



Regulations of the Faculty of Law

Contents

Chapter 1	General
Chapter 2	Management and organisation of the Faculty
Chapter 3	Scientific institutes
Chapter 4	Teaching
Chapter 5	Research
Chapter 6	Supporting staff services
Chapter 7	Co-participation council
Section 1	Faculty Council
Section 2	Staff membership of the Faculty Council
Chapter 8	Advisory committees, advisory councils and ad hoc committees
Section 1	General
Section 2	Planning and Budget Committee
Section 3	Committee for Post-academic Education
Section 4	Committee for Academic Information Resources
Section 5	Advisory Councils
Chapter 9	Planning and Control
Chapter 10	Other stipulations
Section 1	Students' individual and collective right of complaint
Section 2	Concluding and transitional stipulations

Information

Organigrams

Chapter 1. General

Article 1. Name of the Faculty

1. The name of the Faculty is: Faculteit der Rechtsgeleerdheid.
2. The English name is: Leiden Law School.

Article 2. Definitions

1. In this regulation and the dependent stipulations, the following definitions apply:
 - a. The Act: the Higher Education and Research Act. (*WHW Stb/Staatsblad*. 1992, 593);
 - b. University: Leiden University;
 - c. College van Bestuur: the University's Executive Board referred to in article 9.2 WHW;
 - d. Management: the sum of the decisions and the dispositions, operations and activities through which the Faculty Board implements the policy of the Faculty relating to the acquisition and provision of financial resources, the procurement, supervision and maintenance of material resources, including the deployment of staff, and the efficient and legitimate application of these resources.
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. There are also two appendices attached to this regulation, in addition to information on particular articles (indicated with an *).



Chapter 2. Management and organisation of the Faculty

Article 3. The Faculty Board

1. The Faculty Board is responsible for the management and organisation of the Faculty with respect to teaching and to academic and scholarly practice.
2. The Faculty Board is responsible for the administration of the Faculty. The Executive Board mandates to the Faculty Board authority for personnel, financial and general administration, in accordance with the stipulations of the Executive and Management Regulations and the mandate regulations applicable to the Faculty Board. The Faculty Board may further mandate this authority to the Scientific Directors (see article 11), in so far as the academic institutes are concerned (see article 10), and may further mandate this authority to the directors, in so far as the staff departments are concerned (see article 37). The Faculty Board will establish a further mandate regulation for this purpose.
3. With a view to the general management of the Faculty, the Faculty Board may formulate guidelines for the Scientific Directors.
4. The Faculty Board regularly consults with the Scientific Directors collectively. The Board carries out its responsibilities in close collaboration with these Directors, and strives to achieve the broadest possible support for its decisions
5. The Faculty Board will take into consideration the guidelines formulated by the Executive Board pursuant to article 9.5 of the Act.
6. The Faculty Board is accountable to the Executive Board. It provides the Executive Board with information regarding the Faculty as and when requested.

Article 4. The implementation of the tasks of the Faculty Board

In carrying out the tasks mentioned in the previous article, the responsibilities of the Faculty Board can be considered as follows:

- a. Structuring the scientific institutes, the teaching institute, the Graduate School (see article 29) and the staff departments;
- b. The strategy and strategic policy of the Faculty, including the Long-Term Plan (see also article 68) and a plan for the professorial chairs;
- c. Annually setting or amending the Faculty's research plan, referred to in article 9.15, paragraph 1c, of the Act. This plan will take into account the guidelines for academic and scholarly practice referred to in article 9.5 of the Act;
- d. Annually setting or adjusting the Faculty's teaching programme;
- e. Balancing the teaching and research policy;
- f. The financial policy, including a long-term budget and staff policy;
- g. Student policy;
- h. Determining the scientific institute to which each member of the Faculty's academic staff belongs. With regard to members of the supporting and administrative staff and students, the Faculty Board may determine that they are part of a scientific institute providing they contribute to the activities in the relevant scientific field or fields.
- i. Promoting co-operation with other University faculties in the area of teaching and research;
- j. Determining the contribution of the Faculty to the administration and division of resources if the Faculty participates in a joint programme with an interfaculty or interuniversity research institute, or research school;
- k. Promoting co-operation with other societal partners in the field of teaching and research;
- l. Promoting the societal relevance of the Faculty;
- m. Observance of the rules in terms of co-participation rights and effective co-operation with the Faculty Council and its various representative sections.

Article 5. Composition of the Faculty Board

1. The Faculty is managed by a Faculty Board, consisting of the Dean, also portfolio holder for research, and three other members, namely the portfolio holder for teaching, the portfolio holder for operational management, and a student. The appointment of the other members requires the approval of the Dean. The portfolio holder for teaching is also Vice-Dean and acts as substitute for the Dean in his absence.
2. Unless otherwise specified by the Executive Board, appointments are for one year for the student member, and for three years for the Dean and the remaining members, on the understanding that the



- appointment period of the remaining members ends in any event simultaneously with the ending of the deanship. Re-appointment is permitted. Only professors may be appointed Dean or Vice-Dean.
3. Before appointing or dismissing a member of the Faculty Board, the Executive Board must inform the Scientific Directors and the Faculty Council in all confidentiality of the proposed nomination or dismissal. With the exception of the nomination of the Dean himself, the Executive Board can instruct the Dean to consult with the Scientific Directors and the Faculty Council on behalf of the Board.
 4. Without prejudice to the responsibility of the Faculty Board as a whole for its decisions and actions, the Board will, with due regard for the portfolio distribution as referred to in the first paragraph, determine the areas of interest falling under the particular responsibility of each member of the Board. The Faculty Board must inform the Executive Board of the division of responsibilities among its members.
 5. If the Dean steps down, the complete Faculty Board is also required to step down.
 6. Membership of the Faculty Board is incompatible with the position of Scientific Director of an institute.
 7. The student member may not at the same time be part of the student representation of the Faculty Council.

Article 6. Special responsibilities of the Dean

1. The Dean is chairman of the Faculty Board.
2. The Dean is responsible for the co-ordination and integration of decision-making within the Faculty Board. In the event of differences of opinion within the Faculty Board, the Dean has final responsibility.
3. 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.
4. The Dean submits nominations for honorary doctorates to the Doctorate Board.
5. The Dean, in his position as portfolio holder for research, is also Dean of the Faculty Graduate School (see article 29).

Article 7. The remaining portfolio holders in the Faculty Board

1. The portfolio holder for teaching is responsible for the teaching within the Faculty and in particular for the recruitment, selection and intake of students to the programmes, for monitoring the quality and the output of these programmes and for monitoring the students' study progress. At his proposal, the Faculty Board, having consulted with the department directors and with due observance of the provisions of this regulation, sets out further rules with regard to the subjects referred to in paragraph 1.
2. The portfolio holder for research is responsible for the recruitment of PhD candidates, for monitoring the quality of these PhD programmes and for monitoring the quality of the research carried out within the Faculty. At his proposal, the Faculty Board, having consulted with the programme co-ordinators of the relevant research programmes and with due observance of the provisions of this regulation, sets out further rules with regard to the subjects referred to in this paragraph.
3. The portfolio holder for operational management is responsible for the operational management of the Faculty, which includes in any event: administrative support and support for the Faculty Board, the staff sections of the Faculty with regard to finances, personnel matters, ICT, general services and buildings and grounds, unless otherwise determined and in so far as the mandate for such matters has not been assigned to any other body within the University. At the proposal of the portfolio holder for operational management, the Faculty Board, having consulted with the Scientific Directors and with due observance of the provisions of this regulation, sets out further rules with regard to the subjects referred to in this paragraph.
4. The student member is responsible, jointly with the other board members, for issues relating to student matters, such as student facilities, the provision of information, the handling of complaints and maintaining contact with the student associations. He also acts as intermediary between students and the Faculty Board on matters relating to teaching, research and organisation.



Article 8. Working method of the Faculty Board

1. The Faculty Board determines the working methods relating to:
 - a. Convening the meetings of the Faculty Board;
 - b. The term for distributing the meeting papers for the meetings referred to in a;
 - c. The method of consultation and decision-making applied within the Faculty Board, including the quorum;
 - d. The frequency with which the Faculty Board meets;
 - e. The way in which decisions taken are communicated.
2. The Faculty Board can only take decisions if all members have been invited and if at least two members are present at the meeting.
3. The meetings of the Faculty Board are not public.
4. The Faculty Board will arrange for the substitution of its members in the event of absence. A member of the Faculty Board may be substituted by another member of the Faculty Board or, if so desired, by a Scientific Director.
5. The Faculty Board regularly provides the Scientific Directors and department directors (see article 18) and the programme co-ordinators (see article 30), as well as the Faculty Council (see article 42), with an overview of the matters discussed in the meetings and of decisions taken, unless there are serious reasons for believing this will not be in the interests of the University, the Faculty or one of the parties involved.
6. Documents to or from the Faculty Board are available to the public unless these are marked by the sender as confidential or are considered as such by the Board.

Article 9. Relationship to other bodies

1. The Faculty Board appoints the members of the following bodies:
 - The Scientific Directors (see article 11), having consulted with the Faculty Council;
 - The members of the department boards (see art. 19), having consulted with the Scientific Directors;
 - The members of the department committees (see article 3);
 - The members of the Board of Examiners (see article 27);
 - The members of the Research Board, having consulted with the Scientific Directors;
 - The members of the advisory committees (see article 55);
 - The members of the Advisory Council (see article 66), having consulted with the Faculty Council;
 - The members of the Research Advisory Council (see article 67), having consulted with the Faculty Council.
2. With regard to the relationship to the Faculty Council:
 - a. The Faculty Board, or as many members as possible, attend the meetings of the Faculty Council;
 - b. The members of the Faculty Board have advisory voting rights in the meetings of the Faculty Council;
 - c. The Faculty Board may be assisted in the Faculty Council by any person it appoints for this purpose.
3. The members of the Faculty Board are entitled to attend the meetings of the advisory committees.

Chapter 3 Scientific Institutes

Article 10. Scientific Institutes

1. The Faculty has five institutes, the aim of which is to promote the co-ordination of the activities in the different areas of academic interest within the Faculty, as well as to promote coherence between teaching and research in these areas.
2. An institute may comprise more than one area of academic interest.
3. The Faculty has the following scientific institutes:
 - a. Leiden Institute of Private Law;
 - b. Leiden Institute of Public Law;
 - c. Leiden Institute of Criminal Law and Criminology;
 - d. Leiden Institute for the Interdisciplinary Study of the Law;
 - e. Leiden Institute of Tax Law and Economics



4. To promote the co-ordination of teaching and research, the Faculty Board, at the proposal of the Scientific Directors, divides the institutes into departments. The Faculty has the following departments:

Leiden Institute of Private Law

- Department of Civil Law
- Department of Notarial Law
- Department of Company Law

Leiden Institute of Public Law

- Department of Constitutional and Administrative Law
- Europa Institute
- Department of Public International Law
- Department of Labour Law and Social Security
- Department of International Institute of Air and Space Law
- Department of Institute of Immigration Law

Leiden Institute of Criminal Law and Criminology

- Department of Criminal Law and Criminal Procedure
- Department of Criminology

Leiden Institute for the Interdisciplinary Study of the Law

- Department of Jurisprudence and Moot Court and Advocacy
- Department of Philosophy of Law
- Department of Legal History
- Van Vollenhoven Institute for Law, Governance, and Development
- Centre for Law in the Information Society, Leiden University

Leiden Institute of Tax Law and Economics

- Department of Tax Law
- Department of Economics
- Department of Business Economics and Forensic Accountancy and Centre for Business Studies

5. Each department has a department head.

Article 11. Scientific Director

1. Each of the institutes is managed by a Scientific Director.
2. The Scientific Director is appointed and dismissed by the Faculty Board, following consultation with the Faculty Council. The Faculty Board informs the Executive Board of every appointment and every dismissal of a Scientific Director.
3. The term of appointment of the Scientific Director runs parallel to that of the Dean. He is appointed from among the professors employed within the relevant institute. Re-appointment is permitted.

Article 12. Responsibilities of the Scientific Director

1. The Scientific Director is responsible for the administration and organisation of the institute.
2. The Scientific Director is responsible for the quality of the contributions made by the Faculty's teaching by the different bachelor's and master's programmes of the institute.
3. The Scientific Director is responsible for safeguarding the quality of the contributions to the Faculty research programmes by the institute and ensures the proper supervision of the institute's PhD candidates. He is also responsible for the professional standing of those who are entrusted with the supervision of PhD candidates.
4. The Scientific Director is responsible for the management of the institute. He determines the budget of the institute, with due regard for the relevant guidelines provided by the Faculty Board. With respect to the institute, he exercises the authority mandated to him by the Faculty Board in matters related to personnel, financial and general management, taking into consideration the relevant stipulations as determined in the Management and Administration Regulations, the mandate regulation applicable to the Faculty Board, and the more detailed mandate regulation adopted by the Faculty Board, as specified in article 3, paragraph 2.



5. The Scientific Director participates in the management of the Faculty as a whole, to which end he attends the meetings where the Faculty Board convenes with all Scientific Directors, as specified in article 3, paragraph 4. This is in addition to the meetings the Faculty Board, or its separate members, hold with the Scientific Director on issues specific to the institute.
6. The Scientific Director represents the institute both within and outside the Faculty. He ensures the contacts with the alumni of the department and programmes in the institute's field are maintained.
7. The Scientific Director promotes co-operation between the institute and the other institutes within the graduate school, as well as co-operation between these institutes and the other institutes within the University, in the fields of both teaching and research.
8. The Scientific Director reports to the Dean and provides the Dean with information as requested.

Article 13. Allocation of responsibilities among institute staff

1. The Scientific Director is responsible for the personnel policy for staff working at the institute.
2. The Scientific Director may issue instructions to department heads and to staff working at the institute.

Article 14. Composition of the institute consultative body

The institute has a consultative body. This body consists of at least:

- a. The Scientific Director, as chairman;
- b. The chairman of each of the institute's departments, or a substitute;
- c. A student;
- d. One of the research programme co-ordinators;
- e. The department director who works within the institute.

Article 15. Working method of the institute consultative body

The Scientific Director determines the working method with regard to:

- a. Convening and giving notice of the meetings of the institute consultative body;
- b. The term for distributing the documents for the meetings referred to under a;
- c. The method of consultation and decision-making of the institute consultative body, including the quorum;
- d. The frequency with which the institute consultative body meets;
- e. The public or non-public nature of the meetings and documents of the institute consultative body, including the distribution of the agenda and the minutes of the meetings to all the members of the relevant institute;
- f. The secretarial support for the institute consultative body.

The Scientific Director is responsible for the co-ordination and integration of the decisions of the institute consultative body. He carries out his responsibilities in close consultation with the members of the institute consultative body and endeavours to obtain maximum support for these decisions. The members of the institute consultative body are obliged to observe the rules pertaining to non-disclosure of confidential meeting documents and of any matters which become known to them in non-public meetings, unless the director decides to lift the secrecy obligation. This obligation also applies to any other persons who attend the consultations in any capacity whatever.

Chapter 4 Teaching

Article 16. Programmes

1. The Faculty comprises all the bachelor's and master's programmes which are part of the Faculty of Law in line with the Leiden University Register of Programmes, which together constitute the Faculty's "Undergraduate Studies".
2. The Faculty has the following accredited bachelor's programmes:
 - a. The bachelor's programme in Law (including combination studies);
 - b. The bachelor's programme in Notarial Law;
 - c. The bachelor's programme in Fiscal Law;
 - d. The bachelor's programme in Criminology.
3. The bachelor's programmes referred to in paragraph two under a) up to and including c), with the exception of the combination studies, have a common first-year programme (*propaedeuse*).



4. The Faculty comprises all the master's programmes which are part of the Faculty of Law, in line with the Leiden University Register of Programmes. These master's programmes together constitute the Faculty's "Graduate Studies".
5. The Faculty has the following accredited master's programmes:
 - a. The master's programme in Law;
 - b. The master's programme in Notarial Law;
 - c. The master's programme in Fiscal Law;
 - d. The master's programme in Criminology.
6. The Faculty also has the following advanced master's programmes:
 - a. Advanced Studies in Air & Space Law;
 - b. Advanced Studies in European and International Business Law;
 - c. Advanced Studies in Public International Law;
 - d. Advanced Studies in International Tax Law.
7. Up to and including 31 August 2010 the Faculty also offers programmes leading to the Dutch *doctoraal* exam:
 - a. The programme in Dutch Law;
 - b. The programme in Notarial Law;
 - c. The programme in Fiscal Law;
 - d. The programme in International and European Law;
 - e. The programme in Legal and Administrative Studies and the programme in Legal and Political Sciences, which are together referred to as the law programmes for the public sector;
 - f. The East European Law programme.
8. The Faculty also has other programmes than those mentioned above.

Article 17. Joint programmes

If the Faculty takes part in a joint programme with one or more other faculties, the Faculty Board will determine the contribution of the Faculty to the administration and the division of resources of the relevant programme.

Article 18. Department directors

1. The Faculty has a number of department directors:
 - a. The department director for the first year programme (*propaedeuse*) in Law, Notarial Law and Fiscal Law;
 - b. The department director for the bachelor's programmes in Law (from the *propaedeuse* to the master's stage);
 - c. The department director for master's specialisations in Law;
 - c. The department director for Notarial Law (from the *propaedeuse* up to and including the master's stage);
 - d. The department director for Fiscal Law (from the *propaedeuse* to the master's stage);
 - e. The department director for Criminology (bachelor's and master's stages);
2. The Faculty also has department directors for the different master's programmes of Advanced Studies:
 - a. The department director for master's programmes of Advanced Studies in Air & Space Law;
 - b. The department director for master's programmes of Advanced Studies in European and International Business Law;
 - c. The department director for master's programmes of Advanced Studies in Public International Law;
 - d. The programme director for master's programmes of Advanced Studies in International Tax Law.
3. Under the supervision of the portfolio holder for teaching, the department director is responsible for the organisation of his department, for promoting coherence within the department, for the recruitment, selection and intake of students, for monitoring the quality and the output of the programmes, as well as for monitoring the students' study progress. He structures the department as a cohesive composite of teaching units, aiming to achieve clearly described objectives in the area of the knowledge, insight and skills that those completing the programme are required to have mastered.
4. The department director is responsible to the portfolio holder for teaching. He provides him with information as requested.



Article 19. Composition of department boards

1. The department board comprises the portfolio holder for teaching as chairman, the department directors and a student member.
2. The department directors with the portfolio holder for teaching as chairman together form the department board for the Advanced Master's Programmes.
3. The members of the department boards, with the exception of the chairman, are appointed and dismissed by the Faculty Board. The department directors are appointed from among the professors and lecturers and senior lecturers from the department involved in the relevant programme. The appointment is for three years on the understanding that the appointment term in any event terminates simultaneously with the end of the appointment period of the portfolio holder for teaching. The Scientific Directors are consulted with regard to the appointments. The appointment of the student member as referred to in paragraph 1 is for one year. The appointment of the members requires the approval of the portfolio holder for teaching. Re-appointment is permitted.
4. The department boards are accountable to the Faculty Board. The department boards provide the Faculty Board with information as requested..

Article 20. Responsibilities of the department boards

1. Both department boards advise the Faculty Board on:
 - a. The annual preparation of the Faculty's teaching programme, including the teaching and examination regulations;
 - b. The setting up of quality standards for the Faculty's teaching;
 - c. The implementation of quality assurance as well as the quality of the teaching achieved.
2. Both boards are also charged with the following tasks:
 - a. Informing the Faculty Board, the Scientific Directors of the institutes and the department teaching committees at regular intervals regarding the progress of the department's teaching activities;
 - b. If requested or on their own initiative, advising the Faculty Board and the Scientific Directors of the institutes regarding any other matters concerning the department's teaching activities.

Article 21. Working method of the Teaching Boards

1. The portfolio holder for teaching structures the working method of the Teaching Boards with regard to:
 - a. Convening the meetings of the Teaching Board;
 - b. The term for distributing the papers for the meetings referred to under a);
 - c. The method of consultation and decision-making of the Teaching Board, including the quorum;
 - d. The frequency with which the Teaching Board meets;
 - e. The public nature of the meetings of the Teaching Board and the meeting documents.
2. The portfolio holder for teaching acts as chairman of the Teaching Boards and is responsible for co-ordination and integration within the Teaching Boards; he strives to acquire maximum support for his decisions. In the event of a difference of opinion within the Teaching Boards, the portfolio holder for teaching has final responsibility.

Article 22. Teaching and Examination Regulations

The Faculty Board establishes a Teaching and Examination Regulation, which regulates at least the subjects mentioned in article 7.13 of the Act. The Faculty Board is responsible for carrying out regular assessments of this regulation.

Article 23. Joint Degree Programme Committees for the bachelor's and master's stages

1. The Faculty Board appoints the following Degree Programme Committees:
 - a. The Degree Programme Committee for Law, comprising at least four lecturers and four students;
 - b. The Degree Programme Committee for Notarial Law, comprising two lecturers and two students;
 - c. The Degree Programme Committee for Fiscal Law, comprising two lecturers and two students;
 - d. The Degree Programme Committee for Criminology, comprising two lecturers and two students;
 - e. The Degree Programme Committee for the *propaedeutise*, comprising two lecturers and two students.
2. The chairman of the Degree Programme Committee is always the relevant Degree Programme Director who is not a member of the Degree Programme Committee.



Article 24. Appointment of the members of the Department Teaching Committee

1. The members of the Department Teaching Committees are appointed in line with a procedure to be established by the Faculty Board.
2. The term of office of the student members of the Department Teaching Committees is one year, that of the remaining members three years. Re-appointment is possible
3. The term of office runs from 1 November to 1 November of the following year.
4. Membership of a Department Teaching Committee is incompatible with membership of the Faculty Board.

Article 25. Responsibilities and authorities of the Department Teaching Committees

1. The Department Teaching Committee is responsible for advising the Teaching Board, with regard to the department for which it is appointed, on such issues as:
 - a. The annual adoption of and any amendment to the Teaching and Examination Regulation of the relevant department;
 - b. The annual implementation of the Teaching and Examination Regulation and the evaluation of the teaching programme;
 - c. Developing, structuring and reviewing the curriculum;
 - d. The quality standards which the department has to meet;
 - e. Other matters relating to the department.
2. The Department Teaching Committee advises the Department Director at his request or on its own initiative. The Department Director informs the Department Teaching Committee of any consequences of the advice given by the committee.

Article 26. Working method of the Department Teaching Committee

1. The Department Director determines the working method of the Department Teaching Committee:
 - a. Convening the meetings of the Department Teaching Committee;
 - b. The term for distributing the papers for the meetings referred to under a);
 - c. The method of consultation and decision-making of the Department Teaching Committee, including the quorum;
 - d. The frequency with which the Department Teaching Committee meets;
 - e. The public nature of the meetings of the Department Teaching Committee and the meeting documents.
2. The Department Director holds regular meetings with the Department Teaching Committee regarding all matters relating to the teaching of the department. The Department Director gives the Department Teaching Committee the opportunity to hold discussions with him before making recommendations or delivering an assessment.
3. The Department Director convenes a meeting with the Department Teaching Committee if this is requested by at least three members of the committee or at least half the number of members of the committee, written confirmation having been given of the issues to be discussed. In such an event, the meeting will be held within a reasonable period of time after receipt of the request by the chairman.
4. The Department Teaching Committee may convene at all times for the purpose of deliberating on relevant issues.
5. The meetings of the Department Teaching Committee are public.

Article 27. Boards of Examiners

1. The Faculty Board appoints a Board of Examiners for administering the examinations and for the organisation and co-ordination of the examinations for all study programmes offered by the Faculty or for groups of programmes.
2. A Board of Examiners preferably comprises an uneven number of members. The number of members should be no fewer than three and no more than seven. These members are appointed from the academic staff responsible for the teaching of the relevant programme or programmes. The members of the Board of Examiners are appointed for a period of two years. Re-appointment is possible. At the proposal of the Department Teaching Committee, the Faculty Board appoints the members and designates a chairman. On the advice of the Education Board, the Faculty Board establishes rules relating to the size and composition of the Department Teaching Board.
3. With due regard for the Act and for stipulations relating to this as determined in the relevant Teaching and Examination Regulation, the Board of Examiners is responsible for:



- a. Administering the examinations of the teaching programme or programmes in question, determining the results of the examinations and the final grade and awarding the diplomas and accompanying supplements;
 - b. Designating examiners as well as organising and co-ordinating the interim examinations that make up the overall examination;
 - c. Establishing rules and regulations with regard to the smooth running of examinations and with regard to the necessary measures to achieve this;
 - d. Deciding in individual cases on the extension of the validity of examinations passed, and on taking examinations otherwise than prescribed by the Act, article 7.13, paragraph 2, sub l;
 - e. Deciding, in exceptional cases, that oral examinations will not be held in public;
 - f. Approving the choice of optional components of the teaching programme made by individual students;
 - g. Granting exemptions from one or more examinations or from the obligation to carry out practical exercises;
 - h. Deciding 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. Indicating a (binding) study recommendation on behalf of the Faculty Board.
4. The Board of Examiners can issue guidelines and instructions to examiners with regard to the assessment of those who have taken the examinations and with regard to the marking of examinations.
 5. Membership of a Board of Examiners is not compatible with membership of the Faculty Board nor of an Admissions Board for the relevant department, nor of the Board of Admissions for the general master's programmes.

Article 28. The Boards of Admissions for the bachelor's and master's programmes

1. The Faculty Board appoints a Board of Admissions for each bachelor's programme or group of bachelor's programmes.
 - a. The Faculty Board appoints one or more committees, which are responsible for the assessment, referred to in article 7.25, paragraph 4, of the Act, the additional assessment referred to in article 7.28, paragraphs 3 and 4 of the Act, and the pre-admission assessment referred to in article 7.29 of the Act (*Colloquium doctum*, university entrance examination). In the resolution of the Board of Admissions the Faculty Board sets out further provisions relating to the membership and composition of the committee or committees;
 - b. The Faculty Board sets out further provisions regarding the way in which an exemption, referred to in articles 7.25, paragraph 4, article 28, paragraphs 2, 3 and 4 as well as 7.29, paragraph 1 of the Act can be granted.
2. The Faculty Board appoints a Board of Admissions for each master's programme or group of master's programmes:
 - a. A Board of Admissions consists of no fewer than three and no more than seven members. The members are lecturers who are responsible for teaching the 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. The Faculty Board sets out detailed rules concerning the size and composition of the Board of Admission in the Institute's statute.
 - b. 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.
 - c. 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 three.



Chapter 5 Research

Article 29 Graduate School

1. The Faculty has a Graduate School where the scientific research of the Faculty is carried out. Fellows and PhD candidates are part of the Graduate School.
2. The Graduate School is managed by the Dean of the Graduate School, who is also the portfolio holder for teaching in the Faculty Board.
3. The scientific research of the Faculty is structured in research programmes. Each research programme has a programme co-ordinator and, if appropriate, a sub-programme co-ordinator.
4. The programme co-ordinators, in their function as Research Board, advise the Dean on matters relating to research.

Article 30. Programme co-ordinators

1. The programme co-ordinators are responsible for the following activities:
 - a. The quality and further development of the research programmes;
 - b. Encouraging the fellows of the Graduate School to work together on projects within the programmes;
 - c. Making clear written agreements with the fellows of the Graduate School regarding future activities and in particular with regard to setting up projects within the research programmes;
 - d. Involving the institute's PhD candidates and students from the Faculty's talent programme in the research programmes.
2. The programme co-ordinator is accountable to the Dean of the Graduate School and provides the Dean with any necessary information.

Article 31. Research Board

1. The Research Board is responsible for the following activities:
 - a. Organising, integrating and co-ordinating the scientific research of the Faculty;
 - b. Monitoring the quality of the scientific research;
 - c. Developing the strategic research policy of the Faculty;
 - d. Developing the training of PhD candidates;
 - e. All other activities relating to research.
2. The Research Board is accountable to the Faculty Board. It provides information as requested to the Faculty Board.

Article 32. Composition of the Research Board

1. The Research Board comprises the Dean of the Graduate School as chairman and the programme co-ordinators.
2. A representative of the PhD candidates attached to the Graduate School attends the board meetings in so far as matters relating to policies on PhDs and PhD candidates are under discussion.
3. The members of the Research Board, with the exception of the chairman, and the representative of the PhD candidates are appointed and dismissed by the Faculty Board. The Scientific Directors are consulted on these appointments. The appointment of the other members requires the approval of the Dean of the Graduate School.
4. The appointment of the representative of the PhD candidates as referred to in paragraph 3 is for two years, that of the other members for three years. The appointment term of the members other than the chairman terminates in any event when the chairmanship terminates. Re-appointment is possible.
5. Without prejudice to the responsibility of the Research Board as a whole for its decisions and actions, the Research Board determines the research programme for which each of the members of the Research Board is responsible. The Dean of the Graduate School reports this division of responsibilities to the Faculty Board.
6. Membership of the Research Board is not compatible with membership of the Research Advisory Council as referred to in article 67.

Article 33. Responsibilities of the Research Board

1. The Research Board is responsible for advising the Faculty Board with regard to:
 - a. The estimate of the resources needed for carrying out the research of the Graduate School in the context of the Faculty's long-term plan and budget;



- b. Annually drawing up the research programme for the Faculty, as referred to in article 9.15, paragraph 1, under c, of the Act. The guidelines for scientific practice, as referred to in article 9.15, paragraph 1, under b, of the Act, are taken into account;
 - c. Every five years compiling the long-term plan for research, having consulted the Scientific Directors of the institutes. The long-term plan includes at least:
 - The relationship to the research strategy adopted by the Faculty Board, and with relevant strategic plans at national and institutional level;
 - The evaluation of the research programmes selected for the previous five years;
 - The research programmes and sub-programmes for the period of the plan;
 - The agreements made with the fellows and the institutes for the duration of the plan or part thereof;
 - An estimate of the resources needed, apart from the deployment of research capacity, to implement the long term plan properly;
 - The way in which progress on the activities of the institute will be reported regularly to the Faculty Board.
 - d. The role of the Faculty in interfaculty or interuniversity research institutes or research schools;
 - e. The guidelines for scientific practice as referred to in 9.15, paragraph 1, under b, of the Act.
2. The Research Board is also charged with:
- a. Compiling regular reports on both the functioning of quality assurance and on the quality of the research achieved;
 - b. Ensuring support for the researchers involved in the research programmes in terms of general facilities;
 - c. Providing a stimulating research climate;
 - d. Responsibility for the co-ordination within the different programmes and sub-programmes;
 - e. Apportioning and assigning the research budgets allocated to the institute, for which the Research Board is accountable to the Faculty Board. The exercising of this authority may be subject to further conditions;
 - f. Ensuring the position of Dean for PhD candidates is adequately filled;
 - g. Responsibility for the training of the Faculty's PhD candidates;
 - h. Promoting an active procurement of funds from semi-government sources (NWO) and private contracts;
 - i. Developing standards which the research programmes and participation therein are required to meet, with due observance of any guidelines and instructions imposed by the Faculty Board;
 - j. Monitoring the standards mentioned in paragraph 1, of the sub-programmes of the research programmes;
 - k. Responsibility for the annual research reporting.

Article 34. Working method of the Research Board

1. The Research Board determines the working method to be applied with regard to:
 - a. Convening the meetings of the Research Board;
 - b. The term for distributing the documents for the meetings referred to under a;
 - c. The method of consultation and decision-making of the Research Board, including the quorum;
 - d. The frequency with which the Research Board convenes;
 - e. The public nature of the meetings of the Research Board and the meeting documents.
2. The Dean of the Graduate School acts as chairman of the Research Board. He is charged with co-ordination and integration within the Research Board, and strives for maximum support for his decisions. In the event of a difference of opinion in the Research Board, the Dean of the Graduate School has the final decision.

Article 35. Admission to the PhD programmes

1. Under the responsibility of the Dean of the Graduate School, the Scientific Director of the institute decides on admission to the PhD programme. He takes into account any further regulations adopted by the Faculty Board relating to admission of PhD candidates and/or the admission of PhD candidates who have no appointment at the Faculty ('external PhD candidates').
2. The Graduate School facilitates and registers admissions to the PhD programmes.



Article 36. Dean of PhD Studies

1. The Faculty has a Dean of PhD Studies.
2. The Dean of PhD Studies monitors the progress of the research of individual PhD candidates and provides the PhD candidates with counsel and advice on request or at his own initiative. The Dean of PhD Studies reports progress to the Dean of the Graduate School.
3. On behalf of the Dean, the Dean of PhD Studies ensures that a training and supervision plan is drawn up for each PhD candidate admitted to a PhD programme. This training and supervision plan is structured so that the PhD programme can be completed with the achievement of a PhD within the agreed period.
4. The Dean of PhD Studies is accountable to the Dean of the Graduate School with regard to the exercise of his tasks relating to the PhD candidates, and he advises the Faculty Board on policies relating to PhD candidates.
5. If so requested by a PhD candidate, the Dean of PhD Studies acts as confidential adviser with regard to issues which cannot be presented to a supervisor, co-supervisor or another staff member.
6. The Dean of PhD Studies has an advisory role in the Research Board.

Chapter 6 Supporting staff services

Article 37. Central Faculty staff services

The Faculty has a number of central Faculty support services for providing services to teaching, research and administration. All members of the Faculty's support and administrative staff who are not part of one of the scientific institutes are included in these central services.

Article 38. The Dean's office

1. The staff of the Dean's office are responsible for co-ordinating and monitoring the quality of Faculty activities and providing a contribution to the Faculty's strategy in terms of:
 - a. Marketing and communication;
 - b. The Faculty library;
 - c. Legal post-academic teaching;
 - d. International teaching.
2. The staff service of the Dean's office is managed by the Dean of the Faculty.
3. The staff service, headed by the Dean, carries out activities on behalf of the Dean and the Scientific Directors.

Article 39. Staff service of the Graduate School

1. De Graduate School has a support staff, managed by the Dean of the Graduate School, which carries out support activities relating to research.

The staff of the Graduate School are responsible for the implementation of:

The organisation, integration and co-ordination of the Faculty's research programmes;

- a. The Faculty Talent programme;
 - b. Monitoring the quality of the scientific research, including the organisation of the three-yearly review of the PhD fellows;
 - c. The development of the Faculty's strategic research;
 - d. The training of the PhD candidates;
 - e. All other matters relating to research.
3. The staff service of the Graduate School carries out supporting activities on behalf of the Research Board, the Dean of Graduate School and the Scientific Directors.

Article 40. Staff service for Teaching (the 'Cleveringa Institute')

1. The staff service for Teaching carries out support activities relating to teaching. The institute is managed by the Director of Education, who is also portfolio holder for teaching on the Faculty Board.
2. The Cleveringa Institute is charged with implementing the following tasks:
 - a. Organising and co-ordinating the teaching of the Faculty's departments, as referred to in article 16;
 - b. Monitoring the quality of the teaching in terms of content and didactics;
 - c. Monitoring the quality of the infrastructural provisions for teaching;



- d. Contributions to the development of the Faculty's strategic teaching policy.
3. The staff service has a number of support services, managed by the Director of Education, that carry out support activities on behalf of the Teaching Boards, the Director of Education and the Scientific Directors.

Article 41. Staff department operational management (the 'Faculty administration')

The staff department operational management is charged with co-ordinating and monitoring the quality of the faculty support activities and making a contribution to the strategy of the Faculty with regard to:

- a. Financial-economic affairs;
- b. Personnel and organisational matters;
- c. Facilities;
- d. Accommodation;
- e. Office automation and business applications;
- f. Management support;
- g. Providing information, and planning and control.

With regard to the subjects referred to in paragraph 1, the Faculty Board is responsible for determining the parameters for policy development and implementation, advice, monitoring and administration.

The staff department has support services that carry out activities on behalf of the Director of Operational Management and the Scientific Directors. These support services are supervised by the Director of Operational Management, who is also portfolio holder for operational management within the Faculty Board.

Chapter 7 Co-participation

Section 1 The Faculty Council

Article 42. The responsibilities and authorities of the Faculty Council

1. The Faculty has a Faculty Council.
2. The Faculty Council is authorised to put forward proposals and make known its position on all matters in which the Dean, the Faculty Board or both is or are authorised to take decisions.
3. The Faculty Board will make known its response to any proposal as referred to in paragraph 2, within six weeks, supported by adequate reasons. The Faculty Board will give the Faculty Council the opportunity for consultations in advance.
4. The Faculty Board provides the Faculty Council in good time and if so requested, with information on all matters concerning the Faculty, unless there are serious reasons, substantiated by the Faculty Board, for not doing so.
5. The Faculty Council will receive at least once per year information on:
 - a. The organisation of the Faculty;
 - b. The key points of the strategy and policies adopted by the Faculty;
 - c. The policy implemented in the previous year;
 - d. External consultation assignments;
 - e. Developments in staffing.

Article 43. The right of consent of the Faculty Council

The Faculty Board requires the prior consent of the Faculty Council for all decisions to adopt or amend:

- a. The long-term plan, as referred to in article 4 under b;
- b. The further organisation of and policy towards quality assurance within the Faculty;
- c. The Faculty regulation;
- d. The Teaching and Examination Regulation of all departments within the Faculty, with the exception of:
 - Determining the content of the programmes and the examinations,
 - The final attainment targets,
 - The structure of practical exercises,
 - The course load;
- e. The organisation of subjects indicated in the regulation of the University Council.



Article 44. The right of the Faculty Council to be consulted

1. The Faculty Board should obtain the advice of the Faculty Council in good time before reaching decisions on:
 - a. The Faculty's long-term budget plan, as referred to in article 4 under f;
 - b. Any reorganisation of the Faculty;
 - c. Structural collaboration with partners within or outside the Faculty;
 - d. The adoption or amendment of the Teaching and Examination Regulation of each department in the Faculty, in so far as this relates to:
 - Determining the content of the programmes and the examinations,
 - The final attainment targets,
 - The structure of practical exercises,
 - The course load.
2. The advice should be obtained at such a point in time that it can have substantial influence on the decision to be taken. If the advice is not or only partially followed, the Faculty Council will be informed why the advice in question was not adopted.

Article 45. Composition of the Faculty Council

1. The Faculty Council comprises 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 46. Term of office of the Faculty Council

1. The term of office of the Faculty Council starts on 1 September and ends on 31 August of the following year.
2. The student members are elected for one term of office, the staff members for two terms.
3. In case of interim replacement, the newly elected member serves only the remainder of the term of the member he or she replaces.
4. Following a term of office, resigning members retain their seats until such time as the result of new elections becomes effective. Resigning members are immediately eligible for re-election.
5. Resigning members are immediately eligible for re-appointment.
6. 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 staff section are held. These members are elected for one term of office.
7. After an interim election, as referred to in paragraph 5, vacancies in the Faculty Council, referred to in article 53 of the electoral regulations for the Faculty and staff committees, are filled on the basis on the report establishing the result of the regular elections and subsequently – if a vacancy cannot be filled on the basis of this report -- on the basis of the report establishing the result of the interim election.

Article 47. Working method of the Faculty Council

1. The Faculty Council may convene at any time to deliberate.
2. The Faculty Council convenes ten times per year, and further as often as the Faculty Board or at least four members of the committee request, written confirmation having been given of the issues to be dealt with, to discuss the general state of affairs in the Faculty in a consultation meeting with the Faculty Board.
3. If at least four members of the Faculty Council have requested the Faculty Council to convene for a consultation meeting, the meeting will be held within five days of receipt of the request by the Faculty Board.
4. The consultation meeting between the Faculty Board and the Faculty Council will be chaired by the Dean.

Article 48. Rules of procedure

1. In compliance with the stipulations of these regulations, the Faculty Council will draw up rules of procedure for its meetings, including at least rules with regard to:
 - a. The convening of meetings;
 - b. The term for conveying the meeting documents;



- c. The method of deliberating and deciding, including the quorum;
 - d. The consultation procedure with regard to the appointment and dismissal of the Dean;
 - e. The signing of resolutions;
 - f. How the minutes are structured and passed;
 - g. Gaining information, either during the meeting or outside;
 - h. Public and non-public meetings;
 - i. Access to the agenda and the meeting documents.
2. The rules of procedure of the Faculty Council apply equally to the meetings of the staff section of the Faculty Council.

Article 49. Advice to the Faculty Council

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 those which the Faculty Council can finance from the resources it has available, the invitation may not be issued until approval has been given by the Faculty Board.

Article 50. Support to the Faculty Council

1. The Faculty Board is responsible for providing the necessary administrative and secretarial support to the Faculty Council.
2. The members of the Faculty Council are given the opportunity to receive training needed for carrying out their tasks, in accordance with an amount of time determined by the Faculty Board and the Faculty Council. The staff members of the Faculty Council are given the opportunity to follow this training in working hours with retention of salary.
3. The costs reasonably necessary for carrying out the tasks of the Faculty Council, including support and training as referred to in this article, are for the account of the Faculty.

Article 51. Legal protection of members of the Faculty Council

1. 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.
2. The Faculty Board ensures that the units to which the members of the Faculty Council belong enable them to properly carry out their duties as Council members. The Faculty Board also ensures that appropriate arrangements are made between individual members of the staff section and their superiors, and are laid down in writing.

Section 2 Staff section of the Faculty Council

Article 52. Right of advice of the staff section of the Faculty Council

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.

Article 53. Right of approval of the staff section of the Faculty Council

The Faculty Board requires the prior approval of the staff section for all measures proposed by the Faculty Board of by the Dean in implementing policy decisions or changes, as referred to in article 44, on which the staff section has advised.



Article 54. Proposals by the staff section of the Faculty Council

1. The staff section of the Faculty Council may submit proposals to the Faculty Board on all matters referred to in article 52. 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.

Chapter 8 Advisory committees, ad hoc advisory committees and advisory councils

Section 1 General

Article 55. Advisory committees

1. The Faculty Board appoints advisory committees.
2. The Faculty Council appoints and dismisses the members of the advisory committees. Re-appointment is always permissible.
3. The Faculty has the following advisory committees:
 - a. The Planning and Budget Committee;
 - b. The Committee for Post-academic Education;
 - c. The Committee for Academic Information Resources.
4. The Faculty Board may appoint ad hoc committees, whether or not at the proposal of the Faculty Council. On the appointment of such a committee, the Board determines the tasks, authorities, reporting, size and composition of such committees, as well as the public nature of the meetings and the duration of the committee.

Article 56. Confidentiality

The members of an advisory committee and of an advisory council are obliged to observe the stipulations relating to non-disclosure of the content of confidential meeting documents and any information they acquire in a closed meeting, unless the relevant advisory committee or council decides to lift the confidentiality obligation. The same obligation applies to persons who attend such meetings in any other capacity.

Section 2 Planning and Budget Committee

Article 57. Responsibilities and authorities of the Planning and Budget Committee

The Planning and Budget Committee provides the Faculty Board with advice on planning and budget matters, either on request or on its own initiative. The committee is in any event consulted with regard to the annual budget drawn up by the Faculty Board and with regard to the achievement of the budget.

Article 58. Composition of the Planning and Budget Committee

1. The Planning and Budget Committee comprises a maximum of three members. The committee should in any event comprise two members of the academic staff.
2. The Faculty Board appoints one of the members as chairman.
3. The members are appointed for a term of three years. If at the time of the appointment they are a member of the Faculty Council, they can only be appointed for the period that they serve on said Council.
4. The Faculty administration provides administrative support to the committee.

Article 59. Working method of the Planning and Budget Committee

The meetings of the committee are closed unless the committee decides otherwise, giving proper reasons.



Section 3 Committee for Post-academic Education

Article 60. Responsibilities and authorities of the Committee for Post-academic Education

The Committee for Post-academic Education provided the Faculty Board with advice relating to all aspects of post-academic education, on request or on its own initiative. The committee provides support to the Department of Post-academic Legal Education in compiling the post-academic teaching programme.

Article 61. Composition of the Committee for Post-academic Education

1. The Committee for Post-academic Education comprises a maximum of twelve members. A maximum of eight members are appointed by the Faculty Board from the academic staff. The Faculty Board appoints a maximum of four members from outside the University community.
2. The Faculty Board appoints one of the members of the academic staff as chairman.
3. The members are appointed for a term of two years.
4. The head of the department of Post-academic Legal Education acts as official secretary to the committee.

Article 62. Working method of the Committee for Post-academic Education

1. The meetings of the committee are closed unless the committee decides otherwise, giving proper reasons.
2. The committee provides the Faculty Board with an annual report of its activities before 1 July.

Section 4 Committee for the Academic Information Resources

Article 63. Responsibilities and authorities of the Committee for Academic Information Resources

1. The committee provides the Faculty Board with advice on matters relating to the libraries and the provision of academic information, on request or on its own initiative.
2. The committee provides support to the Faculty librarian in making proposals to the Faculty Board on the division of the budget for the libraries and for the provision of academic information.

Article 64. Composition of the Committee for Academic Information Resources

1. The Committee for Academic Information Resources comprises a maximum of seven members of the academic staff, distributed as far as possible over the institutes, and one student.
2. The Faculty Board appoints one of the members as chairman.
3. The members are appointed for a period of three years, with the exception of the student, who is appointed for two years.
4. The head of the library acts as official secretary to the committee.

Article 65. Working method of the Committee for Academic Information Resources

1. The meetings of the committee are closed unless the committee decides otherwise, giving proper reasons.
2. The committee provides the Faculty Board and the Faculty Council before 1 July with an annual report of its activities.

Section 5 Advisory Boards

Article 66. Advisory Board

1. The Faculty has an Advisory Board.
2. The Advisory Board is responsible for advising the Faculty Board on the key aspects of the Faculty's policies relating to:
 - a. Teaching;
 - b. Scientific research;
 - c. Operational management.
3. The Advisory Board comprises a maximum of ten members from outside the University community.



4. The members of the Advisory Board are appointed by the Faculty Board for a term of three years. Re-appointment is possible.
5. The members of the Advisory Board resign at their own request.
6. The Advisory Board convenes at least twice per year.

Article 67. Advisory Board on Research

1. The Graduate School has an Advisory Board on Research comprising a maximum of ten members. All members preferably come from outside the Faculty. The Advisory Board on Research is responsible for advising the institute's Research Board on the key aspects of the institute's policies.
2. The Advisory Board on Research is responsible for advising the Faculty Board on the key issues of the Faculty's policies relating to scientific research.
3. The members are appointed by the Faculty Board for three years, having consulted the Faculty Council. Re-appointment is possible.
4. The members of the Advisory Board on Research resign at their own request.
5. The Advisory Board on Research convenes at least twice per year.

Chapter 9 Planning and control

Article 68. Strategic long-term plan and planning figures

1. At least every four years the Faculty Board will draw up a strategic long-term 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 policy document.

Article 69. Budget and financial 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.
2. In determining the allocation of resources within the Faculty, the Faculty Board will as far as possible follow the system adopted by the Executive Board for the allocation of resources to the faculties.
3. Each quarter the Faculty Board draws up a statement of income and expenditure, indicating the provisional figures for the current year. In addition, the measures taken in order to comply with the budget are specified in this account. The last quarterly financial account also serves as the annual financial account. The Faculty Board formulates a financial annual report in accordance with the guidelines of the Executive Board.

Article 70. 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 10 Other stipulations

Section 1 Students' individual and collective right of complaint

Article 71. The right of collective 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. A number of students who follow the same study programme and collectively make up at least ten per cent of all students who will graduate in the stage of the relevant programme to which the complaint relates, or
 - b. A minimum of fifteen students enrolled in the same programme.

Article 72. Method of submission of complaint

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.

Article 73. Procedure

1. 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.
2. 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 of any measures to be taken, stating the reasons.

Article 74. Referral of complaints

1. If the complaint relates to matters outside the authority of the Faculty Board, the Faculty Board will refer the complaint to the appropriate body, requesting this body to inform the Faculty Board of measures which can be taken, giving its reasons.
2. Article 73 applies equally on the understanding that the Faculty Board may extend the term of six weeks by a maximum of three weeks.

Article 75. The right of individual complaint

On the basis of the Faculty regulation on individual complaints and the procedure contained therein, all students have the right to submit a complaint to the Faculty Board regarding the conduct of a staff member or University body towards him in a particular circumstance.

Section 2 Final and transitional provisions

Article 76. Interpretation of this regulation

1. In the event of a difference of opinion on the interpretation of one or more of the articles of this regulation, the Faculty Board has the final decision.
2. In cases relating to any matters not covered by this regulation, the Faculty Board has the final decision.

Article 77. Validity and publication

1. This regulation and any amendments to the regulation take effect on 1 January 2009. This regulation was adopted on 16 December 2008 and approved by the Executive Board by a decision of 13 January 2009.
2. The Faculty Board immediately advises the Faculty Council, the Scientific Directors of the institutes, the Education Boards and the Research Board of the approval of this regulation. The Faculty Board is responsible for further distribution of the Faculty Regulation.
3. Following approval as referred to in article 1, this regulation will be published on the University website, both in Dutch and in English.

Article 78. Official title

1. The official title of this regulation is: The Regulation of the Leiden Law School.