# Faculty Regulations of the Faculty of Behavioural and Social Sciences 2021-2022 

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## Chapter I General Provisions

## Article 1

1. The term 'the Act' will be used in these Faculty Regulations to refer to the Higher Education and Research Act (WHW: Wet op het hoger onderwijs en wetenschappelijk onderzoek). 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.
2. The appendices to these Faculty Regulations contain all the regulations of the committees that perform a permanent task within the faculty.

## 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 that consults the Faculty Council first).
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 period of appointment of the members of the Faculty Board is in accordance with the UG Faculty Board Policy Memorandum.

## Artikel 3

1. The Faculty Board invites the student members of the Faculty Council to appoint one student who will attend the Faculty Board meetings in an advisory capacity for a period of one year..
2. This student may not be a student member 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.

## Artil 4

1. Subject to the provisions of Article 2.2, the Faculty Board may further divide its duties among its members
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.

## Article 6

The meetings of the Faculty Board are not public.

## Section 2 Faculty Council

## Article 7

1. The Faculty Council has 18 members:

9 staff members elected by staff, 9 student members elected by students.
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
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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. Resigning Faculty Council members are directly re-electable for another term.
8. The elections for the Faculty Council are organized in accordance with the University of Groningen Electoral Regulations.
9. Faculty Council meetings are public unless the Council decides otherwise with due observance of the stipulations of the Rules of Procedure.

## Articlel 8

The powers of the Faculty Council are included in Chapter 7 of the University Council Regulations in accordance with Article 9.34.3 h 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 among its members a Chair and a Deputy Chair, such that one of the two is a staff member and the other a student member.
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 provides administrative support to the Faculty Council.
4. The Faculty Council draws up Rules of Procedure for its meetings.

## Chapter III Degree Programmes

## Section 1 Programme Director

## Artikel 11

1. The Faculty Board appoints one Programme Director for each of the Faculty's degree programmes for a period of three years, unless it is decided to appoint for another term. The directors are eligible for reappointment once.
2. The same Programme Director may be appointed for more than one degree programme.

## Article 12

1. The Programme Director is in charge of the Teaching and Examination Regulations on behalf of the Faculty Board. The Programme Director, in consultation with 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 requests their supervisors to provide them with the necessary instructions. If no agreement can be reached, the Faculty Board decides.
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:

1. The Programme Director is responsible for the quality assurance of the programme and for
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reporting on this. He /she may be assisted in this by a quality committee.
2. The programme director prepares the budget each year, as well as the annual report of the programme.
3. At least twice a year, the Faculty Board consults with the Programme Directors on the longterm agreements on education and in preparation of the half-yearly meetings between the Faculty Board and the Board of the University.
4. The Programme Director reports to the Faculty Board, upon request and without request, on all matters relating to the degree programme concerned that the Faculty Board, given its responsibility, should be informed of.
5. Within the context of the budget preparation and the long-term agreements on educational deployment, the Programme Director consults the Chairs of the units of education and research involved in the programme concerned at least once a year about the deployment of staff in the degree programme.
6. The programme director may be assisted by an education coordination team (OCT). The programme director is responsible for the composition and working method of the OCT and informs the Faculty Board accordingly.

## Section 2 Programme Committees

## Article 14

1. Each degree programme or cluster of degree programmes within the Faculty has its own Programme Committee. The members of the Programme Committees are appointed by the Faculty Board. After consulting the Faculty council, 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 procedure for selecting members of the Programme Committee other 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 of the members are academic staff. A good range mix from the scientific staff is required.
4. The student members of the Programme Committee are selected by means of an open application procedure. They are then recommended to the Faculty Board by the chair of the committee. The Faculty Board consults the student section of the Faculty Council on the selection of the student members of the Programme Committees.
5. The staff members are nominated by the chairmen of the units of education and research related to the respective study programme.
6. An advisory member of the degree programme's study association is added to the Programme Committee.
7. In consultation with the Faculty Council, the Faculty Board draws up Rules of Procedure for the meetings of the Programme Committees.

## 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. the right of consent with respect to the Teaching and Examination Regulations, as referred to in Article 7.13 of the Act, with the exception of the topics listed in Article 7.13.2 under a, f, h-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. the right to prior consultation with respect to the Teaching and Examination Regulations, as referred to in Article 7.13 of the Act, with the exception of the topics with respect to which the Committee has the right of consent on the grounds of (a), and
d. the task, upon request or at its own initiative, to issue advice or submit proposals to the

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degree programme board, as referred to in Article 9.17 .1 of the Act, and the Faculty Board 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 15.2 b 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.
6. 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

1. The student members are appointed for a period of one year. If the chair evaluates the functioning of the student member positively, he/she can be reappointed for another year. The term of appointment is thus a maximum of two years; after this period, the student may reapply. The Faculty Board consults the student section in the Faculty Council on the appointment of the student members of the Programme Committees.
2. Staff members are appointed for a period of two years. Staff members can be reappointed for another period of two years once, following Article 14.2 of these Regulations. Once a year it will be determined who should be dismissed. The Faculty Board shall bring this procedure to the attention of the Programme Committee each year and monitor compliance with it.
3. Membership of the Programme Committee ends by early resignation, dismissal, departure from the faculty community or transfer to another section.

## Article 17.

1. The Faculty Board consults - in the presence of the relevant Programme Director - with each of the faculty's Programme Committees at least once a year on all matters concerning education.
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

## Artikel 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 Board

## 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 acts as the Chair, preferably selected from the professors who teach in the degree programme;
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- one member/two members selected from the other academic staff who teach in the degree programme.

2. A Programme Director or member of the managementteam of the degree programme may not be member of the Admissions Board.
3. Members are appointed for a period of two years and can be reappointed for another period of two years once.
4. The study advisor for the degree programme (or an equivalent member of faculty staff) will be appointed as an advisory member and also secretary.
5. 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 in one of the relevant degree 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(s), 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.
6. Members are appointed for a period of three years and can be reappointed for another period of three years once.

## 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 contradiction of the statutory frameworks and duties of the Board of Examiners and the Faculty Board relieves the Chair/member of their duties on substantiated grounds.
3. Any student or extraneus 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 for 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 22.1 b, c and e and in Article 22.2, as well as for the measures that it can take in this context. The Board of Examiners may determine that, under certain conditions to be set by the Board, students need not pass all individual examinations in order to pass the final assessment.
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. These are:

- to draw up and/or approve the test design procedure, assessment procedure, assessment criteria and the pass mark for tests and examinations;
- to appoint officials who will be responsible for the implementation of the various assessment components;
- to determine the method of periodic evaluation of the assessment;
- to evaluate the assessment plan in terms of the feasibility of the degree programme's learning outcomes;
- to monitor that testing takes place in accordance with the assessment plan approved by the Faculty Board.


## Article 23

1. The Board of Examiners appoints examiners to set examinations and determine 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 Units of Teaching and Research

## Article 24

1. The Faculty Board establishes units 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 units 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 units:
a. Psychometrics \& Statistics
b. Theory \& History of Psychology
c. Experimental Psychology
d. Social Psychology
e. Environmental Psychology
f. Organizational Psychology
g. Clinical Psychology \& Experimental Psychopathology
h. Clinical \& Developmental Neuropsychology
i. Developmental Psychology
j. Sociology
k. Pedagogy
4. Child and Family Welfare
m. Inclusive and Special Needs Education
n. Educational Sciences
o. Teacher Education

## Article 25

1. The Faculty Board appoints the members of the teaching and research units.
2. The Faculty Board will appoint one professor from each unit as Chair, who is responsible for organizing the activities of that unit for a period of three years, unless it is decided to appoint for another term. The Chairs are eligible for reappointment once.
3. The Chair of a unit of education and research arranges the unit's staff meetings.

## Article 26

The units 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 Chairs of the teaching and research units issue advice to the Faculty Board and the Programme Directors about agreement on mutual regulations concerning interfaculty degree programmes in the respective unit's domain, both on request and on their own initiative.

## Article 28

The Chairs of the units of teaching and research issue advice to the Faculty Board and the Directors of the Research Institutes about the approval of general guidelines for academic research and the approval of the Faculty's research programme, as well as interfaculty research institutes and interfaculty cooperation in the respective unit's domain, both on request and on their own initiative.

## Article 29

The Chairs of the units 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:
a. the Heymans Institute for Psychological Research
b. the Groningen Centre for Social Sciences Research
c. the Nieuwenhuis Institute for Educational Research

## Section 1 Research Director

## 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 3 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 3 years, unless it is decided to appoint for another term. The Directors are eligible for reappointment once.
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 unit of teaching and research, the Director decides who is involved in the implementing of the institute's research, and requests their supervisors to provide them with the necessary instructions. If no agreement can be reached, the Faculty Board decides.
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. In consultation with the programme leaders, the Director processes and classifies the research output.
4. The Director issues advice to the Faculty Board on the system of internal quality assurance and the follow-up of external quality assurance. The Director is responsible for the quality assurance of the Research Institute and for reporting on this.
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, not exceeding five years. This should in any case cover how contracts involving indirect government funding and contract research are to be drawn up.
6. Applications for second-flow funding are submitted under the responsibility of the Director. The Director shall also ensure that the applications match the research programming of the institute.
7. Applications for third-flow funding are checked by the Director. The Faculty Board decides within the limits of the mandate given by the University Board - about the conclusion of contracts.
8. The Faculty Board determines where the budget resulting from carrying out assignments for third parties is administered.
9. Each year, the Director shall draw up the budget plan for the research institute.
10. Each year, the Director shall draw up the annual report for the research institute.

## Section 2 Internal and External Advisory Board

## Article 33

1. An internal advisory board shall be set up for each of the research institutes referred to in Article 30 . This internal advisory board shall be composed of the staff members working at the research institute. The members of the internal advisory board shall be appointed by the
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Faculty Board.
2. The Directors of the research institutes referred to in Article 30 shall consult the relevant internal advisory board at least twice a year on the implementation of the research programme, the design of the research programme, the drawing up of the budget plan, the results and the follow-up of the external quality assurance system, cooperation with other institutes, etc.
3. Each research institute may establish an external international advisory board. The Faculty Board decides to set up an external international advisory board on the recommendation of the Director in question. The Faculty Board also appoints the members of an external international advisory board, on the recommendation of the relevant Director.

## Chapter VI Graduate School

## Article 34

1. The Faculty has its own Graduate School of Behavioural and Social Sciences.
2. The Graduate School is responsible for providing teaching in the Research Master's degree programme in Behavioural and Social Sciences and the PhD programme.
3. The Graduate School is responsible for supervising:

- students of the Research Master's degree programme
- Dutch PhD candidates of the PhD programme
- 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 three 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 Behavioural and Social Sciences.

## Chapter VII Appointment Advisory Committees

## Article 35

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 Study Advice (BSA System)

## Article 36

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 35.1 , 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 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 Faculty Services

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Article 37

1. To support education and research; to carry out general management tasks; and to support the Faculty Board, the Faculty Council, the Programme Directors, the Directors of the Research Institutes and the Chairs of the units of education and research, the Faculty Board has set up a Faculty Service.
2. The Faculty Board governs the duties and organisation of the Faculty Service and determines its scope, insofar as appropriate after consultation with the Programme Directors, the Directors of the Research Institutes and the Chairs of the units.

## Chapter X Ethics Committee

## Article 38

1. The faculty has an Ethics Committee, structured in four discipline-specific chambers.
2. The Ethics Committee advises the Faculty Board member of Research on the ethical permissibility of research projects, whereby the Code of Scientific Integrity, the Nethics Code of Conduct and the applicable legal frameworks are leading.
3. The members of the Ethics Committee are appointed by the Faculty Board. The term of appointment is three years.
4. The Ethics Committee will draw up an annual report of its activities. The Ethics Committee will submit that report to the Faculty Board. In addition, the Ethics Committee may report to the Faculty Board whenever this is deemed necessary.

## Chapter XI Final Provisions

## Article 39

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 40

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

## Article 41

These regulations may be cited as the 'Faculty Regulations for the Faculty of Behavioural and Social Sciences'.

Amended for the first time with consent by the Faculty Council on 15 February 2000 and approval by the Board of the University on 21 March 2000.

Amended for the second time with consent by the Faculty Council on 26 September 2000 and approval by the Board of the University on 31 October 2000.

Amended for the third time with consent by the Faculty Council on 20 November 2001 and approval by the Board of the University on 4 December 2001.

Amended for the fourth time with consent by the Faculty Council on 26 March 2002 and approval by the Board of the University on 23 August 2002.

Amended for the fifth time with consent by the Faculty Council on 5 July 2005 and approval by the Board of the University on 23 September 2005.

Amended for the sixth time with consent by the Faculty Council on 14 November 2006 and approval by the Board of the University on 15 January 2007.

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Amended for the seventh time with consent by the Faculty Council on 18 December 2007 and approval by the Board of the University on 22 January 2008.

Amended for the eighth time with consent by the Faculty Council on 16 June 2009 and 20 April 2010 and approval by the Board of the University on 6 July 2010.

Amended for the ninth time with consent by the Faculty Council on 14 December 2010 and approval by the Board of the University on 21 February 2011.

Amended for the tenth time with consent by the Faculty Council on 11 October 2011 and approval by the Board of the University on 7 November 2011.

Amended for the eleventh time with consent by the Faculty Council on 26 March 2013 and approval by the Board of the University on 15 April 2013.

Amended for the twelfth time with consent by the Faculty Council on 15 December 2015 and 23 February 2016 and approval by the Board of the University on 14 March 2016.

Amended for the thirteenth time with consent by the Faculty Council on 9 October 2018 and 30 November 2018 and approval by the Board of the University on 7 January 2019.

Amended for the fourteenth time with consent by the Faculty Council on 19 November 2019 and approval by the Board of the University on 28 January 2020.

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