



ELECTION RULES

In accordance with the Statutes of the Technical University of Denmark, the following election rules have been prepared and approved by the Election Board set up by the President of the university.

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Section 1—Scope of the election

At DTU, elections are held for the following bodies:

Phase I

DTU's Board of Governors
Academic Council
Departmental Study Committee
PhD Committee

Phase II (election meeting)

Interdisciplinary Education Committees

Section 2—Election units, election rights and affiliation

Election units The university employees and students are divided into Election units:

Election unit I *Scientific staff (full-time employees) ("VIP")*

Scientific staff employed for an indefinite period and on at least a half-time basis, PhD students with a letter of employment from DTU and scientific staff employed for a fixed period on at least a half-time basis during a total period of employment of at least one year.

Election unit II *Technical and administrative staff ("TAP")*

Technical and administrative staff employed for an indefinite period and on at least a half-time basis or employed temporarily during a total period of employment of at least one year.

Election unit III *Students*

IIIa Students enrolled to earn a BEng degree.

IIIb Students enrolled to earn a BSc, MSc, or international MSc degree.

IIIc Students not covered by the definition of election unit I, enrolled to earn a PhD—i.e. with a letter of employment from a business other than DTU.

Election rights See *Calling an E-election* for detailed information about the terms and conditions for participating in an election.

Leave Persons taking a leave of absence lasting more than six months are only entitled to vote and maintain their eligibility if the period of leave expires no later than the start of the term of office.

The electoral list The above rules notwithstanding, no-one may exercise his or her right to vote, nor

be considered eligible for election without being included on the electoral list (see Section 3).

Affiliation

BEng students

Students taking a BEng degree—election unit IIIa—are eligible for election and entitled to vote in elections to the Board of Governors, academic councils, departmental study committees and Interdisciplinary Education Committees.

The students themselves are responsible for determining the department in which they are eligible for election and entitled to vote in elections to study committees. In the electronic election system, students will be affiliated to one department by default. This will naturally be the department at which the person in question is expected to conduct the majority of his/her study activities over the coming year. Students will have the opportunity to alter their affiliation electronically within a specified period, see *Calling an E-election*. It is not possible to make changes after the stated deadline.

BSc and MSc students

Students following a BSc or MSc study programme, as well as international MSc students—election unit IIIb—are eligible for election and entitled to vote in elections to the Board of Governors, academic councils, departmental study committees and interdisciplinary education committees.

The students themselves are responsible for determining the department in which they are eligible for election and entitled to vote in elections to study committees. In the electronic election system, the students will be affiliated to one department by default. This will naturally be the department at which the person in question is expected to conduct the majority of his/her study activities over the coming year. Students will have the opportunity to alter their affiliation electronically within a specified period, see the deadline stated in *Calling an E-election*. It is not possible to make changes after the stated deadline.

PhD students

PhD students in election unit I are eligible for election and entitled to vote in elections to the Board of Governors, academic councils, departmental study committees, Interdisciplinary Education Committees and as students to the PhD committees.

PhD students in election unit IIIc are only eligible for election and entitled to vote in elections to the PhD committees.

Scientific staff—election unit I

Scientific staff are eligible for election and entitled to vote in elections to the Board of Governors, academic councils, departmental study committees and Interdisciplinary Education Committees.

Scientific staff with PhD supervision duties (professors, associate professors, research specialists, senior researchers and senior advisers) are also eligible for election and entitled to vote in elections to the PhD committees.

Technical/administrative

Technical/administrative staff are eligible for election and entitled to vote in elec-

staff—election unit II

tions to DTU's Board of Governors.

Section 3—Electoral lists

Presentation of electoral lists

Electoral lists are presented for review via the electronic election system and/or at the Election Secretariat.

Objections against and requests for inclusion on the electoral lists must be submitted to the Election Board within the period stated in *Calling an E-election*. No one may request changes to the electoral lists after expiry of the stated deadline. The Election Board may correct errors identified to the extent that this is possible in practice. Changes resulting from objections or requests for inclusion are published through notices.

Section 4—Elections to DTU's Board of Governors and governing bodies, and electoral periods

DTU's Board of Governors

Elections to the Board of Governors are held as majority elections. It is not permitted to establish list pacts.

The Board of Governors comprises ten members.

Six members, including the chair, are external members appointed by DTU's Board of Representatives on the recommendation of DTU's Board of Governors.

One member of the scientific staff (election unit I) and one member of the technical/administrative staff (election unit II) at DTU are elected for a period of four years.

The student body is represented by two members on the Board. Every year, one student is elected for period of two years by and from among election units IIIa and IIIb.

Governing bodies

Elections to the governing bodies are held as proportional representation elections between lists, with the option of establishing list and electoral pacts.

Academic Council

The Academic Council consists of the President and 11 members.

Eight members of the scientific staff are elected for three years by and from among the scientific staff (election unit I).

Three members are elected for one year by and from among the students in election units IIIa and IIIb.

Departmental study committees

Each department appoints a study committee, consisting of 6–10 members.

Half the members of the departmental study committee are elected for three years by and from among the scientific staff in election unit I employed at the department in question.

Half are elected by and from among the students in election units IIIa and IIIb at

the department in question. Students are only eligible for election and entitled to vote in elections at one and the same department.

At departments that provide essential parts of the teaching that form part of the BEng programmes, elections to the study committee must ensure that the study committee comprises one or more lecturers and one or more students from the BEng programme. In these departmental study committees, election units IIIa and IIIb are thus both ensured representation.

Students taking study programmes in the area of food are entitled to an observer on the DTU Food study committee if they are not represented on this study committee.

Interdisciplinary Education Committees (BSc and BEng)

The two Interdisciplinary Education Committees for the BSc and BEng education areas consist of a chair (president, or the person authorized by the president) and nine members.

Three members are elected for three years by and from among the heads of studies.

Three members are elected for three years by and from among the chairs of the study committees.

Three members are elected for one year by students in the education area in question, who have been elected to a departmental study committee from among students who are, or previously were, members of a study committee (including BEng or MSc study committees).

For details of the election meeting, see Section 8.

PhD committees

The PhD committees consist of 6 to 12 members.

Half the members are elected for three years by and from among scientific staff (election unit I with PhD supervision responsibility—professors, associate professors, research specialists, senior researchers and senior advisers). Candidates from among the scientific staff can only run for the PhD committee associated with the PhD school they are employed at.

Half the members are elected for one year by and from among the PhD students (election units I and IIIc). PhD students can only run for the PhD committee associated with the PhD school they are enrolled in.

For PhD committees, where the minimum requirements—as stipulated by the statutes of Technical University of Denmark—regarding the number of members cannot be met due to the number of departments covered by the specific PhD committee, each department is entitled to two mandates elected by and from amongst the PhD students at the department.

Section 5—Nomination and registration of candidates

Candidate registration forms

Registration of candidates and their supporters to DTU's Board of Governors and governing bodies takes place in DTU's online election system.

Alternatively, they can be registered using form V.1, which can be ordered on inside.dtu.dk and should be submitted to the Election Secretariat.

<i>Candidate registrations</i>	<p>In order to be valid, a candidate registration must contain:</p> <ol style="list-style-type: none"> 1. Information about the election unit to which the registered candidate belongs. 2. The name, date of birth, student number (for students) and signature of each registered candidate. 3. The names and signatures of the supporters.
<i>Supporters</i>	<p>There must be at least three supporters, including the candidate. It is only permitted to act as supporter for the election unit and those bodies for which you are entitled to vote. It is only permitted to act as supporter for one candidate or list.</p>
<i>Annulment of election</i>	<p>In the event that within an election unit, the number of candidates nominated does not exceed the number to be elected, the election will be annulled and all the candidates will be declared elected.</p>
<i>Prioritized list</i>	<p>If all the candidates nominated within an election unit are nominated on the same prioritized list, the election will be annulled and the candidates nominated will be declared elected in the order stated.</p>
<i>Non-prioritized list</i>	<p>If the candidates are nominated on equal terms on a list that contains more candidates than positions to be filled, an election must be held.</p>
<i>List and electoral pacts</i>	<p>List pacts may be agreed between two or more individual lists. Electoral pacts may be agreed between candidate lists and list pacts, and between multiple list pacts.</p> <p>The establishment of list and electoral pacts requires all the candidates on the lists to have confirmed their agreement to same in writing to the Election Board.</p> <p>Registration of list and electoral pacts may take place simultaneously with or subsequent to candidate registration, as stated on the schedule in <i>Calling an E-election</i>.</p> <p>The agreement of list and electoral pacts is of significance to determination of the election, see Section 7.</p>
<i>Forms V.3 and V.4</i>	<p>Form V.3 is used for list pacts, and form V.4 is used for electoral pacts. Both forms can be ordered on DTU's intranet.</p>
<i>Deadlines</i>	<p>Deadlines for registrations and times for publishing notices about electoral lists, changes and election results are stated in <i>Calling an E-election</i>.</p>

Section 6—Holding the election

General

The election is a secret ballot and takes the form of an E-election with votes cast using an electronic election system. Votes are cast in each subsidiary election by placing a cross in the box next to the name of the candidate to whom the registered voter wishes to give his/her vote (**only one vote in each subsidiary election**).

E-election

Votes are cast by voters using their user ID and password CPR number to access the electronic voting system.

The E-election is open around the clock during the voting period. On expiry of the voting period, the E-election system shuts down automatically and will not accept any more votes.

Location

The address for the E-election is published on DTU' intranet.

Identification

Voters use their user-ID and Password to identify themselves.

Casting votes

When voters have cast their votes in the electronic election system, their votes cannot be changed.

Postal vote

Casting votes in the event of travel, illness or similar, as well as during leaves of absence where voting entitlement is maintained:

If a registered voter is prevented from participating in the electronic election process, he/she may vote by post or by voting at the Election Secretariat in the days leading up to the election. The person in question will be required to document to the Election Secretariat the reason for his/her absence within a deadline set by the Election Board. The registered voter will be issued with voting material that is to be returned to the Election Secretariat in the envelope issued by the Election Secretariat (without sender details). The Election Secretariat is to have received the ballot *no later* than at 12.00 on the first working day after the election. The sender is responsible for the timely arrival of his/her postal vote. Postal votes will not be permitted under any circumstances other than those mentioned above.

Section 7—Determination of the election

Counting the votes

The chairman of the Election Board is in charge of counting the votes. A vote is deemed to have been cast for the candidate named in the field on the ballot where the voter has placed a cross.

Invalid ballot

A ballot is deemed invalid:

1. When it is unclear for which candidate the voter wished to vote.
2. When there is reason to assume that the vote was not cast by the registered voter himself/herself.
3. When there is reason to assume that a vote cast electronically has otherwise not been cast in accordance with the election rules.
4. In the case of a **postal vote**, when the reply envelope that contains the ballot is not the one issued by the Election Secretariat.

The Election Board is empowered to determine whether votes are invalid under the rules stated above.

Proportional representation elections –

In the event of proportional representation elections between lists, the first step is to establish how many votes have been cast directly on candidate lists (list votes)

*Candidate lists
and pacts*

and for individual candidates on a list (personal votes). The list votes and personal votes jointly constitute the total votes cast for the candidate list.

The number of votes for the candidate lists in question are added together for every electoral pact and for every list pact that is not a part of an electoral pact. For every electoral pact, list pact (not included in an electoral pact), or candidate list, the counted vote tally is divided by 1, 2, 3, 4, etc. until each tally has been divided the number of times corresponding to the number of mandates that can possibly be allocated to the electoral pact, list pact (not included in an electoral pact) or candidate list in question.

The largest of the quotients thus calculated gives the electoral pact, list pact (not included in an electoral pact) or candidate list to which it is allocated the right to the first mandate; the second-largest quotient gives the electoral pact, list pact (not included in an electoral pact) or candidate list to which it is allocated the right to the second mandate; and so on until the number of mandates for election has been distributed. If the quotients are equal, distribution is decided by drawing lots, which is performed by the chairman of the Election Board.

The same procedure is used to divide the total number of mandates allocated to an electoral pact between the candidate lists and list pacts that constitute the electoral pact.

Finally, a corresponding process is used to distribute the mandates that have been allocated to a list pact between the candidate lists that make up said list pact.

If more members for a candidate list are to be elected than the number of candidates included on the list, any surplus mandates are to be transferred to the candidate list with which the exhausted list has issued notification of a list pact. If the exhausted list has notified list pacts with several candidate lists, the surplus mandates are to be allocated to the one of these lists which, according to the distribution process performed as described above, is most entitled to receive them.

If the exhausted candidate list has not agreed pacts with any other lists, the surplus mandates are to be transferred in line with corresponding rules to the candidate list(s) or electoral pact with which the candidate list is registered as having entered into an electoral pact.

If a list pact has been allocated more mandates than the number of candidates stated on the candidate lists belonging to the list pact, any surplus mandates will be transferred to the list pacts or candidate lists with which the exhausted list pact is registered as having entered into a list pact in accordance with corresponding rules.

If a candidate list, a list pact or an electoral pact has been exhausted pursuant to the rules presented above, any surplus mandates are to be transferred to the one of the other candidate lists, list pacts or electoral pacts that is most entitled to receive them.

In departments where election of at least one BSc/BEng student is assured—cf.

Section 4 (Departmental Study Committee)—the last elected candidate must, if such election has not been assured, be replaced by the BSc or BEng student who has received most votes.

Lists in prioritized order

For prioritized lists, the issue of who on the list has been elected is determined as follows:

The number of personal votes on each list is added to the number of list votes, and the sum is divided by the number of mandates allocated to the list plus one. The number thus calculated is rounded up to the nearest whole number, and this is then considered the distribution figure for the list in question.

A number of list votes sufficient to reach the distribution figure is then added to the number of personal votes received by the candidate stated first on the list. The list remaining votes are then added to the personal votes received by the person stated in second place on the candidate list until the distribution figure is reached, and so on down the list of candidates in the order they are stated. Once all list votes have been distributed in this way to all the candidates on the list, those candidates who have reached the distribution figure or who, through their personal votes, have reached a number equal or superior to the distribution figure, will be declared elected in the order they appear on the list.

If this procedure fails to appoint all the members who are to be elected, then as many of the other candidates on the list who have to be elected for the list will be declared elected in order of the total number of votes (personal and list votes together) they have received. If two candidates have received the same number of votes, and if only one of them can be elected, then the candidate who appears higher on the list will be declared elected.

Substitutes (on prioritized lists)

The non-elected candidates on a candidate list will be considered substitutes for the candidates elected from the same list in order, as explained in the rules stated above. If the candidate list is exhausted, substitutes will be drawn from any list pacts (not electoral pacts) according to corresponding rules.

Lists in non-prioritized order

For lists in non-prioritized order, determination of who has been elected is performed exclusively on the basis of personal votes received. If two or more candidates have received equally many votes, and if they cannot all be elected, the order of election for the candidates in question is decided by drawing lots, which is performed by the chairman of the Election Board. After the order of election of the candidates in question has thus been established, the number of candidates entitled to be elected on the list will be declared elected.

Substitutes (on non-prioritized list)

Those candidates not declared elected will be considered substitutes in accordance with the same method of determination. If the candidate list is exhausted, substitutes will be drawn from any list pacts (not electoral pacts) or, if the list in question is in non-prioritized order, according to the rules stated above.

Section 8—Election of students to Interdisciplinary Education Committees at election meetings

Election meeting

Elections to Interdisciplinary Education Committees are held subsequently at electoral meetings as E-elections according to the rules for proportional representa-

tion elections with the option of establishing list and electoral pacts, see the schedule in *Calling an E-election*.

The election meetings consist of the elected heads of studies and study committee chairmen, as well as the students elected to the departmental study committees.

Section 9—Election protocol

The Election Board describes the outcome of the election in an election protocol. This protocol states how the votes were distributed between the different individuals, and which members were declared elected. It also lists the names of those candidates who were not elected.

Votes

Once the election has been finally decided, the results are stored in the electronic voting system until all complaints deadlines have expired.

Section 10—By-election

*Vacancy on
DTU's Board of Govern-
ors*

In the event of a vacancy arising on DTU's Board of Governors, a by-election may be called.

*Vacancies in
governing bodies*

In the event of a vacancy arising on a governing body, a by-election may be called if, during the ordinary election, insufficient substitutes were elected or appointed to ensure that the governing body in question can remain plenary. Notification of vacancy is to be communicated immediately to the president, who takes the necessary steps to call a by-election.

*Calling a
by-election*

The election can be called on the basis of the electoral list prepared for the most recent ordinary election, supplemented with the names of any registered voters who request inclusion on the list within a stated deadline. The election area and procedure are the same as for ordinary elections. The provisions of the election circular are likewise to be applied.

Section 11—Objections and complaints

Complaints concerning electoral lists, registered candidates, etc. must be addressed in writing to the Election Secretariat. Objections must be submitted within the deadlines laid down in *Calling an E-election*.

Anyone entitled to vote who wishes to complain about an election held must submit the complaint in writing to the president within six working days (excluding Saturday) of the announcement of the outcome of the election. Complaints must be set out in writing and submitted to the Election Secretariat.

Section 12—Commencement

The elected members commence their duties at the start of the term of office, see *Calling an E-election*.

Section 13—Publication and language versions

DTU's election rules, *Calling an E-election*, and various forms can be found on inside.dtu.dk—DTU's intranet. Messages are also published on inside.dtu.dk. DTU's election rules, *Calling an E-election*, forms, and intranet messages are available in Danish and English versions. In the event of a conflict between the Danish version and the English translations, the Danish version applies.