

# Regulations for the Study Boards of the University of the Faroe Island

In accordance with §17 in Parliamentary Act No. 58 on the University of the Faroe Islands, dated 9 June 2008, with later amendments, the Board of Directors has stipulated these regulations to be valid for all Study Boards at the University of the Faroe Islands.

## Purpose

Study Boards must ensure the quality of education, teaching, and learning of the University of the Faroe Islands and to ensure its instructors and students influence on the contents and form of the instruction.

## Scope and authority

In general, the duty of the Study Boards is to oversee the continuous development and improvement of education and instruction.

The role and tasks of the Study Boards therefore include the following:

1. Ensure that the objective of a research-based education of international quality is met.
2. Comment on degree profiles, programme descriptions, and new course descriptions or ones with major revisions.
3. Comment on recommendations from Programme Leaders about correcting measures as part of the evaluation of instruction and education.
4. Approve applications for credit transfer at the recommendation of the Programme Leader and to ensure that they are correctly processed.
5. Support measures that improve the education, teaching and learning at the University of the Faroe Islands.

*Ad. 1:* Study Boards check the quality of every programme, e.g. that the degree programmes are research-based, that they meet international quality standards, and if they are relevant to Faroese society. To assess this, the Study Boards must comply with the stipulations in the “European Standards and Guidelines for Quality Assurance in the European Higher Education Area” (ESG) and the Bologna Process and subsequent communiqués, and the quality policy and regulations of the University of the Faroe Islands.

*Ad. 2:* Study Boards are given proposals for new programme descriptions and degree profiles and alterations to existing programme descriptions and degree profiles from the Programme Leader to comment on after the Programme Leader has received comments from all parties of a hearing. The Study Boards comment on alterations in the structure of education programmes, purpose, learning outcomes, competences, exam methods and other more extensive alterations. Study Boards are notified about minor alterations in programme descriptions and degree profiles. It is the responsibility of the respective Dean to approve new programme descriptions and all changes in degree programmes.

The Programme Leader approves course descriptions, however new course descriptions and major alterations in course descriptions such as alterations in the learning outcomes, purpose, and exam method are sent to the faculty Study Board for comments. The Study Board must ensure that the various parts of the programme are coherent, and that individual subjects or subject areas are not altered to such an extent that they no longer serve the purpose and learning outcome for the programme. The Study Board must furthermore ensure that teaching and learning approaches and exam requirements adhere to the purpose and learning outcome of the education programme.

*Ad. 3:* Study Boards must ensure the quality assurance and quality enhancement of education programmes and teaching and learning approaches. Based on results from evaluations, Study Boards get the opportunity to discuss and comment on alterations recommended by the Programme Leader.

*Ad. 4:* Study Boards approve credit transfer, they are consulted in the process when regulations and practices regarding credit transfer are evaluated, and they ensure that regulations and procedures are followed. If the matter in question has a clear precedence that is well documented and well substantiated by a similar kind of credit transfer process, the administration may present the Programme Leader with the matter for decision-making without the Study Board processing the matter.

*Ad. 5:* Study Boards support measures that improve the study environment and measures that support collaboration across the educations of the University of the Faroe Islands. Study Boards must process matters concerning education and instruction presented to the Board by the University Leadership Team or the Dean and may, furthermore, take up matters that have been sent to the Study Board from parties concerned, e.g. to comment on suggestions to alterations in the executive orders regarding educations.

## **Form and election of Study Boards**

Each faculty of the university has a Study Board. The Study Board is formed with equal representation of academic staff and students, and the distribution is as follows:

- Faculty of Faroese Language and Literature: 3 academic staff and 3 students
- Faculty of Education: 4 academic staff and 4 students
- Faculty of Science and Technology: 3 academic staff and 3 students
- Faculty of History and Social Sciences: 4 academic staff and 4 students
- Faculty of Health Sciences: 3 academic staff and 3 students

In addition to the prescribed number of members on each Study Board, it is required that all Study Boards have 1 deputy member representing academic staff and 1 deputy member representing students. The election of deputy members is organised with the same frequency and according to the same procedures that apply to Study Board elections.

The respective positions of member and deputy member on the individual Study Boards are allocated according to number of votes. In case of uncontested elections, the Study Board decides who takes the respective role of being member and deputy member at the first meeting after the election. If no consensus is reached, the decision lies with Rector.

Academic staff representatives are elected for a three-year period while student representatives are elected for two years at a time. A representative, who is on leave, cannot be active during the duration of their leave. The Rector is in charge when members for a new Study Board must be elected, or when individual members are up for election for the Study Boards. The election for student representatives is organised through the university's administration and the Student Council (RTL). Academic staff, including PhD students, appointed at least half-time to the university on the first day of the month of

which the election takes place have the right to vote and are eligible for the Study Board. Deans and Deputy Deans are ineligible for the Study Boards but have the right to vote. All matriculated students on the first day of the month of which the election takes place have the right to vote and are eligible for the Study Boards.

Study Board elections are conducted according to “Procedures for Study Board Elections at the University of the Faroe Islands”, which the Rector has stipulated and has the authority to alter if required. Equal gender quotas should be aimed for in each individual Study Board.

As soon as possible and within a week after the Study Board election, the secretary convenes the Board for a meeting to form the Study Board for the next term with a chairperson among the elected academic staff representatives and a vice chairperson among the elected student representatives if these were up for election. A meeting plan will be organised at this first meeting and potential new members of the Study Board are informed of the responsibilities of the Board.

The vice chairperson participates in the planning of the Study Board’s work.

If a member of a Study Board for some reason withdraws, the next respective person on the list of electives for academic staff or students – or the agreed deputy member in the case of an uncontested election - takes his seat on the Study Board. If, however, there is no deputy member on the list, a new election must be held, unless the next scheduled election is within a period of three months. In that case the new member and deputy members of the Study Board will not be elected until at the next scheduled election. However, this does not apply if the chairperson withdraws prematurely, and if no other Board member wants to take on the role as chairperson, or if the Study Board is unable to form a quorum due to several Board members having withdrawn prematurely; in such situations a new election of chairperson or Board members must be organised without hesitation in order to ensure that the Study Board is able to form a quorum.

Students are compensated for their meeting activities on the Study Boards according to regulations about compensation stipulated by the Rector of the university.

## **Rules of procedures**

Study Boards convene meetings when deemed necessary. A meeting plan will be made for each semester.

In case of urgent matters, the chairperson may call upon the Study Board to process matters in writing between regular meetings. All matters that require a written process must be sent to the members of the Study Board in advance, so they have at least three working days before sending their reply to the chairperson. The chairperson must prescribe the deadline for which the members of the Study Board must have given their reply. A member of the Study Board may demand the matter to be taken up at an extraordinary meeting. In such a case, he/she must give due grounds for his/her demand. If these requirements are met, the chairperson is required to take up the matter for discussion and prepare it for processing at an extraordinary meeting.

The chairperson is required to allow an extraordinary meeting when more than half of the members of the Study Board hand in a written petition including a meeting agenda for an extraordinary meeting. The extraordinary meeting must be held within 14 days after the chairperson has received the request, and in case of very urgent matters – e.g. if the matter is especially urgent or there is a risk that it may become statute-barred, or may become more complicated, the extraordinary meeting must be held sooner.

A secretary with a right to speak but not with a right to vote is part of all Study Boards.

A Study Board should invite non-members of the Study Board to participate in meetings when needed with the aim to inform Board members through their expertise and knowledge and to get inspiration regarding matters or topics that are discussed on the Study Board.

Members of the Study Board are obliged to participate in all scheduled meetings of the Study Board. If a member is unable to attend a meeting, the member must notify the secretary of the cancellation as soon as possible before the meeting.

Study Board meetings are not public.

Members of the Study Board, secretary, and all other possible participants of a Study Board meeting have a confidentiality duty according to the stipulations of the administrative law.

Meetings of the Study Boards are usually held at the university. The chairperson may appoint another place for the meeting.

## **Notice of meetings and agenda**

The secretary is together with the chairperson responsible for the due notice of meetings, programme for the meetings and all relevant material for the meetings being available in digital form to all members of the Study Board no later than three working days prior to the meeting. In case of extraordinary circumstances, the time-limit may be shorter.

The chairperson may decide that pure administrative matters may be processed in writing.

All members of the Study Boards may require a matter taken up at the next regular meeting on the Board. If a member of a Study Board wishes to take a matter up at the next meeting, they must send in the matter including all relevant material to the secretary no later than 5 working days before the scheduled meeting.

## **Structure of meetings**

Meetings and votes are led by the chairperson.

The chairperson confirms at the beginning of a meeting whether the time limit for the summons for the meeting is held and whether the Study Board forms a quorum. The secretary registers the members present at the meeting. The Study Board forms a quorum if the chairperson is present, and more than half of the members of the Study Board are present.

The chairperson decides the order of the items to be taken up at the meeting, unless at least two members ask that the order of the items should be voted for. When the meeting begins, the members may comment on the order of the items on the agenda. One fixed point in the programme is approving the minutes of the previous meeting.

## **Disqualification**

According to the administrative law it is the responsibility of the individual member to notify his/her Study Board of any circumstances that may result in a disqualification in a matter. The Study Board then decides – without the participation of the respective member, whether the member is disqualified and therefore may neither take part in the process nor the decision-making of the respective matter. If the Study Board is not able to present a quorum because of a disqualification, the meeting is conducted according to stipulations laid out in the administrative law.

## **Processing and voting**

Only items that have been on the agenda for the meeting may be voted on. If, however, none of the attended members of the Board protest, decisions may be taken in urgent matters that are not on the agenda for the meeting. The chairperson may choose to remove an item from the agenda.

The chairperson decides how votes will be cast – e.g. by raising a hand or not.

A vote is decided by a majority among the members with a right to vote who are present at the meeting. In case the vote is inconclusive, the vote of the chairperson decides the matter.

## **Minutes from meetings and items dealt with**

The secretary writes the minutes of Study Board meetings. The minutes must be available digitally for every member for approval no later than 14 days after the meeting. The minutes must provide information about what members were present at the meeting. If members of the Study Board disagree with the minutes in a matter, they may demand their point of view to be shown in the minutes.

Once the minutes from a Study Board meeting have been approved by all members present at the meeting, and no later than at the next meeting, they are made public for staff and students at the university.

It is the responsibility of the secretary that matters that have been decided upon in the Study Board are processed together with the administration.

## **The Rector's authority**

Possible disputes about how to interpret these regulations must be presented to the Rector who decides the matter. Regarding important matters concerning everyday activities at the University, the Rector – in a dialogue with the relevant Study Board(s) when applicable – has the authority to dispense with the rules stipulated in these regulations.

## **Effect**

These regulations for the Study Boards of the University of the Faroe Islands come into effect on 1 March 2024.

Tórshavn, 22 February 2024

Board of Directors at the University of the Faroe Islands.