

RULES OF PROCEDURE FOR
THE FHML PHD COMMITTEE

Assessed by the FHML Board,

on 21 June 2016

I. Tasks of the FHML PhD Committee

The FHML PhD Committee has the following tasks:

- a. The committee will issue solicited and unsolicited advice to the FHML Board regarding PhD policy and other relevant PhD related policy developments.
- b. The committee will issue solicited and unsolicited advice to the FHML Board regarding the progress and supervision of PhD candidates. This advice does not relate to individual PhD candidates.
- c. The committee will issue solicited and unsolicited advice on the quality of education for PhD candidates and will indicate any problem areas.
- d. The committee will ensure the availability of relevant general and specific information for the purposes of training PhD researchers.
- e. The committee will act as a consultation body for the PhD coordinators and representatives of the Schools; relevant developments and operational issues within and between the schools will be discussed.

II Composition of the FHML PhD Committee

1. *Members of the FHML PhD Committee*

The FHML PhD Committee will consist of representatives of all FHML Schools and other units to be designated by the FHML Board:

- a. The PhD coordinators of the FHML Schools (*qualitate qua*).
- b. A PhD representative of every FHML School.
- c. The FHML policy advisor for PhD affairs will be invited to the meetings as a consultant.
- d. Any PhD representatives from the Faculty Council will be invited to the meetings as consultants.

2. *Secretary*

- a. The FHML PhD Committee will be supported by a secretary, to be appointed by the Faculty Board.
- b. The secretary is not a member of the FHML PhD Committee, but he or she does have an advisory role.

III. Appointment and reappointment procedure for the chair and members

1. *Appointment/reappointment of the chair*

- a. By nomination of the FHML PhD Committee, the FHML Board will appoint a chair from among the PhD coordinators who sit in the FHML PhD Committee.
- b. For the duration of the appointment, the Board will award 0.1 fte to the chair for the performance of his or her duties.

2. *Duration of appointment and reappointment of the chair and members*
 - a. The chair will be appointed for a period of three years and may be reappointed for a second period of three years.
 - b. The PhD coordinators are *qualitate qua* members of the FHML PhD Committee and are appointed by the scientific directors of the Schools.
 - c. The PhD representatives will be appointed by the Schools.

IV. Working methods of the FHML PhD Committee

1. *Frequency of meetings*
 - a. In June, the secretary of the FHML PhD Committee will draw up a schedule for the regular meetings in the next academic years. This schedule will be defined at a meeting by the FHML PhD Committee.
 - b. In principle, meetings will be held once every six weeks and will have a closed character.
 - c. The frequency referred to under b may be deviated from during the summer recess and following a decision of the agenda consultations meeting.
2. *Placing items on the agenda and sending meeting documents*
 - a. The FHML Board, all members of the FHML PhD Committee and the FHML policy advisor for PhD affairs may request the secretary to place an item on the agenda.
 - b. The secretary will collect relevant correspondence and requests for advice and will draw up a draft agenda.
 - c. During the agenda consultations, the draft agenda will be discussed and defined by the chair and the secretary.
 - d. The secretary (or another person) may be asked to perform activities that may simplify the discussion of certain subjects during a meeting (retrieving information, drawing up draft advice, etc.). Furthermore, agenda items may be prepared by working groups that are formed on an *ad-hoc* basis from members of the FHML PhD Committee. Persons outside the FHML PhD Committee may also be invited to become members of a working group.
 - e. The agenda, together with all relevant meeting documents, will be sent out as soon as possible after the agenda consultation meeting, on the understanding that the members receive these documents no later than four days before the meeting.
3. *Meetings*
 - a. The task of the chair will be:
 - opening, suspending and reopening meetings and closing meetings on time;
 - scrupulously taking into account and complying with the Rules of Procedure;
 - keeping order during the meetings;
 - formulating items about which the committee must take a decision;
 - announcing the result of a vote;
 - performing any other tasks that may be necessary in order to support the functioning of the committee.
 - b. If the chair is absent, the FHML PhD Committee will designate a replacement chair from its midst on an *ad hoc* basis.

4. *The quorum and the voting method*
 - a. Decisions may be taken only if at least 60% of the committee members are present.
 - b. Votes will be taken by a show of hands, unless another means of voting has been decided on.
 - c. If votes are taken relating to designating, nominating or recommending persons, the votes will be cast in writing and anonymously, unless another means of voting has been decided on.

5. *Report of meetings*
 - d. A brief report will be drawn up of every meeting of the FHML PhD Committee, accompanied by the decisions and the attendance list.
 - e. The report and the decisions will be made public, unless they are designated as confidential.
 - f. The report of the meeting will be sent to the members.
 - g. The defined report of the meeting will be sent to the FHML Board, scientific Directors of the Schools and the Head of the Research Office FHML.

6. *Consultations with the Board – annual report*
 - a. The chair will be responsible for maintaining contacts with the FHML Board, in so far as designated for such.
 - b. The chair and the secretary will consult with the FHML Board twice a year.
 - c. Each year, the FHML PhD Committee will draw up a brief report of its activities and plans for the next academic year.
 - d. The chair and the secretary will hold periodic consultations with the Head of the Research Office FHML regarding the coordination of activities.