



## REGULATIONS OF THE FACULTY OF HUMANITIES

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### Chapter 1. General Provisions

#### Article 1. Name of the Faculty

1. The name of the Faculty is "Faculty of Humanities".
2. The Dutch name is "Faculteit der Geesteswetenschappen".

#### Article 2. Academic Institutes

The Faculty comprises the following academic institutes:

- a. The Academy for Creative and Performing Arts
- b. The Institute for Cultural Disciplines
- c. The Institute for History
- d. The Leiden Institute for Religious Studies
- e. The Leiden Institute for Area Studies
- f. The Leiden University Centre for Linguistics
- g. The Institute for Philosophy

#### Article 3. Teaching at the Faculty

The Faculty comprises all bachelor's and master's programmes which are part of the Faculty of Humanities in line with the Leiden University Register of Programmes, as well as the Faculty's doctoral programmes.

#### Article 4. Definitions

1. In these regulations, the term 'the Act' refers to the Higher Education and Research Act. (*WHW*).
2. In the event that the terms appearing in this regulation also appear in the Act or in the Executive and Management Regulations respectively, these terms have the meaning ascribed to them in the Act or in the Executive and Management Regulations respectively.



## Chapter 2. The Faculty Board

### Article 5. Composition of the Faculty Board

1. The Faculty is managed by a Faculty Board, consisting of the Dean, also Chair, and three other members, namely the Vice-Dean, who is also portfolio holder for the bachelor's programmes, the holder of the Operational Management portfolio, and a student. The appointment of the other members must be approved by the Dean.
2. Unless otherwise specified by the Executive Board, appointments are for one year for the student member, and for three years for the Dean and the remaining members, on the understanding that the appointment period of the remaining members ends in any event simultaneously with the ending of the deanship. Re-nomination is possible. Only professors can be appointed Dean or Vice-Dean.
3. Before appointing or dismissing a member of the Faculty Board, the Executive Board must inform the Scientific Directors and the Faculty Council in all confidentiality of the proposed nomination or dismissal. With the exception of the nomination of the Dean himself, the Executive Board can instruct the Dean to consult with the Scientific Directors and the Faculty Council on behalf of the Board.
4. Without prejudice to the responsibility of the Faculty Board as a whole for its decisions and actions, the Board will, with due regard for the portfolio distribution as referred to in the first Paragraph, determine the areas of interest falling under the particular responsibility of each member of the Board. The Faculty Board must inform the Executive Board of the division of responsibilities among its members.

### Article 6. Responsibilities of the Faculty Board

1. The Faculty Board is responsible for the administration and organisation of the Faculty with respect to teaching and to academic and scholarly practice.
2. The Faculty Board is responsible for the administration of the Faculty. The Executive Board mandates to the Faculty Board authority for personnel, financial and general administration, in accordance with the stipulations of the Executive and Management Regulations and the mandate regulations applicable to the Faculty Board. The Faculty Board further mandates this authority to the Scientific Directors, in so far as the academic Institutes are concerned. The Faculty Board will also establish a further mandate regulation for this purpose.
3. With a view to the general management of the Faculty, the Faculty Board may formulate guidelines for the Scientific Directors as well as for the departmental Boards, having first consulted with these directors or departmental Boards.
4. The Faculty Board regularly consults with the Scientific Directors collectively. The Board implements its responsibilities in close collaboration with these directors, and strives to achieve the broadest possible support for its decisions.
5. The Faculty Board will take into consideration the guidelines formulated by the Executive Board pursuant to Article 9.5 of the Act.
6. The Faculty Board is accountable to the Executive Board. It will provide the Board with information regarding the Faculty, as and when requested.



### **Article 7. Special responsibilities of the Dean**

1. The Dean is responsible for the co-ordination and integration of decision-making within the Faculty Board. In the event of any differences of opinion within the Faculty Board, the Dean has final responsibility.
2. The Dean participates in the administration of the University as a whole and to this end takes part in the collective consultation of the Deans with the Executive Board, without prejudice to any consultation of the Executive Board with the Faculty Board regarding matters which specifically concern the Faculty.

### **Article 8. Substitution in the event of absence**

The Faculty Board will provide a substitute if one of its members is absent. A member of the Faculty Board may be replaced only by another member of the Board or by a Scientific Director.

### **Article 9. Participation in joint programmes or institutes**

1. If the Faculty participates in a joint programme with one or more other faculties within or outside the University, the Faculty Board will determine the contribution of the Faculty to the administration and the division of resources of the relevant programme.
2. The stipulations of the first paragraph apply equally to participation in an inter-faculty or inter-university Institute or in an inter-faculty or inter-university research school, provided the Faculty Board takes its decision at the proposal of the relevant Scientific Director.

### **Article 10. Meetings and meeting papers**

1. The meetings of the Faculty Board are not public. The meeting papers of the Faculty Board are not public unless the Board decides otherwise.
2. The Faculty Board regularly presents an overview of the matters discussed and the decisions made in its meetings to the Scientific Directors and the departmental Boards as well as to the Faculty Council, unless there are serious reasons for believing this will not be in the interests of the University or of one of the parties involved.

## **Chapter 3. The Graduate School**

### **Section 1. General Provisions**

#### **Article 11. Tasks of the Graduate School**

1. The Faculty comprises a Graduate School, known as the Leiden University Graduate School of Humanities. The Graduate School consists of the academic institutes mentioned in Article 2.
2. The master's programmes and PhD programmes of the Faculty are incorporated within the Graduate School. The Graduate School is headed by the Dean of the Faculty, who, as Dean, is responsible for these master's programmes and PhD programmes.



3. The Graduate School is responsible for ensuring the coherence of the teaching, PhD and research programmes and for creating opportunities for further streamlining these programmes; the recruitment, selection and intake of students, respectively PhD candidates for the master's programmes and PhD programmes; the admission to master's programmes and PhD programmes; monitoring the quality and output of the master's programmes and PhD programmes, and for monitoring the students' study progress and the progress of PhD candidates.
4. At the proposal of the Dean, the Faculty Board will formulate detailed regulations regarding the issues mentioned in paragraph 3, having first consulted with the Scientific Directors or the chairmen of the departmental Boards and observing the stipulations in this regulation. If these detailed regulations relate to admission to PhD programmes, they require approval by the Doctorate Board.
5. Following consultation with the Scientific Directors, the Dean will set guidelines for the departmental Boards, which these Boards should observe when determining the master's degree programmes.

## Section 2. The Institutes

### Article 12. The Scientific Director

1. Each academic institute is managed by a Scientific Director.
2. The Scientific Director is appointed and dismissed by the Faculty Board, after consultation with the Institute council. The Faculty Board will report each appointment and dismissal of a Scientific Director to the Executive Board.
3. The Scientific Director is chosen from the professors working at the Institute in question and is appointed for a maximum of four years. Reappointments are permitted.

### Article 13. The responsibilities of the Scientific Director

1. The Scientific Director is responsible for the administration and organisation of the Institute. It is his task, after consulting with the Institute council, to establish institutional regulations providing details of the Institute's administration and organisation. These regulations must be approved by the Faculty Board.
2. The Scientific Director is responsible for the quality of the contribution made by the Institute to the teaching of the different bachelor's and master's programmes, as well as for the quality of the PhD programmes and the research carried out by the Institute.
3. The Scientific Director is responsible for the management of the Institute. He determines the budget of the Institute, with due regard for the relevant guidelines provided by the Faculty Board. With respect to the Institute, he exercises the authority mandated to him by the Faculty Board in matters related to personnel, financial and general management, taking into consideration the relevant stipulations as determined in the Management and Administration Regulations, the mandate regulation applicable to the Faculty Board, and the more detailed mandate regulation established by the Faculty Board, as specified in article 6, Section 2.
4. The Scientific Director participates in the management of the Faculty as a whole, to which end he attends the meetings where the Faculty Board convenes with all Scientific Directors, as specified in article 6, Paragraph 4. This is in addition to the meetings the Faculty Board holds with the Scientific Director on issues specific to the Institute.
5. The Scientific Director represents the Institute both within and outside the Faculty. He maintains contacts with the alumni of the department and programmes in the Institute's field.



6. The Scientific Director promotes co-operation between the Institute and the other Institutes within the graduate school, as well as co-operation between these Institutes and the other Institutes within the University, in the field of both teaching and research.
7. The Scientific Director is responsible for structuring co-operation in the field of teaching and research in national graduate schools, as well as in national institutes and schools of research, with due observance of the parameters of the University and the Faculty.
8. The Scientific Director reports to the Dean and provides the Dean with information as requested.

#### **Article 14. Institute staff**

1. The Faculty Board decides which members of staff will work within the Institute, based on proposals made by the Scientific Director. In reaching its decisions, the Faculty Board will take into account the confirmation of appointment of those members of staff involved.
2. For the application of Paragraph 1, persons working for the Netherlands Organisation for Scientific Research or similar organisations are regarded either as academic staff, or supporting or managerial staff, depending on their position.

#### **Artikel 15. Allocation of tasks among Institute staff**

1. The Scientific Director is responsible for the personnel policy for staff working at the Institute.
2. The Scientific Director organises the activities of those persons working at the Institute. In this context he determines for each of the lecturers and senior lecturers which professor is required to approve the organisation of the lecturer's teaching and research; he also determines under whose supervision each of the other members of the Institute operates. The Scientific Director determines, in agreement with the Chair of the department administration in question, which members of academic staff work on each bachelor's or master's programme.
3. In supervising the work specified in Paragraph 2, the Scientific Director takes into account the confirmation of appointment of those involved. In supervising this work, the Scientific Director also takes into account the contribution to be made by the Institute's staff to the programme in question.
4. The Scientific Director may issue instructions to staff working at the Institute.

#### **Article 16. Research**

1. The Scientific Director is responsible for the organisation and integration of research within the Institute. He determines the Institute's research programme with due observance of the guidelines stipulated in article 6, Paragraph 3. He is accountable to the Dean for the proper execution of the research programme.
2. The Scientific Director is responsible for ensuring that the contribution made by his Institute to the relevant inter-faculty or inter-academic research school is in line with the agreements made.



### **Artikel 17. The Institute Board**

1. Each Institute has a Board.
2. Membership of the Institute Board is incompatible with the position of Scientific Director.
3. The Scientific Director regularly meets with the Institute Board to confer on Institute matters. In all instances the Board is given the opportunity to advise the Scientific Director concerning the Institute's budget, any planned reorganisation of the Institute, and the structural co-operation with partners from outside the Institute.
4. The size and composition of the Institute Board, as well as its authorities, are specified in detail in the Institute Statutes, under the provision that the Institute Board can be granted no authorities that belong to the Faculty Board or the Personnel Department of the Faculty Board.

### **Section 3. PhD programmes**

#### **Article 18. PhD programmes**

1. The Scientific Director decides on behalf of the Dean and under the Dean's responsibility on admission to PhD programmes. In doing so, he must observe the relevant detailed regulation referred to in Article 11, Paragraph 4.
2. On behalf of the Dean, the Scientific Director ensures that a training and supervision plan is drawn for each PhD candidate by the relevant PhD supervisor.
3. The training and supervision plan is formulated in such a manner that the PhD can be successfully completed within the agreed term.
4. The Graduate School is responsible for providing PhD candidates with one or more confidential counsellors.
5. The stipulations of the previous Paragraphs apply equally to external PhD candidates.

### **Section 4. Master's programmes**

#### **Article 19. The Board of Admissions**

1. The Faculty Board appoints a Board of Admissions for each master's programme or group of master's programmes.
2. Each Board of Admissions consists of no fewer than three and no more than seven members. The members are lecturers who are responsible for teaching the programme or programmes in question. Membership of the Board of Admissions is incompatible with membership of the Board of Examiners of the master's programme or group of master's programmes concerned. The Faculty Board appoints the members of the Board of Admissions for a two-year term. Reappointments are permitted. The Faculty Board sets out detailed rules concerning the size and composition of the Board of Admission in the Institute's statute.
3. The responsibilities of the Board of Admissions are those allotted to it by or under the Regulation on Admission of Master's Programme Students. The Board provides reasoned advice to the Faculty Board in line with a procedure established by the Faculty Board. In formulating its advice, the Board of Admissions observes the rules laid down in the law as well as in University and Faculty guidelines on admitting students to the programme. The Board of Admissions informs the Faculty Board of its advice within a reasonable period of time. The Faculty Board subsequently decides about the application for admission.



4. Should a student appeal against an admission decision, the Faculty Board will seek advice on the matter from the relevant Board of Admissions. In providing such advice, the Board of Admissions will observe the stipulations of Paragraph 3.

#### **Article 20. Teaching and Examination Regulation**

For each master's programme or group of programmes the Faculty Board sets out a Teaching and Examination Regulation which makes provisions for at least the Paragraphs mentioned in article 7 Paragraph 13 of the Act. The Faculty Board ensures that this regulation is assessed on a regular basis.

#### **Article 21. Department administration**

1. The Faculty Board appoints a department administration for each master's programme.
2. Each department administration consists of at least a chairperson, who is also a member, and a student member. The Faculty Board decides on the number of members. The chairperson is accountable for the co-ordination and integration of the decision process in the department administration.
3. Members of the department administration are appointed for a period of two years, with the exception of the student member, who is appointed for one year, and on the understanding that the appointment term of the other members of the department administration ends in any event when the chairperson's term expires. Reappointments are permitted.
4. The chairperson of a department administration is appointed from the professors and senior lecturers involved in the programme in question. The chairperson is appointed and discharged following a proposal by the relevant Scientific Director or Scientific Directors and following consultation with the relevant department teaching committee.
5. Before appointing or discharging the student member of a department administration, the Faculty Board must consult the student members of the relevant department teaching committee.
6. The Faculty Board may in contravention of Paragraph 1 appoint a department director instead of a department administration. Paragraph 4 applies equally to the department director. If a department director has been appointed, the department administration and chairperson of the department administration should be taken to mean department director in the other articles of this regulation.

#### **Article 22. Responsibilities of the department administration**

1. The department administration is charged with the organisation and integration of the teaching provided by the department in implementing the relevant Teaching and Examination Regulation.
2. The department administration will on request or of its own accord advise the Faculty Board on the establishment or amendment of the Teaching and Examination Regulations.
3. Following consultation with the relevant department teaching committee, the department administration each year further develops the provisions of the Teaching and Examination Regulations into a departmental teaching programme. The teaching programme requires the approval of the Faculty Board.
4. The department administration is accountable to the Dean and provides him with any information requested.



### **Article 23. Contributions to the teaching programmes**

1. At the proposal of the department administration and after consultation with the Scientific Director or Scientific Directors, the Faculty Board determines the contributions to be made by the various Institutes to the implementation of the Teaching and Examination Regulations.
2. The chairperson of the department administration further distributes the responsibilities among those involved in the teaching programme on the grounds of article 15, Paragraph 2, final sentence.
3. The department administration monitors the teaching quality of the programme. At the proposal of the department administration, the relevant Scientific Director may issue instructions to the lecturers on how to carry out the teaching programme.

### **Article 24. Department teaching committee**

1. The Faculty Board appoints a department teaching committee for each master's degree programme.
2. Half the members of the department teaching committee are students, elected for a one-year term by and from the students of the programme in question. The other members are appointed by the Faculty Board for a two-year term from the teaching staff involved with the programme in question. The Faculty Board sets out further provisions relating to the size and composition of the committee in the institute's statute.
3. The duties of the department teaching committee are:
  - a. to advise on the establishment and amendment of the Teaching and Examination Regulations;
  - b. to carry out the annual evaluation of the Teaching and Examination Regulations as well as the teaching programme;
  - c. to advise on any other issues relating to the teaching programme or programmes.
4. The department administration regularly consults with the department teaching committee on any issues relating to the programme in question. The committee will be given the opportunity to consult with the department administration prior to giving advice or carrying out an evaluation.
5. The teaching programme co-ordinator is present in the meetings of the committee. He or she has an advisory vote.

### **Article 25. The Board of Examiners**

1. The Faculty Board appoints a Board of Examiners for every master's degree programme or group of master's degree programmes.
2. A Board of Examiners consists of an uneven number of members. There are no fewer than three and no more than seven members, recruited from the academic staff involved in the teaching programme concerned. They are appointed for a two-year term and can be re-appointed. The Board of Examiners chooses a chairperson from among its members. In the resolution of the Board of Examiners further provisions are laid down by the Faculty Board relating to the size and composition of the Board of Examiners.
3. Without prejudice to the provisions of the Act and the relevant Teaching and Examination Regulations, it is the responsibility of the Board of Examiners:
  - a. to administer the examinations of the teaching programme or programmes in question, to determine the results of the examinations and the final grade and to award the diplomas and accompanying supplements;
  - b. to designate examiners as well as to organise and co-ordinate the interim examinations that make up the overall examination;



- c. to establish rules and regulations with regard to the smooth running of examinations and with regard to the necessary measures to achieve this;
  - d. to decide in individual cases on the extension of the validity of examinations passed, and to decide on taking examinations otherwise than prescribed by the Act, article 7.13, Paragraph 2, sub l;
  - e. to decide, in exceptional cases, that oral examinations will not be held in public;
  - f. to approve the choice of optional components of the teaching programme made by individual students;
  - g. to grant exemption from one or more examinations or from the obligation to carry out practical exercises;
  - h. to decide on the granting of permission to individual students to follow a flexible teaching programme as referred to in article 7.3c of the Act.
4. The Board of Examiners can issue guidelines to examiners and give instructions with regard to the marking of examinations.

## **Chapter 4. Bachelor's degree programmes**

### **Article 26. Bachelor's degree programmes**

1. The Vice-Dean is responsible for the Faculty's bachelor's degree programmes and, in particular, for the recruitment, selection and intake of students, for monitoring the quality and output of these programmes and for monitoring of the students' study progress.
2. At the proposal of the Vice-Dean, the Faculty Board, having consulted with the chairpersons of the department administrations in question, sets out further rules with regard to the subjects referred to in paragraph 1, in compliance with the provisions of these regulations.
3. The Vice-Dean, having consulted with the Scientific Directors, issues directives to be observed by the department administrations when setting up their teaching programmes.

### **Article 27. The Board of Admissions**

1. The Faculty Board appoints one or more committees, which are responsible for the assessment, referred to in article 7.25, Paragraph 4, of the Act, the additional assessment referred to in article 7.28, Paragraphs 3 and 4 of the Act, and the pre-admission assessment referred to in article 7.29 of the Act (university entrance examination). In the resolution of the Board of Admissions the Faculty Board sets out further provisions relating to the membership and composition of the committee or committees.
2. The Faculty Board sets out further provisions regarding the way in which an exemption, referred to in articles 7.25, Paragraph 4, article 28, Paragraphs 2, 3 and 4 as well as 7.29, Paragraph 1 of the Act can be granted.

### **Article 28. Teaching and Examination Regulations**

For each bachelor's degree programme, or group of programmes, the Faculty Board sets out a Teaching and Examination Regulation, containing provisions with regard to at least the subjects referred to in Article 7.13 of the Act. The Faculty Board is responsible for the regular evaluation of the Teaching and Examination Regulation.



### **Article 29. Department administration**

1. The Faculty Board appoints a department administration for each bachelor's degree programme.
2. Each department administration consists of at least a chairperson, who is also a member of the department administration, and a student member. The Faculty Board decides on the number of members. The chairperson is responsible for the co-ordination and integration of the decision-making of the department administration.
3. Members of the department administration are appointed to serve a two-year term, with the exception of the student member, who is appointed for one year, and on the understanding that membership for the other members ends when the chairperson's term expires. Re-appointment is possible.
4. The chairperson of a department administration is appointed from the professors and senior lecturers involved in the programme in question. The chairperson is appointed and dismissed at the proposal of the relevant Scientific Director or Scientific Directors, following consultation with the department committee.
5. Before appointing or dismissing the student member of a department administration, the Faculty Board will consult with the student members of the department committee concerned.
6. The Faculty Board may in contravention of article 1 appoint a department director instead of a department administration. Article 4 applies equally to the department director. If a department director has been appointed, then department administration and chairperson of the department administration should be taken to mean department director in the other articles of this regulation.

### **Article 30. Responsibilities of the department administration**

1. The department administration is responsible for the organisation and integration of the teaching programmes provided in implementation of the Teaching and Examination Regulations in question.
2. The department administration will advise the Faculty Board, if requested or of its own accord, on the establishment or amendment of the Teaching and Examination Regulations.
3. Following consultation with the relevant department teaching committee, the department administration each year further develops the provisions of the Teaching and Examination Regulations into a departmental teaching programme. The teaching programme requires the approval of the Faculty Board.
4. The department administration maintains good contacts with the secondary schools which prepare potential students for the teaching programme in question.
5. The department administration is accountable to the Vice-Dean and provides him with any information requested.

### **Article 31. Contributions to the teaching programmes**

1. At the proposal of the department administration and following consultation with the Director or Scientific Directors, the Faculty Board determines the contributions to be made by the various Institutes in terms of carrying out the Teaching and Examination Regulations.
2. The chairperson of the department administration further distributes the responsibilities among those involved in the teaching programme on the grounds of article 15, Paragraph 2, final sentence.
3. The department administration monitors the teaching quality of the programme. At the proposal of the department administration, the Scientific Director concerned may issue instructions to the lecturers on how to carry out the teaching programme.



### Article 32. Department teaching committee

1. The Faculty Board appoints a department teaching committee for each bachelor's degree programme.
2. Half the members of the department teaching committee are students, elected for a one-year term by and from the students of the programme in question. The other members are appointed for a two-year term by the Faculty Board from the teaching staff involved in the programme in question. Membership of the committee is incompatible with membership of a department administration. In the resolution of the committee the Faculty Board sets out further provisions relating to the size and composition of the committee.
3. The duties of the department teaching committee are:
  - a. to advise on the establishment and amendment of the Teaching and Examination Regulations;
  - b. to carry out the annual evaluation of the implementation of the Teaching and Examination Regulations as well as the teaching programme;
  - c. to advise on any other issues relating to the teaching programme or programmes.
4. The department administration regularly consults with the department teaching committee on all issues relating to the programme concerned. Prior to giving advice or carrying out an evaluation, the committee will be given the opportunity to consult with the department administration.
5. The study co-ordinator is present in the meetings of the committee. He or she has an advisory vote.

### Article 33. The Board of Examiners

1. The Faculty Board appoints a Board of Examiners for each bachelor's degree programme or group of bachelor's degree programmes.
2. A Board of Examiners consists of an uneven number of members. There are no fewer than three and no more than seven members, recruited from the academic staff involved in the teaching programme concerned. They are appointed for a two-year term and can be re-appointed. The Board of Examiners designates a chairperson from its members. The Faculty Board sets out further provisions relating to the size and composition of the aforementioned Board in the resolution establishing the Board of Examiners.
3. Without prejudice to the Teaching and Examination Regulations in question, it is the responsibility of the Board of Examiners:
  - a. to administer the examinations of the teaching programme in question, to determine the results of the examinations and the final grade, and to award the diplomas and accompanying supplements;
  - b. to designate examiners as well as to organise and co-ordinate the examinations that make up the overall examination;
  - c. to establish rules with regard to the smooth running of examinations and with regard to the measures necessary to achieve this;
  - d. to decide in individual cases on the extension of the validity of examinations passed, and on the taking examinations otherwise than stipulated in article 7.13, Paragraph 2, sub l of the Act;
  - e. to decide, in exceptional cases, that oral examinations will not be held in public;
  - f. to approve the choice of optional elements of the teaching programme made by individual students;



- g. to grant exemption from one or more examinations or from the obligation to carry out practical exercises;
    - h. to decide on the granting of permission to individual students to follow a flexible teaching programme as referred to in article 7.3c of the Act;
    - i. to give a binding study recommendation (*BSA*) on behalf of the Faculty Board.
4. The Board of Examiners can issue directives and issue instructions to examiners with regard to the marking of examinations.

## Chapter 5. Support services

### Article 34 Central Faculty support services

1. The Faculty has central support services to provide support for teaching and research, comprising all the administrative and support staff not belonging to an Institute.
2. The Faculty Board will establish a co-participation council for the departments for the purpose of regular consultation on any issues relating to the central support services of the Faculty. In any event, the co-participation council will be given the opportunity to advise on the departments' budgets and on any proposed reorganisation of one or more of these departments.
3. The size and composition of the council referred to in Paragraph 2 as well as the powers granted to it are laid down in a regulation, on the understanding that no powers can be granted to the council that already belong to the Faculty Council or its staff section.

## Chapter 6. Committees

### Article 35. The standing committee on academic and scholarly practice

1. The Faculty has a standing committee on academic and scholarly practice, which has the task of advising the Faculty Board or the Scientific Directors on academic and scholarly research issues. In any event, the committee gives advice on the general research policy, on the further regulation of – and the policy with regard to – the quality of the Faculty's research, on the policy with regard to professorial chairs, on the establishment of endowed chairs and, in so far as research is concerned, on the long-term plan.
2. The members of the committee are appointed by the Faculty Board from the professors of the Faculty, on the recommendation of the Scientific Directors. At least one professor from each institute will be appointed. The members of the committee are appointed for a two-year term. Re-appointment is possible. Membership of the committee is incompatible with the function of Scientific Director.

### Article 36. The standing committee on teaching

1. The Faculty has a standing committee on teaching, which has the task of advising the Faculty Board, the Vice-Dean, the Dean or the department administrations on issues relating to teaching. The Faculty Board ensures that the composition of the committee reflects all the academic fields represented by the institutes referred to in article 2. In any event, the committee gives advice on the general teaching policy, on the further regulation of – and the policy with regard to – the quality of the Faculty's teaching, on the establishment and amendment of Teaching and Examination Regulations and teaching programmes and, in so far as teaching is concerned, on the long-term plan.



2. The members of the committee are appointed by the Faculty Board from the academic staff, the study co-ordinators and the students of the Faculty. Half the committee consists of students, appointed for one year. The other members are appointed for a two-year term. Re-appointment is possible. Membership of the committee is incompatible with membership of a department administration.

#### **Article 37. Other committees**

Having consulted the Faculty Council, the Faculty Board can set up other standing committees than those referred to in article 35 and article 36, as well as ad hoc committees.

### **Chapter 7. Planning and control**

#### **Article 38. Strategic long-range plan and planning figures**

1. At least every four years the Faculty Board will draw up a strategic long-range plan, after consultation with the Scientific Directors and taking into account the current strategic plan.
2. With a view to the four-year period, the plan comprises at least:
  - a. the plans with regard to the various tasks of the Faculty and
  - b. the long-range estimates of the means of the Faculty.
3. The plan comprises a personnel plan, including a plan for the professorial chairs.
4. Every year the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the framework document.

#### **Article 39. Budget and accountability**

1. Every year the Faculty Board, having consulted the Scientific Directors, will draw up a long-term budget on the basis of the strategic long-range plan, in compliance with the directives issued by the Executive Board. In any case, separate items are listed in the budget for each institute mentioned in article 2.
2. When allocating resources within the Faculty, the Faculty Board follows as far as possible the system established by the Executive Board for the allocation of resources to the faculties.
3. Each quarter the Faculty Board draws up a statement of income and expenditure, indicating the provisional figures for the current year. In addition, the measures taken in order to comply with the budget are specified in this account. The last quarterly financial account also serves as the annual financial account.

#### **Article 40. Quality assurance**

1. The Faculty Board ensures that the frameworks and protocols established by the Executive Board with regard to the organisation and implementation of quality assurance of teaching and research are implemented within the Faculty.
2. It is the responsibility of the Faculty Board to make available reports – on a regular basis – on the functioning of the quality assurance system as well as on the actual quality of the teaching and research within the Faculty. The Faculty Board conveys the content of these reports to the Faculty Council.
3. On the grounds of the reports referred to in Paragraph 2, the Faculty Board, having consulted the relevant Scientific Directors, draws up an action plan to remedy any shortcomings in the quality of the teaching and research identified in the reports.



## Chapter 8. The Faculty Council

### Article 41. Composition of the Faculty Council

1. The Faculty Council consists of eighteen members. Half the members are elected by and from the staff of the Faculty and the other half by and from the students of the Faculty.
2. The election of the members of the staff section of the Faculty Council takes place according to the electoral regulations for the Faculty and staff committees, through direct election.
3. The student members of the Faculty Council are elected according to the electoral regulations for the Faculty and personnel committees, using a list system.

### Article 42. Term of office

The term of office of the Faculty Council starts on 1 September and ends on 31 August the following year.

### Article 43. Election of the members of the Faculty Council

1. Student members are elected for one term of office, personnel members for two terms of office. In case of interim replacement, the newly elected member serves only the rest of the term of the member he or she replaces.
2. Following a term of office, resigning members retain their seats until such time as the result of new elections becomes effective. Resigning members are immediately eligible for re-election.
3. Interim elections are held for vacant seats, provided that these seats have become vacant due to a lack of candidates at least one month before the reference date, as referred to in article 5 of the electoral regulations for the Faculty and staff committees, in a year when no regular elections for the personnel section are held. These members are elected for one term of office.
4. After an interim election, as referred to in Paragraph 3, vacancies in the Faculty Council, referred to in article 52 of the electoral regulations for the Faculty and staff committees, are filled on the basis on the report establishing the result of the regular elections and subsequently – if a vacancy cannot be filled on the basis of this report - on the basis of the report establishing the result of the interim election.
5. In accordance with article 51 of the electoral regulations for the Faculty Councils and staff committees, membership of the Faculty Council ends, apart from at the expiry of the term of office:
  - a. through written resignation of the council member, to be tendered to the Dean;
  - b. if the council member leaves the Faculty;
  - c. if the council member leaves the section from which he or she was elected.

### Article 44. Facilities of the Faculty Council

1. The Faculty Board ensures that the units to which the members of the Faculty Council belong enable them to properly carry out their duties as council members. The Faculty Board also ensures that appropriate arrangements are made between individual members of the personnel section and their superiors, and laid down in writing.
2. The members of the Faculty Council are entitled to receive the training they need to carry out their tasks, according to the amount of time set by the Faculty Board and the Council jointly.



3. The Faculty Board provides for the necessary administrative and secretarial support for the Faculty Council.
4. All costs that are reasonably necessary for the Council to carry out its tasks, including support and training as referred to in this article, are at the expense of the Faculty. The Faculty Board will include these costs in the budget.

#### **Article 45. Legal protection of members of the Faculty Council**

As regards the Faculty Council, the Faculty Board ensures that members of the Council are not prejudiced, on account of their membership, in their position with regard to the Faculty. The same restriction applies to candidate members and former members of the Council.

#### **Article 46. The consultation meeting**

1. The Faculty Council is convened at least four times per year and as often as either of the sections of the Council so requests, to discuss with the Faculty Board the general state of affairs.
2. The Dean chairs the meeting between the Faculty Board and the Faculty Council referred to in paragraph 1.
3. In the consultation meeting issues concerning the Faculty are brought up for discussion which either the Faculty Board or the Faculty Council deems desirable, or on which consultation must take place between the Faculty Board and the Faculty Council in line with the stipulations of this regulation, the Regulation of the University Council or the Act.
4. The agenda contains items submitted to the secretary by the Faculty Board, the Faculty Council, the personnel section or the student section. Minutes are taken of each meeting.

#### **Article 47. Proposals**

1. The Faculty Council is authorised to put forward proposals and to state its points of view with regard to any matter that the Dean or the Faculty Board is authorised to decide upon.
2. The Faculty Board will reply within six weeks in writing on the proposal referred to in paragraph 1, stating the reasons. The Faculty Council is given the opportunity to consult with the Faculty Board on the proposal beforehand.

#### **Article 48 Information**

1. The Faculty Board provides the Faculty Council with any information regarding matters within the Faculty, which the Council needs to carry out its task. Information is provided in good time and if so requested – if possible – in writing.
2. At least once a year the Faculty Council is provided with information on:
  - a. the organisation of the Faculty;
  - b. the standing policy of the Faculty;
  - c. the policy followed over the past year;
  - d. any developments in staff numbers;
  - e. any assignments for external advice given by the Faculty Board.



### Article 49 Approval

The Faculty Board requires the prior approval of the Faculty Council for every decision to establish or amend:

- a. the Faculty regulations;
- b. the long-term plan, referred to in article 38;
- c. the further regulation of – and the policy with regard to – the quality of the teaching and research in the Faculty;
- d. the Teaching and Examination Regulations of all the departments of the Faculty, with the exception of:
  - the regulation of study programme and examination content;
  - the regulation of practical exercises;
  - the achievement levels;
  - the course load.
- e. the regulation of issues designated in the University Council Regulations.

### Article 50 Advice

The Faculty Board will seek advice from the Council in due time before taking decisions on:

- a. the Faculty's budget, referred to in article 39;
- b. any reorganisation of the Faculty or of a part of it;
- c. structural co-operation with any partners in or outside the Faculty.

### Article 51 Other duties of the Faculty Council

1. The Faculty Council promotes, to the best of its ability, openness, accessibility and mutual consultation within the Faculty.
2. The Faculty Council will guard against discrimination on whatever grounds in the Faculty and particularly promotes equal opportunities for men and women, as well as the engagement of disabled persons and individuals from ethnic minorities.

### Article 52 Special powers of the personnel section

1. The Faculty Board will give the staff section of the Faculty Council the opportunity, in adequate time, to advise on and to discuss with the Faculty Board any measures proposed by the Faculty Board with regard to:
  - a. the way in which the conditions of employment and the official regulations are observed by the Faculty;
  - b. the way in which the general staff policy is implemented by the Faculty;
  - c. the promotion of safety, health and welfare in relation to work within the Faculty;
  - d. the organisation of and the way of working within the Faculty;
  - e. the technical and economic performance of the Faculty.
2. The Faculty Board requires the prior approval of the staff section for all measures proposed, as referred to in paragraph 1, on which the staff section has advised.
3. The staff section of the Faculty Council may submit proposals to the Faculty Board on all matters referred to in paragraph 1. The Faculty Board will make a substantiated response to the proposal or proposals within four weeks. Prior to this, the staff section will be given the opportunity to consult with the Faculty Board.
4. The staff section of the Faculty Council designates a chairperson from its members.
5. The rules of procedure of the Faculty Council apply *mutatis mutandis* to the meetings of the staff section of the Council.



### **Article 53. Rules of procedure of the Faculty Council**

In compliance with the stipulations of these regulations, the Faculty Council will draw up rules of procedure for its meetings, including at least rules with regard to:

- a. the convening of meetings;
- b. the term for conveying the meeting documents;
- c. the method of deliberating and deciding, including the quorum;
- d. the consultation procedure with regard to the appointment and dismissal of the Dean;
- e. the signing of resolutions;
- f. how the minutes are structured and agreed;
- g. acquiring information, either during the meeting or outside;
- h. public and non-public meetings;
- i. access to the agenda and the meeting documents.

### **Article 54. Experts**

1. The Faculty Council may invite one or more experts to its meetings for the purpose of discussing a particular subject.
2. The Faculty Council may also invite an expert to give advice in writing.
3. If the implementation of the authorities referred to in the previous Paragraphs incurs any costs other than reimbursement of travel and accommodation costs in line with University regulations, which cannot be funded from the budget item mentioned in article 44, paragraph 4, the invitation may not be issued until approval has been given by the Faculty Board.

## **Chapter 9. Students' collective right of complaint**

### **Article 55. The right of complaint**

1. The right of complaint can be exercised if the University fails, entirely or in part, to discharge its obligations to ensure the smooth running of the study programme.
2. The right of complaint can be exercised by at least twenty students who follow the same study programme. If a study programme has less than two hundred subscribed students, the right of complaint can be exercised by at least ten per cent of them.

### **Article 56. Procedure**

1. Any complaint will be lodged with the Faculty Board in writing and should include a clear explanation of the complaint.
2. The Faculty Board will confirm receipt of the complaint within seven working days and will enable the complainants to give a further explanation of the complaint within a period to be determined by the Faculty Board.
3. Within six weeks after the complainants have given their further explanation or have communicated their intention not to give a further explanation, the Faculty Board will provide notification in writing, stating the reasons, whether or not as a consequence of the complaint the Faculty Board has decided to take any measures and, if so, which measures.



### **Article 57. Referral of the complaint**

The Faculty Board will refer a complaint concerning matters which are outside its competence to the person or institution competent to deal with the complaint and will notify the complainants thereof.

## **Chapter 10. Final and transitional provisions**

### **Article 58. Interpretation**

The Faculty Board is competent to take a decision in the case of a disagreement on the interpretation of these regulations.

### **Article 59. Official title**

These regulations are cited as: Regulations of the Faculty of Humanities of Leiden University (*Reglement van de Faculteit der Geesteswetenschappen van de Universiteit Leiden*).

### **Article 60. Validity and publication**

1. These regulations become valid on the day of notification of approval by the Executive Board to the Faculty Board.
2. Following the approval referred to in Paragraph 1, these regulations will be published on the website of the University, in Dutch as well as in English translation.

### **Article 61. Previous regulations**

The regulations of the faculties of Religious Studies, Arts and Philosophy are withdrawn.

### **Article 62. University degree programmes**

1. As well as the study programmes referred to in article 3, the Faculty will also comprise, until 1 September 2010, the *doctoraal* (previously the Dutch master's) programmes belonging to the Faculty of Humanities according to the Central Register of Higher Education Study Programmes (*CROHO*).
2. The chairpersons of the department administrations of the most closely related bachelor's and master's degree programmes are responsible for the completion of the programmes referred to in paragraph 1.

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These regulations were established by the Faculty Board on 28 August 2008 and approved by the Executive Board on 2 September 2008.