



AALBORG UNIVERSITET

AAU Shared Services CPH

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Terms of reference of the Study Environment Group of AAU CPH

The Study Environment Group of AAU CPH is advisory to the departments and faculties of the Copenhagen campus. In practice, the Study Environment Group refers to the Campus Council of AAU CPH and is thus closely connected to the local management of AAU CPH and the Campus Director of AAU CPH.

The responsibilities of the Study Environment Group of AAU Copenhagen include:

The Study Environment Group is responsible for monitoring the study environment of AAU CPH; providing possible solutions for *cross-institutional* study environment challenges *identified at AAU CPH in particular* through semester evaluations, self-evaluation reports, study environment surveys, discussions with the study boards, etc.; and providing possible solutions for other cross-institutional challenges that might arise at AAU CPH.

The Study Environment Group is responsible for informing the Campus Council of any specific study environment issues; the relevant members of the Campus Council are responsible for passing this information, and any possible solutions, on to their department for final implementation.

The Study Environment Group is responsible for acting as discussion partner for all units located at the Copenhagen campus in terms of initiatives towards the improvement of the study environment. Furthermore, the Study Environment Group collaborates with AAU's Study Environment Council and the Strategic Council for Education. This collaboration takes the form of mutual orientation (through the sharing of meeting agendas prior to Study Environment Group meetings and meeting minutes).

Moreover, in the event that the Study Environment Council and the Strategic Council for Education wish to receive additional information on local conditions or wish for the Study Environment Group to implement and thus support centrally defined activities, they may contact the Study Environment Group of AAU CPH, via the Campus Council.

The Study Environment Group also has a special responsibility for keeping students and staff members at AAU CPH informed on any activities towards the development of the study environment on campus. The Study Environment Group will therefore request for regular feedback from relevant departments or faculties on whether, or how, the challenges and recommendations identified by the Study Environment Group are handled locally.

Members:

- Heads of schools of degree programmes offered at AAU CPH (the chair is appointed among the heads of schools for a one-year period)
- Campus Director (ex-officio member)



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- Four staff members (academic staff (VIP)/technical and administrative staff (TAP), one representative from each faculty offering degree programmes at AAU CPH as of 1 January 2017)
- Four students (one representative from each faculty offering degree programmes at AAU CPH as of 1 January 2017)

Staff members are appointed for a two-year period. Students are appointed for a one-year period. Members may be reappointed at the end of their term.

Academic staff members are appointed by the deans of the relevant faculty. Student members are appointed by and among students at AAU CPH who are also members of one of the AAU study boards.

The Study Environment Group meets once or twice each semester, and the duration of these meetings are 2-3 hours. Moreover, certain tasks may require the Student Environment Group to meet on an ad hoc basis. In the spring of 2018, the Study Environment Group will evaluate on its activities.

Shared Services CPH provides secretarial services to the Study Environment Group and is responsible for conducting the meetings held at AAU CPH. Participants travelling from Aalborg to attend meetings must ask their unit/department to cover any travel expenses.

Approved by the pro-rector and pro-deans on 27 November 2016