



REGULATIONS OF THE FACULTY OF SOCIAL AND BEHAVIOURAL SCIENCES

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Chapter 1. General

Article 1. Name of the Faculty

1. The Faculty is called: "Faculteit der Sociale Wetenschappen."
2. The English name of the Faculty is: "Faculty of Social and Behavioural Sciences."

Article 2. Academic Institutes

The Faculty comprises the following academic institutes:

- a. Public Administration
- b. Cultural Anthropology/ Development Sociology
- c. Education and Child Studies, the *Rommert Casimir Institute*
- d. Political Science
- e. Psychology

Article 3. Teaching at the Faculty

The Faculty comprises all bachelor's and master's programmes which are part of the Faculty of Social and Behavioural Sciences 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. 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. Membership of the Faculty Board is incompatible with membership of an Institute Board.
3. 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.
4. 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.
5. 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 informs the Executive Board of the division of responsibilities among its members.

Article 6. Responsibilities of the Faculty Board

1. The general management of the Faculty is the full responsibility of the Faculty Board. The Faculty Board is also responsible for the management and organisation of the Faculty in terms of teaching and scholarly and academic practice.
2. The Faculty Board represents the Faculty within and outside the University.
3. The members of the Faculty Board strive for consensus in decision-making.
4. 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 may pass on this mandate. To this end, it will establish a further mandate regulation, which must be approved by the Executive Board.
5. With a view to the general management of the Faculty, the Faculty Board may formulate guidelines for the boards of the academic institutes as well as for the departmental boards, having first consulted with these boards.
6. 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.
7. The Faculty Board will take into consideration the guidelines formulated by the Executive Board pursuant to Article 9.5 of the Act.
8. 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. Special responsibilities of the Vice-Dean

1. The Vice-Dean is responsible for the bachelor's programmes in the Faculty, in particular for the recruitment, selection and intake of students for the bachelor's programmes, the monitoring of the quality and the performance of these programmes and the monitoring of the students' study progress.
2. At the proposal of the Vice-Dean, and following consultation with the department administrations, the Faculty Board will establish further regulations relating to the subjects mentioned in Article 1, taking due account of the stipulations of this regulation.

Article 9. 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 10. 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.

Article 11. 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 to the Faculty Council a report of the matters discussed and the decisions made in its meetings, 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 Institutes

Article 12. The Institute Boards

1. Each research institute is under the management of an Institute Board. This board consists of the Scientific Director (also director for the master's programmes) and the programme director for bachelor's programmes.
2. The institute regulations may specify that the board must include a third member.



3. The Scientific Director may mandate his authority with respect to master's teaching to the director for bachelor's programmes. Should he choose to do so, the director for bachelor's programmes is given the title of Programme Director.
4. The Scientific Director is nominated from among the professors working at the institute. The director for bachelor's programmes is nominated from among the research staff involved in the relevant programme.
5. The Scientific Director is chair of the Institute Board.
6. The student member of the department administration attends the meetings of the Institute Board and plays an advisory role.
7. The members of the Institute Board are nominated and dismissed by the Faculty Board, following consultation with the Institute Council.
8. The members of the Institute Board are nominated for a maximum of three years, under the assumption that the period of office of the other members of the Institute Board ends in any event simultaneously with the end of the period of nomination of the chair. Re-nomination is possible, as a rule once.

Article 13. Responsibilities of the Institute Board

1. The Institute Board is responsible for the management and structure of the Institute. Following consultation with the Institute Council, it establishes an institute regulation which requires the approval of the Faculty Board.
2. The Institute Board 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 Institute Board is responsible for the management of the Institute. It determines the budget of the Institute, with due regard for the relevant guidelines provided by the Faculty Board. With respect to the Institute, it exercises the authority mandated to it 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, paragraph 4.
4. The Institute Board ensures that the activities carried out by the staff members working at the Institute demonstrate affinity in terms of content.
5. The Institute Board promotes the cohesion of education and research in the field of research of the Institute.
6. The members of the Institute Board strive for consensus in decision-making.

Article 14. Particular responsibilities of the Scientific Director

1. The Scientific Director is responsible for the co-ordination and integration of decision-making within the Institute. In the event of diverging opinions within the Institute Board, the Scientific Director has the deciding vote.
2. The Scientific Director is responsible for the personnel policy with respect to members of staff who work within the Institute.
3. The Scientific Director participates in the management of the Faculty as a whole and to this end he participates in the joint meetings of the Faculty Board with the Scientific Director as referred to in article 6, paragraph 6, without prejudice to the meetings the Faculty Board holds with the Institute Board regarding matters of particular significance to the Institute.
4. The Scientific Director represents the Institute within and outside the Faculty.
5. The Scientific Director reports to the Dean and provides the Dean with information as requested.



Article 15. Staff of the Institute

1. All staff members with a teaching and/or research appointment, or an appointment as support staff are part of an institute or the *CWTS*.
2. In determining which institute a staff member is affiliated to, the Faculty Board takes into consideration the confirmation of appointment of the person concerned.
3. 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.

Article 16. Allocation of tasks among Institute staff

1. The Institute Board organises the activities of those persons working at the Institute. In this context it determines for each of the lecturers and senior lecturers which professor is required to approve the organisation of the lecturer's teaching and research; it also determines under whose supervision each of the other members of the Institute operates.
2. In supervising the work specified in paragraph 1, the Institute Board takes into account the confirmation of appointment of those involved.
3. The Institute Board may issue instructions to staff working at the Institute.

Article 17. Research

1. The Institute Board is responsible for the organisation and integration of research within the Institute. It determines the Institute's research programme with due observance of the guidelines stipulated in article 6, paragraph 5. It is accountable to the Dean for the proper execution of the research programme.
2. The Institute Board 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.

Article 18. The Institute Council

1. Each institute has an Institute Council.
2. Membership of the Institute Council is incompatible with membership of the Institute Board.
3. The Institute Board regularly meets with the Institute Council to confer on Institute matters. In all instances the Council is given the opportunity to advise the Institute Board 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 Council, as well as its authorities, are specified in detail in the Institute Statutes, under the provision that the Institute Council can be granted no authorities that belong to the Faculty Council or the staff members of the Faculty Council.

Chapter 4. The Graduate School

Article 19. The Graduate School Board

1. The Graduate School is managed by the Dean of the Faculty. In this capacity, he holds the title of Dean of the Graduate School.
2. The Vice-Dean substitutes for the Dean in his absence. In this capacity, he holds the title of Vice-Dean.



3. The Scientific Directors advise the Dean concerning matters within the Graduate School. In this capacity they hold the title of Board of the Graduate School.
4. The Board of the Graduate School confers a minimum of four times per year concerning all matters relating to the Graduate School.
5. The meetings of the Board are chaired by the Dean. The meetings of the Board are not public. The meeting minutes of the Board are not made public unless the Board decides otherwise.

Article 20. Tasks of the Graduate School

1. The Faculty encompasses a graduate school, named the Leiden University Graduate School for Social and Behavioural Sciences. The graduate school consists of the research institutes referred to in article 2.
2. The master's programmes and doctoral programmes of the Faculty are incorporated within the Graduate School.
3. The Dean is responsible for these master's programmes and doctoral programmes.
4. The Dean can mandate the tasks related to the master's programmes to the Vice-Dean.
5. The Graduate School is responsible for promoting the coherence of the regular, doctoral and research programmes and for further streamlining these programmes. It is also responsible for the recruitment, selection and intake of students, as well as doctoral candidates for master's programmes and doctoral programmes, admission to master's programmes and doctoral programmes, monitoring the quality and the performance of master's programmes and doctoral programmes, as well as the monitoring of the students' study progress and the progress of doctoral candidates.
6. At the proposal of the Dean and following consultation with the Institute Boards, the Faculty Board formulates further regulations with respect to the matters referred to in paragraph 5, taking into consideration the provisions in the present regulation. In as far as these further regulations relate to the admission to doctoral programmes, they must be approved by the Doctoral Board.

Article 21. Staff members of the Graduate School

All staff members of the Faculty who have been appointed as professor, senior lecturer, lecturer, researcher or doctoral candidate are part of the Graduate School.

Article 22. 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 observes the relevant detailed regulation referred to in article 20, paragraph 6.
2. On behalf of the Dean, the Scientific Director ensures that a training and supervision plan is drawn up 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



Chapter 5. The programmes

Article 23. The Board of Admissions

a. Admission to bachelor's programmes

1. The Faculty Board makes the necessary arrangements to carry out research as referred to in article 7.25, fourth paragraph of the Act, supplementary research as referred to in article 28, third and fourth paragraph of the Act and admission research as referred to in article 7.29 of the Act (*colloquium doctum*). The Faculty Board formulates further rules for decisions relating to the above.
2. The Faculty Board formulates further rules regarding the manner in which it is possible to obtain an exemption from the Act, as referred to in articles 7.25, paragraph 4, article 28, second, third and fourth paragraphs and 7.29, first paragraph.

b. Admission to master's programmes

1. The Faculty Board appoints a Board of Admissions for each master's programme or group of master's programmes.
2. A Board of Admissions consists of no fewer than three and no more than five members. The members are lecturers who are responsible for teaching the master's 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. Reappointment is permitted, generally one time. 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 Act 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 on 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 24. Teaching and Examination Regulation

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



Article 25. Department administration

1. The Faculty Board appoints a department administration for each programme or group of programmes.
2. The department administration comprises the programme director for master's programmes (also Scientific Director), the programme director for bachelor's programmes and a student. If the Institute Board includes a third member, he or she attends the meetings of the department administration and has a consultative vote. The meetings are chaired by the Scientific Director. 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 three 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, as a rule for one time for one time.
4. 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(s).

Article 26. 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.
4. The department administration regularly consults with the department teaching committee regarding all matters concerning the teaching in the programme in question. It offers the department administration the opportunity to consult with the Board before the committee brings out an advice or evaluation.
5. The department administration maintains the relationship with the pre-university education/higher education programme which prepares for the programme in question
6. The department administration is accountable to the Dean and provides him with any information requested.

Article 27. Department teaching committee

1. The Faculty Board appoints a department teaching committee for each programme or group of programmes.
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 or group of programmes in question. The other members are appointed by the Faculty Board for a two-year term from the teaching staff involved with the programme or group of programmes in question. Re-nomination is possible, as a rule once. The Faculty Board formulates further rules regarding the scope 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.

Article 28. 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. The Board of Examiners comprises a minimum of three and a maximum of five 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, as a rule once. The Board of Examiners chooses a chairperson from among its members. In the event of an even number of members, the chair has the deciding vote. Further provisions are laid down by the Faculty Board in the resolution of the Board of Examiners 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, section 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 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 formulate the study advice, binding or not, on behalf of the Faculty Board.
4. The Board of Examiners can issue guidelines to examiners and give instructions with regard to the marking of examinations

Chapter 6. Other Faculty entities

Article 29. CWTS

1. The Faculty includes the Centre for Science and Technology Studies. CWTS concerns itself with quantitative-empirical research in science and technology.
2. The head of CWTS is a Scientific Director, who is nominated and dismissed by the Faculty Board. The Scientific Director is accountable to the Faculty Board. He provides the Faculty Board with all requested information.



3. CWTS formulates a regulation for the purpose of further structuring its activities. These regulations include co-participation within CWTS. The regulations must be approved by the Faculty Board.

Article 30. 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 or to CWTS.
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 7. Committees

Article 31. The standing committee on academic and scholarly practice

1. The Scientific Directors of the institutes together form the standing committee for academic and scholarly research.
2. This committee advises the Faculty Board and the Dean of the Graduate School on matters in the field of research. 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.
3. The standing committee on academic and scholarly practice also advises on matters regarding doctoral programmes.

Article 32. The standing committee on teaching

1. The Institute Boards appoint the Scientific Director or the director for the bachelor's programmes as a member of the standing committee on teaching. This committee advises the Faculty Board on matters relating to bachelor's or master's programmes.
2. 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.

Article 33. Other committees

1. Having consulted with the Faculty Council, the Faculty Board can set up other standing committees than those referred to in article 31 and article 32.
2. The Faculty Board can also install ad hoc committees.



Chapter 8. Planning and control

Article 34. 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 resources of the Faculty.
3. The plan comprises a personnel plan, including a plan for the professorial chairs.
4. Each year the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the framework document.

Article 35. Budget and accountability

1. Each 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 event, separate items are listed in the budget for each institute mentioned in article 2.
2. 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. The Faculty Board formulates a financial annual report in accordance with the guidelines of the Executive Board.

Article 36. 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 – once a year – 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 Institute Boards, draws up an action plan to remedy any shortcomings in the quality of the teaching and research identified in the reports

Chapter 9. The Faculty Council

Article 37. Composition of the Faculty Council

1. The Faculty Council consists of fourteen 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 Faculty Council takes place according to the electoral regulations for the Faculty and staff committees, through direct election according to the electoral regulations for the Faculty and personnel committees, using a list system.



Article 38. Term of office

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

Article 39. Election of the members of the Faculty Council

1. The 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 results of new elections become 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 of 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 40. Facilities of the Faculty Council

1. The Faculty Board is responsible for the necessary administrative support of the Faculty Council.
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 paragraph, are at the expense of the Faculty. The Faculty Board will include these costs in the budget.

Article 41. 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 42. The consultation meeting

1. The Faculty Council and the Faculty Board hold a consultation meeting at least twice a year, and furthermore as often as the Faculty Board or a section of the council requires them to.
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.

Article 43. 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 44. Information provision

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 essential points of 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 45. 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 34;
- 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;
 - the regulation of issues designated in the University Council regulations.



Article 46. 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 34;
- 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 47. 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 48. Special powers of the staff 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 49. 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 members of the Faculty Board;
- 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 50. 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 10. Students' collective right of complaint

Article 51. 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 enable the students enrolled to complete their studies without hindrance.
2. The right of complaint can be exercised by a number of students who follow the same study programme and collectively make up at least ten per cent of all students enrolled in the programme.

Article 52. Procedure

1. Any complaint will be lodged with the Faculty Board in writing and should include a clear explanation of the issue against which the objections were raised and the objections themselves, as well as any action which, according to the parties submitting the objections, should be taken to remedy the situation.
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 53. Referral of complaints

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 11. Final and transitional provisions

Article 54. Interpretation

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



Article 55. Official title

These regulations are cited as the “Regulations of the Faculty of Social and Behavioural Sciences of Leiden University”.

Article 56. 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 57. Former *doctoraal* 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 Social and Behavioural Sciences 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.

These regulations were established by the Faculty Board on 14 October 2008 and approved by the Executive Board on 28 October 2008.