ESHCC FACULTY REGULATIONS

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Chapter I - General

Article 1 – Definitions

1. In these regulations, and the provisions based upon them, the following definitions apply to the terms below:
   a. The Act: The Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, ‘WHW’);
   b. The University: Erasmus University Rotterdam (EUR);
   c. The Faculty: the Erasmus School of History, Culture and Communication (ESHCC);
   d. The Executive Board: the Executive Board of the University as referred to in Article 9.2 of the WHW;
   e. The BBR-EUR: The Management and Administrative Regulations of the EUR;
   f. The TER (in Dutch: OER): The Teaching and Examinations Regulations;
   g. Management: the entire body of decisions and decrees, proceedings and activities by which the management of the Faculty implements the Faculty’s policy on obtaining and making available the financial resources, procuring, caring and maintaining material resources, as well as the deployment of staff and the effective and proper use of these resources.

2. The terms used in these regulations, to the extent these terms also appear in the Act or the BBR-EUR, have the same meanings as giving in the Act or said regulations.
CHAPTER II – THE FACULTY ORGANISATION

PARAGRAPH II A – THE FACULTY BOARD

Article 2 – The Dean (Article 9.12/9.13 of the WHW)
1. The management and administration of the Faculty rests with the Dean of the Faculty, hereafter referred to as “the Dean.” The Dean is accountable to the Executive Board, and will provide it with the information it requests about the Faculty.
2. The Dean will be appointed, reappointed, suspended and dismissed by the Executive Board. The Dean can be suspended or dismissed before the end of his term if there is a serious cause to do so, provided that a reasoned decision is given for the suspension or dismissal. Before deciding to appoint a Dean, or to suspend or dismiss him, including during his term, the Executive Board must first privately and confidentially hear the advice of the Faculty Council.
3. The Dean is appointed for a term of four years in compliance with article 9.13 WHW, article 18 BBR-EUR and the Executives Board’s procedure for appointing a dean.
4. The Dean holds the title of an ordinary professor.

Article 3 – The Dean’s duties and responsibilities (Article 9.12; 9.13; 9.14; 9.15; 9.1 of the WHW)
1. The Dean is charged with the day-to-day management of the Faculty.
2. The Dean is also charged with the administration and organisation of the Faculty regarding teaching and research in so far as this has been delegated by the Executive Board to the Dean.
3. The Dean lays down the faculty regulations, which provide for the details of the administration and organisation of the Faculty. Adoption and/or amendment of these regulations require the authorisation of the Faculty Council and the approval of the Executive Board.
4. The Dean lays down the management instructions, which provide for the details of the management of the Faculty as referred to in the BBR-EUR. The Dean requests the advice of the Faculty Council regarding an adoption or amendment of the management instructions. Adoption and/or amendment of the management instructions require the approval of the Executive Board.
5. In the Dean’s capacity as general manager of the Faculty, the Dean may issue guidelines to the Director of Education, the Departmental Heads, the Director of the research institutes and the managers of the Faculty Office, provided these guidelines do not concern programme curricula.
6. The Dean may authorise the establishment of a research school at the Faculty or the participation of the Faculty in a research school, or advise the Executive Board in this regard. Before taking his decision, the Dean will seek the advice of the Standing Committee for Research Performance (‘VCW’) as referred to in Article 30 of these regulations.
7. In particular the Dean is charged with:
   a. establishing, structuring and closing Faculty departments, programme managements, research institutes and the supporting units, after having heard the Faculty Council and in so far this has been delegated to the Dean;
   b. appointing or reappointing, as well as suspending and relieving of their duties department heads, directors of education and research directors;
   c. setting up programme committees and the Examination Board, as well as appointing, reappointing, suspending and dismissing the members of these committees, this in accordance with Articles 26 en 32;
   d. adopting the Faculty’s education and research policy, including the Faculty’s Chair Plan, with due regard for the strategic plan of the EUR as laid down by the Executive Board and after having heard the Faculty Council;
   e. adopting the Faculty’s financial policy, personnel policy, and the ICT policy, after having heard the Faculty Council in so far this task has been delegated to the Dean;
f. adopting the student policy, after having heard the Faculty Council and in so far this has been delegated to the Dean;
g. adopting the general marketing policy, after having heard the Faculty Council and in so far this has been delegated to the Dean;
h. promoting cooperation with other faculties and universities in the field of education and research;
i. promoting cooperation with other partners in society in the field of education and research;
j. concluding a mutual scheme for the benefit of one or more EUR programmes with one or more deans of other faculties, with due regard for the Management and Administrative Regulations of the EUR (BBR-EUR);
k. putting forward proposals to the Executive Board on the appointment of professors;
l. establishing the working relationships between faculty members of the staff, in particular regarding teaching and research activities;
m. adopting and amending the Teaching and Examination Regulations (TER), and the periodic assessment thereof, subject to the guidelines of the Executive Board; adoption and/or amendment requires consent from the relevant programme committee (in accordance with Article 27, subsection 1b of these regulations), advice from the Examination Board, as well as the authorisation of the Faculty Council (in accordance with Article 19, subsection 1b of these regulations);
n. supervising the implementation of the TER and the annual research programme, as well as submitting periodic reports on these subjects to the Executive Board;
o. adopting detailed rules on obtaining the exemptions provided for in the WHW, as well as adopting the procedures and criteria in respect of the recognition of acquired competencies;
p. issuing proof of confirmation of admission for Master’s programmes as referred to in Article 7.30a, third subsection and fifth paragraph of the WHW, as well as granting exemptions from the admission requirement as referred to in Article 7.30c of the WHW;
q. establishing the general guidelines for scientific practice and the annual research programme of the Faculty, having heard the Standing Committee for Research Performance (“VCW”).

8. The Dean contributes to the administration of the University, for example by consulting with the Executive Board regarding the preparation of the institution plan and the budget.
9. The Dean has the right to recommend candidates for an honorary degree.

Article 4 – The Dean’s accountability and obligation to provide information (Article 9.16 of the WHW)
1. The Dean is accountable to the Executive Board.
2. On request, he/she provides information to the Executive Board regarding the Faculty.

Article 5 – The Management Team of the Faculty
1. The Dean is assisted by a Management Team. This team comprises, in any event, the Departmental Heads, the Director of Education, the Director of Business Operations, and, if one has been appointed, the Vice-Dean. On commencing his/her term of office, the Dean announces the composition of his/her Management Team. The Dean may change the composition of the Management Team in the interim and is responsible for ensuring that it enjoys the necessary recognition within the Faculty.
2. Membership of the Management Team is incompatible with membership of the Faculty Council, the Programme Committees, the Examination Board, and/or membership of the University Council and the EUROPA.
3. The Dean can add a student member to the Management Team, provided that this student is enrolled at the Faculty. This addition is valid for the term of one year and can be extended for one more year. Membership of the Management Team is incompatible with membership of the Faculty Council, the Programme Committees or the University Council.
4. The Dean may ask advisers to attend the meetings of the Management Team, either in part or in full. The members or advisers of the Management Team play an advisory role at the meetings.
5. The meetings of the Management Team are closed.
6. Each quarter, the Dean will provide the Faculty Council with an overview of the subjects discussed in the Management Team meetings and the decisions taken by the Dean, unless the urgent interests of the University or Faculty or parties involved in a particular matter preclude him from doing so.

**PARAGRAPH II B – THE DEPARTMENTS OF THE FACULTY**

**Article 6 – The Department(s)**
1. To promote coordination of the work carried out by the Faculty’s various academic disciplines, as well as to promote coherent interaction between education and research in the different disciplines, the Dean establishes departments. A department may comprise a number of academic disciplines. The departments are set out in Appendix 1, which forms an integral part of the Faculty Regulations.
2. The Dean determines the tasks and size of the departments.
3. The Dean appoints the Departmental Heads.
4. The Dean also appoints the members of each department.
5. Those who are not appointed by the Dean as members of a department are part of the Faculty Office.

**Article 7 – The Departmental Head** *(Article 9.17 of the WHW)*
1. The day-to-day management of the department is the responsibility of the Departmental Head concerned.
2. With respect to the programmes assigned to him by the Dean, the Departmental Head also acts, within the boundaries and mandates determined by the Dean, as the Programme Director as referred to in Article 9.17 of the Act. A programme is understood to mean a Bachelor’s programme and one or more Master’s programmes.
3. The Departmental Head will preferably hold the title of ordinary professor.
4. The Dean appoints a Departmental Head for each department for a three-year period.
5. The Departmental Head may be reappointed no more than twice.

**Article 8 – Tasks of the Departmental Head** *(Article 9.17 of the WHW)*
1. In particular the Departmental Head is charged with:
   a. putting forward proposals to the Dean regarding the establishment of working relationships between the various department members and regarding working methods in the department;
   b. formulating a long-term vision for the academic disciplines to be covered by the department after consulting with the ordinary professors of the department;
   c. promoting the quality and interconnectedness of the education and research of the academic disciplines assigned to the department concerned;
   d. promoting effective coordination of the activities of members of the department and, where possible, fostering synergies with the activities of other departments, research schools and third-party institutions;
e. ensuring the department’s curriculum possesses the required degree of coordination by fostering effective communication and exchange between staff members tasked with providing one or more elements of the curriculum;

f. managing those working in the department and delegating the tasks of the department to department members, while ensuring that each department member maintains a working relationship with a particular ordinary professor;

g. ensuring that the part of the TER assigned to the capacity group is implemented;

h. pursuing the personnel policy and coordinating the management of the department’s personnel (including conducting performance and development interviews);

i. making recommendations to the Dean regarding the annual budget, and modifying agreements where necessary to achieve a well-balanced deployment of staff;

j. attracting indirect funding and contract funding, and supervising projects assigned to department members;

k. providing the opportunities for staff consultation on the general outlines of department policy, both current and future;

l. the management of the department, in so far as delegated to him/her by the Dean and to the extent it remains within budget. To this end, the Dean has delegated to the departmental head authorities in the areas of finance, staff and other management areas as referred to in Article 3, paragraph 4 of these Regulations.

2. The Departmental Head discusses the execution of the educational management with the Director of Education, and is, in his/her capacity as Programme Director, in any event charged with the following tasks:

a. ensuring the preparation of accreditations and other external evaluations and implementing recommendations that have been accepted;

b. formulating a long-term vision for the programmes for which the Programme Director is responsible, and advising the Dean in this regard;

c. ensuring that the study and other programmes are organised as described in the TER and delivered to the students, with due observance of the provisions in Article 9, subsection 19 of the WHW;

d. ensuring quality assurance and educational innovation of the study and other programmes, which includes a balanced combination of courses and their effective delivery to students, as well as implementing measures adopted in the light of the results of external quality assessments;

e. analysing available internal and external documents and figures on, among other things, the labour market situation, aspects of academic feasibility, academic success rates and complaints procedures, with a view to programme innovation and quality improvement;

f. managing communications on the study, and other, programmes, conducting marketing activities and recruiting potential students;

g. managing the budgets allocated to the study, and other, programmes concerned, including budgets for education innovation projects;

h. the Departmental Head directs, and is supported by, the Programme Coordinator and support staff of the department.

i. the Departmental Head can ask staff of the Faculty Office to provide him/her with information that is important for his/her functioning.

3. The Departmental Head renders an account to the Dean of his performance of the tasks and duties delegated to him at least once every year, using key figures collected in advance.

4. The Departmental Head informs the Dean and the Programme and Research Directors of important policy plans and the results of evaluations.
Article 9 – The Chairs
1. The authorities of the Dean notwithstanding, the professors are pre-eminently responsible for the development of their academic discipline and for the education provided in their discipline.
2. The professors are to structure the education provided in their departments to ensure it complies with the teaching and professional requirements as set out in the TER, and with the curriculum and teaching organisational framework as specified by the Programme Director. They will conduct their research in accordance with the research programme.
3. The professor is responsible for the performance of the staff working in his academic discipline (his/her tasks include the distribution of tasks, development of competencies, range of expertise, output, motivation, quality and quality retention, etc.), to the extent that they have received such mandate from the Departmental Head.

PARAGRAPH II C – THE DIRECTOR OF EDUCATION

Article 10 – Tasks of the Director of Education
1. The Director of Education will, preferably, hold the title of ordinary professor. He/she is appointed for a two-year period and may be reappointed.
2. The Director of Education is charged with and responsible for:
   a. formulating and evaluating long-term education vision and policy development for the Faculty and advising the Dean in this regard;
   b. coordinating and harmonising internal and external departmental, inter-departmental and inter-faculty quality assurance;
   c. supporting the improvement of education processes in a general sense.
3. The Director of Education acts as the representative of the Faculty in various internal and external education-related bodies.
4. The Director of Education is supported by the Education Policy Advisor.
5. In joint responsibility with the chair of the Examination Board the Director of Education advises the Dean on the establishment of, or changes to, the Teaching and Examination Regulations (TER).
6. The Director of Education may ask faculty office staff to supply key information that is relevant to his/her performance as Director of Education.
7. The Director of Education renders an account to the Dean of his/her performance of the tasks and duties delegated to him/her at least once every six months, using key figures collected in advance.
8. The Director of Education informs the Dean and the Departmental Heads of important policy plans and the results of evaluations.

PARAGRAPH II D – THE DIRECTOR OF BUSINESS OPERATIONS AND THE SUPPORTING SERVICES

The Faculty recognizes the following services that work in support of Business Operations:

a. The Faculty Office
b. Support staff within the academic departments

Article 11 – Tasks of the Director of Business Operations
1. The Dean appoints a Director of Business Operations to direct the Faculty Office.
2. The Director of Business Operations is responsible for the organisation and management of the support of education, research, and business operations, to the degree as delegated by the Dean. In
the Management Instructions of the Faculty, he/she is appointed as sub manager by the Dean.

3. The Director of Business Operations:
   a. Represents the Dean both internally and externally on the subject of Business Operations;
   b. Supports the Dean with the organisation of business operations;
   c. Manages employee participation;
   d. Directs the managing and supporting staff within the Faculty Office;

4. The Management Instructions explain the degree of the mandate held by the Director of Business Operations.

5. At least once a year, using key figures collected in advance, the Director of Business Operations renders an account to the Dean of his/her performance of the tasks and duties delegated to him/her.

Article 12 – The Tasks of the Faculty Office

1. Under the direction of the Director of Business Operations and within the lines and mandates as established in the Management Instructions, the Faculty Office performs the following tasks:
   a. The policy and organizational support of the Dean;
   b. The policy and organizational support of the Departmental Heads, the Director of Education, and the Director of Research;
   c. The management, supervision, and administration of staff;
   d. The management, supervision, and administration of finances;
   e. The management, supervision, and administration of the ICT infrastructure and equipment;
   f. Providing information about faculty affairs and supporting faculty marketing activities;
   g. The care for a good working environment and ensuring the compliance with ARBO-guidelines;
   h. The coordination and supervision of the building and inventory management and the remaining infrastructure.

2. Only those tasks not delegated to the departments of research are carried out by the Faculty Office.
CHAPTER III – AGENDA, BUDGET, AND ACCOUNTABILITY

Article 13 – Strategic Multi-Year Plan
1. Every four years, in line with the EUR Strategic Plan, the Dean draws up the multi-year plan (covenant) for the Faculty. At least the following is recorded in this plan:
   a. The strategic objectives of the Faculty;
   b. The policy the Faculty will follow within the parameters of its objectives;
   c. The ways and terms within which the Faculty wishes to accomplish its policy objectives;
   d. The responsibility for the implementation of the intended policy;
   e. The financial and organisational conditions needed for the implementation of the policy objectives taking into account the Faculty’s longer-term resource expectations.
2. Before the Dean submits his/her multi-year plan for approval to the Faculty Council, he/she must ask the Management Team for advice.

Article 14 – The Faculty Budget
1. Each year, based on the multi-year plan, the Dean draws up a Faculty budget taking into account the guidelines drawn up by the Executive Board. The Dean consults the Management Team and the Faculty Council. The Faculty budget plan is part of the EUR budget, which is established by the Executive Board and which is approved by the Supervisory Board of the EUR.
2. The Departmental Heads and the Director of Business Operations provide the Dean with the information needed to determine the faculty budget.
3. The budget contains amounts for each department and the Faculty Office.

Article 15 – Accountability
1. The Departmental Heads, the Director of Education and the Director of Business Operations are accountable to the Dean. They provide the Dean with the requested information about their organisational unit.
2. At least once a year the Dean meets with the Departmental Heads and the Director of Business Operations to discuss their execution of the given mandate.
CHAPTER IV – THE FACULTY’S PARTICIPATION AND ADVISORY BODIES

PARAGRAPH IV A – THE FACULTY COUNCIL

Article 16 – Composition and Election/Term of Office (Article 9.31; 9.37 of the WHW)
1. The Faculty Council consists of ten members. Half of these members are chosen by, and from, faculty personnel. The other half is elected by, and from among the ranks, of the faculty students.
2. Members elected by the personnel have a term of office of two years, while members elected by the students have a term of office of one year. A member who occupies a seat that has become prematurely vacant will be appointed for the duration of the term of the person who has been replaced. Once the term of office of the members has ended, they are immediately eligible for reappointment for another term.
3. As long as the result of new elections have not been confirmed following the end of a term of office, the resigning members retain their membership while awaiting the result.
4. The term of office of members of the Faculty Council commences on 1 September following the election of these members and ends on 31 August of the following year.
5. The election of members of the Faculty Council is carried out in accordance with the Faculty Council’s election regulations, which form an integral part of these Regulations.
6. Membership of the Faculty Council ends by virtue of:
   a. the end of the election term;
   b. submission of written notice of cancellation by the elected member concerned;
   c. departure from the ESHCC community;
   d. transfer to another section;
   e. death of the member.
7. From among its own number, the Faculty Council elects a chair and one or more vice-chairs. The chair and vice-chair/chairs do not come from the same section.
8. The members of the Management Team are barred from Faculty Council membership.

Article 17 – The meetings and the rule of procedure for the meetings of the Faculty Council
1. The Dean and the Faculty Council shall meet if so requested, with reason, by the Dean, the Faculty Council, the part of the Faculty Council elected by staff or the part of the Faculty Council elected by students.
2. The meeting shall be held within three weeks of submission of a written request for a meeting.
3. Dean and chair of the Faculty Council discuss the agenda for the Faculty Council meeting in advance.
4. The meetings of the Faculty Council are open to the public, unless the Faculty Council, in view of the nature of the matter in question, decides otherwise with due observance of the rules of procedure (referred to in article 17.6).
5. If, during a meeting or a part of a meeting, a manifestly personal interest of one of the members of the Faculty Council is at issue, the Faculty Council may decide that the member involved will not participate in that meeting or that part of the meeting. The Faculty Council will in that case also resolve to discuss the issue in question in a closed meeting.
6. With due observance of the provisions in these regulations, the Faculty Council will draw up standing orders for its meeting. At any rate provisions will be included concerning:
   a. convening the meetings;
   b. the deadline for sending the meeting documents;
   c. the form of deliberation and decisions, including the method that the Faculty Council uses to make use of the opportunity given to it by the Executive Board to deliberate about the appointment and dismissal of the Dean;
   d. the quorum necessary for valid deliberation and decision-making;
e. the minutes, the signing of the decisions, and the form of adopting the minutes of the meetings;
f. the obtaining of information, whether or not in the meeting;
g. inviting informants and experts;
h. the meetings that are and are not open to the public;
i. the obligation of secrecy.

Article 18 – The duties and powers of the Faculty Council (Article 9.30 in the WHW)

1. The Faculty Council exercises the right of approval and advice vis-à-vis the Dean as laid down in the Act.
2. The Dean will provide the Faculty Council in a timely manner, either following a request or otherwise, with all information that can reasonably be assumed to require for the purposes of fulfilling its function.
3. The Dean will provide the Faculty Council at least four times a year with the opportunity to discuss with him/her the general state of affairs of the Faculty.
4. The Dean will provide the Faculty Council with written information at least once a year on the policy pursued during the past year and the main points of the intended Faculty Policy for the coming year, at least in respect to financial, organisational, education and research issues of the Faculty.
5. At the beginning of the academic year the Dean will provide the Faculty Council with a written overview of the basic information on the composition of the Management Team and the organisation of the Faculty. The Dean will inform the Board subsequently of any changes to the Faculty management instructions.
6. The Faculty Council is authorised to make proposals and make its points of view known to the Dean regarding all matters concerning the Faculty. Within eight weeks, the Dean will provide the Faculty Council with a written reaction, including reasons, in the form of a proposal, to the proposals as referred to in the previous sentence. Before submitting the reaction, the Dean will give the Faculty Council an opportunity for consultation regarding his/her proposal.
7. The Faculty Council will compile an annual written report of its duties and will ensure that all parties involved with the Faculty have access to this report.
8. The Faculty Council will ensure that the agendas and the minutes of Faculty Council meetings are sent to the Dean, the Executive Board, the University Council, and to any committees that may have been set up by the Faculty Council, and that these agendas and minutes are stored in a location at the Faculty that is accessible to all interested parties.
9. The Faculty Council may submit a substantiated request to the Dean for the participation in training activities required for fulfilment of the Council’s tasks. The members of the Faculty Council will be permitted to do this training during working hours with retention of salary (special leave). The costs that, in the opinion of the Dean, are reasonably necessary for the fulfilment of the Faculty Council’s tasks, including training activities, will be borne by the Faculty.

Article 19 – The right of consent of the Faculty Council (Article 7.13; 9.14; 9.37; 9.38 of the WHW)

1. The Dean requires prior consent of the Faculty Council for each of his/her proposed decisions to adopt or amend:
   a. The regulations of the Faculty;
   b. the TER, as referred to in Article 7.13 of the WHW, with the exception of the topics mentioned in the second section under a through g and v, and with exception of the requirements as referred to in Article 7.28, the forth and fifth section, and Article 7.30b, the second section.
   c. the main elements of the budget of the EUR, The following shall be considered main elements of the budget in all cases:
changes to the internal allocation of resources or the allocation model regulating
the allocation of direct funding in the policy areas of teaching, research, support,
central costs and strategic policy-making. The right of approval relates to principles
and functioning and not to outcomes; and
- changes to investments and divestments in teaching, research, operational man-
agement and housing.
d. Other subjects as set out in the regulations of the University Council, about which the
Faculty Council has the right of consent.

Article 20 – The right to be consulted (Article 9.32; 9.37; 9.38a of the WHW)

1. The Dean will obtain advice from the Faculty Council in a timely fashion for his proposed deci-
dions concerning:
   a. The annual budget plan, insofar as these are not the main elements of the budget re-
      ferred to in Article 19, paragraph 1 (c) of these regulations.;
   b. matters concerning the continued existence of and the smooth running of affairs within
      the Faculty;
   c. other subjects laid down in the regulations of the University Council, about which the
      Faculty Council has the right to be consulted.

2. If the advice is not followed, or not followed in full, the Faculty Council will be informed why
such advice has not been followed, or not followed in full.

Article 21 – The right of the Faculty Council to be heard

1. Pursuant to the provisions of Article 3 of these regulations, the Dean is expected to inform the
Faculty Council in appropriate time before taking a decision concerning:
   a. the strategic education and research policy of the Faculty (including the chair plan);
   b. the financial policy, personnel policy and ICT policy;
   c. the student policy;
   d. the marketing policy;
   e. the appointment of the Vice-Dean.

Article 22 – The right of initiative of the Faculty Council

1. The Faculty Council is authorised to put forward proposals to the Dean about all affairs concern-
ing the Faculty and to make its point of view known.

2. Unless another period of time has been agreed, the Dean will give his/her reasoned response to
the proposal as referred to in the preceding subsection within eight weeks. He/she will give the
Faculty Council the opportunity to consult him/her beforehand on the matter.

Article 23 – Specific powers given to the personnel section of the Faculty Council (Article 9.37; 9.50
of the WHW)

1. The personnel section of the Faculty Council promotes the welfare and interests of the staff of
the Faculty.

2. The powers of the personnel section of the Faculty Council referred to in this article may be ex-
ercised to the extent to which the Dean has been delegated the powers concerned by the Execu-
tive Board. If the personnel section advises on affairs for which the Dean has no authority, the
advice will be sent by him/her as soon as possible to the next higher authority.

3. The Dean will give the personnel section of the Faculty Council the opportunity to submit its ad-
dvice to him/her and consult him/her in a timely fashion on the proposed policy decisions and
measures concerning:
   a. the manner in which the conditions of employment and service will be applied at the
      Faculty;
b. the manner in which the general personnel policy will be implemented at the Faculty;
c. safety, health and welfare in relation to working conditions at the Faculty;
d. the organisation and way of working within the Faculty;
e. the technical and economic performance of the Faculty;
f. the powers as referred to in the Reorganisation Code of EUR.

4. The personnel section of the Faculty Council is entitled to submit proposals to the Dean concerning the issues referred to in the preceding paragraph. Unless a different period has been agreed with the personnel section, the Dean will submit a written reaction to the proposals within four weeks, stating reasons. Before submitting the reaction referred to in the previous sentence, the Dean will give the personnel section the opportunity at least once to consult with him/her on the proposal.

5. The Dean requires prior approval of the personnel section of the Faculty Council for each of the measures taken by him/her for implementing the policy or making amendments to it, regarding which the members have provided him with advice as referred to in Subsection 3 of this article.

6. The rights of the personnel section of the Faculty Council referred to in the preceding articles may be exercised by them during a period of six weeks, after having been given the opportunity by the Dean to do so. 7. The standing orders of the Faculty Council are applicable to the meetings of the personnel section of the Faculty Council, in so far as not decided otherwise by the Dean in agreement with the personnel section.

Article 24 – Facilities and training (Article 9.48 of the WHW)

1. The Dean shall provide the Faculty Council with facilities that it needs for the performance of its tasks.
2. The Dean shall give the members of the Faculty Council the opportunity to receive the training, required by the latter, for the performance of their duties for a period of time to be determined jointly by the Dean and the Faculty Council. Staff members of the Faculty Council shall be given the opportunity to receive this training in working hours and with payment of salary.
3. The Dean appoints a clerk to assist the Faculty Council. Said clerk shall follow the instructions of the Faculty Council’s Chair in carrying out his or her duties.

Article 25 – Dispute settlement for faculty councils (Article 9.40 of the WHW)

1. If there is a dispute between the Dean and the Faculty Council or section thereof, the Dean or Faculty Council shall report this dispute to the Executive Board.
2. The Executive Board shall investigate whether an amicable settlement can be reached between the parties. If an amicable settlement cannot be reached, the Executive Board or Faculty Council shall submit the dispute to the Disputes Committee.
3. If the dispute relates to the failure to follow, or follow completely, advice of the Faculty Council, the execution of the decision shall be suspended for four weeks unless the Faculty Council has no objections to the immediate execution of the decision.
4. If the Dean has not received the approval of the Faculty Council for the proposed decision, the Dean may ask the Disputes Committee for permission to take the decision.
5. Regarding the referral of a dispute, the Faculty Council may assume the advisory powers of the Programme Committee, insofar as this is consistent with the advice of the Programme Committee.
6. Within a month of the date of its pronouncement, an appeal may be brought against a ruling of the disputes committee to the business chamber of the Rotterdam court. The first sentence shall not apply if the previous paragraph is acted upon.
PARAGRAPH IV B – THE PROGRAMME COMMITTEES

Article 26 – Appointment and Composition (Section 9.18 of the WHW)

1. The Dean appoints a Programme Coordinator for each study programme or each group of study programmes within the Faculty.

2. The members of the Programme Committees are appointed by the Dean. The staff members will be recruited after an open call by the Departmental Head whilst informing them of the criteria to be eligible for a place in the Programme Committee. These criteria are:
   - The staff member has a (permanent of temporary) appointment that started at least one year prior to the proposed membership of the Programme Committee;
   - The staff member has an appointment that consist of at least 0.5 fte educational tasks;
   - The staff member will be available for a full term of two years;
   - The staff member is not responsible for departmental master- or bachelor coordination;
   - The appointment of the proposed staff member must lead to a composition of the staff section that is divers in different respects and constitutes a fair representation of all programmes involved;
   - There are no personal circumstances that would lead to an unacceptable workload for the staff member involved, if he or she would be appointed in the Programme Committee.

If there is more than one candidate per position who meets the criteria, an election for that position will be held.

The staff members will recruit the student members after an open call. The criteria for selection must involve issues of continuity, diversity and fair representation of all programmes involved.

3. Every year, the manner of appointment, as described in Subsection two, will appear on the Faculty Council agenda. Annually, the Dean and Faculty Council review if this manner of appointment is desirable, and do so in consultation with the Programme Committees, the Director of Education, and the Departmental Heads.

4. The Programme Committee chooses its own chair.

5. The Programme Committee consists of six to ten members of which half are staff members whose work activities are related to the programme concerned, and the other half are students enrolled in the programme. If the Programme Committee is responsible for related Bachelor’s and Master’s programmes, half of the seats is reserved for Bachelor’s students and the other half for Master’s students. Membership of the Programme Committee is incompatible with the positions of Director of Education, Departmental Head, Programme Coordinator, Student Advisor, or Research Director.

6. The Faculty has the following Programme Committees:
   a. History
   b. Arts and Culture Studies
   c. Media & Communication

7. The term of the Programme Committee starts on 1 September and ends on 31 August of the following year. Staff members of the Programme Committee are appointed for a term of two years, while the student members are appointed for a term of one year. All members may be reappointed, but the maximum number of terms is two.

8. Next to the expiry of the appointment term, membership of the Programme Committee ends:
   a. through written notice sent to the Dean of the Faculty;
   b. as a student by termination of his/her enrolment in the programme on grounds of the provisions in Article 7.42 of the WHW;
   c. because a member appointed from the staff is no longer involved in that programme’s curriculum;
d. upon death.

9. In the instances listed in Subsection 8 a-d, inclusive, the Dean appoints a new member to the vacancy which has arisen, taking into account the provisions of the Faculty Regulations.

10. The Dean will appoint a secretary for each Programme Committee.

**Article 27 – The duties of the Programme Committee (Article 9.18 of the WHW)**

1. The Programme Committee has the following duties:
   a. Issuing advice on how to promote and guarantee the quality of the programme;
   b. Right of consent with regard to the Teaching and Examination Regulations, as stated in Article 7.13 of the WHW with the exception of the topics mentioned in Subsection 2, a, f, h up to and including u and x, and with the exception of the requirements as stated in Article 7.28, subsection four and five, and subsection 7.30b, section 2 of the WHW;
   c. annually assessing the manner in which the TER is implemented;
   d. right to advice of the Teaching and Examination Regulations, as stated in Article 7.13 of the WHW, with the exception of the topics of which the committee has the right of consent as determined in section b;
   e. Either on request or of its own accord, the Programme Committee can offer advice or proposals to the Programme Board and the Dean on any topic relating to the programme.

2. To agree with or offer an advice, at least half plus one of the Programme Committee members must be present. If the meeting cannot achieve a majority decision, it is recommended that the same issue will be placed on the agenda for a subsequent meeting.

3. The Programme Committee will present a public report every year.

4. With due observance of the provisions in these regulations, the Programme Committee will draw up standing orders for its meeting. At any rate provisions will be included concerning:
   a. convening the meetings at least four times a year and publishing the meeting dates timely;
   b. the deadline for sending the meeting documents;
   c. the minutes, the signing of the decisions, and the form of adopting the minutes of the meetings;
   d. the obtaining of information, whether or not in the meeting;
   e. inviting informants and experts.

**Article 28 – Consultation with the Programme Committee**

1. The Programme Committee will be given the opportunity to consult the Director of Education or the Dean before it presents its recommendations.

2. The Director of Education or the Dean will inform the Programme Committee as soon as possible, in writing, of the degree to which the committee’s advice has been followed or implemented by him/her.

3. The Programme Committee informs the Faculty Council of its advice and proposals, as stated in Article 27 Subsection 1 e.

4. If the Programme Committee offers advice or a proposal, as defined in Article 27 Subsection 1 e, to the Director of Education or the Dean, he/she will reply to this proposal within a period of two months.

5. The Programme Committee is permitted to invite the Director of Education or the Dean at least twice a year to discuss the proposed education policies, based on an agenda drawn up by the Programme Committee.

6. The Director of Education and the Programme Committee will convene if requested, with valid reason, by the Director of Education, the Programme Committee, the personnel section of the
committee, or the student section of the committee. This meeting takes place within three weeks after the written request has been submitted to the chair of the Programme Committee.

Article 29 - Facilities

1. At the commencement of their membership term, the Dean enables the Programme Committee members to prepare for their duties through training. He/she makes a budget available for this.
2. The Dean shall provide the Programme Committees with facilities that they can use and that they may reasonably need for the performance of their task.

PARAGRAPH IV C – THE OTHER ADVISORY BOARDS OF THE FACULTY

Article 30 – The Faculty's other advisory boards

1. The Dean is authorised to establish other advisory committees in the Faculty, to appoint the chair and to appoint and dismiss its members.
2. The Dean may establish both permanent and temporary committees. On the establishment of a committee, a number of matters are arranged which will in any event include the tasks, authorities, method and content of the reporting, size and composition, the nature of access to the meeting and the term of the committee.
3. The Dean ensures that advisory committees he/she established are provided with the necessary support.
4. The Faculty has in any case a Standing Committee for Research Performance ('VCW'). The committee is comprised of full professors and associate professors of the Faculty and a PhD representative. The chair, coming from their midst, is preferably a professor. The VCW advises the Dean on the following:
   a. The progress of the individual PhD trajectories;
   b. The research policies of the Faculty;
   c. The acquiring of external research subsidies
   d. The ethical norms and procedures that apply to scientific research
5. The committee conducts its activities in accordance with a protocol determined by the Dean.
6. The Faculty has in any case a Standing Committee for Career Development Policy ('VCL'), which furnishes the Dean with solicited and unsolicited advice on the appointment and promotion of academic personnel. The committee is comprised of at least three members and an external chair. The committee conducts its activities in accordance with a protocol determined by the Dean.
7. The Faculty has in any case an Ethics Review Board which checks the ethical framework of the scientific research done within the Faculty. The committee is comprised of six members, preferably two representatives per department.
8. The Dean has access to all the meetings of the committees as described in this article. To all others these meetings are not accessible, unless the committee decides otherwise.

PARAGRAPH IV D – THE EXAMINATION BOARD

Article 31 – The Examination Board (Article 7.12 of the WHW)

1. The Examination Board is the body that uses its expertise to determine objectively whether students meet the requirements established by the TER with regard to the knowledge, insight and skills needed to obtain a degree.
2. The Dean establishes one Examination Board for all the programmes within the Faculty. The Examination board is supported by a secretary who is appointed by the Dean.
Article 32 – Appointment and composition of the Examination Board (Article 712a of the WHW)
1. The Dean provides for sufficient guarantees that the Examination Board will act with the re-
quired independence and expertise.
2. The Examination Board is comprised of seven members (including a chair and vice-chair). Each
department chooses two members of its regular staff who are responsible for the provision of
education within their department. The seventh member is independent and not linked to the
Faculty. Preferably, the chair of the committee holds the position of professor.
3. Members of the Management Team or those who have financial responsibilities within the Fac-
ulty cannot be members of the Examination Board.
4. The Dean appoints the chair and the other members of the Examination Board, after nomination
by the Director of Education and the Examination Board, based on their expertise in the field
covered by a group of the Faculty’s programmes.
5. The term of office for the members of the Examination Board is three years. They may be reapp-
pointed.

Article 33 – Tasks and powers of the Examination Board (Article 712b of the WHW)
1. Next to the tasks and powers described in Articles 7.11 and 7.12, second subsection of the
WHW, the Examination Board has the following tasks and powers:
   a. ensuring the quality of tests and examinations;
   b. establishing guidelines and instructions within the framework of the TER, as referred to
      in Article 7.13 of the WHW, for assessing tests and examinations and determining the
      results;
   c. granting permission for students to follow programmes they themselves compiled, as
      referred to in Article 7.3d of the WHW, from which the examination results in a degree.
      The Examination Board indicates to which EUR programme the student-compiled pro-
      gramme belongs for the purposes of application of the WHW;
      a. the provision of exemptions for sitting one or more examinations;
      b. guaranteeing the quality of the organisation and procedures of tests and exams.
2. The Examination Board establishes rules regarding the correct procedure during the examina-
tions and regarding measures to be taken in that respect. The Examination Board may give the
examiners guidelines and instructions with regard to assessing the candidates and determining
their results. The Examination Board provides the students with adequate information about the
guidelines and instructions.
3. In the case of fraud, the Examination Board may withdraw the right of a student to sit one or
more of the examinations for which he/she is scheduled for a period of up to one year. In the
case of extensive fraud, the Executive Board, on the recommendation of the Exami-
nation Board, can expel the student from the programme in its entirety.
4. Following consultation with the Dean, the Examination Board may submit a proposal, giving rea-
sons, to the Executive Board for an iudicium abeundi to expel a student as referred to in Article
7.42a of the WHW.
5. The Examination Board takes decisions on entrance examination applications, deficiencies and
enrolment applications from candidates educated abroad with deficiencies in their education.

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1 In the case of an unrestricted curriculum.
6. At the end of the first year of enrolment in an initial Bachelor’s degree programme at the Faculty, the chair of the Examination Board, acting on the Dean’s authority, issues a written recommendation with a binding character to each student with respect to the continuation of the student’s study programme. The recommendation is based on the study results obtained by the student during that academic year and other information the Examination Board has available on the student.

7. The chair of the Examination Board conducts structural discussions with the Dean, the Departmental Heads and the Director of Education.

8. The Examination Board attends meetings of the Examinations Appeals Board in which decisions of the Examination Board are being disputed.

9. Annually, the Examination Board draws up a report of its activities. The Examination Board submits the report to the Dean. The report is discussed with the Dean and the Director of Education.

10. The Examination Board advises the Dean on adopting and amending the TER of the relevant study programme.

**Article 34 – Examiners (Article. 7.12c of the WHW)**

1. For the taking of exams and the determining of exam results the Examination Board appoints examiners.

2. Only staff members whose work activities are related to the provision of education within the programme concerned and external experts can act as examiner. The examiners provide the Examination Board with the requested information.

**PARAGRAPHS IV E – THE FACULTY RESEARCH INSTITUTES**

**Article 35 – Management of the research institutes**

1. A research institute is managed by the Director of Research.

2. The Director of Research is appointed by the Dean for a period of four years. The Dean can appoint the same person as Director of Research for more than one research institute.

3. The Director of Research holds the title of ordinary professor.

4. To assist the Director of Research, an Advisory Board may be set up for the research institute. The majority of the Advisory Board’s members should be members of the academic staff.

5. The members of the Advisory Board are appointed by the Dean for a four-year period, after consultation with the institute’s Director of Research. The Dean informs the Executive Board about this appointment.

**Article 36 – Tasks of the Director of Research**

1. The Director of Research of a research institute is charged with the organisation and day-to-day management of the institute. He/she represents the research institute externally. With due regard for the provisions of the BBR-EUR and the Management Instructions, the Dean may delegate portions of his/her management authority to the Director of the research institute for a period to be determined by the Dean.

2. Once every four years the Director of Research establishes a multi-year research programme (including a multi-year budget plan) for the institute, taking into account the Dean’s general guidelines for scientific practice, and having heard the Advisory Board’s advice as referred to in Article 25. This research programme must be approved by the Dean.

3. The Director of Research establishes a more detailed research programme once a year (including a budget plan) with due regard for the contents of the multi-year research programme. The Dean is informed about this more detailed research programme.

4. The Director of Research is also charged with arranging and supervising the implementation of the (more detailed) multi-year research programmes. Aided by an annual report, he/she renders
an account to the Dean of the execution of the research programme and the deployment of resources.

5. The Director of Research advises the Dean on the internal quality assurance system, in so far as the institute is affected, and on the follow-up on the external quality assessment.

6. The Director of the research institute will provide the Dean with the requested information. He/she consults with the Departmental Heads in the event of important policy decisions and on the results of evaluations. He/she therefore also submits requests to the Departmental Heads.

7. The Director of the research institute consults with the Dean on a regular basis and will, if requested, render a written account of the performance of his/her duties to the Dean. Furthermore, the Director of the research institute will provide the Dean with requested information and furnish the Dean with both solicited and unsolicited advice on research institute affairs.
Chapter V – Final Provisions

Article 37 – Difference of opinion regarding the Faculty Regulations
1. The Dean shall decide in the event of a difference of opinion regarding the interpretation of one or more articles in these regulations.
2. If, following the Dean’s decision as referred to in the first sentence of this article, the opinion of the Faculty Council remains divided, the dispute will be reported by either the Dean or (the members of) the Faculty Board to the Executive Board. The Executive Board will submit the dispute to the Disputes Committee as referred to in the Act, unless the Executive Board is of the opinion that the dispute can be resolved without the intervention of the Disputes Committee and that opinion is accompanied by a proposal to resolve the dispute, and that proposal has the support of both the Dean and (the members of) the Faculty Council.
3. A difference of opinion is deemed to exist if such is ascertained by the Dean, the Faculty Council or a member of the Faculty Council.
4. The Dean will decide on matters not provided for in these Regulations.

Article 38 – Name
These Regulations may be referred to as the Faculty Regulations of the Erasmus School of History, Culture and Communication (ESHCC).

Article 39 – Entry into Force
1. Drawn up by the Dean on 20 December 2017, having obtained the consent of the Faculty Council and approved by the Executive Board on 30 January 2018.
2. It replaces the regulations that were approved by the Executive Board in 2014.
APPENDIX 1

Appendix to Article 6, subsection 1

The Faculty recognizes the following departments:

1. History
2. Arts and Culture Studies
3. Media and Communication

The three departments and the Faculty Office are designated as the Faculty’s organisational subunits.