

For heads of studies and other employees who meet with students regarding exam cheating etc. in accordance with the [university's disciplinary regulations](#)

Cc: university management, faculty management and student organisations



About my participation in meetings between you and students

11 OCTOBER 2018

Dear head of studies and others

THE STUDENT AMBASSADOR

I am writing to you to inform you that in the future you will find that I will be attending meetings between you and students.

PROFESSORVILLAEN
NØRREGADE 10
1017 KØBENHAVN K

The Board of the University of Copenhagen decided in autumn 2017 to make it possible for the [Student Ambassador](#) to participate in meetings between students and the university administration.

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I am entitled to participate in the meetings to ensure that information is correctly understood by the student and to gather experience for my ongoing general guidance.

studambassador@adm.ku.dk
www.student-ambassador.ku.dk

Attending meetings at each faculty during the academic year 2018-2019

During the spring of 2018, the University processed the [student ambassador's annual report 2017](#). In this context, I discussed this new possibility with deans, associate deans for education, heads of study administration, the Academic Board on Education Strategy (KUUR), the rectorate and the university board.

REF: BGK

Based on these discussions, I have decided to start out by attending at least one meeting at each faculty. I will focus on meetings between a head of studies and a student, where the faculty during the academic year 2018-2019 has started a case of possible exam cheating.

Before I attend a meeting, I will inform you and any other employees involved by e-mail.

I will only attend the meeting if the student has previously given me permission to attend in writing.

I may not represent the student at the meeting. I will therefore advise the student of her/his right to bring along a person who may represent her/him at the meeting.

You are very welcome to contact me when you have finished your processing of the case. Then I will give you my impressions from the conversation in confidentiality.

The regulatory basis for my participation in the meetings

During autumn 2017, the Board of The University of Copenhagen changed the [Rules of procedure for the University of Copenhagen's student ambassador](#). Section 5, subsection 4, shows that I can participate in meetings between students and the university administration as a so-called neutral third party. The intention is to:

“[...] ensure that information from the administration is correctly understood by the students and with a view to gathering experience for [the student ambassador's] ongoing general guidance and advisory service [...].”

In addition, I would also like to emphasise the following sections of the rules of procedure:

“5. [...] (3) The student ambassador may not make decisions. The student ambassador may not act as a parallel or competing investigating authority to an existing investigating authority.”

“23. The student ambassador has a duty of confidentiality with respect to the matters of which he/she becomes aware during the performance of their duties, where secrecy is required as a matter of course. The same duty lies with the ambassador's staff.

24. If a given matter presents circumstances that may raise doubt about the ambassador's impartiality, the university director shall be informed of this. The university director will decide who is to perform the ambassador's functions in the matter in question.”

“1. The purpose of the student ambassador is to strengthen students' legal rights and advise them in relation to their encounters with the University of Copenhagen (UCPH).

(2) The student ambassador is ambassador for the entire University. The student ambassador shall contribute to strengthening dialogue and mutual understanding between students and UCPH.

(3) In the performance of his/her duties, the student ambassador is independent of UCPH, including students, employees, the management and the board.

[...]

(5) The student ambassador shall appear neutral and objective when encountering students, staff and the management at UCPH, just as the student ambassador shall carry out his/her activities in a constructive dialogue with students, staff and the management at UCPH.”

If you have questions to any of the above, please feel free to contact me.

Yours sincerely

Bo Gad Køhlert
Student Ambassador