FACULTY REGULATIONS

OF THE

FACULTY OF ARTS

Faculty of Arts, University of Groningen, July 2018
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CHAPTER I  GENERAL PROVISIONS

Article 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 Rules, to the extent that they are also mentioned in the Act, have the same definition as assigned to them by the Act.

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 current Faculty Board.

2. The Board of the University appoints the Chair and Deputy Chair and determines the division of duties among the Dean and the Vice Dean, notwithstanding the responsibility of the Board as a whole for its decisions and actions.

3. The Chair of the Faculty Board is appointed for a period of four years, the Managing Director of the Faculty for five years and the third Faculty Board member for three years.

Article 3
1. The Faculty Board invites the student members of the Faculty Council, together with the current student advisor to the Faculty Board, to organize an application procedure and 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. After appointing a student as referred to in Article 3.1, the student section of the Faculty Council will discuss the proposed candidate with the Chair of the Faculty Board.

Article 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.

3. The Faculty Board is supported by a Secretary during Board meetings.

Article 5
The Faculty Board determines the order of its own meetings. Rules of Procedure are normally drawn up for this and presented to the Faculty Council.
Article 6
The meetings of the Faculty Board are not public.

Article 7
The Faculty Board draws up overviews of topics discussed and decisions taken during its meetings and presents these to the Faculty community via the Intranet, unless the interests of the University or of the people involved preclude this.

Article 8
All documents sent out by the Faculty Board are signed by the Dean, or sometimes by the Secretary of the Faculty Board, on behalf of the Board. The Faculty Board may decide that certain documents only need to be signed by the Secretary.

Article 9
The Faculty Board has the authority to suspend or dismiss any official appointed by it in the event of proven unsuitability for the task.

Section 2 Faculty Council

Article 10
1. The Faculty Council has 18 members: nine staff members elected by staff and nine student members elected by students.
2. The staff members are elected for two years; the student members for one year.
3. Any member elected to fill an interim vacancy will resign 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, the Faculty Board and the Director of the Institute of Education may not be members of the Faculty Council.
6. The entire student and staff sections resign at the end of their term, unless their succession has not been arranged for extraordinary reasons.
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 in the Rules of Procedure.

Article 11
Membership of the Faculty Council ends upon:
- retirement by rotation
- death
- written notification
- leaving the Faculty community
- transferring to another section as referred to in Article 9.
Article 12
1. The Faculty Council elects a Chair and one or more Deputy Chairs from its members.

2. The Faculty Board provides administrative support to the Faculty Council.

Article 13
1. The Faculty Council will consult Cluster Advisory Committees for advice when necessary. These Cluster Advisory Committees are appointed by the Faculty Council in order to be able to consult students and staff members in matters related to personnel, financial and strategy policy at the level of the clusters established by the Faculty.

2. Potential members for the Cluster Advisory Committees are approached by the Faculty Council. A Cluster Advisory Committee ideally consists of two members (one student and one staff member) for each degree programme or group of degree programmes represented in the Programme Committees in the relevant cluster. Faculty Council members may also be members of a Cluster Advisory Committee.

3. Each Cluster Advisory Committee must meet with the Cluster Board at least twice a year, and more often if necessary and desired by the Cluster Advisory Committee or the Cluster Board. The Cluster Board will provide administrative support during these meetings.

Article 14
The Faculty Council draws up Rules of Procedure for its meetings, comprising, at the least, rules with regard to:

a. the procedure for convening meetings
b. submission deadlines for meeting documents
c. the manner of deliberation and decision-making, both with regard to matters about which the Faculty Council wishes to make proposals or present standpoints to the Faculty Board and to matters for which the Faculty Council has the right of approval or the right to prior consultation
d. the determination of the minimum number of Council members needed for valid deliberation and decision-making as referred to under point c.
e. reporting/minute-taking and the signing of decisions
f. the public nature of meetings
g. all matters referred to under points a. to f. are also organized in order to enable the staff section to carry out its duties.

Section 3 Consultative meetings between the Faculty Board and the Faculty Council

Article 15
1. The Faculty Board will provide the Faculty Council with the opportunity of discussing the general affairs of the Faculty at least twice a year.

2. The Faculty Board and the Faculty Council will meet within a reasonable period if the Faculty Board or the staff or student section of the Faculty Council submits a reasoned request to this end.

3. Consultative meetings focus on Faculty-related matters that the Faculty Board or the Faculty Council wishes to discuss or that must be discussed in accordance with the Act.

Article 16
At the initiative of the Faculty Board or the Faculty Council, an extensive agenda meeting will take place between the Faculty Board and a delegation of the Faculty Council to prepare the consultative
Article 17
The Faculty Board and the Faculty Council jointly draw up Rules of Procedure for the consultative meeting, comprising, at the least, rules with regard to:

a. the chairmanship of the consultative meeting
b. an agenda meeting preceding the consultative meeting
c. the procedure for convening the consultative meeting
d. submission deadlines for meeting documents
e. the manner of deliberation and formulating standpoints, both with regard to matters about which the Faculty Council wishes to make proposals or present standpoints to the Faculty Board and to matters with regard to which the Faculty Council has the right of approval or the right to prior consultation
f. determination of the minimum number of Council members needed for valid deliberation and formulation of standpoints as referred to under point e.
g. the way in which the Faculty Council uses the opportunity granted by the Board of the University to confidentially present its case regarding the appointment of members of the Faculty Board
h. the public nature of meetings
i. all matters referred to under points a. to h. are also organized in order to enable the staff section to carry out its duties.

Article 18
The entire Faculty Board attends the consultative meetings with the Faculty Council whenever possible.

CHAPTER III
DEPARTMENTS OF TEACHING AND RESEARCH

Article 19
1. The Faculty Board establishes departments of teaching and research.

2. A department of teaching and research is also known as a ‘chair group’ (leerstoelgroep in Dutch). The Faculty has chair groups for all chairs except those held by professors by special appointment. Every member of the academic staff is a member of a chair group. A chair group forms the organizational association of an academic discipline (or part of a discipline). An up-to-date overview of chairs can be found on the Faculty website: http://www.rug.nl/research/professors/let.

3. The Faculty Board appoints the members of each chair group.

4. Each professor is responsible for the management of their own chair group.

5. Each chair group is responsible for creating and maintaining close links between teaching and research within its academic discipline. In close consultation with the staff members involved, the chair group provides the specialists who will be responsible for the actual implementation of primary processes within the departments and research institutes, at the request of the Director of Education and the directors of the research institutes.

CHAPTER IV
TEACHING ORGANIZATION

Section 1
Institute of Education

Article 20
The Faculty has one Institute of Education, which is responsible for organizing and facilitating teaching within the Faculty.

**Article 21**

1. Following an open application procedure with an Appointment Advisory Committee that is representative of the teaching within the Faculty, the Faculty Board will appoint a Director of Education for a period of five years. The Director of Education also functions as the head of the Institute of Education, and may be reappointed.

2. The Faculty Board will provide the Institute of Education with all of the personnel and material resources that it needs in order to ensure the adequate implementation of its duties.

**Article 22**

1. The Director of Education issues advice to the Faculty Board on the content, composition and programming of teaching.

2. The Director of Education issues advice to the Faculty Board about the system of internal quality assurance and the follow-up of external quality assurance.

3. The Director of Education is responsible for the organization of the Faculty’s teaching programmes and teaching support on the basis of the Faculty Strategic Plan, the *Taken en bevoegdheden clusterbesturen* [Duties and powers of the Cluster Boards] memorandum and the work plan of the Institute of Education, and in consultation with the Faculty Board.

4. The Director of Education issues advice to the Faculty Board in matters of teaching policy regarding the teaching programme and organization, in accordance with the Faculty’s strategic vision and under the responsibility of the Faculty Board.

5. The Director of Education reports to the Faculty Board.

**Section 2 Cluster Boards**

**Article 23**

1. The Faculty Board appoints members to the Cluster Boards on the recommendation of the relevant programme coordinators.

2. The Faculty Board will consult the remaining Cluster Board members and the relevant Cluster Advisory Committee of the Faculty Council for advice about the recommendations.

3. The members of the Cluster Board are appointed by the Faculty Board for a period of three years. Reappointment is possible once.

4. Cluster Board members may not be members of a Programme Committee or Board of Examiners.

**Article 24**

An overview of Cluster Boards within the Faculty can be found on the website: [http://myuniversity.rug.nl/infonet/medewerkers/let/organisatie/bestuur/bestuurlijkeinformatie/clusterbesturen](http://myuniversity.rug.nl/infonet/medewerkers/let/organisatie/bestuur/bestuurlijkeinformatie/clusterbesturen)

Each Cluster Board is responsible for the degree programmes that it covers. An overview of degree programmes can be found in Appendix IV.

**Article 25**

1. The day-to-day management of each cluster is arranged by a Cluster Board.
2. In accordance with Article 9.17 of the WHW, the Cluster Board also functions as the board of the degree programmes assigned to the cluster.

3. A Cluster Board should reflect the degree programmes and chair groups involved as closely as possible. The Cluster Boards function as collegial boards. This means that Board members assume joint responsibility for all decisions.

4. Every Cluster Board has at least a Chair, a Secretary and a member responsible for Finances. The Chair must in principle be a full professor. The other Board members may also be associate professors, assistant professors or lecturers in permanent employment, on the condition that they have adequate academic and organizational qualities in the opinion of the Faculty Board.

5. In addition, the Faculty Board appoints one advisory student member to each Cluster Board for a period of one year, on the recommendation of the student members of the relevant Cluster Committee.

**Article 26**

1. The Cluster Board is in charge of the Teaching and Examination Regulations on behalf of the Faculty Board. The Cluster Board decides which staff members are to be involved in the implementation of the Teaching and Examination Regulations and will inform the staff members in question about this.

2. The Cluster Board reports to the Faculty Board and will provide the Faculty Board with all of the information that it requests. The Faculty Board must hold meetings with each of the Cluster Boards at least once a year, in the presence of the Director of Education, to discuss all matters related to the degree programme(s) for which the Cluster Board is responsible.

3. The Cluster Board has the following tasks:
   a. In consultation with the programme coordinators, organize and distribute among its members all of the teaching duties and resources assigned to it by the Faculty Board
   b. Supervise the implementation and coordination of teaching duties with regard to the degree programme(s) that fall under the cluster’s responsibility
   c. Ensure the implementation of teaching within the assigned budgets, including a long-term plan with room for the cluster’s future-proof development
   d. Where necessary, identify personnel-related bottlenecks in the implementation of teaching in the degree programmes for which the cluster bears responsibility
   e. Formulate a vision and mission for the cluster, and use these to contribute to the Faculty’s strategic policy in the field of teaching
   f. Arrange programme coordination and guarantee the level and coherence of the content of the degree programme(s) that fall under the cluster’s responsibility
   g. Seek opportunities for collaboration between degree programmes within the cluster and across clusters
   h. Monitor the quality of teaching and of the academic staff
   i. Issue advice – both on request and on its own initiative – to the Faculty Board about the adoption or modification of the Teaching and Examination Regulations
   j. Meet with the relevant Cluster Committee at least twice a year to discuss matters relevant to the cluster but above the degree programme level, to the extent that these matters ensue from the powers set out in the WHW.

**Article 27**

1. Each cluster has several programme teams, each comprising the teaching staff of one degree programme.

2. The Cluster Board appoints one or more programme coordinators from the candidates
nominated by the relevant programme teams within the cluster. The Cluster Board will determine the number of programme coordinators and the scope of the compensation for this duty within their own cluster. Programme coordinators are appointed for a period of three years, and can be reappointed once.

3. A programme coordinator may not be a member of a Cluster Board, Programme Committee or Board of Examiners.

4. A programme coordinator has the following tasks:
   a. Prepare programme team meetings, with the support of the cluster secretariat. Invite the programme team members to suggest agenda points, and subsequently determine the agenda for meetings.
   b. During these meetings, discuss any proposed programme changes and draft versions of the Teaching and Examination Regulations (OER) (Part B), including the Assessment Plan (and further coordination with Programme Committee and Board of Examiners).
   c. Report on the results of these meetings to the Cluster Board.
   d. Together with the cluster coordinator and professors, prepare a draft allocation of duties to be approved by the Cluster Board.
   e. Discuss the results of teaching evaluations with the Programme Committee and programme team and formulate recommendations to the Cluster Board.
   f. Maintain regular contact with the degree programme’s study advisor(s).

Section 3 Programme Committees

Article 28
All Bachelor’s, Master’s, Research Master’s and Master of Arts in Teaching degree programmes taught by the Faculty have a Programme Committee.

The sizes of the various Programme Committees are set out in Appendix I to these Regulations. More information about the composition of the Programme Committees can be found on the Faculty website: http://www.rug.nl/let/organization/bestuur-afdelingen-en-medewerkers/bestuur-en-commissies/opleidingscommissies/

Article 29
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 may be responsible for several degree programmes.

2. The members of the Programme Committees are appointed by the Faculty Board. Half of the Programme Committee’s members are students and half are lecturers involved in the degree programme in question.

3. Student and lecturer members are found via open recruitment and, if necessary, open elections, and then appointed by the Faculty Board on the recommendation of the Committee itself, according to the numbers and procedure set out in the appendices to these Regulations.

4. The provisions of this article and the associated appendices must be assessed and if necessary adapted by the Faculty Council on an annual basis.

Article 30
1. In accordance with Article 9.18 of the Act, it is the Programme Committee’s task to issue
advice on how to promote and guarantee the quality of the degree programme. In addition, the Programme Committee has:

a. the right of approval with respect to the Teaching and Examination Regulations, as referred to in Article 7.13 of the WHW, with the exception of the topics listed in Article 9.18a of the WHW
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 WHW, with the exception of the topics for which the Committee has right of approval on the grounds of point a., and
d. the task, both upon request and at its own initiative, to issue advice or submit proposals to the degree programme board, as referred to in Article 9.17.1 of the WHW, and the Dean, regarding any matter related to teaching within the relevant degree programme(s). The respective Board or the Dean, 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 Cluster Board must ensure that, whenever a decision is to be taken, it must first be submitted to the Programme Committee for advice or approval in accordance with the Act and these Regulations:
   a. the Programme Committee is given the opportunity to consult them before advice is issued or approval given
   b. the Programme Committee is informed within two months how this advice or approval will be acted upon.

3. The Programme Committee submits its advice as referred to in Article 30.1 to the Faculty Board or the Cluster Board, with copies sent to the Faculty Council if desired.

4. The Faculty Board sends the Faculty Council copies of the correspondence referred to in Article 30.2b for information.

5. The Faculty Board allows the Programme Committee to use any facilities that are available and that can reasonably be deemed 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 that 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 31
Student members of Programme Committees are appointed for a period of one year. Other Programme Committee members are appointed for a period of two years. Members can be reappointed.

Article 32
1. Each Programme Committee is authorized to invite the relevant Cluster Board or the Faculty Board at least twice a year to discuss proposed policies on the basis of an agenda drawn up by the Committee.

2. The Director of Education will consult with the Faculty’s Programme Committees about the implementation of the Teaching and Examination Regulations at least once a year.

Article 33
1. Each Programme Committee appoints a Chair and a Vice Chair, each from a different section (i.e. one student and one staff member).

2. The Programme Committee draws up Rules of Procedure for its meetings and presents these to the Faculty Board. These rules must at least discuss:
   a. the minimum number of meetings to be held each year
   b. convening meetings
   c. submission deadlines for meeting documents
   d. the manner of deliberation and decision-making
   e. the determination of the minimum number of Committee members needed for valid deliberation and decision-making as referred to under point d.
   f. whether or not meetings will be public.

**Article 34**
The Faculty Council may take over a Programme Committee’s advisory authority in order to lodge a dispute, insofar as this is in line with the advice of the Programme Committee.

**Section 4**

**Boards of Examiners**

**Article 35**
1. Each cluster of degree programmes within the institution has its own Board of Examiners. The various Boards of Examiners and the degree programmes for which they are responsible are listed in Appendix II to these Regulations.

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.

3. The Faculty Board ensures the independence and expertise of the Board of Examiners.

4. The Board of Examiners may always consult third parties to enhance its expertise.

**Article 36**
1. The Faculty Board establishes Boards of Examiners for the degree programmes referred to in Article 26 and appoints members to these Boards with due observance of the relevant legal stipulations.

2. A Board of Examiners must comprise an odd number of members (at least three).

3. The current members of the Board of Examiners make recommendations to the Faculty Board, which in turn submits the recommendations to the Cluster Board with regards to the formative implications.

4. A member of a Board of Examiners may not be a member of the Admissions Board of a degree programme covered by the Board of Examiners.

5. At least one member must be a lecturer in one of the degree programmes covered, and at least one member must be from outside the relevant degree programme or cluster of degree programmes.

6. The Director of Education or study advisors of the relevant degree programme may not be
members of a Board of Examiners.

7. The Board of Examiners will draw up a resignation schedule and publish it on the website: http://myuniversity.rug.nl/infonet/medewerkers/let/onderwijs/examencommissies/examenc ommissies--nieuwe-stijl/.

8. Members can sit on a Board of Examiners for a maximum of six years. A ‘year’ in this context is an academic year.

9. New appointments must be made at least one month before the start of a new appointment period.

Article 37
1. In addition to the duties and powers set out in Article 33, 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, including written assignments
   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.

2. Any student or external student caught cheating may be excluded from participation in one or more examinations or final assessments, as determined by the Board of Examiners, for a period of time also determined by the Board of Examiners (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.

3. 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 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.

4. 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.

5. The Board of Examiners draws up annual reports of its activities and presents these to the Faculty Board. The Board of Examiners will report to the Faculty Board whenever this is deemed necessary.

6. The Board of Examiners has the following specific duties with regard to the assessment policy set out by each Faculty Board:
   • drawing up and/or approving the test design procedures, assessment procedures,
assessing criteria and pass marks for tests and examinations
• appointing officials who will be responsible for implementing the various assessment components
• determining the method of regular evaluation and the assessment procedure as a whole
• 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 38
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. 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 the information it requests.

Section 5 Admissions Boards

Article 39
1. Admission to the degree programme and to the various tracks is at the discretion of the Cluster Boards, which mandate this task to the Admissions Boards appointed to this end.
2. Each Cluster Board decides how many Admissions Boards are needed within the cluster.
3. Admissions Boards determine whether individual students without ‘standard’ qualifications can be admitted to a degree programme on other grounds.

Article 40
1. Each Admissions Board has a maximum of five members.
2. Members of an Admissions Board may not be members of a Board of Examiners. Combined Admissions Board and Cluster Board membership, however, is permitted.
3. The Chair must be a Professor or Associate Professor.
4. Admissions Board members are appointed by the Cluster Board for a period of two years.
5. The appointment period follows the academic year calendar.
6. The Admissions Board may delegate its admission powers to the Admissions Office.

Section 6 Advisory Boards
**Article 41**
1. The Faculty of Arts has Advisory Boards for each degree programme or cluster of degree programmes. Advisory Boards are established to help maintain links between a degree programme and the labour market.

2. Members are appointed by the Faculty Board.

**Article 42**
1. Each Advisory Board consists of a delegation of the most important graduate employers, alumni, and representatives of staff and students of and from the degree programme. Each of these four groups has two representatives, so the Board has a total of eight members. Members of the employer and alumni sections of the Advisory Board must in principle have at least five years of working experience, and the entire professional field should ideally be covered by the employer and alumni sections.

2. Each member is in principle appointed for a period of four years and can be reappointed once. Student membership is terminated upon graduation, with an extension period of six months after the graduation date.

3. Advisory Board membership is personal, which means that members cannot be represented by others during meetings.

4. The Faculty Board bears the implementation costs of the work done by the Advisory Boards.

**CHAPTER V RESEARCH INSTITUTES**

**Article 43**
The Faculty has the following research institutes:
- Centre for Language and Cognition Groningen
- Groningen Institute of Archaeology
- Groningen Research Institute for the Study of Culture

**Article 44**
1. The Faculty Board delegates the management of each research institute to a Director, who is appointed for a period of four years and may be reappointed. The appointment must be approved by the Board of the University.

2. Each research institute has an Advisory Board, which issues advice to the Director in matters concerning policy and the setup of the institute. The Faculty Board draws up the regulations for each research institute upon the advice of the Advisory Board. The regulations set out how the Advisory Board is established and how a new Chair is nominated.

**Article 45**
1. The Director of a research institute is responsible, on behalf of the Faculty Board, for heading the institute and developing and implementing the institute’s desired policy. The Director, in consultation with the Chair of the relevant chair group, determines who will be involved in the implementation of the institute’s research and will provide the necessary directions. If no agreement can be reached, the Faculty Board will decide.

2. The Faculty Board and the Director of the research institute make agreements about the number of FTE available for temporary and permanent staff at the institute for a period to be
determined, and about how these staff members will be selected.

3. Members of the research institute are appointed by the Faculty Board on the recommendation of the Director, in consultation with the responsible professors.

4. The Director issues advice to the Faculty Board on the programming of research.

5. The Director issues advice to the Faculty Board about the system of internal quality assurance and the follow-up of external quality assurance.

6. Bearing in mind the University of Groningen Administrative Regulations, the Faculty Board can entrust its administrative mandate to the Director of the research institute for a period of time that it determines. This at least covers how contracts involving indirect government funding and contract research are drawn up.

CHAPTER VI THE GRADUATE SCHOOL

Article 46
1. The Faculty has a Graduate School for the Humanities.

2. The Graduate School is responsible for providing teaching in:
   - the Arts PhD programme
   - the Research Master’s programmes in:
     - Archaeology
     - Classical, Medieval and Early Modern Studies
     - Linguistics
     - Literary and Cultural Studies
     - Modern History and International Relations

3. The Graduate School is responsible for supervising:
   * students of the Research Master’s programmes
   * Dutch PhD students in the Arts PhD programme
   * PhD scholarship students
   * PhD students 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 five years. The appointment must be approved by the Board of the University.

5. The Graduate School has its own Teaching and Examination Regulations (PhD programme OER), Programme Committee and Board of Examiners.

CHAPTER VII ADVISORY BODIES

Article 47
1. The Faculty has the following advisory bodies:

   a. Faculty Consultative Body for Teaching Policy. This body advises the Faculty Board about policy matters to do with teaching. The Faculty Consultative Body for Teaching Policy has ten members, including five students (one of whom must be a Research Master’s student), and is chaired by the Faculty Board member for Education. Academic staff members are nominated by the programme teams.

   b. Faculty Expert Group for Scientific Information. This Expert Group has the power to issue
advice on matters concerning both the collection-building profile of the Arts section of the University Library, as well as comprehensive collection-building profiles that also relate to the central University Library purchasing policy. The Expert Group may comprise up to twelve members, including one student. The Group members are members of staff of the degree programme clusters and research institutes. Members are appointed by the Faculty Board, which aims to achieve a balanced representation of the disciplines covered by the Faculty. On behalf of the Library organization, the University Librarian or their deputy as well as the head of the Arts section of the Library will also issue advice to the Expert Group. The Faculty Board member for Library Matters attends the meetings.

c. **Faculty Expert Group for Information Technology.** This Expert Group issues solicited and unsolicited advice to the Faculty Board on existing and desired applications of information technology in the Faculty's teaching and research and where possible also in its operations. The Expert Group consists of up to seven academic staff members from the various teaching and research disciplines, one student, the demand manager and a policy officer. The Managing Director of the Faculty acts as the Chair.

d. **Faculty Advisory Committee for Research.** The directors of the research institutes, the chairs of the advisory bodies of the institutes involved and the academic director of the Graduate School for the Humanities together make up the Faculty Advisory Committee for Research, which is chaired by the Faculty Board member for Research. This advisory body advises the Faculty Board both at the Board’s request and on its own initiative about policy matters concerning research at the Faculty.

e. **Tenure Track Committee.** The Tenure Track Committee is the Faculty promotion committee for academic staff. It consists of the directors of the research institutes, the Director of Education, an external member and an independent Chair. Members are appointed for two years and may be reappointed.

f. **Faculty BSA Committee.** This committee consists of representatives of each of the Boards of Examiners and the Director of Education. It processes the dossiers of students in extraordinary circumstances and issues advice to the Faculty Board based on a set of principles set out by the Faculty Board.

g. **Permanent Professionalization Committee.** Members of this committee are appointed by the Faculty Board. Its duties include the UTQ registration of Faculty staff, STQ selection and monitoring, and ensuring permanent lecturer professionalization. The committee is supported by the Institute of Education.

2. The student members of the advisory bodies are appointed on the recommendation of the student advisor of the Faculty Board, in consultation with the relevant student cohort.

3. The members of the advisory bodies are appointed by the Faculty Board.

4. Academic staff members are appointed to the advisory bodies for a period of two years and student members for one year.

5. All meetings of advisory bodies are public unless the relevant body has good reason to decide otherwise.

**CHAPTER VIII APPOINTMENT ADVISORY COMMITTEES**

**Article 48**

1. In preparation for its recommendation to the Board of the University with regard to the
appointment of professors to the Faculty, the Faculty Board will appoint an Appointment Advisory Committee.

2. This committee must at least include:
   - the Dean
   - the Director of Education
   - the Director of the research institute that conducts activities in the same or a related field
   - a professor from outside the institution
   - one student member.

The Appointment Advisory Committee must comprise mostly professors from within and outside the Faculty, of which two must be women.

3. Before submitting a nomination to the Faculty Board, the Appointment Advisory Committee may consult the chair groups involved.

CHAPTER IX    STUDY ADVICE

Article 49
1. The Faculty Board issues advice to each student on whether it would be wise to continue studying within or outside 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 49.1, 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.

4. The advice referred to in Articles 49.1, 2 and 3 is issued by the Faculty Board on the recommendation of the Board of Examiners of the degree programme in question.

5. BSA Committee: see Chapter VII, Article 47.1 f.

CHAPTER X    FINAL PROVISIONS

Article 50
In circumstances which are related to matters governed, but not set out explicitly, by these Regulations, the Faculty Board will make a decision in consultation with the Faculty Council.

Article 51
1. These regulations will come into force on the day after the Faculty Board receives notification that the Board of the University has approved them.

2. These Regulations replace the previous version of the Faculty Regulations.

Article 52
These regulations may be cited as the 'Faculty Regulations of the Faculty of Arts'.

19
Adopted by the Board of the Faculty of Arts on 10 July 2018 after the agreement of
the Faculty Council on 6 July 2017, and approved by the Board of the University on
17 September 2018.
This Appendix lists the size and composition of each of the Faculty’s Programme Committees. The academic staff section and the student section are identical in size.

The academic staff section of a Programme Committee consists of lecturers who represent the disciplines covered by the degree programme. A teaching methodologist can only act as an advisory member, unless the person in question is employed by the Faculty. The student section of a Bachelor’s or combined Bachelor’s-Master’s Programme Committee must represent all phases of the degree programme.

This overview was approved by the Faculty Board on 9 January 2018 and is part of the Faculty Regulations of the Faculty of Arts.

<table>
<thead>
<tr>
<th>Degree programme</th>
<th>Bachelor’s</th>
<th>Master’s</th>
<th>Size</th>
<th>Division of seats for academic staff</th>
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</tr>
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<td></td>
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<td>(incl. School of Curators)</td>
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</table>
APPENDIX II

Appointment of student members and staff members to Programme Committees

1. The right to vote and eligibility for election
   a. Each student who is enrolled in a degree programme has the right to vote and is eligible for election to the student section of the degree programme's Programme Committee.
   b. Each lecturer who is registered as an examiner for a degree programme has the right to vote and is eligible for election to the lecturer section of the degree programme's Programme Committee.

2. Term
   a. Student members are elected for one year and can be re-elected. Programme Committee membership lapses upon graduation or deregistration from the degree programme during the academic year.
   b. Lecturer members are elected for two years and can be re-elected. Programme Committee membership lapses upon termination of the registration as an examiner during the academic year.
   c. Students and staff members can freely register as candidates for their respective section in the Programme Committee, on the condition that they are registered as a student or examiner in the degree programme that falls under the Programme Committee in question at the moment that the elections take place. An exception to this rule applies to new degree programmes, elections for which will be organized as soon as possible after the start of the first programme year.
   d. Programme Committees are permitted to reserve seats for student or staff members from specific groups within the degree programme(s) for which representation is desired, for example, first-year students or joint degree students who start their programme at the UG at a different moment. The appointment procedure for such reserved seats can be organized at a different time in accordance with the rules for regular seats on the Programme Committee.

3. The Programme Committee must adhere to the following procedure:
   If the number of candidates is higher than the number of seats available in the student or lecturer section of the Programme Committee, elections must be held for the section in question. If the number of candidates is equal to the number of seats available in the relevant section of the Programme Committee, the candidates will be automatically recommended for appointment. If the number of candidates is lower than the number of seats available in the relevant section of the Programme Committee, the candidates will be automatically recommended for appointment and the remaining seats will be given to student members or lecturer members nominated by the board of the degree programme(s) involved.
   a. Mid-May: set up electoral committee, comprising at least one student member and one staff member: OC Presidium or, if this is not possible, two members of the degree programme board.
   b. Early June: determine list of available candidates.
   c. Early June: inform the students and lecturers involved that they may stand for election (in writing or via email). Register with electoral office.
   d. Mid-June: draw up list of candidates. If a Programme Committee covers several degree programmes, the names of students and lecturers on the list of candidates must each be followed by their Bachelor's and/or Master's degree programme(s).
   e. Mid-June: publication of list of candidates via the departmental noticeboards and, if possible, via digital channels.
   f. Second half of June/early July: hold elections, either using ballot papers or electronically, during a set period.
4. **Supervision**

The Director of Education and the boards of the relevant degree programmes will ensure the sound and accurate implementation of the procedure.

5. **Succession**

Succession is arranged in accordance with the procedure for the Faculty Council (in most cases, this will mean that the next candidate on the list is appointed).
# APPENDIX III

## Boards of Examiners and degree programmes

<table>
<thead>
<tr>
<th>Board of Examiners</th>
<th>Degree programmes</th>
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<tbody>
<tr>
<td>Arts, Culture and Archaeology</td>
<td>• Archaeology</td>
</tr>
<tr>
<td></td>
<td>• Arts, Culture and Media</td>
</tr>
<tr>
<td></td>
<td>• Art History</td>
</tr>
<tr>
<td>International Studies</td>
<td>• International Relations and International Organization</td>
</tr>
<tr>
<td></td>
<td>• International Relations</td>
</tr>
<tr>
<td></td>
<td>• International Humanitarian Action*</td>
</tr>
<tr>
<td></td>
<td>• Euroculture*</td>
</tr>
<tr>
<td>* The composition of the Boards of Examiners for these degree programmes is determined by the Consortium Agreement.*</td>
<td></td>
</tr>
<tr>
<td>History, Antiquity and Media Studies</td>
<td>• History</td>
</tr>
<tr>
<td></td>
<td>• Classical Studies</td>
</tr>
<tr>
<td></td>
<td>• Media Studies</td>
</tr>
<tr>
<td>Modern Foreign Languages and Regional Studies</td>
<td>• American Studies</td>
</tr>
<tr>
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<td>• English Language and Culture</td>
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<tr>
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<td>• European Languages and Cultures</td>
</tr>
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<td>• Middle Eastern Studies</td>
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<tr>
<td>Dutch Language, Communication and Information</td>
<td>• Communication and Information Studies</td>
</tr>
<tr>
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<td>• Information Science</td>
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<td>• Dutch Language and Culture</td>
</tr>
<tr>
<td></td>
<td>• Linguistics</td>
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<td>Research Master’s degree programmes</td>
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<td>• Research Master’s degree programme in Arts and Culture</td>
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## APPENDIX IV

### Cluster structure

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<tr>
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<td>• BA in Classical Studies</td>
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- BA in Communication and Information Sciences
- BA in Information Science
- BA in Dutch Language and Culture
- BA in Minorities & Multilingualism
- BA in Linguistics
- MA in Communication and Information
- MA in Dutch Studies
- MA in Linguistics
- ReMa in Linguistics
- EduMa in Dutch
- EduMa in Frisian

- BA in History
- BA in American Studies
- BA in Classical Studies
- BA in Middle Eastern Studies
- BA in Archaeology
- MA in History Today
- MA in American Studies
- MA in Middle Eastern Studies
- MA in Classics
- MA in Archaeology
- ReMa in History/CMEMS
- ReMa in Archaeology
- EduMa in History
- EduMa in Greek and Latin

- BA in Art History
- BA in Arts, Culture and Media
- BA in Media Studies
- MA in Arts and Culture
- MA in Media Studies
- ReMa in Arts and Culture/Arts, Media and Cultural Studies