

STRUCTURE AND GESTURES

Confidential and Open Items

Constituent members have the opportunity to participate in closed points - usually the meetings are public, everyone can participate and have the right to speak, but sometimes there is a need to hold some items confidential. The content of confidential items must be considered top secret, and may only be accessible to people who had the right to participate during the confidential part.

Conductor

This person is responsible for keeping an eye on people indicating that they wish to add anything to the discussion and write them on the speaker list.



The Speaker List

You mark that you want to be on the speaker list by raising a finger.

To unsubscribe from the speaker list, you can with one hand "cut your throat" or simply say "I drop out" when it comes to your turn.



The Keeper of the Minutes

During the meetings, the keepers of the minutes processes the minutes - so that it is easier to remind oneself what the Council's opinion was. The keepers of the minutes may request a break in discussion during the meeting if they are unable to write everything down.

Waving

If you agree with what is being said, you can wave with both hands to mark your support.



Voting

Voting is usually done by rising hand (the elbow must be above your shoulder) and by a simple majority of votes.

Questions

If you have a relevant question, make a "hook" with your index finger to ask the question outside the speaker list.



Brief Comment

In order to clarify specific questions, the chairman may allow people to speak outside the speaker list for a brief comment. This is marked with the thumb and forefinger showing a small space.



Direct Answer

To answer one's question, outside the speaker list, one can mark "direct answer" by pointing with index and little finger at speaking person.



Procedural Motions

If for some reason the conductor has failed structure the discussion adequately or if one is not satisfied with a form of voting, it is possible to make a procedural proposal. You get words outside the speaker list. Procedural motions are marked with the index finger and the middle finger pressed together and the thumb up (so it looks a bit like a gun).



NEW IN THE STUDY COUNCIL

The study councils are the place where you can influence your study. In the study council you and your fellow students can make sure that it is as cool as possible to be a student at your study line and the rest of DTU.

The study councils function as a basic democracy for PF. The Study Council represents the study programmes, both to DTU and PF. The study councils therefore nominate a lot of people to the rest of PF's committees - these committees are divided into different focus areas. Representatives from various councils in the committees ensures diversity and that students from all fields of study are heard.

In this leaflet, we have described both the councils and committees where you can be heard, and also all the other things that you can become a part of when you are part of the study council.

As a rule, you take on the role for a year, and joining most positions / committees usually starts immediately. The important exceptions are FR representatives, the Board and KABS, who will only take over at PF New Year, which takes place in February.

List of the Study Councils

C. xx	(DK:Civil) meaning usually both BSc (Bachelor of Science) and MSc (Master of Science), where xx is a study programme
B.Eng. xx	Bachelor of Engineering, where xx is a study programme
ARTEK	Council for B.Eng. Fisheries Technology and B.Eng. Arctic Civil Engineering
Biorådet	Council for C. Life Science Engineering
BIX-rådet	Council for B.Eng. Civil Engineering and B.Eng. Global Business Engineering
Byg-rådet	Council for C. Civil Engineering
C. BygDesign	Council for C. Architectural Engineering
D. BygDesign	Council for B.Eng. Architectural Engineering
BØF	Council for B.Eng. Chemical and Bio Engineering, B.Eng. Chemical Engineering and International Business, and B.Eng. Food Safety and Quality
DISASter	Council for C. Design & Innovation and C. Strategic Analysis & Systems Design
ELITØ	Council for B.Eng. Electrical Engineering, B.Eng. Electrical Energy Engineering, B.Eng. IT and Economics, B.Eng. IT Electronics, B.Eng. Software Technology and B.Eng. Healthcare Technology
GAUSS	(Geo- & Astrophysical Union of Space Students) - council for anybody who studies something related to space, geoscience, mapping or remote sensing
GE	Council for C. General Engineering
Kemirådet	Council for C. Chemistry and Technology, MSc. Advanced and Applied Chemistry and og MSc. Chemical and Biochemical Engineering
Maskinrådet	Council for B.Eng. Mechanical Engineering
MediKoBS	Council for C. Biomedical Engineering and C. Quantitative Biology & Disease Modelling
Miljørådet	Council for C. Environmental Engineering
NSA	(Nano-Space Alliance) Council for C. Physics and Nanotechnology and C. Geophysics and Spacetechnology
P&K rådet	Council for C. Mechanical Engineering
PROMO-rådet	Council for B.Eng. Process & Innovation B.Eng. Manufacturing & Management and B.Eng. Mobility, Transport, and Logistics
S/M-KID	Council for C. Software Technology, C. Mathematics & Technology and C. Artificial Intelligence and Data
SNE	Council for C. Sustainable Energy, C. Electrical Engineering and C. Cyber technology
WESA	(Wind Energy Student Association) - all wind energy related study lines.

COMMITTEE OVERVIEW

Committee type:

-  Social
-  Academical
-  Administrative
-  Political




Application time:

JAN, FEB, MAR... Months


CONS Constituent meeting



Number of meetings during a year:
##+

Workload:

-  Low
-  Medium
-  High


STUDY START


 **NOV/FEB 26+** **Vektor** - its task is to give the new students the best possible start in their studies, as well as work to support and integrate them socially.


  **NOV 50+** **KABS (Coordinators Of Bachelor Study Start)** - is responsible for planning, both a rustour and the Study Start for the Study Council they are chosen by.


THE JOINT COUNCIL (FR)


The highest authority of the association. The Joint Council establishes working groups and takes decisions on how the association should take shape on an overall level. FR is the coordinating body for the work of the Student Councils.


 **MAR 4+** **The Event Committee** - stands for setting up and coordinating working groups to arrange and hold academic / social events for students at DTU.


 **FEB 4+** **The Club Committee** - is the advisory body for the clubs under the PF supervision and it also administers the club pool.




 **FEB 16+** **FRFU (Joint Council Executive Committee)** - has the task of ensuring that PF's laws and statutes are complied in connection with holding and convening the Joint Council meetings, and that FR's work throughout the year is planned and carried out in a sensible manner.

 **APR 5+** **Critical Audit** - must decide whether the money has been spent accordingly with the association's purpose clause and that the association generally lives up to its own articles of association.

 **APR/NOV 8+** **FRR (Finance Council)** - decision-making instance for PF's long-term economic development.

 **JAN 15+** **Political Group (PG)** - has the task of preparing PF's policy at national and international level, as well as the mandate to represent the PF in these matters.

 **ALWAYS 10+** **The International Committee** - works to better integrate international students both in PF and at DTU, both socially and academically.


   **NOV 100+** **The Board of PF** - is responsible for the day-to-day running of the association, and for safeguarding its interests while enforcing the association's laws and statutes. Bxx (fx B21) is the Board of PF in year 20xx (fx 2021)


ABBREVIATIONS

DTU	Technical University of Denmark
PF	Polyteknisk Forening / Polytechnic Association
AMU	Work Environmental Committee (DTU)
AR	Academic Council (DTU)
AUS	Office for Study Programmes and Student Affairs (DTU)
Beu	Board Evaluation Committee
CAS	Campus Service (DTU)
CUU	Interdisciplinary Committee Civil (DTU)
DSF	Danish Students' Organisation
DUU	Interdisciplinary Committee Diplom (DTU)
FAKU	The Council for Chair Persons of the PF Student Councils
IDA	The Danish Society of Engineers
IUS	IngeniørUddannelsernes Samråd
KABSeueu	KABS Evaluation Committee
KAMU	Concern Work Enviromental group (DTU)
PF MSC	Master Student Coordinators
PFIU	PF Nomination Committee
SMU	Study Environment Committee (DTU)
TAP	Administrative and Technical Staff (DTU)
VIP	Scientific Staff (DTU)


STUDY COUNCIL


The Student Councils takes care of the students' interest on the councils' associated study program(mes). At least 6 meetings are held annually. Constitution starts in mid-September and ends in mid-October -being constituted gives the student the right to vote in the council. Some study councils will hold a supplementary constitution in February.


 **JUN 2+** **Christmas Lunches** - organized by most of the Student Councils. Students across vintages can socialize with each other.


 **MAR 8+** **Late Summer Party (SSF)** - largest party for students at DTU held just after Summer Holidays. Different Student Councils come together and make theme parties.



  **CONS 8+** **The Academic Committee** - works with education policy issues.


 **ALWAYS 2+** **The Study Line Committee** - helps the study leader to strengthen teaching and to develop the study programme.

 **OCT 4+** **ISN (The Study Board)** - is responsible for the ongoing development of the course offering as well as evaluation and follow-up of courses.

 **CONS 1+** **Finance Responsible** - person responsible for the Student Council's finances.

 **CONS 6+** **Chairman** - aims to support and ensure stable operation of the Student Councils.

  **CONS 10+** **FR-representatives** - each council has 2-3 representatives in the Joint Council.

 **CONS 8+** **The Sociopolitical Committee** - discuss students' living conditions and often help to develop and improve DTU's study environment.