

Erasmus University Rotterdam Administration and Management Regulations 2020

(BBR-EUR 2020)

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These regulations will enter into force on 1 January 2020

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Title I - General

Article 1.1 - Definitions

1. The following definitions apply in these Regulations:
 - Capacity Group: a department at the Faculty in which all staff work in the same specialist field;
 - Complaint: a written statement concerning the manner in which the University and its Staff have treated the complainant or another person in respect of a certain matter;
 - Endowed Professor: an externally-funded professor occupying an endowed Chair, who provides education at the University in any event;
 - Mandate: the authority to take decisions in the name of an administrative body as referred to in Article 10:1 of the General Administrative Law Act (abbreviated to 'Awb');
 - Management: the entirety of decisions, operations and activities with which the Executive Board implements University policy regarding the acquisition and allocation of financial resources, the purchase, care and maintenance of tangible resources, the deployment of Staff and the efficient and legitimate use of the aforesaid resources;
 - Management Unit: an organisational unit established by the Executive Board in which the Management is carried out by the Manager;
 - Management Instructions: a regulation pertaining to the structure of the Management Unit, compiled by the Manager;
 - Management Duty: a duty as specified in Title XI;
 - Manager: the person charged with performance of Management Duties on the Executive Board's instructions, in its name and under its responsibility;
 - Power of attorney: authority issued by the grantor to another party (known as the 'attorney') to perform legal acts in the grantor's name as referred to in Book 3 Article 60 of the Civil Code (abbreviated to 'BW').
 - Professor: a lecturer and/or researcher attached to the University and funded by the University;
 - Relevant Party: a student, prospective student or former student; an external candidate, prospective external candidate or former external candidate;
 - Staff: persons employed by the University and working at the University pursuant to such employment;
 - Sub-mandate: administrative Management Duties delegated to a subordinate member of the Staff by the Manager or by one of his/her subordinates;
 - Sub-power of attorney: Management Duties pertaining to private law and delegated to a subordinate member of the Staff by the Manager or by one of his/her subordinates;
 - Students: persons enrolled at the University and admitted to the University pursuant to Chapter 7 Title 3 of the WHW;
 - University Community: the Staff employed at the University and its Students.

- University: Erasmus University Rotterdam;
 - WHW: the Higher Education and Research Act (abbreviated to 'WHW').
2. The terms used in these regulations have the same meaning as those in the WHW if such terms also occur in the WHW and have not been included in the definitions.

Title II - Structure and management of the University

Article 2.1 - Structure of the University (Article 1.3 of the WHW)

1. The University comprises the Faculties as specified in Article 5.1 of these Regulations, the International Institute of Social Studies (abbreviated to 'ISS') as specified in Article 8.1 of these Regulations, and the central and support services as specified in Article 10.1 of these Regulations.
2. The central and support services are charged with providing support in respect of duties to be performed by the University's administrative bodies and its participatory bodies, and with facilitating the Faculties in connection with performance of their duties.

Article 2.2 - Executive board (Articles 9.2, 9.3 and 9.7 of the WHW)

1. The Executive board comprises the rector magnificus and two other members.
2. The rector magnificus must hold the rank of Professor at the University.
3. The appointment shall not exceed a period of four years at the most.
4. Members of the Executive Board shall be granted honourable discharge at the end of the month in which they attain the functional age limit that applies to public service. In the appointment and reappointment, the supervisory board can determine a later date of honourable discharge up to a maximum of six months after the stated age limit, as long as the period of four years is not exceeded.

Article 2.3 - Signing of documents (Article 9.2 of the WHW)

1. The Executive Board shall decide which officials - in what fields - are authorised to sign outgoing documents in the event of any absence or impediment on the part of the Executive Board.

Article 2.4 - Consultations on administrative and Management matters

1. The Executive Board must hold regular consultations with the Managers to discuss administrative and Management affairs, or matters relating to education and research at the joint Faculties.
2. The Executive Board must hold consultations with the Managers at least twice every year to discuss administrative and Management affairs, insofar as these concern the relevant Manager.

Title III - The University supervisory board

Article 3.1 - Composition of the supervisory board (Article 9.7 of the WHW)

1. The University's Supervisory Board comprises five members.

Article 3.2 - Approval of the budget plan (Article 9.8 of the WHW)

1. If the Supervisory Board does not approve a budget plan on commencement of the period to which this budget plan relates, the holder of the budget plan shall exclusively be entitled to incur current expenses. The supervisory board's approval is invariably required prior to entering into new obligations.
2. If the supervisory board rejects the budget plan or postpones its resolution on the matter, additional provisions may be incorporated into this resolution in order to ensure a proper course of events during the period preceding definitive approval.

Title IV - Faculties and programmes

Article 4.1 - Faculties at the University (Article 9.11 of the WHW)

1. The University comprises the following Faculties:
 - a. the Faculty of Economic Sciences, known as: 'Erasmus School of Economics' (abbreviated to ESE);
 - a. the Faculty of Legal Studies, known as: Erasmus School of Law (abbreviation: ESL);
 - c. Faculty of Social Sciences, known as: Erasmus School of Social and Behavioural Sciences (abbreviated to ESSB);
 - d. the Faculty of Medicine and Health Sciences, known as Erasmus University Medical Centre (abbreviated to 'EMC');
 - e. the Faculty of Philosophy, known as Erasmus School of Philosophy (abbreviated to ESPhil);
 - f. the Faculty of history, culture and communications, known as: 'Erasmus School of History, Culture and Communication (abbreviated to ESHCC);
 - g. the Faculty of Business Administration, known as Rotterdam School of Management, Erasmus University (abbreviated to RSM).
2. The Faculties specified in the foregoing are also Management Units.

Explanation

Erasmus School of Health Policy & Management (abbreviated to 'ESHPM') occupies an exceptional administrative position: ESHPM is part of EMC and it is not a Management Unit. This means there are 11 Management Units: the Faculties, the General Management Directorate, the University Library, Professional Services, and the International Institute of Social Studies.

Article 4.2 - Initial programmes at the Faculties (Article 9.11 of the WHW)

1. Appendix 1 to these Regulations specifies the initial programmes established by the faculties.

Article 4.3 - The dean (Articles 9.12 to 9.20 and 9.22 of the WHW)

1. The Executive Board appoints the dean for a term of four years.
2. The Executive Board shall prescribe additional rules governing the appointment, suspension or removal of the Dean in the 'Selection and appointment procedure for deans at Erasmus University Rotterdam'.
3. The Dean is the Manager of a Management Unit.
4. The Dean may establish Capacity Groups in respect of education and the pursuit of scholarship.

Article 4.4 - Programme board (Article 9.17 of the WHW)

1. The programme board comprises the Education Director.
2. The Education Director may not simultaneously serve as a member of the programme committee for the relevant programme.

Article 4.5 - Faculty Director of Operations

1. Each Faculty has its own Faculty Director of Operations.
2. The Faculty Regulations include additional regulations concerning the powers of the Faculty Director of Operations.
3. The Faculty Director of Operations may not simultaneously serve as a member of the Faculty Council for the relevant Faculty.

Title V – Research Institutes and Research Schools

Article 5.1 - Research institutes and research schools (Article 8.1, 9.21, 9.22 and 9.23 of the WHW)

1. The Executive Board concludes communal regulations for establishing an inter-university research institute.
2. The Executive Board establishes a partnership between an interfaculty research institute and an interfaculty research school.
3. The research institutes or research schools in existence on the date of adoption of these Regulations have been included in Appendix 2 to these Regulations.

Article 5.2 - The Board (Article 9.21 and 9.22 of the WHW)

1. The board of the relevant research institute or research school comprises the academic board (abbreviated to 'the Board' in this Title). The Board may comprise one or more members.
2. The Board is appointed by the Dean of the Faculty for a term of four years, and the 'budget holder status' of the research institute or research school is delegated to it.
3. The Dean may establish an advisory council to provide support to the Board of a research institute or research school. The majority of the advisory council members shall be members of the academic staff at the University.

Article 5.3 - Research programme (Article 9.21 and 9.22 of the WHW)

1. Subsequent to consultations with the advisory council and approval from the relevant Deans, the Board shall establish a research programme once every five years for the relevant research institute or research school.
2. The Board shall establish an additional research programme once every year, with due observance of the aforesaid long-term research programme and of the guidelines for the pursuit of scholarship laid down by the Dean.
3. The annual research programme specified in the preceding paragraph must be sent to the relevant Deans for their perusal.
4. The Board is responsible vis-à-vis the Deans of the relevant Faculties in respect of establishing the additional research programme and its implementation.

Article 5.4 - Administration of resources (Article 9.21, 9.22 and 9.23 of the WHW)

1. The participating Faculties are responsible for the funding of a research institute or research school.
2. The resources shall be administered by the Board.

Title VI - Graduate schools

Article 6.1 - Graduate schools

1. A graduate school may be established by one sole Faculty, or jointly by several Faculties.
2. Insofar as a Faculty has established a graduate school, the PhD students at this Faculty shall be members of this graduate school by virtue of their doctoral research.
3. Graduate schools are responsible for PhD students' academic entrenchment; they are responsible for monitoring PhD students; and they are responsible for PhD students and for organising training sessions for PhD students.
4. Graduate schools' powers, composition, duties and working methods are provided for in Rules of Procedure, compiled by the Board of the graduate school and the Deans of the participating Faculties and adopted by the Executive Board.
5. All the graduate schools established are included in Appendix 2 to these Regulations.

Article 6.2 – Board

1. The Board of a graduate school comprises one director (abbreviated to 'the Board' in this Title).
2. The Board shall be appointed by the Dean(s) of the relevant Faculty or Faculties, for a term not exceeding four years.

Article 6.3 - Administration of resources

1. The participating Faculties are responsible for the funding of a graduate school.
2. The resources shall be administered by the Board.

Title VII - International Institute of Social Studies

Article 7.1 - Structure of the ISS

1. The International Institute of Social Studies (abbreviated to 'the ISS') has been integrated into the University pursuant to an integration agreement. This agreement prescribes additional rules relating to the structure of the ISS and its duties.
2. The ISS is a Management Unit.
3. The Rector of the ISS is Manager of the ISS.

Title VIII - Doctorate Board

Article 8.1 - Composition and duties of the Doctorate Board (Article 7.18, 7.19, 9.10 and 9.53 of the WHW)

1. The Doctorate Board comprises the Rector Magnificus, the Deans of the Faculties, the Vice-Dean of Erasmus School of Health Policy & Management (abbreviated to 'ESHPM') and the Rector of the ISS.
2. The Rector Magnificus is the Chairperson of the Doctorate Board.
3. The Dean of a Faculty proposes one member and one deputy member of the Doctorate Board

to the Executive Board for appointment. The proposed candidates should be one of the full professors of the relevant Faculty.

4. The members of the Doctorate Board are appointed by the Executive Board.
5. In addition to its duties prescribed by law, the Doctorate Board provides advice on the creating of a Chair or amending the appellation of a Chair.
6. The Executive Board shall prescribe additional rules concerning powers and duties to be assigned in the 'Erasmus University Rotterdam Doctorate Regulations'.

Title IX - Endowed Chairs

Article 9.1 - Establishment of endowed Chairs (Article 9.53 to 9.59 of the WHW)

1. The Executive Board shall prescribe additional rules in the 'Procedure for Chairs & Professors' regulations, pertaining to the establishing and termination of endowed Chairs and to the appointment, reappointment and dismissal of Endowed Professors.

Title X - Central and support services

Article 10.1 – Central and support services

1. The University has the following central services:
 - a. the General Management Directorate (abbreviated to 'GMD');
 - b. the University Library (abbreviated to 'UL').
2. The University has the following support service:
 - a. Professional Services (abbreviated to 'PRO').
3. PRO comprises seven service units, each with its own service director, as follows:
 - a. Education & Student Affairs (abbreviated to 'E&S');
 - b. Erasmus Research Services (abbreviated to 'ERS');
 - c. Finance (abbreviated to 'F');
 - d. Human Resources (abbreviated to 'HR');
 - e. Information Technology (abbreviated to 'IT');
 - f. Marketing & Communication (abbreviated to 'M&C');
 - g. Real Estate & Facilities (abbreviated to 'RE&F').
4. GMD, UL and PRO are Management Units.
5. The GMD director, the PRO coordinator and the UL University Librarian are Managers.

Article 10.2 - Secretary of the Executive Board

1. The Executive Board has a secretary (abbreviated to 'the secretary'). This secretary is also Director of the GMD.
2. The secretary is appointed, suspended and dismissed by the Executive Board.
3. The secretary is charged with coordinating preparation and implementation of the Executive Board's decisions.
4. The secretary is Chairperson of an agenda consultation for preparing the Executive Board's meetings.

Article 10.3 - PRO Coordinator

1. PRO has a Professional Services Coordinator (abbreviated to 'the coordinator').

2. The coordinator is the PRO Manager; he/she officially delegates the Management Duties - without any reservations and with scope for differentiation - to the PRO service directors.
3. The coordinator is charged with coordinating the service units.
4. The coordinator is appointed, suspended and dismissed by the Executive Board on the recommendation of the service directors. This position may rotate after two years.
5. The coordinator is appointed for a term of two years.
6. The coordinator is *primus inter pares* in respect of the other service directors.

Article 10.4 - The University Librarian

1. The university librarian is head of the University Library.
2. The university librarian is appointed, suspended and dismissed by the Executive Board.
3. The university librarian is responsible for compiling all scientific information for education and research purposes and for its disclosure and management at the central library, the medical library and the institute libraries. In addition, the university librarian is responsible for compiling, disclosing and managing the University's academic heritage.
4. The university librarian delegates the compilation, disclosure and management of material for the Faculty of Medicine and Health Sciences to the head of the medical library.
5. The university librarian prescribes regulations pertaining to use of the central library and the institute libraries.
6. The university librarian ensures that the Manager of the Faculty of Medicine and Health Sciences prescribes additional rules pertaining to use of the medical library.

Title XI - Management

Chapter 1 - Management duties of the Executive Board

Article 11.1 - Staff management

1. Staff management entails legal acts prescribed in or pursuant to the Act, or pursuant to the staff policy established by the Executive Board, and in any event pertaining to the following:
 - a. structure of the organisation;
 - b. classification of the position using the Hay system;
 - c. adoption of the Reorganisation Plan and the Personnel Plan;
 - d. implementation of reorganisation activities;
 - e. opening up vacancies;
 - f. releasing vacancies for open recruitment and for posting advertisements, or establishment of some other means of recruitment;
 - g. selection of Staff;
 - h. entering into an employment contract with individual persons and transferring Staff members;
 - i. employment outside the University (such as secondment), including performance of the necessary acts in this respect;
 - j. dismissal of Staff other than at their own request, including the necessary actions for this;
 - k. assigning Staff members to a salary scale;
 - l. entire or partial withholding of remuneration, or entire or partial annulment of entitlement to remuneration;

- m. granting periodic salary increments, promotions, allowances, bonuses and life-course savings schemes;
 - n. reimbursement of expenses;
 - o. imposing the relocation requirement;
 - p. issuing instructions to perform different duties contrary to Staff members' own wishes;
 - q. suspending Staff members or imposing disciplinary measures on them as referred to in Article 3 paragraphs 1 and 4 of the 'Regulations for disciplinary measures, EUR 2018';
 - r. applying holiday and leave arrangements in individual cases;
 - s. taking decisions pertaining to working hours, reductions in working hours, increases in working hours and attendance;
 - t. providing study facilities, including service programmes and granting leave for sabbaticals;
 - u. ensuring assessment of Staff performance;
 - v. issuing a service instruction, non-compliance with which may result in sanctions;
 - w. ensuring and being accountable and responsible for the efficient and legitimate deployment of Staff, including consenting to performance of ancillary activities and establishing the applicable conditions;
 - x. general monitoring of working conditions, including health, safety and welfare, ensuing from activities at the University;
 - y. maintaining staff administration and performing various administrative acts;
 - z. Management of staff data systems authorised at the University;
 - za. concluding departure and termination regulations.
2. The resolutions passed and acts performed in connection with Management of the University Staff also apply in respect of persons appointed by third parties to perform work at the University, if and insofar as the Executive Board and the aforesaid third parties have reached consensus on this matter.

Article 11.2 - Financial Management

1. Management of the University's financial resources comprises acts and resolutions prescribed in or pursuant to the law or to the financial policy laid down at the University, which shall in any event include the following:
- a. compiling a budget plan in which income and expenditure are estimated separately;
 - b. administration of income and expenditure, as well as the budget plan, using the data systems authorised at the University;
 - c. administration of assets and liabilities, including registration of movable property, claims and debts, as well as immovable property, loan capital and equity, using the information systems authorised at the University;
 - d. the starting and provision of loans;
 - e. Management of the liquid assets and effecting payments;
 - f. entering into obligations and/or spending of funds, not relating to construction;
 - g. issuing tenders and agreeing contracts;
 - h. implementing the salary administration;
 - i. rendering account in respect of financial Management;
 - j. acceptance of donations and legacies;

- k. issuing proposals and starting agreements regarding giving education to third parties, or performing research assigned by third parties;
 - l. entering into obligations and expenditure concerning the construction of new buildings and/or renovation of existing buildings;
 - m. opening and closing of bank, giro and investment accounts and defining the financial conditions under which this is done;
 - n. the execution of treasury banking (Ministry of Finance).
2. The resolutions passed and acts performed in connection with Management of the University's financial resources also apply in respect of funds entrusted to the University's care by third parties, if and insofar as the Executive Board and the aforesaid third parties have reached consensus on this matter.

Article 11.3 - Management of movable and immovable property

1. Management of the University's movable and immovable property comprises acts and resolutions prescribed in or pursuant to the law or to the policy laid down by the Executive Board, which shall in any event include the following:
- a. constructing buildings in the University's grounds;
 - b. acquiring, providing, maintaining and safeguarding such movable and immovable property;
 - c. determining the use of these properties;
 - d. designing the structure for the use of these properties;
 - e. the maintenance and replacement of these properties;
 - f. placing the buildings at the disposal of the Managers and third parties;
 - g. supervision of the legitimate and efficient use of these properties;
 - h. administering these items using the data systems authorised at the University;
 - i. reporting on the legitimate and efficient use of the movable and immovable properties;
 - j. the acceptance and use of moveable property of third parties;
 - k. hiring of moveable and immovable property;
 - l. denying access to the University's buildings and grounds.
2. The resolutions passed and acts performed in connection with Management of the University's movable and immovable property also apply in respect of movable and immovable property in the possession of third parties and placed at the University's disposal by such third parties, if and insofar as the Executive Board and the aforesaid third parties have reached consensus on this matter.

Article 11.4 - Management of data files

1. Without prejudice to the policy rules adopted and the guidelines issued by the Executive Board, and without prejudice to Regulation DIV 2002, Management of the data systems includes the decisions and acts prescribed pursuant to the law or pursuant to the policy adopted by the Executive Board, and shall in any event include the following:
- a. determination of the structure of the information systems;
 - b. ensuring data entry in these information systems;
 - c. custody and safeguarding of data collections;
 - d. placing data collections and parts thereof at the disposal of users;
 - e. regulating public access to systems, including regulation of

- an individual's access to system components containing personal data on the individual in question;
- f. monitoring the legitimate and effective use of the systems;
 - g. rendering account in respect of the legitimate and effective use of the systems.
2. The resolutions passed and acts performed in connection with Management of the University's data files may also apply in respect of data files in the possession of third parties and placed (or to be placed) at the University's disposal by such third parties, if and insofar as the Executive Board and such third parties have reached consensus on this matter.

Article 11.5 - Management of student facilities

1. Management of the University's student facilities comprises acts and resolutions prescribed in or pursuant to the law or to the policy laid down by the Executive Board, which shall in any event include the following:
- a. Management of student administration for Dutch and international students alike;
 - b. Management of the education systems;
 - c. ensuring the general welfare of the Students to the greatest possible extent.
2. The resolutions passed and the acts performed in connection with Management of the student facilities may also apply in respect of the student facilities in the possession of third parties and placed (or to be placed) at the University's disposal by such third parties, if and insofar as the Executive Board and such third parties have reached consensus on this matter.

Chapter 2 - Provisos for the Executive Board

Article 11.6 - Provisos relating to powers of disposition in respect of staff management

1. The Executive Board reserves the right to take the following decisions:
- a. adopting the Reorganisation Plan and the Staff Plan (Article 11.1 paragraph 1 sub c.);
 - b. transferring Staff members against their wishes (Article 11.1 paragraph 1 sub h.);
 - c. employment of Staff members outside the University, including secondment and including the acts relating to PRO Managers and service directors required in this respect (Article 11.1 paragraph 1 sub i.);
 - d. dismissals for reasons other than a Staff member's own request, including the acts required in this respect (Article 11.1 paragraph 1 sub j.);
 - e. withholding all or part of a Staff member's salary or revoking all or part of a Staff member's claims to remuneration (Article 11 paragraph 1 sub l.);
 - f. granting periodic salary increments, promotions, allowances, bonuses and life-course savings schemes, insofar as this exceeds the sum of € 12,500 per annum (Article 11.1 paragraph 1 sub m.);
 - g. suspending a Staff member, or imposing a disciplinary measure other than a written reprimand or suspension on a Staff member (Article 11.1 sub q.);
 - h. granting leave for sabbaticals (Article 11.1 paragraph 1 sub t.);
 - i. imposing a sanction if a service instruction is not performed (Article 11.1 paragraph 1 sub v.);
 - j. compiling departure and termination regulations (Article 11.1 paragraph 1 sub za.);
 - k. classification of the position using the Hay system, insofar as this applies to professors other than Endowed Professors (Article 11.1 paragraph 1 sub b.);
 - l. opening up vacancies, insofar as this applies to professors other than Endowed Professors (Article 11.1 sub e.);

- m. selection of professors other than Endowed Professors (Article 11.1 paragraph 1 sub g.);
- n. entering into employment contracts with professors and transfer of professors; entering into employment contracts with Managers and transfer of Managers; and entering into employment contracts with PRO service directors and transfer of PRO service directors (Article 11.1 paragraph 1 sub h.);
- o. entering into employment contracts with professors other than Endowed Professors; entering into employment contracts with Managers and transfer of Managers; and entering into employment contracts with PRO service directors and transfer of PRO service directors of retirement age and over (Article 11.1 paragraph 1 sub h.);
- p. selection of Managers and PRO service directors (Article 11.1 paragraph 1 sub f.);
- q. ensuring assessment of Managers' and PRO service directors' performance (Article 11.1 paragraph 1 sub u.);
- r. ensuring and being accountable and responsible for the efficient and legitimate deployment of Staff on the part of Managers and PRO service directors, including consenting to ancillary activities and establishing the applicable conditions (Article 11.1 paragraph 1 sub w.);
- s. establishing the Managers' salaries.

Article 11.7 - Provisos relating to powers of disposition in respect of financial Management

1. The Executive Board reserves the right to take the following decisions:
 - a. rendering account in respect of financial Management (Article 11.2 paragraph 1 sub i.);
 - b. accepting donations and legacies (Article 11.2 paragraph 1 sub j.);
 - d. entering into obligations (including submitting offers) and/or expenditure, insofar as:
 - the relevant obligation and/or item of expenditure exceeds the sum of € 206,000 excluding VAT for each calendar year, and/or
 - the relevant obligation (other than a duty to observe confidentiality) and/or item of expenditure relates to a period of more than four calendar years, and/or
 - the relevant obligation and/or item of expenditure is tacitly renewed, unless it obviously does not affect any substantial financial or other interest (Article 11.2 paragraph 1 sub f., g. and k.).
 - d. opening and closing of bank, giro and investment accounts and defining the financial conditions pursuant to which this is effected (Article 11.2 paragraph 1 sub 1. and sub m.).

Article 11.8 - Provisos relating to powers of disposition in respect of movable and immovable property

1. The Executive Board reserves the right to take the following decisions:
 - a. the construction of edifices and the acquiring, alienation, encumbrance, renting and leasing, and permitting use of the University's immovable property, including the granting of consent for cancelling mortgages and attachments;
 - b. denying access to the University's buildings and grounds, except for provisional denial of access as referred to in Article 3 of the Regulations concerning the maintaining of order in the University's buildings and grounds, and the efficient use of facilities.

Article 11.9 - Other provisos relating to powers of disposition

1. The Executive Board reserves the right to take the following decisions:
 - a. establishing new legal entities and amending the Articles of Association of existing legal entities;
 - b. conducting legal proceedings, referring disputes to arbitrators, reaching settlements, accepting agreements and acquiescing in Court decisions or decisions by arbitrators.

Chapter 3 - Mandates and powers of attorney conferred by the Executive Board

Article 11.10 - Mandates and powers of attorney

1. A Mandate or a Power of Attorney conferred on a Manager by the Executive Board may not be exercised by this Manager if any of the following apply:
 - a. it concerns a matter of a fundamental nature, unless the Executive Board has already determined a policy position in relation to it;
 - b. it concerns a matter whereby the prescribed procedure for deliberation or handling has not yet been completed;
 - c. the Executive Board has announced its intention of dealing with a certain matter itself.
2. The consequences of legal acts performed by an official unauthorised to do so may have to be borne personally by the relevant official.
3. The Managers to whom the Executive Board has granted a Mandate and Power of Attorney must render account thereof to the Executive Board.
4. The Executive Board may at all times demand submission of financial, administrative and other documents from the Managers to whom a Mandate and Power of Attorney have been granted.
5. The Managers must furnish the Executive Board with an annual overview of the matters they have handled pursuant to their Mandate and Power of Attorney.
6. The Managers must immediately notify the Executive Board of any significant adverse effects or concomitant consequences of a power exercised by a Manager pursuant to their Mandate and Power of Attorney. This shall in any event apply in the following cases:
 - a. the imminent exceeding of the financial resources placed at the relevant Management Unit's disposal in connection with the adopted budget;
 - b. criminal offences that come to their knowledge during performance of their duties;
 - c. incidents which may result in drastic consequences for the University.

Article 11.11 - Sub-mandate and Sub-power of attorney

1. The Managers may officially sub-delegate parts of the duties entrusted to them as Managers by means of a Management Instruction, or by means of an individual written injunction, or they may issue a Sub-power of attorney in writing to the Staff employed in their own Management Unit.
2. The relevant Manager must submit the Sub-mandate or Sub-power of attorney thus granted to the Executive Board for approval.

Article 11.12 - Management Instruction

1. Each Manager must compile additional regulations relating to the structure of the Management Unit and the Sub-mandate and Sub-power of attorney granted by him or her; these are known as 'the Management Instruction'. Adopted or amended Management Instructions require approval from the Executive Board.
2. A Management Instruction provides for the following:

- a. whether the Management Unit is sub-divided into Sub-Management Units, and if so, in what manner;
- b. a summary of the duties and powers reserved by the relevant Manager for himself/herself;
- c. a summary of which duties are performed and which powers are exercised by which positions pursuant to a Sub-mandate and Sub-power of attorney;
- e. a provision for performance of Management Duties in the event that the Manager or Sub-Manager is absent.

Article 11.13 – Mandates and powers of attorney for Staff Management

1. The duties specified in Article 11.1 of these Regulations shall be delegated and assigned in power of attorney to the Managers, except for the provisos specified in Article 11.6 of these Regulations.

Article 11.14 - Powers of attorney for Financial Management

1. The Management Duties as specified in Article 11.2 paragraph 1 sub a., b., c., f., g., i. and k. of these Regulations shall be assigned in power of attorney to the Managers up to and including the sum of € 206,000 (excluding VAT), per calendar year, or relating to a period of four calendar years or less.
2. The following duty is assigned in power of attorney to the PRO coordinator:
 - a. entering into obligations and incurring expenses for new buildings and/or for renovation of existing buildings up to and including the sum of € 206,000 excluding VAT per calendar year, or relating to a period of four calendar years or less (Article 11.2 paragraph 1 sub l.).
3. Obligations which may be tacitly renewed shall be deemed to be obligations relating to a period of more than four years.

Article 11.15 – Mandates and powers of attorney for movable and immovable property

1. The duties pertaining to movable and immovable property as specified in Article 11.3 d. to g. inclusive and i. (sub e. exclusively refers to movable property) of these Regulations shall be delegated and assigned in power of attorney to the Managers.
2. The following duties shall be delegated and assigned in power of attorney to the PRO coordinator:
 - a. placing rooms in the University buildings at the disposal of the acknowledged student organisations as referred to in the 'Acknowledgement and Facilities Regulations for Student Organisations' and Management Units (Article 11.3 paragraph 1 sub f.);
 - b. leasing rooms in the University buildings to the acknowledged student organisations as referred to in the 'Acknowledgement and Facilities Regulations for Student Organisations' and Management Units (Article 11.3 paragraph 1 sub k.).

Article 11.16 - Mandates and powers of attorney for data files

1. The duties relating to Management of the data files - as specified in Article 9.4 of these Regulations - shall be delegated and assigned in power of attorney to the Managers.

Article 11.17 - Other mandates and powers of attorney

1. The authority to conduct legal proceedings, refer disputes to arbitrators, reach settlements, accept agreements and acquiesce in Court decisions or decisions by arbitrators, shall be assigned in power of attorney to the Executive Board's secretary.
2. The authority to apply for legally required permits in the field of safety, health and working conditions is mandated to the Professional Services coordinator.

Title XII - Participation at the University

Article 12.1 - Voting rights (Article 9.31 and 9.38 of the WHW)

1. Members of the University Community hold active and passive voting rights for the University Council.
2. Members of the Faculty Community hold active and passive voting rights for the Faculty Councils.
3. Staff Members hold active and passive voting rights for the Service Council of one of the central services. The 'Electoral Regulations for the University Council at Erasmus University Rotterdam' prescribe additional rules, pursuant to which specific Staff Members hold active and passive voting rights.
4. The 'Electoral Regulations for the University Council at Erasmus University Rotterdam', the Faculty Regulations in force at the relevant Faculty, and the 'Electoral Regulations for the Service Council of the auxiliary organisational units at Erasmus University' prescribe additional rules concerning active and passive voting rights in respect of the bodies.

Article 12.2 - Central Electoral Committee

1. A Central Electoral Committee (abbreviated to 'CSB') comprising three members has been established. A deputy member is appointed for each member. The CSB must include at least one student member.
2. The CSB is charged with organising and holding elections for members of the University Council and the service councils, and facilitating elections for members of the Faculty Councils. The relevant Faculties are responsible for organising elections for the Faculty Councils.
3. The CSB's powers, composition, duties and working methods are provided for in the 'Rules of Procedure for the Central Electoral Committee'.
4. The 'Rules of Procedure for the Central Electoral Committee' are adopted by the Executive Board.

Article 12.3 - The University Council (Article 9.31 of the WHW)

1. The University Council comprises various committees that are responsible for preparing decision-making.
2. The University Council is responsible for regulating internal matters and distribution of the resources released by the Executive Board in the 'Regulations for the University Council at Erasmus University Rotterdam'.

Article 12.4 - Service councils (Article 9.50 of the WHW)

1. The Management Units referred to in Article 10.1 of these Regulations all have their own service council.
2. The Manager of the relevant service is the contact person for the service council.

3. The service council's powers, composition, duties and working methods are provided for in the 'Rules of Procedure for the Service Councils of the Management Units at Erasmus University Rotterdam'.

Article 12.5 - Programme committee (Article 9.18 of the WHW)

1. The programme committees' powers, composition, duties and working methods are provided for in the Faculty Regulations at the relevant Faculty.

Title XIII - Legal protection of Relevant Parties

Chapter 1 - General

Article 13.1 - Legal protection facility (Article 7.59a of the WHW)

1. The University has established a virtual helpdesk - known as the legal protection facility - to enable Relevant Parties to submit objections, appeals or Complaints.
2. Relevant Parties must submit objections, appeals or Complaints in the manner prescribed by the virtual helpdesk: either by e-mail to legal.protection@eur.nl or by letter.

Chapter 2 - Objections and appeals

Article 13.2 - Objections; disputes advisory committee (Article 7.13 of the Awb and Article 7.63a of the WHW)

1. A disputes advisory committee has been established at the University: this is known as the Advisory Committee for Objections (abbreviated to 'ACB').
2. The ACB's powers, composition, duties and working methods are laid down by the Executive Board in the 'Rules of Procedure for the ACB at Erasmus University' subsequent to the University Council's recommendation.

Article 13.3 - Objections; disputes committee *iudicium abeundi* (Article 7.42a of the WHW)

1. A disputes committee *iudicium abeundi* has been established at the University (abbreviated to GIA).
2. The GIA's powers, composition, duties and working methods are laid down by the Executive Board in the 'Rules of Procedure for the GIA at Erasmus University'.

Article 13.4 - Appeals; Board of Appeal for Examinations (Article 7.60 and 7.62 of the WHW)

1. A Board of Appeal for Examinations has been established at the University (abbreviated to 'CBE').
2. The CBE's powers, composition, duties and working methods are laid down by the Executive Board in the 'Rules of Procedure for the CBE at Erasmus University'.

Chapter 3 - Handling complaints

Article 13.5 - Complaints submitted by Relevant Parties (Chapter 9 of the Awb and Article 7:59a of the WHW)

1. The handling of Complaints - other than Complaints submitted by Relevant Parties and relating to undesirable behaviour - is additionally provided for in the 'Regulations for complaints submitted by students and external candidates at EUR'.

2. Complaints submitted by Relevant Parties and relating to undesirable behaviour on the part of other Relevant Parties are handled by the Committee for Sexual Harassment, Aggression and Violence (abbreviated to 'SIAG').
3. The SIAG's powers, composition, duties and working methods are specified in the 'Rules of Procedure for SIAG at Erasmus University Rotterdam'.
4. Complaints relating to violations of scientific integrity on the part of Relevant Parties are handled by the Committee for Scientific Integrity (abbreviated to 'CWI').
5. The CWI's powers, composition, duties and working methods are specified in the 'Rules of Procedure for CWI at Erasmus University Rotterdam'.

XIV - Legal protection of Non-relevant Parties

Article 14.1 - Board of Appeal for non-initial programmes

1. A Board of Appeal for non-initial programmes has been established at the University (abbreviated to 'GNIO'); this Board of Appeal is subject to private law.
2. The GNIO's powers, composition, duties and working methods are laid down by the Executive Board in the 'Rules of Procedure for GNIO at Erasmus University Rotterdam'.

Article 14.2 – Complaints and objections submitted by Non-relevant Parties

1. Complaints submitted by Non-relevant Parties and relating to undesirable behaviour are handled by the SIAG Committee.
2. Complaints relating to violations of scientific integrity on the part of Non-relevant Parties are handled by the Committee for Scientific Integrity (abbreviated to 'CWI').

Title XV - Final and transitional provisions

Article 15.1 - Interpretation

1. In cases relating to matters provided for in these Regulations which are not covered by these Regulations, or in cases where these Regulations may be interpreted in several ways, the decision shall rest with the Executive Board.

Article 15.2 - Translation

1. If these Regulations have been translated into English, and if any conflict should arise between the English translation and the Dutch version, the Dutch version shall prevail.

Article 15.3 - Publication

1. The Executive Board must post these Regulations on the University website.

Article 15.4 - Entry into force (Article 9.8 and 10.20 of the WHW)

1. Subsequent to the University Council's endorsement and the Supervisory Board's approval, these Regulations shall enter into force on a date to be determined later on by the Executive Board.

Article 15.5 - Abbreviated title

1. These regulations shall be cited as 'Administration and Management Regulations 2020'.
2. These regulations shall be abbreviated to 'BBR-EUR 2020'.

Appendix 1 - Initial programmes at EUR with effect from 1 September 2019

appendix relating to Article 5.2 of these Regulations

Bachelor programmes

B Humanities	B History
B Business Administration	B Health Sciences
B Public Administration	B International Business Administration
B Communication and Media	B Clinical Technology (joint degree with TU Delft and Leiden University)
B Criminology	B Liberal Arts and Sciences
B Econometrics and Operational Research	B Nanobiology (joint degree with TU Delft)
B Economy and Business Economics	B Pedagogical and Educational Sciences
B Philosophy	B Psychology
B Philosophy of a Specific Area of Science	B Law
B Tax Law	B Sociology
B Fiscal economics	
B Medicine	

Master programmes

M Liability and Insurance	M International Public Management and Public Policy
M Accounting, Auditing and Control	M Arts and Culture Studies
M Labour Law	M Management of Innovation
M Business Administration	M Marketing Management
M Business Information Management	M Media Studies
M Commercial Law	M Nanobiology (joint degree with TU Delft)
M Criminology	M Corporate Law
M Econometrics and Management Science	M Organisational Change & Consulting
M Economics and Business	M Pedagogy and Education
M Philosophy	M Psychology
M Finance & Investments	M Public Administration
M Financial Law	M Healthcare Law
M Tax Law	M Law
M Fiscal Economics	M Sociology
M Medicine	M Strategic Entrepreneurship
M History	M Strategic Management
M Global Business & Sustainability	M Supply Chain Management
M Health Economics and Management (international joint degree)	B Technical Medicine (joint degree with TU Delft and Leiden University)
M Health Economics, Policy & Law	M Toga Master
M Human Resource Management	M Health Care Management
M International Management	

Appendix 2 - Interfaculty/inter-university research institutes / research schools / graduate schools

appendix relating to Title VI of these Regulations

The following interfaculty research institutes / research schools exist at Erasmus University Rotterdam:

1. Research schools where the University is the secretary:
 - a. Faculty:
*Cardiovascular Research School, Erasmus University Rotterdam (COEUR);
Erasmus Postgraduate School of Molecular Medicine (MolMed);*
 - b. Inter-faculty:
*Erasmus Research Institute of Management (ERIM);
Netherlands Institute for Health Sciences (NIHES);*
 - c. Inter-university:
*Philosophy Research School (OZSW);
Tinbergen Institute (TI).*

2. Research schools participated in by the University:
*Experimental Psychological Research School (EPOS);
Experimental Psychopathology (EPP);
Huizinga Institute - Inter-university Research School for Cultural History (Huizinga);
Inter-university Research School for Psychometrics and Sociometrics (IOPS);
Kurt Lewin Institute (KLI);
Netherlands Institute of Government (NIG);
N.W. Posthumus Institute (Posthumus);
Research School for Transport, Infrastructure and Logistics (TRAIL);
Research School for Neurosciences Amsterdam Rotterdam (ONWAR);
Research School for Human Rights (Human Rights);
Research School for Resource Studies for Development (CERES);
Medical Genetics Centre South-West Netherlands (MGC);
Inter-university Centre for Educational Science (ICO);
Research School The Netherlands School of Communications Research (NeSCoR)
Netherlands Graduate Research School of Science, Technology and Modern Culture (WTMC)*

3. Graduate schools:
*Erasmus Graduate School of Social Sciences and the Humanities (EGSH) (interfaculty: ESPhil, ESSB, ISS and ESHCC)
Erasmus Graduate School of Law (EGSL) (faculty: ESL)
Erasmus MC Graduate School (faculty: Erasmus MC).
Erasmus Research Institute of Management (ERIM);*