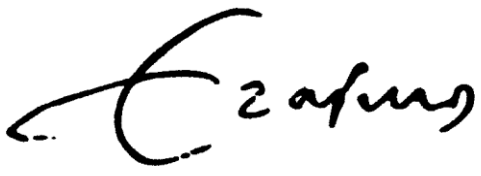


Erasmus University Rotterdam

FACULTY REGULATIONS

**Erasmus School of
History, Culture and
Communication**

This is a translation only. In case of conflict, the Dutch version is leading.



Erasmus University Rotterdam

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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 of the Erasmus University Rotterdam ('ESHCC');
 - d. The Executive Board: the Executive Board of the University as referred to in Section 9.2 of the WHW;
 - e. The BBR-EUR: the Management and Administrative Regulations of the EUR;
 - f. The 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 given in the Act or the said regulations.
3. References to 'he' (him, his, etc.) in these regulations should also be read as 'she' (her etc.) where applicable.

CHAPTER II THE FACULTY ORGANISATION

PARAGRAPH II A THE FACULTY BOARD

Article 2 - The Dean (Section 9.12/9.13 of the WHW)

1. The management and administration of the Faculty rests with the Dean of the Faculty, hereinafter 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.
4. The Dean holds the title of an ordinary professor.

Article 3 - The Dean's duties and responsibilities (Sections 9.12, 9.13, 9.14, 9.15, 9.17 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 with regard to teaching and research and 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 Scientific Practice ('VCW') as referred to in Article 25 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 scientific directors;
 - c. setting up programme committees and the Examination Board, as well as appointing, reappointing, suspending and dismissing the chairman and the members of these committees, this in accordance with the procedure outlined in article 19;
 - 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 and 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;
 - 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 with regard to teaching and research activities;
 - m. adopting and amending the Teaching and Examination Regulations (OER), and the periodic assessment thereof, subject to the guidelines of the Executive Board; adoption and/or amendment requires prior advice from the relevant programme committee and the Examination Board, as well as the authorisation of the Faculty Council, with the exception, however, of the parts of the OER, referred to in Section 7.13, subsection 2, under a-g, and

- the requirements referred to in Section 7.30a, subsection 3, third sentence and Section 7.30b, subsection 1, third sentence of the WHW;
- n. supervising the implementation of the OER 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 follow-up master programmes as referred to in Section 7.30a, third subsection and fifth paragraph of the WHW, as well as granting exemptions from the admission requirement as referred to in Section 7.30c of the WHW;
 - q. taking measures in respect of the collective right of complaint as referred to in the Act;
 - r. establishing the general guidelines for scientific practice and the annual research programme of the Faculty, having heard the Standing Committee for Scientific Practice ('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 (Section 9.16 of the WHW)

1. The Dean is accountable to the Executive Board.
2. On request, he 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 management team comprises, in any event, the departmental heads, the managing director and the Vice-Dean, if one has been appointed. On commencing his term of office, the Dean announces the composition of his 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 and/or membership of the University Council and the EUROPA.
3. 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.

4. The meetings of the management team are closed.
5. The Dean will provide the Faculty Council each quarter 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 FACULTY

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 appendix forms an integral part of the Faculty Regulations.
2. The Dean determines the tasks and size of the department.
3. The Dean appoints the departmental head.
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 (Section 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 Section 9.17 of the Act. A programme is understood to mean a bachelor programme and one or more follow-up master 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 four-year period.
5. The departmental head may be reappointed no more than twice.

Article 8 - **The tasks of the departmental head** (Section 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 OER 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 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. In his capacity as programme director, the departmental head is 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 OER and delivered to the students, with due observance of the provisions in Section 9, subsection 19 of the Act;
 - 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 customers;
 - g. managing the budgets allocated to the study and other programmes concerned, including budgets for education innovation projects.
3. The departmental head renders an account to the Dean of his performance of the tasks and duties delegated to him at least once each quarter, using key figures collected in advance.
 4. The departmental head informs the Dean and the programme and research director 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 OER 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 assigning duties to the staff working in his academic discipline, as well as for their performance (his duties include the distribution of duties, development of competencies, range of expertise, output, motivation, quality and quality retention, etc.). Professors may also be assigned duties by the departmental head to the extent the departmental head has the relevant authority.

PARAGRAPH II C THE DIRECTOR OF EDUCATION

Article 10 - The tasks of the director of education

1. The director of education will, preferably, hold the title of ordinary professor. He 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. In joint responsibility with the chairman of the Examination Board, the director of education advises the Dean on the establishment of, or changes to, the Teaching and Examination Regulations (OER).
5. The director of education may ask faculty office staff to supply key information that is relevant his performance as director of education.
6. The director of education renders an account to the Dean of his performance of the tasks and duties delegated to him at least once every six months, using key figures collected in advance.
7. The director of education informs the Dean and the departmental heads of important policy plans and the results of evaluations.

**CHAPTER III
BODIES****THE FACULTY'S PARTICIPATION AND ADVISORY****PARAGRAPH IIIA****THE FACULTY COUNCIL****Article 11 - Composition and election/term of office (Section 9.31, 9.37 of the WHW)**

1. The Faculty Council consists of ten members, half of whom are elected by and from among the personnel. Half of the members are 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 has not been confirmed following the end of a term of office, the resigning members retain their membership while awaiting this result.
4. The term of office of members of the Faculty Councils 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 chairman and one or more vice-chairmen. The chairman and vice-chairman/chairmen do not come from the same section.
8. The members of the management team are barred from Faculty Council membership.

Article 12 – The meetings and the rules of procedure for the meetings of the Faculty Council

1. The Dean and the Faculty Council shall meet if so requested, with reasons, by the Dean, the Faculty Council, the part of 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 the written request thereto.
3. 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.
4. 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.
5. 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 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 13 – The duties and powers of the Faculty Council (Section 9.30 of the WHW)

1. ESHCC has a Faculty Council that 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 it can be reasonably 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 the general state of affairs of the Faculty.
4. The Dean will provide the Faculty Council with 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 of 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. Either at the Faculty Council's request or of his own accord, the Dean shall provide the Faculty Council with all information in good time, in order for the Faculty Council to perform its duties satisfactorily.
7. 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 three months, 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 as referred to in the previous sentence, the Dean will give the Faculty Council an opportunity for consultation regarding his proposal.
8. 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.
9. The Faculty Council will ensure that the agendas and the minutes of Faculty Council meetings are sent to the Dean, and also 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 Faculties that is accessible to all interested parties
10. The Faculty Council may submit a substantiated request to the Dean for the participation in training activities required for fulfilment of the Board'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 14 - **The right of consent of the Faculty Council** (Section .7.13; 9.14; 9.37; 9.38 of the WHW)

The Dean requires prior consent of the Faculty Council for each of his proposed decisions to adopt or amend:

- a. the regulations of the Faculty;
- b. the OER of each programme, with the exception of the organisation of the contents of the programmes and the examinations, the exit qualifications of the programmes and the study load;
- c. other subjects as set out in the regulations of the University Council, about which the Faculty Council has the right of consent.

Article 15 - The right to be consulted (Section 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 decisions concerning:
 - a. the annual budget plan;
 - 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 16 - The right of the Faculty Council to be heard

Pursuant to the provisions of Article 3 of these regulations, the Dean is expected to inform the Faculty Council in good 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 17 - The right of initiative of the Faculty Council

1. The Faculty Council is authorised to put forward proposals to the Dean about all affairs concerning the Faculty and to make its point of view known.
2. Unless another period of time has been agreed, the Dean will give his reasoned response to the proposal as referred to in the preceding paragraph within eight weeks. He will give the Faculty Council the opportunity to consult him beforehand on the matter.

Article 18 - Specific powers given to the personnel section of the Faculty Council (Section 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 exercised to the extent to which the Dean has been delegated

the powers concerned by the Executive Board. If the personnel section advises on affairs for which the Dean has no authority, the advice will be sent by him 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 advice to him and consult him 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, as adopted by the University Council
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 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 for implementing the policy or making amendments to it, regarding which the members have provided him with advice as referred to in paragraph 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.

PARAGRAPH IIIB

THE PROGRAMME COMMITTEES

Article 19 - Composition and term of office (Section 9.18 of the WHW)

1. The Dean appoints a Programme Committee for each study programme or group of study programmes at the Faculty.
2. Half of the members of the Programme Committee will be members of the

Faculty who perform work for the benefit of the programme concerned, and the other half will be students registered for the programme concerned. If a Programme Committee is responsible for the related bachelor and master programmes, in principle half of the seats will be reserved for students recruited from the bachelor programmes and the other half will be recruited from students on the master programmes.

3. The Faculty has the following Programme Committees:
 - a. History, consisting of eight members
 - b. Culture Studies, consisting of eight members
 - c. Media & Communication, consisting of eight members.
4. The term of the Programme Committee start 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 student members are appointed for a term of one year. They may be reappointed.
5. The Dean will appoint the chairman of the Programme Committee, who will preferably hold the position of ordinary professor, having consulted the Programme Committee concerned, as well as the director of education and the heads of the departments concerned.
6. The Dean will appoint the student members of the Programme Committees from the students registered for the programme, after open recruitment and upon consultation with the Programme Committee concerned.
7. The Dean will appoint the staff members of the Programme Committees in an open process of application and after consultation with the director of education and the heads of the departments concerned.
8. Apart from through 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 enrolment in the programme on grounds of the provisions of Section 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 paragraphs 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 departmental head is excluded from the membership of the Programme Committee. The study advisor cannot be a member of the Programme Committee, but fulfils the role of informant and/or attendant.

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

Article 20 - The duties of the Programme Committee (Section 9.18 of the WHW)

1. The Programme Committee has the duty of providing advice, both solicited and unsolicited, to the heads of the departments, the director of education and the Dean in respect of policy preparation for and implementation of the programmes concerned, such as the quality of the current curriculum, desired changes, project requests and current projects, and any other matter they may deem important as part of educational innovation and curriculum reviews.
2. More specifically, the duties of the Programme Committee involve:
 - a. advising on the adoption and amendment of the OER;
 - b. annually assessing the manner in which the OER is implemented;
 - c. evaluating the actual teaching provided and fulfilling a role yet to be determined in the process of teaching evaluations;
 - d. identifying bottlenecks and problems and proposing practical solutions within the existing curriculum, and giving advice on all the issues concerning education in the programme concerned to the departmental head, the director of education and the Dean;
 - e. receiving complaints and grievances from students, in accordance with the existing formal complaint procedures, and through establishing contacts and mediation, reaching the most desirable and viable resolution. In this the Programme Committee is bound by official confidentiality and, partly as a result, is independent in exercising its duty.
3. The Programme Committee will send its advices, as referred to in 2 (a) and (c) to the Faculty Council for information purposes.
4. The Programme Committee shall be given the opportunity to consult with the departmental head and/or director of education or the Dean before issuing its advice.
5. To issue 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 be placed on the agenda for a subsequent meeting.
6. The programme committee shall be informed in writing by the departmental head and/or director of education and the Dean as soon as possible about how they followed the Programme Committee's advice.

Article 21 - Consultation with the Programme Committee

The departmental head and/or director of education shall consult the (chairman of the) Programme committee concerned at least twice a year concerning the implementation of the OER.

Article 22 - Facilities

At the commencement of their membership term, the Dean enables the Programme Committee members to prepare for their duties through training. He makes a budget available for this.

PARAGRAPH IIIC THE OTHER ADVISORY BODIES OF THE FACULTY

Article 23 - The faculty's other advisory bodies

1. The Dean is authorised to establish other advisory committees in the Faculty, to appoint the chairman 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 established are provided with the necessary support.
4. The Faculty has in any case a Standing Committee for Scientific Practice ('VCW'), which advises the Dean on the progress of the PhD programmes. The committee is comprised of at least six members and a chairman. The committee conducts its activities in accordance with a protocol determined by the Dean.
5. 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 chairman. The committee conducts its activities in accordance with a protocol determined by the Dean.
6. The Dean has access to all meetings of the committees referred to in paragraphs 4 and 5. The meetings are closed, unless the committee decides otherwise.

PARAGRAPH IIID THE EXAMINATION BOARD

Article 24 - The Examination Board (Section 7.12 of the WHW)

1. The Dean appoints a single Examination Board for the Faculty's programmes.

2. The Examination Board is the body that uses its expertise to determine objectively whether students meet the requirements established by the OER with regard to the knowledge, insight and skills needed to obtain a degree.
3. The Examination Board consists of at least three members, including the chair. The chair and members of the Examination Board are appointed and dismissed by the Dean. The term of office for the members of the Examination Board is three years. They may be reappointed.
4. The Dean appoints the chair and the other members of the Examination Board on the basis of their expertise in the field covered by a group of the Faculty's programmes. At least three members of the Examination Board are permanent staff charged with the provision of education for the study programmes. The chair is preferably an ordinary professor.
5. The Dean will appoint a secretary for the Examination Board.
6. The Dean provides for sufficient guarantees that the Examination Board will act with the required independence and expertise.
7. The Examination Board appoints the examiners to administer the examinations and determine the results. Only personnel members who are charged with providing education for the relevant programme component or experts from outside the University may be appointed as examiners. The examiners provide the Examination Board with the information requested.
8. The Examination Board establishes rules regarding the correct procedure during the examinations 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.
9. In addition to the tasks and powers referred under paragraph 8 of this article and the powers concerning the issuing of certificates as referred to in Section 7.11 of the WHW, the Examination Board also has the following tasks and powers:
 - a. ensuring the quality of tests and examinations;
 - b. establishing guidelines and instructions within the framework of the OER, as referred to in Section 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 Section 7.3d WHW¹, from which the examination results in a degree; the Examination Board indicates to which EUR programme the student-compiled programme belongs for the purposes of application of the WHW.
- d. the provision of exemptions for sitting one or more examinations. The Examination Board establishes the grounds on which exemptions may be granted for tests or examinations in higher education previously successfully completed, or knowledge and skills acquired outside higher education.
 - e. 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 or she is scheduled;
 - f. advising the Dean on adopting and amending the OER of the relevant study programme.
10. At the end of the first year of enrolment in an initial bachelor degree programme at the Faculty, the chairman 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.
 11. The Examination Board takes decisions on entrance examination applications, deficiencies and enrolment applications from candidates educated abroad with deficiencies in their education.
 12. Following consultation with the Dean, the Examination Board may submit a proposal giving reasons to the Executive Board for an *iudicium abeundi* to expel a student as referred to in Section 7.42a of the WHW.
 13. The chairman of the Examination Board conducts structural discussions with the Dean, the departmental heads and the director of education.
 14. The Examination Board provides the Dean with the information requested and draws up an annual report of its activities. The Examination Board submits the report to the Dean. With due regard for the provisions of the Standing Orders of the Faculty Council concerning confidential information, the Dean presents the report of the Examination Board's activities to the Faculty Council.

¹ In the case of an unrestricted curriculum.

PARAGRAPH IIIIE

THE RESEARCH INSTITUTES

Article 25 - Management of the research institutes

1. A research institute is managed by the director of research.
2. The director of research is appointed to that position by the Dean for a four-year period. The Dean can appoint the same person as director 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 institution. The majority of the Advisory Board's members shall 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 26 - 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 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 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 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 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 consults with the departmental heads in the event of important policy decisions and on the results of evaluations. He 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 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 IV FINAL PROVISIONS

Article 28 - 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, which 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 29 - Name

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

Article 30 - Entry into force

1. Drawn up by the Dean, on xxx, having obtained the consent of the Faculty Council and approved by the Executive Board on 11 December 2014.
2. It replaces the regulations that were approved by the Executive Board on 1 September 2011.

Appendix 1

Appendix to Article 6, subsection 1

From 1 September 2007, the Faculty will recognise the following departments:

- 1) History
- 2) Arts and Culture Studies
- 3) Media and Communication

The three departments and the faculty office will be designated as the Faculty's organisational subunits.

