

Erasmus School of **Economics**

SCHOOL REGULATIONS

2017

This is a translation of the '*Faculteitsreglement 2017*'. In case of conflict between the original Dutch text and this English translation, the Dutch text will be leading.

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CHAPTER 1 GENERAL

Article 1- Definitions

1. In these regulations and the provisions based upon them, the terms below are taken to mean the following:
 - a. The Act or WHW: The Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*), by order of the Minister of Justice dated 10 January 2000, Bulletin of Acts and Decrees 2000/11 on publication of the text of the Higher Education and Research Act in the Bulletin of Acts and Decrees, since amended (including by the Administration Reinforcement Act [*Wet Versterking Bestuurskracht onderwijsinstellingen*]);
 - b. The university: Erasmus University Rotterdam (abbreviated to EUR);
 - c. The School: the Erasmus School of Economics of the Erasmus University Rotterdam (abbreviated to ESE)
 - d. The Executive Board: the Executive Board of the university as referred to in Article 9.2 of the Higher Education and Research Act.
 - e. The BBR-EUR: the Administrative and Management Regulations of the EUR;
 - f. The TER: the teaching and examinations regulations;
 - g. Management: the entire body of decisions and decrees, proceedings and activities by which the dean of ESE implements the School's policy on obtaining and making available the financial resources, the purchase, care and maintenance of material resources, as well as the deployment of staff and the effective and proper use of these resources.
 - h. The term 'Programme Director' in these regulations is reserved for the official charged with the organisation and integration of the courses given in the implementation of the teaching and examination regulations for the bachelor's and master's programmes and courses of ESE, with the exception of the programmes and courses that are given under the responsibility of the Tinbergen Institute.
 - i. The term "Research Director" in these regulations is reserved for the official charged with the organisation and school policy of research, as executed in collaboration with the research programmes.
2. The terms used in these regulations, if 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. Where 'he' (him, his) is referred to in these regulations, this should also be read as 'she' (her etc.) where applicable.

CHAPTER 2 ORGANISATION AND ADMINISTRATION

Section 1 The management and administration of ESE

Article 2 - General provisions

1. The management and administration of ESE rests with the dean of ESE, hereinafter referred to as 'the dean'.
2. The dean, who possesses the capacity of professor, will be appointed, suspended and dismissed by the Executive Board. The Board will be advised in confidence by the School Council before deciding to appoint, reappoint, suspend or dismiss the dean, whether or not before the end of his term of office.
3. The dean will be appointed for a period of four years, in accordance with article 9.13

WHW, article 18 BBR-EUR and the appointment procedure as laid down by the Executive Board

4. The dean is accountable to the Executive Board, and will provide the Executive Board with the requested information about the School.
5. The dean will provide the Executive Board with an annual report of the activities of ESE. He will report on the implementation of the strategic long-term plan of the School.
6. Together with the annual report, the dean will provide an account of ESE on the way the funds have been spent in accordance with the relevant budget, also based on statements of the department's directors, the Programme Director, the research schools as referred to in section 4 of these regulations and the managers of the Administration Office of ESE.

Article 3 - The duties and powers of the dean

1. The dean is charged with the general management of ESE and the organisation and administration of the School with regard to teaching and research, including contract teaching and research and in so far as this has been delegated by the Executive Board to the dean.
2. In particular and in so far as delegated to him, the dean is charged with:
 - a. Structuring and restructuring and organising the departments, the programme management, research institutes affiliated with ESE and the supporting units of ESE;
 - b. Establishing the working relationships between the members of the staff, in particular with regard to teaching and research activities;
 - c. With due regard for the strategic plan of the EUR as laid down by the Executive Board and after having heard the School Council, establishing ESE's strategic education and research policy, including drawing up the chair plan;
 - d. After having heard the School Council, the financial policy, personnel policy and ICT policy;
 - e. After having heard the School Council, student policy;
 - f. After having heard the School Council, the general marketing policy;
 - g. Promoting cooperation with other Schools and universities in the field of education and research;
 - h. Promoting cooperation with other partners in society in the field of education and research;
 - i. The relationship between ESE and private companies affiliated to the School, all in accordance with the regulations as laid down between EUR and EUR-Holding BV.
 - j. Establishing and amending the OER after obtaining advice from the Examination Board and the Advisory Committee (s) concerned, and with due regard for the School Council's right of approval and advice in this matter, including supervising the implementation of the OER and regularly evaluating these regulations;
 - k. The establishment of more detailed regulations regarding the manner in which the exemptions as defined in the Act can be obtained;
 - l. Taking measures in respect of the collective right of complaint of a group of students as referred to in the Act (see Appendix 4 to these regulations);
 - m. Establishing the general guidelines for research, establishing the research programme of the School and supervising their implementation;
 - n. The establishment of models for the allocation of financial resources for the purpose of scientific education and research;
 - o. The mutual agreement of schemes for the benefit of one or more programmes within the EUR with one or more deans of other faculties, with due regard for the

EUR Administration and Management Regulations (BBR EUR);

- p. Appointing or reappointing to the duty of, or suspending and relieving of their duties as director of a department, Programme Director, Research Director or research director of a research school for which ESE is the lead agency;
 - q. Appointing, reappointing, suspending and dismissing managers of the Administration Office of ESE and the head of the Education Service Centre, the latter upon the recommendation of the Programme Director;
 - r. Establishing the Programme Committees in accordance with the provisions of article 11;
 - s. Establishing the Examination Board, as well as appointing, reappointing, suspending and dismissing the chairman and members of the Examination Board;
 - t. Putting forward proposals to the Executive Board on the appointment of professors.
3. The dean will exercise the right of recommendation on awarding an honorary doctorate.
 4. The dean will lay down the School's regulations for the further administration of ESE. The adoption of or amendments to the regulations require the agreement of the School Council and the approval of the Executive Board.
 5. The dean is also the School's administrator. In this capacity, he is charged with the duties and powers of disposition by the Executive Board in respect of personnel as well as financial and other administration of ESE, as laid down in the BBR-EUR.
 6. In order to organise the management of ESE further, the dean will lay down the management instruction as referred to in the BBR-EUR. The dean will seek the advice of the School Council on establishing or amending the management instruction. The establishment of or amendments to the management instruction require the approval of the Executive Board.
 7. As part of his general management of ESE, the dean may issue guidelines to the Programme Director, the Research Director the department's directors and the directors of the research Schools as referred to in Article 15 of these regulations and the managers of the Administration Office of ESE, provided these do not concern the actual content of the teaching.
 8. If the School participates in a joint teaching programme with one or more other Schools, the dean will manage ESE's contribution to the management and provision of resources for this programme.
 9. The provisions of the preceding paragraph apply mutatis mutandis to participation in an inter-school or inter-university research institute and to participation in an inter-university research school. The dean will put forward a proposal to the Executive Board for granting an administration and/or management mandate to a research institute/school as referred to in Article 9, paragraph 22 of the Act.
 10. In exercising his duties, the dean will be advised by the department's directors, the Programme Director, the Research Director, the directors of the research schools as referred to in section 4 of these regulations, as well as the managers of ESE's Administration Office and ESE Doctoral Director.

Article 4 - Vice-dean

1. The dean will be assisted by one or more vice-deans in the general management of the School.
The vice-deans will have the capacity of professor and can replace the dean in all duties, powers and responsibilities in his absence.
2. The dean will appoint the vice-dean, after having heard the School Council. The consultation will be held at such time that it can genuinely influence the decision.
3. The appointment as referred to in the preceding paragraph will be made for a term to be

agreed on of at least two years. Premature termination of this appointment is possible.

Article 5 - The Board of ESE

1. The dean will be assisted by a Board, which shall in any case include the vice- deans. The dean will act as chairman of the Board.
2. The dean may add one or more members to the Board, to be selected from the school staff. These additions will be made for a term to be agreed of at least two years. Membership of the Board is incompatible with directorship of a department, being Programme Leader of the research programmes, and is incompatible with staff membership of the Examining Board, Programme Committee, the personnel group of members of the School Council and/or membership of the University Council and EUROPA.
3. The dean may add a member to the Board, to be selected from the students registered at the School. The addition will be made for a term to be agreed of no more than two years. Membership of the Board is incompatible with student membership of a Programme Committee, the student group of members of the School Council and/or membership of the University Council.
4. At the start of his term of office, the dean will announce to all members of ESE the composition of the Board. He may change the Board in the intervening period and will give appropriate notice of any change.
5. The dean may ask advisers to attend the meetings of the Board either wholly or in part. The members or advisers of the Board have an advisory role at the meetings.
6. The meetings of the Board are not open to the public.
7. The dean will provide the School Council each quarter with an overview of the subjects discussed in the Board meeting and the decisions taken by the dean, unless urgent interests of the university or ESE or parties involved in a particular matter prevent him from doing so.
8. The documents received or sent by the dean are available for public inspection, unless these have been marked by the sender as confidential or are deemed to be so by the dean or the Board.

Section 2 The departments and the chairs

Article 6 - The departments

1. To promote the coordination of work in the School's separate academic disciplines, as well as to promote the coherent interaction between education and research in the different academic disciplines, ESE has a number of departments. A department may comprise different academic disciplines and sub disciplines.
2. ESE has the following departments:
 - a. Economic
 - b. Business Economics
 - c. Econometric
 - d. Applied Economics.

Article 7- Management and duties of the department's director

1. The day-to-day management of the department is the responsibility of the director of the department concerned, who preferably holds the position of professor. The term is two years, and may be renewed by successive periods of two years.
2. The department's director has in any case the following duties:

- a. Putting forward proposals to the dean regarding the establishment of working relationships between the members of the department.
 - b. After consulting the professors of the department, formulating a long-term vision for the academic disciplines to be covered by the department;
 - c. Promoting the quality of and coherent relationships between education and research in the academic disciplines assigned to the department concerned, promoting the coordination of the activities of members of the department, and where possible achieving synergy effects with activities of other departments, research schools, private limited companies affiliated to departments and third-party institutions;
 - d. Giving leadership to those working in the department and delegating the tasks of the department to department members, stating with which professor each of the members pursues a working relationship;
 - e. Ensuring that the part of the OER assigned to that department is implemented;
 - f. Pursuing personnel policy and coordinating the management of the department's personnel (including conducting job appraisal and performance interviews);
 - g. Making recommendations to the dean on the annual budget, and modifying the agreements if necessary in order to achieve a well-balanced deployment of faculty and support staff;
 - h. Attracting research and education financed by second and third money streams;
 - i. Supervising externally funded projects that are brought under and carried out by private limited companies affiliated to ESE, in so far as it involves maintaining links with the areas of research that are covered by the department concerned;
 - j. Providing the opportunities for consultation with the faculty and support staff on the general outline of the policy pursued and to be pursued by the department's director;
 - k. The management of the department, in so far as delegated to him by the dean.
For this purpose the dean will delegate authority in the management instruction as referred to in Article 3, paragraph 6 of these regulations, in the area of finance, personnel and other management matters.
3. The department's director will organise the work procedures within the department and will also make a proposal to the dean for the appointment of a deputy director.
 4. The department's director will consult the Programme Director, whether or not on request, on the use of the department in carrying out teaching duties or research duties.
 5. The department's director will consult the Programme Director and Research Director at least twice a year on the use of school staff assigned to work in the department, and also at any time that the Programme Director or Research Director requests a consultation.
 6. The department's director will report to the dean at least once a quarter on the exercising of his mandate, based on predetermined key indicators.
 7. The department's director will inform the dean, the Programme Director and the Research Director of important policy intentions and results of evaluations.

Article 8 - The chairs

1. The School's policy on the establishment of chairs and the current holders of chairs are described in the School's chair plan approved by the Executive Board. The chair plan flows from the school's career policy.
2. The ordinary and personal chairs of the School are brought under their respective departments. When establishing an endowed chair, it will be stated what academic discipline is to be taught and researched by the endowed professor, as well as which department in particular a relationship will be entered into.
3. The dean may, because of the interrelated nature of the chairs and after consulting the

- department's directors and the professors concerned, bring chairs together in a department other than that provided for in these regulations and in the chair plan.
4. Notwithstanding the authority of the dean, the professors are pre-eminently responsible for the development of the academic discipline assigned to them and for the content of the teaching to be given in that area.
 5. The professors will organise the teaching provided by their chair in such a way that it complies with the requirements of content as laid down in the OER and the organisational preconditions stipulated by the Programme Director for the organisation of the teaching. They will organise the research in accordance with the research programme.
 6. The professor is responsible for assigning the work and for the performance of faculty working in the academic discipline for which he is responsible (assignment of work, development of competences, palette of expertise, output, motivation, mobility, quality and maintaining quality, etc.), all in so far as the department's director has delegated such activities to him.
 7. The part-time professors conduct their teaching and research in agreement with the full-time professors working in the same academic discipline and in consultation with the department's director.
 8. The personal professors are expected to provide a stimulus for scientific developments and make a major contribution to the image ESE presents of itself. They will be given academic scope to carry out research in the discipline for which they have been appointed and to teach subjects of their own choice, provided that this research and teaching fits in with the School's education and research programmes. Each personal professor will draw up a work plan every four years (accompanied where necessary by a budget) and will state at the end of this period in the form of a report what results in relation to his chair have been achieved. Work plans and reports will be handed over to and discussed with the department's director.

Section 3 The Programme Management

Article 9 - The duties of the Programme Director

1. The Programme Director preferably holds the capacity of professor. The term of office is two years and may be extended by successive terms of two years.
2. Within the frameworks and mandates given by the dean, the Programme Director is charged with:
 - a. Ensuring the preparation of accreditations and other external evaluations and implementing the recommendations that have been decided;
 - b. Formulating a long-term vision for the programmes and subprogrammes for which the Programme Director is responsible and advising the dean in this respect;
 - c. Preparing policy and developing the programmes and courses in all their facets, and advising the dean in this respect;
 - d. Ensuring the organisation of the programmes and courses as described in the OER and the provision of teaching, all with due regard for the provisions of Article 9, paragraph 19 of the Act;
 - e. Quality care and educational innovation in the programmes and courses, including a balanced composition of the objectives offered and the way they are taught;
 - f. The analysis of available internal and external documents and statistical material on such matters as the employment market situation, studiability aspects, performances and complaints procedures, all with a view with formulating a vision and improving the quality of the programmes.
 - g. Information on the programmes and courses, as well as marketing and

- recruitment activities for prospective clients;
 - h. Taking decisions on the actual teaching contribution to be made by the departments, and entering into consultations with the department's directors to achieve these;
 - i. Managing the budgets that have been allocated to the programmes and courses concerned;
 - j. Managing the budgets that have been allocated to projects as part of educational innovations.
3. The Programme Director will manage the programme manager who comes under the programmes for which he has been made responsible. The programme manager will be appointed upon the recommendation of the Programme Director.
 4. The Programme Director is charged with the general management and control of the Education Service Centre, and in this capacity will supervise the head of the Centre and give him the necessary instructions.
 5. At the request of the Dean, the Programme Director will manage other employees who form part of the programme management team. These persons will be appointed by the dean on the recommendation of the Programme Director.

Article 10 - The powers and responsibilities of the Programme Director

1. The Programme Director is responsible, within the authorisation given him by the dean, for the design, quality, funding and marketing of the programmes and courses. For this purpose the necessary powers will be delegated by the dean in the management instruction as referred to in Article 3, paragraph 6 of these regulations.
2. The Programme Director is responsible, within the authorisation given to him by the dean for monitoring the finances as approved by the dean and for all that may affect it, regarding the teaching programmes.
3. The Programme Director is responsible, within the limits set by the dean, for the standard, for the innovation and for the coherence of the programmes, for the work forms used and for harmonisation between the objectives and subjects.
4. In this context the Programme Director will draw up, after consultation with the Programme Committee concerned:
 - a. the product portfolio for the various Bachelor's and Master's programmes;
 - b. the objectives and the exit qualifications of the programme or programmes;
 - c. the curriculum for the Bachelor's and the Master's programmes;
 - d. the requirements for admission to the teaching programme or programmes.

The Programme Director will advise the Examination Board on admission to the Master's programmes.
5. The Programme Director is responsible for the internationalisation of the teaching programmes, and in this context for the promotion of exchange programmes.
6. The Programme Director will create, within the framework given by the dean, the conditions for a smooth running of the educational processes, in which respect the Programme Director will be responsible for:
 - a. delivering the correct information for making timetables and course guides.
 - b. the quality of the teaching programmes and the study supervision offered. The Programme Director will decide on assessment standards and substantiate these standards, and is responsible for providing proper feedback to the students and lecturers.
 - c. monitoring the progress of the students.
7. The Programme Director will consult and reach agreements with the department's directors on the contribution of faculty to the development and provision of the teaching

programmes, as well as the deployment and training of lecturers in the various phases of the teaching programmes

8. The Programme Director has a purchasing relationship with the department's directors. Where necessary, desirable and within the limits set by the dean, he may hire teaching capacity and expertise from elsewhere.
9. The Programme Director will contribute to the effective performance of the Advisory Committees and to the proper involvement of students in educational matters.
10. The Programme Director may be assisted by a programme manager for the day-to-day running of the teaching programmes. The programme manager is responsible for organising the programmes and advising the Programme Director in this regard, for preparing and implementing the educational policy as well as for a proper provision of information and services to students and lecturers. The Programme Director retains final responsibility within the authorisation given to him. The programme manager will be appointed by the dean for a maximum period of two years, on the recommendation of the Programme Director. After this period of office he may be reappointed.
11. The Programme Director may give instructions to the head of the Education Service Centre and to the support staff assisting him. The Programme Director will conduct the job appraisal and performance interviews with the head of the Education Service Centre and also with the staff he otherwise directly supervises.
12. The Programme Director may ask the staff of the Administration Office of ESE to provide key information that is important for the functioning of the programme management.
13. The Programme Director will report to the dean at least every six months on the performance of work delegated by the dean, based on predetermined key indicators.
14. The Programme Director will notify the dean and the department's directors about major policy intentions and results of evaluations.

Article 11 - The programme committees

1. A programme committee should be established by the dean for every initial programme or group of programmes within the school.
2. ESE has the following Programme Committees:
 - a. Programme Committee for Economics & Business Economics, comprising ten members;
 - b. Programme Committee for Econometrics and Operational Research, comprising eight members;
 - c. Programme Committee for Fiscal Economics, comprising four members
 - d. Programme Committee for Accounting, Audit and Control, comprising four members.
3. Each member of a programme committee is appointed by the dean in accordance with the following procedure:
 - a. Following an open application process that was announced to all those involved, a programme committee submits a ranked list of appropriate candidates to the dean, provided with substantiated proposals of the best candidate(s);
 - b. After the Programme Director has been consulted, the Dean presents the nominated candidates to the School Council for approval;
 - c. The student members of the Programme Committee require the approval of the student group of members of the School Council and the personnel members of the Programme Committees require the approval of the personnel group of members of the School Council;
 - d. The process of approval and formal appointment takes place within a period of no more than two weeks. If the (groups of members of the) School Council does not meet within this period, consultation and approval by e-mail is permitted.

4. The method of appointment intended in the third paragraph is discussed by the School Council annually. The dean and the School Council review annually whether or not it is desirable to adhere to this method of composition, having heard the Programme Committee and the Programme Director.
5. The Programme Committee elects its Chair.
6. The programme committee members' term of office is two years for staff and one year for students. The members may be reappointed.
7. The programme committee consists of four to ten members, half of whom are EUR staff employed at the programme and half of whom are students enrolled in the programme in question. If a programme committee is established to serve several programmes (e.g. a bachelor programme and a related master programme), every programme should appoint at least one member of staff and one student as members of the programme committee. Members of the programme committee may not be Chairs of a department, programme directors, curriculum coordinators or research directors while serving on the committee.
8. The programme committee's remit is:
 - a. to advise on supporting and guaranteeing the programme's quality;
 - b. to have the right of approval regarding the course and examination regulations, intended in Section 7.13, with the exception of the subjects listed in the second paragraph, under a, f, h up to and including u and x, with the exception of the requirements intended in Sections 7.28, fourth and fifth paragraphs, and 7.30b, second paragraph, of the Higher Education and Research Act;
 - c. to annually review how the course and examination regulations are applied,
 - d. to have the right of advice regarding the course and examination regulations, intended in Section 7.13, of the Higher Education and Research Act, with the exception of the subjects of which the committee has the right of approval pursuant to part b, and
 - e. to give advice or put forward proposals, either on request or on the committee's own accord, to the programme board and to the dean on all matters concerning the education of the programme in question.
9. The programme committee is given the opportunity to consult the programme director or the dean prior to issuing its advice.
10. The programme director or the dean notifies the programme committee in writing, with a copy to the School Council, as soon as possible about how the issued advice has been followed up.
11. The programme committee submits the advice and proposals, intended in the eighth paragraph, to the school council for information.
12. If the programme committee puts forward a proposal, as intended in the seventh paragraph, part e, to the programme director or the dean, the programme director or the dean respectively shall respond within two months of receiving the proposal.
13. The programme committee has the authority to invite, at least twice a year, the programme director or the dean respectively to discuss the proposed policy those parties intend to pursue following an agenda the programme committee has drawn up. A personal meeting with the dean is held at least once a year.
14. The programme director and the programme committee shall meet the programme director, the programme committee, the staff delegation of the committee or the student delegation of the committee, following a substantiated request. The meeting is held within three weeks after a written request has been submitted to the Chair of the programme committee.
15. The programme committee publishes an annual public report.
16. The Dean appoints an official secretary for each programme committee.

Article 12 - *The Examination Board*

1. The Examination Board is the body that determines in an objective way whether a student satisfies the conditions that the programme and examination regulations set regarding knowledge, insight and skills that are needed to obtain a degree.

2. The dean will appoint a joint Examination Board for the bachelor's and master's programmes.
3. The dean ensures that the independent and skilled functioning of the Examination Board is sufficiently safeguarded.
4. The dean appoints the chair and the other members of the Examination Board based on their skills in the area of the relevant programme or groups of programmes, having consulted the Examination Board. At least one lecturer from each programme is a member of the Board. The chair and the members are appointed for a period of two years and can be reappointed without delay.
5. The Chair of the Examination Board preferably has the capacity of Professor.
6. The dean appoints an official secretary for the Examination Board.
7. In addition to the responsibilities and authorities documented in article 7.11 of the Higher Education and Research Act, the Examinations Board has the following responsibilities and authorities:
 - a. guaranteeing the quality of the examinations and exams;
 - b. establishing instructions and guidelines within the framework of the teaching and examination regulations, as defined in article 7.13 of the Higher Education and Research Act, in order to assess and record the results of examinations;
 - c. granting permission to students via the most eligible Examination Board to follow a programme (as defined in article 7.3d of the Higher Education and Research Act) compiled by the student, the exam of which results in the award of a degree to the student, and for which a decision will be made by the Examination Board regarding the degree programme to which the programme is considered to belong for the purposes of application of the Higher Education and Research Act;
 - d. The granting of exemption for taking one or more examinations; and
 - e. Implementing articles 7.8b and 7.9 WHW mandated by the dean, with the exception of the instructions from the programmes, intended in these articles.
8. Regarding taking examinations and determining the results of these, the Examining Board appoints examiners, following proposals by the departments. Examiners are appointed from members of ESE's academic staff that provide education in the relevant educational unit and experts that support theses in a specific course area. The Examination Board can give the examiners guidelines and instructions. The examiners provide the Examination Board with the requested information.
9. The Examination Board determines the regulations regarding the correct examination procedure and any measures that must be taken in connection with the examination procedure. It will also ensure that the students are adequately informed of these regulations.
10. In the case of fraud, the Examination Committee can withdraw a student's right to take one or more of his or her set examinations. In cases of serious fraud and on the recommendation of the Examination Board, the Executive Board can terminate definitively the involved party's enrolment for the programme.
11. The Examination Board makes decisions about requests regarding entrance examinations, deficiencies and requests regarding admission of foreign-educated people with deficiencies.
12. The Examination Board provides advice to the dean with regard to determination and alteration of the teaching and examination regulations of each programme.
13. The Examination Board can, following consultation with the dean and with an explanation of its reasons, make an expulsion proposal, as defined in article 7.42a of the Higher Education and Research Act, to the Executive Board.
14. The Programme Director and the Examination Board will provide each other with advice, both on request and unrequested. The Programme Director will be entitled to attend all meetings of the Examination Board

15. In disputes, the Examining Board acts on behalf of the School at Appeals Board for Examinations at which decisions taken by the Examination Board are disputed.
16. The Examination Board will provide the dean with the information requested and will create an annual report of its duties. The Examination Board will submit this report to the dean. With due regard for the provisions documented in the standing orders of the School Council with regard to confidential information, this report will be submitted to the School Council by the dean.
17. The provisions of this Article are not applicable to the programmes provided under the responsibility of the Tinbergen Institute.

Section 4 The research management

Article 13 - The tasks of the research director

1. The research director preferably has the capacity of professor. The term of office is two years and can always be extended by two years.
2. The research director is charged, within the frameworks and mandates issued by the dean, with:
 - a. Ensuring the preparation of internal and external evaluations and implementing the recommendations that have been agreed;
 - b. Formulating a long-term vision for research for which the research director is responsible and giving advice to the dean regarding this;
 - c. Policy preparation and the development of the research programmes in all their facets and the advice to the dean regarding this;
 - d. Ensuring the organisation of the research and the research programmes;
 - e. Ensuring the quality of research and the research programmes in line with the school's policy;
 - f. Marketing and recruitment activities for potential researchers, including PhD students, in close consultation with the leaders of the research programmes and the directors of departments;
 - g. Organisation and support for obtaining grants and other research funding, in close consultation with the leaders of the research programmes and the directors of departments;
 - h. The management of budgets that are awarded for research policy, as far as these have not been allocated to the departments;
3. The research director is responsible for formulating and monitoring the strategic school research policy, which is decided by the dean following a proposal and close consultation with the directors of departments and the leaders of the research programmes
4. The research director manages the research support staff (the Research Office) and, in this capacity, provides leadership and the necessary assignments to the official support staff regarding the research and obtaining research resources.
5. On request of the dean the research director manages other employees that are involved in the research. Those involved are appointed by the dean following nomination by the research director.

Article 14 - The authorities and responsibilities of the research director

1. The research director is responsible, within the mandate given by the dean, for the design, quality, financing and marketing of the research programmes. The required authorities are mandated by the dean for this using the management instruction as intended in article 3, sixth paragraph of these regulations.
2. The research director is responsible, within the mandate given by the dean, for realising the

research budget approved by the dean.

3. The research director is responsible, within the mandate given by the dean, for the level of the research, the innovation and cohesion of the programmes, for the work forms used and for the coordination between research fields.
4. The research director is responsible for internationalisation of the research and also in this context for promoting visiting professorships, visits to international congresses and to having researchers visit leading research institutions.
5. The research director consults and makes agreements with the directors of departments regarding the contribution made by employees to the development and implementation of research.
6. The research director can give instructions to the Research Office. The research director conducts performance and assessment interviews with Research Office employees.
7. The research director can request that the School Support staff supply core information that is important for the research functioning.
8. The research director reports to the dean at least every six months regarding the implementation of the given mandate, based on key figures set in advance.
9. The research director informs the dean and the directors of the departments regarding important policy proposals and results of evaluations.

Section 5 The research schools affiliated with ESE

Article 15 - General

1. The dean may decide to set up a research school affiliated with ESE and also to arrange for ESE to participate in a research school, or to advise the Executive Board to do so. Before taking his decision, the dean will seek advice from the Research Advisory Board.
2. The information about duties, powers and the administrative composition of the research schools as referred to in paragraph 1 is contained in a register that is posted on ESE's website. Interested parties are kept informed of any changes in the register.

Article 16 - Duties of the research school

The research schools as referred to in section 5 of these regulations have particular responsibility, within the strategic framework of ESE, for:

- a. Providing the teaching, supervision and assessment of PhD-candidates who have been admitted to the research school;
- b. Providing teaching in the master's and MPhil phase of the programmes offered by ESE, to the extent requested by ESE;
- c. Providing or arranging the provision of programmes, courses, seminars, colloquiums, symposiums, publication series and other academic activities, to the extent requested by ESE;
- d. Drawing up advice to the dean concerning the publication lists on which assessment with regard to the membership of the research school may be made;
- e. Ensuring the moving on of MPhil students to ESE's regular PhD programme;
- f. Facilitating ESE in performing fundamental research.

Article 17 - Duties and powers of the director of the research school for which ESE is the lead agency

1. The director of a research school for which ESE is the lead agency will be appointed by the dean. The appointment may be for a maximum term of six years.
2. The dean may, whether or not requested by the research school as referred to in paragraph 1, appoint an Advisory Board which will provide the research director with advice, both on request and unrequested.

3. The dean may, whether or not requested by the director of the research school as referred to in paragraph 1, appoint a Doctoral Director who, as the mentor of PhD-students, is responsible for counselling and monitoring the doctoral programme.
4. The research director will be charged with the organisation and day-to-day management of the research school as referred to in paragraph 1. He will be responsible in particular for:
 - a. Drawing up and providing the teaching programme and the admission criteria for PhD-students and supervising the implementation of that programme;
 - b. Drawing up and applying admission criteria for researchers as members of the research school;
 - c. Carrying out other scientific activities or supervising such activities on request;
 - d. Drawing up the annual budget for the research school, distributing and allocating the resources granted to the research school and reporting to the dean on the use of these resources, by means of an annual report;
 - e. Setting up and supervising the implementation of the quality assurance system for education and research within the research school, including drawing up a publication list on the basis of which assessment with regard to membership of the research school may be made
5. The director of the research school as referred to in paragraph 1 will organise the procedures within the research school and will represent the research school also outside ESE.
6. With due observance of the provisions laid down in the BBR-EUR and the management instruction, the dean may delegate part of his management authority to the director of the research school as referred to in paragraph 1 for a period to be determined by him.
7. The director of the research school as referred to in paragraph 1 will, in the event of major policy decisions and the results of evaluations, consult the department's directors, the Programme Director and the directors of the private limited companies affiliated to ESE. Consultations will also be held each time the said officials so request.
8. The director of the research school as referred to in paragraph 1 will regularly hold consultations with the dean and provide him with a written report of the performance of his duties if required. The director of the research school as referred to in paragraph 1 will provide the dean with the requested information and advise him, both on request and unrequested, on matters concerning the research school.
9. In the research schools' (mutual) agreement, the aforementioned provisions may be deviated from.

Section 6 The supporting services

Article 18 - Management and duties of the supporting services

For supporting its business operations, ESE has the following supporting services:

1. The Administration Office of ESE;
2. The Education Service Centre.

Article 19 - The Administration Office of ESE

1. The Administration Office of ESE is managed by the dean, who is responsible for its organisation. In so far as such work has been delegated to it, the Administration Office of ESE duties will be in the area of:
 - a. policy and organisational support for the dean;
 - b. policy and organisational support for the department's directors, the Programme Director, the Research Director and the directors of the research schools as referred

- to in Article 15 of these regulations;
- c. the management, supervision and administration of personnel of ESE;
 - d. the management, supervision and administration of the finances;
 - e. the management, supervision and administration of the ICT infrastructure and equipment;
 - f. provision of information on ESE's affairs and support for marketing activities concerning the School;
 - g. ensuring a good working climate and compliance with health and safety guidelines;
 - h. coordination and supervision of the building, furniture and equipment management and the other infrastructure.
2. The scope of the sub-delegation of duties referred to in the preceding paragraph will be laid down in the management instruction as referred to in Article 3, paragraph 6 of these regulations.
 3. The Administration Office of ESE will be responsible only for those duties that have not been delegated to the departments, the programme management, the research management, the Education Service Centre and/or the research schools for which ESE is the lead agency.

Article 20 - The Education Service Centre

1. The Education Service Centre is supervised by the Programme Director. The Centre supports him in his work. The Centre has in general the following duties:
 - a. Contributing to formulating and implementing the lecturing and student policy, within the formulated strategy and other frameworks of ESE and the EUR;
 - b. Creating a logistical system in such a way that the flows of information within ESE on lecturing and study matters and the decisions taken in that respect proceed effectively and efficiently.
 - c. Providing policy, organisational and administrative support to the Programme Director in such a way that the latter is able to perform his duties with an effective and efficient use of time and resources;
 - d. Being an information and service centre for present and prospective students in order to facilitate the good progress of students in their studies and enabling them to make well-considered choices for studying at and in ESE.
 - e. Carrying out marketing and information activities and giving study advice for all programmes and their students, where required to do so by the Programme Director.
2. The Programme Director will submit a proposal to the dean for the appointment of the head of the Education Service Centre.

CHAPTER 3 PLANNING, BUDGETING AND ACCOUNTABILITY

Article 21 - *Strategic long-term plan*

1. In order to implement the EUR Strategic Plan, the dean will draw up a strategic long-term plan for ESE every four years. This plan will include the following:
 - a. The strategic objectives of the School;
 - b. The policy that the School intends to pursue within the frameworks of its objective;
 - c. The way in which and the period within which the School wishes to realise its policy intentions;
 - d. The responsibility for implementing the intended policy;
 - e. The financial and organisational conditions for implementing the policy intentions with regard to ESE's resources prospects in the longer term.
2. Before submitting the strategic long-term plan to the School Council for its approval, the dean will request advice from the department's directors, the Programme Director and the research Schools affiliated to ESE as referred to in section 4 of these regulations.

Article 22 - *The budget of ESE*

1. Based on the long-term plan, each year the dean will draw up the School's budget with due regard for the guidelines of the Executive Board. He will consult before-hand the department's directors, the Programme Director and the directors of the research schools affiliated to ESE as referred to in Article 15 of these regulations, and will seek advice from the School Council. ESE's budget plan forms part of the budget of the EUR, which is determined by the Executive Board and approved by the Supervisory Board of the EUR.
2. Separate amounts will be contained in the budget for the respective programmes, the research schools as referred to in section 4 of these regulations, the Administration Office of ESE, all other parts and specific, earmarked budget items. If desired, a link will be created with the income and expenditure of the private limited companies affiliated to ESE.

Article 23 - *Accountability*

1. The department's directors, the Programme Director and the directors of the research schools are accountable to the dean. They will provide him with the requested information on parts of the organisation they are made accountable for.
2. At least every quarter the dean will consult the department's directors, the Programme Director and the directors of the research schools on the exercising of powers delegated to them.

CHAPTER 4 DUTIES AND POWERS OF THE SCHOOL COUNCIL AND OTHER ADVISORY BODIES OF ESE

Section 1 - *The School Council*

Article 24 - *Duties and powers of the School Council*

1. ESE has a School Council that exercises the right of approval and advice towards the dean as laid down in the Act.
2. The dean will provide the School Council whether or not upon request of the School Council and in a timely manner, with all information that it can be reasonably assumed

- to require for the purposes of fulfilling its function.
3. The dean will provide the School Council with information at least once a year on:
 - a. The basic information on the organisation and management of ESE and staffing developments;
 - b. The main points of the intended School policy, at least in respect of teaching, research, finance and organisation;
 - c. The policy pursued during the past year, at least in respect of teaching, research, finance and organisation.
 4. The dean will provide the School Council at least twice a year with the opportunity to discuss with him the general state of affairs of the School.
 5. The School Council is authorised to make proposals to and make its points of view known to the dean regarding all matters concerning the School. The dean will provide the School Council with a written reaction, including reasons and 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 School Council an opportunity for consultation regarding his proposal.
 6. The dean will be responsible for the necessary secretarial and administrative support to the School Council.
 7. The dean ensures that the members of the School Council are not prejudiced on account of their membership in their position with regard to the School.
 8. The dean will ensure that academic and support staff members will be given the opportunity to fulfil properly their membership of the School Council, including exemption from work.
 9. The individual complaints procedure as contained in Appendix 4 to these regulations is applicable to the provisions of paragraphs 7 and 8.
 10. The School Council will compile an annual written report of its duties and will ensure that all parties involved with the will have access to this report. The School Council will ensure that the agendas and the minutes of School Council meetings are sent to the dean, and also to any committees that may have been set up by the School Council, and that these agendas and minutes are stored in a location at the School that is accessible to all interested parties. The School Council will ensure that each committee as referred to in the previous sentence has the opportunity to consult the School Council once a year regarding matters that concern the committee in question.

Article 25 - The right of approval of the School Council

The dean requires prior approval of the School Council for each of his proposed decisions to adopt or amend:

- a. the regulations of ESE;
- 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 credits;
- c. the strategic long-term plan;
- d. the main themes of the school's budget as far as these concern the distribution of the first flow of funds over education, research and support;
- e. the appointment of members of the programme committees in accordance with that stated in article 11 paragraph 3 sub-section e;
- f. other subjects as set out in the regulations of the University Council, about which the School Council has the right of approval.

Article 26 - The advisory right of the School Council

1. The dean will obtain advice from the School Council in a timely fashion for his proposed decisions concerning:
 - a. the annual budget plan, in as far as this does not concern the distribution of the first flow of funds over education, research and support;
 - b. matters concerning the continued existence of and the smooth running of affairs within ESE;
 - c. other subjects laid down in the regulations of the University Council, about which the School Council has the right to be consulted.
2. If the advice is not followed, or not followed in full, the School Council will be informed why such advice has not been followed, or not followed in full.

Article 27 - The right of the School Council to be heard

1. In view of that stated in Article 3 of these regulations, the dean is expected to inform the School Council in good time before taking a decision concerning:
 - a. the strategic education and research policy of ESE (including 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(s);
 - f. The agreement with the Executive Board if and to the extent that lays down further strategic agreements

Article 28 - The right of initiative of the School Council

1. The School Council is authorised to put forward proposals to the dean about all affairs concerning ESE 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 School Council the opportunity to consult him beforehand on the matter.

Article 29 - The size and composition of the School Council

1. The School Council consists of fourteen members. Half of the members are elected by and from among personnel, the other half of members by and from among the students of ESE.
2. The members of the School Council are elected according to the election regulations of ESE.

Article 30 - The term of office of the School Council

1. The term of office for members of the School Council commences on 1 September of the year in which the elections take place and ends on 31 August of the following year.
2. The procedure for electing the members of the School Council is laid down in the School's election regulations.
3. The staff members are elected for two terms, whereas the student members are elected for a single term.
4. A member who occupies a seat that has become prematurely vacant will be appointed for the duration of the term of the person that has been replaced.
5. 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.

6. Resigning members are immediately eligible for reappointment.
7. Membership of the School Council will end through:
 - written notice of cancellation by the member concerned;
 - death;
 - leaving ESE-community;
 - transfer to another section.

Article 31 - The procedures of the School Council

1. The School Council may convene a meeting at any time to deliberate upon matters.
2. The School Council will convene a meeting at least four times a year, and also as often as the dean or at least four members of the School Council submit a written request for such, stating the subject to be discussed. The dean and the vice- deans should preferably attend the meetings. This does not affect the right of the School Council to meet without the dean or vice-deans.
3. If at least four members of the School Council have requested that a School Council meeting be convened, this meeting will be held within ten working days after receipt of that request by the chairman of the School Council.
4. The School Council will elect a chairman for each term of office, whether or not from among its members.
5. The meetings of the School Council are open to the public, unless the School Council in view of the nature of the matter, decides otherwise with due observance of the standing orders.
6. With due observance of the provisions in these regulations, the School Council will draw up standing orders for its meeting, in which 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 quorum;
 - d. signing decisions and the form of the reports of the meetings;
 - e. the obtaining of information, whether or not in the meeting;
 - f. inviting informants and experts;
 - g. the meetings that are and are not open to the public;
 - h. the duty of council's secretary.
7. The School Council may, when discussing a particular subject, invite one or more experts to attend the meeting or ask these experts to provide advice in writing. If costs are involved in inviting an expert and the School Council is unable to pay from the funds made available to it, the invitation will not be made or the request will not be made until the dean has agreed to it. The chairman of the School Council is required to submit a reasoned request for such an invitation to the dean.
8. If in a particular meeting or a part of it a clearly personal interest of one of the members of the School Council is at issue, the School Council may decide that the member concerned will not participate in that meeting or that part of the meeting. The School Council will then also decide that the debate on the matter concerned will be dealt with in a meeting that is not open to the public.
9. The School Council will issue a report each year on its activities, and will ensure that the report is made available to all those involved in the School. The School Council will ensure that the agendas and minutes of the meetings are sent to the dean, the Programme Director, the Research Director, the department's directors, the research school directors as referred to in section 4 of these regulations and the chairmen of the advisory committees. The School Council will also ensure that these will be made available for public inspection for the benefit of interested persons at a generally

accessible location at ESE.

Article 32 - Facilities for School Council

1. The School Council may submit a reasoned request to the dean to participate in training activities that are necessary for performing their duties. The members of the personnel section of the School Council will be given the opportunity to attend such training activities during working hours on full pay (special leave).
2. The costs that the dean regards as reasonably necessary for performing the duties of the School Council, including the training activities, will be paid for by ESE.

Section 2 - The Personnel Section of the School Council

Article 33 - Duties and powers of Personnel Section of the School Council

1. The Personnel Section of the School Council promotes the welfare and interests of the academic and support staff of ESE.
2. The powers of the personnel section 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 the opportunity to submit their 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 School;
 - b. the manner in which the general personnel policy will be implemented at the School;
 - c. the safety, health and welfare in relation to working conditions in the School;
 - d. the organisation and way of working within the School;
 - e. the technical and economic performance of the School.
4. The personnel section referred to in this article 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 to the personnel section within four weeks a written reaction to the proposals, 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 School Council for each of the measures taken by him for implementing the policy or amendments to it, for which the members have provided him with advice as referred to in paragraph 3 of this article.
6. The rights of the personnel section 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 School Council are applicable to the meetings of the personnel section, in so far as not decided otherwise by the dean in agreement with the personnel section.

Section 3 - The other advisory bodies of ESE

Article 34 - Advisory committees

1. The dean may establish advisory committees, appoint and dismiss the members of these committees and will appoint the chairman.
2. The dean may establish both permanent committees and committees with a limited term of office. When setting up a committee, at any rate the duties, powers, form and contents of the reports, size and composition, the public nature of the meetings and the term of office of the committee will be established.
3. The dean will ensure that administration support is provided for the advisory committees as referred to in this article.
4. Appendix 1, which forms part of these regulations, states which committees have been set up in accordance with these regulations.

CHAPTER 5 OTHER PROVISIONS AND FINAL PROVISIONS

Article 35 - Codes of conduct, standing rules for educational activities and complaints procedures

1. ESE has standing rules, the aim of which is to promote a pleasant working environment and cooperation to allow the teaching activities to run as smoothly as possible. The standing rules for teaching activities are contained in Appendix 2.
2. ESE has an individual complaints procedure to deal with individual complaints that have been submitted in writing. The complaints procedure is contained in Appendix 3.
3. In accordance with the Act, rules have been laid down on the manner in which the collective right of complaint for students may be exercised. These rules are contained in Appendix 4.

Article 36 - Interpretation of regulations and disputes

1. In the event of a difference of opinion on the interpretation of one or more articles of these regulations, the dean will decide. If the School Council, after the decision of the dean as referred to in the first sentence of this article, continues to differ in its opinion, the dean, the School Council or one of its sections will notify the Executive Board of this dispute. The Board will submit the dispute to the disputes committee as referred to in the Act, unless the Board is of the opinion that the dispute can be solved without the intervention of the disputes committee, and that opinion is accompanied by a proposal for solving the dispute, to which both the dean and the School Council or the relevant section will give their agreement.
2. A difference of opinion is deemed to exist if the dean, the School Council or one of the sections of the School Council so conclude.
3. In all matters not provided for in these regulations, the dean will decide.

Article 37- Citation

These regulations may be cited as the School Regulations of the Erasmus School of Economics.

Article 38- Adoption

Following approval of the School Council, these regulations were adopted by the dean on 29 June 2017 and approved by the Executive Board on 12 July 2017. These replace the regulations that were approved by the Executive Board in 2014.

APPENDIX 1 SCHOOL REGULATIONS ESE-EUR PERMANENT COMMITTEES AS REFERRED TO IN ARTICLE 32 OF THE REGULATIONS

Article 1- *Research Advisory Board*

1. The dean will appoint a permanent committee for academic research, hereinafter referred to as the Research Advisory Board.
2. The Research Advisory Board advises the dean, both on request and unrequested, on the research policy to be pursued. For that reason, the general duties of the Research Advisory Board are as follows:
 - a. Advising on opportunities to improve the quality of the research of ESE;
 - b. Advising on the strategic research policy and monitoring its implementation, by means of drawing up a long-term strategic research plan, formulating proposals in relation to ESE's full research programme (including the allocation of research funds) and with regard to attracting research funded by second and third money streams;
 - c. Advising on the allocation of PhD placements and yet to be allocated research spaces.
 - d. Advising on the preparation of the research assessment/reviews, drawing up the self-study for external assessments/reviews and the measures taken following the research assessment/reviews.
3. The Research Advisory Board consists of the directors of the departments or a professor authorised by one of the department directors for this purpose (including 1 chairperson and 1 vice-chairperson), one representative from each of the research schools affiliated to ESE, and a secretary.
4. The dean and the research director may be invited to all the meetings. The meetings are not open to the public, unless the Research Advisory Board decides otherwise.
5. The chairman of the Research Advisory Board will hold a discussion with the dean and the research director at least twice a year on the work carried out and to be carried out.
6. At the request of the dean, the Research Advisory Board will compile a report of its activities and submit this to the dean. Taking due account of any confidential information, the dean will make this report available to the School Council.

Article 2 - *Appointments Advisory Committees*

1. For preparing recommendations to the Executive Board on the appointment of a professor at ESE, the dean will set up an appointments advisory committee, comprising professors of ESE, if necessary the academic director of one of the research schools as referred to in Article 15 of these regulations, an external professor and as an observer a student member.
2. For the remainder, the dean will act in accordance with that laid down by or pursuant to the BBR-EUR (in particular the guidelines and procedures of the Executive Board on the appointment of ordinary and endowed professors).

Article 3 - *School's Appointments and Promotions Committee (CBBA)*

1. The dean will set up a School's Appointments and Promotions Committee (*Facul- taire Commissie Benoemings- en Bevorderingsaangelegenheden*), hereinafter referred to as CBBA.
2. The CBBA will advise the dean on the appointment and promotion of academic staff at the level of assistant professor and associate professor.
3. The CBBA will perform its activities in accordance with the protocol to be laid down

by the dean.

4. The members of the CBBA will be appointed by the dean. The CBBA has a permanent complement of members. For each meeting the committee may have a different composition, with at least one member from each department for each meeting.
5. The CBBA will in principle hold a meeting once a month.

APPENDIX 2 SCHOOL REGULATIONS ESE-EUR
STANDING RULES WITHIN THE FRAMEWORK OF EDUCATIONAL ACTIVITIES AS RE-
FERRED TO IN ARTICLE 33 OF THE REGULATIONS

Article 1- General provisions

1. This appendix is an elaboration of the regulations of the Erasmus University Rotterdam on maintaining order in the university buildings and on the university campuses, and on the effective and lawful use of university facilities.
2. 'Educational activities' as referred to in these standing rules are understood to mean lectures, tutorials, tests, examinations and other forms of teaching and training, and the use of the computer rooms.
3. These standing rules are intended to promote a pleasant working environment and cooperation in order for the educational activities to run as smoothly as possible.
4. In the event of infringement of the standing rules, the dean may take disciplinary measures or propose such measures to the Executive Board.
5. The complaints procedure is applicable in relation to measures as referred to in the preceding paragraph.

Article 2 - The standing rules

1. Respect and generally accepted standards and forms of conduct will be regarded as self-evident.
2. It is only possible to take part in a working group for which one has been registered. In principle, access to other tutorials will be denied.
3. Students are expected to go to their classes at least a few minutes before the lecture is to begin. Once the lecture has begun, students must wait until the break before entering the lecture hall.
4. It is not permitted to eat or drink in the lecture hall, unless the lecturer has given permission to do so.
5. The use of audio equipment during lectures is not permitted. The sound of mobile phones during lectures must be switched off.
6. It is permitted to change the arrangement of furniture in a room, provided that the room is returned to its normal set-up after the teaching session. Workplaces must be cleared and left tidy after use. Students and lecturers are responsible for ensuring that a classroom is left with a clean board and tidy furniture. Windows should be closed upon leaving the room.
7. Equipment in the computer rooms may not be moved.
8. It is not permitted to affix posters and other announcements on walls and doors.
9. A student who causes injury to persons or damage to goods is required to compensate for such injury or damage. The School and university cannot be held liable for any loss of or damage to students' belongings.
10. Activities by students that may lead to prosecution will be notified to the police.

APPENDIX 3 SCHOOL REGULATIONS ESE-EUR INDIVIDUAL COMPLAINTS PROCEDURE AS REFERRED TO IN ARTICLE 33 OF THE REGULATIONS

Article 1- Scope of the procedure

1. This procedure sets out how individual, written complaints by and against a member of the university community will be dealt with, in so far as other measures for this purpose have not already been taken by EUR.
2. The complaints procedure provides the opportunity to submit, investigate and deal with complaints, and also protects the interests of the complainant and the party against whom a complaint is made while the complaint is being investigated and dealt with.
3. Each member of the university community has the right to submit a complaint to the dean, provided that this concerns the way in which a body of ESE or a person whose actions can be attributed to ESE has conducted itself/himself towards him in a particular situation, and in so far as the parties involved have not succeeded in reaching a solution by mutual agreement.
4. No member of ESE may be compromised in his position and/or interests in the ESE through the fact that, as a complainant, counsellor or confidential adviser or a person interviewed by the complaints committee, has been or is involved in a complaints procedure as described in this appendix.
5. Complaints directed against the dean or the vice-dean of ESE will be submitted to the central Advisory Committee for Objections and Appeals or the body that has been set up at university level to deal with the complaint concerned.
6. If the complaint is 'minor' in the opinion of the complainant, it may be submitted to the 'minor complaints committee' which will give a decision on the complaint. The committee will comprise a study adviser, a staff member responsible for teaching and study affairs, and a student member of the Education Management who will be appointed as such by the dean. The complainant, the dean and – in so far as applicable – the person whose conduct the complaint refers to, will be informed of the outcome of the complaint. The fact that this committee will deal with the complaint does not exclude the possibility that a complaint may be submitted to the complaints committee after all, in accordance with the rules set out in these regulations.

Article 2 - Complaints Committee

1. The dean will order the complaints committee (hereinafter referred to as the committee) to deal with and advise on the complaints submitted to him. The committee may advise the dean, both on request and unrequested, on how to tackle undesirable behaviour
2. The committee comprises three members and also has substitute members, and will be advised by the Head of P&O of the Administration Office of ESE. A student will also be a member of the committee if a complaint is directed or partly directed against a student of ESE.
3. A member of the committee may be excused if that member forms part of the same organisational unit against which the complaint is directed, or if there is a link between the complainant or party against whom the complaint is made such that the objectivity of the member may be compromised.
4. The members and substitute members of the committee will be appointed by the dean for a period of four years and may be reappointed.
5. The committee will be assisted by a secretary to be appointed by the dean.
6. Before proceeding to appoint the members of the committee, the dean will seek advice from the School Council.
7. If a complaint is directed or partly directed against a member of the committee, this

member will not participate in dealing with and advising on the complaint. In that case, a substitute member will participate in dealing with and advising on the complaint.

8. The committee has the powers:
 - a. to interview academic and support staff, students and other relevant persons of the university;
 - b. to consult experts;
 - c. to request to inspect all relevant documents;
 - d. to suspend dealing with the complaint for urgent reasons¹;
 - e. to consider complaints together, if two or more complaints have been submitted against the same party and concern the same incidents.
9. Anyone who is part of ESE and is called upon by the committee to be interviewed is required to appear and provide the information requested of him.

Article 3 - Notice of complaint

1. The notice of complaint must contain the following information as a minimum:
 - a. the name and address of the complainant;
 - b. the date;
 - c. the identity of the person against whom the complaint is being made;
 - d. a clear description of the conduct to which the complaint refers, as well as the place, date and if possible the time at which such conduct took place;
 - e. the reasons why the complainant is complaining about the conduct;
 - f. the signature of the complainant.
2. The notice of complaint must be written in either Dutch or English and sent to the postal address of the committee secretary's office. The complainant will receive confirmation of receipt of the notice of complaint on behalf of the committee.
3. If the notice of complaint does not comply with the requirements, or does not comply with them in full, as referred to in this article, the complainant will be informed of this by the committee secretary and will be given seven days in order to rectify any omissions. The chairman of the committee may allow the complainant to deviate from this deadline.

Article 4 - Inadmissibility of complaints

1. The committee will not deal with the complaint if:
 - a. the notice of complaint does not comply with the requirements of Article 3;
 - b. the complaint has already been dealt with earlier by the committee;
 - c. the complaint concerns conduct that occurred more than one year before the complaint was submitted;
 - d. the complainant is not the person against whom the conduct took place.
 - e. in respect of the conduct a legal option or an option provided for in the complaints, objections or appeal procedure laid down by Erasmus University is or was available to the complainant and the complainant did not avail himself of such an option.
2. If the complaint is not to be dealt with, the complainant will be informed in writing as soon as possible, but no later than four weeks after receipt of the complaint, stating the reasons. If the person against whom the complaint was made has been notified of the complaint, he will also be informed of this decision by the committee.
3. The complainant may submit a decision as referred to in the preceding paragraph to the dean, with the request that the complaint nevertheless be investigated. Based on this request, the dean may decide to ask the committee to deal with the complaint after all.

¹ Serious illness of a party against whom a complaint is made may be an urgent reason, as also a legal investigation into the conduct to which the complaint refers.

4. If another option exists to submit a complaint about, objection to or appeal against the conduct to which the complaint refers, the committee will inform the complainant of this immediately.

Article 5 - Mediation

1. The committee will first endeavour to solve the complaint through mediation.
2. As soon as the person whose conduct is the subject of the complaint has responded to the complaint to the satisfaction of the complainant, whether or not through mediation, the obligation to continue to apply the provisions of these regulations will be cancelled.
3. A written statement that the complaint will not be taken further as referred to in this article will be made to the complainant and to the person whose conduct is the subject of the complaint.

Article 6 - Dealing with the complaint by the committee

1. The committee will begin dealing with the case as soon as possible after receiving the notice of complaint, focusing on investigating the actual course of events and other relevant circumstances.
2. The committee will send a copy of the notice of complaint, as well as the documents sent with it, to the person whose conduct is the subject of the complaint and, if applicable², to the management of the organisational unit involved.
3. The committee will give the person whose conduct is the subject of the complaint the opportunity to draw up a statement of defence within a period of time to be determined by the chairman. A statement of defence will also be made available to the complainant.
4. The parties will be called up in writing at an agreed time to appear before the committee and be interviewed.
5. The interview will be held in private. The parties will be interviewed separately, unless the committee sees reason to deviate from this principle.
6. The committee may, whether or not on request, interview witnesses or other persons involved and ask for additional information.
7. The parties may be assisted by an adviser, confidential adviser, witness or expert. Any costs of this assistance will be paid for by the party who has chosen to avail himself of this support.
8. A short report will be drawn up of the interview, containing the names of those present and a concise description of the course of events during the interview.
9. The complainant will not be interviewed if:
 - a. In the opinion of the committee the complaint is evidently unfounded;
 - b. the complainant has declared he does not wish to exercise his right to be interviewed.
10. The committee will deliberate and reach a decision behind closed doors and will decide by a majority of votes. It will take its decisions exclusively on the basis of the information given to it within the context of the complaint.
11. The committee will declare the complaint inadmissible, well-founded or un- founded. In its statement the committee will state the reasons underlying its decision.
12. The committee will provide the dean with a report of its findings as soon as possible, however no later than six weeks after the parties have been interviewed, and will also put forward recommendations to settle the complaint. The report will contain a report of the interview. The committee will make its decision known to the complainant, the person against whom the complaint is made, the management of the organisational unit if applicable, and other parties involved.

² If the complaint is directed against a member of ESE, the person with whom the person against whom the complaint is made has a consultative relationship will always be notified
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Article 7- Dealing with the complaint by the dean

1. The dean will deal with the complaint within four weeks of receiving the findings from the committee.
2. The dean may postpone dealing with the complaint for up to a maximum of four weeks. The complainant and the person whose conduct is the subject of the complaint will be informed of the postponement in writing.
3. The dean will inform the complainant and the person whose conduct is the subject of the complaint of the findings of the investigation in respect of the complaint as referred to in Article 6, giving reasons, as well as any conclusions he may draw from them. A copy of his decision will be sent to the chairman of the committee and, if applicable, to the management of the organisational unit.
4. If the conclusions of the dean in respect of settling the complaint deviate from the recommendation as referred to in Article 6, this will be notified to the complainant, the person whose conduct is the subject of the complaint, and to the chairman of the committee, giving reasons.
5. The dean will declare the complaint inadmissible, well-founded or unfounded.
6. If the decision of the complaints committee is open to appeal or objection, this will be notified together with the decision to all persons involved.

Article 8 - Other provisions

1. A complainant may withdraw his complaint at any time during the procedure by informing the complaints committee. In the case that this announcement is not made during an interview, the withdrawal must be made in writing. The committee will inform all the parties concerned in writing.
2. All parties concerned will give due care to the confidentiality of information made known to them.
3. The dean will ensure that this complaints procedure is published, as also the composition of the committee.
4. The committee will be responsible for the proper administration and recording of written complaints received.
5. The committee will publish a report each year in the month of September, stating the number of complaints dealt with, as well as the nature and contents of the complaints, the findings and any conclusions. The report will be anonymised.
6. The report will be sent by the dean to the School Council. The dean will publish the report.
7. If circumstances arise that are not provided for in these regulations, the dean will decide, having heard the chairman of the complaints committee.

APPENDIX 4 SCHOOL REGULATIONS OF ESE-EUR THE COLLECTIVE RIGHT OF COMPLAINT BY STUDENTS AS REFERRED TO IN ARTICLE 33 OF THE REGULATIONS

Manner of exercising the collective right of complaint

1. The collective right of complaint may be exercised in cases where ESE does not fulfil, or does not adequately fulfil its obligations towards its students in order to allow the students who are enrolled in the teaching programme of ESE to pursue their studies reasonably without interruption and to achieve the prescribed level of progress in their studies.
2. The right referred to in paragraph 1 may be exercised by a group of at least 15 students, who have been registered for the same teaching programme with the university.
3. The complaint will be submitted to the dean in writing. It will contain a clear description of the issues of the complaint, the objections themselves and all that should be done, according to those submitting the complaint, to remedy these objections. The identity of the complainants will also be stated clearly and verifiably.
4. The dean will confirm receipt of the complaint within seven days and will give the persons submitting the complaint the opportunity to provide an oral explanation within a reasonable period of time.
5. Within four weeks after the complainants have explained the complaint or have indicated they have decided not to explain, the dean will inform them in writing, stating reasons, whether the complaint constitutes, in his view, a reason to take measures and, if so, what measures these will be.
6. If the complaint concerns a matter that is outside the remit of the dean, the dean will send the complaint to the competent body or official. The dean will inform those persons submitting the complaint of this action. The provisions of paragraphs 4 and 5 are applicable mutatis mutandis.