Terms of reference for the Study Environment Council at Aalborg University

The Study Environment Council has been appointed by the Executive Management of Aalborg University. The Study Environment Council aims to ensure that Aalborg University’s degree programmes are based in an attractive study environment which is supportive of problem-based and project-based learning. The Study Environment Council safeguards the interests of Aalborg University within the study environment area and aims to ensure the implementation of initiatives with the objective to strengthen the physical, psychological, aesthetic and digital study environment at institutional level.

Members of the Study Environment Council

- Pro-rector for education (chair)
- A student representative from the academic council of each faculty\(^1\) (the students must appoint a deputy chair of the council among the student representatives)
- One pro-dean for education\(^2\)
- The student representative of the University Board
- Two heads of departments\(^3\)
- One head of school\(^4\)
- One chair of study board\(^5\)
- The chair of the Study Environment Group of AAU CPH
- A student representative from AAU CPH (appointed by the Student Environment Group)
- The director of studies (the director of studies is responsible for including relevant heads of sections of AAU Shared Services)
- The head of the Quality Assurance Unit

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\(^1\) The student representative is appointed of and among the council’s student representatives for a two-year period. In the event that a student representative leaves the Academic Council, such as when they are not re-elected, the Academic Council recommends a new student representative

\(^2\) The pro-dean representative is appointed by all pro-deans for a two-year period

\(^3\) The two heads of departments are appointed of and among all heads of departments for a two-year period

\(^4\) The head of school is appointed of and among all heads of schools for a two-year period

\(^5\) The chair of study board is appointed of and among all chairs of study boards for a two-year period
The study environment coordinator from Campus Service (the study environment coordinator is responsible for involving AAU IT Services when required)

(The educational advisor of the Pro-rector will attend all meetings as an observer)

Duties and responsibilities

- The council is responsible for ensuring that Aalborg University complies with Danish legislation (‘Lov om elevers og studerendes undervisningsmiljø [Act on students’ educational environment] (only available in Danish) and follows up on other agreements made in the area of educational environment (such as in Aalborg University’s Development Contract).
- The Study Environment Council is responsible for the strategic, long-term development of the study environment and also for the preparation of a strategy within this area. The strategy for the study environment will contribute to the implementation of AAU’s general strategy in relation to the study environment area. The Study Environment Council must be involved in strategic initiatives and decisions that affect AAU students and their learning environment.
- The Study Environment Council is responsible for identifying issues and deciding to launch initiatives for the improvement of the psychological and physical study environment; this must be done in close dialogue with students.
- The Study Environment Council is responsible for initiating student-run pilot projects and development projects focusing on the study environment.
- The Study Environment Council is responsible for overseeing whether the issues identified by the council are resolved by relevant bodies.

The Study Environment Council continuously establishes working groups/task forces made up of council members and potential stakeholders and resource personnel; these groups are responsible for the preparation of drafts and presentations to be discussed and approved in the Study Environment Council.

Relation to the Executive Management and other University bodies

The Study Environment Council is an advisory body to the Pro-rector for education; by virtue of the authority delegated by the Rector (delegation of the Rector’s authority within the area of education), and based on input and consultation with the council, the Pro-rector will make final decisions in cases processed by the council.

The chair is responsible for informing the Executive Management of the activities of the council.

At any time, the chair (or the Rector) may put forward a case to the Executive Management before making a decision.
The council ranks alongside the Council for Quality Assurance and Development and the Strategic Council for Education.

The Strategic Council for Education, the Council for Quality Assurance and Development and the Study Environment Council engage in close cooperation and coordination. This cooperation and coordination is ensured by the Pro-rector for education acting as chair of all the above bodies; moreover, the pro-deans for education and the director of studies are members of the Council for Quality Assurance and Development, and the director of studies and one of the pro-deans for education are members of the Study Environment Council.

Furthermore, the chair is obligated to be attentive to whether topics discussed in the council are also discussed or relate to topics discussed in other bodies.

**Meetings and minutes**

The Study Environment Council performs its activities at meetings. The chair of the council chairs the meetings. In the absence of the chair, the deputy chair will chair the meeting but will not assume the decision-making authority of the chair.

Meetings are held approximately 4 times a year.

When necessary, the chair may arrange extraordinary meetings.

Ten days before meetings, the Quality Assurance Unit in the Study Services secretariat will call the meeting and send out the meeting agenda.

In special circumstances, the chair may call meetings in short notice.

Meeting minutes are approved via email after the meeting. Approved minutes must be filed in Aalborg University's electronic resource management system and published on the University's internal websites in Danish.

**Administrative support**

The Quality Assurance Unit in Study Services provides administrative support to the Study Environment Council.