



Resumé

In accordance with §18 in the Act of University colleges of higher education and in pursuance of §16 in VIA's Articles of Association, the following rules of procedure of the Educational Committee of PBA in Animation and affiliated Continuing Education programmes at VIA University College are hereby determined.

The rules of procedures are based on the standard rules of procedure of the Educational Committees in VIA University College.

Rules of procedures of the Educational Committee for PBA in Animation 2022-26

The members of the Educational Committee

§ 1. The Educational Committee is composed in the following way:

Number of members	Appointed by
3	Appointed by the Industry ("aftagere") in collaboration with TAW
1	Appointed by Producentforeningen
1	Appointed by external examiners ("Censorkorpset")
1	Appointed by the Graduates
1	Appointed by guest teachers in collaboration with TAW
1	Appointed by staff in Talent & Skills
2	Appointed by and among staff members
2	Appointed by and among students
1	Appointed by the companies and staff in the Arsenal in collaboration with TAW

NOTE

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2. The term of the Educational Committees is four years and follows the election period of VIA's Board of Directors at staggered intervals of three months, term running from 1 August 2022 and ending by the end of July 2026.

3. VIA's programmes and the Rector's Office coordinate the appointment of members in connection with a new term.

4. If a member loses their right to be in the Committee or is absent due to prolonged illness, leave of absence, or other causes, the organization eligible for appointing members is approached with a view to appointing a new member.

5. Updated information on the Educational Committees must be available on VIA's website, including the following information:

- number of members in each Committee
- who is eligible for appointing members for each Educational Committee
- the appointed members for each Educational Committee, including members appointed by the students and members of staff

§ 2. The Dean and/or relevant Associate Deans participate in meetings as secretaries for the Educational Committee.

2. One or more Associate Deans / head of educations are appointed for the Educational Committee for the purpose of professional counsel. The number of appointed members and the election of these are determined by the responsible Dean.

The constitution of the Educational Committee

§ 3. At the first meeting, the Educational Committee elects a chairman from among the external members by simple majority amongst the present members. The term of the chairman is four years. The term of the chairman follows the term of the Committee.

Tasks

§ 4. In accordance with § 18 in the Act of University colleges for higher education, the Educational Committee has the task of advising the Board of Directors, the Rector, and the management of the relevant educational domain on the quality of the programmes and societal relevance as well as on the regional educational coverage.

2. The Educational Committee must be involved when developing new and existing programmes by development of new teaching and exam forms.

3. In addition to this, the Educational Committee may advise on other questions concerning the educational domain on its own initiative.

4. The Educational Committee makes recommendations for the approval from the Board of Directors or the Rector concerning the elements of the academic regulations specific to the institution within the educational domain.

Meeting activities

§ 5. The Educational Committee holds 2-4 ordinary meetings.

2. It is possible to convene extraordinary meetings provided that the chairman or Dean or three members jointly wish to do so.

3. The chairman and the Dean and/or relevant Associate Deans compose a yearly meeting plan (an annual wheel) for the Educational Committee.

§ 6. The responsible Dean and/or relevant Associate Deans provide clerical assistance.

2. In cooperation with the Dean and/or relevant Associate Deans, the chairman composes the agenda for the meetings of the Educational Committees. The agenda is submitted at least a week before the meeting. Meetings are noticed at least two weeks beforehand.

3. Any member of the Educational Committee can enter items on the agenda. Items wanted on the agenda must be in the possession of the chairman at least two weeks before the meeting.

4. The chairman of the Educational Committee chairs the meetings. In the absence of the chairman, the secretary of the Committee chairs the meetings.

§ 7. Minutes of the meetings are kept. The chairman approves the minutes, and the minutes are sent to the members of the Committee electronically two weeks after the meeting at the latest. The members then have a week to approve the minutes.

§ 8. Minutes of the meetings and agendas not including appendices are published on VIA's website.

Approval of the rules of procedure

§ 9. The standard rules of procedure for VIA's Educational Committees are approved by VIA's Board of Directors at their meeting.

§ 10. The individual Educational Committee can add to the standard rules of procedure. The rules of procedure of each Educational Committee are approved by the Educational Committee.