



REGULATIONS OF THE FACULTY OF ARCHEOLOGY

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Chapter 1. General

Article 1. Name of the Faculty

1. The name of the faculty is: "Faculty of Archaeology".
2. In Dutch the name is: "Faculteit der Archeologie".

Article 2. Definitions

1. In these regulations the act referred to is the Higher Education and Scientific Research Act (in Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW)).
2. Other concepts mentioned in these regulations, if these concepts can also be found in the act or in the executive and management regulations, have the meaning which the act respectively the mentioned regulations assign to it.

Article 3. The degree programmes at the Faculty

The Faculty comprises those degree programmes which in accordance with the Leiden University Register of Degree Programmes (in Dutch: Leids Universitair Register Opleidingen) belong to the Faculty of Archaeology:

- a. The Bachelor degree programme Archaeology with various graduation subjects
- b. The Master degree programme Archaeology with various graduation subjects
- c. The Research Master degree programme Archaeology with various graduation subjects
- d. Doctorate tracks Archaeology, split up among the different chair groups.

Article 4. Chair groups

1. In order to promote co-ordination of the activities of the different scientific specialities of the Faculty as well as to promote the coherence of education and research of these scientific specialities, the Faculty has chair groups.
2. One chair group can comprise more than one scientific speciality.
3. Chair groups are set up and abolished by means of a decision of the Faculty Board.



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 of the Faculty, also chairman and director of research, and three other members, namely the vice-dean, also director of education, the operational manager, and a student. The appointment of additional members requires approval by the dean.
2. Unless otherwise stipulated by the Board of Governors, the appointment for student members is for one year and for the dean and other members for three years, with the understanding that the term of appointment ends with the termination of the dean-ship. Re-appointment is possible. Only professors can be appointed as dean and vice-dean.
3. Prior to the appointment or dismissal of a member of the Faculty Board, the Board of Governors will hear the Faculty Council in all confidentiality about the proposed appointment. With the exception of the appointment of the dean himself, the Board of Governors can instruct the dean to hear the Faculty Council on its behalf.
4. Without prejudice to the responsibilities of the Faculty Board in its entirety for its decisions and actions, and with due regard to the distribution of portfolios as mentioned in paragraph one, the Board determines the areas of special attention for which each member of the Board is particularly responsible. The Faculty Board informs the Board of Governors of the distribution of the areas of special attention among its members.

Article 6. Responsibilities of the Faculty Board

1. The Faculty Board is responsible for the management and organization of the Faculty with regard to education and scientific practice.
2. The Faculty Board is responsible for the administration of the Faculty. The Faculty Board is granted authority by the Board of Governors concerning personnel, financial and other management in accordance with the relevant stipulation in the executive and management regulations and in the mandate regulation applicable to the Faculty Board.
3. With a view to the general management of the Faculty, the Faculty Board can determine guidelines for chair groups.
4. The Faculty Board regularly consults with the heads of chair groups and the senior lecturers. In close consultation with these heads, the Faculty Board develops its responsibilities and strives to achieve the broadest possible support for its decisions.
5. The Faculty Board observes the guidelines issued by the Board of Governors pursuant to article 9.5 of the act.
6. The Faculty Board is accountable to the Board of Governors. It will provide the Board with information about the Faculty as and when requested.
7. The Faculty Board promotes the gearing of activities regarding contents of those that belong to the Faculty and promotes the coherence of education and research in the scientific field of the Faculty.
8. The Faculty Board regulates the activities of those that belong to the Faculty. It determines thus for each of the senior lecturers or lecturers from which professor he/she requires approval for the organization of his/her teaching and research, as well as under whose supervision each of the other members of the Faculty come.
9. When regulating the activities as referred to in paragraph eight, the Faculty Board takes into account the appointment decision of the person concerned, as well as the nature and scope of the contributions to be provided by the Faculty to the research schools. In the framework of these contributions, the Board indicates who will work for which research school.



Article 7. Special responsibilities of the dean

1. The dean is responsible for the co-ordination and integration of the decision-making of the Faculty Board. When there are differences of opinion within the Faculty Board, the dean will have the casting vote.
2. The dean co-operates in the management of the university as a whole and to this end participates in the consultations that the deans together have with the Board of Governors, without prejudice to the consultations that the Board of Governors have with the Faculty Board regarding matters which specifically concern the Faculty.

Article 8. Replacement upon absence

The Faculty Board provides in the replacement of its members in their absence. A member of the Faculty Board can only be replaced by another member of that Board.

Article 9. Participation in joint degree programmes or institutes

1. In the event of the Faculty participating in a joint degree programme with one or more other Faculties within or outside the university, the Faculty Board determines the share of the Faculty in the management and resource distribution of that degree programme.
2. The stipulation in paragraph one applies equally to participation in an interfaculty or interuniversity institute or in an interfaculty or interuniversity research school.

Article 10. Meetings and meeting documents

1. Meetings of the Faculty Board are not open to the public. Documents discussed are made public unless otherwise determined by the Faculty Board.
2. As soon as possible after each meeting, the Faculty Board informs the Faculty Council, the education committees and the science committee of subjects discussed and decisions made, unless divulging such information violates the interests of the university or of parties concerned.

Chapter 3. Education

Article 11. The organization of education

1. Education at the Faculty of Archaeology is arranged into an Undergraduate School of Archaeology (USA) and a Leiden University Graduate School of Archaeology (GSA).
2. The dean of the Faculty is also dean of the Leiden University Graduate school of Archaeology. The vice-dean, and director of education, is also dean of the Undergraduate School of Archaeology.
3. The USA is responsible for the Bachelor degree course (first year, BA2 and BA3), the GSA is responsible for the Master, Research Master and PhD degree courses.
4. The USA and GSA have the following duties and responsibilities:
 - a. supervision of the outline, implementation and organization of the Bachelor, Master and PhD programmes;
 - b. co-ordinating these degree programmes;
 - c. regulating these degree programmes;
 - d. monitoring the quality assurance of these degree programmes;
 - e. recruitment, selection and admission of students to these degree programmes;
 - f. monitoring students' study progress.
5. Both the USA and GSA have a degree course committee. The degree course committee (in Dutch: OC) for the USA and the education committee (EC) for the GSA protects the interests of the students concerned. They advise the Faculty Board on all matters educational, such as degree programme rosters, etc.
6. There is one examination committee for all degree courses.



Article 12. Examination committee

1. The Faculty Board sets up an examination committee for the degree courses in the USA and the GSA. Annually the examination committee draws up a report of its activities. The examination committee will submit this report to the Faculty Board.
2. The examination committee consists of an odd number of members. The committee consists of at least three and at most five members. At least one member is associated as lecturer with one of the degree programmes.
3. Appointment of the members of the examination committee is for a period of three years. Re-appointment is possible.
4. Prior to the appointment of a member, the board of the institute hears the members of the examination committee. In the event of a member not having used his right of being heard within 30 working days after receipt of the request, that member is deemed not to object to the proposed appointment. When a majority of the members of the committee objects to the proposed appointment, the Faculty Board submits a revised proposal to the members of the committee.
5. The examination committee elects a chairman from among its members.
6. Membership of the examination committee is incompatible with membership of the Faculty Board, with the management of the degree course concerned or group of degree courses, and, in the case of a Master degree course, with membership of the admission committee for that degree course.
7. The examination committee is independent and its members execute their duties without prejudice.
8. The education committee sets rules for the execution of its duties and competences and for the measures that it can take in this respect.
9. Without prejudice to the provisions of the act and the education and examination regulations, the examination committee has the following duties and competences:
 - a. to guarantee the quality of the tests and examinations;
 - b. to determine guidelines and instructions within the framework of the education and examination regulations in order to evaluate and determine the result of tests and examinations;
 - c. the most appropriate examination committee grants approval to a student to follow a programme drafted by that student as referred to in article 7.3d of the act, the final examination of which will lead to obtaining a degree, whereby the examination committee also indicates to which degree programme of the institute that programme is considered to belong to for the implementation of this act;
 - d. to grant exemption from taking one or more tests on the basis referred to in the education and examination regulations;
 - e. as the occasion arises, to grant extension of the period of validity of tests passed, as determined in the education and examination regulations;
 - f. to decide in special cases whether a test should be taken orally, in writing or in a different manner, contrary to what has been laid down in the education and examination regulations in this respect;
 - g. to decide in special cases whether a test will be taken in public, contrary to what has been laid down in the education and examination regulations in this respect;
 - h. whether or not with the imposition of substitute requirements, to grant exemption from the obligation to participate in practical exercises with a view to admission to sit the said test;
 - i. in individual cases, to approve the choice of optional component units belonging to the degree programme;
 - j. at the request of the student and with due regard to what has been determined in the education and examination regulations, to grant admission to take one or more parts of the final examination prior to him/her successfully passing the first year's examination (in Dutch: propedeutisch examen) of the degree programme concerned;



- k. to decide, insofar the Faculty Board has determined this as prerequisite for taking examinations or parts thereof, whether proof has been furnished of an adequate command of the Dutch language for successfully following the degree course by whoever has been granted an exemption from the preliminary training requirement as referred to in article 7.24 of the act based on having a diploma issued outside the Netherlands, or when exemption from the admission requirement for the first year phase of the degree course has been granted;
- l. on behalf of the Faculty Board, to give a (binding) advice as referred to in article 7.8b of the act;
- m. to issue a certificate and a supplement issued as referred to in article 7.11 of the act as proof of passing successfully the examination;
- n. to issue a statement in which at least the tests have been mentioned that were successfully passed by the student in case a student has passed more than one test successfully yet cannot be issued with a certificate as referred to under m;
- o. to take measures and to impose sanctions when a student or an external student commits fraud.

Article 13. Conduct of students in relation to future pursuance of a profession

1. In special cases, if applicable after advice from either the management of the degree course or the examination committee depending on the nature of the conduct or utterances, the Faculty Board can propose to the Board of Governors to terminate the enrolment to the degree course of a student or the refuse admission if that student shows to be unsuitable for the pursuance of one or more professions for which the course he is following trains him or for the practical preparation of that pursuance. To this proposal the Faculty Board adds, if applicable, the advice of the management or the advice of the examination committee.
2. When drawing up the proposal, the Faculty Board will be guided by the Protocol Iudicium Abeundi – determined by the Board of Governors – and by the standards for the professional ethics appropriate to the group of professions for which the course provides training.

Chapter 4. Bachelor degree course and bachelor programme (USA)

Article 14. Organization

1. Bachelor education resides under the director of education in the Faculty Board. He is responsible for the bachelor degree programme in the Faculty and in particular for the recruitment, selection and intake of students to the bachelor degree course, the monitoring of the quality and output of these courses, and the monitoring of students' study progress.
2. The director of education is in charge of the organization of the education that is given for the implementation of the education and examination regulation(s), is responsible for the quality of that implementation and determines a quality strategy for that purpose.
3. Following advice from the degree course committee, the director of education annually determines the education programme to further regulate the education and examination regulations.
4. The director of education makes proposals for the content and organization of the degree course if and when requested by the Faculty Board or on his own accord.
5. At the suggestion of the director of education, the Faculty Board determines the nature and size of the contributions to be made by the staff of the Faculty for the implementation of the education and examination regulations.



6. The director of education distributes the duties among those who by virtue of the assignment as referred to in article 5 of these regulations are engaged in the degree programme.
7. The director of education is responsible for the didactic qualities of those who are responsible for the education and can give them instructions as to the way in which they have to take care of the education.
8. The director of education maintains contacts with secondary schools which prepare for the degree courses concerned.

Article 15. Admission committee bachelor degree programme (USA)

1. The Faculty Board sets up one or more committees which are in charge of the assessment as referred to in article 7.25, paragraph four, of the act, the additional assessment referred to in article 7.28, paragraphs three and four, of the act, and the pre-admission assessment as referred to in article 7.20 of the act (colloquium doctum). In the institute's decree, the Faculty Board sets out further rules relating to the size and composition of the committee or committees.
2. The Faculty Board sets out further rules regarding the way in which exemption can be obtained as referred to in articles 7.25, paragraph four, 7.28, paragraphs two, three and four, and 7.29, paragraph one, of the act.

Article 16. Education and Examination regulation

The Faculty Board sets out for the bachelor degree programmes an education and examination regulation in which at least the subjects mentioned in article 7.13 of the act are regulated. The Faculty Board is responsible for a regular evaluation of these regulations.

Article 17. The Decree Course committee (in Dutch: OC) for the Undergraduate School of Archaeology

1. The Faculty Board sets up a degree course committee (DCC; in Dutch: OC) for the Undergraduate School of Archaeology for the level referred to in article 3a.
2. Half of the DCC consists of students. They are elected for a term of one year by and from among the students of the USA degree course. The staff members of the DCC are appointed by the Faculty Board for a term of 3 years. Re-appointment is possible.
3. The DCC consists minimally of 4 members and elects a chairman from among its members.
4. The DCC's duties on behalf of the Faculty Board are:
 - a. to advise on the assessment and modifications of the BA education and examination regulations;
 - b. to evaluate annually the implementation of the BA education and examination regulations and USA education programmes;
 - c. to advise requested or not on all matters concerning the degree programmes in the USA;
 - d. to evaluate the education within the USA and to propose improvements to the Faculty Board.
5. The DCC advises the Faculty Board on request or on its own accord. The Faculty Board informs the DCC of the results of the committee's advice.
6. The director of education consults structurally with the DCC on all matters concerning the education of the degree programme within the USA.
7. The director of education provides the DCC with an opportunity to consult with him prior to that committee giving an advice or producing an evaluation.
8. The chairman of the DCC is responsible for the communication between the DCC and the Faculty Board or the director of education.
9. The study co-ordinator has an advisory vote in the meeting of the DCC.



10. The reports of the DCC are accessible publicly and after approval by the DCC can be published on the Faculty website by the Faculty Secretary.
11. Meetings of the DCC are open to the public.
12. The DCC sends its advices to the Faculty Council for their information.
13. The members of the DCC are entitled to any training they may require for fulfilling their duties. Staff members will receive this training during working hours and on full pay. The number of hours of training per year will be determined in advance between the DCC and the Faculty Board.

Chapter 5. The Master degree course and the Research Master degree course

Article 18. Organization

1. The Master and Research Master education resides under the director of education in the Faculty Board. He is responsible for the Master degree course and Research Master degree course in the Faculty and in particular for the recruitment, selection and intake of students, the monitoring of the quality and output of these courses, and the monitoring of the students' study progress.
2. The director of education is in charge of the organization of the education that is given for the implementation of the education and examination regulation(s), is responsible for the quality of that implementation and determines a quality strategy for that purpose.
3. The director of education annually determines the education programme, after consultation with the degree course committee, to further regulate the education and examination regulations.
4. The director of education makes proposals for the content and organization of the degree course if and when requested by the Faculty Board or on his own accord.
5. At the suggestion of the director of education, the Faculty Board determines the nature and size of the contributions to be made by the staff of the Faculty for the implementation of the education and examination regulations.
6. The director of education distributes the duties among those who by virtue of the assignment as referred to in article 5 of these regulations are engaged in the degree programme.
7. The director of education is responsible for the didactic qualities of those who are responsible for the education and can give them instructions as to the way in which they have to take care of the education.

Article 19.

In preparation for the long-range plan and the budget plan of the Faculty, the director of education makes proposals for an estimate of the resources required for the execution of education and examination regulations of the course concerned.

Article 20. Education and Examination regulation

The Faculty Board decides for the Master degree course and Research Master degree course an education and examination regulation in which at least the subjects mentioned in article 7.13 of the act are regulated. The Faculty Board takes is responsible for a regular evaluation of these regulations.

Article 21. Admission committee Master and Research Master degree courses

1. The Faculty Board sets up a committee for admission to the Master degree course and the Research Master degree course.



2. The admission committee consists of at least three and at most seven members. The members belong to the lecturers responsible for the education of the degree course concerned. Membership of the admission committee is incompatible with membership of the examination committee. The Faculty Board appoints members of the admission committee for a period of three years. Re-appointment is possible.
3. The admission committee has the duties assigned to it by or pursuant to the Regulations admission Master students of the University of Leiden. Its recommendations are substantiated and are submitted to the Faculty Board in accordance with the relevant procedure determined by the Faculty Board. When formulating its recommendations, the committee observes the legal rules and the university and faculty guidelines for the admission of students to the degree course. The committee notifies its recommendations to the Faculty Board within a reasonable period. The Faculty Board decides subsequently on the request for admission.
4. In case of a student appealing against an admission decision, the Faculty Board asks advice on this from the admission committee. The committee hereby observes what has been stated in paragraph three.

Article 22. The Education Committee (EC) for the Graduate School of Archaeology

1. The Faculty Board sets up a degree course committee (EC) for the Graduate School of Archaeology for the levels referred to in article 3 under b, c and d.
2. Half of the EC consists of students. They are elected for one year by and from among the students of the GSA degree course. The staff members of the EC are appointed by the Faculty Board for a term of 3 years.
3. The EC consists minimally of 4 members and elects a chairman from among its members.
4. The EC's duties on behalf of the Faculty Board are:
 - a. to advise on the assessment and modifications of the MA education and examination regulations;
 - b. to evaluate annually the execution of the MA education and examination regulations and GSA education programmes;
 - c. to advise requested or not on all matters concerning the degree programmes in the GSA;
 - d. to evaluate the education within the GSA and to propose improvements to the Faculty Board.
5. The EC advises the Faculty Board on request or on its own accord. The Faculty Board informs the EC of the results of the committee's advice.
6. The director of education consults structurally with the EC on all matters concerning the education of the degree programme within the GSA.
7. The director of education provides the EC with an opportunity to consult with him prior to that committee giving an advice or producing an evaluation.
8. The chairman of the EC is responsible for the communication between the EC and the Faculty Board or the director of education.
9. The study co-ordinator has an advisory vote in the meeting of the EC.
10. The reports of the EC are accessible publicly and after approval by the EC can be published on the faculty website by the Faculty Secretary.
11. The EC sends its advices to the Faculty Council for their information.
12. The members of the EC are entitled to any training they may require for fulfilling their duties. Staff members will receive this training during working hours and on full pay. The number of hours of training per year will be determined in advance between the EC and the Faculty Board.



Chapter 6. The Leiden University Graduate School of Archaeology

Article 23. Duties of the Graduate School

1. The Faculty comprises a Graduate School, called the Leiden University Graduate School of Archaeology.
2. The Graduate School comprises the Master degree course, the Research Master degree course and the PhD degree courses of the Faculty. The Graduate School is led by a Dean. This function coincides with that of dean of the Faculty. The management and administration of the Graduate School is carried out by the Faculty Board.
3. The Graduate School is responsible for promoting the coherence of the education, doctorate and research programmes and the possibility of further streamlining these, the recruitment, selection and intake of students or graduates for Master degree courses and PhD programmes, the admission to Master degree courses and PhD programmes, the quality assurance and efficiency of the Master degree courses and PhD programmes, as well as for monitoring the academic progress of the students and the progress of PhD students.
4. On instigation of the dean, and with due regard to the stipulation in this regulation, the Faculty Board sets out further regulations regarding the subjects mentioned in paragraph three. When these further regulations concern the admission to PhD programmes, they require consent from the Board for Doctoral Degrees (Dutch: College voor Promoties).

Article 24. PhD programmes

1. The dean decides on admission to a PhD programme.
2. The dean sees to it that for everybody who has been admitted to a PhD programme a course plan and a supervision plan is determined by the relevant supervisor.
3. The course and supervision plan will be organized in such a way that the PhD programme can be concluded with a PhD defence within an agreed period.
4. From within the Graduate School, a mediator will be provided to those admitted to a PhD programme.
5. That stipulated in the preceding paragraphs equally applies to outside PhD students.

Article 25. PhD students

1. The Faculty of Archaeology distinguishes five categories of PhD students, in accordance with the Directives of the Board of Governors:
 - a. PhD students: appointed or had been appointed to Leiden University with the obligation in the appointment to undertake a doctorate: the main task is to do doctoral research; admitted to the PhD programme; supervisor assigned;
 - b. Contract PhD students: not appointed to Leiden University with a (contractual) obligation towards an external financier (sponsorship) or employer (dual track) to undertake a doctorate; main aim is to do doctoral research; admitted to PhD programme or PhD track; supervisor assigned;
 - c. other internal PhD students: appointed to Leiden University without the obligation in the appointment to do a doctorate; primarily different tasks from doing doctoral research; admitted to PhD track; supervisor assigned;
 - d. Non-resident PhD students: not appointed. No obligation to do a doctorate, no main task to undertake research; admitted to the PhD track; supervisor assigned;
 - e. Other: PhD students not fitting into categories a, b, c or d.

Article 26.

Doctoral candidates are admitted as members to the Leiden University Graduate School of Archaeology if they have completed the admission procedure and have been admitted by the Faculty Board and the board of the Graduate School. All other PhD students will be regarded as non-resident PhD students.



Chapter 7. The research

Article 27.

Research is led by the director of research.

Article 28.

1. The director of research is responsible for the organization of research within the Faculty and for the quality of that research.
2. The director of research annually sets up the research programme of the Faculty to further regulate the research programme of the Faculty, referred to in the Higher Education and Scientific Research Act (Dutch: WHW) article 9.15, first paragraph under c, and thereby has due regard for the guidelines for practising science as referred to in the Higher Education and Scientific Research Act article 9.15, first paragraph under b.
3. The director of research makes proposals in the Faculty Board for guidelines for the practice of science, as referred to in the Higher Education and Scientific Research Act article 9.15, first paragraph under b.

Article 29.

1. At the suggestion of the director of research, the Faculty Board determines the nature and size of the contributions that will have to be provided by the Faculty staff for the execution of the research programme of the Faculty.
2. The director of research distributes the research tasks among those who are in charge of Faculty research, pursuant to instructions as referred to in article 5.
3. The director of research may give instructions regarding research to those who belong to the Faculty community.

Article 30.

The director of research is responsible for the organization of the share of the Faculty in the interfaculty and interuniversity research schools concerned.

Article 31.

In preparation of the long-term plan and the budget plan of the Faculty, the director of research makes proposals to the Faculty Board for the estimate of resources required for the execution of the research programme of the Faculty.

Chapter 8. Chair groups

Article 32. Responsibilities of Chair group holders

1. The executive professor is responsible for:
 - a. the coherence of graduate education and research in the field(s) of science of the chair group;
 - b. the quality of the contributions to the graduate education and the research, as well as the link between graduate education and research;
 - c. the gearing with respect to contents of the activities of those who belong to that chair group;
 - d. proposals as to which staff member of the chair group will work for which education; the assignment is made by the Faculty Board;
 - e. indicating which staff member of the chair group will be active in which research programme in the framework of the contributions to the research. The assignment will be made in consultation with the Faculty Board;
 - f. the organization of the activities of members other than mentioned under paragraphs d and e. who are working for the chair group, after consultation with the manager concerned;



- h. taking into account the appointment decision of those concerned when organizing the activities. Regarding the scientific staff members, the professor also takes into account the nature and size of the contributions to be made by the chair group to graduate education and research;
 - i. the implementation of the policy of the Board within the chair group;
 - j. a good communication within the chair group and the communication between the Board and the chair group; via the professor and when asked, the chair group will provide information to this Board and points out to the Board the areas where action is desired; the professor consults with the director of education on all practical degree course matters and with the director of research on all matters scientific;
 - k. the distribution of the budget assigned annually by the Board to the chair group and the supervision of the spending thereof, after consultation with the members of the chair group.
2. The professor acts as manager of the members of the chair group (in accordance with the Higher Education and Scientific Research Act 9.19.2), unless the Faculty Board decides otherwise, and conducts discussions with the staff members concerned regarding Performance and Development.

Chapter 9. Advisory committees and ad hoc committees

Article 33.

The Faculty Board can set up an advisory committee whose duty it is to advise the Faculty Board on matters concerning organization, education or research.

Article 34a. The Science committee

1. The Faculty has a science committee which will advise, requested or not, the Faculty Board on the research policy, the further regulation of and the policy concerning the quality assurance of the research at the Faculty, the chair group policy and the establishment of special chairs.
2. The science committee has the following set duties (advisory):
 - a. evaluation of research grant applications (NWO, KNAW, LUF, etc.)
 - b. evaluation of the scientific output of the Faculty.
3. The science committee is responsible for a smooth running of the procedure of research visitation.
4. The science committee consists of representatives of the different research sections within the Faculty. The committee consists of six members, among whom at least one professor and at most one PhD student and one postdoc researcher.
5. The members are appointed by the Faculty Board for a period of 3 years, with the exception of the PhD student (1 year maximum). Re-appointment is possible (with the exception of the PhD student).
6. The science committee is assisted by the management staff member research (minutes and agenda).

Article 34b. Advisory Council

1. The Faculty has an Advisory Council.
2. The duty of the Advisory Council is to advise the Faculty Board on the main points of the policy to be pursued by the Faculty in the field of:
 - a. education
 - b. scientific research
 - c. management



3. The Advisory Council consists of a maximum of ten members from outside the faculty community.
4. The members of the Advisory Committee are appointed for three years by the Faculty Board; re-appointment is possible.
5. The members of the Advisory Council resign at their own request.
6. The Advisory Committee meets minimally twice a year.

Chapter 10. Support services

Article 35.

To support management, education and research, the Faculty has a number of support services, amongst which in any case the Faculty Office and the Education office (including the education secretariat).

Article 36. The Faculty office

An executive secretary is responsible for the day-to-day affairs.

Article 37. The Education office

The head of the education office is responsible for the day-to-day affairs.

Chapter 11. Planning and control

Article 38. Strategic long-term plan and planning figures

1. The Faculty Board draws up at least once every four years a strategic long-term plan. Herein the Board takes into account the prevailing plan of the institute.
2. With respect to the period of four years, the plan contains at least:
 - a. a strategic analysis
 - b. the intentions based thereon with regard to the different Faculty tasks
 - c. a long-term estimate of the resources of the Faculty
 - d. a personnel plan.
3. The Faculty Board annually puts at the disposal of the Board of Governors a prognosis of the relevant planning figures for the benefit of the executive memorandum.

Article 39. Budget and financial accountability

1. The Faculty Board prepares annually a long-term budget on the basis of the strategic long-term plan with due regard to the directives of the Board of Governors.
2. In the allocation of the funds within the Faculty, the Faculty Board follows as much as possible the same system as the Board of Governors has determined for the allocation of the funds to the Faculties.
3. The Faculty Board prepares once every three months a statement of the income and expenditure. In this statement is indicated what the expected financial figures are for the year concerned.

In addition will be indicated which measures have been taken in order to manage within the budget. The financial accounts of the last quarter will also serve as financial accounts for the entire year.

The quarterly accounts will be sent to the Faculty Council immediately.



Article 40. Maintaining quality assurance

1. Within the Faculty, the Faculty Board oversees the implementation of the frameworks and protocols determined by the Board of Governors with regard to the organization and maintenance of the quality assurance for education and research of the Faculty.
2. The Faculty Board is responsible for regularly having at its disposal reports on the functioning of both quality assurance and the realised quality of education and research in the Faculty.
3. Based on the reports referred to in paragraph two, the Faculty Board will draw up a plan to deal with improvements of possible shortfalls in the quality of education and research which may have come to light in the reports.

Chapter 12. The Faculty Council

Article 41. Composition of the Faculty Council

1. The Faculty Council consists minimally of 4 members, two of whom are elected from and by the personnel of the Faculty, and two of whom are elected from and by the students of the Faculty.
2. The members of the personnel section of the Faculty Council are elected in pursuance of the Electoral Regulations Faculty and Service Councils (Dutch: Kiesreglement Faculteits- and Dienstraden) determined by the Board of Governors and in accordance with the persons system (Dutch: personenstelsel) laid down in those regulations.
3. The members of the student section of the Faculty Council are elected in pursuance of the Electoral Regulations Faculty and Service Councils determined by the Board of Governors and in accordance with the persons system (Dutch: personenstelsel) laid down in those regulations.
4. The Faculty Council elects a chairman from among its members who shall come from the personnel section.

Article 42. Term of office

The term of office of the Faculty Council commences on 1st September and terminates on the following 31st August.

Article 43. Election of Faculty Council members

1. The student members are elected for one term of office, the personnel members for two terms of office. In the case of interim replacement, these periods will be reduced by the time completed by the member who they replace.
2. As long as the result of new elections after a term of office has not yet become final, the outgoing members will retain their seats pending this result. Outgoing members are eligible for re-election immediately.
3. Interim elections will be held if in the year when no regular elections are held for the personnel members of the Faculty Council, and minimally one month prior to the reference date, referred to in article 5, paragraph 1 of the Electoral Regulations Faculty and Service Councils, one or more seats has become vacant in the Council due to a lack of sufficient candidates,. These members will be elected for one term.
4. If interim elections as referred to in paragraph three have taken place, vacancies in the Faculty Council as referred to in article 52 of the Electoral Regulations Faculty and Service Councils, are filled on the basis of the report establishing the result of the regular elections and subsequently, if on the basis of this report the vacancy cannot be filled, based on the report establishing the result of the interim election.



5. In accordance with the stipulations in article 51 of the Electoral Regulations Faculty and Service Councils, membership of the Faculty Council terminates, apart from the completion of the term of office:
 - a. through written resignation by 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/she was elected as Council member.

Article 44. Facilities of the Faculty Council

1. The Faculty Board sees to it that the Council members are given the opportunity by the units to which they belong to properly exercise their Council membership. The Board also sees to it that appropriate agreements are made – in writing – between the individual Council members of the personnel section and their respective managers.
2. The members of the Faculty Council are entitled to receive any training they may need to carry out their duties, the duration of which will be decided by the Faculty Board and the Council jointly. The personnel members of the Council will be given the opportunity to follow this training during working hours and on full pay.
3. The Faculty Board will provide the necessary administrative and secretarial support of the Faculty Council.
4. The costs that are reasonably necessary to carry out the duties of the Council, including support and training as referred to in this article, are for the account of the Faculty. The Faculty Board will make a reservation for this in the budget.

Article 45. Protection of the members of the Faculty Council

1. The Faculty Board ensures towards the Faculty Council that the members of that Council will not be disadvantaged in their position regarding the Faculty because of their membership of the Council. The same obligation applies to candidate members and former members of the Council.
2. If in a certain meeting or part thereof a pre-eminently personal interest of one of the members of the Faculty Council is an issue, the Council can decide that the member concerned will not participate in that meeting or part thereof. The Faculty Council also decides that the discussion of the issue concerned will take place in a closed session.

Article 46. Consultation meeting

1. The Faculty Council will convene at least four times a year and in addition as often as the Faculty Board or a section of the Council so requests, to discuss with the Faculty Board the general state of affairs in the Faculty.
2. The consultation between the Faculty Board and the Faculty Council as referred to in paragraph one will be chaired by the dean.
3. In the consultation meeting, issues concerning the Faculty will be considered, regarding which either the Faculty Board or the Faculty Council deem it advisable to consult or regarding which in accordance with or pursuant to these regulations, the Regulations of the University Council or the act decides that consultation must take place between the Faculty Board and the Faculty Council.
4. The agenda of the consultation meeting comprises issues submitted to the secretary by the Faculty Board, the Faculty Council, the personnel or student sections. Minutes will be taken of every meeting.



Article 47. Proposals

1. The Faculty Council is authorized to make proposals for and to state its points of view on all matters on which the dean or the Faculty Board is authorized to decide upon.
2. The Faculty Board will give a well-reasoned response within three months to a proposal as referred to in paragraph one. The Board will enable to Faculty Council to consult with them in advance.
3. The Faculty Council will annually report in writing on its activities and will ensure that all those involved in the Faculty will be able to acquaint themselves with the report. The Faculty Council ensures that the agendas and minutes of meetings are sent to the Faculty Board and are available for perusal in a publicly accessible place in the Faculty for the benefit of interested parties.

Article 48. Information

1. The Faculty Board will supply the Faculty Council in time and if requested – when possible – information in writing regarding the state of affairs in the Faculty which the Faculty Council requires to carry out its duties.
2. The Faculty Council will receive at least once a year, at the beginning of the academic year, information on:
 - a. the organization of the Faculty
 - b. the standing policy of the faculty
 - c. the policy pursued in the past year
 - d. development of the staff complement
 - e. commissions for external advice issued by the Faculty Board.

Article 49. Consent

The Faculty Board requires consent in advance from the Faculty Council for every decision to set up or amend:

- a. the Faculty regulations
- b. the long-term plan, as referred to in article 38
- c. further regulation of and the policy with regard to quality assurance of education and research in the Faculty
- d. the education and examination regulations of each course of the Faculty, with the exception of:
the regulation concerning the contents of the education and of the examinations;
the final attainment levels,
the implementation of practical exercises and
the course load.
- e. the regulation of the subjects, indicated in the Regulations for the University Council (Dutch: Reglement voor de Universiteitsraad).

Article 50. Advice

1. The Faculty Board seeks advice in time from the Council prior to deciding on:
 - a. the faculty budget, as referred to in article 38,
 - b. a reorganization of the Faculty or part thereof, and
 - c. structural co-operation with partners within or outside the Faculty.
2. The advice should be sought at such a point in time that it can substantially influence the decision to be taken. If the advice is not or not wholly followed, the Faculty Council will be told why was deviated from the advice concerned.



Article 51. Special authorities of the personnel section

1. The Faculty Board provides the personnel section of the Faculty Council in time with the opportunity to give advice and to consult with them on any proposed measures concerning:
 - a. the way in which the terms of employment and office are applied in the Faculty,
 - b. the way in which the general staff policy is implemented in the Faculty,
 - c. the safety, health and welfare with respect to employment in the Faculty,
 - d. the organization and procedures within the Faculty, and
2. The Faculty Board requires prior consent from the personnel section of the Faculty Council for all measures proposed on which the personnel section has advised, as referred to in paragraph one.
3. The personnel section of the Faculty Council can submit proposals to the Faculty Board on matters in the fields mentioned in paragraph one. The Faculty Board will give a well-reasoned response within four weeks. The Board will provide the personnel section in advance with an opportunity to consult with them.
4. The personnel section of the Faculty Council appoints a chairman for its meetings from among its members.
5. The standing orders of the Faculty Council apply equally to the meetings of the personnel section of the Council.
6. In compliance with what is stipulated in these regulations, the Faculty Council sets out standing orders for its meetings. In those regulations, rules will be included regarding at least:
 - a. the convening of meetings,
 - b. the time limit for forwarding meeting documents,
 - c. the mode of deliberation and decision-making, among which the quorum,
 - d. the consultation procedure for the appointment and dismissal of the dean,
 - e. the signing of the resolutions,
 - f. the form and establishing of the minutes of meetings,
 - g. the gathering of information, whether or not in a meeting,
 - h. the public and non-public meetings, and
 - i. perusal of the agenda and meeting documents.

Article 52. Experts

1. The Faculty Council can invite one or more experts to its meetings for discussing a particular subject.
2. The Faculty Council can invite an expert to provide them with a written advice on a particular subject.
3. If costs are incurred in the implementation of the powers, as referred to in earlier paragraphs, other than reimbursement of travelling and accommodation expenses in accordance with the University regulations, which cannot be refunded from the budget item referred to in article 44, fourth paragraph, the invitation may not be issued but after approval by the Faculty Board.



Chapter 13. Digital complaints desk

Article 53.

Any student can lodge a complaint (category: others) with the digital complaints desk. This digital complaints desk can be reached via <http://studenten.leidenuniv.nl/> by clicking on in the right-hand bar the digital complaints desk, or via:

<http://organisatie.leidenuniv.nl/stroomschema/over-het-digitaal-klachtenloket-1-1.html>

The digital complaints desk will set out clearly for students where and in which way an objection, an administrative appeal or a complaint concerning undesirable conduct can be lodged.

Students with other complaints should click on the “complaints co-ordinator” (Dutch: klachtencoördinator) and then lodge their complaint via email with the complaints co-ordinator of the Faculty of Archaeology.

Article 54.

The procedures for dealing with these complaints has been laid down in the Regulation other complaints University Leiden (Dutch: Regeling overige klachten Universiteit Leiden) (<http://media.leidenuniv.nl/legacy/regeling-overige-klachten-universiteit-leiden.pdf>)

Chapter 14. Final and transitional articles

Article 55. Interpretation

In the case of a difference of opinion on the interpretation of one or more articles of these regulations, the Faculty Board will decide.

Article 56.

The Faculty Board and/or Faculty Council can take the initiative to have an evaluation made of the regulations. The conclusions that may arise from the evaluation can lead to an amendment in the regulations.

Article 57. Official title

These regulations can be cited as the “Regulations of the Faculty of Archaeology of Leiden University” (Dutch: Reglement van de Faculteit der Archeologie van de Universiteit Leiden).

Article 58. Validity and publication

1. These regulations will take effect from the day on which approval by the Board of Governors has been notified to the Faculty Board.
2. These regulations will be published on the university website following the approval mentioned in paragraph one.

As most recently amended by the Faculty Board on 10th October 2008 and approved by the Board of Governors on 14th October 2008.

As most recently amended by the Faculty Board on 31st October 2008 and approved by the Board of Governors on 18th November 2008.

As most recently amended by the Faculty Board on 23rd February 2011 and approved by the Board of Governors on 24th February 2011.

As most recently amended by the Faculty Board on 26th January 2012 and approved by the Board of Governors on 20th March 2012.