



### **Explanatory note Model Faculty Regulations 2019-2020**

The changes in this document with respect to the previous Faculty Regulations 2016-2017 are indicated in red. The explanations of the changes are indicated in blue.

Alongside a few small textual changes, there are just two changes that deserve attention:

1. Article 7: Campus Fryslân has been included.
2. Article 31: the Board of the University's approval for the appointment of the directors of the research institutes is no longer necessary.



## MODEL FACULTY REGULATIONS

### CHAPTER I GENERAL PROVISIONS

#### Article 1

In these Regulations, ‘the Act’ will mean the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW).

All other terms in these Regulations, to the extent that they are also mentioned in the Act, have the same definition as that assigned to them by the Act.

**Definitions that appear in these Regulations but not in the Act:**

- a. ....
- b. ... etc.

### CHAPTER II ADMINISTRATIVE ORGANIZATION

#### Section 1 Faculty Board

#### Article 2

1. The Faculty Board has three members, appointed by the Board of the University in consultation with the Faculty Board.
2. The Board of the University appoints the Chair and Deputy Chair and determines the division of duties among the Board members, notwithstanding the responsibility of the Board as a whole for its decisions and actions.
3. The Faculty Board is appointed for a period of .... years.

#### Article 3

1. The Faculty Board will invite the student members of the Faculty Council to select a student to attend the meetings of the Faculty Board for the term of one year to advise the Board.
2. The student referred to in Article 3.1 may not be a member of the student section of the Faculty Council.
3. Before appointing a student as referred to in Article 3.1, the student section of the Faculty Council must first consult the Chair of the Faculty Board.

#### Article 4

1. With due observance of Article 2.2, the Faculty Board may decide on more detailed task allocation.
2. The Faculty Board must notify the Board of the University and the Faculty Council of its division of duties and the decision as referred to in Article 4.1 and publish these widely within the Faculty.

#### Article 5

The Faculty Board draws up Rules of Procedure for its meetings and presents these to the Faculty Council for information.

#### Article 6

The meetings of the Faculty Board are not public.



## **Section 2 Faculty Council**

### **Article 7**

1. The Faculty Council has ... members:
  - ... staff members elected by staff
  - ... student members elected by students
    - FSE: 18; Arts: 18.
    - Law: 18; BSS: 18.
    - Medical Sciences: O&O Council 7; FEB: 18.
    - Philosophy: 10; Theology: 10.
    - Spatial Sciences: 10; University College: 6
    - Campus Fryslân** Number will soon be recommended to the Board of the University (probably 6)
2. Staff members are elected for two years; student members for one year.
3. Any member elected to fill an interim vacancy resigns at the time when the original member was expected to resign.
4. The term begins on 1 September of the year in which the elections for the section in question took place.
5. Members of the Board of the University, the Supervisory Board and the Faculty Board may not be members of the Faculty Council.
6. The members retire *en masse* at the end of their term, unless there are no successors due to special circumstances.
7. The outgoing members of the Faculty Council may be immediately re-elected for a new term.
8. The elections for the Faculty Council will be organized in accordance with the University of Groningen Electoral Regulations.
9. The meetings of the Faculty Council are open to the public, unless the Council decides otherwise, bearing in mind the Rules of Procedure.

### **Article 8**

The powers of the Faculty Council are included in CHAPTER 7 of the University Council Regulations in accordance with Article 9.34.3h WHW.

### **Article 9**

Membership of the Faculty Council can be terminated due to:

- a. resignation at the end of a term
- b. death
- c. written notification
- d. leaving the Faculty community
- e. transfer to another section as referred to in Article 7.

### **Article 10**

1. The Faculty Council elects from its members a Chair and one or more Deputy Chairs.
2. The Chair of the Faculty Council discusses the agenda with the Chair of the Faculty Board in preparation for each Faculty Council meeting.
3. The Faculty Board will provide administrative support to the Faculty Council.



## CHAPTER III DEGREE PROGRAMMES

### *Section 1 Programme Director*

#### **Article 11**

1. The Faculty Board appoints one Programme Director for each of the Faculty's degree programmes.
2. The same Programme Director may be appointed for more than one degree programme.

#### **Article 12**

1. The Programme Director is in charge of organizing the details of the Teaching and Examination Regulations (OER) on behalf of the Faculty Board. The Programme Director, in consultation of the chair of the relevant department of teaching and research, determines who will be involved in the implementation of the Teaching and Examination Regulations and will provide the necessary directions. If no agreement can be reached, the Faculty Board will decide.
2. The Programme Director issues advice to the Faculty Board on the content, composition and programming of the Teaching and Examination Regulations.
3. The Programme Director issues advice to the Faculty Board about the system of internal quality assurance and the follow-up of external quality assurance.

#### **Article 13**

The Programme Director is accountable to the Faculty Board. **This accountability is arranged as follows..... (Fill in)**

### *Section 2 Programme Committees*

#### **Article 14**

1. Each degree programme or cluster of degree programmes within the Faculty has its own Programme Committee. The Faculty Board may decide that one Programme Committee can be responsible for several degree programmes.
2. In consultation between the Degree Programme Board or the Dean and the Faculty Council these regulations may stipulate a different procedure for selecting members of the Programme Committee than by vote. It will be decided every year whether the alternative procedure for selecting members will be maintained. The chosen selection procedure must be established in the Faculty Regulations.
3. Half of the members of the Programme Committee are students and half are other members.



### Article 15

1. In accordance with Article 9.18 of the Act, the Programme Committee has as its task to issue advice on how to promote and guarantee the quality of the degree programme. As of now the Programme Committee has
  - a. right of consent with respect to the OER, as referred to in Article 7.13 WHW, with the exception of the topics listed in Article 7.13.2 under a, f, h through u and x, and with the exception of the requirements referred to in Articles 7.28.4, 7.28.5 and 7.30b.2
  - b. the task of annually assessing how the Teaching and Examination Regulations are implemented
  - c. right to prior consultation with respect to the OER, as referred to in Article 7.13 WHW, with the exception of the topics with respect to which the Committee has right of consent on the grounds of (a), and
  - d. the task to upon request or at its own initiative issue advice or submit proposals to the degree programme board, as referred to in Article 9.17.1 WHW, and the Dean regarding any matter related to teaching within the relevant degree programme(s). The Board or the Dean, respectively, will react within two months of receiving this proposal. The Programme Committee will send the advice and proposals referred to in this paragraph to the Faculty Council for information purposes.
2. The Faculty Board and the degree programme board must ensure that whenever a decision to be taken must first be submitted to the Programme Committee for advice or consent in accordance with the Act and these Regulations:
  - a. the Programme Committee is given the opportunity to consult with them before advice is issued or consent given
  - b. the Programme Committee is informed as soon as possible of how this advice or consent will be acted upon.
3. The Programme Committee will send the advice referred to in Article 15.1 to the Faculty Council for information purposes.
4. The Faculty Board will send the Faculty Council a copy of the information referred to in Article 15.2b for information purposes.
5. The Faculty Board will permit the Programme Committee to use all facilities that are available and that the Programme Committee considers reasonably necessary to fulfil its duties.

In accordance with Article 9.48 of the Act, the Faculty Board gives the members of the Programme Committee the opportunity to follow any training courses they may need to fulfil their duties for a period to be determined by the Faculty Board and the Programme Committee together. Faculty staff members will be allowed to follow such training courses during working hours and with full pay.

### Article 16

Programme Committee members are appointed for a period of .... years. Members can be reappointed or re-elected following Article 14.2 of these Regulations.

### Article 17

1. The Programme Committee is authorized twice a year to invite the Faculty Board in the presence of the relevant Programme Director to discuss the proposed policy on the basis of its established agenda.
2. The Programme Director will consult with the relevant Programme Committee about the implementation of the Teaching and Examination Regulations at least twice a year.



### **Article 18**

The Faculty Council may adopt a Programme Committee's advisory authority in order to lodge a dispute, to the extent that this is in line with the advice of the Programme Committee.

## **Section 3 Admissions Boards**

### **Article 19**

1. Admission to the degree programme and the various tracks is at the discretion of the Admissions Board of the degree programme. This Board consists of:
  - a member, who is also the Chair, selected from the professors who teach in the degree programme
  - one member / two members selected from the academic staff teaching in the degree programme.
2. The study advisor for the degree programme (or an equivalent member of faculty staff) will be appointed as an advisory member and also secretary.
3. The Faculty Board is responsible for appointing members.

## **Section 4 Board of Examiners**

### **Article 20**

1. Each degree programme or cluster of degree programmes within the institution has its own Board of Examiners.
2. The Board of Examiners is the body responsible for determining, in an objective and expert manner, whether individual students satisfy the conditions set out in the Teaching and Examination Regulations with regard to the knowledge, understanding and skills required to gain a degree.

### **Article 21**

1. The Board of Examiners is established by the Faculty Board, and its members are appointed based on their expertise in the field of the degree programme or cluster of degree programmes involved. At least one member must be a lecturer in the relevant degree programme or programmes, and at least one member must be from outside the relevant degree programme or cluster of degree programmes. The other appointed members are experts in the subjects relevant to the degree programme, teaching content and testing.
2. The Board of Examiners may always consult with third parties to enhance its expertise.
3. Programme Directors or study advisors may not be members of the Board of Examiners.
4. The Faculty Board is responsible for ensuring that the Board of Examiners can function independently and in an expert manner.
5. The Faculty Board will consult the members of the relevant Board of Examiners before appointing new members.



## Article 22

1. In addition to the duties and powers set out in Article 20, a Board of Examiners has the following duties and powers:
  - a. issuing certificates or statements, bearing in mind the provisions of Article 7.11 of the Act and the Model Certificate including related documents drawn up by the Board of the University
  - b. ensuring the quality of examinations and final assessments, notwithstanding Article 7.12c of the Act
  - c. drawing up guidelines and instructions within the framework of the Teaching and Examination Regulations referred to in Article 7.13 of the Act, in order to determine the results of examinations and final assessments
  - d. the most suitable Board of Examiners may grant permission to a student to follow a degree programme designed by that student, within the meaning of Article 7.3d of the Act, the final assessment of which leads to the conferral of a degree, whereby the Board of Examiners also indicates to which of the institution's degree programmes that programme is considered to belong under the Act
  - e. granting exemptions from one or more examinations
  - f. issuing advice to the Board of the University regarding the Board's intention to terminate a student's registration as referred to in Article 7.42a of the Act.
  - g. ensuring the quality of the organization and procedures surrounding examinations and final assessments.
2. Chairship or membership of the Board of Examiners ends when:
  - a. the appointment term expires and the Chair/member in question cannot or does not want to be reappointed
  - b. the Chair/member takes on a position that is incompatible with membership of the Board of Examiners
  - c. the employment contract ends (for the Chair/internal members)
  - d. the Chair/member starts teaching in one of the degree programmes covered by the Board of Examiners (for external members)
  - e. the Chair/member wishes to end their membership
  - f. the Chair/member demonstrably acts in contravention of the statutory frameworks and duties of the Board of Examiners and the Faculty Board relieves the Chair/member of his/her duties on substantiated grounds
3. Any student or external student caught cheating may be excluded by the Board of Examiners from participation in one or more examinations or final assessments to be determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners with a maximum of one year. In serious cases of cheating, the Board of the University, on the recommendation of the Board of Examiners, may definitively terminate the student's registration in the degree programme.
4. The Board of Examiners will draw up rules for the performance of the duties and exercising of its powers as set out in Article 37.1b, c and e and in Article 37.2, as well as for the measures that it can take in this context. The Board of Examiners can, within the conditions it sets, determine that not every examination must be passed for the final assessment to be passed.
5. If a student submits a request or a complaint to the Board of Examiners that involves an examiner who is a member of the Board of Examiners, the examiner concerned may not participate in the process concerning that request or complaint.
6. The Board of Examiners draws up annual reports of its activities and presents these to the Faculty Board. In addition, the Board of Examiners may report to the Faculty Board whenever this is deemed necessary.



7. With regard to the assessment policy that each Faculty Board may apply, the Board of Examiners has a number of specific duties. They are:
  - to draw up and/or confirm the test design procedure, assessment procedure, assessment criteria and the pass mark for tests and examinations
  - appointing officials who will be responsible for the implementation of the various assessment components
  - to determine the method of periodic evaluation and the entire assessment procedure; replaced with periodic evaluation of the assessment procedure.
  - evaluating the assessment plan in terms of the feasibility of the degree programme's learning outcomes
  - monitoring that the testing is in accordance with the assessment plan approved by the Faculty Board.

### **Article 23**

1. The Board of Examiners will appoint examiners to set examinations and determine the results. The Board of Examiners is responsible for ensuring that the examiners can function independently and in an expert manner.
2. The Board of Examiners only appoints examiners who satisfy the requirements of professional development in the field of assessment as set out in the University Teaching Qualification (UTQ). If this is not the case, a temporary appointment is possible on condition that the examiner is supervised by an examiner who does satisfy these requirements.
3. The examiners must provide the Board of Examiners with information as requested.

## **CHAPTER IV DEPARTMENTS OF TEACHING AND RESEARCH**

### **Article 24**

1. The Faculty Board establishes departments of teaching and research to promote the interrelationships between teaching and research, discussion among people working in the same field, and expertise needed to make responsible decisions in the field of teaching and research.
2. Staff who are not allocated to a teaching or research department on the basis of Article 24 will be allocated by the Faculty Board to Faculty Support.
3. The Faculty has the following teaching and research departments:
  - a. ....
  - b. ....
  - c. .... etc.

### **Article 25**

1. The Faculty Board appoints the members of the teaching and research departments.
2. The Faculty Board will appoint one professor from each department who is responsible for organizing the activities of that department.

### **Article 26**

The departments of teaching and research issue advice to the Faculty Board and the Programme Director(s) in all matters related to teaching within the Faculty or the individual degree programmes, both on request and on their own initiative.



**Article 27**

The departments of teaching and research issue advice to the Faculty Board about agreement on mutual regulations concerning interfaculty degree programmes, both on request and on their own initiative.

**Article 28**

The departments of teaching and research issue advice to the Faculty Board concerning approval of general guidelines for academic research and approval of the Faculty's research programme, both on request and on their own initiative.

**Article 29**

The departments of teaching and research meet with the Programme Director(s), Programme Committees or the boards/directors of the research institutes or research schools once a year, and whenever they request a meeting.

**CHAPTER V RESEARCH INSTITUTES**

**Article 30**

The Faculty has the following research institutes:

...  
...

**Article 31**

- 1 The board of each research institute consists of a Chair and no more than four other members, to be appointed by the Faculty Board for a period of ... years.
- 2 Notwithstanding the provisions of Article 31.1, the Faculty Board may appoint a Director to head the research institute for a period that it determines.  
A Director is appointed by the Faculty Board for a period of ... years. The appointment must be approved by the Board of the University.
- 3 Wherever Article 32 refers to the Director of a research institute, this may also be interpreted as meaning the Board of the research institute in question.

**Article 32**

1. The Director of a research institute is responsible for heading the institute and implementing the institute's desired policy on behalf of the Faculty Board. In consultation with the Chair of the relevant department of teaching and research, the Director decides who is involved in the implementing the institute's research, and provides the necessary instructions.  
If no agreement can be reached, the Faculty Board will decide.
2. The Faculty Board and the Director of the institute make agreements about the number of FTE available for temporary and permanent staff at the institute for a certain period, and about how the relevant staff members are selected.
3. The Director issues advice to the Faculty Board on the programming of research.
4. The Director issues advice to the Faculty Board about the system of internal quality assurance and the follow-up of external quality checks.
5. In accordance with the University of Groningen Administrative Regulations, the Faculty Board can entrust its administrative mandate to the Director of the institute for a period of time that it determines.  
This should in any case cover how contracts involving indirect government funding and contract research are to be drawn up.



## CHAPTER VI THE GRADUATE SCHOOL

### Article 33

1. The Faculty has its own Graduate School of .....
2. The Graduate School is responsible for providing teaching in the Research Master's degree programme in ..... and the PhD programme in .....
3. The Graduate School is responsible for supervising
  - \* students of the Research Master's degree programme in .....
  - \* Dutch PhD candidates of the PhD programme in .....
  - \* PhD scholarship students
  - \* PhD candidates with employee status as referred to in the Collective Labour Agreement for Dutch Universities
  - \* other PhD candidates.
4. The Graduate School has an academic director who is appointed by the Faculty Board for a period of ... years. This appointment must be approved by the Board of the University.
5. The structure of the Graduate School is set out in the Regulations concerning the Graduate School of .....

## CHAPTER VII APPOINTMENT OF ADVISORY COMMITTEES

### Article 34

The Faculty Board will appoint an Appointment Advisory Committee, in accordance with the University of Groningen Professor Policy and in preparation for its recommendation to the Board of the University with regard to the appointment of professors to the Faculty.

## CHAPTER VIII DEGREE PROGRAMME ADVICE (BSA SYSTEM)

### Article 35

1. The Faculty Board issues advice to each student on whether it is wise to continue studying a full-time or dual Bachelor's degree programme no later than by the end of the first year of registration for the propaedeutic phase.
2. Contrary to the provisions of Article 36.1, this advice may be postponed if, as a result of personal circumstances as referred to in the 2008 WHW Implementation Decree, the student's suitability cannot as yet be assessed. Postponed advice must be issued within the propaedeutic phase.
3. If a binding (negative) study advice applies to a degree programme or cluster of degree programmes, the Teaching and Examination Regulations for the relevant degree programme(s) will include procedural rules to this effect.



## CHAPTER IX FINAL PROVISIONS

### Article 36

In the event of a difference of opinion concerning the interpretation of one or more articles in these regulations, the Faculty Board will have the final say.

### Article 37

1. These regulations come into effect on the day after the Faculty Board is informed of the Board of the University's approval.
2. These Regulations replace any earlier Faculty Regulations.

### Article 38

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

As decreed by the Board of the Faculty of ..... on ....., following consent by the Faculty Council on .....,  
and approval by the Board of the University on .....