



## Internal Rules and Regulations

Education Committee - Research Masters

Erasmus University Medical Center

The 2016 Dutch law on fortification of administrative capacity (Wet Versterking Bestuurskracht) states that an Education Committee is obligated to draw up internal regulations. This Internal Regulations document is the first of the Education Committee of the Research Masters of the Erasmus University/Erasmus Medical Centre. These regulations are based on 'Het Huishoudelijk Reglement Opleidingscommissie Faculteit Geneeskunde 2018-2019' and the 'Handvatten Huishoudelijk Reglement Opleidingscommissies 2017' of 'het Interstedelijk Studenten Overleg (ISO)'.

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|---------------------------------|-----------------------------------------|
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## General account and status of the Education Committee Research Masters

### General account

These Internal Regulations are a document obligated by law since December 1<sup>st</sup> 2017 (article 9.18 and 9.31 [Dutch Law for Higher Education and Scientific Research](#)( [Wet op het hoger onderwijs en wetenschappelijk onderzoek \(WHW\)](#)) and contain all regulations of the Education Committee of the Research Masters of the Erasmus University/Erasmus University Medical Center (EUR/EMC), further called ECRM.

Furthermore, this document arranges the division of all resources made available by the Board of Directors for the Education Committee (ECRM) as mentioned in article 9.47 WHW.

These regulations were established by the ECRM in May 2019 and adapted in June 2022. The Joint Assembly and the Dean received his document in June 2022.

A combined ECRM has been established for the EUR/EMC Research Masters (ReMa): Clinical Research (CR), Health Sciences (HS), Infection & Immunity (I&I), Molecular Medicine (MolMed), Neuroscience and Genomics in Society (GiS). The ECRM has the (legal) responsibilities for:

- a. Giving advice, whether asked for or not, about the development and quality assurance of the ReMa programs
- b. Reviewing the Teaching and Examination Regulations (TER) of the ReMa on a yearly basis.

Furthermore, the ECRM has:

- Right of consent with regards to parts of the Teaching and Examination Regulations (TER) (article 7.13 WHW) (see article 9.18, first part under a, WHW)
- Consultation rights with regards to all parts of the TER (see article 9.18, first part under c WHW).

This 'Internal Rules and Regulations Education Committee – Research Masters' document contains regulations on:

1. Size, composition, recruitment and nomination of members
2. Tasks, rights and obligations (Advice obligations and Right of initiative)
3. Specific tasks with the TER (Right of consent and Consultation rights)
4. Compensations, budget and facilities
5. Meeting and voting procedures
6. Internal and external communication
7. Conciliation Committee Procedure
8. Final clauses

[Attachment 1: Overview of the Right of Consent \(in Dutch\)](#)

[Attachment 2: Organization chart](#)

## Chapter 1    Size, composition, recruitment and nomination of members

### Article 1.1    Size and composition

- 1.1.1    The ECRM consists of one teacher member and one student member per (ReMa) program. Currently, this consists of 10 members: 5 teachers and 5 students. The ECRM is assisted by a Secretary and quality advisor.
- 1.1.2    Teachers and students who are currently part of the board of the EUR/EMC, the faculty board or 'Gemeenschappelijke vergadering' (GV) or the Student Council (SR) of the medical faculty of the EUR cannot be a member of the ECRM as well.
- 1.1.3    The student delegation consists of one member per master (ReMa) program.
- 1.1.4    The teacher delegation consists of one member per master (ReMa) program.

### Article 1.2    Recruitment and nominations of student members

- 1.2.1    Candidate ECRM student members are recruited via existing student and/or teacher ECRM members.
- 1.2.2    If a vacancy cannot be filled via existing student and/or teacher ECRM recruitment attempts, then an email will be sent to 2<sup>nd</sup> year students of the relevant ReMa course informing them of the vacancy and asking for applicants. If no 2<sup>nd</sup> year students are available, then 1<sup>st</sup> year students will be recruited.
- 1.2.3    If there are more applicants than vacancies, the selection of suitable candidates will occur via a short interview between the applicants and existing ECRM members. A simple majority of ECRM members taking part in the interviews will be used to nominate the successful applicant.
- 1.2.4    The new student member is appointed by the Dean.

### Article 1.3    Recruitment and nominations of teacher members

- 1.3.1    Candidate ECRM student members are recruited via teacher ECRM members.
- 1.3.2    If a vacancy cannot be filled via existing teacher ECRM recruitment attempts, then an email will be sent to teachers of the relevant ReMa course informing them of the vacancy and asking for applicants.
- 1.3.3    If there are more applicants than vacancies, the selection of a suitable candidates will occur via a short interview between the applicants and existing ECRM members. A simple majority of ECRM members taking part in the interviews will be used to nominate the successful applicant.
- 1.3.4    The new teacher member is appointed by the Dean.

### Article 1.4    Term and termination of membership

- 1.4.1    The term for teacher members is 2 years. This term can be extended by an additional 2 years after a simple majority decision by existing ECRM teacher members (4-year maximum). Further extension to a total maximum of 8 years is possible if the teacher is appointed as Chair and if a simple majority of ECRM members vote for term extension (see 1.6 below).
- 1.4.2    The term for student members is 1 year. In exceptional circumstances, the student 'Chair' may be re-elected by existing ECRM members if the Student Chair was initially a 1<sup>st</sup> year ReMa student.
- 1.4.3    Membership of the ECRM is terminated at the end of the academic year.

- 1.4.4 Membership of the ECRM may be terminated after a written request from the ECRM member.
- 1.4.5 Membership of the ECRM may be terminated when a majority of the ECRM votes to do so, and this is adopted by the Dean.

## **Article 1.5 Tasks of ECRM members**

- 1.5.1 The ECRM member has an 'active contribution' in all ECRM meetings. 'Active contribution' means reviewing and providing input for ECRM agenda materials before monthly ECRM meetings. In exceptional circumstances, contributions to particular ECRM meetings by an ECRM member may be waived after communication with, and agreement of, the majority of ECRM members. ECRM members who do not regularly actively contribute to ECRM meetings may be replaced after agreement between a majority of ECRM members
- 1.5.2 A teacher or student member of the ECRM may not participate in the discussion or the preparation and elaboration of advice if he/she is a named subject of the discussion or advice.

## **Article 1.6 Appointment and position of the (student) Chair**

- 1.6.1 The Dean appoints a Chair every 2 years (in accordance with the 2-year term) for the ECRM.
- 1.6.2 The ECRM will present one (or more) suitable candidate-Chair(s) to the Dean prior to the re-appointment.
- 1.6.3 The Chair is chosen from teachers of the relevant ReMa educational programs and needs to be available for at least one term of 2 years.
- 1.6.4 The ECRM chooses a Student Chair yearly out of the student delegation by a simple majority vote of ECRM members.

## **Article 1.7 Tasks of the (student) Chair**

- 1.7.1 The Chair and Student Chair will interchangeably preside over the meetings as much as possible, and both play an active role in setting the agenda for the meetings
- 1.7.2 The Chair and Student Chair represent the ECRM where internal and external contacts are concerned.
- 1.7.3 The Student Chair substitutes the Chair in their absence.
- 1.7.4 The Chair has the responsibility to point out any irregularities concerning the adherence to rules and regulations of the advisory and codetermination of tasks of the ECRM.
- 1.7.5 The Chair has the responsibility to identify and communicate any developments within the faculty in general and the law in particular. These have to be brought under the attention of, and interpreted for, the ECRM.
- 1.7.6 The Chair takes initiative to enhance the progress of advice and decisions from the ECRM.
- 1.7.7 The Chair takes initiative to ensure the quality of advice and decisions from the ECRM.
- 1.7.8 The Chair takes initiative to enhance and ensure the feedback of educational directors on advices and decisions of the ECRM.

## **Article 1.8 Appointment and position of the Secretary**

- 1.8.1 The ECRM is supported by a secretary.
- 1.8.2 The Secretary is not a member of the ECRM and thus has no voting rights.
- 1.8.3 The Secretary is managed by the Chair and Student Chair of the ECRM.
- 1.8.4 The appointment of the Secretary is facilitated by the Department of Educational Policy and Advice (OBA), by order of the Dean.

## **Article 1.9 Tasks of the Secretary**

- 1.9.1 The Secretary takes care of incoming and outgoing correspondence.



- 1.9.2 The Secretary makes sure the documentation, reporting of the ECRM-meetings and processing of information is correct and well on time, e.g. draw up and an agenda (in collaboration with the (student)Chair), send meeting documents, minute the meetings and establish a draft version of the minutes.
- 1.9.3 The Secretary takes care of digitally archiving all (solicited and unsolicited) advice and decisions with respect to any consent.
- 1.9.4 The Secretary takes care of keeping the ECRM website, -mail, -SharePoint and archive up to date, along with collecting and procuring documentation and information.
- 1.9.5 The Secretary takes care of both realizing and dispersing the annual report.
- 1.9.6 The Secretary prepares ECRM meeting facilities (meeting room etc.), tools and sends out invitations to ECRM members and invitees (at least 7 days before the meeting, through an email).
- 1.9.7 The Secretary introduces new members of the ECRM to the all information needed (e.g. for training, access to the Sharepoint site, procuring information concerning current affairs etc.).
- 1.9.8 The Secretary supports the Chairs with identifying and communicating any irregularities in laws, rules and regulations, and agreements concerning the advices and stands of the ECRM.
- 1.9.9 The Secretary takes care of both the preparation and monitoring of the budget of the ECRM.
- 1.9.10 The Secretary takes care of monitoring the terms of all ECRM-members and makes sure they receive both the letter of appointment and discharge of the Dean.

#### **Article 1.10 Appointment and position of the quality advisor**

- 1.10.1 The ECRM is supported by a quality advisor.
- 1.10.2 The quality advisor is not a member of the ECRM and thus has no voting rights.
- 1.10.3 The quality advisor is managed by both the Chair and Student Chair of the ECRM and the department Educational Policy and Advice (OBA).
- 1.10.4 The appointment of the quality advisor is facilitated by the department of Educational Policy and Advice (OBA), by order of the Dean.

#### **Article 1.11 Tasks of the quality advisor**

- 1.11.1 The quality advisor supports the Chairs with identifying and communicating any developments within the faculty in general and the law in particular.
- 1.11.2 The quality advisor supports the Chairs with identifying and communicating any irregularities in laws, rules and regulations, and agreements concerning the advices and stands of the ECRM.
- 1.11.3 The quality advisor supports the committee with identifying and communication any information from the department needed to establish the annual plan and advices the committee on the content of this plan.
- 1.11.4 The quality advisor advises the committee on the content, tone and standard of the advice of the ECRM.
- 1.11.5 The quality advisor will acquaint the ECRM of all documents needed for the provision of advice regarding quality assurance and education. These documents include (not an exhaustive list):
  - ✓ ReMa Mid-Term Review documents
  - ✓ ReMa Critical Review documents
  - ✓ ReMa Visitation Reports
  - ✓ Revised ReMA Curriculum Documents
  - ✓ TER/OER Documentation
  - ✓ Annual report of the PDCA meetings

- ✓ Annual report of the Quality Assurance team
- ✓ Evaluation of the BKO classes
- ✓ Minutes of the GV when related to the curriculum, TER, educational facilities, educational vision and the HOKa funds.
- ✓ Documents concerning quality of tests and reviews.

## **Chapter 2      Tasks, rights and obligations (Advice obligations and Rights of initiative)**

### **Article 2.1      General advice obligations (art. 9.18 WHW)**

- 2.1.1 The ECRM has the task to give solicited and unsolicited advice regarding any and all matters of the Research Master (ReMa) programs of the EUR/EMC, with the goal to warrant the quality of education.
- 2.1.2 The ECRM informs the Dean and relevant ReMa Program Directors about this advice.
- 2.1.3 The ECRM acquaints the GV with the advice.
- 2.1.4 The ECRM is able to compose propositions to the Dean and ReMa Program Directors regarding any and all matters concerning the education of the ReMa programs.
- 2.1.5 The Dean or ReMa Program Directors must aim to send a response to any ECRM advice within two months of the advice being received.
- 2.1.6 The ECRM will be asked for advice well in advance and at such a time, that the advice can be of genuine influence on the definitive decision.
- 2.1.7 The Dean or ReMa Program Directors will acquaint, either solicited or unsolicited, any information to the ECRM that is reasonably thought necessary or needed for the ECRM to fulfill its tasks and obligations.
- 2.1.8 If the Dean or ReMa Program Directors do not wish to (completely) follow the advice of the EC, the ECRM will have the opportunity to deliberate with the Dean or ReMa Program Directors prior to any definitive decision.

### **Article 2.2      General procedure for obligations of advice**

- 2.2.1 At the beginning of the academic year, the ECRM will establish an annual plan with issues to discuss and, if needed, parties to invite.
- 2.2.2 Any advice will, in principle, be prepared by a taskforce consisting of at least one student member and one teacher member of the ECRM.
- 2.2.3 In principle, the preparation of advice consists of at least a conversation with the responsible teacher of the ReMa in question or the responsible advisor or staff member of the department of quality assurance in question, which leads to a meeting note for discussion in ECRM meetings.
- 2.2.4 The ECRM deliberates on the note for discussion and talks to responsible teacher(s) or advisor(s) of the department in question if deemed necessary.
- 2.2.5 The taskforce will draw up a draft version of an advice as a result of the ECRM meeting. This draft will be presented to the responsible teacher(s) or advisor(s) to check for impropriety facts.
- 2.2.6 The ECRM will establish a final version of the advice by a simple majority vote of ECRM members.

### **Article 2.3      Right of initiative as part of quality assurance**

- 2.3.1 Obligated by law, the ECRM has the task to advise on the implementation of the TER. Under this task, the ECRM has the obligation of advice regarding quality assurance, quality of teachers and the evaluation of both.
- 2.3.2 The ECRM has the right to acquaint itself concerning all documents needed for the obligations of advice regarding quality assurance. The ability to do so will be provided by the quality advisor. These documents include for example (not an exhaustive list):
  - ✓ ReMa Mid-Term Review documents
  - ✓ ReMa Critical Review documents

- ✓ ReMa Visitation Reports
- ✓ Revised ReMA Curriculum Documents
- ✓ TER/OER Documentation
- ✓ Annual report of the PCDA meetings
- ✓ Annual report of the Quality Assurance team
- ✓ Evaluation of the BKO classes
- ✓ Minutes of the GV when related to the curriculum, TER, educational facilities, educational vision and the HOKa projects
- ✓ Documents concerning the quality of tests and reviews

**Article 2.4      Role in the ReMa Mid-Term Critical Review (tussentijdse onderwijs evaluatie - TOE) and Accreditation Visitation (accreditatie).**

- 2.4.1    The ECRM will receive all critical reflection documents per ReMa program at least two months before each visitation.
- 2.4.2    The Dean will acquaint the ECRM by sending all visitation reports of the ReMa programs when available.
- 2.4.3    The ECRM will discuss all ReMa visitation reports and will draw up advice on individual visitation reports, each within three months of receipt of all relevant documents.

## **Chapter 3      Specific tasks with the Teaching and Examination Regulations (TER) - Right of consent and consultation rights.**

### **Article 3.1      Right of consent**

- 3.1.1 The ECRM has rights of consent on the following parts of the TER:
- a. The way education is being evaluated within each program.
  - b. The content of the different specializations.
  - c. The qualifications of knowledge, insight and skill which a graduating student should have acquired.
  - d. The arrangements and content of practical exercises.
  - e. The study load per master program and each of its different educational components.
  - f. The complete study load per Master Program (article 7.4a, part 8 (WHW))
  - g. If applicable: the way students are selected for honors programs within the program, as mentioned in article 7.9 WHW.

### **Article 3.2      Procedure for right of consent on TER**

- 3.2.1 The Dean will ask advice and consent of the ECRM for the TER of the Research masters. The procedure, deadlines and terms in preparation of the deliberations and consent of the ECRM and GV will be announced by the Dean at least 6 weeks in advance, and in consultation with the ECRM and GV.
- 3.2.2 Consent will be asked at least 6 weeks in advance and at such a time that the advice can be of genuine influence on the definitive decision.
- 3.2.3 The ECRM will have the opportunity to discuss the TER with the GV before any decision on consent has to be made.
- 3.2.4 The ECRM will acquaint the GV by sending the letter of consent/rejection.
- 3.2.5 The Dean will acquaint the ECRM within 2 months with a written testimony on the manners in which the consent or rejection will be of consequence (WHW 9.18).

### **Article 3.3      Consultation rights on the TER**

- 3.3.1 The ECRM possesses consultation rights on those parts of the TER for which it has no right of consent (article 9.18 WHW):
- a. The content of the ReMa programs and their associated examinations.
  - b. Binding recommendations.
  - c. The quantity, order and timing of examinations.
  - d. The institutionalization of the full-time, part-time or work-study programs.
  - e. The functional sequence, time frames and the quantity of opportunities provided per academic year for examinations.
  - f. The validity term of successfully passed initial examinations, with the exception of the authority of the Examination Board to lengthen the term.
  - g. Whether an examination will be oral, written or by other means, with the exception of the authority of the Examination Board to decide otherwise in specific cases.
  - h. The manner in which disabled or chronically ill students are given the opportunity to take examinations.
  - i. The dissemination of oral examinations, with the exception of the authority of the Examination Board to decide otherwise in specific cases.
  - j. The term in which the results of an examination should be made public.

- k. The method of and term in which those who have completed a written examination can review their rated work.
- l. The method of and term in which students can review the rating of examinations.
- m. The grounds on which the Examination Board will grant exemption for future examination(s) based on previous successfully passed examinations.
- n. If necessary, successfully passing examinations can be a prerequisite for admission to future examinations.
- o. If necessary, the obligation to participate in practical exercises to be able to participate in the corresponding examination.
- p. Monitoring individual study progress and guidance.
- q. The design and configuration of education.

#### **Article 3.4 Procedure for the Consultation rights on the TER**

- 3.4.1 Consent will be asked at least 6 weeks in advance and at such a time that the advice can be of genuine influence on the definitive decision.
- 3.4.2 The ECRM will acquaint the GV with the advice.
- 3.4.3 The ECRM will have the opportunity to discuss the TER with the GV before any decision on consent has to be made.
- 3.4.4 The Dean will acquaint the ECRM within 2 months with a written report on ECRM-relevant matters associated with the consent or rejection of the TER (WHW 9.18).

## **Chapter 4      Compensation, budget and facilities**

### **Article 4.1      Compensation**

- 4.1.1    Student members of the ECRM receive an annual compensation (two installments per academic year), in accordance with the regulation of the Enrolment Provisions fund.
- 4.1.2    Teacher members, the Secretary and the Chair of the ECRM receive a compensation as agreed upon with the Board of Directors.

### **Article 4.2      Budget**

- 4.2.1    The ECRM will receive a budget for appropriate schooling with respect to the tasks and obligations of the ECRM, in particular regarding quality assurance, the TER and the HOKA-funds.
- 4.2.2    This training budget will be submitted by the Chair of the ECRM well in advance to the Secretary of the Board of Directors.
- 4.2.3    The ECRM members will have the opportunity to receive such training during working and educational hours while, in the case of teacher members, retaining their salary.
- 4.2.4    Occasional expenses (e.g. travel costs for nationwide schooling or deliberation with external parties) can be declared according to the accustomed declaration terms.

### **Article 4.3      Facilities**

The Dean will, within reason, facilitate the need for a meeting room and requisites.

## Chapter 5 Meeting and voting procedures

### Article 5.1 Meeting procedure

- 5.1.1 The members of the ECRM advise and vote without prejudice or external pressure.
- 5.1.2 All those involved in the performance of the tasks of the ECRM and receiving confidential information, which is known or presumed, are obliged to uphold this confidentiality.
- 5.1.3 The ECRM assembles at least **ten** times per academic year and on additional occasions when the Chair of the ECRM deems this necessary.
- 5.1.4 The Chair will in any case assemble a meeting when called upon by a majority of the ECRM members via a written request.
- 5.1.5 The timetable of meetings will be established during the first assembly of the academic year at its latest.
- 5.1.6 The ECRM meeting will be public in principle, unless otherwise decided upon by the ECRM.
- 5.1.7 The ECRM can invite specific individuals to audit or speak during meetings.
- 5.1.8 The ECRM members are an available point of contact for all involved in the ReMa programs. Anyone who wishes to bring something to the attention of the ECRM, can do so by approaching one of the ECRM members. The member will ensure the contribution will be discussed during the following ECRM meeting.
- 5.1.9 Minutes of every meeting will be made and distributed by the Secretary to all ECRM members.
- 5.1.10 All ECRM members can contribute to the agenda, by emailing the item at least seven days before the meeting to the Chair and Secretary. When an item is presented closer to the meeting, a request can be made for the item to be added to the agenda at the beginning of the relevant meeting.
- 5.1.11 The ECRM may only send an advice, when at least half plus one (a majority) of the ECRM members vote to accept the composition of the advice.
- 5.1.12 ECRM advice will always be made in writing.

### Article 5.2 Voting procedure

- 5.2.1 Votes will occur in the absence of any external pressure from the Dean, ReMa Program Directors or ReMa students.
- 5.2.2 A vote will be called upon to establish the position of the ECRM regarding ReMa-related issues, provided this is deemed necessary by at least one of the ECRM members.
- 5.2.3 Any consent procedure regarding the TER will be voted upon.
- 5.2.4 Every vote will either be yes, no, or void.
- 5.2.5 A voting procedure can occur physically, online or both physically and online (hybrid).
- 5.2.6 Voting procedure consists of raising hands or via a written email response.
- 5.2.7 The ECRM will decide on any advice or decision by majority. If there is a difference of opinion between students and teachers, leading up to an equally divided vote on an advice, both positions will be mentioned. In all other cases, an impartial advice will be given.
- 5.2.8 Considering any consent procedure: a majority is needed for advice. If a vote is equally divided, no consent can be given.
- 5.2.9 Any ECRM member can state for the record that he/she does not approve of any decision or advice that is established without a vote.
- 5.2.10 The Chair will formulate an advice or decision, which will be recorded in an official capacity.

## Chapter 6 Internal and external communications



## **Article 6.1 Consultations with the pro-Dean**

- 6.1.1 The ECRM is entitled to invite the pro-Dean at least twice per academic year, to discuss intended and proposed policies during a regular meeting of the ECRM.  
The Chair and Student Chair of the ECRM have at least one meeting per academic year with the pro-Dean.

## **Article 6.2 Representation**

- 6.2.1 The ECRM will be represented by the Chair and Student Chair.
- 6.2.2 If the Chair and/or Student Chair are unavailable, a different member can be appointed for representation.
- 6.2.3 The Chair, Student Chair and Secretary will meet at least twice per year with the ReMa Program Directors to discuss relevant current affairs concerning the Research Master programs or current affairs concerning matters of advice of the ECRM.
- 6.2.4 The Chair will consult with the Chair of the Examination Board of the Research Masters at least twice per academic year.
- 6.2.5 The Student Chair will regularly consult with the Student Chair of the Education Council Medicine, the Chair of the SR and the Chair of SURE.
- 6.2.6 The Chair and Secretary will consult, when necessary, with the Chair of the Education Council Medicine.

## **Article 6.3 External contacts**

- 6.3.1 The ECRM will be represented by the Chair and Student Chair.
- 6.3.2 If the Chair and/or 'Student Chair' are unavailable, another member of the ECRM may be appointed to represent the ECRM.

## **Article 6.4 Communication with constituencies**

### **6.4.1 Annual report**

- 6.4.1.1 An ECRM annual report will be written containing a description and reflection of all activities, advice, decisions, and consents given by the ECRM in the previous academic year. The deadline is 1<sup>st</sup> June of the following academic year,
- 6.4.1.2 The ECRM will provide the Dean, GV and ReMa Program Directors with the annual report.
- 6.4.1.3 The annual report will be made public on the website of the ECRM and on Canvas.

### **6.4.2 Website**

- 6.4.2.1 The Secretary will establish the content of the website of the ECRM, and keep it up to date.
- 6.4.2.2 The website will, in any case, contain:
- ✓ The composition of the ECRM
  - ✓ The annual plan of the ECRM
  - ✓ Annual reports of the ECRM
  - ✓ Mailing address of the ECRM
  - ✓ The rules and regulations of the ECRM
  - ✓ Advice given
  - ✓ The recruitment and selection procedure for student members

## Chapter 7 Conciliation Committee Procedure

- 7.1 The Conciliation Committee (as mentioned in art. 9.39 WHW), will acquaint itself with any litigation between the ECRM and the ReMa program Directors of the Dean, and consider the implementation of ECRM advice consequential to the right of consent.
- 7.2 The ReMa program Directors will inquire whether an amicable settlement will be possible between both parties. When such a settlement is not possible, the ECRM will submit the litigation to the Conciliation Committee.
- 7.3 Implementation of a decision with respect to consent will be suspended for 4 weeks, unless the ECRM has no objection to immediate implementation.
- 7.4 The Conciliation Committee is authorized to work out an amicable settlement. When no settlement is possible, the Conciliation Committee is authorized to decide upon the litigation by a binding ruling. Before doing so, the Conciliation Committee reviews:
  - 7.4.1 Whether the ReMa program Directors or Dean has operated within the applicable laws and regulations.
  - 7.4.2 Whether the ReMa program Directors or Dean has operated negligent towards the ECRM.
- 7.5 In the absence of the requisite consent of the ECRM regarding an intended decision of the ReMa program Directors or the Dean, the ECRM can ask the Conciliation Committee to make a decision that is independent of the fourth paragraph (7.4 above). The Conciliation Committee may only grant this permission when the rejection of consent of the ECRM is deemed unreasonable, or when the intended decision of the ReMa program Directors or the Dean is demanded by compelling organizational, economic or social reasons.
- 7.6 When it considers decisions (as described in articles 9.30a - second or third part, or 9.33 - first part under a, b, or d, and second part of the WHW), the Conciliation Committee will review, in deviation of the fifth paragraph, second sentence, if the ReMa program Directors or any other executive body could reasonably have arrived at their decision, taking into consideration all interests involved.

## Chapter 8    Final clauses

- 8.1 These rules and regulations are established and authorised by the ECRM.
- 8.2 The rules and regulations will be authorised at the beginning of each academic year and adjusted if necessary.
- 8.3 Intermediate adjustments can be initiated by the ECRM or the Dean.
- 8.4 Adjustments should be agreed upon by a simple voting majority of the ECRM members.
- 8.5 The ECRM will acquaint the Dean, Program Directors and GV with the rules and regulations.
- 8.6 Adjustments to the rules and regulations of the ECRM will be effective on the day after they have been authorised by the Dean.
- 8.7 With respect to any rules or regulations that have not been reported in this document, the ECRM will decide on their inclusion when necessary, and if additional text is required, will inform the Dean.

## Attachments

### Attachment 1 A Overview Right of Consent (in English)

Site: Education Inspectorate and Ministry of Education, Culture and Science Publication date: 18/10/2016

| <u>Article 7.13, section 2, WHW</u>                                                                                                                                                                                                                               | <u>Powers of the faculty council (unchanged)</u> | <u>Powers of the OC (Wvb) as of 1 September 2017</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------|
| <u>Without prejudice to the other relevant provisions of this law, the applicable procedures and rights and obligations are laid down for each course or group of courses with regard to the <b>teaching and examine regulations</b>. This includes at least:</u> |                                                  |                                                      |
| <u>a. the content of the training and examinations,</u>                                                                                                                                                                                                           | <u>Can give advice<sup>1</sup></u>               | <u>Right of consultation<sup>2</sup></u>             |
| <u>a1 method of evaluation</u>                                                                                                                                                                                                                                    | <u>Can give advice</u>                           | <u>Right of consent</u>                              |
| <u>b. the content of the specializations</u>                                                                                                                                                                                                                      | <u>Can give advice</u>                           | <u>Right of consent</u>                              |
| <u>c. the qualities in the field of knowledge, insight and skills that a student must have acquired upon completion of the course</u>                                                                                                                             | <u>Can give advice</u>                           | <u>Right of consent</u>                              |
| <u>d. the design of practical exercises</u>                                                                                                                                                                                                                       | <u>Can give advice</u>                           | <u>Right of consent</u>                              |
| <u>e. the study load of the program and subjects</u>                                                                                                                                                                                                              | <u>Can give advice</u>                           | <u>Right of consent</u>                              |
| <u>f. binding study advice</u>                                                                                                                                                                                                                                    | <u>Can give advice</u>                           | <u>Right of consultation</u>                         |
| <u>g. the study load of master's programs</u>                                                                                                                                                                                                                     | <u>Can give advice</u>                           | <u>Right of consent</u>                              |
| <u>h. the number and sequence of examinations and the times at which they can be taken</u>                                                                                                                                                                        | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>i. the full-time, part-time or dual structure of the course</u>                                                                                                                                                                                                | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>j. the order, the periods and the number of times the opportunity is offered to take examinations</u>                                                                                                                                                          | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>k. the validity period of successfully completed examinations</u>                                                                                                                                                                                              | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>l. whether the examinations are taken orally, written or in some other way</u>                                                                                                                                                                                 | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>m. the way in which students with a disability or chronic illness be given a reasonable opportunity to take the examinations</u>                                                                                                                               | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>n. the publicity of oral examinations</u>                                                                                                                                                                                                                      | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>o. the period within which the result of an examination is announced</u>                                                                                                                                                                                       | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>p. the manner in which and the period during which the person who has taken a written examination can inspect his/her b. work</u>                                                                                                                              | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>q. access to assessment questions and assignments in exams</u>                                                                                                                                                                                                 | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>r. the grounds on which the Examination Board can grant exemption from taking one or more examinations</u>                                                                                                                                                     | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>s. where necessary, that examinations have been successfully completed is a condition for admission to take other examinations</u>                                                                                                                             | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>t. where necessary, the obligation to participate in practical exercises with a view to admission to take the relevant examination</u>                                                                                                                         | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>u. monitoring study progress and individual study guidance</u>                                                                                                                                                                                                 | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |
| <u>v. if applicable: the manner in which students are selected for a special track within a course</u>                                                                                                                                                            | <u>Can give advice</u>                           | <u>Right of consent</u>                              |
| <u>x. the actual design of education</u>                                                                                                                                                                                                                          | <u>Right of consent</u>                          | <u>Right of consultation</u>                         |

1 Advice can be given means that the board does not have to ask, but the faculty council can provide it. 2 Right to advice means that advice must be requested by the board.

## Attachment 1B Overview Right of Consent (in Dutch)

Bron: Inspectie van het Onderwijs en Ministerie OCW Publicatiedatum: 18/10/2016

| Artikel 7.13, lid 2, WHW                                                                                                                                                                                                                                                                         | Bevoegdheden<br>faculteitsraad<br>(ongewijzigd) | Bevoegdheden<br>OC (Wvb) per 1<br>september 2017 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------|
| In de <b>onderwijs- en examenregeling</b> worden, onverminderd het overigens in deze wet terzake bepaalde, per opleiding of groep van opleidingen de geldende procedures en rechten en plichten vastgelegd met betrekking tot het onderwijs en de examens. Daaronder worden ten minste begrepen: |                                                 |                                                  |
| <b>a.</b> de inhoud van de opleiding en examens,                                                                                                                                                                                                                                                 | Kan advies over worden gegeven <sup>1</sup>     | Adviesrecht <sup>2</sup>                         |
| a1 wijze van evalueren                                                                                                                                                                                                                                                                           | Kan advies over worden gegeven                  | Instemmingsrecht                                 |
| <b>b.</b> de inhoud van de afstudeerrichtingen                                                                                                                                                                                                                                                   | Kan advies over worden gegeven                  | Instemmingsrecht                                 |
| <b>c.</b> de kwaliteiten op het gebied van kennis, inzicht en vaardigheden die een student zich bij beëindiging van de opleiding moet hebben verworven                                                                                                                                           | Kan advies over worden gegeven                  | Instemmingsrecht                                 |
| <b>d.</b> de inrichting van praktische oefeningen                                                                                                                                                                                                                                                | Kan advies over worden gegeven                  | Instemmingsrecht                                 |
| <b>e.</b> de studielast van de opleiding en vakken                                                                                                                                                                                                                                               | Kan advies over worden gegeven                  | Instemmingsrecht                                 |
| <b>f.</b> bindend studieadvies                                                                                                                                                                                                                                                                   | Kan advies over worden gegeven                  | Adviesrecht                                      |
| <b>g.</b> de studielast van masteropleidingen                                                                                                                                                                                                                                                    | Kan advies over worden gegeven                  | Instemmingsrecht                                 |
| <b>h.</b> het aantal en de volgtijdelijkheid van de tentamens en de momenten waarop deze afgelegd kunnen worden                                                                                                                                                                                  | Instemmingsrecht                                | Adviesrecht                                      |
| <b>i.</b> de voltijdse, deeltijdse of duale inrichting van de opleiding                                                                                                                                                                                                                          | Instemmingsrecht                                | Adviesrecht                                      |
| <b>j.</b> de volgorde, de tijdvakken en het aantal malen dat de gelegenheid wordt geboden tot het afleggen van examens                                                                                                                                                                           | Instemmingsrecht                                | Adviesrecht                                      |
| <b>k.</b> de geldigheidsduur van met goed gevolg afgelegde tentamens                                                                                                                                                                                                                             | Instemmingsrecht                                | Adviesrecht                                      |
| <b>l.</b> of de tentamens mondeling, schriftelijk of op een andere wijze worden afgelegd                                                                                                                                                                                                         | Instemmingsrecht                                | Adviesrecht                                      |
| <b>m.</b> de wijze waarop studenten met een handicap of chronische ziekte redelijkerwijs in de gelegenheid worden gesteld de tentamens af te leggen                                                                                                                                              | Instemmingsrecht                                | Adviesrecht                                      |
| <b>n.</b> de openbaarheid van mondeling af te nemen tentamens                                                                                                                                                                                                                                    | Instemmingsrecht                                | Adviesrecht                                      |
| <b>o.</b> de termijn waarbinnen de uitslag van een tentamen bekend wordt gemaakt                                                                                                                                                                                                                 | Instemmingsrecht                                | Adviesrecht                                      |
| <b>p.</b> de wijze waarop en de termijn gedurende welke degene die een schriftelijk tentamen heeft afgelegd, inzage verkrijgt in zijn b. werk                                                                                                                                                    | Instemmingsrecht                                | Adviesrecht                                      |
| <b>q.</b> inzage in beoordeling vragen en opdrachten tentamens                                                                                                                                                                                                                                   | Instemmingsrecht                                | Adviesrecht                                      |
| <b>r.</b> de gronden waarop de examencommissie vrijstelling kan verlenen van het afleggen van een of meer tentamens                                                                                                                                                                              | Instemmingsrecht                                | Adviesrecht                                      |
| <b>s.</b> waar nodig, dat het met goed gevolg afgelegd hebben van tentamens voorwaarde is voor de toelating tot het afleggen van andere tentamens                                                                                                                                                | Instemmingsrecht                                | Adviesrecht                                      |
| <b>t.</b> waar nodig, de verplichting tot het deelnemen aan praktische oefeningen met het oog op de toelating tot het afleggen van het desbetreffende tentamen                                                                                                                                   | Instemmingsrecht                                | Adviesrecht                                      |
| <b>u.</b> de bewaking van studievoortgang en de individuele studiebegeleiding                                                                                                                                                                                                                    | Instemmingsrecht                                | Adviesrecht                                      |
| <b>v.</b> indien van toepassing: de wijze waarop de selectie van studenten voor een speciaal traject binnen een opleiding                                                                                                                                                                        | Kan advies over worden gegeven                  | Instemmingsrecht                                 |
| <b>x.</b> de feitelijke vormgeving van het onderwijs                                                                                                                                                                                                                                             | Instemmingsrecht                                | Adviesrecht                                      |

<sup>1</sup> Kan advies over worden gegeven betekent dat het bestuur het niet hoeft te vragen, maar de faculteitsraad het wel kan geven. <sup>2</sup> Adviesrecht betekent dat het advies gevraagd moet worden door het bestuur.

## Attachment 2: Organization chart (in Dutch)

