available at the publisher's website for reading and sharing:

The full-text document (the imprint published version in pdf format) is uploaded with a status of "Open" along with metadata registration in Pure.

The following applies for Green Open Access where full-text documents are not available at the publisher's website:

The full-text document (the author's peer-reviewed, accepted manuscript stored in pdf-format) is uploaded along with metadata registration in Pure with a status of "Open" and an indication of any embargo period (see definition). If there are doubts regarding the filing rights of the full-text version at the time of registration, it is recommended that you file using status "Unknown". The document will then remain visible to backend only until such a time when the degree of visibility is estimated (read more at Research registration - Guide to registration of Open Access publications in Pure).

This procedure involves the following parties:

Researchers at Aalborg University

VCN reporting officer at departments

The VCN Team

The process for registration and full-text archiving is as follows:

Researchers and reporting officers register publications in Pure and archive a full-text version at the same time.

Reporting officers ensure the quality of the registration and archiving of full-text version in accordance with Approval of publications – good advice

The VCN Team validates the publication registration in accordance with Validation of publications in Pure

The VCN Team checks the possibility for Open Access, in cases where the full-text is recorded with status "Unknown".

The VCN Team will assist and guide you regarding matters concerning registration of Open Access publications in Pure

#### Purpose and delimitation

The purpose of the procedure is to support Aalborg University's Open Access policy, in order to provide free access to the University's research. The procedure concerns registration of Open Access publications in Aalborg University's institutional repository Pure. The procedure defines responsibilities and processes for registration of Open Access publications in Pure.

## RULES FOR RECORDING AGENDAS AND REPORTS

The target group for the rules are managers and employees at AAU who are responsible for various meeting forums

### Content

Written agendas and minutes from meetings at AAU must be journalized in WorkZone.

Depending on the scope of the meeting forum's case presentations and appendices, there are three different models you can follow when journaling agendas/minutes.

It is the unit operating the secretariat that decides whether you want to build an agenda structure based on model A, B or C. The most important thing is that you handle the forum in a uniform way in the unit.

Model A: e.g. departmental/office meetings or working group meetings

When you have to journalize agendas/minutes for meetings, where there are often only a few/no appendices for each meeting, it is enough to create a case per year and collect all agendas/minutes as well as any attachment in this case. See Appendix.

Model B: e.g. faculty meetings, department council meetings, study board meetings, study leader meetings and collaboration committees

If it is about agendas/minutes for a forum/committee, for which there is less work with case presentations/work with concise case presentations, it is easiest to keep everything together on one case per meeting and possibly point the case to an overview that covers the whole year. See Appendix.

Model C: e.g. executive board, main collaboration committee, the strategic digitization committee or academic council

For a forum where case presentations with many appendices are used, and where there is a lot of correspondence with those responsible for the case, it is advantageous to divide the individual meeting into several sub-cases. See Appendix.

For all models, you must:

The year, meeting date and meeting forum must always be included in the case title.

You must aim to only use known abbreviations of councils, boards, units and committees when you name the cases.

Must ensure that there is read access to the agendas/minutes/case presentations/appendices that contain sensitive/confidential information.

Must ensure that there is a public record - cleared of confidential/sensitive information - available to relevant parties/everyone whose internal rules or orders etc. determines that there must be publicly available minutes, for example from study board meetings.

You must decide for yourself whether you want to set read access to the individual sensitive/confidential documents or to the entire case. If you set read access to the case, you must ensure that the open minutes are shared in another way.

If possible, WorkZone's process tool should be used for approval of all internal minutes (however, can only be used for employees at AAU).

Must ensure that agenda items that deal with decisions within subject/personal cases or discussions of subjects such as the working environment arise from independent cases, where possibly appendices, notes and the preparation for the agenda item are collected.

#### General rules for case presentations

A case presentation and possibly associated annexes to an agenda must always come from an independent subject/person case.

AAU's template for case presentations is in the WorkZone in the menu bar at the top under the 'Word' button. Both the presentation of the case and the appendices must have the status "Archived" in the subject/person case before the documents are copied to the agenda case or sent to the person responsible for the agenda. This ensures that you can always see which presentation of the case is the final one and which has resulted in a decision.

In the subject/person case, the document title of the case presentation must state which meeting forum is to make a decision in the case and the date of the hearing. This ensures that the decision from the case can be found in the relevant forum's meeting minutes.

Whether read access must be set on the file that contains the case preparation depends on the content: If it is about personally sensitive or confidential content, read access must be given on the file. This also applies if it is an internal matter of a confidential nature.

When the presentation of the case is complete, it is copied to the agenda item, or it is sent as an attached file in an e-mail to the employee/secretariat operating unit who is responsible for the agenda for the relevant forum (see possibly explanatory overview in appendix 4).



## RECTOR'S SCHEME OF DELEGATION TO DEPUTIES

Get an overview of the Scheme of Delegation to deputies here.

### Content

#### 1. General provisions

1.1. Managers on levels 1, 2, 3, and 4, cf. Rector's Scheme of Delegation, may delegate authority to another manager to act on their behalf as a deputy. Deputies can act on behalf of the relevant manager if the latter is absent or otherwise prevented from acting. The role of individual managers as deputies is stipulated in the Aalborg University Statutes and reproduced in the present instructions, cf. section 2.

1.2. Other managers on levels 2, 3 and 4 may appoint a deputy. Deputies may only be appointed on lower management levels, cf. Rector's Scheme of Delegation. The appointment of a deputy, including any restrictions or conditions for fulfilling this role, must be agreed in a letter of delegation[PBH1] . The appointment may be either permanent or for a limited period of time.

1.3. If a manager is absent and no deputy has been appointed, an immediate superior approves a commitment or decides a case. The same applies if the deputy is absent or otherwise prevented from acting. In the event of conflicts of interests, according to the Danish Public Administration Act, decisions must be made by the immediate superior.

1.4. Managerial authority granted by law or the Scheme of Delegation may be exercised by the person who is appointed as that manager's deputy. However, this applies only when the deputy is acting in the deputy role, i.e. when the manager is absent or otherwise prevented from acting. When acting as a deputy, designated managers, including vice heads of departments and heads of doctoral schools, may not employ, dismiss or sanction staff. The deputy is subject to the restrictions and conditions that follow from the Rector's Scheme of Delegation; the manager may also stipulate restrictions and conditions for the deputy role in the letter of delegation.

1.5. The manager who appoints a deputy is responsible for the deputy role being performed in a responsible manner. Thus, the manager is obligated to oversee the deputy and must independently intervene in decisions that are inconsistent with current legislation or the university's internal rules, including the Scheme of Delegation, statutes, etc.

#### 2. Statutory deputies

##### Rector > pro-rector

2.1. The pro-rector may act as the rector's deputy if the rector is absent or otherwise prevented from acting.

2.2. Any restrictions or conditions on the pro-rector acting as the rector's deputy may be agreed in the letter of delegation.

Rector > university director

2.3. The university director may act as the rector's deputy if the rector as well as the pro-rector are absent or otherwise prevented from acting.

2.4. Any restrictions or conditions on the university director acting as the rector's deputy may be agreed in the letter of delegation.

Dean > pro-dean

2.5. The pro-dean may act as the dean's deputy if the dean is absent or otherwise prevented from acting.

2.6. When several pro-deans have been appointed at the same faculty, an agreement must be made between the dean and pro-deans as to who should act as the dean's deputy.

2.7 Any restrictions or conditions on the pro-dean acting as the dean's deputy may be agreed in a letter of delegation signed by the dean and the pro-dean.

Head of department > vice head of department

2.8 The vice head of department may act as the head of department's deputy if the head of department is absent or otherwise prevented from acting. However, when acting as deputy, the vice head of department may not employ, dismiss or sanction staff.

2.9 When several vice heads of department have been appointed in the same department, an agreement must be made between the head of department and vice heads of department as to who should act as deputy for the head of department.

2.10 Any restrictions or conditions on the vice head of department acting as deputy for the head of department may be agreed in letter of delegation signed by the head of department and the vice head of department.

## RULES FOR STAFF MEMBERS' FREEDOM OF SPEECH

Get an overview of the rules for AAU staff members on freedom of speech.

### Content

In accordance with the relevant provision of the Constitutional Act of Denmark, employees at Danish universities have the right to speak freely. However, employees also have a certain degree of duty to speak out. According to the University Act, the university, as a central knowledge-based body and cultural repository, must exchange knowledge and competences with society and encourage its employees to take part in public debate. One of the university's core tasks is to help ensure that the research knowledge that the university and its staff members possess can benefit society and public debate.

Aalborg University therefore encourages staff to take part in public debate where their research-based knowledge can help shed light on an issue. In this way, the university contributes to better-informed decisions on important societal matters and to a higher level of information in the general population and for decision makers. Staff members are also expected to participate in debate with the objectivity and dignity expected of a university employee.

Staff members at Aalborg University – scientific as well as technical and administrative – are protected, like other public employees, by the Constitutional Act of Denmark's provision on freedom of speech. This means that you may participate in public debate on your own behalf and express personal opinions and views. This also applies to topics relating to your own field.

The framework for freedom of speech can be summarised as follows:

You must make it clear that you are speaking on your own behalf and not on behalf of Aalborg University. Only staff members who have authority according to the Rector's scheme of delegation may speak on behalf of Aalborg University.

All staff members may speak on their own behalf, to the best of their knowledge, within their field of expertise as well as on matters relating to the university, using their title and affiliation with the university.

You may speak on other matters of personal interest without using your affiliation with Aalborg University.

You must not violate your duty of confidentiality.

You must participate in debate with objectivity and dignity and must not speak in a manner that invades privacy or defames others.

You must not express yourself in an unreasonably coarse manner or present manifestly incorrect information about essential matters in your own field.

Staff members' duty of loyalty to the university cannot lead to any further restrictions on free speech. However, consideration of the university's internal decision-making process and its

ability to function may mean that, in certain cases, you should exercise caution in expressing your view.[1]

You can read more about public employees' freedom of speech in the Ministry of Justice Guide on Public Employees' Freedom of Speech (only in Danish) and in Code of Conduct in the Public Sector.

[1] Particular emphasis may be given to whether the view expressed concerns matters in your own field, what position of authority you have, how close you are/have been to the decision-making process, whether the view was expressed before or after a decision was made, and whether the view expressed deals with resource issues of major importance to workplace conditions. See pages 12 and 13 of the Ministry of Justice Guide on Public Employees' Freedom of Speech (only in Danish).

## RULES FOR JOURNALIZING REVIEWING OF IT SYSTEMS TO THE NATIONAL ARCHIVES (RA)

### Review of IT-systems

#### Content

The following rules for journalizing and notifying IT systems to the National Archives have been drawn up by the ESDH secretariat and approved by the administrative management group at AAU. The rules are aimed at system owners at AAU.

[https://prod-audxp-cms-001-app.azurewebsites.net/media/hywhai2e/937115\\_journalisering-af-anmeldelse-af-it-systemer-til-rigsarkivet-ra.pdf](https://prod-audxp-cms-001-app.azurewebsites.net/media/hywhai2e/937115_journalisering-af-anmeldelse-af-it-systemer-til-rigsarkivet-ra.pdf)

## RULES FOR AWARDING THE TRADITIONAL HIGHER DOCTORATE

Get an overview of the rules for awarding the traditional higher doctorate at Aalborg University.

### Content

Please note: This translation concerns rules for awarding the traditional higher doctoral degree (Danish: doktorgraden) – not the PhD degree. In case of discrepancies between the Danish rules and the English translation, the Danish rules prevail.

Pursuant to section 1, subsection 2, in the Ministerial Order No. 750 of 14 August 1996 on Doctoral Degrees the following rules apply:

Section 1. Aalborg University may award doctorates and honorary doctorates within the academic subject areas stated in section 2 in accordance with the present rules; it is a precondition, however, that the academic main area offers a full-time Master's degree programme (Danish: kandidatgrad) within the subject area in which the doctorate is awarded.

### Part 1. Doctorates at Aalborg University

Section 2. The Academic Council under the Faculty of Humanities may award the following doctorates:

the doctoral degree in psychology – doctor psychologiae (dr.psyk.)

the doctoral degree in philosophy – doctor philosophiae (dr.phil.)

Subsection 2. The Academic Council under the Faculty of Social Sciences may award the following doctorates:

the doctoral degree in administration – doctor scientiarum administrationis (dr.scient.adm.)

the doctoral degree in economics and business administration – doctor mercaturae (dr.merc.)

the doctoral degree in philosophy – doctor philosophiae (dr.phil.)

the doctoral degree in law – doctor juris (dr.jur.)

the doctoral degree in sociology – doctor scientiarum socialium (dr.scient.soc.)

the doctoral degree in social sciences – doctor rerum socialium (dr.rer.soc.)

the doctoral degree in economics – doctor oeconomices (dr. oecon.)

Subsection 3. The Academic Council under the Faculty of Medicine may award the following doctorates:

the doctoral degree in medical science – doctor medicinae (dr.med.)

the doctoral degree in natural sciences – doctor scientiarum (dr.scient.)

the doctoral degree in technology – doctor technices (dr.techn.)

Subsection 4. The Academic Council under the Faculty of Engineering and Science may award the following doctorates:

the doctoral degree in natural sciences – doctor scientiarum (dr.scient.)

the doctoral degree in technology – doctor techniques (dr.techn.)

Subsection 5. The Rector may award the corresponding honorary doctorates stated in subsections 1 to 4. In such case, the title carries the addition "honoris causa" (h.c.), e.g. "doctor psychologiae honoris causa" or "dr.psyk. h.c."

Part 2. Procedures for awarding doctorates at Aalborg university

Section 3. The award of the degree is based on a dissertation which is defended at a public, oral defence session. In exceptional circumstances, the dean may agree to forego the oral defence.

Subsection 2. Holders of Master's or PhD degrees within the most relevant academic field are entitled to submit a dissertation for defence to the relevant faculty. The dean may allow candidates who have not been awarded one of the Master's degrees stated to submit a dissertation for defence.

Subsection 3. A submitted dissertation may only be considered for a doctoral degree within the academic subject areas stated in Part 1. In addition, the dean may refuse to consider a submitted dissertation on the basis of section 4, subsection 2, of the Ministerial Order on Doctoral Degrees.

Subsection 4. The doctoral degree is awarded in acknowledgement of the author's considerable scientific insight and maturity, and of the author having achieved new research results and thereby contributed substantially to the advancement of science with the dissertation.

Section 4. Dissertations submitted for consideration and defence must be forwarded to the faculty office in five hard copies and, if requested by the faculty office, also in digital copy. When the date stated in section 6, subsection 2, has passed, the dissertation may only be withdrawn under special circumstances if the dean agrees to this.

Subsection 2. On the recommendation of the assessment committee, the dean may allow the author to make minor alterations or provide minor supplements to the dissertation before the dissertation is made publicly available prior to the defence.

Section 5. A dissertation may comprise one dissertation or several dissertations related in subject matter or method. If a dissertation comprises several dissertations, a summarising account describing the results that the author claims to have obtained from the research must form part of the dissertation.

Subsection 2. The dissertation must be written in Danish, Norwegian, Swedish, English or another language preapproved by the dean in the individual case. A summary must be included; if the dissertation is written in a Scandinavian language, the summary must be written in English, German, Spanish or French; if written in another language, the summary must be in Danish. The same applies to the summarising account, if applicable.

Subsection 3. The author must submit a declaration stating whether the dissertation has previously been submitted for consideration for a doctoral degree. If the dissertation comprises dissertations or research results which have already been successfully submitted

for an academic degree in Denmark or abroad or as a prize thesis, this must appear from the doctoral dissertation, cf. also section 3, subsection 4.

Subsection 4. If the dissertation or parts hereof are the result of the joint efforts of a group of scholars, a declaration must be submitted, signed by the co-authors and the author, setting out the scope and character of the author's contribution to the work.

Section 6. When a doctoral dissertation is submitted, the Academic Council will appoint an assessment committee as soon as possible and normally no later than three months after the submission date. The committee must consist of two or three members who are experts within the subject area of the dissertation and who are either professors or other experts with comparable academic insight.

Subsection 2. Immediately after the composition of the assessment committee has been determined, the author must be notified by the faculty of its composition and be given the option of objecting to this within a specified term of no less than eight days and no more than fourteen weekdays. If it is decided to change the composition of the assessment committee, the author must be notified in the same way and must be given the opportunity to object. When the Academic Council has made its final decision on the composition of the assessment committee, the author must be notified of this and of the stipulation that allows the withdrawal of the dissertation from assessment within a specified term of no less than eight days and no more than fourteen weekdays.

Subsection 3. Within eight months or another deadline set by the dean, the assessment committee must provide the Academic Council with a written reasoned recommendation on whether the dissertation should be accepted for defence for the doctoral degree or should be rejected. If there is a difference of opinion in the committee about the recommendation, the members will provide their recommendation individually or in groups.

Subsection 4. When the final recommendation is available, it must be sent to the author as soon as possible. If rejection of the dissertation is recommended by one or more of a number of members of the committee, the author must be notified of the right to submit his or her written comments to the recommendation or to withdraw the dissertation from further consideration within three weeks. Any comments submitted by the author must be sent to the assessment committee member for comments.

Subsection 5. The decision to accept the dissertation for defence or to reject it must be made by the Academic Council in compliance with the Ministerial Order on Doctoral Degrees, sections 12 to 13. In the exceptional case that the oral defence is foregone pursuant to section 3, a decision will be made as to whether the doctoral degree be awarded or the dissertation be rejected.

Section 7. If the dissertation is accepted for defence, the dean will stipulate a time for the defence in consultation with the author and the officially appointed opponents pursuant to subsection 2. When this has been accomplished, the author must submit a number of copies of the dissertation free of charge to the faculty office in a form identical to that in which the dissertation was accepted; information about acceptance and time and place of the defence must be included. Upon request, the author must submit a digital copy of the dissertation,



whereas the dean will determine the number of hard copies to be submitted to the faculty office. The maximum number to be submitted will be 10. The executive management will determine guidelines as to how the defence information is to be announced, and how it should appear from the dissertation.

Subsection 2. The dean will appoint two members for the assessment committee to act as official opponents during the defence. Under special circumstances, other expert members may be appointed as official opponents; normally these will be appointed upon recommendation by the assessment committee.

Subsection 3. No later than four weeks in advance of the defence, the dean will announce the time and place of this. The announcement will include information as to how a copy of the dissertation may be obtained. Detailed rules applying to the defence will also be announced, including procedures for unofficial opponents to register, and whether the language of the defence will be Danish, Norwegian, Swedish or another language approved by the dean in the individual case.

Subsection 4. The defence is public and conducted by the chairperson of the academic council in question, or by another academic staff member appointed by the chairperson. A maximum of six hours is allotted for the defence, which may include contributions from the author and the opponents, cf. section 19 in the Ministerial Order on Doctoral Degrees. The chairperson of the defence will make sure that defence is sufficiently documented for subsequent reference.

Subsection 5. Pursuant to section 20 in the Ministerial Order on Doctoral Degrees, the official opponents must submit a report stating whether they consider the defence satisfactory. If one or both opponents do not consider the defence satisfactory, this must be substantiated in the report, which is forwarded to the author for commenting. If the defence has caused one or both opponents to doubt whether a positive report can be submitted, they may recommend to the Academic Council that the dean obtain written comments, which the doctoral candidate will be given the opportunity to comment on before the material is sent to the opponents. Statements and comments submitted may cause the report to be revised before it is forwarded to the author.

Subsection 6. The final decision as to whether the doctoral degree will be awarded to the candidate will be made by the Academic Council pursuant to section 21 in the Ministerial Order on Doctoral Degrees. The doctoral candidate will receive a diploma documenting the award.

### Part 3. Procedures for awarding the honorary doctoral degree

Section 8. The Rector may award the honorary doctoral degree to researchers who have achieved such outstanding academic results that Aalborg University deems it to be natural to honour them by awarding the highest academic degree. In exceptional circumstances, the honorary doctoral degree may be awarded for other than academic achievement; it may be awarded for contributions which are deemed essential for the promotion of research.

Section 9. Any academic member of staff at the university may submit a detailed reasoned proposal to the dean of the academic area in question to award the honorary doctoral degree to one or a number of candidates.

Subsection 2. If, upon request, the Rector confirms it to be possible for the university to award the honorary doctoral degree to the proposed candidate, the dean will appoint a committee for the assessment of the candidate consisting of three to five professors or other experts with comparable academic insight. Before the assessment committee is appointed, the candidate must be informed that the committee will only be appointed if, within a stipulated time period of no less than two weeks, the candidate consents to being assessed, and to receiving the honorary doctorate in the event of a positive assessment. The candidate must also be informed of the dates of the next doctoral promotion ceremony, cf. subsection 4.

Subsection 3. The assessment committee must submit their written recommendation to the dean, stating whether the honorary doctoral degree should be awarded to the candidate. The recommendation must include information of the material on the basis of which the decision was reached. The dean will submit the recommendation to the Academic Council for an opinion.

Subsection 4. The recommendation made by the assessment committee and the opinion forwarded by the Academic Council will form the basis of the Rector's decision to award the honorary doctoral degree. The honorary doctoral degree will be awarded at an event celebrating a university anniversary or doctoral promotions, and the candidate will receive a diploma documenting the award.

#### Part 4. Commencement

Section 10. These rules will come into force on 15 September 2013.

Aalborg University, 10 September 2013

Finn Kjærdsdam, Late Rector

## RULES REGARDING RECORD-KEEPING AT AALBORG UNIVERSITY

### How to use WorkZone

#### Why WorkZone?

Aalborg University is a government agency, and as such, we are required to document our work and existence in an approved electronic file and document management system. At Aalborg University, we use the system WorkZone.

As a member of staff, you must file all documents that are of significance to a case (letters, internal and external e-mail, notes, minutes, telephone notes etc.) in WorkZone.

As we are obliged to document the university's activities, you must also journalize the laying down of internal rules and procedures.

The only exception to these rules is, if you work in an approved administrative system that already works under the obligation of delivery agreements with the State Archives. Please notice that Outlook folders, private drives, shared drives, USB sticks etc. DO NOT fall into the category "approved administrative systems". Thus, case related e-mails and documents from these drives must be filed in WorkZone.

If you are in doubt whether an administrative system is approved or not, please contact the owner of the system at AAU.

#### Record-keeping responsibility

It is the responsibility of your local head of department/administrative unit to ensure that local record-keeping complies with Danish administrative law and the University's record-keeping rules.

As member of staff, you are responsible for correct filing and saving of all relevant case material that you receive/send/produce in WorkZone.

#### When do you work in WorkZone?

All AAU employees are subject to the duty of record-keeping if they "handle documents that constitute documentation regarding administrative actions e.g. information tied to binding agreements/contracts, strategies, as well as other information that can be used for knowledge sharing across the organization" (cf. Duty of record-keeping).

If you are in doubt about whether the documents you are working on should be filed in WorkZone or not, you can ask yourself the following questions. If you can answer "Yes" to one of them, you must save the information and documents in a case in WorkZone.

Are you working on a task where:

That may lead to complaints or request for document access at a later point in time?  
You or someone else will have to make decisions or rulings. For example, it can be in connection with employing a member of staff, rejecting/granting credit, applying for funds

to/planning of research projects, approval of a rule/strategy/policy, establishing a workflow, or planning a tender.

You collect/note case-relevant knowledge that you or your colleagues may need for solving the task, or solving similar tasks in the future?

You are preparing an agenda/minute for e.g. an internal department or management meeting?

You use common, sensitive or confidential personal data regarding a natural person e.g. CPR number, name, address, occupation or illness?

If you are still in doubt, you can check Appendix A that contains a list of which documents that usually require filing, and which documents that do not. Please notice that the list is not exhaustive. You are always welcome to contact the WorkZone Secretariat if you are in doubt about filing a document.

What is a case?

You can compare a case to a physical folder where you keep all documents, e-mails, notes, parts etc. that you collect and note down in connection with solving a task/complete a project.

When do you need to create a case?

You must create a case, when you begin solving an administrative task/project. When you receive a document/write a note based on a telephone conversation, or start gathering knowledge/describing the current status of a case, you must create a case and save your case documents, notes etc. unless the case already exists.

How to delimit a case (Single-issue principle)?

Record-keeping at Aalborg University is based on a single-issue principle. That is, the individual case alone contains the documents, parties, notes etc. that pertain to one specific task.

The single-issue principle ensures that no information is hidden in cases where they have no relevance. At the same time, it ensures clarity of which acts and parties that have led to which decisions. Additionally, it helps to secure that general, sensitive, or confidential personal data is not stored for longer time than what is permitted. Once a task is finished the case is closed.

An example of how to apply the single-issue principle in practice could be a case regarding a tender:

A tender case may be divided into cases regarding, tender documents, tender, contract, implementation, and evaluation.

The individual cases concern the same tender, but are divided according to which part of the tender process you are working on. In order to ensure a visible link between these cases, you can relate the cases to each other. In WorkZone, you do this by distinguishing between parent (main) and child (sub) cases.

Naming of cases

A case should be named with a short, descriptive title with direct relation to the theme of the case. This makes it easier for you and others to retrieve the case later on.

The rules for record-keeping and naming of cases that apply to the individual case fields - e.g. HR cases, finance cases or student administrative cases are described by the individual administrative units, and are available via the link below.

You should always avoid using abbreviations when naming cases or documents. Abbreviations make it difficult to search and assess the contents of a case. Finally, a case should speak for itself and not require an explanation.

Thus, it would be insufficient simply to name a case "Minutes" if it concerns the minutes of a specific department. The title should also specify the meeting type, organisational unit and year e.g. "Minutes weekly meeting WorkZone Secretariat 2018".

#### Case number

When you create a case, you must give it a case number from the University's records index. The records index is divided into main groups, then subject groups, and finally case groups. If you need an additional level of detail, it is possible to create sub-groups within the different fields.

The records index is embedded in WorkZone. Thus, when you create a case, you can simply select the case group that fits your case, and then WorkZone adds a case number automatically.

Please notice: All subject groups contain a case group termed "General", and one termed "Miscellaneous".

"General" is for cases concerning principal matters, as well as cases that transverse multiple case groups.

"Miscellaneous" is for cases that cannot be placed in any of the other case groups.

NOTICE: Case group 900 is for test cases only, and case group 909 is for teaching- and trash cases only. You are NOT permitted to create actual cases in these groups!

#### Case protection

WorkZone cases are usually open to all member of staff to ensure the possibility for collaboration and knowledge sharing across Aalborg University.

Naturally, cases containing sensitive or confidential personal data, patent applications or similar, are not open to all.

You protect the contents of a WorkZone case by limiting other people's reading- and writing access to the case:

Reading access limits the number of people who can read the documents on the case.

Writing access limits the number of people who can edit the case files. Writing access should be applied only if there is a difference in who may read the case documents, and who may edit the documents.

You should always consider case restrictions whenever you create a case. For example, cases that are of political or strategic significance to the university, where confidentiality is essential for the university management to uphold the university's interests internally or externally, or cases containing confidential personal data, should always be protected. If you are in doubt regarding document or case restrictions, you must look into the specific record-keeping rules for the field in question.

You should, however, always refrain from restricting access to yourself only.

Some cases always contain confidential or sensitive personal data and are automatically assigned an organizational insight once they are created within the case group of that organizational insight. This holds for e.g. student and staff cases.

You may search for the university's organizational insight in the reading(writing access field under case details. If you are in need of a new organizational insight, please contact the WorkZone Secretariat.

If you discover cases without reading access that contain sensitive or confidential personal data, you must:

Add correct reading access if the case belongs to your own unit, and subsequently report the error as a data breach to <http://www.sikkerhed.aau.dk/sikkerhedshaendelser>  
Contact the WorkZone Secretariat if the case belongs to another administrative unit.

#### Handing over cases to others

All active cases in WorkZone must be assigned to a case handler employed at Aalborg University.

If a case handler is no longer employed at Aalborg University, his/her open cases must be assigned to another case handler.

In such cases, it is the responsibility of the individual head of department/unit to make sure that cases are handed over to another case handler.

#### Closing cases

You must complete your cases concurrently with solving your tasks. Thus, when a task is completed so is the task's case.

Before closing a case, you must ensure that all relevant documents are filed to the case, that they have relevant titles, and that they have been filed and have a cas file number.

Once everything is filed, the case status is changed to finished and you can close the case.

In case you need access to the case at a later point, you can reopen the case. Remember to close the case when you are done.

#### Case contacts

In cases requiring decisions, you must assign the parties of the case in accordance with the Public Administration Act. This is usually the part/parties to whom the decision is addressed. For example, in student cases you should always assign the student as a party.

In many subject cases – i.e. cases that do not affect a physical person – there will be no parties of administrative law to assign. However, if a subject case contains communication with persons/companies, you must assign them/it as parties in the case. In research project cases, you must assign project manager and possibly the funder as parties.

WorkZone is connected to the CVR Register, as well as it has direct access to CPR numbers of all AAU staff and students. Use WorkZone to search for the parties/contacts of the case.

If the party/contact is not in WorkZone, you can create a contact under the "Contact" tab. When you do so, please be careful and thorough as the information is used for communication with them via E-boks.

## RULES OF PROCEDURE FOR THE AAU PRACTICE COMMITTEE

These rules describe the activities of the AAU Practice Committee.

### Content

#### Objective

1. The objective of these rules of procedure is to support the work of the committee, including to ensure that all allegations submitted to the committee are handled efficiently and consistently with due consideration of the individual's legal rights and the University's obligation to review allegations of research misconduct or questionable research practice.

#### Committee meetings

2. The AAU Practice Committee meets six times annually. The committee meeting schedule is determined once a year at the last meeting before the summer holidays.

(2) Committee meetings are closed.

3. All committee members have a duty of confidentiality with respect to information which is covered by the rules on confidentiality in public administration.

#### Meeting invitations and reviewing allegations

4. Permanent members are invited to committee meetings as required attendees, while additional faculty members and ad hoc members are invited only when specific allegations against individuals affiliated with their faculty are reviewed.

5. Committee members who are unable to attend a committee meeting are required to notify the committee secretary prior to the meeting.

6. The agenda and any relevant information concerning the review of allegations will be forwarded to committee members at least five working days before the meeting.

(2) Any committee member and the Rector may suggest items for the agenda. Any agenda items and relevant material for ordinary committee meetings must be submitted to the committee secretary no later than eight days before the meeting. Under special circumstances, the chair of the committee may allow later submission.

(3) As a general rule, agenda items are open unless the chair determines that an item should be treated confidentially. Specific allegations are always closed items.

(4) Meeting agendas will be published in Danish on the committee website when these are forwarded to committee members. However, the agenda will be adapted to ensure that no confidential information in relation to closed items is published.

(5) Whenever relevant, the AAU Practice Committee may invite third parties to attend meetings; however, third parties do not have voting rights.



(6) For the investigations of specific issues, the committee may set up an expert committee comprising permanent members/additional faculty members of the AAU Practice Committee, individuals not affiliated with the committee or an expert committee comprising both internal and external members; all members of an expert committee must have particular insight into a specific area of expertise.

#### Conducting meetings, chairing meetings, negotiations and voting

7. Prior to reviewing specific allegations of questionable research practice or preliminary investigations of allegations of research misconduct, the chair must note how many committee members are present and confirm that the AAU Practice Committee forms a quorum, cf. section 24 in the regulations of the AAU Practice Committee.

(2) Relevant administrative staff members from the Rector's Office and the faculty offices attend meetings without the right to vote.

8. The chair is responsible for chairing meetings. In the absence of the chair, the deputy chair will assume the authority of the chair in accordance with the rules of procedure. The chair has the decision-making authority in all matters relating to managing negotiations.

(2) Decisions on specific allegations will be made by the committee after all members have stated their position on the matter; the chair will then draw a conclusion which will be the statement of the committee. If there is a difference of opinion in the committee and the issue forms part of the investigation process, the chair may decide to take a vote.

(3) As a general rule, the committee may only make decisions on issues included as individual items on the agenda distributed prior to the meeting. In the event that an urgent decision is required on an issue not on the agenda, a decision may be made if the chair or the deputy chair and the required number of members are present.

(4) In the event that proposals for major changes to a recommendation arise etc. or opinions differ strongly, the chair may decide that the final decision on the matter is deferred to a later meeting. Furthermore, the chair may determine that such proposed changes are submitted in writing prior to the later meeting so that no other major changes - except for minor corrections - may be proposed for the committee's statement during the meeting. If the committee cannot reach an agreement, a note of dissent must be included as a separate part of the statement.

#### Member attendance in negotiations voting

9. AAU Practice Committee members are obliged to attend committee meetings.

(2) Permanent members and additional faculty members are obliged to attend meetings concerning specific allegations, cf. chapter 2 of the regulations of the AAU Practice Committee, and participate on an equal footing with committee members.

(3) In the event of conflicts of interests or long-term absence of committee members, the additional faculty member will take their place in the AAU Practice Committee. In the event of a conflict of interest or in the event of long-term absence of the chair, the deputy chair will act as chair on a temporary basis.

(4) If a conflict of interest arises during the meeting, the AAU Practice Committee may decide that the member in question should be disqualified from the negotiations and voting of that specific allegation according to the general rules on disqualification.

(5) The relevant member may not be present nor involved in the processing and determination of the disqualification issue.

#### Minutes and procedure for further processing

10. Minutes will be taken of all AAU Practice Committee meetings. Records of decisions made by the committee will be briefly summarised.

(2) Any of the members and ad hoc members may ask for their differing opinion to be briefly recorded in the minutes. Such a request must be made before the agenda item is concluded, and its content should be briefly stated.

(3) The minutes must be forwarded to all meeting attendees for approval no later than 10 working days after the meeting. Closed items on the agenda may only be forwarded to those who were present at the discussion of the item.

(4) Any comments to the minutes must be submitted within 10 working days. After this deadline, the minutes are considered to be approved.

(5) The minutes will be published in Danish on the committee's website. Closed items are not recorded in the published version.

However, the committee will compile an annual report comprising information on submitted allegations and other committee activities that will be made available to all staff, academic councils and the Rector. Specific allegations will only be described in anonymised form.

(6) The minutes must also contain information on which members were present at the beginning of the meeting, cf. section 4.

11. The chair is responsible for forwarding cases for further processing and is assisted by the committee secretary; any enquiries from the committee or the chair to authorities outside the University should be made through the committee secretary.

#### Questions regarding the interpretation of these rules of procedure and amendments

12. All members are required to provisionally comply with the chair's decision on how to interpret the provisions in these rules of procedure, until further notice.

13. Any member may propose amendments to the rules of procedure for discussion in the committee. Any amendments to the rules of procedure must be approved by the Rector upon recommendation by the committee.

#### Purpose and delimitation

The rules of procedure for the Practice Committee for Aalborg University have been determined in accordance with section 13 of the regulations for the AAU Practice Committee and include provisions on the activities of the AAU Practice Committee, including meetings, meeting invitations, negotiations and voting.

## RULES FOR COURSE AND EXAM REGISTRATION AT AALBORG UNIVERSITY

Here you will find information about common rules for registering for classes and exams at Aalborg University (applicable as of September 1st 2022)

### Content

#### Part 1. Background and scope

Section 1. Rules for course and exam registration at Aalborg University are established pursuant to:

Ministerial Order no. 2285 of 1 December 2021 on Full-time University Programmes (the University Programme Order)

Ministerial Order no. 2271 of 1 December 2021 on University Examinations (the Examination Order)

Ministerial Order no. 2672 of 28 December 2021 on Academy Profession Programmes and Professional Bachelor Programmes

Section 2. These rules apply to ordinary full-time students enrolled in a bachelor programme, a professional bachelor programme or a master programme at Aalborg University.

#### Part 2. Registration periods (for courses and 1st examination attempt)

Section 3. The registration period for the autumn semester is from 15 May to 1 June. The second registration period is from 15 September to 1 October.

Section 4. The registration period for the spring semester is from 15 November to 1 December. The second registration period is from 15 February to 1 March.

#### Part 3. Registration for courses and 1st examination attempt

Section 5. The student must register for courses and examinations in the Student Self-Service System (STADS), see, however, subsection (2) and (3).

(2) The university registers students for courses and examinations on the 1st and 2nd semesters of a bachelor programme or a professional bachelor programme.

(3) The university registers the student for the master's thesis if the student only lacks the master's thesis and has not registered himself/herself in accordance with subsection (1).

(4) Once the student is registered for the course, the student is automatically registered for the exam (1st attempt) in the module.

(5) The registration for the course and the exam is binding after the end of the second registration period.

#### Part 4. Withdrawal from courses and 1st examination attempt

Section 6. The student may withdraw from a course and the 1st examination attempt before the end of the second registration period, see, however, subsection (2).

(2) Students in their first academic year of a bachelor programme or professional bachelor programme may not withdraw from courses and the 1st examination attempt.

(3) Students who are registered for the master's thesis may not withdraw from the master's thesis, see, however, subsection (4).

(4) Students who not only lack to pass the master's thesis can withdraw from the master's thesis before the end of the second registration period.

(5) Students who have withdrawn from the course and the 1st examination attempt may not participate in the examination or re-examination in the module.

Part 5. Registration for re-examination (due to illness), second and thirds examination attempts as well as additional examination attempts

Section 7. If one or more students are ill, fail to attend or do not pass the 1st examination attempt as an ordinary exam, the university will organise a re-examination in the same examination period.

(2) The university may organise additional re-examinations, but is not obliged to do so.

Section 8. The student has 3 attempts to pass an examination, see, however, subsection (2-4).

(2) The student has only two attempts to pass the Commencement of Studies Exam (studiestartsprøven), see part 9.

(3) The student's enrolment at the university is terminated if the student does not meet the requirements of the first-year examinations, regardless of the number of examinations attempts used, see part 11.

(4) The university may grant an exemption for additional examination attempts if there are special circumstances. The question of academic aptitude may not be included in the assessment of whether the student should be granted an exemption for further examination attempts.

Section 9. The student must register for re-examination (due to illness), 2nd and 3rd examination attempts as well as further examination attempts no later than 12 noon five working days before the exam is due to begin. Registration is done with the programme secretary or as directed by the study board.

Section 10. The student has the option to register for re-examination (due to illness), 2nd and 3rd examination attempts as well as additional examination attempts the next time the examination is offered on the programme, see, however, subsection (2).

(2) A student can only register for extraordinary re-examinations (offered as a result of the university deciding in favour of the complainant in relation to an examination appeal or offered as a result of errors or irregularities during an examination) if the University offers the student the opportunity to participate.

Section 11. The university registers the student for re-examination (due to illness), 2nd and 3rd as well as additional examination attempts in the master's thesis if the student does not submit or does not pass the 1st examination attempt.

(2) Head of Study, or the person whom the head of study has authorized, determines a new submission deadline of 3 months. The month of July is not included in the calculation of the three months.

(3) The procedure for re-examination in the master thesis is described in section 8.6: "Particularly for Re-exams in Master's (kandidat) Theses" in Examination Policies and Procedures for Aalborg University.

Part 6. Withdrawal from re-examination (due to illness), second and third examination attempts as well as additional examination attempts

Section 12. The student may withdraw from re-examination (due to illness), 2nd and 3rd as well as additional examination attempts no later than 12 noon five working days before the exam is due to begin, see, however, subsection (2).

(2) The student may not withdraw from re-examination (due to illness), 2nd and 3rd as well as additional examination attempts in the master's thesis.

Part 7. Registration on programmes that have been notified closed or put on hold

Section 13. The university registers students for courses and examinations on programmes that have been notified closed or put on hold.

(2) As a rule, students are registered for 30 ECTS credits per semester.

(3) If a student fails to attend, fails to pass or is ill for an examination, the university registers the student for the re-examination.

Part 8. Withdrawals on programmes that have been notified closed or put on hold

Section 14. Students on programmes that have been notified closed or put on hold may not withdraw from courses and examinations

Part 9. Commencement of studies exam

Section 15. The university may stipulate in the curriculum that students must participate in and pass a commencement of studies exam in order to continue on the programme.

(2) The student has 2 attempts to pass the commencement of studies exam.

(3) Registration for the 1st and 2nd examination attempt in the commencement of studies exam is done by the university and the student does not have the possibility to withdraw.

Part 10. Exceptions

Section 16. There may be granted an exemption from the rules in Part 3-9 (except section 8) if:

The student is an elite athlete,

The student has a functional impairment, or  
There are special circumstances, including illness and maternity leave

#### Part 11. First-year examinations

Section 17. Students in their first academic year of a bachelor programme or professional bachelor programme must participate in at least one examination in each module on the 1st and 2nd semester before the end of their first year of study (first-year examinations).

(2) If the student does not participated in at least one examination in each module before the end of the first year of study, the student's enrolment at the university will be terminated, see, however, subsection (3).

(3) Under special circumstances, the university may grant exemptions from the deadlines and time limits stipulated in subsection (1).

Section 18. The examinations in the first year of study must be passed by the end of the second year of study.

(2) If the student does not pass all examinations by the end of the second academic year, the student's enrolment at the programme will be terminated, see, however, subsection (3).

(3) Under special circumstances, the university may grant exemptions from the deadlines and time limits stipulated in subsection (1).

#### Part 12. Conditional admission to a master programme

Section 19. The university may register students enrolled in a bachelor programme at the university for courses and examinations for up to 30 ECTS credits on a master programme. It is a prerequisite for registration that the university assesses that the student has the academic prerequisites to complete and pass the bachelor programme and at the same time complete courses on the master programme.

#### Part 13. Replacement of modules

Section 20. A student may not replace compulsory modules or elective modules, see, however, subsection (2-5), when:

The second registration period has expired

The student fails to attend or has not passed the module

The student has passed the module

(2) The rules on replacement of modules do not apply to ordinary full-time students on professional bachelor programmes.

(3) The university may grant exemptions from subsection (1), no. 1, and withdraw the student from the module, if there are special circumstances.

(4) The university may grant exemptions from subsection (1), no. 2, and allow the student to replace the module, if there are special circumstances. The question of extension of study time, academic aptitude and the student's wishes regarding the academic composition of the programme cannot be taken into account when assessing whether special circumstances

exist. Furthermore, an exemption requires that the special circumstance is directly related to the module and that the circumstance prevents the student from completing the module over a longer period of time.

(5) The university may grant exemptions from subsection (1), no. 3, in accordance with subsection (3). In addition, the Danish Agency for Higher Education and Science may grant an exemption from the rule that a passed examination cannot be retaken. The student must receive an exemption from both the university and the Danish Agency for Higher Education and Science in order to replace the module.

#### Part 14. credit transfer from previous education

Section 21. When applicants apply for admission or enrolment at a university, they must state any successfully completed degree programme elements (courses) from all previous non-completed university programmes at the same level (duty of disclosure).

(2) The duty of disclosure applies to all types of admission and enrolment.

(3) If an applicant submits incorrect or incomplete information about previously passed course elements, the university may initiate disciplinary proceedings in accordance with the Rules on Disciplinary Measures for Students at Aalborg University (Disciplinary Rules).

#### Part 15. Commencement

Section 22. These rules will enter into force on 13 September 2022. At this date, "Rules for Course and Exam Registration and Credit Transfer at Aalborg University as of 1 February 2018" will be repealed.

Aalborg University, 13 September 2022.

Lone Vestergaard  
Deputy Director



## RESEARCH REGISTRATION AT AALBORG UNIVERSITY - WHY?

Research at AAU must be registered in the system Pure

### Content

Research registration has been mandatory at Aalborg University since 1992. Since 2006, all research registration has taken place online in the research registration system Pure. All staff in active employment has personal access to Pure. Unless other local arrangements have been made, members of the academic staff are responsible for registering their own research. Every department has a reporting officer who handles approval of publications. The VBN Editorial Office handles the final quality assurance of data and validates the publications.

Registered research publications are included in The Bibliometric Research indicator (BFI), which is part of the Ministry of Higher Education and Science's performance-based model for the distribution of basic funds for Danish universities.

Likewise, registered research publications are included in Denmark's Open Access Indicator. The indicator shows the extent to which researchers make their research publications freely accessible to the outside world via the Internet. The polls show how close Denmark is to meet the objectives of the National Strategy for Open Access drawn up by the Ministry of Higher Education and Science.

Registration of research activities, awards, press appearance, research applications, research grants, and research projects takes place on a voluntary basis, but helps show the full profile of the researchers.

Research registration of PhD theses in Pure has been mandatory for all faculties since January 2015.

Dissemination of the above content types takes place via the VBN-portal.

## REPORTING SICK AND FIT FOR WORK (ALL AAU EMPLOYEES)

### Rules and procedures

#### Content

##### Rules on reporting sick

Staff members must report sick to their section and/or department, as stipulated in the procedures applying at their place of work. Staff members must report sick either when working hours begin on their first day of sickness absence or at the time of day the sickness absence begins.

##### What information must staff members provide when reporting sick?

When reporting sick, staff members are obligated to provide information of the cause of their sickness absence; own illness, child's illness, pregnancy-related illness, § 56, covid-19 or work-related injury, in order to register the sick leave correctly and ensure possible reimbursement.

All staff members are obligated to stay informed via their e-box (also for reporting sick/fit for work on a part-time basis), including responding to inquiries from the municipalities and Udbetaling Danmark in a timely manner.

##### Rules on reporting sick on part-time basis

Staff members must report sick at the beginning of the sickness absence. This means that if a staff member becomes ill during the day and, as a result of the illness, has to stop working, the rest of the day must be recorded as sickness absence (part-time sick leave).

This part-time sick leave can thus occur during a working day where the staff member has to interrupt the work due to illness (their own or their child's illness). Part-time sick leave may also occur when the staff member takes part in planned examinations and treatments, see Rules on paid and unpaid leave.

For part-time sick leave due to planned examinations and/or treatments, staff members are obligated to provide information on the sickness absence once they are aware of it in order to plan work and possibly transfer tasks.

##### What information must staff members provide when reporting sick on a part-time basis?

Staff members must notify their place of work of the date and duration of their part-time sick leave as stipulated in the procedures applying at their place of work; for example, staff members may report two hours of absence if they need to visit a medical specialist during working hours or if they leave the workplace during the day due to being unable to work.

For long-term part-time sick leave (over 30 days), staff-members will be obligated to return timesheets to their unit/department every four weeks in order to correctly report hours to the municipalities/Udbetaling Danmark for reimbursement purposes.

##### Rules on reporting fit for work on a full-time or part-time basis

When staff members return to work on a full-time or part-time basis, they must notify their place of work according to the procedures established by their place of work.

Staff members must report to their place of work, i.e., their unit and/or department

What information must staff members provide when reporting fit for work on a part time basis?

Staff members must notify their place of work of the date of their return to work, and the number of hours absent from work, if they return to work on a part-time basis. Staff members who would benefit from a phased return to work (part-time return to work) must make such an agreement with their line manager.

For a long-term return to work on a part-time basis (over 30 days), staff-members will be obligated to return timesheets to their unit/department every four weeks in order to correctly report hours to the municipalities/Udbetaling Danmark for reimbursement purposes.

## RULES ON PERSONAL USE OF AALBORG UNIVERSITY'S DIGITAL WORK TOOLS

### Content

The Code of Conduct in Using University Resources states that the university's resources may only be used to solve the university's tasks. Therefore, staff members may not use university resources for personal purposes or in connection with a sideline occupation, unless this is expressly stated in one of the university's policies or rules.

Exceptions where equipment may be used for personal purposes are described in these rules.

### PC

A staff member may use the computer and the installed software for personal purposes. Personal use must never pose a security risk. Storing personal data on your computer is allowed to a limited extent (see the section below on data storage).

A staff member may install software on the computer to a limited extent. The software must come from reputable suppliers and the staff member is responsible for ensuring that there is a license for the use of the software.

The computer may only be used by the staff member. It must therefore not be used by the staff member's family.

### PC Workstation

If the staff member has been provided with a PC workstation for work purposes at home, the staff member may use it for general personal purposes.

### Tablets

Tablets may be used for personal purposes in the same way and to the same extent as a PC.

### Mobile phone and mobile phone subscriptions

A staff member who is taxed on a free phone may use the phone and mobile subscription for personal purposes. The following applies only to staff members who are taxed on free phones.

A staff member may install apps on the phone. Apps must come from reputable suppliers. The staff member is responsible for ensuring that there is a license for the use of the app. Personal use must never pose a security risk.

The phone may only be used by the staff member and not, for example, the staff member's family.

Although the phone is taxed as a free phone, talk and SMS/MMS services may not be used to numbers with special rates.

Talk service for personal purposes may only be used in exceptional cases and to a very limited extent to or from countries other than EU and EEA countries. When staying in the EU

and EEA, data may be used for work and personal purposes combined up to the current limit for the use of data in the EU in the telecommunications agreement. Outside the EU and EEA, data may not be used for personal purposes.

#### Broadband

If the university has paid for a broadband connection to the staff member's home, the staff member and members of their household may use it for personal purposes.

#### Telephony (pt. Skype for business)

Skype for Business may be used for personal purposes if the call goes to other Skype users. If the call is not Skype-to-Skype, personal calls must be made to numbers with normal rates in Denmark and personal calls must not be made abroad

#### AAU email

All staff at Aalborg University have an AAU email address. The address may be used for personal communication. Personal communication should be marked as such; likewise, saved emails should be stored in a folder that is clearly marked "personal".

When AAU email is used for personal communication, the staff member is responsible for using the email in a sound manner and in accordance with applicable Danish legislation. AAU email may not be used for purposes that are not compatible with the university's activities.

#### Data storage

A staff member may use Aalborg University's data storage capabilities to store personal data to a limited extent. In this case, data must be clearly marked as personal. The personal data may not contain other people's personal information.

Storing of personal data on Aalborg University's systems is at the staff member's own risk.

## RULES FOR CLOSING CASES IN WORKZONE IN CONNECTION WITH SUBMISSION TO RIGSARKIVET

The rules are aimed at employees at AAU who work with administrative tasks and journaling in WorkZone.

### Content

When is a case finished and can it be closed?

A case is finished and can be closed when the task to which the case relates has been solved. Be aware that there may be specific rules for when a task is completed. If you are in doubt, contact the responsible Common Service unit, e.g. HR, STS, CAS

What does it mean to you?

It means that

If you have continuously completed and archived the documents on your cases, so that you only have ongoing cases open, then you do not need to take any further action.

If you haven't currently closed your cases, but have filed the documents on them, then you should

Change the status of the cases to "Completed"

Close the cases

If you haven't been filing your documents and closing your pending cases, you should

Review all your open cases and assess which cases have been completed

on the cases that have been completed, you must:

Review the documents on the case and ensure that they are named according to the specific journaling and taxonomy rules developed for the assignment. If there are no such rules, then the documents must be given a meaningful title in relation to the content.

File all the documents so they get a file number

File notes in the note tool that must have a file number

Change the status of the case to completed

Finish the case

How do you make changes to multiple cases at once?

You can make changes to several cases at once. You can e.g. mass closed cases, mass change of the status of the cases, mass change of case handler or responsible unit.

Quick guide on how to change multiple cases

Remember to refresh in WorkZone to see the changes you have made!

## RULES FOR USING THE NOTES FUNCTION IN WORKZONE

### Notes function in WorkZone

#### Content

Rules for using the notes function in the workzone to support aaus note and documentation obligation

The target group for the rules are managers and employees at aaus who have tasks that require compliance with a public administration's note-taking and documentation obligation.

Why does AAU have an obligation to take notes?

As an employee at AAU, you are required to take notes in connection with your solution of administrative tasks. This means that you have a duty to note down information that you receive orally or in another way, whether it is e.g. from a colleague or an external expert or person if the information is important for the decision of a case or the further work on a case or task in general.

The purpose of the note obligation is that AAU, as a public authority, must ensure the legal security of the individual citizen, at AAU primarily students and employees, by:

Document what has happened in a case - even if it is not a decision case

Provide an opportunity to check whether a public authority has acted correctly in its case management

Ensure access to file inspection of the full basis for the decision in a decision case or otherwise the processing of a case

Obligation to take notes according to the Public Disclosure Act

As a public authority, the AAU has a duty to take notes cf. Public Disclosure Act §13.

From this it appears that in cases where a decision has been or will be made by an authority, the individual employee is obliged to make a written note if he or she receives oral information or is made aware in some other way of information that may be relevant to the decision in a case. However, this only applies if the information does not already appear in the case documents. §13, subsection 1

In addition, an authority must make a written note in order to be able to document - as it is called - significant case forwarding progress, if this progress is not otherwise apparent from other documents on the case. Section 13, subsection 2

Obligation to take notes according to non-statutory legal principles and good administrative practice

For a public authority, there are also a number of unwritten rules of the game and norms for how to handle cases - non-statutory legal principles and good administrative practice. These are precisely the unwritten ethical rules of the game for case processing, which it is up to the individual administrative authority/case handler to handle.

One of the legal principles implies that a public authority may be obliged to make a note of information received which can be characterized as essential for the processing progress of

a case[1], e.g. when passing on information, also in cases that are not direct decision cases. The duty to make a written note according to the legal principle is characterized by:

That it is an administrative case that has a certain intrusive or significant significance for primarily students or employees at AAU and where it is natural and desirable that a note be taken of significant dispatch progress

That the documentation does not already appear in the case documents[2].

Finally, good administrative practice dictates that, as an authority, i.a. must treat students and employees respectfully and in a manner that inspires trust, and that case processing must take place without undue delay. It is appropriate to make notes on e.g. dispatch progress, professional discussions of a given problem or the content of a telephone conversation with a student or employee with a view to securing documentation thereof or avoiding doubts about what has happened in a given case.

Eg. can a study guide at AAU be appropriate to document, as the guide may turn out to have been misunderstood at a later stage. If the person concerned, who has received the guidance, has simultaneously acted accordingly, and this has had unintended consequences for the person concerned, it may be a matter of one nature or another. It may also be appropriate to have documented the reason why an exam or course has been moved or cancelled, e.g. due to COVID19.

Another example of where it is appropriate to make written notes is in the case of dispatch progress or vice versa – obstacles in cases of actual administrative activities, e.g. if the institution is awaiting a statement from a head of studies in a case where a student wants to change groups in his studies. Although there is no direct obligation to take notes, it may be appropriate to document sub-processes in the case processing that can help to document the processing time in a given case and thus be able to document that there is no unnecessary delay in the processing of a case.

When should you create a memo for a case?

Actual information about a specific case must be recorded:

If the information has been received orally and does not appear from the assets of the case otherwise. (e.g. from a dialogue at a meeting, a telephone conversation or a professional dialogue in general

If the information has or can be assumed to have significance for a case in which a decision must be made

If the information is or can be assumed to be of importance to the case, (e.g. if information has been passed on to another authority)

If there is significant information about the dispatch in a case (e.g. if the case processing time drags on for specific reasons)

What must the individual note contain?

The origin of the information - who did you get the information from

When was the information received - date, time and, if applicable, place

The reason why you have received the specific information for the case – e.g. contact from a student or employee who is a party to the case, whether you have sought professional guidance



The content of the specific inquiry - what additional information has been provided for the case

To ensure as accurate a reproduction as possible of the information received, you must write the note as soon as possible after you have obtained the information.

How do you create a note in the workzone?

In WorkZone, there is a memo function that can make it easier for you in the task of fulfilling the duty to take notes in case processing.

A note in WorkZone can be created on both a case and a document.

The individual note is a visible document on the case, with the characteristics a document has and must have.

Two different types of notes can be created, which can be selected to clarify which type of note is involved.

Case processing note used for:

Note cf. Publicity Act §13, subsection 1

Note cf. Publicity Act §13, subsection 2

Note cf. the duty to document information that can be characterized as essential for the processing progress of a case

Note cf. good administrative practice in general

Process memo which is used for a wider range of memos describing status and progress, reminders or internal professional assessments and conclusions on a specific case/document or case process.

When a memo is created in WorkZone, the date and time, who created it, and any subsequent changes to the memo are automatically recorded.

Once a note is locked, it cannot be reopened and therefore cannot be changed.

(1) The Ombudsman's Authority Guide and the Document Access Handbook

(2) The Ombudsman's Guide to Authorities and the Document Access Handbook

## **Statement on Freedom in Research and Teaching**

# **Aalborg University's Statement on Freedom in Research and Teaching**

*Approved and updated on 12-04-2023*

### **Purpose and scope**

The purpose of the statement is to strengthen and support academic freedom at Aalborg University. The statement supplements the rules on freedom of speech and must work in conjunction with the other rules for public employees.

### **Content**

Freedom of speech is a fundamental right in a democratic society and is inextricably linked to the academic freedom to conduct research and teach unimpeded. Academic freedom is a prerequisite for Aalborg University (AAU) in order to fulfil its statutory purpose of conducting research and providing research-based education at the highest international level in its academic disciplines as well as contributing to promoting growth, welfare and development in society.

Freedom of speech, freedom in research and freedom in teaching are described and guaranteed in several places: the Danish Constitution, the European Convention on Human Rights, the University Act, the Danish Code of Conduct for Research Integrity and the AAU rules on staff members' freedom of speech.

This statement builds on the above and aims to support academic freedom for AAU staff and students. AAU protects academic freedom in recognition of the fact that freedom is not a given.

Academic freedom guarantees the right to seek and impart knowledge without hindrance. This applies to research, education and collaboration. At the universities, knowledge is constantly being developed and challenged in a free exchange of ideas and thoughts. Tolerance of open dialogue, different research-based views and the right to conduct research and communicate research results independent of other interests is the very basis of the university's role in supporting society through the dissemination of science and the pursuit of truth.

It is AAU's duty to educate students to be reflective and critical and to ensure that students have the opportunity to freely express themselves and

assemble for discussion and learning. Individuals and their academic expertise are formed and developed through insight into different perceptions and points of view, inside and outside the classroom. Students must have the opportunity to ask open, wonder and critical questions in order to acquire knowledge. This is ensured through a research-based approach to teaching where the interests of information and education within the existing legal framework cannot be subordinated to those of individuals.

AAU is a knowledge- and culture-bearing institution that must accommodate the curiosity-driven creation and exchange of knowledge for the good of society. Therefore, AAU staff members, in their capacity as researchers, are encouraged to freely engage in the public and political debate and express themselves in their research fields, thus not only contributing to knowledge and qualified opinion formation in society, but also helping to ensure that decisions in society are made on an informed basis. In academic debate, research and teaching, ideas and thoughts must be able to flourish, be investigated and discussed freely. This is true even if they may seem unpleasant, wrong or offensive to some. In both professional and social contexts, everyone is expected to show courtesy and mutual respect. Everyone must make an effort to understand the views of others, and it is up to the individual to objectively challenge ideas or opinions that they disagree with, thus supporting a culture where the better academically grounded argument carries the most weight.

Academic freedom is paramount and cannot be subordinated, within the existing legal framework, to other interests.

#### **Origin, background and history**

The policy was prepared by the Rector's Office and subsequently subject to comment in the academic councils and the Main Joint Consultation Committee, and thereafter endorsed by the Executive Management.

The statement was approved by the University Board.

#### **Overall framework**

Rules for staff members' freedom of speech can be found here: [Rules for staff members' freedom of speech](#)

## Scheme of Delegation

Get an overview of the Scheme of Delegation [here](#).

### General provisions

1.1. According to section 14(1) of the University Act, the University's day-to-day management is conducted by the Rector within the framework established by the University Board.

In the day-to-day management, commitments considered to be extraordinary or of great importance in the University context are not included. The Rector will only be allowed to make such commitments upon specific authorisation by the Board; this may be given in specific circumstances or through the adoption of the framework of university activities in the strategy, budget, plan of premises, etc. Upon delegation by the Board, the Chair of the Board may grant special authority to the Rector. Within the framework of the University Act, the University Board may specify the framework of the Rector's authority, including the right to delegate this authority.

1.2. The Rector's authority may be divided in two: 1) the authority to approve commitments and make decisions (decision-making authority); and 2) the authority to sign for or to pledge (in speech or writing) the University's commitment to external partners or to represent the University to the general public (authority to sign for the University).[1]

The Rector will make decisions in all matters and approve all commitments which have not been delegated to other staff by law, statute or delegation.

The Rector is authorised to sign for the University, with the exception of commitments pertaining to the University's real estate. Cf. subsection 3.1.

The Rector may delegate authority to other staff members; this implies that the Rector will give certain powers to specific persons (delegates). All AAU managers perform their duties by authority of the Rector.

1.3. The scheme of delegation (mainly) concerns the delegation of authority between line managers, as stipulated in the following management level descriptions[2]:

Delegation level 1:

Rector

Delegation level 2:

The Pro-rector, the University Director, the Innovation Director and the deans

Delegation level 3:

Pro-deans, heads of departments, heads of doctoral schools, head of IAS PBL and senior managers of AAU Shared Services

Delegation level 4:

Vice heads of departments, heads of sections, heads of secretariats at dean secretariats and departments, etc.[3]

Delegation level 5:

Team leaders, heads of research groups, research project managers, IT project managers, etc.[4]

Staff members holding positions of trust: Staff members who are designated to 'hold positions of trust' by managers at levels 1, 2 or 3. In all other respects, these level descriptions have no influence on the organisational structure of the University; for example, units and staff members in Shared Services and AAU Innovation undertake institution-level tasks.

1.4. When the Rector delegates authority to other staff members, they will assume the same duties and powers as the Rector within the concerned areas, including the limitations laid down in the scheme of delegation, the adopted University policies and other relevant regulations, and their decisions will carry the same validity.

The Rector is responsible for ensuring that the authority that has been delegated to a staff member is exercised responsibly. Appeals cannot be lodged with the Rector against decisions made by staff members to whom he has delegated authority, but, on the basis of his general inspection duty and on his own initiative, the Rector may intervene against decisions made by staff members to whom he has delegated authority and may thus overturn their decisions. At any time, the Rector may revoke delegated authority both in general and in specific cases.

Anyone to whom the Rector delegates authority may sub-delegate this authority in whole or in part to other staff members within the framework of the present scheme of delegation. Anyone who sub-delegates authority is responsible for this authority being exercised responsibly. Thus, the delegator is required to supervise the delegatee and, on their own initiative, the delegator must intervene against decisions and commitments that are not in line with the scheme of delegation. The delegator may impose limitations with respect to sub-delegation even when the intended sub-delegation explicitly complies with the present scheme of delegation, cf. section 7.

1.5. A line manager who has made decisions in a specific case may not process appeals against these decisions if they are appointed for a senior management position. Instead, this type of appeal must be processed by the immediate superior body.

1.6. If a line manager is absent<sup>[5]</sup> and no one is authorised to act on their behalf, commitments may be approved or decisions may be made by their immediate line manager. In the event of conflicts of interests according to the Danish Public Administration Act, decisions must be made by the immediate line manager.

### **Specific staff groups**

1.7. The Rector authorises the deans to approve the head of department's appointment of up to two vice heads of departments. The dean may only approve the appointment of a vice head of department after having approved a letter of delegation stipulating the delegated authority of the vice head of department. The Rector must be informed of any appointment or dismissal of the vice heads of departments.

1.8. Levels 1, 2 and 3 managers may sub-delegate authority to level 4 managers, the levels below and to staff members holding positions of trust, who may act on behalf of their line manager within a predetermined scope. Any delegation of authority must occur within the framework of the scheme of delegation, the adopted University policies and other relevant regulations, cf. subsection 1.4. General rules concerning the scope of such delegation may be established in connection with the establishment of rules and procedures according to subsections 2.13, 3.5, 4.12, 5.19 and 6.15.

### **Financial authority <sup>[6]</sup>**

2.1. The Rector is responsible to the University Board for the University's financial resources being distributed and spent according to the budget adopted by the University Board. When the financial authority held by the Rector is delegated to a manager, the latter will be responsible for the financial resources being distributed and spent according to the adopted budgetary frameworks.

2.2. Major individual commitments must always be approved specifically and separately at the correct management level, which is dependent on the nature of the commitment and its monetary value. When an individual commitment is covered by and may be effected within the framework of an approved budget, the approval limits stated in appendix 1, supplemented by the adopted University policies, will apply.

The manager who has approved the budget is solely responsible for ensuring that the commitment can be fulfilled within the framework of the budget.

### **Delegation to managers at level 2**

2.3. To level 2 managers the Rector delegates the authority to spend the funds made available to level 2 managers within the approval limits stated in appendix 1 and according to the adopted University policies.

2.4. To Pro-rector the Rector delegates the authority to spend the funds made available to IAS PBL within the approval limits stated in Appendix 1 and according to the adopted University policies.

### **Delegation to managers at level 3**

2.5. To level 3 managers level 2 managers delegate the authority to spend the funds made available to level 3 managers within the approval limits stated in appendix 1 and according to the adopted University policies.

### **Delegation to managers at or below level 4**

2.6. To level 4 managers level 3 managers delegate the authority to make decisions concerning financial commitments in accordance with the approval limits specified in appendix 1. Level 4 managers may not sub-delegate authority to make decisions concerning financial commitments.

### **Delegation to managers at or below level 5**

2.7. To the managers at or below level 5 and staff members holding positions of trust, level 3 managers may only delegate the authority to make decisions concerning financial commitments according to the approval limits specified in appendix 1. The managers at or below level 5 and staff members holding positions of trust may not sub-delegate the authority to enter into financial commitments. The delegated authority must be established in a letter of delegation approved by the level 3 manager.

### **Delegation to managers of joint service units and joint administrations**

2.8 Level 3 managers supported by a joint administration or joint service unit which is headed by another level 3 manager may delegate authority to enter into financial commitments to level 4 managers and staff members holding positions of trust in that joint administration or service unit[7]. The delegated authority must be established in a letter of delegation approved by the level 3 manager.

## **Conclusion of data processing agreements [8]**

### **Delegation to managers at level 2**



2.9 To level 2 managers, the Rector delegates authority to conclude data processing agreements with the spending of funds within the approval limits stated in Appendix 1, where required by the Data Protection Regulation. However, the authority to approve and sign such data processing agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

#### **Delegation to managers at level 3**

2.10 To level 3 managers, level 2 managers delegate authority to conclude data processing agreements with the spending of funds within the approval limits stated in Appendix 1, where required by the Data Protection Regulation. However, the authority to approve and sign such data processing agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

#### **Delegation to managers at level 4**

2.11 To level 4 managers, level 2 and level 3 managers delegate authority to conclude data processing agreements with the spending of funds within the approval limits stated in in Appendix 1, where required by the Data Protection Regulation. However, the authority to approve and sign such data processing agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU. Level 4 managers may not delegate the authority to conclude data processing agreements.

#### **Delegation to managers at or below level 5**

2.12 To managers at level 5 and lower levels, as well as to staff members holding positions of trust, level 3 managers delegate the authority to conclude data processing agreements with the spending of funds within the approval limits stated in Appendix 1, where required by the Data Protection Regulation and where it follows from the sub-delegated authority established in a letter of delegation approved by the level 3 manager. However, the authority to approve and sign such data processing agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

### **Establishment of rules and procedures for financial management and accounting policies**



2.13 The University Director may establish administrative rules and procedures for management accounting and accounting policies. The rules may comprise elements such as:

Delegation of financial authority at and below management level 4 and other staff members holding specific positions of trust , including authority to sign on behalf of managers at levels 1, 2 or 3 in connection with a commitment.

#### **Premises and facilities [9]**

### **Creating and terminating lease agreements**

3.1. The University Board delegates to the Rector the authority to enter into lease and sublease agreements within the approval limits stated in appendix 2.

#### **Delegation to managers at level 2**

3.2. To the University Director the Rector delegates the authority to enter into lease and sublease agreements and the authority to terminate lease and sublease agreements within the approval limits stated in appendix 2 and in accordance with the adopted University policies.

#### **Delegation to managers at level 3**

3.3. To the Campus Director the University Director delegates the authority to enter into lease and sublease agreements and the authority to terminate lease and sublease agreements within the approval limits stated in appendix 2 and in accordance with the adopted University policies.

### **Building expenditures**

3.4. Financial commitments in connection with operation of buildings, including maintenance, refurbishment work and improvements require that financial authority has been granted according to subsections 2.3-2.5, cf. appendix 1.

### **Establishment of rules and procedures regarding University buildings**

3.5. The University Director may establish administrative rules and procedures regarding University buildings and for the relocation and redeployment of staff. These rules and procedures may comprise elements such as:

- Approval of commitments at the relevant management level, cf. the approval limits in appendix 1
- Ensuring that decisions within this area are made on the basis of a complete overview of the finances involved

- Procurement procedures
- Inclusion of the relevant management level if budgets related to major project activities are exceeded, since substantial deficits must be approved, while minor deficits only call for explanations to be provided.

### **Staff management [10]**

4.1 Staff management includes the authority to manage, appoint, dismiss and impose sanctions on full-time and part-time staff employed in fixed-term or permanent positions, including the authority to establish agreements on specific terms of employment, and the authority to instruct members of staff to solve specific tasks. In this section, imposing sanctions on staff means taking disciplinary action against staff.

4.2. The Rector retains the authority to appoint, dismiss and impose sanctions on public servants.

4.3. Upon recommendation by level 2 managers, the Rector retains the authority to allocate locally agreed individual pay supplements (supplements additional to centrally agreed function-based salary supplements and supplements set by collective agreements) and one-off bonuses to individuals if this results in the annual economic value of the pay supplement of the individual staff member exceeding the limits stipulated in appendix 3, cf., however, subsection 4.5.

### **Delegation to managers at level 2**

4.4. To the deans the Rector delegates the authority to award the titles of adjunct associate professor, adjunct professor, associate professor emeritus/emerita and professor emeritus/emerita.

4.5. To level 2 managers the Rector delegates the management of all staff employed in their areas, cf. 4.2 and 4.3, however.

4.6. To the University Director the Rector delegates the authority to allocate locally agreed individual supplements to individual staff members of AAU Shared Services if the result of such pay supplements will be that the annual economic value of the pay supplement of the individual staff member exceeds the amount limits stipulated in appendix 3.

4.7. Managers at level 2 may not sub-delegate the authority to appoint, dismiss or impose sanctions on assistant professors, associate professors, professors, teaching assistant professors, teaching associate professors, clinical associate professors, clinical professors, instructors in the Bachelor of Engineering in Export Technology programme, instructors in social theory and methods in the Bachelor programme in Social Work,

researchers or senior researchers. However, managers at level 2 may sub-delegate the authority to issue reprimands.

### **Delegation to managers at level 3**

4.8. To level 3 managers level 2 managers delegate the authority to manage the technical and administrative staff at the faculties, departments, IAS PBL and other units, including the authority to appoint, dismiss or impose sanctions. Managers at level 2 must be informed of any dismissals and impositions of sanctions by managers at level 3. Managers at level 3 may only sub-delegate authority vested in them in accordance with subsection 4.11 and within the framework of section 7.

4.9. To the heads of the department, level 2 managers delegate the management of research assistants, PhD fellows and postdocs, including the authority to appoint, dismiss and impose sanctions. Managers at level 2 must be informed of any appointments, dismissals and impositions of sanctions handled by managers at level 3. In addition, managers at level 2 delegate the management of staff members in the positions mentioned in subsection 4.7, including the authority to issue reprimands but not the authority to appoint, dismiss and impose sanctions. Heads of departments may only sub-delegate authority vested in them in accordance with subsection 4.11 and within the framework of section 7, but not the authority to appoint, dismiss or impose sanctions.

4.10 To the heads of departments managers at level 2 delegate the management of teaching assistants, student teachers and part-time lecturers as well as the authority to appoint, dismiss and impose sanctions on teaching assistants, student teachers and part-time lecturers. Heads of departments may only sub-delegate authority vested in them within the framework of section 7.

### **Delegation to managers at or below level 4**

4.11. Managers at level 3 may delegate the management of technical, administrative and academic staff to managers at level 4 or below, including the authority to issue reprimands, cf. subsections 4.8 and 4.10. However, the authority to appoint, dismiss and impose sanctions may not be sub-delegated. Deans and heads of departments may, however, delegate the authority to appoint, dismiss and impose sanctions on technical and administrative staff to heads of secretariats at dean secretariats and department secretariats. When such authority is delegated to heads of secretariats, level 3 managers must be informed of any appointments, dismissals or sanctioning. The authority to manage,

delegated to level 4 managers and below, must be established in a letter of delegation approved by the level 3 manager[11].

## **Establishment of rules and procedures for staff management**

4.12 The University Director may stipulate administrative rules and procedures concerning staff management, including rules determining the extent to which managers at level 4 and below and staff members holding positions of trust may authorise decisions made by managers at levels 1, 2 and 3.

### **Research funding and collaboration agreements**

5.1. The Rector retains the authority to negotiate, approve and sign research collaboration agreements and other collaboration agreements relating to the University in general.

5.2 To the Pro-rector the Rector delegates the authority to negotiate, approve and sign collaboration agreements within the field of education and IAS PBL. However, see subsection 5.9.

5.3 As the use of external research funding presupposes the employment of university resources, external research funding compares to research collaboration agreements, cf. the provisions listed below.

## **External research funding, research collaboration agreements and other collaboration agreements [12]**

### **Delegation to managers at level 2**

5.4 To the deans the Rector delegates the authority to negotiate, approve and sign research collaboration agreements as well as other collaboration agreements, including agreements involving PhD studies and general collaboration agreements within the PhD area relating to the faculties – within the framework of the approval limits stated in appendix 4. However, the authority to approve and sign such collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

5.5. To the Pro-rector the Rector delegates the authority to negotiate, approve and sign research collaboration agreements as well as other collaboration agreements concerning IAS PBL within the framework of the approval limits stated in Appendix 4. However, the authority to approve and sign such collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

### **Delegation to managers at level 3**

5.6. To the heads of departments and the head of IAS PBL the authority to negotiate, approve and sign research collaboration agreements and other collaboration agreements relating only to their specific department is delegated – within the framework of the approval limits stated in appendix 4. However, the authority to approve and sign such collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU. Moreover, heads of departments and head of IAS PBL may not sub-delegate their authority to approve and sign research collaboration agreements.

#### **Delegation to managers at level 4**

5.7. To level 4 managers the heads of departments may delegate the authority to negotiate research collaboration agreements and other collaboration agreements which only concern subject matters relating to these units; however, such delegation must take place within the framework of section 7 and within the framework of the approval limits stated in appendix 4. Level 3 managers retain the authority to approve and sign collaboration agreements. The delegated authority must be established in a letter of delegation approved by the level 3 manager.

### **Collaboration agreements on education**

#### **Delegation to managers at level 2**

5.8. To the deans the Rector delegates the authority to negotiate, approve and sign collaboration agreements on education[13] relating to their faculty – within the framework of the approval limits stated in appendix 4.

#### **Delegation to managers at level 3 (pro-deans)**

5.9. To the pro-deans the deans may delegate the authority to negotiate, approve and sign collaboration agreements on existing degree programmes. Pro-deans may not sub-delegate this authority.

### **Other collaboration agreements**

#### **Delegation to managers in AAU Shared Services**

5.10. To the University Director the Rector delegates the authority to negotiate, approve and sign collaboration agreements which only concern subject matters relating to Shared Services[14] and which are within the framework of the approval limits stated in appendix 4.

#### **Delegation to managers at level 3**

5.11. To level 3 managers the University Director delegates the authority to negotiate, approve and sign collaboration agreements which only concern

subject matters relating to these units and which are within the framework of the approval limits stated in appendix 4. However, in case the agreement generates project income[15] for AAU, the authority to approve and sign the collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

#### **Delegation to managers at level 4**

5.12. Within the framework of the approval limits stipulated in appendix 4, managers at level 4 may be granted the authority to negotiate collaboration agreements concerning only subject matters relating to their units, within the framework of section 7. The delegated authority must be established in a letter of delegation approved by the level 3 manager. Level 3 managers retain the authority to approve and sign collaboration agreements.

#### **Delegation to managers in AAU Innovation**

5.13. To the Innovation Director the Rector delegates the authority to negotiate, approve and sign collaboration agreements which only concern subject matters relating to AAU Innovation[16] and which are within the framework of the approval limits stated in appendix 4. However, in case the agreement generates project income[17] for AAU, the authority to approve and sign the collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

#### **Delegation to managers at level 3**

5.14. Within the framework of the approval limits stated in appendix 4, managers at level 3 are delegated the authority to negotiate, approve and sign collaboration agreements which only concern subject matters relating to their units. However, in case the agreement generates project income[18] for AAU, the authority to approve and sign the collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

#### **Delegation to managers at level 4**

5.15. Within the framework of section 7 and the approval limits stipulated in appendix 4, managers at level 4 may be granted the authority to negotiate collaboration agreements which only concern subject matters relating to their units. The delegated authority must be established in a letter of



delegation approved by the level 3 manager. Level 3 managers retain the authority to approve and sign collaboration agreements.

## **Conclusion of data processing agreements [19]**

### **Delegation to managers at level 2**

5.16. To level 2 managers, the Rector delegates authority to conclude data processing agreements upon the conclusion of the collaboration agreements mentioned in section 5 within the framework stated in Appendix 4, where required by the Data Protection Regulation. However, the authority to approve and sign such data processing agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

### **Delegation to managers at level 3**

5.17. To level 3 managers, level 2 managers delegate authority to conclude data processing agreements upon the conclusion of the collaboration agreements mentioned in section 5 within the framework stated in Appendix 4, where required by the Data Protection Regulation. However, the authority to approve and sign such data processing agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

### **Delegation to managers at level 4**

5.18. To managers at level 4, level 3 managers delegate the authority to negotiate data processing agreements upon the negotiation of the collaboration agreements mentioned in section 5 within the framework stated in Appendix 4, where required by the Data Protection Regulation and where it follows from the sub-delegated authority established in a letter of delegation approved by the level 3 manager. Level 3 managers retain the authority to approve and sign data processing agreements.

## **Establishment of rules and procedures for research funding and collaboration agreements**

5.19. Within the framework of the approval limits stated in appendix 4, the University Director may stipulate administrative rules and regulations concerning external research funding, collaboration agreements for research, education and other types of collaboration agreements and applications for external research funding. Moreover, specific rules may be stipulated on the extent to which managers on level 4 and below and staff

members holding specific positions of trust may authorise decisions made by managers at levels 1, 2 and 3.

#### **Managerial authority to represent the university**

6.1. The Rector represents the University to the general public and speaks on behalf of the University. According to the University Statutes, the authority to represent the University to the general public and speak on behalf of the University is delegated to the respective managers of specific areas, cf. however, subsections 6.2, 6.3 and 6.10.

6.2. The Rector retains the authority to represent the University and to invite dignitaries to attend University events. University events refer to events organised under the auspices of the University, including events organised under specific main areas or disciplines. Dignitaries refer to the Aalborg University Board, members of the royal family, ministers, ambassadors and consuls, in so far as these are invited solely by virtue of their position or title. If the event is limited to a main area or discipline, the Rector will invite the person in question according to the substantiated recommendation of a level 2 manager. In the event that dignitaries are not invited by virtue of their position or title, and if members of the Danish Parliament, regional councils and local authorities are invited to attend University events, the Rector must be informed of this before the invitation is forwarded.

6.3 The Rector retains the authority to award academic and non-academic honorary titles and to establish awards, see subsection 4.4, however.

#### **Delegation to managers at level 2**

6.4. The Rector delegates the managerial authority for the field of education and IAS PBL to the Pro-rector. This delegation includes the authority to represent the field of education to the general public and the authority to comment on issues relating to these.

#### **Delegation to scientific units**

##### **Delegation to managers at level 2**

6.5. To the deans the Rector delegates the managerial authority over the matters under the respective main areas.

##### **Delegation to managers at level 3**

6.6. To level 3 managers level 2 managers may delegate the managerial authority over the matters relating to the units of the level 2 managers.

##### **Delegation to managers at or below level 4**

6.7. Managerial authority may be delegated to managers at and below level 4 within the framework of section 7. The delegated authority to manage



must be established in a letter of delegation approved by the level 3 manager.

## **Delegation to managers in AAU Shared Services**

### **Delegation to managers at level 2**

6.8. To the University Director the Rector delegates managerial authority of the subject matters under AAU Shared Services. The University Director is responsible for the allocation of incoming cases, may provide guidelines for how such cases must be processed and is responsible for ensuring their execution.

6.9. To the University Director, the Rector delegates the authority to monitor the legality of the University's activities, including financial control, and the authority to represent the University to other public authorities[20]. In agreement with the managers of units not affiliated with AAU Shared Services, the University Director may transfer the authority to monitor the legality of these units.

### **Delegation to managers at level 3**

6.10. To level 3 managers the University Director delegates managerial authority over the matters under their units and the authority to represent these units to the general public, including the authority to comment on issues relating to these.

### **Delegation to managers at or below level 4**

6.11. Managerial authority may be delegated to managers at and below level 4 within the framework of section 7. The delegated authority to manage must be established in a letter of delegation approved by the level 3 manager.

## **Delegation to managers in AAU Innovation**

6.12. To the Innovation Director the Rector delegates managerial authority over the matters under AAU Innovation and the authority to represent AAU Innovation to the general public, including the authority to comment on issues relating to this unit.

### **Delegation to managers at level 3**

6.13. To level 3 managers the Innovation Director delegates managerial authority over the matters under their units and the authority to represent these units to the general public, including the authority to comment on issues relating to these.

### **Delegation to managers at or below level 4**

6.14. Managerial authority may be delegated to managers at and below level 4 within the framework of section 7. The delegated authority to

manage must be established in a letter of delegation approved by the level 3 manager.

### **Establishment of rules for invitations to Danish MPs etc.**

6.15. The University Director may stipulate administrative rules for invitations forwarded to members of the Danish Parliament, regional councils, local authorities and management representatives of external organisations.

#### **Rules of sub-delegation**

7.1 Entrusting authorities/powers (delegation) may entail the delegation of a specific authority, including the decision-making authority related to specific areas, a specific type of case or a specific case. Delegation is granted from one person (the delegator) to another person (the delegatee), who is authorised to sub-delegate the authority/powers within the framework of the scheme of delegation.

#### **Delegation and sub-delegation is governed by a number of overall rules:**

- Overall management responsibility may not be delegated. Only one or more specific authorities, types of cases or specific cases may be delegated and these may only be delegated on the basis of a concrete assessment.
- Delegations must not conflict with legislation, statutes, the scheme of delegation, the accounting instructions or other rules in force.
- At any time, the delegator may revoke any delegated authorities both in general and in specific cases.
- The delegatee is subject to the powers of direction provided by the delegator on decisions etc. made on the basis of the delegation. Individuals have no power of direction over collegiate bodies, thus delegation cannot be granted from individuals (chain of command) to collegiate bodies[21].
- Delegation does not relieve the delegator from their responsibility; the delegator continues to be responsible for ensuring that the delegated authority is handled responsibly.
- Therefore, the delegator is required to supervise the delegatee and, on their own initiative, the delegator can and must intervene against illegal decisions etc. In this context, any decisions already announced to another party must not be changed to the detriment of this party, unless the decision is manifestly invalid or may be revoked in accordance with the rules on revocation.

7.2 As specified, authority may only be delegated on the basis of a concrete assessment which must be made in relation to each specific authority and each specific delegation. An overall assessment must be made in which the following conditions must be taken into account:

**Delegation may not be granted:**

- in cases involving radical and/or onerous decisions[22]
- in cases involving 'major' decisions and/or decisions of a fundamental nature[23]
- if the authority/type of case in question is assigned to one person in particular, because they meet certain criteria[24]
- if the authority/type of case in question is assigned to one person, one collegiate body or one
- unit in particular in accordance with the regulations or legislation.[25]

**Delegation may be granted:**

- in cases involving uncomplicated decisions of a non-fundamental nature
- if the authority is delegated only for a limited period of time (of short duration)
- if the expert knowledge of the delegatee is equivalent to or exceeds that of the delegator
- if the delegator has favourable means for exercising control and has insight into the decisions made on the basis of the delegation
- in cases involving public administration, case preparation etc. and not decision-making power
- if the delegator is responsible for a substantial number of cases.

[1] The signature may be done with approval via the Workzone Process.

[2] Managers at all levels must ensure that subordinate managers are placed at the correct delegation level.

[3]The decisive factor is the delegation level of the position and not the delegation level of the immediate manager. Thus, a level 4 manager may report to a level 2 manager. Likewise, a level 5 manager may report to a level 3 manager.

[4] See note 1.

[5] Absence may be due to illness, holiday or University business travel.

[6]See the list in appendix 1.

[7]Delegation is subject to a cooperation agreement having been made between the two level 3 managers outlining the conditions of the specific joint administration/service unit. The delegator continues to have a duty to

supervise and monitor the delegatee, cf. subsection 1.4 and Guidelines for letters of delegation. The cooperation agreement must be approved by the level 2 manager.

[8] For further information on data processing agreements, see [persondata.aau.dk](http://persondata.aau.dk).

[9] See the list in appendix 2.

[10] See the list in appendix 3.

[11] This provision implies that managers at level 4 and below may be authorised to issue reprimands to members of staff if this is specified in a letter of delegation issued by the level 3 manager. The letter of delegation may stipulate specific conditions concerning, for instance, the duty to inform or the requirement of prior consent in case a reprimand is to be issued.

[12] I.e. agreements on knowledge collaboration as an integral element in research and education.

[13] Including agreements on knowledge collaboration as an integrated element in education.

[14] I.e. collaboration agreements between enterprises, institutions and other actors and units under Shared Services. However, agreements relating to the University in general, including institutional agreements concerning knowledge collaboration, must be signed by the Rector, unless other procedures have been agreed among the authorised parties.

[15] This implies that projects generating income must be created under uk90, uk95 and uk97.

[16] In terms of the scope of authority of managers in AAU Innovation, clarification is needed on the extent to which their authority applies in cases that overlap with the academic areas of the faculties as regards research, education and knowledge collaboration, as well as on the extent to which the Rector's authority concerning the University in general will be delegated to these managers.

[17] This implies that projects generating income must be created under uk90, uk95 and uk97.

[18] This implies that projects generating income must be created under uk90, uk95 and uk97.

[19] For further information on data processing agreements, see [persondata.aau.dk](http://persondata.aau.dk).

[20] This implies that the University Director is authorised to make representations to other public authorities in cases of fundamental importance to the University's activities. This authority is not sub-delegated.

Making representations to other public authorities on issues of no fundamental importance to the University, and which are merely carried out in relation to regular cooperation and operation, falls within the managerial authority to manage as delegated from one level to another.

[21] Thus, heads of studies may not delegate authority to the study board.

[22] This may imply certain limitations in delegating the authority to take disciplinary action against staff.

[23] These may include decisions which may have extensive implications for several units.

[24] Possible implications may include the following: 1) As a rule, the head of department may delegate only purely administrative authority, such as staff management, to technical and administrative staff members (such as the head of secretariat). 2) The head of department may not delegate the staff management of academic staff members to technical and administrative staff members, including the head of secretariat.

[25] In such cases it must be assumed that the person, collegiate body or unit in question has been assigned to this authority on the basis of detailed consideration, thus, the opportunities for sub-delegation may be limited.

#### **Origin, background and history**

The scheme of delegation has been prepared by Grants & Contracts in collaboration with the Rector's Office and has been approved by the Rector. These regulations were prepared 22.11.2016 and revised in January 2022. The scheme of delegation and its appendices will be updated as required by the organisation; moreover, the scheme of delegation will be subject to annual revision undertaken by the Rector's Office.

#### **Purpose and delimitation**

These regulations have been translated from Danish; in the event of any discrepancies, the Danish version will prevail. The regulations are specified in accordance with Aalborg University's Statutes supported by the appendices to these regulations.

The Rector's scheme of delegation determines the authority to approve commitments and make decisions (decision-making authority); and the authority to sign for or to pledge (in speech or writing) the University's commitment to external partners or to represent the University to the general public (authority to sign for the University).

In addition to general provisions, the scheme of delegation comprises separate sections on financial authority, premises and facilities, staff management, research funding and collaboration agreements and

managerial authority and authority to represent the University. Furthermore, the scheme of delegation includes a section on the rules of sub-delegation.

**Overall framework**

The scheme of delegation is specified in accordance with Aalborg University's Statutes supported by the appendices to these regulations.

The scheme of delegation has been translated from Danish; in the event of any discrepancies, the Danish version will prevail.

Templates and guidelines for the scheme of delegation are provided as appendices.

## Senior days or senior bonus

### Procedure for payment of senior bonus, conversion of senior bonus to extraordinary pension or senior days

#### Content

Salaried staff members receive an annual senior bonus of 0.8 per cent of their normal annual salary when they reach age 62. This is paid once a year in the salary for the month of January. Instead of the cash payment, staff members may choose to convert the senior bonus into 2 senior days (the value of one senior day is 0.4 per cent of the staff member's usual annual salary), or into an extraordinary pension contribution (corresponding to 0.8 percent of the usual annual salary).

If staff members wish to convert the bonus to 2 senior days or a pension contribution, they must send an email to HR at HR@adm.aau.dk, and indicate whether they want to convert the bonus to 2 senior days or to a pension contribution. Staff members must notify HR by email no later than 1 October before the bonus would have been paid in January. This choice is made for one year at a time. If you do not actively choose a conversion every year, the senior bonus will be paid at the end of January.

Staff members who meet the conditions for the right to the senior bonus and who do so during the calendar year are entitled to a proportionate share of the bonus. If a staff member entitled to a senior bonus retires before the bonus is paid, a proportionate share of the bonus will be paid. The provisions on senior bonuses do not include hourly employees. The right to senior bonus is described in the Circular on senior bonuses, and is independent of the other contractual options on senior schemes, described in the Circular on senior scheme agreements.

#### **Follow this procedure if you want to convert the bonus to senior days or to a pension contribution.**

Send an email to HR@adm.aau.dk with the following information:

Use this text in the subject field: Conversion to senior days / or Conversion to pension contribution

In the body of the email, indicate your full name and CPR number.

Then specify which department or unit you are employed at.

Finally, indicate whether you are choosing to convert the senior bonus into senior days or an extraordinary pension contribution.



If you want an extraordinary pension contribution, you must indicate in the email which pension scheme the extraordinary pension contribution is to be paid into. If you have not indicated where the pension contribution is to be paid, the pension scheme provided for in the collective agreement will be used.

### **If you have chosen to convert the senior bonus to (maximum) 2 senior days**

Once you have sent the email to HR, the number of senior days you have proportionally earned in the calendar year will be allocated in the absence solution Statens HR (this is 2 senior days if you have been employed all year). The days must be used in the subsequent calendar year, the year after they were earned. The days may be taken as full days or half days, and may, in agreement with your manager, be taken as hours. Unused senior days lapse at the end of the calendar year unless there is an agreement to transfer them to the subsequent calendar year. Upon termination of employment, unused senior days for the calendar year of conversion from the senior bonus (to a maximum of 2 senior days) are paid.

### **If you have chosen to convert the senior bonus to an extraordinary pension contribution**

The pension contribution is paid at the same time the senior bonus would have been paid (with January salary). Upon termination of employment, a proportional share of the bonus is paid.

### **Purpose and delimitation**

According to the staff policy, Aalborg University is committed to being a diverse workplace with different staff groups where competencies, behaviour, motivation, readiness for development and ability to work are in focus.

The purpose of these rules is:

- to support a flexible and gradual withdrawal from the labour market for the good of both the staff member and Aalborg University when both parties are interested in it

- to ensure ongoing generational change where the distribution of young and older staff members creates both innovation and continuity

- to accommodate needs and desires regarding working conditions based on stage of life to retain staff provided this is in the university's and the staff member's interest

Job development and employee development throughout employment can enable and encourage senior staff members to continue working, thus



using, maintaining and further developing their valuable experience and skills.

These rules constitute a sub-policy under Aalborg University's overall staff policy and are aimed at senior staff in their last years of employment at the university. They provide the framework for the options regarding the working conditions of senior staff members. These rules apply to all of Aalborg University, but their application will depend on the specific situation and context of the individual staff member. Therefore, an individual assessment must take place, and if a staff member wishes to discuss the possibilities for a senior scheme, they must contact their immediate superior.

The principles for the rules on senior schemes and senior bonus can be found in:

[Circular on Senior Schemes](#) (in Danish only)

[Circular on Senior Bonus](#) (in Danish only)

## **Sickness absence - pregnancy-related sickness absence**

### **Procedure regarding pregnancy-related sickness absence**

#### **Content**

If an employee's physician deems her sickness to be related to pregnancy, the employee may take leave with her usual salary sooner than six weeks prior to the expected delivery date. This applies in the following situations:

- a) If medical assessment indicates that the pregnancy is affected by a medical condition which will cause a risk to the mother or child in case the mother continues to work.
- b) If the pregnancy prevents the treatment of an illness, or if the pregnancy causes considerable deterioration of an illness which is not otherwise connected to the pregnancy.
- c) If the special character or design of a workplace involves a risk to the development of the baby and/or the further course of the pregnancy.
- d) If provisions stipulated by the government causes the pregnancy to prevent the woman from carrying out her work, and the employer is unable to offer her other suitable work tasks.

In case of pregnancy-related sickness absence, the place of employment will receive reimbursement of sickness benefit from the first sick day caused by the illness covered by any of the situations mentioned above. AAU must conduct a pregnancy workplace assessment to ensure a safe working environment for the pregnant staff member. AAU's central OHS section has prepared the following guides for pregnancy workplace assessments:

[Pregnancy workplace assessment – office work and teaching](#)

[Pregnancy workplace assessment – laboratory work, cleaning staff etc.](#)

#### **Required documentation**

Staff members report sick to their place of work as stipulated in the procedures applying at their place of work. Staff members indicate both that the sick leave is pregnancy-related and the expected date of birth. Both pieces of information are reported to Udbetaling Danmark in order to evaluate the possibility of maternity/paternity benefits reimbursement earlier than six weeks before the expected date of birth (cf. above).

All staff members are obligated to stay informed via their e-box on reporting sick on a part-time basis due to pregnancy-related sickness absence. This includes responding to inquiries from Udbetaling Danmark in a timely

manner with regard to evaluating maternity/paternity benefits reimbursement to the place of work during the sick leave.

**Purpose and delimitation**

Procedure regarding pregnancy-related sickness absence. These procedures apply to all staff members at Aalborg University.

**Overall framework**

The area is regulated by the following Danish legislation:

Bekendtgørelse om arbejdets udførelse (Executive Order on the Performance of Work)

Barselsloven (The Danish Parental Leave Act)

Contact your department or the HR Department for further information.

## **Sideline occupation**

### **Rules for sideline occupation for employees at Aalborg University.**

Aalborg University attaches great importance to knowledge exchange between the University and its surrounding society. We owe this to the outgoing, friendly and accommodating nature of our organisational culture in which employees are encouraged to undertake external activities for the University and are supported in employing their academic and scientific knowledge to solve tasks as private individuals parallel to their principal occupation at the University. However, this needs to be conducted within a set of guidelines.

#### **1. General guidelines for all employees**

All employees may undertake sideline occupation, provided that such occupation is compatible with their principal occupation at Aalborg University, cf. the Danish Civil Servants Act, section 17 and The Employers' and Salaried Employees' Act, section 15, and provided that such occupation exerts no influence on the credibility and legitimacy of the University in relation to research, education and administration.

Thus, any sideline occupation must be compatible with the respect and trust required of the employees of Aalborg University, it must not be in competition with Aalborg University and must be conducted in accordance with the general duties of loyalty (1) and the provisions of the Danish Act on Trade Secrets (2).

If the employee believes that an external activity, which is not subject to prior notification, may result in a conflict of interest or competence problem, the employee must discuss this with his/her line manager as soon as possible.

#### **2. Specific rules for certain groups of employees**

Specific rules apply to employees holding academic positions (of more than 20% employment level) at assistant professor level (3) or above and employees in managerial positions at level 1, 2 or 3. These rules are specified in sections 3, 4 and 5.

#### **3. Sideline occupation subject to both prior notification and annual reporting**

Sideline occupation conducted in private and not in connection with the employment at Aalborg University might include:

- employment with other public or private companies including companies set up by the employee

- serving in commissions, boards, councils, associations, committees or think tanks to which the employee has not been appointed by Aalborg University
- teaching obligations at other institutions
- teaching and course activities outside of the University
- acting as adviser/consultant to public or private companies.

Sideline occupation of this nature must always be subject to both prior notification to the employee's line manager as well as annual reporting. (4)

### **3.1 Agreements on acting as adviser/consultant**

Regarding the agreements on advising/consultancy activities, the employee must not enter into any agreements containing non-competition clauses or agreements, which include the disposal of intellectual property rights owned by Aalborg University under the Consolidated Act on Copyright or the Act on Inventions at Public Research Institutions.

If the agreement contains elements of secrecy, the employee must ensure that he/she will not be obligated to keep secret any parts of his/her background knowledge.

Aalborg University's name, stationary, email signature, rooms, laboratories and other facilities may not be used in connection with consultancy agreements and activities which are not conducted for Aalborg University resources. In such cases, the employee must ensure that any third party has been made aware of and understands that the consultancy activities are conducted by the employee as a private individual and not on behalf of the University.

## **4. Requirements for the notification of sideline occupation**

In the event that any sideline occupation is subject to prior notification and annual reporting, the following requirements to form and contents must be met.

### **4.1 Prior notification**

Sideline occupation subject to prior notification must, wherever possible, be announced one month prior to the commencement of the occupation allowing management to make an assessment as to whether the occupation is compatible with the employment at Aalborg University.

Sideline occupation subject to prior notification to the employee's line manager must be announced using a standard form, which may be found in the AAU Manual. The notification must be made to the manager who carries out the day-to-day management and administration of the department. For most academic staff members this means that notification

must be made to the head of department, while the head of department must notify the dean of the department.

The notification must contain information on the applicant/client/employer, period of employment (and any time limitations), the extent of the employment, the physical location of the activity, the date and the nature of the activity. Furthermore, the employee must account for the demarcation between his/her employment at AAU and the sideline occupation. The line manager must approve the notification, send a copy of this approval to the employee and register the approved notification to the employee's personnel file in the esdh-system. (5)

When new employees are employed, the manager must ensure that the form is completed as soon as possible.

#### **4.2 Annual reporting**

Once every year (in December, unless otherwise agreed) the employee must complete a report form which may be found in the AAU Manual. In this form, the employee must report any sideline occupation having been conducted that year. The notification must be made to the manager who carries out the day-to-day management and administration of the department. The manager must approve the notification, send a copy of this approval to the employee and register the approved notification to the employees personnel file in the esdh-system.

#### **4.3 Assessment of the sideline occupation**

Both the manager and the employee are responsible for:

- the employee maintaining his or her performance, depending on the level of employment
- working hours not being reduced as a result of the sideline occupation, depending on the level of employment
- the sideline occupation being compatible with the organisation of the employee's work activities.

Sideline occupation subject to both prior notification and annual reporting must not:

- result in the incapacity of the employee and/or Aalborg University
- be paid for by Aalborg University - directly or indirectly
- be in competition with Aalborg University, whether this is exercised by the employee or by a third party receiving the services of the employee
- be inconsistent with the decorum requirement - thus, the employee "must appear to be worthy of the esteem and trust vested in their position."

## **5. Employment legal implications**

In the event that the employee's manager finds the sideline occupation not to be compatible with the employment at Aalborg University, the manager may direct the employee not to undertake the sideline occupation or demand for the sideline occupation to be limited or annulled. Any such direction must be substantiated in writing. Disregarding any such direction from the manager may have legal implications. Sanctions may be enforced in accordance with the current delegation instructions.

## **6. Activities subject to reporting in Pure**

As a rule, employees at Aalborg University may, without prior notification, perform activities directly resulting from their employment at Aalborg University if such activities are carried out under the auspices of Aalborg University and are related to the employee's work activities at Aalborg University. These are activities such as assessment committee work, guest lectures and duties performed for the Corps of External Examiners.

As of 1 January 2017 the management recommend, that activities of this nature are reported in Pure. You can find more information on how to report these activities in Pure [here](#).

## **7. Duties consisting of leisure activities**

Employees at Aalborg University may, without prior notification, perform any form of activity or task consisting of leisure time activities if these do not influence the employment at Aalborg University. Whether paid or unpaid, duties consisting of leisure activities are not covered by the guidelines for sideline occupation.

## **8. Disclosure of information related to reported sideline occupation**

In relation to any requests of disclosure under the Danish Open Files Act, section 21, subsection 3, the administration of Aalborg University may disclose information on public sideline occupation. This includes activities such as the membership of boards, councils and committees; however, this does not include sideline occupation which takes place in private.

## **9. Social security**

As a rule, employees at Aalborg University are covered by Danish social security; this also applies to employees working for a university abroad. Social security benefits include sickness or maternity benefits, unemployment insurance, state pension, early retirement, supplementary pension (ATP), child benefits, health insurance, industrial injury insurance, etc.

In the event that the sideline occupation is situated abroad, the employee may be covered by the social security legislation of another country. This



means that the employee may be entitled to receive the social security benefits of this country, thus, Aalborg University and the employee may be obligated to pay for these services.

In order for AAU to be able to assess the risk of having to pay taxes in another country, the employee must submit a report on any sideline occupation conducted abroad. This report must include details on the employer's identity and address as well as the extent of the employment. If the sideline occupation will put Aalborg University to expense, the employee's manager will determine whether the activity is compatible with the employment at Aalborg University.

#### **10. Validity**

These rules apply to employees at Aalborg University and come into force 1 April 2015.

(1) The contents of the duty of loyalty depends on the employee's job function. Examples of the violation of the duty of loyalty include setting up a competing company, actions that might damage the earnings of the University or in any way involving the University in situations which might serve to damage AAU's reputation.

(2) ACT no. 309 of 25/04/2018

The Act implements Directive (EU) 2016/943 of the European Parliament and of the Council of 8 June 2016 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure, Official Journal of the EU 2016, no. L 157/1, page 1.

(3) In the Ministry's Executive order (Bekendtgørelse) no. 899 of 01/07/2015 "Stillingsstruktur for videnskabelig personale ved universiteterne" the term "assistant professor level" is used. The same term is not used in the new Ministry Executive order no. 1443 of 11/12/2019, but the the employess covered by this rule is the same.

(4) Consult with subsection 4 for practical information as well as the requirements for form and content.

(5) Information on file and document titles may be found on the notification form

## **Extra information**

### **Origin, background and History**

The rules have been approved by the Main Joint Consultation Committee (HSU) on April 13, 2015.

### **Other applicable regulations**



Employees at Aalborg University must be aware that they may not use the university's resources to carry out sideline occupation. For more information [see code of conduct in using Aalborg University's resources](#).

## **Special holidays**

### **Procedure for processing special holidays at AAU**

#### **Content**

In addition to accruing an entitlement to 25 days of paid holiday, many staff members accrue days of special holiday entitlement. This applies to staff members who are covered by the right to negotiate of the Central Federation of State Employees' Organisations, the Danish State's holiday agreement, and who are entitled to full pay during illness. The following staff groups are not covered by the above and therefore do not accrue days of special holiday entitlement: Student teachers, teaching assistants, part-time lecturers, student assistants working eight or fewer hours per week as well as trainees, apprentices and interns who are not covered by the Danish Vocational Training Act (Lov om erhvervsuddannelser).

#### **Accrual**

Staff members accrue 0.42 days of special holiday entitlement with pay for each month of employment, so that in the case of continuous employment at AAU for a full year of accrual, a staff member will accrue five days of special holiday entitlement with pay. The days of special holiday entitlement are accrued during the year of accrual, which runs from 1 January to 31 December, after which the accrued number of days of special holiday entitlement is calculated. A staff member who is employed by AAU as of 1 July will, between 1 July and the New Year (i.e. six months), accrue 2.52 days of paid special holiday, which can be taken the following holiday year. Days of special holiday entitlement are accrued when staff members are working as well as during certain periods of absence where staff members receive pay from AAU, such as during sickness, holiday, parental leave, etc. During periods of absence where staff members are not paid by AAU, such as during certain periods of unpaid leave, days of special holiday entitlement may be accrued for the first six months as per agreement with the place of employment. However, this special holiday entitlement depends on the staff member returning to work, and the staff member not having undertaken any other paid work during the period of leave. No days of special holiday entitlement accrue during periods when staff members participate in strikes or lockouts.

#### **Taking holiday**

The days of special holiday must be taken during the holiday year, which runs from 1 May to 30 April in the following calendar year. This means that

a staff member who accrue days of special holiday in the year of accrual from 1 January to 31 December 2022 must take these days during the holiday year which runs from 1 May 2023 to 30 April 2024.

Days of special holiday entitlement must be accrued, and staff members who have not accrued such days are not entitled to take special holiday.

#### **Planning days of special holiday entitlement**

Days of special holiday entitlement can be taken as consecutive days or as individual days. They can also be taken as either full days or as parts of days. They cannot be taken as individual hours. The days must be planned in agreement with the staff member's manager, and therefore any express wishes should be communicated as early as possible. It is always up to the manager to decide whether the staff member's wishes can be met.

No specific rules have been laid down on when staff members must inform their manager that they want to take a day of special holiday entitlement. They simply must do so as early as possible. The earlier the manager is notified, the greater the chance that the work can be organised in such a way that the staff member may take the day off.

Managers may order that individual staff members take the days of special holiday entitlement which they have accrued. If the days have not been taken and no plan has been made to take the days off by 1 January, managers may, subject to one month's notice, give notice that the days must be taken, i.e. that the days of special holiday entitlement must be taken from 1 February in the holiday year.

#### **Illness in connection with the taking of days of special holiday entitlement**

When staff members fall ill before they are due to start taking planned days of special holiday entitlement, the agreement to take the days will be annulled, they will be entitled to take the days of special holiday entitlement at a later date. Therefore, staff members must report for work once they have recovered from their illness, unless a new agreement is made with their manager. When staff members fail to report in sick in due time, it will be assumed that they have taken the days of special holiday entitlement as planned. As a rule, staff members who fall ill after starting to take day(s) of special holiday entitlement are not entitled to replacement holiday.

However, at the manager's discretion, exceptions can be made in the case of serious illness.

#### **Carrying holidays forward**

As of 1 January 2018, staff members at AAU may carry forward a total of up to five days of holiday and days of special holiday a year; see The Main Joint Consultation Committee's statement on the carry forward of holidays.

Days of holiday must be taken in the holiday year to which they have been carried forward. Any days of special holiday must therefore be planned in advance when these are carried forward, cf. the Rules on taking holiday at Aalborg University.

This means that if a staff member has asked to carry forward five days of ordinary holiday, no days of special holiday may be carried forward. In this case, the days of special holiday entitlement must be taken or disbursed. If, on the other hand, the staff member has asked to carry forward three days of ordinary holiday, it is possible to carry forward two days of special holiday to the following holiday year.

Unlike the rules for taking ordinary holiday, there is no requirement that a certain number of accrued days of special holiday must be taken before any such days can be carried forward.

The carry forward of days of special holiday entitlement is conditional upon an individual agreement being made between the staff member and their manager. Neither the manager nor the staff member can thus individually decide that holiday must be carried forward.

**When should the carry forward of days of special holiday entitlement be agreed?**

Any agreements to carry forward days of special holiday entitlement must be made by 30 April at the latest, i.e. by the end of the holiday year.

However, at AAU, the agreement must be submitted by 20 April to the HR Department, who has to approve all agreements made at the University.

Please contact the person responsible for holiday registration in your unit/manager or the HR Department well in advance if you have any questions about the possibilities for carrying forward days of special holiday.

An agreement between the staff member and their manager is made by completing and signing the HR Department's form '[Agreement on carrying forward ordinary and special holiday](#)'.

**Disbursement**

When taking a day of special holiday entitlement, the staff member's normal salary is paid.

Individual staff members and the head of their place of employment can, both prior to and during a holiday year, agree that days of special holiday entitlement are not taken, but disbursed at the end of the holiday year.

Any untaken days of special holiday entitlement which are not subject to an agreement that they be carried forward to the coming holiday year will automatically be disbursed with the usual salary payment at the end of May after the end of the holiday year on 30 April.

**Resignation**

When staff members resign from their position at Aalborg University, the value of any untaken days of special holiday entitlement will be disbursed together with their final salary payment from AAU.

When staff members transfer to another salaried position at AAU, the accrued days of special holiday entitlement are transferred to the new place of employment. However, when staff members transfer to hourly paid employment, the days of special holiday entitlement are disbursed with the final salary payment.

When staff members take on unpaid leave from the University, any untaken days of special holiday entitlement will generally be retained at AAU, so that the staff members are still able to take them upon their return to AAU.

When staff members resign from their position, or when a holiday year ends (on 30 April) while staff members are on leave, the value of any days of special holiday entitlement will be disbursed with the next salary payment.

If staff members transfer to another job in the state, staff members may be allowed to transfer any untaken days of special holiday. However, staff members must make a written agreement to this effect with their new employer.

## **Staff reductions justified by the institution's conditions**

Procedure for processes for staff reductions based on the institution's circumstances, including budget reductions, loss of grants, organizational changes or the like.

### **1. Preface**

#### **1. Preface**

These guidelines aim to establish a clear framework for the handling of situations in which Aalborg University needs to implement budgetary cutbacks or structural changes resulting in employment-related consequences for employees at the University. Such situations may include budgetary cutbacks, discontinuation of funding, organisational changes etc. The guidelines are based on AAU's staff policy and must ensure that government acts, agreements and regulations in force are complied with and that situations are handled on the basis of close cooperation between the parties involved. They should also prevent unnecessary insecurity from arising and ensure that employees experience a supportive workplace culture with open, clear and appropriate processes, even in such situations. The guidelines stipulate the issues to be discussed in the consultation committee as well as a time schedule for such discussion. They also state which levels should be involved (Local Consultation Committee (LSU), Faculty Consultation Committee (FSU), Main Joint Consultation Committee (HSU)).

The guidelines apply to all employees at Aalborg University.

#### **2. Involvement of the HR department**

If the management are considering staff reductions due to institutional circumstances, the HR Department must be involved as early in the process as possible. This is to ensure that the management receives the necessary guidance, that procedures for inclusion of consultation committees are complied with and that ensuing dismissals of individuals due to institutional circumstances take place on a fair basis.

The HR Department must:

- assist the management, trade union representatives and consultation committee as needed, i.e. provide guidance on general legal issues as well as on the planning of the process; this includes processing of the case by the consultation committee and the structuring of this process

- ensure fairness, responsible conduct and compliance with laws, regulations and agreements applying to the area
- contribute to cross-institutional cooperation on preventive and remedial measures
- assist in the negotiation of possible agreements.

### **3. Involvement of the consultation committee**

#### **3.1 What should be discussed in the consultation committee?**

The aim of the State's Cooperation Agreement is to involve employees in activities that will ensure that targets and strategies are fulfilled.[1] The management is obliged to inform the consultation committee of the immediate situation of the workplace and of any expected development as regards structure and employment, particularly when structural changes occur and in situations where employment is threatened. Planned and expected initiatives must be included in this context.

The consultation committee must be involved before the management makes a final decision to implement a procedure to announce that the dismissal of staff due to institutional circumstances is being considered. It is important that procedures of dismissal are organised very carefully, and that the largest possible effort is made to prevent dismissals and/or to assist employees who are expected to be affected. Dismissal is a serious issue, and the handling of this situation should be based on in-depth cooperation. It is therefore essential to involve the relevant consultation committee to ensure that a good process is established and all views and ideas are included in the deliberations.

The consultation committee must discuss the principles, general circumstances and structures involved in the event of staff reductions. However, individual case processing will not take place in the consultation committee. In isolated instances of the discontinuation of funding resulting in the dismissal of a single employee, it is recommended that the chairmanship of the consultation committee decides whether the case should be discussed in the consultation committee.

In the event of intended dismissals due to institutional circumstances, the management must prepare a discussion paper which will form the basis of deliberations by the consultation committee. The paper must contain the management's basis for decision, their considerations regarding possible preventive measures and, if relevant, their suggested selection criteria for dismissal. The paper may also contain possible supportive measures for employees affected by the situation.



In determining the process, the question regarding confidentiality in its phases must be considered, cf. the rules of procedure of the Main Joint Consultation Committee, section 12.

### 3.1.1 Preventive measures

In the event of possible staff reductions due to institutional circumstances, preventive measures must be discussed in the consultation committee.

Before this takes place, the management must consider possible measures to prevent staff reductions. Examples:

A general or partial recruitment freeze

Voluntary severance or gradual withdrawal, cf. regulations applying to state institutions

Offer of leave of absence without pay

Reduction in working hours

Non-extension of/non-reemployment in temporary positions

Other employment/redeployment within the University

Competence development for the purpose of internal redeployment within the University

Any plans for redeployment of staff in conjunction with preventive measures will be discussed in advance in the local consultation committee and, if preventive measures cut across departments/units, also in the faculty consultation committee. Discussions should include any unequal workloads among the areas in question. It should take place at an overall level and should not concern named individuals.

### 3.1.2 Principles for the recommendation of employees for dismissal

If, in spite of preventive measures taken, the management is expecting that dismissal will be necessary, the principles for the selection of employees for dismissal must be presented to the consultation committee for discussion.

When determining these principles, the manager will consider what will be the best way to ensure that all the tasks of the unit are solved in the future.

The general fairness requirement in the event of dismissals will be followed in this connection. [2]

### 3.2 When should the consultation committee be involved?

As mentioned earlier, it is apparent from the State's Cooperation Agreement that the management is generally obliged to inform the consultation committee about the immediate situation and of expected developments as regards structure and employment situation [3].

Information on decisions that may lead to substantial changes in work organisation and staff employment conditions must be provided early enough for careful discussion in the consultation committee to be possible,



ensuring that views and suggestions expressed by the employees may be included in the basis for the management's final decision. If several levels in the consultation organisation are to be involved, it is important that the management ensures that the process is organised in such a way that there is sufficient time to include all relevant committee levels before the corresponding management levels make their decisions. The formal requirements for timely involvement are stipulated in standard rules of procedure adopted by the Main Joint Consultation Committee.[4]

### 3.3 Which consultation committee should be involved?

The information must be given, and the discussion must take place at the correct level in the consultation organisation.

As a point of departure, the principle of subsidiarity applies in the case of staff adaptations based on defined local conditions; therefore the matter is initially dealt with by the consultation committee at the level of personnel management responsibilities, provided that a consultation committee exists at this level.[5] Information and discussion initially take place between the management in charge of financial and personnel management (typically the chair of the local consultation committee) and local consultation committee representatives for the staff groups affected.[6] In cases where the decision-making power on final dismissal is at a higher level in the university's organisation (typically VIP staff), management and at least the deputy chair at this level must take a position on whether to involve the higher-level consultation committee (typically the faculty consultation committee). The management is responsible for timely information and consultation between consultation committee levels. [7]

In case of general budgetary cutbacks and/or structural changes at university or main area level, resulting in staff adaptations, the situation should initially be dealt with at Main Joint Consultation Committee or faculty consultation committee level. When information on the consequences at the local level (departments/units) has been made available, the case must be referred to the relevant local consultation committee for processing according to a specified plan.

Moreover, the Main Joint Consultation Committee will receive information from the Rector in case of expected substantial staff reductions in one or a number of areas at the University. This information will be given in general briefings to the Main Joint Consultation Committee concerning institutional circumstances or under a specific item in the agenda of a meeting. In certain urgent situations, information from the Rector may be given only to the deputy chair of the Main Joint Consultation Committee, who may then

request that the information is given at an extraordinary Main Joint Consultation Committee meeting, and that further deliberation should take place.

#### **4. Information to staff members**

When deliberations have taken place in the relevant consultation committee and the manager has decided which employees should be recommended for dismissal, a number of tasks fall to the manager, such as informing the affected employees directly and also their colleagues. The manager must contact affected employees directly, inviting them for a meeting where the manager will present the affected employees with a letter of intent to dismiss. The manager must also inform all employees of the unit that the affected employees have received this information. In order to ensure general openness about dismissals due to institutional circumstances, the manager should also, at a suitable point in time, inform all employees in more detail about these circumstances.

#### **5. Involvement of trade union representative / trade union organisation**

In cases concerning compulsory redundancy dismissals due to institutional circumstances, the manager must encourage the employee as early in the process as possible to seek the assistance of their trade union representative, or their trade union organisation in case no union representative has been elected at the workplace. Moreover, the manager is particularly obliged to inform the trade union representative of the forthcoming dismissal. In practice, this means that the union representative will receive information from the manager about the intent to dismiss before this information is given to the employee. The information must be treated with confidentiality until the employee has also received it. The time gap between the information of the union representative and the employee should be as short as possible. The employee is also entitled to seek other assistance.

#### **6. Supportive measures for employees who are dismissed/recommended for dismissal**

On the basis of the University's staff policy, the individual main area establishes its own supportive measures to be taken in case of dismissal due to institutional circumstances.

#### **7. Special group**

##### **7.1 Dismissal of civil servants**

To the extent that the management might wish to dismiss a member of staff employed on civil service terms, special rules apply in case of compulsory redundancy dismissal. The decision to dismiss a civil servant is made by

the Ministry of Higher Education and Science, following the recommendation of the HR Department. The HR Department must be contacted for advice in specific cases.

## **7.2 Dismissal of trade union representatives and other employees holding positions of trust**

Special procedures and terms of notice apply to the dismissal of trade union representatives. [8] Dismissal of union representatives or other employees holding positions of trust is only possible if compelling reasons exist to do so. The burden of proof that compelling reasons exist for the dismissal of staff member holding a position of trust rests with AAU. This special protection applies to (joint) union representatives, substitute (joint) union representatives, occupational health and safety representatives, consultation committee members (employee representatives), substitute employee representatives and employee members of the Aalborg University Board. The HR Department must be contacted for advice in specific cases.

## **8. Entitlement to invitation to interviews for advertised positions**

Employees who are dismissed as a result of staff reductions due to institutional circumstances are entitled to be invited for interviews for positions advertised within the main area for which the employees in question are deemed to be formally qualified.

## **9. Validity and termination**

The guidelines were adopted and signed 12 August 2013 on the basis of a discussion at the HSU meeting of 6 March 2013. (The last section of 3.1.1. and a new item 8 were added with effect from 1 May 2014, cf. Appendix 4.1. in the Main Joint Consultation Committee minutes of 2 April 2014).

Termination takes place as stipulated in Circular on the agreement regarding Cooperation and Joint Consultation Committees in State Sector Enterprises and Institutions, according to which either party may terminate the established guidelines at three months' notice. Before termination, the Main Joint Consultation Committee must make an effort to adjust the previous guidelines in a manner which is satisfactory to the parties of the consultation committee.

The above guidelines replace the previous agreement 1.03 of 19 December 2007, Rammeaftale om retningslinjer for behandling af sager om afskedigelse, der er begrundet i generelle budgetreduktioner [Framework agreement on guidelines for the treatment of cases of dismissal caused by general budgetary cutbacks], and agreement 1.11 of 19 December 2007,

Omplacering og omskoling ved foranstående afskedigelser [Redeployment and retraining in case of forthcoming dismissals].

The agreement was adopted by the Main Joint Consultation Committee and signed by the Chair of the Main Joint Consultation Committee Rector Finn Kjærdsdam and Deputy Chair Henriette Frahm on 12 August 2013.

[1] Cooperation Agreement, Circular on the Agreement regarding Cooperation and Joint Consultation Committees in the State, section 1.

[2] Guidelines on dismissal for the universities, 2007

[3] Cooperation Agreement, Circular on the Agreement regarding Cooperation and Joint Consultation Committees in the State, 2011, section 3, subsection 2.

[4] Rules of procedure for AAU Consultation Committees – agreement 2.01 of 18 February 2010

[5] Reference is made to the Rector's scheme of delegation in force at the time in question.

[6] Cooperation Agreement, Circular on the Agreement regarding Cooperation and Joint Consultation Committees in the State, 2011, section 3, subsection 3.

[7] Cooperation Agreement, Circular on the Agreement regarding Cooperation and Joint Consultation Committees in the State, 2011, section 3, subsection 3.

[8] Circular on trade union representatives in the State etc. of 30 September 2008

**Origin, background and history**

Agreement 1.26 of 6 August 2013

## Staff benefits

### Policy for staff benefits for employees at Aalborg University

#### Content

Aalborg University's most important resource is its staff members. Staff wellbeing is an important element in the goal achievement and development of the university. Therefore, Aalborg University offers all staff a number of staff benefits within the scope of the Danish state sector. As a rule, departments and units decide which staff benefits will apply (in practice, the individual head of department or administrative manager decides).

Generally, it is recommended that the individual consultation committees discusses the choices and implementation of staff benefits based on the following offers:

#### 1. FREE FRUIT, COFFEE, TEA AND WATER

The management may offer staff free fruit, coffee, tea and water during working hours.

#### 2. SOCIAL EVENTS

The management may provide financial support to social events such as Christmas parties, summer parties, etc.

#### 3. USE OF UNIVERSITY PREMISES FOR PRIVATE FUNCTIONS

The management may offer staff the opportunity to use university premises for private functions upon agreement. In such cases, the staff member will cover all expenses for tableware, cleaning or other services, and the premises must be in the same state and condition when vacated. For further information, please refer to the rules governing the use of premises at Aalborg University[PBH1] .

#### 4. MASSAGE SERVICES

The management may provide staff members the opportunity of massage services during working hours. AAU will also provide a room for the massage at the university premises, but the staff members must cover the cost of the massage themselves. Agreements with masseurs must be made by the individual units/departments, who may also make joint agreements.

#### 5. SMOKING CESSATION COURSES

Aalborg University offers smoking cessation courses to staff members who are interested in such an offer. The HR Department ensures that smoking cessation courses are regularly offered to university staff.

## 6. SPORTING EVENTS

The management may provide support for staff members participating in various sporting events such as providing free sports clothes with AAU logo when such an event might provide publicity for AAU.

## 7. RENTAL OF HOLIDAY HOUSES

Staff members have the opportunity to rent AAU's holiday houses in Denmark through AAU's Holiday Houses Rental Service. AAU's Holiday Houses Rental Service owns 5 houses located in Blokhus, Hune, Skagen, Løkken and Nr. Lyngby. In addition, under certain conditions it may also be possible to rent an AAU apartment in Copenhagen.

## LOGBUY – ACCESS TO BENEFITS AND DISCOUNTS OUTSIDE WORK

Aalborg University offers all salaried staff members access to the discount portal LogBuy, which provides discounts and benefits for use outside working hours. The portal includes discounts on travel, household appliances, fitness, child care articles, food, electronics, clothing and petrol. The discounts are between 2%-70%.

## OTHER STAFF BENEFITS

Aalborg University offers a number of other staff benefits. Further information is available in Danish on AAU Inside (under Tilbud til ansatte).

## **Sub-policy - Dismissal**

### **Sub-policy to AAU's personnel policy regarding dismissals based on financial or structural reasons.**

At Aalborg University, the management is responsible for establishing a long-term strategic plan in which dismissals based on economic or structural conditions are avoided if possible.

If dismissals cannot be avoided, even by implementing preventive measures, the University must ensure that dismissals are carried out professionally and with the utmost respect for the individual and that the basis for the dismissal is transparent and correct. As far as possible, the University will take personal considerations into account, and managers must handle dismissals with due consideration to the individual staff member's workplace situation. Depending on the reason for dismissal, relevant trade union organisations and consultation committees must be involved in the process.

### **Extra information**

**origin, background and history**

Approved by the Main Joint Consultation Committee on 11 April 2018.

## **Sub-policy - Equality and Diversity**

### **Information about sub-policy - equality and diversity**

AAU is committed to ensuring that all staff members be treated equally irrespective of their gender, sexual orientation, age, disabilities, religious beliefs, political opinions, social background and national or ethnic origin. AAU is committed to promoting equality between women and men through measures aimed at stimulating and ensuring continuous development towards an equal distribution of men and women at all organisational levels.

AAU is committed to ensuring that its workforce reflect the diversity of society and the university assumes a social responsibility to create jobs for persons with reduced work capacity.

Further information on the university's views on equality and diversity is available in [AAU's strategic action plan for equality and diversity](#).



## Rules and procedure for the danish sickness benefit act 56

### Content

Employees suffering from a long-term or chronic illness have the possibility, in cooperation with the place of employment, of applying for an agreement ensuring that the place of employment receives sickness benefit reimbursement from the first day of sickness. The agreement only covers absences due to the long-term/chronic illness, and it can be approved for up to two years at a time.

The agreement may be concluded in the following situations:

- When the staff member's risk of illness is significantly increased due to a long-term or chronic illness, and the illness is estimated to result in at least 10 days of absence within 1 year.
- When the staff member is to be hospitalized, participate in temporary rehabilitation, receive treatment at a hospital or similar treatment facility.
- When the place of employment has already paid sickness benefit or pay for 21 calendar days for the same condition during the 12 months preceding the commencement of hospitalisation or treatment.

The municipality makes a final decision on whether a staff member and AAU can obtain a Section 56 agreement.

A staff member who has been granted a Section 56 agreement may also go home half days or just a few hours in a day, with the effect that the place of employment is eligible for reimbursement. It is a condition that there is a minimum of 4 hours of absence calculated in a week. The scheme cannot be used to permanently reduce working hours.

### Procedure

Immediate superior and staff member must complete and sign this [application form](#). The staff member submits the completed and signed application form to the municipality.

[Follow this procedure](#) for applying for Section 56 agreement. The procedure describes from the staff member requesting the agreement, to the completion of the application form to the

municipality, the creation of a case in workzone, possibly the granting of section 56 in Statens HR depending on the municipality's decision – till the expiration of the license. A license is a prerequisite for registering Section 56 sickness absence in Statens HR.

If an application is made for a Section 56 agreement, it must be on the basis of mutual agreement between the staff member and his/her immediate superior in accordance with the rector's delegation instructions.

Purpose and delimitation

The purpose of the procedure is to describe legislation and indicate the procedure for applying for a section 56 agreement.

Overall framework

[Sygedagpengeloven § 56 \(Danish Sickness Benefit Act\)](#)

Moderniseringsstyrelsens Personaleadministrative Vejledning kapitel 24 (24.3.4.2)

[Ankestyrelsens principafgørelse om § 56 \(71-15\)](#)

[Ankestyrelsens principafgørelse om § 56 \(82-14\)](#)

[Ankestyrelsens principafgørelse om § 56 \(81-14\)](#)

[Ankestyrelsens principafgørelse om § 56 \(20-13\)](#)

## Sickness absence at Aalborg University

### Overall overview of legislation and procedures in the area of sick leave

#### Content

#### Content

The HR Department aims at contributing to the professional and transparent management of sickness absence at Aalborg University (AAU) in accordance with the current AAU staff policy and guidelines within this area.

On the website of the [HR Department](#), you will find templates specifically used at AAU. These include the fit for work statement, invitation for sickness absence review meeting, retention and action plans. The action plan may be used both as an interview template and as a minutes template.

#### AAU manual material

In Denmark there are several rules and regulations with which employees and [AAU must comply in the event that an employee is sick](#). The legislation concerns registration, contact between employees and AAU and contact between employees and the municipal authorities.

The following pages in the AAU Manual only provide a summary of facts from relevant legislation and guidelines. They are intended to provide AAU staff with an overview of the issues involved.

In the AAU staff policy and AAU rules on sickness absence management you will find further information on standard procedures and practices related to the management of absence at AAU.

- Leave to care for a sick child under the age of 18 (The Danish Parental Leave Act, section 26)
- Long-term sickness absence - regulatory obligations and possibilities
- Paid leave due to hospitalisation with a child under the age of 14
- Paid leave in the event of a child's first and/or second sick days
- Paid leave to care for a dependant who wishes to die in their own home (Serviceloven section 119)
- Sickness absence – Agreement in case of chronic or long-term sickness (Sygedagpengeloven section 56)
- Sickness absence – Reporting sick and reporting fit for work (All AAU employees)
- Sickness absence – Pregnancy-related sickness absence

- Unpaid leave for employees caring for dependant suffering from permanently reduces functional capacity (Serviceloven section 118)
- Unpaid leave to care for a sick child under the age of 18 (Serviceloven section 42)

## **Statutes for AAU**

Get an overview of the regulations of the self-governing institution Aalborg University.

### **Objective**

Section 1 The purpose of Aalborg University is to engage in research and provide research-based higher education to the highest international level in the disciplines covered by the University. The University must ensure a balanced relationship between research, education and knowledge collaboration; strategically select, prioritise and develop its fields of research and study; and disseminate knowledge of scientific methods and results. The University's degree programmes are based on the University's model of problem-based learning (PBL).

(2) Aalborg University has freedom of research. The University must safeguard both scientific ethics and the freedom of research of the individual researchers as well as of the University as a whole.

(3) Aalborg University must collaborate with the wider society and contribute to developing international collaboration. The University's results in the areas of research and education must contribute to the promotion of growth, welfare and development in society. As a central knowledge-providing and culture-bearing institution, the University must exchange knowledge and competence development with the wider society and take part in the public debate.

### **Organisation**

Section 2 Aalborg University's research and degree programmes are organised in faculties, doctoral schools and departments. Upon recommendation from the rector, the University Board must establish guidelines and framework for the University's organisation.

#### **The University Board**

Section 3 - The University Board is the highest authority of Aalborg University and is responsible for the overall and strategic management of the University. The University Board bears the overall responsibility for the University engaging in research and for the University offering research-based education to the highest international level in the disciplines covered by the University etc. The University Board bears the overall responsibility for the continuous development of the University's research and degree programmes. The University Board must administer the University's funds effectively in a way that best benefits society.

Section 4 - The University Board should always aim at ensuring the greatest possible openness regarding its activities. Thus, board meetings and related material must be accessible to the public, unless the nature or circumstances of a matter, such as circumstances relating to individuals or contract negotiations, render it necessary to treat a matter in closed meetings or keep the material from the public.

Section 5 - The University Board has the following responsibilities and duties:

1. to establish the University's organisation upon recommendation from the rector
2. to enter into a strategic framework agreement with the Minister
3. to appoint the rector, cf. section 31
4. to appoint the pro-rector(s) and the university director upon recommendation from the rector, cf. section 30, No. 4.
5. to establish the framework for the interaction between the University Board and the rector
6. to approve the University's overall strategy upon recommendation from the rector
7. to establish and abolish faculties
8. to approve the University's budget and overall budgetary principles upon recommendation from the rector and to sign the annual financial statements
9. to establish rules on the election of internal members for the University Board upon recommendation from the rector
10. to ensure that staff members and students are involved and included in processes relating to significant decisions.

(2) Together with another board member, the chair of the University Board is authorised to sign for the University in matters relating to real property. The University Board may delegate to the rector the authority to enter into lease and sublease agreements.

Section 6 - The University Board will adopt its own rules of procedure.

Section 7 - The University Board must consist of six external and five internal members.

(2) Collectively, the members must have experience and insight into research, research-based education, knowledge dissemination, knowledge exchange and public sector services and be able to use this in undertaking the overall and strategic management of the University.

**The internal members of The University Board**

Section 8 The internal members of the University Board are elected as follows:

1. Two members must be elected by and among the academic staff, including employed PhD fellows
2. Two members must be elected by and among the students
3. One member must be elected by and among the University's technical and administrative staff.
4. Members elected by and among the University's staff members are appointed for a four-year period and are eligible for reappointment. Members elected by and among students are appointed for a two-year period at staggered elections and are eligible for reappointment.
5. The internal members must serve to promote the interests of Aalborg University and must include the perspectives of the academic staff, the technical and administrative staff and the students in the activities of the University Board, cf. section 3.

### **The external members of The University Board**

Section 9 - The external members of the University Board are appointed on the basis of their personal qualifications. They must not represent special interests, but must work to promote the interests of Aalborg University, cf. section 3.

(2) The skills and competences of the external members must reflect the University's activities. Collectively, the external members must have experience and insight into research, research-based education, management, organisation and finance, including the evaluation of budgets and accounts. The external members must have completed a master degree programme or a degree programme at an equivalent level, and as a minimum, one of the external members must have experience as a recognised researcher.

(3) It must also be ensured that external members represent different sectors, and that representation is balanced in terms of regional and national activities.

Section 10 - The chair of the Board must meet the requirements for external members of the University Board and must have experience in the strategic management of a large company or organisation as well as considerable insight into social conditions.

Section 11 - The external members and the chair of the University Board are appointed for a four-year period and may be reappointed once.

Section 12 - If a member resigns before their term of office expires, a new member must be elected for a four-year period in accordance with the regulations for the appointment of board members; this also applies to the chair of the Board.

### **Appointments committee**

Section 13 - Based on the recommendations of the recommendations committee, an appointments committee must be established for the appointment of the chair of the Board, cf. section 20(3), however, and of the other external members.

Section 14 - The appointments committee must consist of the following members:

1. Five members from the business community, authorities and other educational institutions etc. to be appointed by the rector upon public invitation to apply
2. One external member of the University Board, not the Chair of the Board, appointed by the University Board
3. One staff representative appointed by and among the members representing elected academic staff members of one of the academic councils, by rotation. The representative must not have a seat on the Board
4. One student representative is appointed of and among the student representatives of the Study Environment Council. The representative must not have a seat on the Board.

(2) The members from the business community, authorities and other educational institutions etc., cf. (1)1, are appointed on the basis of their personal qualifications; they must have insight into the activities of the University and meet the requirements for external members of the University Board, cf. section 9(2). The members may not have a seat on the University Board and may not be AAU staff members or students.

(3) The members, cf. (1) Nos. 1-2, are appointed for a four-year period and may be reappointed once.

(4) The member, cf. (1) No. 3, is appointed for a two-year period by one of the academic councils, cf. (1) No. 3, item 2 and may not be reappointed. If a member resigns before their term of office expires, the academic council will elect a new member for the remainder of the term.

(5) The member, cf. (1) No. 4, is appointed for a two-year period and may be reappointed once.

(6) Members of the appointments committee may not be appointed for the recommendations committee.



Section 15 - The appointments committee must select a chair among its members, cf. section 14(1) No. 1.

(2) The chair must have managerial experience and a broad insight into social conditions.

(3) In the event of a tied vote, the chair has the casting vote.

### **Recommendations committee**

Section 16 - A recommendations committee must be established to present its recommendations for the chair of the Board and the other external members of the Board to the appointments committee.

Section 17 - The recommendations committee must comprise:

1. The chair of the Board, who will act as chair of the recommendations committee, cf. section 18, however.
2. One external member of the University Board appointed by the University Board
3. One internal member of the University Board appointed by the University Board
4. One representative of the Ministry of Higher Education and Science appointed by the Ministry
5. Two external members appointed by the appointments committee.

(2) The two external members appointed by the appointments committee are appointed on the basis of their personal qualifications and may not be members of the appointments committee or the University Board and may not be AAU staff members or students.

(3) The members, cf. (1) Nos. 2-3 and 5, are appointed for a four-year period and may be reappointed once.

Section 18 - Prior to the appointment of a new chair, the appointments committee must appoint an external interim chair of the recommendations committee.

(2) The interim chair is appointed on the basis of their personal qualifications and may not be a member of the appointments committee or the University Board and may not be an AAU staff member or student.

(3) The interim chair must meet the requirements for the Chair of the University Board, cf. section 10.

### **Appointment process**

Section 19 - Unless the process includes the reappointment of external members, including the chair of the Board, the recommendations committee will determine the qualifications which the external members must meet.

(2) The vacant external seat, including the seat of the chair, must be published on the University's website and include a description of the qualifications required of potential candidates and a description of the procedures applying to the recommendation and appointment of external members of the board.

Section 20 - The recommendations committee must assess the submitted candidate proposals, prepare a reasoned recommendation and recommend a minimum of two qualified candidates for each vacant seat. The recommendations committee must strive to recommend an equal amount of women and men, allowing the appointments committee the opportunity to strive for an even distribution of men and women among the external members of the University Board, cf. (2).

(2) Based on the recommendations submitted by the recommendations committee, the appointments committee will appoint the new member of the board. The appointments committee must strive for an even distribution of men and women among the external members of the University Board, cf. the principles stipulated in Ligestillingsloven [the Act on Gender Equality].

(3) As for the appointment of the chair of the University Board, the appointments committee must recommend only one candidate to be approved by the minister.

(4) The recommendations committee and the appointments committee must ensure that the external members meet the requirements stipulated in section 9, and that the chair meets the requirements stipulated in section 10.

### **Chair and deputy chair**

Section 21 The chair of the University Board bears the overall responsibility of the organisation of board activities.

(2) On behalf of the University, the chair of the University Board is responsible for engaging in strategic dialogue with the Minister for Higher Education and Science.

Section 22 - The University Board must elect a deputy chair among the external members of the board. The deputy chair is elected for a two-year period.

### **Day-to-day management**

Section - 23 The rector undertakes the day-to-day management of the University, cf. section 26.

(2) Managers at all levels must ensure that staff members and students are involved and included in processes relating to decisions of major importance.

(3) The day-to-day management at all levels must help to ensure the strategic and long-term development of equality and diversity efforts at Aalborg University.

Section 24 - Prior to the appointment of academic managers (rector, pro-rector(s), deans, pro-deans and heads of departments), an advisory appointments committee must be established to assess the qualifications of the applicants and conduct interviews with selected applicants. The committee members must represent the academic staff, the technical and administrative staff and the students.

(2) The appointment of one or more representatives of the academic staff, the technical and administrative staff and the students, cf. (1), may be omitted if the chair finds this particularly justified.

(3) Members may be dismissed in accordance with the rules in force.

Section 25 - Academic staff at management level must be recognised researchers. Therefore, applicants for a position as academic manager must, as a minimum be at associate professor or senior researcher level and must have been actively engaged in academic research for a number of years.

(2) If an applicant has not previously been assessed by an expert committee and found to be adequately qualified for a position, the appointments unit must set up a committee to assess whether the academic activities and production of the applicant qualifies the applicant as a recognised researcher. This committee must be set up so as to possess competences identical to those of an expert assessment committee.

## **Rector**

Section 26 - The rector is responsible for the University's research, education and knowledge collaboration and for undertaking the day-to-day management of the University within the framework established by the University Board. All other AAU managers perform their duties by authority of the rector.

Section 27 - The rector is obligated to inform the University Board of any matters considered to be extraordinary or of great importance in the University context.

Section 28 - The rector represents the University to the general public and speaks on behalf of the University.

Section 29 - The rector may instruct specific staff members to undertake specific tasks. However, academic staff must not be instructed, during an extended period of time, to undertake tasks for the entire duration of their working hours, so that in reality they are prevented from exercising their freedom of research.

(2) Within the bounds of the University's research strategy, academic staff members are free to perform independent research when not performing work assigned by management.

Section 30 - The responsibilities of the rector include:

1. to prepare suggestions to the Board on the long-term activities and objectives of the University
2. to prepare suggestions to the Board on the organisation of the University and subsequently determine the internal organisation of the University within the framework established by the Board
3. to sign for the University, with the exception of commitments pertaining to the University's real estate
4. to submit recommendations to the Board on the appointment and dismissal of pro-rector(s) and the university director
5. to appoint a dean for each faculty, cf. section 47
6. to negotiate, approve and sign all collaboration agreements relating to the University
7. to make decisions in all matters which have not been delegated to other staff by law, statute or delegation
8. to establish rules on disciplinary measures against the students
9. to appoint an academic council for each faculty. In special circumstances, the rector may dissolve an academic council or take over its activities, cf. section 75(2)
10. to submit recommendations to the Board on the University's budget and overall budgetary principles for their approval and to sign the annual report
11. upon delegation from the Board, to conclude a framework agreement concerning the performance of public sector services to relevant ministries
12. to establish and abolish departments upon recommendation from the dean. If the changes made to a department is of significant strategic importance, the rector must inform the Board of the proposed change

13. to set up a practice committee and establish guidelines for the treatment of cases relating to research misconduct or questionable research practice
14. to establish rules on elections to collegial bodies, cf. chapter 4, and recommend to the Board a set of rules regarding elections to the University Board for the approval of the Board
15. to establish the University's rules for permanent boards of appeals for decisions on credit transfer
16. upon recommendation from the deans, to establish the University's rules for the appointment of assessment committees for the assessment of applicants for academic positions
17. upon recommendation from the deans, to establish the University's rules for the appointment of assessment committees for the assessment of candidates for the titles of honorary professor and honorary associate professor
18. to establish standard rules of procedure for the University's collegial bodies.

Section 31 - The University Board appoints and dismisses the rector.

(2) The rector must be appointed upon recommendation from an appointments committee set up by the Board, cf. section 24. The committee must be chaired by the chair of the Board or another external board member. The appointments committee must recommend no more than two applicants for appointment to the Board.

(3) The Board appoints the rector for a fixed term with possible extension.

Section 32 - The rector must be a recognised researcher within one of the University's academic fields and must possess knowledge of the educational sector.

(2) The rector must possess skills and experience within management and organisation of education and research environments as well as teaching experience. Furthermore, the rector must have insight into national and international university matters and in a university's activities and interaction with the wider society.

### **Pro-rector**

Section 33 - The pro-rector reports to the rector and assists the rector in the day-to-day management.

(2) The pro-rector may act as the rector's deputy if the rector is absent or otherwise prevented from acting. When several pro-rectors have been appointed, a formal agreement must be made, stipulating who should act on behalf of the rector.

(3) The rector may delegate responsibilities for certain matters to the pro-rector.

Section 34 - The pro-rector must be appointed and dismissed by the Board upon recommendation from the rector.

(2) For the assessment of applicants, the rector must set up an appointments committee, cf. section 24, chaired by the rector.

(3) The rector must recommend one qualified applicant to the Board for appointment.

(4) The rector appoints the pro-rector for a fixed term with possible extension.

Section 35 - The pro-rector must be a recognised researcher within one of the University's academic fields and must possess knowledge of the educational sector.

(2) The pro-rector must possess skills and experience within management and organisation of education and research environments as well as teaching experience. Furthermore, the pro-rector must have insight into national and international university matters and in a university's activities and interaction with the wider society.

### **University director**

Section 36 - The university director reports to the rector and assists the rector in the day-to-day management. The university director assists the rector as well as the University in the support of research and education.

(2) The university director may act as the rector's deputy if both the rector and the pro-rector are prevented from acting and until the Board has appointed an acting rector.

Section 37 - The university director reports to the rector and undertakes the management of the University's shared administrative units. The university director represents the shared administrative units to the general public and speaks on behalf of the University on issues relating to these.

(2) Moreover, the university director represents the University to other public authorities in administrative matters of fundamental importance to the University's activities.

Section 38 - The university director must be appointed and dismissed by the Board upon recommendation from the rector.

(2) For the assessment of applicants, the rector must set up an appointments committee chaired by the rector and with members representing the staff and management of the administrative units that report to the university director as well as one dean.



(3) The rector must recommend one candidate to the Board for appointment.

Section 39 - The university director must have skills and experience in administrative management at the highest level.

### **Executive management**

Section 40 - The rector must appoint an executive management, which comprises the rector, pro-rector(s), the university director, deans as well as other persons selected by the rector.

Section 41 - The rector heads the executive management and delegates duties and responsibilities to its members.

### **Deans**

Section 42 - The dean reports to the rector and undertakes the management of the faculty, represents the faculty to the general public and speaks on behalf of the faculty.

Section 43 - The dean must ensure coherence between the research, degree programmes, dissemination and public sector services of the faculty as well as the quality and strategic development of these.

Section 44 - The dean may appoint up to two pro-deans, who must be approved by the rector. However, the rector may approve the appointment of another two pro-deans.

(2) The pro-dean must be appointed for a fixed term, with possible extension, decided by the rector.

Section 45 - The dean may instruct specific staff to undertake specific tasks. However, academic staff must not be instructed, during an extended period of time, to undertake tasks for the entire duration of their working hours, so that in reality they are prevented from exercising their freedom of research.

(2) Within the bounds of the University's research strategy, academic staff members are free to perform independent research when not performing work assigned by management.

Section 46 - The responsibilities of the dean include:

1. to establish the faculty's strategies within the framework of the University's overall strategies
2. to determine the faculty's budget model with due consideration of the University's overall budgetary principles
3. to establish a doctoral school of the faculty and appoint a head of doctoral school, cf. section 66

4. to submit recommendations to the rector regarding the establishment and abolishment of departments
5. to appoint and dismiss the head of each department, cf. section 58
6. to approve the appointment of vice heads of department
7. to set up study boards and PhD committees and approve chairs of study boards and chairs and deputy chairs of PhD committees. In special circumstances, the dean may abolish PhD committees and study boards or take over their activities
8. to appoint and dismiss heads of studies as recommended by the study board(s) affected, cf. section 69.
9. to establish the faculty's budget within the framework of the University's budget and budgetary principles
10. to approve the budget of the doctoral school upon recommendation of the head of doctoral school and to approve the budget for the departments upon recommendation of the heads of departments
11. to establish rules on the appointment of PhD supervisors and any other rules relating to the organisation and implementation of PhD training
12. to approve curricula and regulations proposed by the study boards
13. in consultation with the head of doctoral school, to initiate evaluations including international evaluations of the doctoral school's activities and to follow up on these evaluations together with the PhD committee.
14. to set up a board of appeals for decisions on credit transfer
15. to submit recommendations to academic councils on the composition of assessment committees for the assessment of candidates for academic positions for their approval; and, together with the other deans, to submit recommendations to the rector on the University's overall rules for the appointment of assessment committees
16. to submit recommendations to the academic council on the composition of assessment committees for the assessment of candidates for the titles of honorary professor and honorary associate professor for their approval; and, together with the other deans, to submit recommendations to the rector on the University's overall rules for the appointment of assessment committees

Section 47 - The dean must be appointed by the rector for a fixed term with possible extension.



(2) For the assessment of applicants, the rector must set up an appointments committee, cf. section 24, chaired by the rector.

Section 48 - The dean must be a recognised researcher within one of the faculty's disciplines; must have experience and insight into the educational sector and management; and must possess management skills, teaching experience and experience in the interaction between a university and the wider society.

### **Pro-deans**

Section 49 - The pro-dean reports to the dean and assists the dean in the day-to-day management of the faculty. The dean may delegate responsibilities for certain matters to the pro-dean.

Section 50 - The pro-dean may act as the dean's deputy if the dean is absent or otherwise prevented from acting. When several pro-deans have been appointed at the same faculty, a formal agreement must be made, stipulating who should act on behalf of the dean.

Section 51 - The pro-dean must be appointed for a fixed term, with possible extension, decided by the rector. The appointment of a pro-dean must be approved by the rector.

(2) For the assessment of applicants, the dean must set up an appointments committee, cf. section 24, chaired by the dean.

Section 52 - The pro-dean must be a recognised researcher within one of the faculty's disciplines; must have experience and insight into the educational sector and management; and must possess management skills, teaching experience and experience of the interaction between a university and the wider society.

### **Heads of departments**

Section 53 - The head of department reports to the dean and undertakes the management of the department, including the planning and distribution of work. The head of department represents the department to the general public and speaks on behalf of the department.

Section 54 - The head of department must ensure coherence between the department's research, degree programmes, dissemination and public sector services, if any, as well as the quality and strategic development of these.

Section 55 - The head of department may appoint up to two vice heads of department, who must be approved by the dean. However, the dean may approve the appointment of another two vice heads of department. Such an

appointment is for a fixed term decided by the head of department with the possibility of renewal.

Section 56 - The head of department may instruct staff to undertake specific tasks. However, academic staff must not be instructed, during an extended period of time, to undertake tasks for the entire duration of their working hours, so that in reality they are prevented from exercising their freedom of research.

(2) Within the bounds of the University's research strategy, academic staff members are free to perform independent research when not performing work assigned by management.

Section 57 - The responsibilities of the head of department include:

1. to establish the department's strategies within the framework of overall strategies of the faculty and the University
2. to establish the department's budget within the framework of the budget and budgetary principles of the faculty as well as the University
3. to ensure that the department's degree programmes provide relevant teaching to students and when relevant, to provide teaching for other departments' degree programme
4. to ensure that teaching activities are carried out in the best possible way academically, pedagogically and didactically.
5. to ensure continuous evaluation of the department's degree programmes and teaching and to follow up on these
6. to ensure the implementation of the University's overall quality assurance system on the department's degree programmes
7. to establish one or several employer panels upon consultation with all the department's study boards; and to ensure that all the department's degree programmes are included by one or several employer panels, cf. section 94
8. to ensure secretariat services to the study boards, including assistance with the preparation of curriculum and regulations and the preparation of decisions made by the study boards.

Section 58 - The dean appoints the head of department for a fixed term with possible extension.

(2) For the assessment of applicants, the dean must set up an appointments committee, cf. section 24, chaired by the dean.

Section 59 - The head of department must be a recognised researcher with an insight into the academic area of the department and must possess management skills and teaching experience.

## **Vice heads of departments**

Section 60 The vice head of department reports to the head of department and assists the head of department in the day-to-day management of the department. The head of department may delegate responsibilities for certain matters to the vice head of department.

Section 61 - The vice head of department may act as the head of department's deputy if the head of department is absent or otherwise prevented from acting. When several vice heads of department have been appointed at the same department, a formal agreement must be made, stipulating who should act on behalf of the head of department.

Section 62 - The vice head of department is appointed by the head of department and approved by the dean. Rector must be informed of the appointment.

Section 63 - The vice head of department must be a recognised researcher with an insight into the academic area of the department and must possess management skills and teaching experience.

## **Heads of doctoral schools**

Section 64 - The head of doctoral school reports to the dean and undertakes the management of the doctoral school. The head of doctoral school represents the doctoral school to the general public and speaks on behalf of the doctoral school.

Section 65 - The responsibilities of the head of doctoral school include:

1. to appoint PhD supervisors and to approve PhD students together with the relevant department
2. to submit the budget of the doctoral school to the dean for approval
3. to manage the planning of the educational activities of the school as well as the continuous evaluation of school activities, and to submit recommendations to the dean regarding follow-up on evaluations.

Section 66 - The dean appoints and dismisses the head of doctoral school. The dean appoints the head of doctoral school for a fixed term with possible extension.

Section 67 - The head of doctoral school must be a recognised researcher with experience and insight into PhD training and management.

## **Heads of studies**

Section 68 - The head of studies reports to the head of department; the responsibilities of the head of studies include:

1. to obtain relevant teaching and to contribute to the continuous evaluation of degree programmes and teaching and to monitor the evaluations
2. in cooperation with the affected study board, to manage the planning and practical organisation of teaching, tests and other assessments included in the examination.
3. to approve thesis statements and submission deadlines of master theses as well as supervision plans for students.

Section 69 - The dean appoints and dismisses heads of studies upon the recommendation of the study board(s) in question. The dean appoints heads of studies for a fixed term with possible extension.

(2) The dean may turn down a candidate who does not possess the necessary qualifications to undertake the job as head of studies; the dean may also perform an independent choice from among a number of recommended candidates and, in connection with the appointment of a head of studies, the dean may ignore recommendations made by individual study boards.

Section 70 - The head of studies must be a recognised researcher with insight into the academic fields of the affected study boards and must possess management skills and teaching experience.

#### **Collegial bodies**

##### **Academic councils**

Section 71 - To ensure that academic staff and students have influence on academic and discipline-specific issues, an academic council must be established for each faculty, cf. section 30 (1) 9.

Section 72 - The academic council is responsible for developing and maintaining a high academic standard at the faculty.

Section 73 - The academic council advises the dean on academic issues presented by the dean and may comment on academic issues of significance to faculty activities, which the council consider to be relevant.

(2) The responsibilities of the academic council include:

1. to advise the dean on strategic issues related to the faculty
2. to advise the dean on the faculty budget and budget principles
3. to advise the dean on key strategic areas relating to research and education, and on plans for knowledge exchange
4. to advise the dean on quality assurance and development of the faculty's research environment, degree programmes, PhD programmes and research-based teaching

5. upon recommendation of the dean, to approve the composition of assessment committees for the assessment of applicants for scientific positions as well as to advise the dean on principles for this
6. upon recommendation of the dean, to approve the composition of assessment committees for the assessment of candidates for the titles of honorary professor and honorary associate professor as well as to advise the dean of principles for this
7. to award PhD and higher doctoral degrees
8. to establish guidelines for the promotion of good research practice.

Section 74 - An academic council consists of 15 or 8 members as determined by the dean. The dean is an ex-officio member of the council. The remaining members must be elected by and among the academic staff, including PhD fellows, and by and among the students in the ratio 5:2. The representatives of the academic staff are be elected for four-year terms, whereas representatives for the students are be elected for one-year terms.

Section 75 - The council members elect their chairperson among the members.

(2) In special circumstances, the rector is entitled to abolish an academic council and/or take over its activities.

Section 76 - The academic council decides its own rules of procedure within the framework of the standard rules of procedure determined by the rector.

### **Department councils**

Section 77 - To ensure that academic staff, technical and administrative staff, and students have influence on academic and discipline-specific issues, the head of department must establish a department council for the department.

Section 78 - The task of the department council is to discuss and advise the department management on issues related to the department's research, education, knowledge dissemination and possibly public sector services.

Section 79 - The department council advises the head of department on issues presented by the head; furthermore, the council may comment on issues of significance to department activities, which the council considers to be relevant.

(2) The responsibilities of the department council include:

1. to advise the head of department on strategic issues related to the department

2. to advise the head of department on department budget

Section 80 - The number of members of a department council is determined by the head of department but must not exceed 13 members. The head of department is an ex-officio member of the council and is also the chairperson. All other members must be elected by and among the academic staff, including employed PhD fellows, by and among the technical and administrative staff and by and among the students in the ratio 2:1:1. The representatives of the academic and the technical and administrative staff are elected for four-year terms, whereas representatives for the students are elected for one-year terms.

Section 81 - Department councils decide their own rules of procedure within the framework of the standard rules of procedure determined by the rector.

### **Ph.D. Committees**

Section 82 - To ensure that PhD students and academic staff have influence on discipline-specific and academic issues of the PhD programmes, a PhD committee must be established for each doctoral school, cf. section 46 (1) No.7.

Section 83 - The PhD committee advises the head of doctoral school on issues presented by the head; furthermore, the committee may comment on academic issues of significance to faculty activities, which the committee considers to be relevant.

(2) The responsibilities of the PhD committees include:

1. to submit recommendations to the dean on the composition of assessment committees
2. to approve PhD courses
3. to prepare proposals for internal guidelines for the doctoral school, including PhD supervision, to the head of doctoral school
4. to comment on the evaluation of the PhD degree programmes and PhD supervision, including international evaluations of the doctoral schools, to the head of doctoral school.
5. to approve applications for credit transfers, including advance credit transfer, and for exemptions.

Section 84 - The dean determines the number of members of the PhD committee; however, the committee must consist of a minimum of six and a maximum of 14 members. Two of the members must be elected by and among the PhD students, whereas the other members must be elected by and among the academic staff. The representatives of the academic staff



are elected for four-year terms, whereas representatives for the PhD students are elected for one-year terms.

(2) Upon recommendation by the PhD committee, the chair and the deputy chair must be approved by the dean. The recommended chair must be one of the academic staff members of the committee and the deputy chair must be one of the PhD students of the committee.

(3) In special circumstances, the dean is entitled to abolish PhD committees and/or take over its activities.

Section 85 - PhD committees decide their own rules of procedure within the framework of the standard rules of procedure determined by the rector.

### **Study boards**

Section 86 To ensure staff and student involvement and influence on issues relating to education and teaching, the dean must establish one or several study boards covering one or more degree programmes or parts of degree programmes.

Section 87 - The study board is responsible for ensuring the organisation, implementation and development of degree programmes and teaching activities.

Section 88 - The study board comments on issues presented by the day-to-day management of the University. Furthermore, the study board may comment on issues of significance to department activities, which the study board considers to be relevant.

Section 89 - The responsibilities of the study boards include:

1. quality assurance and quality development of degree programmes and teaching; and follow-ups of programme and teaching evaluations in cooperation with the head of department
2. to prepare drafts for curricula and regulations and amendments hereof
3. to approve the plan for the organisation of teaching and tests and other assessments included in the examination and, in collaboration with the head of studies, to undertake the task of the practical organisation hereof
4. to approve applications for credit transfers, including advance credit transfer, and for exemptions
5. to recommend a head of studies in accordance with section 69
6. to discuss inquiries concerning problems in the teaching and to forward information on this and any recommendations to the head of department.

Section 90 - The dean determines the number of members of a study board; however, a study board must consist of a minimum of four and a maximum of 12 members. All members must be elected by and among the academic staff, including employed PhD fellows, and by and among the students in the ratio 1:1. The representatives of the academic staff are elected for four-year terms, whereas representatives for the students are elected for one-year terms.

Section 91 - The study board elects a chairperson from among its academic staff members and a deputy chairperson from among its student members. The dean must approve the elected chairperson, cf. section 46 (1), 7.

Section 92 - In special circumstances, the dean is entitled to abolish study boards and/or take over its activities, cf. section 46(1) No.7.

Section 93 - Study boards decide their own rules of procedure within the framework of the standard rules of procedure determined by the rector.

#### **Advisory bodies**

#### **Employer panels**

Section 94 - The head of department must establish one or several employer panels upon consultation with the department's study boards. In addition, the dean may establish an employer panel at faculty level.

Section 95 - The task of the employer panels is to comment on and make proposals to the University regarding all issues relating to the education area, and to issue statements on all issues submitted to it by the University.

Section 96 - The head of department ensures dialogue between the employer panel and the University about the quality of the degree programmes and their relevance to society, and must involve the employer panel in the development of new and existing programmes, and in the development of new teaching and examination forms.

Section 97 - Employer panels are composed of external members who together must have experience and insight into the degree programmes and the areas of employment for graduates.

#### **Elections**

Section 98 - The rector establishes rules for elections for the University's governing bodies. The University Board must be informed about any changes to these rules.

(2) Upon recommendation from the rector, the University Board establishes rules on the election of members for the University Board.

#### **Status, registered address and jurisdiction**



Section 99 - Aalborg University is a government-financed independent institution under public sector administration overseen by the Minister for Higher Education and Science.

(2) Aalborg University has its registered address and jurisdiction in the Municipality of Aalborg

#### **Financial conditions**

Section 100 - The financial year of the University is the fiscal year of the Danish government.

Section 101 - The annual report must be presented in accordance with the Ministerial Order on Funding and Audit etc. of Universities. The annual report must be signed by the University Board, the rector and the university director.

(2) The annual report must be audited by the Auditor General.

Section 102 - The University Board must appoint a state-authorised institutional auditor for the current inspection and control of the accounts, and for the counselling and guidance of the Board and the daily management on financial and other issues. The Auditor General and the Minister must be informed of the appointment and dismissal of the institutional auditor and of the reason for any such change.

Section 103 - According to section 18(2) in Anbringelsesbekendtgørelsen (Ministerial Order on Placement and Management of Foundation Assets), the university's funds may be managed in more than one administrative department or in more than one mortgage credit institution, provided that this is not associated with unnecessary additional costs.

#### **Commencement and amendments of the statutes**

Section 104 - Following consultation at the University, the University Board prepares the Statutes of Aalborg University and any amendments hereto, which must be approved by the Danish Agency for Higher Education and Science under authority of the Minister for Higher Education and Science.

(2) Amendments of the statutes due to changes in legislation or consequential amendments based on decisions made by the University Board will not be circulated for consultation.

(3) The statutes enter into force upon the approval of the Danish Agency for Higher Education and Science.

#### **Origin, background and history**

The statutes were signed by the Chair of the Aalborg University Board, André Rogaczewski, 15 December 2022.

The statutes were subsequently approved and signed by the Director General of the Danish Agency for Higher Education and Science, Hans Müller Pedersen, 17 January 2023.

**Purpose and delimitation**

The statutes describe the overall objectives of Aalborg University and establish the structure of the management and general organisation of the University. The statutes also establish rules regarding the election of members of the University Board, the academic councils and the study boards, and stipulate overall rules concerning accounting. Furthermore, the statutes contain detailed rules concerning the activities of the University.

**Overall framework**

The statutes have been stipulated pursuant to the act on universities (the Danish University Act), cf. Act No. 778 of 7 August 2019.

The statutes for Aalborg University has been translated from Danish. In the event of any discrepancies, the Danish version will prevail.

## **Sickness absence - from reporting sickness to reporting fit for work (all departments and/or sections)**

### **Content**

#### **What information must be recorded and/or provided by the place of work when a member of staff reports sick on a full-time or part-time basis?**

The place of work must record the sickness absence of the staff member (full days) in the sickness absence reporting system, stating the correct cause of the sickness absence: own sickness, child's sickness, [pregnancy-related sickness](#), section 56 or work-related injury. According to Danish legislation, managers cannot request information concerning the nature of the medical condition. Only the cause of the sickness absence is required.

Stating the cause of the sickness absence is essential as sickness absence included in a section 56 agreement, pregnancy-related sickness and work-related injury must be reported by a specific deadline to ensure that AAU receives compensation under the legislation in force.

In case of sickness absence on a part-time basis, the place of work must send an email to the HR Department's mailbox designated for sickness absence reporting (as stated below), stating the following:

- the staff member's civil registration number (CPR)
- the cause of the sickness absence (own sickness, child's sickness, etc.)
- date and hours/period of absence

In case of a partial sick day, i.e. when an employee leaves work and subsequently reports sick on a full-time basis, the place of work must forward an email to the HR Department's mailbox designated for sickness absence reporting, stating the following:

- the staff member's civil registration number (CPR)
- the cause of the sickness absence (own sickness, child's sickness, etc.)
- the date of the partial sick day and the subsequent reporting of full-time sickness absence.

When AAU is entitled to reimbursement due to a staff member's sickness absence, such as sickness absence included in a section 56 agreement, pregnancy-related sickness absence and sickness absence of staff employed in flexi-jobs, the place of work must forward a link to the time

sheets in Workzone to the HR Department' mailboxes designated for sickness absence reporting.

**What information must be recorded and/or provided by the place of work when a member of staff reports fit for work on a full-time or part-time basis?**

When a member of staff reports fit for work on a part-time basis, the place of work must send an email to the HR Department's mailboxes designated for sickness absence reporting, stating the following:

- the staff member's civil registration number (CPR)
- date and hours/period of time for the resumption of the work.

When AAU is entitled to reimbursement due to a staff member's partial return to work after a sickness absence period, such as sickness absence included in a section 56 agreement, pregnancy-related sickness absence and sickness absence of staff employed in flexi-jobs, the place of work must forward a link to the time sheets in Workzone to the HR Department' mailboxes designated for sickness absence reporting.

The place of work should only record 'fit for work' in the sickness absence system when a staff member returns to work on a full-time basis.

All notifications of part-time sickness absence/fit for work and links to timesheets must be sent to:

EST-SYG@adm.aau.dk – for staff members of the Faculty of Engineering and Science, the Technical Faculty of IT and Design and the Faculty of Medicine, including the faculty office.

HSF-SYG@adm.aau.dk – for staff members of the Faculty of Humanities, the Faculty of Social Sciences, including the faculty office and AAU Shared Services.

**Who does what**

The place of work records:

- Sick leave starting with full-time sick leave (full days)
- Reporting of fitness for work when members of staff return to work full time.

The HR Department records:

- Part-time sick leave starting with part-time sick leave (half days or reduced hours)
- Sick leave starting with part-time sick leave and ending with full-time sick leave (full days)
- Reporting of partial fitness for work, i.e. when members of staff return to work on a part-time basis after a full-time sick leave.

**Purpose and delimitation**

The purpose of the procedure is to specify how the reporting of full-time and part-time sick leave and fitness for work is managed at AAU. The procedure applies to all places of work at Aalborg University.

**Overall framework**

The area is regulated by following Danish legislation:

Funktionærloven (The Danish Employers' and Salaried Employees' Act)

Helbredsloven (The Danish Health Act)

Contact your Department or the HR Department for further information.

## Information regarding senior staff members' working life at AAU

### Content

#### **Who can assist in establishing senior schemes?**

Senior schemes are agreed with the line manager in accordance with the current delegation scheme for staff management. The HR Department is available for managers and staff members who wish to establish a senior scheme or who need more general advice. If a senior scheme agreement is reached, the manager contacts their HR partner to draft the agreement.

#### **Senior interview**

According to the circular on senior schemes, senior staff members must be offered a senior interview in connection with their staff performance review. Senior staff interviews may be integrated in staff performance reviews or may be conducted as separate interviews. Senior staff interviews are mandatory at Aalborg University from the time a staff member turns 60, and may take place earlier if the manager or the staff member so desires. The manager and staff member have an ongoing dialogue about what they are working towards and the options for tasks, competencies, resources, finances, etc. The manager is responsible for long-term staff planning and must discuss future plans with senior staff members, but the individual staff member may also take the initiative on this.

The senior interview includes current and future work tasks and may be based on development, retention and/or withdrawal – depending on the staff member's age, wishes and abilities. The following themes may be included in the agreement:

- Working hours
- Special tasks, such as transferring knowledge and experience to other colleagues
- Workload and flexibility in organising work
- Development and motivation
- Exemption from tasks
- Generational succession
- New professional challenges, including needs and desires regarding development

The dialogue between the staff member and the manager may result in a senior agreement, but may also be a discussion of the staff member's well-being at Aalborg University, including whether adjusting the staff member's task portfolio or other considerations are needed. Discussions may also include a dialogue on withdrawal.

### **Types of senior schemes**

A senior scheme can be established when the management considers this to be possible and desirable. Mutual understanding between the management and the staff member is essential as the schemes are voluntary. The manager must make an overall assessment in the specific situation, assessing whether an agreement with the specific staff member is possible or what it should contain. Any agreements are individual as staff members have different needs, and in each situation the manager must assess whether an agreement comports with resources and task solution in general.

Remuneration and other financing for senior schemes rest with the individual work place, just as other employment conditions accord with legislation, collective agreements and staff policies.

The options are mentioned below and are described in more detail in [the Circular on senior scheme agreements](#) and [the Circular on senior bonus](#).

(in Danish only)

Please note that the following senior schemes are possibilities and that there is no right or obligation, other than the right to senior bonus.

#### **Reduction in working hours (Part-time)**

Management may agree with a staff member on a reduction in working hours with a proportional reduction in pay; an extra pension contribution must also be paid and this must not exceed the difference between the contribution based on the reduced working hours and the contribution made at the previous rate of employment. With the agreement, management provides the staff member with the opportunity for a gradual withdrawal from the labour market and a smooth transition to retirement. In addition, the management is able to draw on the staff member's labour at an appropriate level until retirement.

A prerequisite for the agreement is that the staff member has reached age 60 when the agreement takes effect and has been employed in the state sector for a total of 10 years. Working hours must be at least 15 hours per week following the reduction.

The distribution of work tasks in relation to working hours must be agreed (for instance between research and teaching activities for academic staff). At Aalborg University, such agreements may be made for a maximum period of three years, and will usually imply that the staff member fully retires after the agreement expires. Furthermore, no agreement can be made that the senior scheme is retroactive.

Some staff members will be able to receive partial early retirement, partial old-age pension or social part-time pension with the reduction in working hours. Details are available in the staff member's unemployment insurance fund, pension fund or municipality of residence.

#### **Senior days (Paid time off)**

Management may agree with a staff member on senior days (up to 12 days per year). The number of senior days included in any senior scheme is stipulated in the specific agreement.

A prerequisite for such an agreement is that the staff member has reached the age of 62 when the senior scheme takes effect. Paid time off can be taken as full or half working days, individually or consecutively, as well as single hours. Senior days must be used within the year they are granted for and cannot be carried forward from year to year; if they are not taken by the end of the calendar year, they lapse. The agreement also assumes that holiday and special holidays will be taken; in addition, the senior days cannot be converted into cash payment or paid out if the paid time off is not taken before retirement.

After discussion with the staff member, the management stipulates taking the days senior days in more detail. The manager and staff member discuss whether the days are held regularly or as a whole and how to best support the staff member's needs as well as the management's options for solving tasks.

The assessment of whether a request for senior days can be fulfilled may include whether other measures have been taken to retain the staff member, such as reducing working hours, reducing the work tasks/work load, agreement on exchanging a senior bonus for senior days in addition to the legally entitled number of days (cf. the other provisions of [the Circular on senior scheme agreement](#) and [the Circular on senior bonus](#)) (in Danish only).

#### **Senior bonus**

Salaried staff members receive an annual senior bonus of 0.8 per cent of their normal annual salary when they reach age 62. This is paid once a year in January. Instead of the cash payout, the staff member may choose



to convert the senior bonus into two senior days, or an extraordinary pension contribution. The choice is made for one year at a time. If the staff member wishes to convert the bonus, they must notify the HR Department no later than 1 October of the year before the bonus is paid. If the staff member does not make a choice, the senior bonus will be paid.

Staff members who meet the conditions for the right to the senior bonus and who do so during the calendar year are entitled to a proportionate share of the bonus. If a staff member entitled to a senior bonus retires before the bonus is paid, a proportionate share of the bonus will be paid. The provisions on senior bonuses do not include hourly employees. The right to senior bonus applies in addition to the other agreement options on senior schemes in [the Circular on senior schemes](#) (in Danish only).

Procedure for converting the senior bonus

### **Reduction in the work task/work load (Phased retirement)**

Management may agree with a staff member to transfer them to a lower-ranking position, provided the staff member has turned 58 and has been employed full-time for the past ten years in a position with managerial responsibility in the state sector. The possibility of a senior scheme with phased retirement is not limited to positions in certain salary frameworks.

### **Senior courses**

Dealing with pension or early retirement and the financial opportunities and consequences involved may be confusing. As part of its support in this situation and this period of working life, the HR Department offers courses to seniors to provide them with an overview of the opportunities and consequences of retiring from the job market, and to give them a chance to discuss late-career opportunities and job development. The senior courses are supplemented by theme meetings and individual meetings where representatives from pension funds are invited to provide information about more specific options and schemes.

### **Purpose and delimitation**

According to the staff policy, Aalborg University is committed to being a diverse workplace with different staff groups where competencies, behaviour, motivation, readiness for development and ability to work are in focus.

The purpose of these rules is:

to support a flexible and gradual withdrawal from the labour market for the good of both the staff member and Aalborg University when both parties are interested in it

to ensure ongoing generational change where the distribution of young and older staff members creates both innovation and continuity  
to accommodate needs and desires regarding working conditions based on stage of life to retain staff provided this is in the university's and the staff member's interest

Job development and employee development throughout employment can enable and encourage senior staff members to continue working, thus using, maintaining and further developing their valuable experience and skills.

These rules constitute a sub-policy under Aalborg University's overall staff policy and are aimed at senior staff in their last years of employment at the university. They provide the framework for the options regarding the working conditions of senior staff members. These rules apply to all of Aalborg University, but their application will depend on the specific situation and context of the individual staff member. Therefore, an individual assessment must take place, and if a staff member wishes to discuss the possibilities for a senior scheme, they must contact their immediate superior.

The principles for the rules on senior schemes and senior bonus can be found in:

[Circular on Senior Schemes](#) (in Danish only)

[Circular on Senior Bonus](#) (in Danish only)

## Information regarding the smoking policy at AAU

Agreement 2.18 of 2 May 2013

The following agreement represents Aalborg University's smoking policy. The agreement was made by the Main Working Environment Committee.

### Introduction

Aalborg University wishes to provide a pleasant and healthy working environment for all of our staff, students and visitors.

Based on the Smoke-free Environments Act and AAU's Working Environment Policy, the Main Working Environment Committee has prepared this smoking policy, which applies to staff, students and visitors at Aalborg University.

[The smoking policy](#) is an overall framework policy reflecting the University's position on being a smoke-free workplace. It is based on health concerns and aims at establishing a healthy, smoke-free workplace and place of study contributing to the general welfare and comfort of all staff and students.

The University is a smoke-free workplace and place of study

All smoking, including e-cigarettes, is prohibited anywhere in University buildings and University vehicles. Smoking cubicles etc. will not be provided, so all smoking must take place outdoors.

The smoking ban applies at all times and also in connection with special occasions such as conferences, meetings, receptions and festive events. It is the joint responsibility of management staff, other staff and students that the smoking policy is complied with.

Management staff are obligated to take action against staff members who do not comply with the smoking policy, meaning that any first time breaches of this policy will entail a petition from the line manager. Repeated breaches of the smoking policy may ultimately result in official prosecution of the staff member.

If a student breaches the rules, action according to the guidelines in Rules regarding disciplinary measures for students at Aalborg University will be taken.

The Main Working Environment Committee (HAMiU) will work towards making all University areas smoke-free in future.

Agreement signed by

Inger Askehave, Pro-rector and Chairperson of the Main Working  
Environment Committee (HAMiU)  
Aalborg University, 2 May 2013

## TAXATION FOR INTERNATIONAL STAFF

As a rule, if you live in Denmark, you are fully tax liable in Denmark and your Danish income will thus be taxed in Denmark.

### Content

General information

Ordinary Danish taxation

What you need to know

Tax rate

Preliminary tax assessment and tax card

Annual tax assessment

Tax exemption

What you need to do

Researcher taxation scheme

What you need to know

Requirements

What you need to do

Cross-border taxation

What you need to know

Personal Danish tax number

What you need to do

If you qualify for the researcher taxation scheme

if you do NOT qualify for the researcher taxation scheme

General information

In Denmark taxation is administered by the Danish tax authorities (SKAT).

As a rule, if you live in Denmark, you are fully tax liable in Denmark and your Danish income will thus be taxed in Denmark. Moreover, any foreign income must be declared and possibly taxed in Denmark. If you have foreign income, a double tax treaty may determine which country has the right to tax the income. If you have foreign income, we recommend that you contact the international department at SKAT for further guidance and information.

As an international researcher, you can be taxed in different ways in Denmark.

Ordinary Danish taxation

What you need to know

The Danish tax system is progressive. This means the more you earn, the more tax you pay.

All individuals in Denmark pay a gross income tax of 8%, called Labour Market Contribution (AM-tax/AM-bidrag) on salary income (also called A-income). Apart from AM-tax, the Danish tax also comprises of municipality tax, health tax, state tax and (optionally) church tax. Furthermore, based on your personal situation, you may be eligible for various tax deductions, such as a personal tax allowance (which allows you to earn 4,000 DKK tax free every month), commuting allowance (if you travel more than 24 km to work every day) interest rate allowance (if you have a mortgage), as well as deductions based on contributions to certain charity funds and union fees.

If you are NOT eligible for the researcher taxation scheme, you must follow the ordinary Danish tax scheme and apply for a Danish tax card, when you have activated your CPR number. If you do not have a tax card, you will automatically be taxed 55 % on your salary.

Please note that Research Assistants, Ph.D. Students/Fellows and Interns will always need to follow the ordinary Danish taxation.

#### Tax rate

Due to the many personal circumstances that determine your individual tax rate, it is not possible to estimate your exact tax rate in advance. Most people have a tax rate between 36 – 42 %. Please contact SKAT directly for further information on deductions and allowances.

#### Annual tax assessment

Every year in mid-March, taxpayers receive an annual tax assessment (Årsopgørelse) of the previous tax year in their online tax file at SKAT. In accordance with your preliminary tax assessment, you will either get a reimbursement or have to pay off unpaid taxes.

Please note that it is your personal responsibility to ensure that the information in the annual tax assessment is correct and complete and, if necessary, you must declare additional information to the tax authorities in your tax return.

If you do not receive an annual tax assessment you need to contact SKAT.

#### Tax exemption

If you are an Intern or a Guest Ph.D. student from one of the developing countries recognised by SKAT and you are receiving a stipend/scholarship from Aalborg University during your stay in Denmark, you may qualify for a tax exemption. Please contact the International Staff Unit (ISU) at [isu.hr@adm.aau.dk](mailto:isu.hr@adm.aau.dk) for further information.

#### What you need to do

Activate your CPR number upon arrival in Denmark.

Apply for a Danish tax card online at SKAT.

Every year in November – complete your preliminary tax assessment (Forskudsopgørelse) online at SKAT.

Every year in March – check your annual tax assessment (Årsopgørelse) at SKAT.  
Adjust your preliminary tax assessment at any time during the year, if your expected annual income changes (e.g., if you receive a bonus or a raise or leave your job).  
For further information, please contact the International Staff Unit (ISU) at [isu.hr@adm.aau.dk](mailto:isu.hr@adm.aau.dk).

## Researcher taxation scheme

### What you need to know

If you are employed as a Postdoc, Assistant Professor, Associate Professor or Professor, you may be eligible for the researcher taxation scheme. The researcher taxation scheme is a flat rate tax scheme of 32.84% (2023), comprising of an 8% labour market contribution and 27 % tax; the 27 % tax is calculated after the deduction of the 8 % labour market contribution. If you qualify, you can take advantage of the scheme for a maximum period of 84 months (7 years).

The researcher taxation scheme only applies to your salary from Aalborg University. Other income will be taxed according to the ordinary Danish taxation. If you do have other income, you will have the same liabilities as described above in the Ordinary Danish tax scheme.

### Requirements

In order to be eligible for the researcher taxation scheme, you must meet the following requirements:

You must hold a Ph.D. Degree and be employed in a Post Doc position.  
You must not have been fully or limited tax liable to Denmark within the past 10 years.  
You must not take up residence in Denmark more than 30 days prior to the commencement of your employment at Aalborg University (AAU)  
If you are joining Aalborg University directly after working at another Danish university, where you have been on the researcher taxation scheme, please note that if you have a gap in your employment of more than one month (and keep your address in Denmark), you may not be eligible to continue on the researcher taxation scheme.

### What you need to do

Activate your CPR number upon arrival in Denmark.  
Complete the application for the researcher taxation scheme form (contact [isu.hr@adm.aau.dk](mailto:isu.hr@adm.aau.dk))  
Forward the form to the relevant university salary office:  
ENG/TECH/MEDICIN at [est-loen@adm.aau.dk](mailto:est-loen@adm.aau.dk)  
SOCIAL SCIENCES/HUMANITIES/SHARED SERVICES at [hsf-loen@adm.aau.dk](mailto:hsf-loen@adm.aau.dk)  
The salary office will then submit your application to the tax authorities (SKAT). The processing time varies from 2 – 8 weeks. When the application has been approved, you will receive a confirmation letter. The tax scheme will automatically be activated upon approval.

Please note that individuals covered by the researcher taxation scheme, who do not have any foreign income or assets, do NOT require a Danish tax card. If you have foreign income, kindly see the general information above.

#### Cross-border taxation What you need to know

Internationals living in another country while working in Denmark, are generally limited tax liable to Denmark. This means that days worked in Denmark will be taxed in Denmark. This also applies when you are on the researcher taxation scheme. However, be aware that the researcher taxation scheme only covers the part of your salary that is earned and taxed in Denmark. If you are not eligible for the researcher taxation scheme, you may be eligible for the special cross-border commuter taxation scheme. This scheme allows you to deduct expenses to a larger extent, than if you use the regular rules for limited tax liability.

For detailed information on the special tax conditions applying to cross-border commuters in the Øresund region, please visit [oresunddirekt.com](http://oresunddirekt.com). For more information if you live in another country, please contact SKAT.

#### Personal Danish tax number

Regardless of the tax scheme, you need a personal tax number (when you do not have an active CPR number). This is also the case, if your stay in Denmark is for a period shorter than 90 days/3 months.

If you are eligible for the researcher taxation scheme, the university will apply for the tax number for you. If you are not eligible for the researcher taxation scheme, you will need to contact SKAT directly.

#### What you need to do

If you are living abroad and are eligible for the researcher taxation scheme:

Forward the following documentation to the International Staff Unit (ISU) at [isu.hr@adm.aau.dk](mailto:isu.hr@adm.aau.dk):

Copy of picture page in your passport and/or national ID card

Letter of appointment

Your full home address in your country of residence

Copy of your residence and work permit (non-EU only)

Copy of marriage certificate (if applicable)

Date of marriage and birthdate of spouse (if applicable)

The International Staff Unit (ISU) will submit the application to SKAT on your behalf. You will receive a confirmation letter when the tax scheme has been approved.

If you are living abroad and are NOT eligible for the researcher taxation scheme:



Submit an application for a personal Danish tax number AND a Danish tax card to SKAT by using the Getting a tax card via our digital form option. You need to attach the following documentation:

Application form 04.063 (completed online)

Copy of picture page in your passport and/or national ID card

Letter of appointment

Your full home address in your country of residence

Copy of your residence and work permit (non-EU only)

Copy of marriage certificate (if applicable)

Date of marriage and birthdate of spouse (if applicable)

Every year in November – complete your preliminary tax assessment (Forskudsopgørelse) online at SKAT.

Every year in March – check your annual tax assessment (Årsopgørelse) at SKAT.

Adjust your preliminary tax assessment at any time during the year, if your expected annual income changes (e.g., if you receive a bonus or a raise or leave your job).

SKAT (the Danish tax authority) will send you a letter, with your personal tax number and Danish tax card has been issued.

For any further questions, please contact the International Staff Unit (ISU) at [isu.hr@adm.aau.dk](mailto:isu.hr@adm.aau.dk)

## TERM OF NOTICE

Overview of termination notices if Aalborg University dismisses an employee.

### Content

#### Terms of notice

In most cases the term of notice follow the general rules as set in the Danish Employers' and Salaried Employees' Act, section 2, on dismissal and notice. Otherwise, it will be apparent from a collective agreement.

According to the Danish Employers' and Salaried Employees' Act , section 2 the following rules apply:

At the time of termination employed for up to	Term of notice
5 months	1 month
2 years and 9 months	3 months
5 years and 8 months	4 months
8 years and 7 months	5 months
Over 8 years and 7 months	6 months

#### Exceptions to the danish employers' and salaried employees' act, section 2

There are a number of exceptions to the above mentioned terms of notice. The most important being:

During a trial period (according to the Letter of Appointment) in the first three months the employee can be terminated with 14 days notice to retire on any day - not just the end of a month. However, the resignation must lie within three months' trial period.

Regarding temporary employment the time of termination is already set at the beginning of the employment period (according to the Letter of Appointment). If the employee is terminated before the contractual end date, the above mentioned rules apply, The Danish Employers' and Salaried Employees' Act, section 2.

For hourly-paid/non-salaried employees the following rules apply:

#### Terms of notice for hourly-paid/non-salaried employees

Students, office workers and students, IT workers with an average of max. 8 hours employment pr. week), the following rules apply – according to Fællesoverenskomst mellem Finansministeriet og Offentligt Ansattes Organisationer and Fællesoverenskomst mellem Finansministeriet og Lærernes Centralorganisation og CO10 - Centralorganisationen af 2010).

Employment notice	AAU's Term of Notice	Employees term of notice
Less than 6 months	3 days	3 days
Over 6 months	1 week	3 days
After 1 year	3 weeks	1 week
After 3 years	2 months	1 month

After 5 years   3 months   1 month

## TERMINATION OF ENROLMENT DUE TO LACK OF PARTICIPATION

Here you will find the rules of 10 May 2020 regarding termination of enrollment due to lack of study activity at Aalborg University

### Content

Rules of 10 May 2020 on termination of enrolment due to lack of participation

Aalborg University's rules on termination of enrolment due to lack of participation are pursuant to the following ministerial orders:

Ministerial Order No. 153 of 26 February 2020 on Admission to Full-Time University Programmes (Adgangsbekendtgørelsen)

Ministerial Order No. 152 of 26 February 2020 on Admission and Enrolment on Academy Profession Programmes and Professional Bachelor Programmes (Bekendtgørelse om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser).

Ministerial Order No. 1605 of 19 December 2017 on the four-year master programme at universities and Fine Arts Programmes at the Higher Artistic Educational Institutions under the Ministry of Higher Education and Science (Erhvervskandidatbekendtgørelsen)

### Part 1. The area of the rules

Section 1. A student's enrolment in a bachelor programme, profession bachelor programme or a master programme (including the four-year master programme) at Aalborg University is terminated if he or she proves an inactive student.

(2) Under the present rules, an inactive student is a student who has failed in a period of one year to pass an exam at Aalborg University or any other higher education institution that is a part of his or her study programme. The one-year period does not comprise periods in which the student is granted leave from the study programme in question.

Section 2. The present rules regarding termination of enrolment due to lack of participation do not include students enrolled at programmes offered in accordance with the rules for continuing education, or PhD-students, including PhD-students enrolled at the 4 plus 4 programme at Aalborg University.

Section 3. Other rules on participation stipulated in or pursuant of laws, ministerial orders or curricula equally apply, independently of the stipulations in the present rules, including rules on commencement-of-studies exams and first-year exams.

### Part 2. Decision on termination of enrolment due to lack of participation

Decision on termination of enrolment due to lack of participation

Section 4. Decisions under section 1 are made by the study board by which the student's programme is governed.

(2) The validity of a decision under section 1 is conditioned by the fact

that the student is informed of the decision in writing  
that the student, no less than two weeks before the termination of enrolment enters into force, has been informed about this decision and the stipulations stated in the present section  
that the appropriate grounds and guidelines for complaints are included

### Part 3. Exemption

Section 5. Following application, the study board may grant exemption from section 1 in case of unusual circumstances, including protracted illness, caretaking of close relatives who are disabled, critically ill or dying, maternity/paternity, adoption, military service, service connected to international military operations and conscientious objector service.

(2) Following application, the study board may grant exemption from section 1 in case a student on a master's programme has passed all exams except the master's thesis exam.

(3) Application for exemption has delaying effect.

(4) Exemption pursuant to subsection 1 is granted for two full semesters.

Section 6. If the student in question fails to submit an application for exemption in due time, but does contact the university within a reasonable period of time after the execution of the termination, the decision is annulled in full if the enrolment, under the present rules, should not have been terminated.

### Part 4. Complaint.

Section 7. Students may within two weeks of the day they are informed of the study board's decision present this decision to the Danish Agency for Science and Higher Education, if the complaint concerns legal issues. The complaint is submitted to Educational Law. If the decision is maintained, the university gives a statement which the complainant may comment on within a deadline of no less than one week. The university forwards the complaint to the Danish Agency for Science and Higher Education, enclosing its statement and any comments on the part of the complainant.

(2) Students may within two weeks of the day they are informed of the study board's decision present this decision to the Danish Agency for Science and Higher Education, if the complaint concerns legal issues. The complaint is submitted to the faculty under which the student belongs. If the decision is maintained, the university gives a statement which the complainant may comment on within a deadline of no less than one week. The university forwards the complaint to the Danish Agency for Science and Higher Education, enclosing its statement and any comments on the part of the complainant.

Section 8. Complaints do not have delaying effect.

Section 9. If the student in question fails to submit a complaint in due time, but does contact the university within a reasonable period of time after the execution of the termination, the decision is annulled in full if the enrolment, under the present rules, should not have been terminated.

Part 5. Commencement etc.

Section 10. These rules shall enter into force on 10 May 2020.

Section 11. Aalborg University's "Rules of 11. April 2018 regarding termination of enrolment due to lack of participation" are hereby repealed.

## TAXI TRANSPORT TO THE EMERGENCY DEPARTMENT

In the event of a minor injury, it may be necessary for the injured person(s) to be examined medically, even if the injuries initially appear to be minor.

### Content

In case of light or minor injuries, it may be necessary for you to send the injured person to the emergency room or to the person's own doctor - even if at first they appear to be unharmed or appear only to have superficial scratches or other minor injuries.

Examples of situations, where an injured person should have a medical check:

People who have been hit in the eyes by shattered glass

People who have been exposed to blows to the head

People who have been exposed to or ingested or inhaled toxic or corrosive substances

People who have been exposed to electrical current

More examples may be mentioned

In many situations, it is unsafe to let the injured person drive to the emergency room or a doctor. Therefore, AAU has entered into an agreement with Sikkerhedspartner A/S on taxi transport of injured people - so-called seated patient transport.

In case of emergency

If you need a seated patient transport, please do the following:

Call the control center at Sikkerhedspartner A/S, tel. (+45) 70 113 113

State the customer number 50 12 02 96

State the name of the requesting department/section or name of the requestor

Specify the number of persons to be transported - and from/to which address

Sikkerhedspartner A/S acquires the necessary number of taxis (max. 4 persons per taxi) for transport to the emergency room

Sikkerhedspartner A/S acquires the necessary number of taxis (max. 4 people per. Taxi), which will provide transport to the emergency room. This scheme can also be used for home transport from the emergency room.

### Purpose and delimitation

In case of light or minor injuries, it may be necessary for the injured to have a medical examination, even if the injury appears to be superficial.

This guide describes how you can arrange this transport.

## UNPAID LEAVE TO CARE FOR A SICK CHILD UNDER THE AGE OF 18

Unpaid leave may be granted to AAU employees who need to care for a child under the age of 18 suffering from reduced physical or mental functional capacity. It is a precondition that the employee has been granted reimbursement of lost earnings by the municipal authorities pursuant to section 42 in Serviceloven (the Danish Social Services Act) on home care for a child under the age of 18.

It is a precondition for the municipal granting of leave that it is necessary for the child to be cared for in the home by either the father or the mother.

The municipal authorities grant or refuse the application regarding unpaid leave for employees caring for dependants suffering from permanently reduced functional capacity. You may contact your Department or the HR Department if you need assistance with your contact to the municipal authorities.

Any agreements on paid or unpaid leave must be made by the employee with their line manager according to the [Scheme of Delegation](#).



## UNPAID LEAVE FOR EMPLOYEES CARING FOR DEPENDANTS SUFFERING FROM PERMANENTLY REDUCED FUNCTIONAL CAPACITY

Unpaid leave may be granted to AAU employees caring in their home for dependants with considerable and permanently reduced physical or psychological function capacity or extensive chronic or long-term disease, provided the employee has been granted leave by the municipal authorities pursuant to section 118 in the Danish Social Services Act. Special rules apply to children under the age of 18; therefore, the above does not apply to this category.

During the unpaid leave, the AAU employee will be employed as a full-time care provider by the municipal authorities.

The municipal authorities grant or refuse an application regarding unpaid leave for employees caring for dependants suffering from permanently reduced functional capacity. You may contact your Department or the HR Department if you need assistance with your contact to the municipal authorities.

AAU employees are entitled to unpaid leave to care for a dependant suffering from reduced functional capacity if the municipal authorities employs the staff member as a care provider pursuant to Danish legislation: 'Lov om lønmodtageres ret til fravær fra arbejde af særlige familiemæssige årsager' [Act on Employees' Entitlement to Absence from Work for Special Family Reasons].

Any agreements on paid or unpaid leave must be made by the employee with their line manager according to the [Scheme of Delegation](#).

## USE OF TEACHING MATERIALS AT AAU

### **Policy area**

1. The policy concerns intellectual property rights associated with teaching material not published by a publishing house produced by AAU's teaching staff as part of their employment at AAU.
2. Teaching material means all types of material that members of the teaching staff produce for use in teaching as part of employment at AAU, including further and continuing education, for example PowerPoint slides, handouts, images, e-learning activities, quizzes, audio and image recordings, etc.
3. The policy only concerns rights to teaching materials produced by AAU's teaching staff as part of their employment that has not been published by a publishing house. AAU's use of teaching material published by a publishing house, for example books and articles, is regulated by the university's agreements with Copydan and similar organisations.

### **Teaching material produced for use in staff members' own teaching**

4. Teaching material (cf. section 2) produced by a member of the teaching staff for use in their own teaching may be reused by other AAU staff members if the teacher gives permission. In addition to the natural request for permission, the permission may, for example also be granted by the teacher making the material available under a suitable license, such as a Creative Commons license. Reuse can then take place to the extent that the license allows.
5. Permission is also indicated if the teacher distributes the material in other ways that signal that the material can be used freely, for example if they upload it to a joint sharing drive where teaching staff who want to share material can upload and freely download material. In these cases, reuse may take place in the manner agreed. Further definition of what is considered to be a joint sharing drive is determined at each department. However, a joint sharing drive is not a course module in Moodle or other similar platform where several teachers contribute to the same course. Permission under this provision is valid until two years after the teacher has resigned from their position at AAU.
6. The teaching material can also be used by other staff at AAU in exceptional cases where there is an unforeseeable and compelling need to use the material to conduct teaching, for example in the event of a teacher's prolonged, sudden absence. Use of the teaching material in

these cases must only be for the specific situation where the unforeseeable and compelling need has arisen.

7. Teaching material (cf. section 2) produced by several members of the teaching staff for use in their own teaching or in joint teaching may also be reused by other AAU staff if the teachers jointly give permission (cf. sections 4 and 5), except in the case of specific teaching material that is subject to a separate agreement.

#### **Teaching material produced for general use**

8. Teaching material produced by a member of the teaching staff for use that goes beyond their own teaching may be reused by other AAU staff members to the extent necessary for AAU's usual teaching activities. Examples include exam assignments, correction guides, course activities, etc. created for the purpose of carrying out teaching involving participation by varying staff.

9. With regard to the teaching material covered by section 8, AAU (cf. usual teaching activities) has the right to use the material. The right of use means that teaching staff can reuse and adapt each other's teaching material as part of teaching at AAU.

#### **Teaching material containing sound and/or image recordings**

10. If AAU wishes to record a teaching situation, the programme management must request teaching staff members' acceptance on recording and sharing and/or making the teaching situation public. The programme management's obtaining of the teachers' acceptance must, as far as possible, be done in a timely manner prior to the lessons in question. In each individual case, the individual teachers and the programme management must agree on which lessons are to be recorded.

11. With teaching materials that include sound and/or image recordings of teaching staff, the teacher has the right to review the recordings before they are included in the teaching. In addition, teaching staff members may demand at any time that the recordings be removed from the teaching material.

12. In each case, the individual teachers and the programme management must agree on the type of recordings. The agreement must indicate whether there will be sound and/or image recordings, and what form any image recordings will take, including whether PowerPoint slides or other teaching material will appear in the recording. In addition, it must be agreed whether the recordings will be made available at the same time as the teaching activity and/or stored to be made public later. Finally, it must be

agreed how the recordings will be made public, for example via the internet, local intranets or by other means. If the publication is via local intranets, it must be agreed who will have access to the recordings.

13. AAU may use sound and/or image recordings of teaching situations recorded by AAU within the framework of the specific agreements made with the teaching staff (cf. sections 10-12). Members of the teaching staff may withdraw their acceptance at any time.

#### **Commercial use of teaching materials**

14. Commercial use of teaching material may only take place in agreement with the individual teachers.

## USE OF SHARING SERVICES AT AAU

Based on the statement on sharing services from the Agency for the Modernisation of Public Administration, Aalborg University has decided the following, [look here](#).

# WEB ACCESSIBILITY - EU LEGISLATION

Briefly, the EU directive on web accessibility deals with making public websites and apps accessible to people with various disabilities. For example, the content of websites must be compatible with screen readers. Since Aalborg University is a public educational institution, the EU Directive applies to all apps and websites published by the university. Both an intranet and extranet are defined as websites, therefore this also applies to systems using a web interface such as Moodle.

## **CMS Infoglue**

The ITS UX team has reviewed the EU directive and the Danish Web Accessibility Act in terms of how this will affect apps and Infoglue websites. The team has compiled guidelines for how web editors take into account web accessibility requirements in their day-to-day work. These guidelines are available at

<https://www.its.aau.dk/vejledninger/infoglue/infoglue-guide/web-accessibility>

ITS is still working on the following points:

- Users should be able to navigate the website using the tab key - some functions do not support the use of the tab key.

The CMS system automatically complies with some of the guidelines. For example:

- The website design and contents must adapt to different devices (responsive design)
- Users should be able to use the zoom function
- All headings, links, photos etc. must be identified in the code behind the website
- The contrast between website elements must be easily distinguishable (minimum contrast colour ratio 4.5:1)
- The size of icons and buttons must be no less than 44\*44 pixels

## **Documents**

All document elements, such as headings, photos, etc. must be tagged, thus, adding documents to your website, such as PDF and Word documents, is somewhat time-consuming in terms of web accessibility. This guideline affects both technical and administrative staff (TAP) and academic staff (VIP). Full compliance with the legislation requires the use

of a number of license-based tools. However, the number of licences to be issued to accommodate this is considered a disproportionate burden (cf. Act No. 692, section 3(2) (in Danish)).

All AAU staff members have access to the Adobe package that includes Adobe Acrobat Pro DC. In Acrobat Pro DC you'll find an accessibility feature that enables you to check your PDF and identify and fix the most common accessibility problems. This feature does not meet all the requirements of the EU directive. For now however, this is the best tool available at AAU, therefore, we still recommend that you use this to check your most important documents. You'll find more information on how to use Adobe's accessibility check via this link:

[https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.htm](https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.html)  
!

In addition, we recommend that you not upload PDF files to websites and instead copy and paste text from documents directly on the website. We are aware, that this is not an option for research publications or lengthy graphics-intensive reports etc.

#### **Accessibility statement**

The EU directive and the Danish Web Accessibility Act require all websites to publish an accessibility statement. This must be made available on [website name].aau.dk/was, and must specify which legal requirements the website does not meet.

An accessibility statement must be prepared using a tool developed by the Danish Agency for Digitisation; thus, the ITS UX team will prepare accessibility statements for all websites published in CMS Infoglue.

If you are the web editor of websites not published in CMS Infoglue, you are responsible for preparing and publishing an accessibility statement. You will find more information on the accessibility statement and the requirements of this statement at

<https://digst.dk/digital-service/webtilgaengelighed/lov-om-webtilgaengelighed/tilgaengelighedserklaeringen> (only in danish). Please note: using the accessibility tool requires a NemID staff signature; you can create one by contacting [support@its.aau.dk](mailto:support@its.aau.dk)

#### **Other systems**

If you publish websites via other systems, you may use the above as inspiration for meeting web accessibility requirements, since this is based on meeting web accessibility requirements when using CMS Infoglue.

Therefore, if you are responsible for systems that use a web interface, web applications and apps that are available to a large target audience, we

recommend that familiarise yourself with the web accessibility requirements.



## WORKING ENVIRONMENT AT AAU

There is much to be gained from a healthy working environment: improved well-being, improved efficiency and improved finances. This applies to both large and small work places.

In Denmark as in most of Europe we have legislation (The Working Environment Act; Arbejdsmiljøloven) that states that the employer is obliged to ensure that the employees do not get ill or hurt at work. This applies both on a short-term basis as well as on a long-term basis.

We do have this legislation because we want to take care of each other and because every citizen in Denmark has the right to a decent life.

Furthermore, there are many good financial arguments for a healthy and safe working environment.

To ensure that the employees do not get ill or hurt at work the employer has several duties to carry out. For example, the employer must establish a working environment organization. The employer must ensure that the employees are properly instructed how to carry out their work, so that the risk of being ill or hurt is minimized. There are several more duties for the employer.

On the other side, every employee has the obligation to inform the employer if there are hazardous conditions somewhere at the workplace. The employer will gratefully receive the information and as quickly as possible carry out the necessary to solve the hazardous problem.

Overall, a healthy and safe working environment is the result of a good cooperation between the employer and the employees.

If you have questions about the working environment at Aalborg University or at your department, please do not hesitate to contact your local working environment representative, your head of department or the central section for occupational health and safety (AMS). You can also [check out this little brochure produced by AMS.m](#)