

Erasmus School of
Economics

MANAGEMENT INSTRUCTIONS

2017

This is a translation of the 'Beheerinstructie Erasmus School of Economics'.
In case of conflict between the original Dutch text and this English translation, the Dutch text will be leading.

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PART I – GENERAL**SECTION 1 - DEFINITIONS**

1. In these management instructions, the Act shall be defined as: The Higher Education and Research Act (*Wet op het hoger onderwijs en Wetenschappelijk onderzoek*, (WHW) of 8 October 1992, Bulletin of Acts and Decrees 593; amended thereafter).
2. The terms used in these management instructions shall have the same meanings as in the Act.
3. In these management instructions, management and administrative regulations shall be defined as: the regulations of Erasmus University Rotterdam management and administrative departments, as set out by the Executive Board and approved by the Supervisory Board. Abbreviated to:BBR-EUR (02 April 2012)
4. In these management instructions, the Executive Board shall be defined as: the Executive Board of Erasmus University Rotterdam.
5. In these management instructions, the school regulations shall be defined as: the detailed regulations for the management and structure of Erasmus School of Economics, as regards teaching and research activities, as set out by the dean and approved by the Board.
6. In these management instructions, management shall be defined as: all decisions, procedures and activities used by the Board to execute the policy of the EUR as regards the acquisition and allocation of financial resources, the purchase, care and maintenance of material resources, as well as the deployment of staff and the efficient and legal use of these resources.
7. In these management instructions, the school shall be defined as: Erasmus School of Economics (abb.:ESE)
8. In these management instructions, school administrator shall be defined as: the person who, at the behest, on behalf, or under the responsibility of the Executive Board, is charged with performing management tasks for ESE, i.e. the Dean of ESE.
9. In these management instructions, sub-administrator shall be defined as: the person who, at the behest, on behalf, or under the responsibility of the school administrator, is charged with sub-mandates within his/her own sub-unit.
10. In these management instructions, management unit shall be defined as: ESE.
11. In these management instructions, sub-unit shall be defined as: a functional component of the management unit.
12. Management instructions shall be defined as: the detailed regulations for each management unit set out by the school administrator as described in Section 42 of the BBR-EUR. In this case: the management instructions of ESE.
13. In these management instructions, mandate shall be defined as: the authority to take decisions on behalf of an administrative body.

SECTION 2 – GENERAL PROVISIONS

1. The Executive Board is entitled to grant a mandate under the Act, unless otherwise prescribed by law or the nature of the authorisation does not permit it.
2. A mandate shall never be granted if it concerns a decision to nullify or withhold approval for a decision by another administrative body.
3. Mandates concerning decisions on objections shall not be granted to the person under whose mandate the decision was taken that is being objected to.

SECTION 3 – MANDATING

1. At ESE, staff may only take decisions subject to the express mandate of the Executive Board or the school administrator.

2. The mandatory shall be authorised to take decisions and sign documents, with due observance of the limits of the mandate granted by the mandator.
3. A decision taken under mandate shall be considered a decision taken by the Executive Board.
4. The mandator shall always be authorised to execute the mandated authorities him/herself.
5. Mandating must always follow the organisational structure of the organisational unit in which the mandating takes place, without skipping any links in the chain of command, unless the mandate did not originate from the manager directly.
6. Mandators shall always be entitled to withdraw their mandates.

SECTION 4 - ACCOUNTABILITY AND DUTY OF DISCLOSURE

1. The mandatory shall be accountable to the mandator, and must provide all information that the mandator requires in order to maintain supervision of the manner in which the mandate granted by him/her is being executed.
2. The mandator may set additional regulations concerning the frequency and manner in which the mandatory provides accountability and information.

SECTION 5 – SPECIFYING THE ADMINISTRATIVE BODY

A decision taken under mandate must state that the decision was taken on behalf of the Executive Board, by adding the following standard text: 'on behalf of the Executive Board, *plus* the name and position of the mandatory, *plus* (if applicable) the name and position of the sub-mandatory'.

SECTION 6 – CONDITIONS APPLICABLE TO THE MANDATE

The mandator shall be authorised to set regulations and guidelines governing the execution of the mandate granted.

SECTION 7 – MANDATE LIMITS

1. In executing his/her mandate, the mandatory shall observe the statutory provisions, the Dutch Universities Collective Employment Agreement, internal regulations, guidelines, policy, and reasonable interests of the mandator, as well as the limits of the mandate ultimately granted him/her by the mandator.
2. Mandates shall never be executed if:
 - a. the relevant matter is new and of a principal nature, unless the Executive Board has already taken a policy standpoint;
 - b. the relevant matter does not yet have a completed consultation/processing procedure;
 - c. the Executive Board has indicated a wish to deal with the matter itself;
 - d. the mandatory has reason to suspect that his/her decision may have significant side effects or additional consequences, such as a precedent effect, unequal treatment of similar cases, etc.;
 - e. the decision concerns the mandatory him/herself;
 - f. the decision concerns a person higher up in the mandating chain.
3. The mandatory shall report the non-execution of his/her authorisations in the cases mentioned under paragraph 2(a-f) to his/her mandator.

SECTION 8 – GENERAL VERSUS SPECIFIC MANDATES

Mandates may be granted either generally or for a specific case. Mandates (including sub-mandates) must be granted in writing. If there is a contradiction between a specific and a general mandate, the specific mandate shall take precedence.

SECTION 9 - MANDATES TO NON-EUR STAFF

No mandates or sub-mandates may be granted to anyone not formally employed by Erasmus University Rotterdam, unless the Executive Board has given its express approval.

PART II – MANDATES OF THE SCHOOL ADMINISTRATOR

SECTION 10 – THE MANAGEMENT ORGANISATION OF ERASMUS SCHOOL OF ECONOMICS

- a. The Executive Board has instituted a management unit at Erasmus School of Economics (Section 16 (3) of the BBR).
- b. ESE is divided into the following sub-units:
 - a. Department of Economics
 - b. Department of Business Economics
 - c. Department of Econometrics
 - d. Department of Applied Economics
 - e. Programme management, which also houses the Educational Service Center (ESC)
 - f. The Administrative Office, made up of the:
 - Dean's office (B&B);
 - Financial and Economic Affairs (FEZ);
 - IT department (I&A);
 - Personnel & Organisation (P&O).
- c. Acting as secretary, Erasmus School of Economics is responsible for the management of the interuniversity research school, Tinbergen Institute (TI). In view of the 'Gemeenschappelijke regeling van de interuniversitaire onderzoeksschool Tinbergen Instituut;' ('Joint Scheme for the Tinbergen Institute Interuniversity Research School'), the management of the TI will be carried out in accordance with the provisions of the management and administrative regulations of the university acting as secretary, and the further agreements made within that context between the faculties. Unless otherwise explicitly agreed in writing with respect to specific provisions, these management instructions apply to the TI.
- d. Acting as secretary, Erasmus School of Economics is authorised to carry out the management of Erasmus Studio. In the event Erasmus School of Economics is the secretary, these management instructions apply to Erasmus Studio, unless explicit agreements have been made otherwise in writing with respect to specific provisions.

SECTION 11 – AUTHORISATIONS RESERVED FOR THE SCHOOL ADMINISTRATOR

1. Regarding the personnel administration, the school administrator reserves the right to make decisions concerning the following matters, provided no exceptions hereto are made in these regulations:
 - a. the organisation of ESE (BBR, Section 34, point 1, sub a);
 - b. the division of positions within ESE using the HAY system, full professors excepted (BBR Section 34, point 1, sub b, in conjunction with Section 40(A), sub j);
 - c. carrying out restructuring within ESE, subject to the rules and regulations of the restructuring code (BBR Section 34, point 1, sub d);

- d. officially declaring school staff positions vacant, administrator and professors excepted (Section 34(1)(e) BBR);
 - e. opening vacancies for public application and placing advertisements or instigating other recruitment methods to fill school staff positions, administrator and professors excepted (Section 34(1)(f) BBR);
 - f. selection of school staff, professors excepted (BBR Section 34, point, sub g, in conjunction with Section 40A, sub l);
 - g. making proposals to the Executive Board concerning the appointment of full and endowed professors (BBR Section 19, point 8, sub j);
 - h. appointment of school staff (including entering into hosting agreements and the hiring of on-call workers, administrator and professors excepted), including executing the required procedures (Section 34(1)(h), in conjunction with Section 40(A)(m) BBR);
 - i. granting staff resignations, and executing the required procedures (BBR Section 34, point 1, sub j);
 - j. pay classification of school staff, full professors excepted (BBR Section 34, point 1, sub k);
 - k. granting periodic salary increases, advancements, allowances, and bonuses up to gross amounts of €12,500 per year per person to school staff (Section 34(1)(m) BBR);
 - l. providing compensation in kind of an amount from €150 to €12,500, excluding employer expenses per year per person;
 - m. reimbursing expenses to school staff (BBR Section 34, point 1, sub n);
 - n. imposing the relocation obligation (BBR Section 34, point 1, sub o);
 - o. ordering a person to move to another position against their will (BBR Section 34, point 1, sub p);
 - p. establishing specific regulations and provisions for ESE (or parts thereof) concerning holiday and leave regulations, working hours, reduction in working hours, increase in working hours, attendance, and matters related to the provision of study facilities, including services training (BBR Section 34, point 1, sub r-t);
 - q. responsibility for the assessment of staff performance, full professors included (BBR Section 34(1)(u));
 - r. issuing official orders, non-compliance with which may result in a sanction by the Executive Board (BBR Section 34, point 1, sub v);
 - s. providing accountability for the efficient and legal deployment of staff, including granting permission to conduct ancillary activities and establishing the conditions applicable hereto (BBR Section 34, point 1, sub w);
 - t. establishing specific regulations and provisions for ESE (or parts thereof) concerning general responsibility for working conditions (including safety, health and welfare), accessibility to resources and granting authorisations so that the statutory and university standards/provisions governing working conditions at ESE can be enforced and/or action can be taken (BBR Section 34, point 1, sub x);
 - u. making proposals to the Executive Board concerning severance and termination arrangements (BBR Section 34, point 1, sub za);
2. Regarding the **financial administration** the school administrator reserves the right to make decisions concerning the following matters, provided no exceptions hereto are made in these regulations:
- a. drawing up a budget estimating income and expenses separately (BBR Section 35, point 1, sub a);
 - b. administration of expenses and income (including budgeting) using the authorised information systems at EUR (BBR Section 35, point 1, sub b);
 - c. administration of assets and liabilities, including the registration of movable property, claims and debts, as well as equity and borrowed capital, using the authorised information systems at EUR (BBR Section 35 point 1, sub c);
 - d. management of liquid assets and granting approval to make payments (BBR Section 35, point 1, sub e);
 - e. entering into obligations and/or incurring expenses (non-construction related), in so far as (BBR Section 35, point 1, sub f in conjunction with Section 40 B, sub e):

- the obligations can be expressed in monetary terms, to be paid by the service department in accordance with the set budget;
 - they do not fall under the set budget, should the sums exceed €10,000 (incl. VAT) per obligation;
 - they cover a period of more than one calendar year;
- f. issuing tenders and entering into contracts or otherwise taking on obligations of means, obligations to deliver or other obligations with parties external to ESE, in so far as (BBR Section 34, point 1, sub g, in conjunction with Section 40 B, sub f);
- the obligations can be expressed in monetary terms, to be paid to the service department in accordance with the set budget;
 - they do not fall under the set budget, should the sums exceed €25,000 (incl. VAT) per obligation;
 - they cover a period of more than one calendar year;
- g. issuing tenders and entering into agreements related to providing instruction to third parties, or performing research commissioned by third parties, in so far as (BBR Section 35, point 1, sub k, in conjunction with Section 40 B, sub g);
- the obligations can be expressed in monetary terms, to be paid to the service department in accordance with the set budget;
 - they do not fall under the set budget, should the sums exceed €25,000 (incl. VAT) per obligation;
 - they cover a period of more than one calendar year;
- h. accountability for the financial management (Section 35(1)(i) BBR);
- i. determining the authorisation chart.
3. Regarding equipment, technical and building/other management, the school administrator reserves the right to make decisions concerning the following matters, provided no exceptions hereto are made in these regulations:
- a. organisation of the use of these resources (BBR Section 36, point 1, sub d);
 - b. maintenance and replacement of moveable property (BBR Section 36, point 1, sub e);
 - c. accessibility by the management unit to the moveable and immovable property to which it is entitled (BBR Section 34, point 1, sub f);
 - d. supervision of the legal and efficient use of these resources (BBR Section 36, point 1, sub g);
 - e. administration of these resources using the authorised information systems at EUR (BBR Section 36, point 1, sub h);
 - f. accountability for the legal and efficient use of moveable and immovable property (BBR Section 36, point 1, sub i);
 - g. In urgent cases, denying access to EUR buildings and premises for a maximum of 10 days (BBR Section 36, point 1, sub l) (see also Section 3 of the 'regulations on maintaining order within EUR buildings and on EUR premises, and governing the efficient and legal use of EUR facilities' (April 2000)).
4. Regarding information facilities, the school administrator reserves the right to make decisions concerning the following matters, provided no exceptions hereto are made in these regulations:
- a. determining the setup of information systems (BBR Section 37, point 1, sub a);
 - b. data entry into these information systems (BBR Section 37, point 1, sub b);
 - c. storage and security of data collections (BBR Section 37, point 1, sub c);
 - d. accessibility of data collections (or parts thereof) by users (BBR Section 37, point 1, sub d);
 - e. regulating the extent to which systems are public, including access by individuals to sections of the system that contain information on these individuals (BBR Section 37, point 1, sub e);
 - f. supervision of the legal and efficient use of these systems (BBR Section 37, point 1, sub f);
 - g. accountability for the legal and efficient use of the systems (BBR Section 37, point 1, sub g);

5. The school administrator shall periodically report and render account to the Executive Board for the execution of his/her mandate.

PART III – MANDATES GRANTED TO SUB-ADMINISTRATORS

SECTION 12 – SUB-ADMINISTRATORS

1. The school administrator may grant mandates to the following sub-administrators:
 - a. the department directors, as administrators of these departments;
 - b. the programme director, as the one responsible for courses and study programmes and as administrator of the Educational Service Centre
 - c. the research director as the one responsible for research and programmes and as manager of the Research Office;
 - d. the directors/heads of the various sections of the Administrative Office, as administrators of these sections.
2. The school administrator shall grant mandates to the sub-administrators for the performance of the tasks described in Section 13 of these regulations, with the exception of the tasks that the school administrator has reserved for him/herself in Section 11 and those tasks that are already the responsibility of the sub-administrators.
3. The mandated tasks may only be extended to staff working at the relevant sub-unit.
4. Financial obligations as referred to in this part that might be subject to automatic extension shall be regarded as obligations with a term of more than one calendar year. This does not apply to an obligation with a term of more than one calendar year, for which it is obvious substantial financial or substantial other interests are affected. This also does not apply to an obligation with a provision regarding confidentiality with a term of more than one calendar year, due to that sole obligation as such.

SECTION 13 – GENERAL ADMINISTRATIVE DUTIES MANDATED TO ALL SUB-ADMINISTRATORS

1. Concerning personnel administration, the following administrative duties shall be delegated to the sub-administrators mentioned in Section 12, for the purposes of managing the relevant sub-unit:
 - a. under the staffing plan and budget approved by the school administrator, officially declaring vacancies and opening them for public application, and placing advertisements or instigating other recruitment methods to fill school staff positions (Section 11, point 1, sub d, e)¹;
 - b. making proposals regarding the selection of school staff, including hosting agreements and hiring of on-call workers (Section 11, point 1, sub g);
 - c. making proposals regarding the pay classification of school staff (Section 11, point 1, sub j);
 - d. making proposals for periodic salary increases, advancements, allowances, and bonuses up to amounts of €12,500 per year per person to school staff (Section 11(1)(k));
 - e. reimbursing expenses which are seen for tax purposes as compensation in kind and not as bonuses, up to an amount of €150 per year per person
 - f. reimbursing expenses to school staff within the budget approved by the school administrator (Section 11(1)(l));
 - g. applying the holiday and leave regulations to school staff in individual cases (Section 11, point 1, sub o);
 - h. making decisions regarding working times, reduction in working hours, increases in working hours and attendance in individual school staff cases (Section 11, point 1, sub o);

¹This refers to the relevant Section in this document

- i. allocating study facilities (including services training) to school staff (Section 11(1)(o));
 - j. responsibility for the assessment of staff performance, in particular holding performance and development interviews with staff (Section 11, point 1, sub n).
2. Concerning financial administration, the following administrative duties shall be delegated to the sub-administrators mentioned in Section 12, for the purposes of managing the relevant sub-unit:
- a. drawing up a budget for the sub-unit (subject to approval by the school administrator by means of inclusion in the school budget plan) estimating income and expenses separately (Section 11, point 2, sub a);
 - b. entering into obligations and/or incurring expenses (non-construction related), in so far as (Section 11, , point 2, sub e);
 - the obligations can be expressed in monetary terms, to be paid by the service department in accordance with the set budget;
 - they do not fall under the set budget, should the sums not exceed €10,000 (incl. VAT) per obligation; and
 - they do not extend beyond one year.
 - c. Issuing tenders and entering into contracts or otherwise taking on obligations of means, obligations to deliver or other obligations with parties external to ESE related to providing instruction to or performing research for or on behalf of third parties, in so far as (Section 11, point 2, sub g);
 - the obligations can be expressed in monetary terms, to be paid to the service department in accordance with the set budget;
 - they do not fall under the set budget, should the sums not exceed €25,000 (incl. VAT) per obligation; and
 - they do not extend beyond one year.
3. Concerning equipment, technical and building/other management, the following administrative duties shall be delegated to the sub-administrators mentioned in Section 12, for the purposes of managing the relevant sub-unit:
- a. organisation of the use of these resources (BBR Section 36, point 1, sub d);
 - b. maintenance and replacement of moveable property (BBR Section 36, point 1, sub e);
 - c. supervision of the legal and efficient use of these resources (BBR Section 36, point 1, sub g);
 - d. administration of these resources using the authorised information systems at the EUR (BBR Section 36, point 1, sub h);
 - e. accountability for the legal and efficient use of moveable and immovable property (BBR Section 36, point 1, sub i).

SECTION 14 – SPECIFIC ADMINISTRATIVE DUTIES DELEGATED TO THE HEAD OF THE DEAN’S OFFICE.

Concerning management of the school archive: responsibility for school post and archive management shall be sub-mandated to the head of the Dean’s office (in addition to the duties outlined in Section 13) in accordance with the policy regulations and guidelines issued by the Executive Board, as well as the provisions in the Public Records Act (*Archiefwet*) and the EUR Post and Archive Regulations (*Regeling Post- en Archiefzaken*) (Section 11, point 5, sub c).

PART IV

SECTION 15 – REGULATIONS GOVERNING THE REPLACEMENT OF THE SCHOOL ADMINISTRATOR AND SUB-ADMINISTRATORS

1. In the absence of the school administrator (the Dean), his/her administrative duties shall be performed by one of the deputy Deans (Section 4, ESE’s school regulations).

2. In the absence of both the school administrator (the Dean) and the deputy Dean, the school administrator's administrative duties shall be temporarily performed by the longest-serving department director.
3. In all other cases, the replacement mandate covering the absence of a department director, the programme director, the research director or a manager/head within the Administrative Office shall be set out in writing by the Dean, at the proposal of the relevant sub-administrator.
4. The replacement will be carried out in accordance with the replacement mandate covering this absence.

SECTION 16 – AMENDMENTS TO THE MANAGEMENT INSTRUCTIONS

The adoption of/amendments to the Management Instructions require(s) the approval of the Executive Board.

SECTION 17 – CONCLUDING PROVISIONS

1. In all cases not covered by these Management Instructions, the Dean shall make a decision on the grounds of reasonableness and fairness.
2. These Management Instructions are cited as 'ESE Management Instructions' and shall take effect on the day after their approval by the Executive Board, whilst simultaneously revoking all previous versions of the Management Instructions.

Drawn up on 29 June 2017 and approved by the Executive Board on 12 July 2017.

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APPENDIX 1: RELEVANT BBR-EUR TEXTS (VERSION APRIL 2ND 2012)

Chapter 2 – The management of a School at EUR

SECTION 18 – THE MANAGEMENT OF A SCHOOL (WHW 9.12; 9.13)

1. School management shall be the responsibility of the Dean of the school (hereinafter: the Dean).
2. The Dean's appointment, suspension and dismissal shall fall under the remit of the Executive Board.
The Dean may be suspended or dismissed on the basis of urgent and serious reasons and subject to the provision of a reasoned argument.
The Executive Board shall consult with the School Council confidentially before taking a decision regarding the appointment, suspension or dismissal of the Dean.
3. The Dean shall be appointed for a term of 4 years.
4. The Dean shall operate in the capacity of an ordinary professor.

SECTION 19 – THE DUTIES OF THE DEAN (WHW 7.19; 9.12; 9.14; 9.15; 9.17; 9.20; 9.22)

1. The Dean shall be charged with the general management of the school.
2. The Dean's duties shall also include the management and organisation of the school as regards teaching and research activities.
3. He/she shall set the school regulations for the more detailed organisation of the management and the structure of the school.
The adoption of/amendments to these regulations are subject to the agreement of the School Council and approval by the Executive Board.
4. The Dean may institute one or several departments for the purposes of executing the provisions in the previous paragraph.
5. The Dean may also set up one or more school research institutes.
6. As school administrator, the Dean's power of disposition is derived from the mandate granted to him/her by the Executive Board.
7. Under the management instructions or by separate disposition, the school administrator is entitled to charge one or more staff members under his/her authority with parts of the administrative authorisations granted him/her as an administrator by the Executive Board (sub-mandate). The relevant school administrator must inform the Executive Board when granting a sub-mandate.
8. The Dean's duties shall include (among others):
 - a. establishing and amending the Education and Examination Regulations (EER) and the regular assessment hereof, with due observance of the guidelines set by the Executive Board; establishment and amendments require a recommendation by the relevant programme committee and Examinations Board as well as approval by the School Council, however excluding the sections of the EER as described in Section 7.13(2)(a-g), the instruction given in (3) and the requirements outlined in Sections 7.30a(3), third sentence and 7.30b(1) third sentence of the Act;
 - b. establishing the general guidelines for academic activities, having consulted the Research Advisory committee (*facultaire commissie voor de wetenschapsbeoefening*);
 - c. establishing the annual school research programme, having consulted the Research Advisory committee (*facultaire commissie voor de wetenschapsbeoefening*);
 - d. supervising the implementation of the EER and the annual research programme, as well as issuing regular reports thereon to the Executive Board;
 - e. instituting the examinations boards and the admission examinations committee, as well as appointing the members of these committees;

- f. executing Sections 7.8b and 7.9 of the Act, with the exception of the designation of study programmes described in these Sections;
 - g. establishing more detailed regulations concerning the manner in which the exemptions stipulated in the Act may be obtained;
 - h. issuing confirmations of admission as described in Section 7.30 a, sub 3 of the Act, including the application of Section 7.30 a, sub 5.
 - i. concluding a set of general regulations for use by one or more programmes with one or more Deans from other schools, with due observance of the relevant applicable provisions in the Management and Administrative Regulations;
 - j. making proposals to the Executive Board concerning the appointment of full and endowed professors;
 - k. organising the School Council meetings;
 - l. establishing the working relationships between school staff members, in particular concerning the performance of teaching and/or research activities; and
 - m. establishing the procedures and criteria concerning Recognition of Prior Learning (BKO).
9. The Dean shall have the right of award when granting honorary doctorates.

SECTION 42 – THE MANAGEMENT INSTRUCTIONS

1. Every administrator shall create detailed regulations governing the organisation of the management unit and the submandates issued by him/her called the 'management instructions'. The adopted/amended management instructions require(s) the approval of the Executive Board.
2. In the management instructions, the administrator sets out:
 - a. whether, and if so, how, the relevant management unit is subdivided into sub-units;
 - b. a summary of the duties and authorisations that the administrator has reserved for him/herself;
 - c. a summary of the staff members who perform duties under a submandate; if the administrator issues mandates to the staff of a P&O unit in accordance with the standard P&O mandate regulations, instead of a summary a reference may be made to these regulations;
 - d. a summary of the information systems set up for administrative purposes;
 - e. a provision for the execution of administrative duties in the absence of the administrator or sub-administrator.
3. The administrator shall ensure satisfactory dissemination of the management instruction within his/her management unit following approval thereof by the Executive Board.

APPENDIX 2: BBR-EUR

DISPOSITION MANDATE, as described in Sections 39 and 41(1) of the EUR Management and Administrative Regulations, granted by the Executive Board to the administrators designated in these regulations.

The administrators are hereby charged by the Executive Board by means of a separate disposition to execute the following administrative duties, as relevant to their organisational unit:

- a. *personnel administration*
The duties described in Section 34, point 1 of these regulations, with the exception of the tasks that the Executive Board has reserved for itself in Section 40 and the tasks as described in Section 34, point 1 in so far as they extend to professors and administrators.
- b. *financial administration*
The duties as described in Section 35, point 1, sub a and the task as described in Section 35, subs f, g, and k in so far as this task does not exceed €250,000 per year including VAT and/or covers a period of less than four calendar years. Obligations that are subject to

automatic extension shall be regarded as obligations with a term of more than four calendar years.

- c. *equipment, technical and building/other management*
The duties as described in Section 36, point 1, sub d-g, i) (and e exclusively concerning moveable property).
- d. *management of information facilities*
Management of information systems including personal data files; the duties as described in Section 37, point 1, sub a-g as concerns the information systems of the relevant organisational unit.

TITLE IX - REGULATIONS GOVERNING ADMINISTRATION AT EUR

Chapter 1 – General

SECTION 32 – FRAMEWORK FOR THE PERFORMANCE OF ADMINISTRATIVE DUTIES

Without prejudice to the provisions in or under the law, this chapter outlines the respective administrative duties and also indicates when the Executive Board performs these duties itself, and when they are carried out by the administrators designated by the Executive Board. In relationship to the administrative mandate granted to them, the administrators should prepare a management instruction. The content of this management instruction will be regulated.

SECTION 39 – THE DISPOSITION MANDATE: GENERAL

1. The Executive Board may charge the administrators named in these regulations with the performance of some or all of its administrative duties on its behalf or under its responsibility for a fixed or indefinite period (= disposition mandate).
2. This type of disposition mandate may only be granted to the relevant administrator in writing.
3. The Executive Board shall only issue a disposition mandate to natural persons.
4. The Executive Board shall be authorised to amend or withdraw the disposition mandate at any time, and to act or have others act under enforcement of the mandate. It shall inform the relevant administrator in such cases immediately, giving reasons.
5. The Executive Board may set additional regulations or guidelines concerning the provisions in the previous paragraphs. Such regulations or guidelines shall be announced in an appropriate manner. At least one way of ensuring this will be to place the information in a suitable location on the EUR website.
6. In fulfilling its administrative function, the Executive Board is itself bound to legislation relevant to the case at hand and to the applicable general principles of proper administration.

SECTION 41 – GRANTING MANDATES TO ADMINISTRATORS

1. As part of the fulfilment of its administrative function within the management units assigned for the purpose, the Executive Board has granted a mandate to the administrators designated in these regulations concerning matters as outlined in Appendix 2 of these regulations.
2. An administrator may (if necessary after consulting with the relevant participation body, and with due observance of the limits of his/her mandate as set out in these regulations) issue supplementary regulations for administration, and the organisation thereof, within

- his/her management unit. He/she must notify the Executive Board of any such regulations.
3. a. When carrying out their administrative duties, the administrators shall duly observe the limits of their mandate as described in Section 40 and Appendix 2 of these regulations.
 - b. The administrator mandates shall also be subject to the additional regulations and guidelines set by the Executive Board.
 - c. Within the limits of the mandate, administrators shall be authorised to take decisions and sign documents, with due observance of the limits of the mandate granted them by the Executive Board.
 4. A mandate granted to an administrator by the Executive Board as described in the first paragraph above, shall not be executed if:
 - a. the relevant matter is of a principal nature, unless the Executive Board has already determined a policy standpoint;
 - b. the relevant matter does not yet have a completed consultation/processing procedure;
 - c. the Executive Board has indicated its wish to handle a matter itself.
 5. Agreements, decisions, procedures, activities and commitments made or carried out as part of the administrative duties outlined in Section 33 et seq. of these regulations that are binding to the EUR, may only be taken on, issued or carried out by staff members who have been granted the appropriate authorisation from the Executive Board. The consequences of legal actions carried out by an unauthorised staff member shall apply personally to the relevant staff member.
 6. a. Any disposition mandate granted to an administrator by the Executive Board shall oblige said administrator to provide relevant accountability to the Executive Board, and to provide the required information to the Executive Board either upon request or of their own accord.
 - b. The Executive Board is entitled to demand that financial, administrative or other documents be presented at any time.
 - c. The administrators shall provide the Executive Board with an annual overview of all matters handled by them under mandate.
 7. The administrators must inform the Executive Board immediately of:
 - significant ancillary matters or additional consequences (such as precedent effects or unequal treatment of similar cases within the management unit) related to the authority exercised by an administrator under mandate;
 - any possibility that the financial resources made available to the relevant management unit under the set budget will be exceeded;
 - criminal offences of which they have become aware in the course of performing their duties;
 - events than may have serious consequences for the EUR or one of its units.

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