

**Rules Governing Elections at
The IT University of Copenhagen
(the IT University)**

I. Election Committee

- 1 The Vice Chancellor shall arrange for the establishment of an Election Committee and issue an election circular in co-operation with the Election Committee. The Election Committee shall appoint a chairman amongst themselves.
- 1.2 The vice chancellor shall provide the necessary administrative assistance to the Election Committee.
- 2 The Election Committee shall plan and carry out the election on behalf of the vice chancellor, and it shall ensure that the election rules are observed.
- 2.2 The Election Committee shall publish information about deadlines and procedures via postings in the Intranet, via e-mail to all students and employees and by means of posters at the IT University and the institutions which provide courses which are contracted out by the IT University.

II. Electors and Election Groups

- 3 Electors are divided into three election groups, and the exact composition of these varies depending on the body for which the election is held, cf. the Articles of Association of the IT University of Copenhagen.

Election Group I – scientific staff

The election period of election group I is 4 years.

Election Group II – technical and administrative staff (TAP)

The election period of election group II is 4 years.

Election Group III – students

The election period of election group III is 1 year, 2 years for elections to the Board of Directors.

- 4 Persons who fall under one of the groups stated in section 3, cf. the Articles of Association of the IT University of Copenhagen as per the first day of the month the election is called and at the time of the election have a right to vote and may stand for election provided they are included in the election list, cf. section 6. In the following, persons with a right to vote and persons which may stand for election are referred to as electors.
- 5 Qualification as elector may only be invoked within one of the three election groups. Persons who comply with the conditions of inclusion in more than one election group shall inform the Election Committee within a fixed and published date of the group in which they wish to exercise their elector rights. If such a statement is not given, the Election Committee shall decide on the matter.

- 5.2 Persons belonging to election group I or II who have commenced a leave of absence of a duration of one year or less and who intend to return to the IT University at the time of the election shall be considered electors.
- 5.3 Persons belonging to election group I or II who have commenced a leave of absence of more than one year as per the first day of the month the election is called or at the time of the election may apply for elector rights. The application shall be submitted to the Election Committee. The application will be decided on based on a concrete evaluation.
- 5.4 Persons belonging to election group III are not considered electors during any leave period irrespective of the duration of such period.
- 6 The Election Committee shall prepare election lists of the electors. The lists shall be presented for inspection in order to enable any complaints to be submitted. The Election Committee shall determine the deadline of the presentation of the lists and of the submission of complaints. The deadlines are fixed in order to determine the number of electors in each election group in good time before the election. After the expiry of the complaint period, no amendments of the list may be requested. However, the Election Committee shall correct any errors which are brought to their attention as long as it is practicable.
- 7 A person elected for a collegiate body at the IT University, who is no longer an elector, shall retire from the relevant collegiate body, and the relevant alternate, cf. sections 5 and 23, shall join.
- 8 If a person belonging to election group I or II who is elected for a collegiate body at the IT University is on leave or is due to go on leave during the election period, but is still an elector, cf. sections 5.2 or 5.3, this person shall retire for the duration of his/her leave, and the relevant alternate shall join for the duration of the leave period, cf. section 17.5 and 23.

III. Election Area

- 9 Each collegiate body constitutes a separate election area in which the electors elect their representatives in each election group.

IV. Nomination of Candidates

- 10 Elections are held subject to proportional representation. Lists of candidates shall be submitted to the Election Committee, and the lists shall be signed by the candidates who by their signatures shall declare that they accept their nominations. The lists shall also include binding signatures of a minimum of five nominators among the electors in the relevant election group. A nominator may only sign one list of candidates in an election for the same collegiate body. A candidate is nominator of the list in which he/she is nominated.
- 10.2 A list may include fewer names than the number of candidates to be elected. However, if possible, it should include more than one candidate, and in general, it should be attempted to include a sufficient number of candidates in the list to include alternates in order to limit the number of supplementary elections, cf. section 23, to a minimum. A list may not include more than twice as many names as the number of candidates to be elected. However, a minimum of ten candidates may always be nominated.

- 10.3 No candidates may be nominated in more than one list for the same collegiate body.
- 10.4 If it does not appear directly from the list that the candidates are nominated without priority, they shall be considered to be nominated in the order in which they are stated in the list.
- 11 List alliances may be formed between lists, and election alliances may be formed between lists and list alliances. List and election alliances may only be formed to the extent that all candidates included in the lists have confirmed the alliance to the Election Committee in writing.
- 12 The nomination of candidates must be received by the Election Committee before the expiry of the deadline fixed by the Election Committee. The Election Committee shall publish the nominated candidates including the names of the nominators within seven weekdays, excluding Saturdays, after the expiry of the deadline. The Election Committee shall also set a deadline of the registration of list and election alliances. This deadline may not be less than two weekdays, Saturdays excluded, after the publication of the registered lists.
- 12.2 Complaints against nominated candidates shall be submitted in writing to the Election Committee before the expiry of a deadline fixed by the Election Committee.

V. The Election

- 13 All voting shall be secret and in writing. The type of election shall be determined by the Election Committee and announced in accordance with section 2.2.
- 13.2 It may be decided to send out poll cards to the electors before the election.
- 14 If an election group only has the number of candidates which are to be elected, the poll will not be effectuated.
- 14.2 Likewise, if all candidates are nominated on the same list, and they are nominated without priority, the poll will not be effectuated. In that case, the nominated candidates shall be considered to be elected in the order in which they are stated on the list. The candidates which are not elected shall be considered alternates in the order in which they are listed.
- 15 The Election Committee shall decide if a voting card is valid. The following criteria apply to the approval of voting cards:
1. Voting cards with only one mark indicating one candidate or list shall be approved.
 2. Voting cards with one mark indicating a candidate and one mark indicating the list in which the marked candidate is included shall be approved as a personal vote for the candidate.
 3. Voting cards including marks indicating more than one candidate in the same list shall be approved as a vote for the list.
 4. Voting cards including marks for two or more lists shall not be approved.
 5. Voting cards including only one mark indicating a candidate or a list shall be approved.
 6. Voting cards which have been annotated or otherwise provided with a special mark shall not be approved.

7. Voting cards which do not include a precise X (or other mark) shall be approved if any special marks may be considered accidental. However, the voting card shall not be approved if the special mark is considered to be made on purpose, e.g. in the form of a letter or a similar mark.
 8. Voting cards of a nature which gives rise to suspicion that it is not provided by the Election Committee shall not be approved.
- 16 Elections held subject to proportional representation between lists are calculated by first determining how many seats have been won by each list of candidates. If election alliances or list alliances which do not participate in election alliances are registered, the votes for the lists of candidates for which election alliances or list alliances have been made shall be added. The number of votes for each list of candidates, election alliance or list alliance shall be divided by 1, 2, 3, 4, 5, etc. until each number of votes has been divided the number of times corresponding to the maximum number of seats which it is likely that the list of candidates, election alliance or list alliance will receive. The higher of the two resulting quotients entitles the list, election alliance or list alliance the right to the first seat, the second quotient entitles the list or election alliance (list alliance) the right to the second seat and so on until the number of seats to be allocated is distributed on the various lists of candidates and election alliances (list alliances). If more than one list or alliance obtains the same quotient and they cannot all be elected, the remaining seat(s) shall be allocated by the drawing of lots. The drawing of lots shall be carried out by the chairman of the Election Committee at a committee meeting.
- 16.2 The distribution of the seats won by the lists of candidates in an election alliance and by list alliances or by the lists of candidates of a list alliance shall be carried out subject to the same rules as those stated in subsection 1.
- 17 If it does not appear from the list that the candidates are nominated without priority, the elected candidates on the list will be found as follows:
- 17.2 The number of personal votes within a list shall be added to the number of votes for the list, and the sum shall be divided by a figure equalling the number of seats won by the list plus one. The resulting figure shall be increased to the next integer, which shall be considered the distribution figure for the list in question.
- 17.3 Then a sufficient number of votes for the list are added to the personal votes obtained by the first candidate of the list in order to reach the distribution figure. The remaining votes for the list will then be added to the personal votes of the second candidate on the list of candidates until the distribution figure is reached. The procedure is repeated for the remaining candidates in the order in which their names have been stated in the list. When all votes for the list has been distributed on the candidates in the list according to this procedure, the candidates which have obtained the distribution figure, or which have won a number of personal votes equal to or higher than the distribution figure, are declared elected in the order in which they are stated in the list.
- 17.4 If it is not possible to appoint all members according to this procedure, the number of further candidates in the list yet to be elected for the list shall be declared as elected in the order of the number of votes obtained (personal votes and votes for the list). If two candidates have obtained the same number of votes, and only one can be elected, the candidate highest on the list shall be declared to be elected.

- 17.5 The candidates included in a list of candidates which did not become elected shall be considered alternates of the elected candidates of the same list in the order stated in the provisions of subsections 2-4. If the list of candidates is exhausted, alternates shall be found in any list alliances according to the provisions of subsections 2-4. If the candidates of the list in question are not prioritised, alternates shall be appointed subject to the provisions of section 18.
- 18 If a candidate is registered without priority the calculation of elected candidates shall be carried out based on the number of personal votes obtained only.
- 18.2 If two or more candidates obtain the same number of votes and they cannot both or all be elected, the order of the candidates shall be determined by the drawing of lots, which shall be carried out by the chairman of the Election Committee at a committee meeting.
- 18.3 When the mutual order of the candidates has been determined according to this procedure, the number candidates which the list is entitled to under section 16 shall be considered to be elected. The candidates which are not elected shall be considered alternates according to the same calculation method. If the list of candidates is exhausted, alternates shall be appointed subject to the provisions of section 17.5.
- 19 If more members are to be found for a list of candidates than the number of candidates stated in the list, the remaining seat(s) shall be transferred to the list of candidates (if any) with which the exhausted list has entered into a list alliance. If the exhausted list has entered into a list alliance with more than one list of candidates, the remaining seats will be transferred to these lists according to the provisions of section 16. If the exhausted list of candidates has not entered into a list alliance with other lists, the remaining seats shall be transferred to the lists of candidates or list alliances (if any) with which the list of candidates has entered into an election alliance with according to identical provisions. If a list alliance wins more seats than the number of candidates nominated in the lists of candidates of the list alliance, the remaining seat(s) shall be transferred to the list alliances or lists of candidates (if any) with which the exhausted has entered into an election alliance according to identical provisions. If a list of candidates, a list alliance or an election alliance is exhausted according to the above provisions, the seats shall be transferred to the remaining list of candidates, list alliance or election alliance which is next in line to them under to section 16.
- 20 If it is found in connection with the determination of the outcome of the election that the required number of candidates have not been elected from election group I in an election area, the vice chancellor or a person acting under his/her authority shall appoint the remaining number immediately after the election and before the publication of the result. Such appointment shall be carried out among the non-elected electors of the election area and it shall include the appointment of alternates. The number of alternates shall be determined by the Election Committee.
- 21 After the election, the Election Committee shall announce the result. The method of announcement shall be determined in the election circular.
- 22 An elector who wants to submit a complaint in relation to an election held shall submit his/her complaint to the Election Committee within six weekdays, Saturdays excluded, after the announcement of the result of the election.

- 22.2 If a complaint is sustained, and this decision affects other electors directly, these shall be informed of the decision and of their right to complain within six weekdays after the issue of this statement. Irrespective of the body making the decision, the complaint shall be forwarded to the Election Committee, and the Committee shall ensure that it is forwarded to the body which may alter the decision.
- 22.3 If no complaints have been received at the expiry of the deadline, the voting cards shall be destroyed. If a complaint has been received, the voting cards may not be destroyed before the case has been settled finally.

VI. Supplementary Elections

- 23 If a seat in a collegiate body at the IT University becomes vacant during the election period and no more alternates are available from the list (both directly, via list alliances or via election alliances), the vacant seat shall be transferred to the list which is next in line to it under section 16.
- 23.2 If a seat becomes vacant in a collegiate body at the IT University during the election period, and a sufficient number of alternates have not been appointed in connection with the ordinary election to ensure that the collegiate body is complete, a supplementary election shall be called. If a seat becomes vacant less than eight months before the ordinary election of the following year, the supplementary election shall be called in connection with the annual ordinary election. In such case, the vice chancellor or a person acting under his/her authority can appoint a temporary member to the relevant collegiate body to be seated until the supplementary election has been held. Such appointment shall be carried out among the non-elected electors of the election area. However, a vacant seat for the Board always requires supplementary election. Information of a vacancy which requires the calling of a supplementary election shall be forwarded to the Election Committee, which will call the election. The chairman of the Election Committee decides on authority by the vice chancellor or a person acting under his/her authority whether the conditions of a supplementary election are fulfilled.
- 23.3 If the vice chancellor or a person acting under his/her authority decides to increase the number of seats in a collegiate body during an election period – e.g. in connection with the addition of more courses to a collegiate body – a supplementary election shall also be called. In this case too, the chairman of the Election Committee decides on authority by the vice chancellor or a person acting under his/her authority whether the conditions of a supplementary election are fulfilled.
- 23.4 The election may be called based on the election list of the most recent ordinary election with the addition of electors which request inclusion in the list within a stipulated deadline.
- 23.5 For supplementary elections under the present section 23, the election period runs to the end of the original period.
- 23.6 The election area and method is identical to the area and method of ordinary elections.

VII. Exemption

- 24 In very special circumstances, the vice chancellor or a person acting under his/her authority may approve deviations from the present rules to the extent that such rules are not laid down in the Danish University Act (universitetsloven) or the articles of association of the IT University.

VIII. **Addendum**

Addendum 1 Election circular and appendices

Signed by the Board of Directors of the IT University of Copenhagen on *date*

Jørgen Lindegaard
Chairman of the Board

Addendum 1 Election Circular

1. Prior to each election, in co-operation with the Election Committee, the vice chancellor shall issue an election circular including the provisions governing the conduct of the election, cf. section 1 of the provisions governing elections at the IT University of Copenhagen. The election circular shall e.g. include provisions on the following:
 - a. The date of the calling of the election
 - b. The date of the presentation of the election lists for inspection
 - c. The deadline of complaints regarding missing or erroneous inclusion on the election list
 - d. The deadline of the presentation of the final election list
 - e. The deadline of nomination of candidates
 - f. The date and place of the publication of candidate nominations
 - g. The deadline of objections against nominations presented
 - h. The deadline of withdrawal of candidate nominations
 - i. The deadline of registration of lists and election alliances
 - j. The deadline of the handing in of voting cards
 - k. The date and place of publication of the election result
 - l. The deadline of complaints in relation to the election
2. The election circular shall be published no later than the first weekday of the month before the calling of the election.
3. A standard election circular is enclosed with the present Addendum 1.

**Election Circular of Election to
[insert relevant collegiate body] [insert year]**

This election circular contains information on the election for [insert relevant collegiate body/bodies] of the IT University [insert year] including information on the seats up for election and the date of the election. The election circular also contains a summary of the most important election rules.

The election circular includes the following appendices:

- Time schedule of the election, Appendix 1
- Provisions on election rights, Appendix 2
- Election areas, Appendix 3
- Nomination of candidates, Appendix 4
- List/election alliances, Appendix 5
- Practical information, Appendix 6

The information in the election circular has legal effect in connection with the election and should therefore be read.

LEGAL FOUNDATION OF THE ELECTION

The election has the following legal foundation:

- The Danish University Act (*universitetsloven*), (Consolidated Act No. 65 of 22 June 2011 on Universities and subsequent amendments)
- Articles of Association of the IT University of 20 June 2012
- Election Rules of the IT University of [insert date]
- This circular

THE ELECTION COMMITTEE

According to section 2 of the Election Rules of the IT University, the task of the Election Committee is to arrange the planning and effect the election on behalf of the vice chancellor. The Election Committee must ensure that the rules of the election are observed, and that reasonable information is provided on the election.

The Committee is appointed by the vice chancellor of the IT University and has the following composition:

[Insert the chairman of the Election Committee and the names and positions/courses of the members]

ELECTION AREAS

The election areas are stated in Appendix 3.

WHO IS UP FOR ELECTION?

This year [*new students (election group III)/VIP members (election group I)/TAP members (election group II)*] are up for election for the following collegiate body/bodies:

[*Insert relevant collegiate body/bodies*]

For election group III, the election period is 1 year – 2 years for elections to the Board of Directors – with effect from [*insert date*].

For election group I and II, the election period is 4 years with effect from [*insert date*].

Direct election

Direct election will be carried out for the following collegiate body/bodies:

[*Insert the relevant collegiate body/bodies*]

Each student/VIP/TAP has one vote for each collegiate body. [*As regards the Study Board, students can be elected for the Study Board of the course they are registered for. VIPs decide which election area they want to participate in, provided that they teach the relevant course - **only insert for elections to Study Board subject to direct voting***]. More information on students, VIP and TAP can be found in Appendix 2.

Partially direct and partially indirect voting

The election for the following Study Board [insert relevant Study Board] is carried out in part by direct voting and in part by indirect voting. In general, the representatives of Masters courses are appointed by direct voting. Every student registered at the course and every VIP who teaches the course has one vote.

Representatives of the courses in these/this Study Board(s) are appointed by the individual Subject Area Team.

This year [new students/VIP members] are to be elected for the following Subject Area Teams:

[*Insert relevant Subject Area Team (s)*]

The election for the Subject Area Teams is carried out by direct voting. Each student/VIP has one vote for each Subject Area Team.

*Students are entitled to vote for the Subject Area Team of their course. VIPs decide which election area in they want to vote provided they teach at the relevant course. Find more information on election rights for students and VIPs in Appendix 2. – **only insert for elections for Study Committees subject to indirect voting**].*

In case of further questions regarding the election, please contact [*insert name of an Election Committee representative*].

Kind regards

Vice Chancellor [*insert name*]/[*chairman of the Election Committee*]

TIME SCHEDULE OF ELECTION FOR [insert relevant collegiate body/bodies]
[insert year]

The time schedule of elections for [insert relevant collegiate body/bodies] of the IT University is stated below:

Week [insert week number]

[Insert date and time]

The election is called.

Preliminary election lists are issued.

Week [insert week number]

[Insert date]

The election list is presented for inspection at the following addresses:

[Insert addresses]

and is also published in the Intranet.

Week [insert week number]

[Insert date and time]

Deadline of objections to the election lists

Deadline of registering the election group in which election rights are to be exercised

Week [insert week number]

[Insert date and time]

Deadline of registration of candidate lists

[Insert date]

The Election Committee publishes the candidate nominations received.

Week [insert week number]

[Insert date and time]

Deadline of registration of list and election alliances

Deadline of request for list names

Deadline of objections to candidates

[Insert date]

The Election Committee publishes the list/election alliances received.

Week [insert week number to week number]

[Insert date]

The election will be held as polling table election with [insert number] polling tables which will be placed at:

[insert places and periods]

Every day from [*insert time*] to [*insert time*]

[*Insert date*]

The votes are counted.

The election result will be published by postings and in the Intranet.

Week [*insert week number*]

[*Insert date and time*]

Deadline of complaints in relation to the election

Week [*insert week number*]

[*Insert date*]

The newly elected members of [*insert relevant collegiate body*] take up their positions.

ELECTORAL RIGHTS

In the following, a distinction is made between election groups and electoral rights. The electors are divided into [*two/three*] election groups. A person may belong to more than one election group, but he/she may only exercise his/her electoral rights in one group. A person's nomination and voting right depends on which election group he/she belongs to. An elector is a person who is entitled to stand for election and to vote.

This year [*new students (election group III)/VIP members (election group I/TAP members (election group II)*] are up for election for the following [*insert relevant collegiate body/bodies*]:

ELECTION GROUPS

Election group I (VIP):

[For elections to the Academic Board and the Study Boards, election group I includes science staff (VIP) employed by the IT university as associate professors or in higher positions with employment contracts of minimum 1 year from the date of the election. – **only to be included for elections for the Academic Board and/or Study Boards**]

[For elections to the Board of Directors, election group I includes science staff (VIP) employed by the IT University for the purpose of conducting research and teaching who have employment contracts of minimum 1 year from the date of the election. – **only to be included for elections to the Board of Directors**]

[For elections to PhD Board, election group I includes science staff employed by the IT university as tutors or in higher positions with employment contracts of minimum 1 year from the date of the election. – **only to be included for elections to PhD Board**]

PhD students and research fellows belong to election group I when they are registered for the PhD course at the IT University and associated with the relevant PhD school as per the first day of the month in which the election is called AND on the date of the election. [*However, special provisions apply to elections for the PhD Board* – **only to be included for elections to the PhD Board**].

Election group II (TAP):

Election group II includes technical and administrative staff employed at the IT University with employment contracts of minimum 1 year from the date of the election.

Election Group III (students):

Election group III includes all students registered for a bachelor, masters or diploma course at the IT University. [*Special provisions apply for PhD students. These provisions are explained further below – **only to be included for elections to the PhD Board***].

[PhD students

*Election group III includes all PhD students when they vote for the PhD Board. For elections to other bodies, PhD students are included in election group I – **only to be included for elections to the PhD Board***].

ELECTORAL RIGHTS

A person may only exercise his/her electoral rights in one election group. Persons who fulfil the conditions of inclusion in more than one election group are required to inform the Election Committee of the group in which they want to exercise their electoral rights. The Election Committee must have this information no later than [*insert date and time*]. If such information is not provided, the Election Committee will decide on the matter based on the following guidelines:

[*Electors of election group I and II are referred to election group [insert "I" or "II"]*

[*Electors of election group I and III are referred to election group [insert "I" or "III"]*

[*Electors of election group II and III are referred to election group [insert "II" or "III"]*

[*Electors of election group I, II and III are referred to election group [insert "I", "2" or "III"]*

[Choose the relevant combinations]

LEAVE

A person belonging to election group I or II who has commenced leave of a duration of 1 year or less as per the first day of the month in which the election is called, retains his/her electoral rights.

Persons belonging to election group I or II who are on leave of a duration of more than 1 year may apply the Election Committee to retain his/her electoral rights.

Persons belonging to election group III have no electoral rights during any leave periods.

ELECTION LISTS

Election lists are lists of electors and the election group for each person. Election lists are issued on [*insert date*] and are presented for inspection at [*insert places*] and in the Intranet. If a person is not included in the lists, or the list contains errors, an objection must be submitted to the Election Committee no later than [*insert date and time*].

The Election Committee is not obligated to consider a complaint which was submitted after the deadline. However, the Committee may correct any errors after the expiry of the deadline.

ELECTION AREAS

This appendix includes a list of the election areas of the IT University stating the members up for election. **The members up for election are stated in bold.** [*Emphasise members up for election*][*only insert the relevant fields*][*fields are updated on an ongoing basis*].

Election areas, the Board of Directors of the IT University:

Election is carried out by direct voting.

Number of members: 1 chairman and 8 members.

The chairman and 4 members are external and are appointed by the present Board of Directors.

Election group I: 1 member

Election group II: 1 member

Election group III: 2 members

Election area, Academic Board:

Election is carried out by direct voting.

Number of members: 1 chairman and 4 members.

The vice chancellor is a natural member of the Academic Board.

Election group I: 2 members

Election group III: 2 members

Election area, PhD Board:

Election is carried out by direct voting.

Number of members: [*insert number of members*]

Election group I: [*insert number*] members

Election group III: [*insert number*] members

Election area, E-Business Study Board:

Election is carried out by direct voting.

Number of members: 6

Election group I: 3 members (including the chairman)

Election group III: 3 members (including the vice chairman)

Election area, Study Board ITU (the Study Board of the courses which are not fully contracted out):

The Study Board includes 8 members who are appointed by the course groups and 2 members who are elected by direct voting.

Number of members: 10

Members appointed by the course groups:

GAMES:

Election group I: 1 member

Election group III: 1 member

Digital communications:

Election group I: 1 member

Election group III: 1 member

Software:

Election group I: 1 member

Election group III: 1 member

Business:

Election group I: 1 member

Election group III: 1 member

Members elected by direct voting

Election area, representatives of the bachelor, masters and diploma courses:

Election group I: 1 member, who teaches the courses

Election group III: 1 member who is registered for the courses

The VIP members of each Subject Area Team appoint one member of the Study Board ITU amongst themselves. A VIP may be a member of several Subject Area Teams, but he/she may not represent two or more Subject Area Teams in the Study Board ITU. If two or more Subject Area Teams appoint the same VIP for the Study Board ITU, the vice chancellor or a person acting by his/her authority shall decide which study area the VIP will represent in the Study Board ITU. Subsequently, the other Subject Area Team(s) which had appointed the same VIP for the Study Board ITU must appoint a new representative amongst themselves. The students of each Subject Area Team appoint one member of the Study Board ITU amongst themselves.

The members of the Subject Area Teams are elected by direct voting. The Subject Area Teams of each course are composed as follows:

Election area, Games Subject Area Team:

Number of members: 4 members

Election group I: 2 members who teach in the Subject Area Team and comply with the conditions for belonging to election group I in general, cf. Appendix 2.

Election group III: 2 members registered for:
- the MTG course
- the Games Course

Election area, Digital Communications Subject Area Team:

Number of members: 4 members

Election group I: 2 members who teach in the Subject Area Team and comply with the conditions for belonging to election group I in general, cf. Appendix 2.

Election group III: 2 members registered for:
- the DDK course
- the DKM course
- the Masters courses in
• interaction design and multimedia
• design, communications and media
• interaction design

Election area, Software Study Area Team:

Number of members: 4 members

Election group I: 2 members who teach in the Study Area Team and comply with the conditions for belonging to election group I in general, cf. Appendix 2.

- Election group III: 2 members registered for:
- the Bachelor course in software development
 - the SDT, SWU courses
 - the Masters courses in
 - Software construction
 - Software development
 - Internet and software technology
 - the diploma course

Election area, Businesses Subject Area Team:

Number of members: 4 members

Election group I: 2 members who teach in the Subject Area Team and comply with the conditions for belonging to election group I in general, cf. Appendix 2.

- Election group III: 2 members registered for:
- BSc in Global Business Informatics
 - the Digital Innovation and Management course
 - the Masters courses in
 - IT Management
 - IT Management and Strategy
 - SWU-ITL, IT Management
 - Organisation and Implementation
 - Health IT

NOMINATION OF CANDIDATES

Candidate nominations must be submitted to the Election Committee at [*insert place*] no later than [*insert date and time*]. A candidate nomination submitted after this deadline cannot be accepted irrespective of the reason for the delay.

The nominations must include the following information about the individual candidates:

Danish Civil Register No.
Name
Address
Personal signature (constituting the candidate's binding acceptance of his/her nomination)

The Election Committee cannot approve candidate nominations which don not include this information.

NOMINATORS

In addition to the candidates nominated, each list must include minimum 5 nominators. The candidates nominated are automatically considered nominators of the list in question and need therefore not be stated separately. A person may not be a nominator of more than one list for the same collegiate body.

All persons with voting rights for the body may be nominators, even if they cannot be nominated.

A list with insufficient nominators will not be approved. It is recommended to include more than the required number of nominators in the list. This will enable approval of the nomination even if some of the nominators are not entitled to vote for the collegiate body or election group in question.

All candidate nominations must state whether the list is prioritised or not. If this information is not included, the list will be considered to be prioritised. Whether or not the list is prioritised only affects the order in which the candidates are elected. The distribution of seats is not affected.

ALTERNATES

A list of candidates may not include more than twice as many candidates as the number of candidates to be elected. However, a minimum of 10 candidates may always be nominated. If not all candidates are elected, the candidates who are not elected will become alternates of the elected candidates. In order to ensure speedy supplementation during the election period more candidates should be nominated than there are seats to be filled.

APPOINTMENT WITHOUT ELECTION PROCEDURE

If the election to a collegiate body is to be carried out in the form of appointment without election, one of the following conditions must be complied with:

- There are only as many candidates as there are members up for election, or
- A joint list is nominated, with or without prioritisation of candidates, which only includes the number of candidates as there are members up for election

If appointment without an election procedure is to be carried out, the Election Committee recommends submission of a joint prioritised list including more candidates than there are members up for election. This way, supplementary elections can be avoided.

LIST/ELECTION ALLIANCES

The deadline of formation of list/election alliances is [*insert date*], at [*insert time*]. List alliances may be formed between lists, and election alliances may be formed between lists or between several list alliances. Registrations of list/election alliances must be signed personally by all the candidates participating in the alliance.

Alternates

If a list alliance has been formed between several lists, the alternates of one list in the alliance will also be considered alternates of the other lists in the alliance. This does not apply to lists or list alliances which have formed election alliances with other list alliances. Thus, alternates may only be recruited from list alliances, not election alliances.

PRACTICAL INFORMATION

NOTICE BOARDS

All information regarding the election will be published on the notice boards of the Election Committee which are found at the following addresses:

[Insert addresses]

The information will also be published in the Intranet.

VOTING METHOD

The election will be held as polling table vote and by postal vote.

POLLING TABLES

The polling tables will be set up from *[insert time]* to *[insert time]* at the following addresses and times:

[Insert addresses]

[Insert dates]

POSTAL VOTE

Postal votes may be submitted in the period *[insert date]* to *[insert date]* by voting in person at the Election Committees office at *[insert address]* from *[insert time]* to *[insert time]*.

PROOF OF IDENTITY

All voters must bring proof of their identity. The following documents are accepted as proof of identity:

- Danish National Health Insurance card
- Student ID card
- Passport
- Driver's licence
- Credit card with photograph