

***BERGEN SCHOOL OF ARCHITECTURE***  
***COUNCILS, COMMITTEES AND BOARD***  
*Last revised June 2023*

- **The University College Board** (Styret)
- **The Council** (Rådet)
- **Rector**
- **Pro-Rector**
- **SKU / Quality of Education Committee**
- **LMU / Learning Environment Committee**
- **Appeals Committee** (Klagenemnda/Nemd for studentsaker)
  
- **Administration**
  
- **Election Committee** (Valgkomité)
- **Nomination Committee** (Innstillingskomité)
- **Salary Committee** (Lønnsutvalg)
- **External panels** (Eksterne råd)
  
- **Teachers meeting** (Lærerråd)
- **Admission Committee** (Opptakskomiteen)
- **Exchange Committee** (Utvexlingskomiteen)
  
- **General Assembly for students** (Allmøtet)
- **Class council SOBAS** (Klasserådet)

## **The University College Board (THE BOARD) (Styret)**

### **MANDATE**

The Board is the supreme body in the University College. It sets the foundation's statutes, including the size of the share and the annual fee, and has thus the overall responsibility for the school's management. All decisions by BAS bodies other than the Board shall be taken by delegation from the Board and on the Board's responsibility.

The Board makes decisions in meeting. Resolutions shall be adopted by a majority of the attending members. By voting tie, the vote of the leader decides the matter.

If the leader is not present, the vote of the Chairman decides the matter.

The Board shall write a protocol of the Board meetings. Board minutes shall contain the decisions the board makes in matters relating to the foundation. Time and place of meetings shall go forth by the board minutes, as well as difference of opinion between the members who are present. Board minutes shall be signed by those present. The Board's agenda and decision protocol will generally be published on BAS's website. The Board may decide that certain matters shall be confidential.

Board forms a quorum when 4 members are present and the Council, staff and students are represented.

### **COMPOSITION**

Three members elected by the council (cannot be a teacher, student or employee at the school)

2 members and deputies elected by staff teachers at BAS.

2 members and deputies elected by students at BAS.

1 member and a deputy, appointed by administrative staff at BAS.

The Board elects its leader (cannot be a teacher, student or employee at the school)

The leader convenes meeting as often as needed. Member of the Board and the Council may require that the Board be convened.

Rector of BAS will participate in meetings and can present proposals and have the right to speak.

Board members are elected for two years with alternating withdrawal every other year so that only half of the Board members are elected each year.

### **TASKS**

Appoints the school Rector.

Establishes regulations and instructions for BAS and employ staff.

Responsible for the college's finances and operations.

Responsible for the college's quality assurance system.

Delegates necessary authority to the Rector, administration and council, committees and panels.

The Board shall establish the necessary administration and the Board may grant power of procuracy.

## **THE COUNCIL (Rådet)**

### **MANDATE**

Council exerts an advisory and controlling authority.

The Council shall meet at least once annually, make the election of (external) members of the board and shall be presented for comment a report from the Board on the activities of the preceding year, audited financial statements with an overview of the assets investments, in addition the Board's plan for the Foundation's operations and business of the coming year.

### **COMPOSITION**

The Council elects its leader. The leader convenes meetings. The Board or three of the council members may request summon for Council meetings.

All members who have paid membership fees when due have meeting and voting rights at Council meetings. Each membership has one vote.

No group can vote for more than 49% of the total number of votes represented in person or by proxy. In a tie, the vote of the leader decides the matter.

### **PROCEDURE FOR ELECTION**

1. Council leader notifies the Election Committee two months before the council meeting with election. By posting, the council members are given the opportunity to submit written proposals within a specified period. The leader must ensure that the election committee's final recommendation is available at least one week before the meeting.
2. The recommendation from the Election committee shall include the names of suggested candidates and recommend proposals for election.
3. It is not possible to propose candidates at the meeting.
4. Voting shall take place by written ballot unless the council decides otherwise.

### **PROCEDURE FOR SUMMONING OF COUNCIL MEETING**

1. Council meeting is to be convened with 3 weeks' notice.
2. Issues to be discussed shall be received by the Leader no later than two weeks before the meeting.
3. The agenda will be announced at the school by posting no later than one week before the meeting.

### **PROCEDURE FOR COUNCIL MEETINGS**

1. Election of Council leader once a year.
2. Election of meeting secretary.
3. Election of 2 participants to sign the protocol.

## **RECTOR**

### **MANDATE**

Rector is the university college's general manager.

Rector is the academic and administrative manager with ultimate responsibility for the education and operations.

The Rector is responsible for the continuation and development of the pedagogical alternative study program at BAS.

Rector has financial- and personnel responsibilities and reports to the University College Board.

The Rector is responsible for appointing Pro-rector on terms set by the Board.

Guidelines and authority as specified in the employment contract.

### **TASKS**

Managing daily operations and delegating responsibility (General Manager)

Personnel Responsibility

Financial Responsibility

Responsible for the professional development of school

Responsibility for curriculum

Appoint committees and individuals for specific tasks and investigations authorized by the Board

## **PRO-RECTOR**

### **MANDATE**

The Pro-Rector is the Rector's closest professional collaborator.

The Pro-Rector shall be a creative partner for the Rector and act in the rector's place when needed.

### **TASKS**

The position involves responsibility for the administration, coordination and planning of courses and the diploma.

Other tasks can be delegated by the Rector.

## **(SKU) Quality of Education Committee**

### **MANDATE**

SKU works with the development and assurance of the schools educational quality. The committee must monitor, evaluate and recommend measures based on an overall assessment of the quality of study at the school.

SKU is the case-handling body for changes to the study plan (course plan), which is adopted by the board.

SKU contributes to the annual study quality report.

SKU can submit cases for discussion by the teachers' meeting and can also receive cases from the teachers' meeting.

SKU is central to the work with the school's quality system. It is organizationally at the same level as the Learning Environment Committee (LMU) and interacts with it in several areas.

SKU is an advisory body for the rector and reports through the rector to the board.

### **COMPOSITION**

- Rector
- Vice Rector
- Class leaders for each year level (first, second and third class)
- Teacher representatives (from the subject areas APP, KTF, TTA and DAV, primarily with professorial competence)
- Student representatives
- In addition, the selection can be supplemented with further students and representatives from the subject areas APP, LA KTF, TTA and DAV, primarily with professorial expertise in various matters.

### **IMPLEMENTATION**

The rector is the meeting leader. The study consultant is normally the secretary/referent and ensures the summons, sending of agendas and minutes.

Meeting frequency is every month during the teaching period, or as indicated in the academic calendar.

Notices with minutes from the last meeting, agenda and annexes are sent out at least one week before each

## **Learning Environment Committee (LMU)**

### **MANDATE**

Learning Environment Committee shall ensure that the provisions on students' learning environment set out in the Act relating to universities and colleges, Chap. 4-3 (1) and (2) are implemented. Here below:

- pave the way for a good learning environment and work to improve student welfare on campus
- Ensure that the learning environment of the institution, including the physical and mental working environment, is satisfactory by an overall assessment of the consideration for students' health, safety and welfare. The design of the physical environment shall as far as possible and reasonable, ensure:

- a) That the premises, access roads, stairs etc.. is designed and equipped for the operations conducted
- b) that the premises has good lighting and acoustics and sound indoor climate and air quality.
- c) that the premises are maintained, cleaned and kept in a state that does not restrict the intended use.
- d) that the premises are equipped so as to avoid unfortunate physical stress for the students.
- e) that activities are planned so that one prevents injuries and accidents.
- f) that the technical devices and equipment are provided with protective devices and are maintained so that students are protected from danger to life and health.
- g) that the learning environment is designed on the principle of universal design, *that facilities, access roads, sanitary facilities and technical installations are designed in such a way that disabled people can study at the institution.*
- h) that the learning environment is adapted for students of both sexes.

The committee shall participate in the planning of measures relating to learning environment and closely follow developments in matters concerning student safety and welfare. The Board may assign other specific tasks. Learning Environment Committee is the formal body for complaints about the learning environment. Learning Environment Committee may comment on these matters. Learning Environment Committee will be informed of orders and other decisions by the Labor Inspection Authority and be kept informed of current issues that are not submitted directly to the Committee.

Learning Environment Committee reports directly to the Board, and shall annually submit a report on the institution's work with learning environment.

Learning Environment Committee at BAS shall meet every semester.

### **COMPOSITION**

Students and the institution shall have an equal number of representatives on the committee. The committee shall elect a chairman each year alternately among the institution and student representatives.

## **APPEALS COMMITTEE (klagenemd/Nemd for studentsaker)**

### **MANDATE**

Appeals Committee shall hear all appeals against individual decisions in student related matters.

The Appeals Committee shall be delegated by the Board to make decisions at first instance in the following cases:

- a) Decisions on cancellation of examination or test because of fraud under § 4-7 (1)
- b) Decisions on cancellation of accreditation or approval of training or exemption from examinations because of fraudulent conduct under § 4-7 (2).
- c) Decisions on expulsion or exclusion because of disruptive conduct under § 4-8 (1).
- d) Decisions on expulsion or exclusion because of grossly blameworthy conduct under § 4-8 (2).
- e) Decision on exclusion because of fraud under § 4-8 (3)
- f) Decisions on exclusion nominated by special Committee for Professional Suitability under § 4-10

The Appeals Committee and its composition is statutory (Act on Universities and Colleges).

### **COMPOSITION**

The committee has five members with personal deputies.

- 1 External chairman with personal deputy. The Chairman and the deputy shall satisfy the statutory qualification requirements for judges of the Court of Appeal.
- 1 staff member with personal deputy
- 2 students with personal deputy
- 1 external member with personal deputy.

### **OTHER**

See the current Directive for the Appeals Committee

**Directive for the Appeals Committee**  
Resolution in the Board, dated 13.10.2008

- (1) Appeals Committee is appointed by the Board at Bergen School of Architecture, pursuant to the Act on Universities and Colleges § 5-1 (1).
- (2) The Appeals Committee shall consider all appeals against individual decisions in student related matters.
- (3) The Appeals Committee shall be delegated by the Board to make decisions at first instance in the following cases:
  - a) Decisions on cancellation of examination or test because of fraud under § 4-7 (1)
  - b) Decisions on cancellation of accreditation or approval of training or exemption from examinations because of fraudulent conduct under § 4-7 (2).
  - c) Decisions on expulsion or exclusion because of disruptive conduct under § 4-8 (1).
  - d) Decisions on expulsion or exclusion because of grossly blameworthy conduct under § 4-8 (2).
  - e) Decision on exclusion because of fraud under § 4-8 (3)
  - f) Decisions on exclusion nominated by special Committee for Professional Suitability under § 4-10
- (4) The committee shall have five members with personal deputies.  
The Chairman and his/her deputy shall satisfy the statutory qualification requirements for judges of the Court of Appeal, and must not be employed at the school.  
2 of the members must be students
- (5) Members of the Board cannot be member of the Appeal Committee. Members who have participated in proceedings or decision of the disputed facts cannot participate in the appeal.
- (6) The members of the Appeal Committee are appointed for four years at a time. The student members are appointed for one year at a time, after nomination from the Class council. If a member resigns during the appointment period, the Board appoints a new member.
- (7) The study administration has a secretary function for the Appeal Committee.
- (8) The Secretary sets up the agenda for the meeting in consultation with the leader, and sends meeting request with appropriate notice. As an appendix to this, the notice should be accompanied by a review of the case. Case documents that are not sent in copy to the members shall be available to them in advance of the meeting.
- (9) Members of the Appeals Committee who cannot attend the meeting shall notify about absence as soon as he or she is aware of this. Deputy shall then be summoned
- (10) The Appeals Committee has a quorum when the chairman or deputy chairman and two other members are present
- (11) Appeals Committee makes its decisions in the meeting. Members have an obligation to participate in the proceedings and to vote. The ballots are not permitted blank. Decisions on appeals are passed by simple majority. The leader has a double vote by equal votes. Decision



at first instance pursuant to § 4-8 and § 4-10 are passed by at least two-thirds majority. Voting is done by show of hands.

- (12) The Secretary is responsible for writing the minutes of the decisions made. Each member may require a short voice explanations included in the minute book if such voting explanation is notified no later than immediately after the vote and will be presented during the meeting. By the minutes shall also be stated when the meeting was held, how long it lasted and who was present. The print will be sent after each meeting to all members and deputies.
- (13) The Appeal Committee shall submit an annual report on its activities to the Board. The report shall be submitted to the Board's first meeting of the new calendar year.
- (14) The Appeal Committee`s decisions in appeals may not be appealed. The Appeal Committee`s decision in the first instance may be appealed to the Joint Appeals Board, ref. Regulations on Joint Appeals Board for the handling of complaints under the Act relating to Universities and Colleges § 4-7 to § 4-10.
- (15) The case processing is also applicable to the rules in Public Administration Act.
- (16) This Directive shall enter into force immediately.

## **ADMINISTRATION**

The administration is the school's management and has a coordinating and unifying role in the school's operation.

The administration includes the Study administration with two academic consultants, a payroll and accounting officer and an office manager. In addition a person responsible for the library and a caretaker.

In relation to the school's system for quality assurance, the administration has a special responsibility for maintaining, updating and developing of procedures and guidelines.

Reference is also made to the job descriptions for the various administrative positions.

## **ELECTION COMMITTEE**

### **MANDATE**

Provides recommendations to the Council on the election of external representatives to the Board.

### **COMPOSITION**

One member proposed by the Board, elected by the Council (cannot be a teacher, student or employee at the school).

1 teacher chosen by the Teachers Meeting

One student elected by general Assembly for students

Term of office 1 year

### **TASKS**

The Election Committee shall be notified by the Rector no later than two months before the elections. By posting, the council members are given the opportunity to submit a written proposal of candidates within a specified period. Election Committee can also actively search for candidates at their own initiative.

The recommendation of the Election committee shall be available no later than one week before the announced date of the meeting.

The recommendation from the Election committee shall include the names of candidates and recommend proposals for selection.

## **NOMINATION COMMITTEE**

### **MANDATE**

The committee shall by appointment of the Board submit a recommendation in employment matters where the Board is the appointing body.

Nomination shall be based on application, the assessment made by the expert committee, interview and / or test lecture.

### **COMPOSITION**

The Board approves the composition of the Nomination Committee. Rector is part of this committee. Students and academic staff should be represented

## **SALARY COMMITTEE**

### **MANDATE**

Processing applications for salary increase and annual salary adjustment for seniority for personnel.

Rector conducts appraisal interviews with the permanent staff annually and provides recommendations to the salary committee by 1 May. The employees also have the opportunity to submit claims to salary committee within 5 days before 1 May.

Salary Committee approves salary adjustments for the employees based on the application, Rectors recommendation and financial status of BAS.

### **COMPOSITION**

- Leader of the Board
- Rector

## **EXTERNAL PANELS**

### **MANDATE**

Advisory body to the Board and Rector. Established when required by resolution of the Board.

### **COMPOSITION**

Depending on the purpose defined by the Rector / Board. Can be composed of professionals (architects, artists, etc.), representatives of industry or public agencies.

The leader of the Board and Rector has the right to make proposals and speak.

### **TASKS**

College's external panel may work as an innovator of the school's activities, assisting with solving the school's long-term objectives and be an advisor on strategic academic, financial and administrative issues.

## **TEACHERS MEETING**

### **MANDATE**

The Teachers Meeting can discuss and process everything that relates to school's education.

SKU can propose cases for discussion in the Teachers Meeting, and the Teachers meeting can also propose cases for SKU.

The Teachers Meeting elect teacher's representatives for the Board and the different councils and committees at BAS.

### **COMPOSITION**

All employed and dedicated teachers at BAS have the right to the meet at the Teachers Meeting.  
Rector and Vice Rector

At the semi-annual teacher seminars (for Christmas and summer) the teachers who will be teaching next semester are invited

### **IMPLEMENTATION**

Rector acts as chairman. The Study Consultant is normally the secretary, and provides for notice, distribution of the agenda and minutes.

Meeting frequency is about every second month during the teaching period, or as stated in the academic calendar.

Planning and evaluation seminar is conducted annually.

Notice with minutes of last meeting, the agenda and attachments will be sent out at least a week before each meeting. Cases on the agenda must be reported to the study administration within a specified deadline before the meeting.

All attending teachers have the right to speak and give proposals.

## **ADMISSION COMMITTEE**

### **MANDATE**

Admissions Committee reads applications, conducts interviews with candidates summoned and decides who will be offered admission, who gets rejected and who gets to be on the waiting list. Admission is done in accordance with the procedure of admission and procedure for admission committee. The Admission Committee has a special responsibility to evaluate procedures for admission and propose necessary changes.

### **COMPOSITION**

Teachers: appointed by the Rector on the recommendation from the Teachers Meeting  
Students: selected by the students

## **EXCHANGE COMMITTEE**

### **MANDATE**

Conducts admission of international students and admission of exchange students and other international guest students.

### **COMPOSITION**

A main teacher: selected by The Teachers Meeting  
A teacher 3: appointed by Rector  
A student from the master level (4. Or 5. Year) Appointed by Rector  
Rector  
Study consultant for master level is secretary

## **GENERAL ASSEMBLY FOR STUDENTS**

The General Assembly is the student's body. All students at the BAS have a meeting- and voting right. The General Assembly elects' representatives to the Board and the various councils and committees in which students will be represented.

## **SOBAS – STUDENT ORGANIZATION AT BAS**

(English)

Statutes of October 2016

### **§2. Purpose**

#### **§2-1 Purpose**

SOBAS is independent of religion and political parties and is an organization for all students at BAS. SOBAS shall promote cultural and social aspects of the study and will be the voice for student's interests in academics, financial and administrative areas. SOBAS is the representatives for students at BAS towards the administration, the BAS-Board, Appeals Committee, Learning Environment Committee (LMU), Norsk student organisasjon(NSO), Velferdstinget (VT), student organizations and other contexts.

### **§3. Members, board and composition**

#### **§3-1 Members**

All students at BAS who paid the semester fee is a member of SOBAS

#### **§3-2 Representatives**

The SOBAS-board is combined of representatives from all classes and master courses at BAS. They can bring cases from their classes and courses to the SOBAS-board and inform the class about the SOBAS-boards work. The representatives make the board and they have a shared responsibility of SOBAS. The classes and courses are responsible for electing their representatives and alternate representatives. The election will happen before the 25th of September every year. The election period for representatives is one year.

The representatives are responsible for having routine meetings in the classes and courses with information from the SOBAS-board. To get a certificate for having been a part of the SOBAS-board you have to attend at least 70% of the meetings in SOBAS.

#### **§3-3 Composition**

From 1st-3rd class every class should have to representatives and one alternate. In 2. ward courses every course should have one representative and one alternate. It is mandatory to meet on every SOBAS-board meeting for the representatives. The representatives have voting right at the meetings. If one of the members can't join they have to tell their alternate to fill in.

The SOBAS-board shall have a leader, vice leader, secretary, activity responsible person and a material storage responsible person.

The student representatives in LMU, klagenemnda, VT and NSO are invited monthly to the SOBAS meetings and can get a right to vote if the SOBAS-board agrees.

#### **§3-4 Constitution**

The SOBAS-board constitutes itself, but can if the SOBAS-board wishes have elections for some positions in the SOBAS-board at the Council meeting.

### **§3-5 Subgroups**

SOBAS can create subgroups, to work for SOBAS. At least one SOBAS-board member has to attend the subgroups meetings.

## **§4. Meetings**

### **§4-1 Notice**

The leader is responsible for calling in for meetings and the agenda, both have to be sent out 3 workdays before the meeting. The agenda should be sent to the LMU-representatives, complaintboard representatives, VT-representative, the administration and the headmaster. Preferably should the meeting agenda be visible for the rest of the students, so they can follow up on what SOBAS is doing.

### **§4-2 Time**

The first meeting in the fall semester should be within 3 weeks after 1st class gets back from their first study trip. There should be a meeting at least once a month. The leader or secretary should present a suggestion for a semester plan for meetings by the second meeting.

### **§4-Resolutions**

The SOBAS-board can make resolutions if the meeting is called in for according to the statutes and at least 5 board members are attending the meeting.

### **§4-4 Voting**

Voting will be done by lifting hands unless one or more members of the SOBAS-board wants to do vote by writing.

Cases will be decided by simple majority. If there is a tie, the leaders vote will decide. In elections where the leaders vote can't be the deciding, vote will be decided by lottery.

### **§4-5 Confidentiality**

SOBAS-board and other subgroups of SOBAS have a duty of confidentiality in matters of personal information.

## **§5. Council meeting**

### **§5-1 Time for council meeting**

The council meeting is the head authority over SOBAS. The council meeting should be held before 31.st of October every year. The date should be set as early as possible so the school can arrange for all the students to attend.

### **§5-2 Cases**

The council meeting agenda should be:

- Election of positions in the SOBAS-board on request from the SOBAS-board
- Annual report of the previous year work in SOBAS
- Account and budget report from the last SOBAS year
- Amendments for the SOBAS statutes
- Election of student representatives in various positions
- Incoming cases.

### **§5-3 Notice**

Every member of SOBAS should get a notice at least 2 weeks before the meeting and they are entitled to vote at the council meeting. The notice should contain the statutes and info about the different positions up for election.

### **§5-4 Voting**

Voting will be done by lifting hands unless one or more members of SOBAS wants to do the votes by writing. Cases will be decided by simple majority. If it is not possible to gather all classes and 2nd part students at the same time, the election can happen electronically or in a fair way decided by the SOBAS-board before the meeting notice is sent.

#### **§5-5 Extraordinary council meeting**

If the SOBAS-board or  $\frac{1}{3}$  of the members of SOBAS finds it necessary a extraordinary council meeting can be arranged. The extraordinary council meeting shall also follow §5-2, §5-3 and §5-4.

### **§6. Responsibility instructions**

#### **§6-1 Leader**

The leader is responsible for the daily operations of SOBAS, convening meetings and responsibilities within the SOBAS-board. The leader is the public face of SOBAS and is responsible for leading meetings in the SOBAS-board and the council meeting. The leader is responsible to be updated on cases that involves the students.

#### **§6-2 Vice leader**

Vice leader steps in for the leader if the leader can't.

#### **§6-3 Secretary**

The secretary is responsible to have a overview over the SOBAS documents, make meeting protocols, archive the meeting protocols and for the mail to and from SOBAS.

#### **§6-4 Cashier**

The cashier is responsible for the overview of the SOBAS economy, the bank account, the card and to apply for money to SOBAS from KS and SiB. The cashier makes the budget and accounting.

#### **§6-4 Activity responsible**

The activity responsible person is responsible for creating different social events at school and apply for money for them. The activity responsible person can help subgroups of SOBAS to apply for money through SOBAS.

#### **§6-5 Material responsible**

The material responsible person is responsible for the SOBAS-room, the material storage sale and material. Works together with the cashier. Can have another responsibility within the board also.

### **§7. Annual report, accounting and budget**

#### **§7-1 Annual report**

The leader is responsible for making an annual report for the council meeting. The annual report can be made in cooperation with the secretary and shall say something about the works of SOBAS during since the last council meeting.

#### **§7-2 Accounting**

SOBAS is responsible for its own economy, under leading of the cashier. The cashier should present a simple overview over the accounts and budget over the last year at the council meeting. By the end of every school year the SOBAS accounts will be controlled to see if everything is correct.



**§7-3 Budget**

The SOBAS-board shall make a budget every year. This should be led by the cashier and should start in the start of every study year.

**§8. Economy**

If SOBAS decides to dissolve the money goes to Bergen School of Architecture.

**§9. Statute changes**

Suggestions for changes to the statutes can be proposed by every member of SOBAS. SOBAS should go through every proposal and send them out for hearing to the rest of the students at BAS. The new statutes go through with  $\frac{2}{3}$  of the votes at the council meeting.

**§10. Implementation**

The statutes come into force and takes a binding effect after they are voted over at the council meeting 06.10.16 and cancels all previous statutes.