

MAASTRICHT UNIVERSITY

FACULTY REGULATIONS OF THE FACULTY OF ARTS AND SOCIAL SCIENCES

approved by the Faculty Council
adopted by the Board of the Faculty of Arts and Social Sciences
at its meeting of 28 November 2018

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CHAPTER I GENERAL PROVISIONS

Article 1.1 Definitions

1. In these regulations, the following terms shall have the following meanings:
 - a. the Act: the Higher Education and Scientific Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
 - b. the University: Maastricht University;
 - c. the Faculty: the Faculty of Arts and Social Sciences of Maastricht University;
 - d. the Executive Board: the University's Executive Board;
 - e. the Faculty Council: the council of the faculty;
 - f. the Dean: the Faculty Board chair;
 - g. Elections Regulation: regulation adopted by the Executive Board concerning the election of Faculty Council members;
 - h. Administration and Management Regulation: University regulation as referred to in Section 9.4 of the Act;
 - i. research department: part of a Research Institute
 - j. degree programme: the faculty's bachelor's and master's programmes as referred to in Section 7.3 of the Act;
 - k. student: an individual who is registered as a student in a faculty degree programme. For the purposes of Chapter IV this also includes: prospective students, former students, external students, prospective external students, former external students, contract students, prospective contract students and former contract students;
 - l. staff member/employee: an individual who is employed by the University and works within the faculty.
2. The definitions of any other terms in these regulations that are also referred to in the Act will have the meaning as conferred to them in the Act.

CHAPTER II ORGANISATIONAL STRUCTURE OF THE FACULTY

Section 1 Faculty Board

Article 2.1 Size; appointment

1. The Faculty Board has three members, including the Dean.
2. The Executive Board appoints, suspends and dismisses the Dean and the other members of the Faculty Board with due observance of the Administration and Management Regulation.
3. Faculty Board members are appointed for a term determined by the Executive Board. This term is generally four years for the Dean and two years for other members.

Article 2.2 Student advisor

1. The Faculty Board will invite the student members of the Faculty Council to appoint, with due regard to the recommendations of the student members of the other faculty consultation bodies, one student of the faculty to attend the Faculty Board meetings in an advisory capacity, generally for a one-year term. The student advisor will be appointed by the Dean.
2. The student referred to in paragraph 1 above may not participate in the Faculty Council student delegation.

Article 2.3 Tasks

1. The Faculty Board is responsible for the general management of the faculty as well as the management and organisation of the faculty as regards research and education. In the performance of its tasks the Board will observe the law, the Administration and Management Regulation and the present regulations.
2. With due observance of the guidelines mentioned in Section 9.5 of the Act, the Faculty Board lays down the faculty regulations for further regulation and organisation of the faculty, after obtaining the prior consent of the Faculty Council. The regulations require approval by the Executive Board.
3. The Faculty Board is also responsible for:
 - a. laying down the Education and Examination Regulations referred to in Section 7.13 of the Act for every degree programme or group of programmes and for regularly assessing these programmes;
 - b. determining general research guidelines and the faculty's annual research programme;
 - c. supervising the implementation of the Education and Examination Regulations and the faculty's annual research programme as well as submitting regular reports on this topic to the Executive Board;
 - d. setting up the Board(s) of Examiners and the Colloquium Doctum Committee as well as appointing the members of these committees;
 - e. implementing Section 7.8b of the Act with regard to the Study Advice during the propaedeutic (first-year) phase, and Section 7.9 regarding the reference in the post-propaedeutic phase with the exception of the degree programmes referred to in Sections 7.8b paragraph 3 and 7.9 paragraph 1 of the Act;
 - f. laying down detailed regulations regarding the ways in which exemptions as referred to in Sections 7.25 paragraph 5, 7.28 paragraph 2 to 5 and 7.29 paragraph 1 of the Act may be obtained;
 - g. implementation of Section 7.30c of the Act;

- h. if applicable: establishing the procedures and criteria required for acknowledging acquired competencies;
 - i. agreeing on joint regulations for one or more degree programmes with one or more boards of the University's other faculties;
 - j. implementation of Section 6.7a on specific selection criteria and higher tuition fees and Section 7.9b on a special track designed to achieve a higher level;
 - k. exercising the right of nomination for the conferral of an honorary doctorate;
 - l. establishing a Programme Board or appointing a Programme Director;
 - m. regulating the management and organisation of research institutes, research schools and (graduate) schools and;
 - n. appointing and dismissing scientific directors of research institutes, research schools and (graduate) schools.
4. In accordance with the letter of appointment, the Faculty Board will determine to which department, research school/research institute, (graduate) school or facility service each staff member of the faculty belongs.

Article 2.4 Division of tasks

- 1. Without prejudice to the responsibility of the Board as a whole for its decisions and actions, the Faculty Board will divide the tasks assigned to it up through the establishment of portfolios. The Board will in any event appoint a Portfolio Manager for Education and a Portfolio Manager for Research.
- 2. The Faculty Board shall inform the Executive Board and the Faculty Council of this division and shall make this information widely available throughout the faculty.

Article 2.5 Accountability

- 1. The Dean, on behalf of the Faculty Board, shall be accountable to the Executive Board.
- 2. The Dean, on behalf of the Faculty Board, shall supply any information requested regarding the faculty.

Article 2.6 Transparency

The Faculty Board meetings and meeting documents are not open to the public, unless otherwise specified by the Board.

Section 2 Education Management

Article 2.7 Education Management

1. The Education Director is responsible on behalf of the Faculty Board for the coordination and organisation of all of the education within the faculty. The role of Education Director coincides with that of the Faculty Board's Portfolio Manager for Education.
The Education Director will ideally be a Full Professor but will at minimum be an Associate Professor.
The Education Director will be assisted by (and also chairs) two education management teams, the OMT BA and the OMT MA respectively, which also include the programme directors and, in the case of the OMT BA, two students.
For the allocation of the students, Article 2.2 applies mutatis mutandis. The Faculty Board will decide on the composition of the education management teams.
2. The Dean may ask the Executive Board to prematurely discharge the Portfolio Manager for Education/Education Director from his/her duties for serious reasons.
3. The Education Director will consult regularly (at least four times a year) with the education management teams on their results, challenges and requirements.
4. The Education Director will advise the Faculty Board on the internal quality management system and on the follow-up of the results of the external quality management system.
5. The Education Director will ensure that the education delivered by lecturers is assessed on a regular basis, involving the Programme Committee and the Programme Director in this process. He will inform the relevant department chair and the dean in this regard on a confidential basis. The Education Director will also advise the Board on activities relating to professional development for lecturers.
6. The Education Director will ensure that the programmes' Education and Examination Regulations are assessed on a regular basis.
7. The Education Director will advise the Board on profile reports for professors and profiles of associate professors, assistant professors and other teaching staff to be appointed.
8. The Education Director is responsible for:
 - a. reporting on educational activities, partly for management reports;
 - b. the quality of the degree programmes;
 - c. the quality of teaching staff;
 - d. the quality of the teaching method (PBL);
 - e. the quality, implementation and execution of the quality assurance cycle;
 - f. advice and guidance;
 - g. drawing up the academic calendar;
 - h. producing the course catalogue(s);
 - i. the adequacy of the Faculty's teaching facilities;
 - j. providing internal and external information on the degree programmes to current and prospective students;
 - k. ensuring the international dimension of the degree programmes.
 - l. the admissions procedure.
9. Where the tasks described above relate specifically to one programme, the Education Director may delegate the performance of his tasks to the relevant programme director. And, in any event, he shall involve the relevant Programme Director in execution of the tasks.

Article 2.8 The Programme Director

1. The Faculty Board will appoint a Programme Director for each degree programme offered by the faculty.

2. A Programme Director is normally appointed for three years.
3. The position of Programme Director is not compatible with membership of the Faculty's Programme Committee for the same programme. The position of Programme Director is not compatible with membership of the Faculty Board, unless the Executive Board allows this based on a recommendation from the Dean.

Article 2.9 Tasks

1. The Programme Director, on behalf of the Faculty Board and managed by the Education Director, is responsible for organising and coordinating the activities involved in implementation of the education and examination programme for the degree programme concerned, in accordance with the Education and Examination Regulations.
2. The Programme Director will advise the Board on the content of the programme's Education and Examination Regulations, including the composition and planning of the education and examinations. Where changes to education and examination regulations are proposed for the following academic year, a proposal must be submitted to the Faculty Board in good time (i.e. before 15 April).
3. The Programme Director is responsible, on behalf of the Faculty Board and with the supervision of the Education Director and the Programme Committee, for the quality of the programme.
4. The Programme Director is responsible, on behalf of the Faculty Board, for the admissions procedure.
5. The Programme Director will consult with the Programme Committee on a regular basis.

Article 2.10 Accountability

1. The Programme Director is accountable to the Faculty Board. He must provide the Faculty Board with any information requested.
2. The Programme Director will produce a written report on his activities on an annual basis. This report must be submitted to the Programme Committee, the Education Director, the departments and the Faculty Board.

Section 3 Programme Committee

Article 2.11 Composition

1. A Programme Committee will be established for each programme or group of programmes.
2. Half of the Programme Committee members must be students enrolled in the corresponding degree programmes and half must be academic staff.
3. The Faculty Board appoints the members of the Programme Committee following the procedure below:
 - the student members of the Bachelor's Programme Committees are nominated by the student advisor of the Faculty Board, the student members of the Faculty Council, the student members of said Programme Committee and the other faculty advisory bodies;
 - the student members of the Master's Programme Committees are nominated by the students registered in said Master's programme. The programme director takes care of the nomination;
 - the academic staff member will be appointed on a recommendation from the academic staff members of the relevant Programme Committee and the Faculty Council.
4. A balanced distribution of various disciplines will be taken into account when appointing academic staff members to the Programme Committees.
5. The appointment procedure described in paragraph 3 will be reviewed annually by the Faculty Council. The Faculty Board and the Faculty Council will decide on an annual basis whether this procedure should be maintained, having consulted with the Programme

Committee and the Programme director.

6. Membership of the Programme Committee is incompatible with membership of the Executive Board, Supervisory Board or Faculty Board, and the position of secretary-director of the Faculty or official secretary of the Programme Committee.

Article 2.12 Terms of office

Staff members of the Programme Committee will serve a three-year term and student members will serve a one-year term. The members may be reappointed.

The Faculty Board may appoint students following a one-year master's programme for a period that differs from the terms stated above.

Article 2.12a Chair

1. The Programme Committee will appoint a chair and a deputy chair from among its members or elsewhere. The chair, or in his absence a deputy chair, will represent the committee in legal proceedings.
2. If the chair of the Programme Committee is not also a member of the Programme Committee, s/he will have an advisory role.

Article 2.13 Tasks; meetings

1. The role of the Programme Committee is to advise on enhancement and assurance of the quality of the programme. In addition, the Committee:
 - a. has the right of approval regarding the Education and Examination Regulations specified in Section 7.13 of the Act, with the exception of the matters referred to in paragraph 2, subparagraphs a, f, h, up to and including u and x, and with the exception of the requirements specified in Sections 7.28, paragraphs 4 and 5, and 7.30b, paragraph 2;
 - b. is responsible for reviewing the implementation of the Education and Examination Regulations on an annual basis;
 - c. has the right to consultation regarding the Education and Examination Regulations specified in Section 7.13 of the Act, with the exception of the matters in respect of which the Committee has the right of approval in accordance with subparagraph a., and
 - d. is responsible for advising or putting proposals to the Programme Director or the Graduate School Board and the Faculty Board on all matters concerning the education within the relevant degree programme, either upon request or of its own accord.

The Programme Committee will submit the advice and proposals referred to in subparagraph d. to the Faculty Council.
2. If, on the basis of the Act and the present regulations, a decision requires the prior consent of the Programme Committee, then the Faculty Board or the Programme Director are responsible for:
 - a. consulting with the Programme Committee before any advice is given;
 - b. informing the Programme Committee as soon as possible on how the advice is to be followed; and
 - c. if the Faculty Board or the Programme Director does not wish to follow all or part of the advice, giving the Programme Committee the opportunity to consult with them further before the final decision is made.
3. If the Programme Committee puts forward a proposal as referred to in paragraph 1, subparagraph d., the Faculty Board or the Programme Director will respond to the proposal within two months of receipt.
4. The Programme Committee may, at least twice a year, invite the Programme Director or

- the Faculty Board to discuss the proposed policy based on an agenda drawn up by it.
5. The Faculty Board will allow the Programme Committee to use all facilities to which the Board has access and that the Programme Committee reasonably requires in order to fulfil its responsibilities, which facilities shall in any event include administrative, financial and legal support and training.
 6. In accordance with Section 9.48 of the Act, the Faculty Board shall provide the members of the Programme Committee with a training budget which will be determined jointly by the Faculty Board and the Programme Committee. Faculty staff members will be able to follow this training programme during working hours and will continue to receive payment.

Article 2.13a Internal Rules and Regulations

The Programme Committee will draw up regulations governing issues of an internal nature.

Section 4 Research Institutes and Research Schools

Article 2.14 Research institutes and research schools

1. A research school is a research institute, or a group of research institutes or a joint venture between research units recognised by the Royal Netherlands Academy of Arts and Sciences (KNAW).
2. The regulations regarding research institutes apply by analogy to the administration, management and organisation of a research school.

Article 2.14A Faculty research institutes and research schools

1. The following research institute has been established within the faculty:
Arts and Social Sciences.
2. The research institutes and/or research schools are part of the faculty administrative unit.
3. The Faculty Board may decide to set up research departments within the research institute.

Article 2.15 Scientific Director

1. The Scientific Director, on behalf of the Faculty Board, is responsible for the general management of activities in a research institute. The role of Scientific Director coincides with that of the Faculty Board's Portfolio Manager for Research.
2. The Faculty Board, in consultation with the Executive Board, will appoint one faculty staff member as Scientific Director for a two-year term. The Scientific Director may be reappointed.
3. The Faculty Board, after consultation with the Executive Board, may remove the Scientific Director from office during the term if there are justifiable grounds for doing so.
4. The Scientific Director will ideally be a Full Professor or at minimum an Associate Professor.

Article 2.16 Tasks of the Scientific Director

Subject to the rules laid down by the Faculty Board with regard to the management and

administration of the research institutes, the tasks of the Scientific Director include:

- a. managing the research institute;
- b. drawing up a detailed research programme;
- c. drawing up the annual budget in accordance with the budget guidelines;
- d. adopting an annual general financial report;
- e. dividing the tasks of the research institute between its employees;
- f. approving research applications for projects funded by indirect government funding and contract research;
- g. appointing a research panel to assess research applications for projects funded by indirect government funding and contract research funding and contract research;
- h. advising the Board on profile reports for professors and profiles of associate professors, assistant professors and other research staff to be appointed.

Article 2.16A Faculty Board tasks with regard to a research institute

The tasks of the Faculty Board with regard to a research institute include:

- a. appointing the Scientific Director;
- b. adopting the detailed research programme;
- c. adopting the budget plan;
- d. approving the annual general financial report;
- e. setting up or closing down research programmes, after consulting with the Scientific Director;
- f. appointing the research programme heads nominated by the Scientific Director;
- g. establishing the responsibilities of the research programme heads.

Article 2.17 Accountability

The Scientific Director is accountable to the Faculty Board. He shall provide any information requested by said Board.

Article 2.18 Administration

In accordance with the Administration and Management Regulation and the UM Mandates Regulation, the Faculty Dean may sub-mandate the administration of a research institute to the Scientific Director.

When issuing sub-mandates, the Dean will determine the way in which agreements concerning the institute's research are effected.

Article 2.18A Advisory Board (OTO)

1. The Faculty Board may choose to appoint an Advisory Board (known within FASoS as an OTO) to a research institute, which Board shall consist a minimum of three and a maximum of five members, who also lead the research programmes.
2. The Faculty Board will appoint the members of the Advisory Board based on the recommendations of the Scientific Director.
3. The faculty's Scientific Director acts as independent chair of the Advisory Board.
4. The members of the Advisory Board may advise the Faculty Board and the Scientific Director, either upon request or of their own accord, on any and all matters concerning the activities of the research institute.
5. At the very least, the Scientific Director will consult the Advisory Board about the detailed research programme.

6. The Advisory Board will provide the Faculty Board with copies of any written advice issued.

Article 2.18B Institutional regulations

The Faculty Board may adopt regulations that set out more detailed rules for a research institute.

Section 4a Graduate School

Article 2.19 The Graduate School

1. The Graduate School of Arts and Social Sciences has been established as part of the Faculty of Arts and Social Sciences.
2. The Graduate School is responsible for providing education for the faculty's PhD programme in the disciplines that make up the faculty's research profile, with due observance of the responsibilities and powers of the Faculty Board.
3. The Graduate School also has the following tasks:
 - a. supervising PhD candidates as defined under the Collective Labour Agreement of Dutch Universities (CAO-NU);
 - b. supervising PhD candidates in other categories enrolled on the Graduate School's PhD programme;
 - c. supervising external PhD students who are members of the Graduate School.

Article 2.20 Organisation of the Graduate School

1. The Graduate School has a Scientific Director who is appointed by the Faculty Board, in consultation with the Executive Board, for a period of two years. The director may be reappointed. The director must be a Full Professor or a professor who holds an endowed chair at UM.
2. The Graduate School will have an Advisory Board which will be appointed by the Faculty Board for a two-year period, based on the recommendation of the Scientific Director following consultation with the research programme heads. The Advisory Board will comprise of three to five academic staff members and one PhD candidate member. The members of the Advisory Board may be reappointed.
3. The Advisory Board may advise the Faculty Board and the Scientific Director of the Graduate School, either upon request or of its own accord, on any and all matters concerning the activities of the Graduate School.
4. The Faculty Board, after consultation with the Executive Board, may remove the Scientific Director from office during the term if there are justifiable grounds for doing so. Similarly, the members of the Advisory Board may be removed from office during the term by the Faculty Board on the recommendation of the Director if there are justifiable grounds for doing so.
5. The Faculty Dean will determine, based on the recommendation of the Scientific Director, which other employees will work for the Graduate School, and what proportion of their working hours they will devote to this.
6. The Graduate School includes the following:
 - a. the Admissions Committee for the PhD programme, which advises the Faculty Board on the admission of PhD candidates as defined under the Collective Labour Agreement of Dutch Universities and PhD candidates who come under other categories. The Faculty Board can delegate a decision to admit candidates to the PhD programme in the case of projects which are not funded by the faculty (indirect government and contract research-funded projects). The Admissions

Committee consists of members of the Advisory Board who are lecturers on the PhD programme. (Lecturers in this case shall mean: PhD thesis supervisors and/or academic staff members with at least a 'docent 3' level (lecturer) appointment who are teaching a course on the PhD programme);

- b. the PhD Programme Committee for the PhD programme. This consists of an equal number of lecturers from the PhD programme and PhD candidate members. The PhD candidate representative on the Advisory Board is also a member of the PhD Programme Committee. The other PhD representative(s) is/are appointed by the Faculty Board on the recommendation of the PhD representative on the Advisory Board and the Scientific Director of the Graduate School. The Faculty Board will appoint the members.

Article 2.21 Tasks and powers of the Scientific Director

1. The Scientific Director, on behalf of the Faculty Board, is responsible for general and day-to-day management of activities within the Graduate School.
2. The Scientific Director also has the following tasks:
 - a. drawing up the Education and Examination Regulations or Training and Examination Regulations for each programme or group of programmes provided by the (Graduate) School;
 - b. organising and coordinating the education in the PhD programme;
 - c. presenting proposals to the Faculty Board for implementing and maintaining an internal quality management system;
 - d. ensuring the follow-up of external quality management;
 - e. participating in quality assurance assessments and other quality reviews;
 - f. drawing up an annual budget for the Graduate School;
 - g. devising the training and supervision programme;
 - h. ensuring compliance with the approved training and supervision programme;
 - i. producing an annual financial and general report for the Graduate School;
 - j. dividing the tasks of the Graduate School between its employees;
 - k. advising the Faculty Board on educational matters within the Graduate School.

Article 2.22 Tasks of the Faculty Board with regard to the Graduate School

The tasks of the Faculty Board with regard to a Graduate School include:

1. supervising execution of the tasks of the Graduate School;
2. appointing and dismissing the Scientific Director;
3. appointing and dismissing the members of the Advisory Board, the PhD Programme Committee and the Admissions Committee;
4. approving the training and supervision programme;
5. adopting the Graduate School budget;
6. approving the Graduate School's annual report.

Article 2.23 Accountability

The Scientific Director is accountable to the Faculty Board. He shall provide any information requested by said Board.

Article 2.24 Administration

In accordance with the Administration and Management Regulation and the UM Mandates Regulation, the Faculty Dean may sub-mandate the administration of the Graduate School to the Scientific Director.

When issuing sub-mandates, the Dean will determine the way in which agreements concerning the Graduate School's research are effected.

Article 2.25 Consultation with Graduate School PhD candidates

The Scientific Director of the Graduate School must offer all registered PhD candidates the opportunity to discuss the degree programmes and any related matters with him/her at least twice a year.

These meetings will always address the feasibility of the programmes and the related requirements in terms of guidance and support.

Article 2.26 Graduate School Regulations

The Faculty Board has drawn up Graduate School Regulations which set out more detailed regulations governing the Graduate School.

Section 5 Departments

Article 2.27 Departments

1. The faculty has the following departments:
 - Philosophy
 - History
 - Literature and Art
 - Society Studies
 - Political Science.
2. The departments have the following tasks:
 - a. contributing to the preparation and implementation of the education and examination programmes as well as to the faculty's research programmes. In addition, their tasks include contributing to the preparation and implementation of inter-faculty and inter-university programmes for teaching and research;
 - b. The Faculty Board will determine the nature and scope of the aforementioned contributions and will decide how such contributions are to be made.

Article 2.28 Chair; tasks

1. The Faculty Board appoints, suspends and dismisses department chairs. The chair is preferably a Full Professor in the department. The Faculty Board will determine the chair's term of office, which is usually three years.
2. The department chair may be removed from office during the term if there are justifiable grounds for doing so.
3. The department chair has the following tasks:
 - a. supervising departmental staff members;
 - b. dividing the department's tasks between departmental staff members while indicating which professors the lecturers and senior lecturers should collaborate with and under whose supervision the PhD candidates and other departmental staff members should carry out their work;
 - c. consulting with the Faculty Board, the Programme Directors and the Scientific Directors of the research institute and the Graduate School on matters pertaining to the teaching and research provided or carried out by the departmental staff members;
 - d. offering solicited and unsolicited advice to the Faculty Board, the Scientific Directors of the research institute and the (Graduate) School and to Programme Directors on all matters pertaining to the faculty's teaching and research, including inter-faculty

- and inter-university education;
 - e. carrying out any other tasks requested by the Faculty Board;
 - f. issuing advice (having consulted all members of the department) to the Faculty Board on profile reports for professors and profiles of other academic staff to be appointed;
4. In accordance with the Administration and Management Regulation and the UM Mandates Regulation, the Faculty Dean may sub-mandate powers relating to the administration of a department to the department chair.

Article 2.29 Staff meetings

The department chair will hold regular staff meetings within the department.

Section 6 Appointments Advisory Committees

Article 2.30 Nomination and appointment of Full Professors

1. As preparation for the appointment of a Full Professor, the Faculty Board will set up a committee to advise the Executive Board. This committee should predominantly consist of Full Professors from within or outside of the faculty. The committee must include at least one female member and a student member.
2. Prior to submitting a proposal to the Faculty Board on professorial appointments, the committee must consult with all relevant department chairs and with the heads of all relevant research programmes, the relevant programme directors and any other parties involved.
The Appointments Advisory Committee will include the results of these consultations in its proposal.
3. The Faculty Board must consult with the sister faculties prior to issuing advice on the professorial appointments to the Executive Board.
4. The Faculty Board must include the Appointments Advisory Committee's proposal and any relevant documents with its advice. Where appropriate, these documents should include the advice submitted by the sister faculty boards, the opinion of the Board of Deans and the reports from the meeting on the advice by the Faculty Board and the Faculty Council.
5. The Executive Board will make a decision on the appointment.

Article 2.31 Consultation on other appointments

Before a decision can be reached on appointing an employee who will work for the research institute and/or who will be responsible for providing education, the Dean must ensure that the relevant heads of the research programmes and/or the programme directors agree with the proposed appointment.

CHAPTER III REPRESENTATION

Section 1 Faculty Council

Article 3.1 Size; composition

1. The Faculty Council shall consist of 10 members:
 - a. four members will be elected by and from the academic staff;
 - b. one member will be elected by and from the administrative and support staff;
 - c. five members will be elected by and from the students.
2. The term of office is two years for staff and one year for students.
3. Any member fulfilling an interim position must resign when his/her predecessor was due to resign.
4. The term of office begins on 1 September of the year in which the elections are held for a given delegation, or as late as is necessary to render the results of the elections irreversible.
5. Membership of the Faculty Council is incompatible with membership of the Executive Board, the Supervisory Board of the university, or Faculty Board, and the position of secretary-director of the faculty, official secretary of the Faculty Council or secretary of the Supervisory Board of the university.
6. Delegations must resign in their entirety at the end of their term.
7. The Faculty Council elections are organised according to the Elections Regulation adopted by the Executive Board.
8. Faculty Council meetings and meeting documents will be made public unless the Faculty Board deems these documents confidential, in which case that part of the Faculty Council meetings in which the confidential documents are discussed will also be closed to the public.
9. Internal FASoS documents will be submitted to the Faculty Council in English or Dutch. If the document is in Dutch, it will at least contain an English summary.

Article 3.2 Chair

The Faculty Council will appoint a chair and a deputy chair from among its members or elsewhere.

Section 2 Powers of the Faculty Council

Article 3.3 General

1. The Faculty Board will grant the Faculty Council the opportunity to discuss the situation within the faculty at least twice a year.

The Faculty Board and Faculty Council shall also convene under justifiable circumstances presented by the Board, the Council or a delegation.

The meeting should be held within three weeks of the request being submitted.
2. The Council is authorised to submit proposals and express opinions to the Faculty Board on all matters relating to the faculty.

The Faculty Board will provide the Council with a written response, stating reasons, within six weeks in the form of a proposal. Before issuing this response, the Faculty Board must offer the Council at least one opportunity to discuss its proposal.
3. The authority of the Faculty Council as stated in the previous paragraph excludes any decisions on matters in which the University Council, Employees' Councils, Maastricht

- University Office or Service Centres or the Local Consultative Body has authority.
4. The Faculty Board will provide the Council with written details of the composition of the Faculty Board, the faculty's organisation and the key points of the established policy at the start of the academic year.
At least once a year, the Faculty Board will submit a written report to the Faculty Council on the policies pursued in the last year and on policy intentions for the next year with regard to financial, organisational, education and research-related issues within the faculty.
The Faculty Board will immediately inform the Faculty Council of its intentions with regard to the issues described in the University's institutional plan, to the extent that these issues directly concern the faculty or the faculty's strategic programme.
 5. The Faculty Board will also provide the Faculty Council, unprompted and in good time, with any information that it may reasonably require to fulfil its tasks and, upon request and in good time, with any information that it reasonably deems necessary to fulfil its tasks. This must include, at least once a year, information about the level and content of regulations and agreements governing terms of employment for each group of faculty employees and the members of the Faculty Board.
 6. If the personal interests of a Council member are at stake in a particular meeting or part of a meeting, the Council may decide that said member should not participate in the meeting or that part of it. The Council may then decide to deal with the relevant issue in a closed meeting.
 7. The Council will draft an annual report on its activities and will make this report available to anyone involved in the faculty. The Council will submit the agendas and minutes of the meetings to the Faculty Board and will ensure that these documents are also made available at a generally accessible location in the faculty to any other interested parties.
 8. The Faculty Board will allow the Faculty Council to use all facilities to which the Board has access and that the Faculty Council reasonably requires in order to fulfil its responsibilities, which facilities shall in any event include administrative, financial and legal support and training.
 9. In accordance with Section 9.48 of the Act, the Faculty Board shall provide the members of the Faculty Council with a training budget which will be determined jointly by the Faculty Board and the Council. Faculty staff members will be able to follow this training programme during working hours and will continue to receive their pay.

Article 3.4 Faculty Council's right of consent

The Faculty Board requires the prior consent of the Faculty Council for any intended decisions regarding the adoption or amendment of

- a. the Faculty Regulations, as referred to in Section 9.14 of the Act;
- b. the Education and Examination Regulations, as specified in Section 7.13 of the Act, with the exception of matters referred to in paragraph 2 of Section 7.13, subparagraphs a to g and v, and with the exception of the requirements specified in Sections 7.28, paragraphs 4 and 5, and 7.30b, paragraph 2, of the Act;
- c. the formation of the Programme Committee(s);
- d. attaching a rejection to a negative Binding Study Advice;
- e. setting guidelines for academic research;
- f. adopting the faculty's annual research programmes
- g. adopting joint regulations with Faculty Boards at the University with regards to teaching and research;
- h. establishing more detailed rules for the organisation of (Graduate) Schools;
- i. establishing more detailed rules for the organisation of research institutes and teaching institutes;
- j. the main points of the annual faculty budget, including the faculty's internal allocation model;
- k. the faculty's strategic programme.

Article 3.5 Faculty Council's advisory authority

The Faculty Board must consult the Faculty Council before making any decisions on the following matters:

- a. nominating candidates for a doctor honoris causa;
- b. advising the Executive Board on appointing a professor;
- c. establishing and disbanding departments;
- d. the faculty budget;
- e. adopting profile reports.

Article 3.6 Powers of the employee delegations

1. The Faculty Board is responsible for ensuring that employee delegations within the Faculty Council are given the opportunity to offer advice to the Dean and discuss the proposed measures relating to:
 - a. how the employment conditions are applied within the faculty;
 - b. how the general staff policies are implemented within the faculty;
 - c. issues concerning working conditions within the faculty;
 - d. the organisation and work method within the faculty;
 - e. the technical and economic services within the faculty.
2. The degree to which the rights referred to in paragraph 1 may be exercised depends on the powers conferred to the Dean by the Executive Board.
3. The employee delegations are authorised to submit proposals to the Dean regarding the issues outlined in paragraph 1.
4. In accordance with Article 3.7, the Dean requires the prior consent of the employee delegations for all measures he intends to implement and on which the employee delegations have submitted advice pursuant to paragraph 1.

Article 3.6.1 Student delegation's advisory authority

Subject to the provisions of Article 3.7, the Dean must consult the student delegation regarding the general HR and appointments policy within the faculty in so far as such authority lies with the Dean.

Article 3.7 Additional regulations regarding special powers

The provisions set out in Articles 3.6 and 3.6.1 do not apply if the relevant issue is already covered for the faculty by a provision established by or pursuant to the law or by a collective labour agreement.

Nor will the specified powers be exercised if the consultation with regard to the matter in question has already taken place in another manner.

Article 3.8 Rules of procedure

The Faculty Council shall adopt certain rules of procedure for its meetings. These will apply to:

- a. convening the meetings;
- b. deadlines for submitting documents;
- c. the method of deliberation and decision-making with regard to matters on which the Faculty Council wishes to submit proposals to the Faculty Board or on which it wishes to make its views known, and on issues for which the Council wishes to exercise its right of consent or advisory rights with respect to the Faculty Board;
- d. determining the number of council members required for valid deliberations or decision-making as described in item c above;
- e. the way in which the Faculty Council uses the opportunity granted by the Executive Board to offer its opinion on the Dean's appointment in confidence;
- f. meeting minutes and the ratification of decisions;

- g. the public nature of meetings;
- h. the arrangements in the event that a matter of personal interest of one of the council members is at issue during a meeting, on the basis of Section 9.32, paragraph 6, of the Act.

Article 3.9 Confidentiality

- 1. Faculty Council members have a duty to maintain the confidentiality of all matters of which they become aware in their capacity as council members and matters for which the Dean or the Faculty Board have imposed confidentiality, or which they should understand to be confidential.
- 2. This duty of confidentiality will continue even after termination of a member's relationship with the University.

Article 3.10 Right of consent procedure

- 1. If a Faculty Board decision requires the consent of the Faculty Council of the relevant delegation of the Faculty Council or the Programme Committee, the Faculty Council, the relevant delegation or the Programme Committee must decide whether to consent or to withhold their consent at the next meeting of the Faculty Council or the Programme Committee. This decision must be reached within six weeks of receiving the proposed decision unless the Faculty Council or the Programme Committee and the Faculty Board have agreed on a different time frame.
- 2. If the Faculty Council, the delegation concerned or the Programme Committee fails to arrive at a decision within the allotted time frame, the proposed decision will be deemed to have been approved by the Faculty Council, the delegation concerned or the Programme Committee.

Section 3 Resolution of disputes in the context of consultation

Article 3.11 Procedure following the withholding of consent

1. If an intended Faculty Board decision fails to receive the required consent from the Faculty Council or the delegations concerned, the Faculty Board will discuss the matter with the Faculty Council or the delegation concerned.
2. Following this discussion, the Faculty Board will decide to:
 - proceed with the proposal, or
 - submit a modified proposal to the Faculty Council, or
 - withdraw the proposal

The Faculty Board will inform the Faculty Council as soon as possible, but within two months, of its decision.

If this notification is not submitted within two months, the proposal will be dismissed.
3. If the Faculty Board wishes to proceed with its proposal, the Faculty Board and the Faculty Council must conclude that there is a dispute.
4. Either the Faculty Board or the Faculty Council must notify the Executive Board of this conflict.

Article 3.12 Procedure following the rejection of advice

1. If the Faculty Board intends on deviating, partially or in full, from the advice provided by the Faculty Council in respect of a proposal as referred to in Article 3.5, the Faculty Board must notify the Faculty Council of this decision within two weeks.
2. The notification referred to in paragraph 1 above must be made in writing and stating reasons.
3. After having reviewed the various interests involved, the Faculty Council must inform the Faculty Board within two weeks as to whether it intends to uphold its original advice. If the Faculty Council sees no reason to deviate from its original advice, the Faculty Board must state in its decision that it has deviated from the Faculty Council's advice.
4. The Faculty Board must postpone implementing its decision for four weeks, unless the Faculty Council does not object to its immediate implementation.
5. Either the Faculty Board or the Faculty Council must notify the Executive Board of this conflict.

Article 3.13 Procedure following the withholding of information

1. If the Faculty Board or Faculty Council fails to comply with any of the general requirements described in Article 3.3, paragraphs 1 to 6, the relevant body should request that the requirement is nevertheless met within a reasonable time frame. If the relevant body still fails to comply with the requirement in question after this request, the Faculty Board or Faculty Council must conclude that there is a dispute.
2. Either the Faculty Board or the Faculty Council must notify the Executive Board of this conflict.

Article 3.14 Procedure following the reporting of a dispute

1. The Executive Board will investigate whether an amicable settlement between the Faculty Board and the Faculty Council is possible.
2. If an amicable settlement is not possible, the Faculty Board or the Faculty Council must submit the dispute to the consultation disputes committee, in accordance with Section 9.39 of the Act.
3. The disputes committee has the power to effect a settlement between the parties.
4. If an amicable settlement as referred to in paragraph 3 is not reached, the disputes committee will settle the dispute submitted to it by reaching a binding decision. During the decision-making process it will assess whether:
 - the Faculty Board has complied with the legal requirements and Faculty Regulations;
 - the Faculty Board has made its proposal or reached its decision after carefully weighing the competing interests involved; and
 - the Faculty Board has acted negligently towards the Faculty Council.
5. If the Faculty Council refuses to consent to a Faculty Board decision, the latter may ask the disputes committee to grant permission to implement the decision, contrary to paragraph 4 above. The disputes committee will only grant permission if the Faculty Council's decision to withhold consent was unreasonable or if the Faculty Board's proposed decision was based on serious organisational, economic or social reasons.
6. The Faculty Council may acquire the advisory rights of the Programme Committee(s) when it comes to bringing a dispute before the disputes committee, if this is consistent with the advice of the Programme Committee.
7. A ruling by the consultation disputes committee can be presented to the Netherlands Enterprise Court at the Amsterdam Court of Appeal, as detailed in Section 9.46 of the Act.

Article 3.15 Resolution of disputes relating to the Programme Committee

Articles 3.11, 3.12 and 3.14 shall apply mutatis mutandis to the Programme Committee.

CHAPTER IV LEGAL PROTECTION

Article 4.1 Student legal protection

1. Students can submit a complaint, appeal or objection to a decision or lack thereof made by a faculty body to the University's Student Legal Protection Desk.
2. The submission and processing of complaints, appeals or objections must take place in accordance with the UM Administration and Management Regulation and with due observance of Chapter 7, Title 4 of the Act.

Article 4.2 Employee legal protection

1. Employees may object to the Faculty Board regarding a decision or lack thereof. If the objection is made against a management decision taken in accordance with a mandate or sub-mandate, the head of the administrative unit (the Dean) must forward the objection immediately to the Executive Board.
2. The Faculty Board will process the objection in accordance with the procedure set out in the UM Administration and Management Regulation.
3. Employees can file a complaint:
 - regarding unacceptable behaviour to the confidential adviser designated by the Executive Board or to the advisory committee established by the Executive Board according to the procedure set out in the Administration and Management Regulation;
 - regarding general conduct to the Complaints advisory Committee established by the faculty. These complaints will be processed in accordance with Chapter 9.1 of the General Administrative Law Act (*Algemene wet bestuursrecht*).

CHAPTER V STUDY ADVICE

Article 5.1 Advice

1. All students will be issued advice by the Faculty Board, or on behalf of the Faculty Board, regarding the continuation of their studies within or outside of the bachelor's programme at the latest at the end of their first year of registration for the propaedeutic phase for a full-time or dual bachelor's programme.
2. Notwithstanding the preceding paragraph, advice may be issued to students who have not yet successfully completed the propaedeutic phase.
3. If a negative Binding Study Advice may be issued for a programme or group of programmes, the Education and Examination Regulations for this programme will contain procedural rules for the negative Binding Study Advice, including how to handle personal circumstances.

CHAPTER VI BOARD OF EXAMINERS AND EXAMINERS

Article 6.1 Board of Examiners

1. Each programme or group of programmes has a Board of Examiners.
2. The Board of Examiners is the body responsible for determining in an objective and professional manner whether a student meets the conditions imposed by the Education and Examination Regulations in relation to the knowledge, insight and skills required to obtain a degree, as specified in Section 7.10a of the Act.

Article 6.2 Appointment and composition of the Board of Examiners

1. The Faculty Board is responsible for setting up the Board of Examiners and appoints members based on their expertise in the field of a particular programme or group of programmes.
2. The Faculty Board will ensure that the Board of Examiners functions in an independent and professional manner.
3. When appointing the members, the Faculty Board will ensure that:
 - a. at least one of the members teaches on the programme in question or on one of the programmes that make up the group of programmes;
 - b. at least one of the members comes from outside of the programme or group of programmes in question;
 - c. members of the Executive Board or individuals with other financial responsibilities within the institution cannot be appointed as members.
4. The Faculty Board will consult with the members of the relevant Board of Examiners before appointing a member.

Article 6.3 Tasks and powers of the Board of Examiners

1. In addition to the tasks and responsibilities referred to in Article 6.1, paragraph 2, the Board of Examiners also has the following tasks and powers:
 - a. issuing degrees or certificates in accordance with Article 7.11 of the Act and the model certificate and accompanying documents adopted by the Executive Board;
 - b. ensuring the quality of the examinations and assessments without prejudice to Section 7.12c of the Act;
 - c. establishing guidelines and instructions within the framework of the Education and Examination Regulations, as referred to in Section 7.13 of the Act, for the purpose of assessing and determining the results of examinations and assessments;
 - d. through the most appropriate Board of Examiners, granting students permission to follow a personalised programme as referred to in Section 7.3h of the Act, the examination for which leads to the conferral of a degree. The Board of Examiners must also determine to which of the institution's programmes this personalised programme is considered to belong for the purpose of applying this Act; and
 - e. granting exemptions from one or more examinations;
 - f. ensuring the quality of the organisation and the procedures relating to examinations and assessments.
2. If a student or external student commits fraud, the Board of Examiners may deny the student the right to sit one or more examinations to be designated by the Board of Examiners, for a period to be determined by the Board of Examiners not exceeding one year. In the event of serious fraud, the Executive Board may

permanently terminate the enrolment of the relevant individual on the recommendation of the Board of Examiners.

3. The Board of Examiners will lay down rules with regard to the implementation of the tasks and powers referred to in paragraph 1, subparagraphs b, c and e, and paragraph 2, and regarding the measures it is authorised to take in this context. Based on conditions to be imposed by the Board of Examiners, it may decide that a student does not need to pass all examinations in order to receive a passing mark in the overall assessment.
4. If a student submits a complaint or request to the Board of Examiners involving an examiner who is on the Board of Examiners, the examiner in question may not take part during the handling of the complaint or request by the Board of Examiners.
5. The Board of Examiners will draw up an annual report of its activities and will submit this report to the Faculty Board.

Article 6.4 Examiners

1. The Board of Examiners appoints examiners to administer and determine the results of examinations.
2. The examiners will provide the Board of Examiners with any information requested.

CHAPTER VII FINAL CLAUSES

Article 7.1

These regulations may be cited as the 'Faculty Regulations of FASoS'.

Article 7.2 Entry into force

These regulations will enter into force on the day after the day on which they are approved by the Executive Board.