



Chapter 1. General

Article 1. Name of the Faculty

1. The Faculty is called “Faculteit der Sociale Wetenschappen.”
2. The English name of the Faculty is “Faculty of Social and Behavioural Sciences.”

Article 2. Academic Institutes

The Faculty comprises the following academic institutes:

- a. NA
- b. Cultural Anthropology/ Development Sociology
- c. Education and Child Studies, the *Rommert Casimir Institute*
- d. Political Science
- e. Psychology

Article 3. Teaching at the Faculty

The Faculty comprises all bachelor's and master's programmes which are part of the Faculty of Social and Behavioural Sciences in line with the Leiden University Register of Programmes, as well as the Faculty's doctoral programmes.

Article 4. Definitions

1. In these regulations the term ‘the Act’ refers to the Higher Education and Research Act. (*WHW*).
2. In the event that the terms appearing in this regulation also appear in the Act or in the Executive and Management Regulations, respectively, they have the meaning ascribed to them in the Act or in the Executive and Management Regulations, respectively.

Chapter 2. Faculty Board

Article 5. Composition of the Faculty Board

1. The Faculty is managed by a Faculty Board, consisting of the Dean, also Chair, and three other members, namely the Vice-Dean, also portfolio holder for the bachelor's programmes; the holder of the operational management portfolio; and a student. The appointment of the other members must be approved by the Dean.
2. Membership of the Faculty Board is incompatible with membership of an Institute Board.
3. Unless otherwise specified by the Executive Board, appointments are for one year for the student member, and for three years for the Dean and the remaining members, on the understanding that the appointment period of the remaining members ends in any event simultaneously with the ending of the deanship. Re-nomination is possible. Only professors can be appointed Dean or Vice-Dean.
4. Before appointing or dismissing a member of the Faculty Board, the Executive Board must inform the Scientific Directors and the Faculty Council in all confidentiality of the



proposed appointment. With the exception of the appointment of the Dean himself¹, the Executive Board can instruct the Dean to consult on its behalf with the Scientific Directors and the Faculty Council.

5. Without prejudice to the responsibility of the Faculty Board as a whole for its decisions and actions, the Board will, with due regard for the portfolio distribution as referred to in the first paragraph, determine the areas of interest falling under the particular responsibility of each member of the Board. The Faculty Board informs the Executive Board of the division of responsibilities among its members.

Article 6. Responsibilities of the Faculty Board

1. The general management of the Faculty is the full responsibility of the Faculty Board. The Faculty Board is also responsible for the management and organisation of the Faculty in terms of teaching and scholarly and academic practice.
2. The Faculty Board represents the Faculty within and outside the University.
3. The members of the Faculty Board strive for consensus in decision making.
4. The Faculty Board is responsible for the administration of the Faculty. The Executive Board mandates to the Faculty Board authority for personnel, financial and general administration, in accordance with the stipulations of the Executive and Management Regulations and the mandate regulations applicable to the Faculty Board. The Faculty Board may pass on this mandate. To this end, it will establish a further mandate regulation.
5. With a view to the general management of the Faculty, the Faculty Board may formulate guidelines for the boards of the academic institutes as well as for the section (*opleidings-*) boards, having first consulted with these boards.
6. The Faculty Board regularly consults with the Scientific Directors collectively. The Board implements its responsibilities in close collaboration with these Directors, and strives to achieve the broadest possible support for its decisions.
7. The Faculty Board will take into consideration the guidelines formulated by the Executive Board pursuant to Article 9.5 of the Act.
8. The Faculty Board is accountable to the Executive Board. It will provide the Board with information regarding the Faculty, as and when requested.

Article 7. Special responsibilities of the Dean

1. The Dean is responsible for the co-ordination and integration of decision making within the Faculty Board. In the event of any differences of opinion within the Faculty Board the Dean has the deciding vote.
2. The Dean participates in the administration of the University as a whole, and to this end takes part in the collective consultation of the Deans with the Executive Board, without prejudice to any consultation of the Executive Board with the Faculty Board regarding matters which specifically concern the Faculty.

Article 8. Special responsibilities of the Vice-Dean

1. The Vice-Dean is responsible for the bachelor's programmes in the Faculty, in particular for the recruitment, selection and intake of students for the bachelor's programmes,

¹ For the sake of simplicity and brevity, only *he/his* etc. is used here, but will always equally implies *she/her* etc.



monitoring quality and performance of these programmes, and monitoring the students' study progress.

2. At the proposal of the Vice-Dean, and following consultation with the institute administrations, the Faculty Board will establish further regulations relating to the subjects mentioned in paragraph 1, taking due account of the stipulations of this regulation.

Article 9. Substitution in the event of absence

The Faculty Board will provide a substitute if one of its members is absent. A member of the Faculty Board may be replaced only by another member of the Board, or by a Scientific Director.

Article 10. Participation in joint programmes or institutes

1. If the Faculty participates in a joint programme with one or more other faculties within or outside the University, the Faculty Board will determine what the contribution of the Faculty will be to the administration and the allocation of resources for the relevant programme.
2. The stipulations of the first paragraph apply equally to participation in an inter-faculty or inter-university institute, or an inter-faculty or inter-university research school.

Article 11. Meetings and meeting documents

1. The meetings of the Faculty Board are not public. The documents of the Faculty Board meetings are not public unless the Board decides otherwise.
2. The Faculty Board regularly reports to the Faculty Council about matters discussed and decisions made in its meetings, unless there are serious reasons for believing this will not be in the interests of the University or of one of the parties involved.

Chapter 3. The Institutes

Article 12. The Institute Boards

1. Each research institute is under the management of an Institute Board. This board consists of the Scientific Director (also director for the master's programmes) and the programme director for bachelor's programmes.
2. The institute regulations may specify that the board must include a third member, to provide support to the Director.
3. The Scientific Director may mandate his authority with respect to master's programmes to the director for bachelor's programmes. In that case the director for bachelor's programmes is given the title of Programme Director.
4. The Scientific Director is nominated from among the professors working at the institute. The director for bachelor's programmes is nominated from among the research staff involved in the relevant programme.
5. The Scientific Director is chair of the Institute Board.
6. The student member of the section administration attends the meetings of the Institute Board in an advisory capacity.
7. The members of the Institute Board are nominated and dismissed by the Faculty Board, following consultation with the Institute Council.
8. The members of the Institute Board are nominated for a maximum of three years, under the assumption that in any event the period of office of the other members of



the Institute Board ends simultaneously with the end of the period of office of the Chair. Re-nomination is possible.

Article 13. Responsibilities of the Institute Board

1. The Institute Board is responsible for the management and organisation of the Institute. Following consultation with the Institute Council it formulates an institute regulation, which requires the approval of the Faculty Board.
2. The Institute Board is responsible for the quality of the contribution made by the Institute to the teaching of the different bachelor's and master's programmes, as well as the quality of the PhD programmes and the research carried out by the Institute.
3. The Institute Board is responsible for the management of the Institute. It determines the budget of the Institute, with due regard for the relevant guidelines provided by the Faculty Board. With respect to the Institute, it exercises the authority mandated to it by the Faculty Board in matters related to personnel, financial and general management, taking into consideration the relevant stipulations as determined in the Management and Administration Regulations, the mandate regulation applicable to the Faculty Board, and the more detailed mandate regulation established by the Faculty Board, as specified in Article 6, paragraph 4 above.
4. The Institute Board ensures that the activities carried out by the staff members working at the Institute show unity in terms of content.
5. The Institute Board promotes the cohesion of education and research in the Institute's field of research.
6. The members of the Institute Board strive for consensus in decision making.

Article 14. Specific responsibilities of the Scientific Director

1. The Scientific Director is responsible for the co-ordination and integration of decision making within the Institute. In the event of diverging opinions within the Institute Board, the Scientific Director has the deciding vote.
2. The Scientific Director is responsible for the personnel policy with respect to the members of staff who work within the Institute.
3. The Scientific Director participates in the management of the Faculty as a whole, and to this end participates in the joint meetings of the Faculty Board with the Scientific Directors as referred to in article 6, paragraph 6 above, without prejudice to the meetings the Faculty Board holds with the Institute Board regarding matters of particular significance to the Institute.
4. The Scientific Director represents the Institute within and outside the Faculty.
5. The Scientific Director reports to the Dean, and provides the Dean with information as requested.

Article 15. Staff of the Institute

1. All staff members with a teaching and/or research appointment, or an appointment as support staff, are part of an institute or the *CWTS*.
2. When determining to which institute a staff member is affiliated, the Faculty Board takes into consideration the appointment resolution of the person concerned.
3. For the application of paragraph 1, persons working for the Netherlands Organisation for Scientific Research or similar organisations are regarded either as academic staff, or supporting or managerial staff, depending on their position.

Article 16. Allocation of tasks among Institute staff



1. The Institute Board organises the activities of the staff working at the Institute. In this context it determines for each of the lecturers and senior lecturers which professor is required to approve the organisation of that lecturer's teaching and research; it also determines under whose supervision each of the other members of the Institute operates.
2. In supervising the work specified in paragraph 1, the Institute Board takes into account the appointment resolution of those involved.
3. The Institute Board may issue instructions to staff working at the Institute.

Article 17. Research

1. The Institute Board is responsible for the organisation and integration of research within the Institute. It determines the Institute's research programme with due observance of the guidelines stipulated in article 6, paragraph 5 above. It is accountable to the Dean for the proper execution of the research programme.
2. The Institute Board is responsible for ensuring that the contribution made by the Institute to the relevant inter-faculty or inter-academic research school is in line with the agreements made.

Article 18. The Institute Council

1. Each institute has an Institute Council.
2. Membership of the Institute Council is incompatible with membership of the Institute Board.
3. The Institute Board regularly meets with the Institute Council to confer on Institute matters. In all instances the Council is given the opportunity to advise the Institute Board concerning the Institute's budget, any planned reorganisation of the Institute, and the structural co-operation with partners from outside the Institute.
4. The size and composition of the Institute Council, as well as its authorities, are specified in detail in the Institute Statutes, under the provision that the Institute Council can be granted no authorities that belong to the Faculty Council or the staff members of the Faculty Council.

Chapter 4. The Graduate School

Article 19. The Graduate School Board

1. The Graduate School is managed by the Dean of the Faculty, who in this capacity holds the title of Dean of the Graduate School.
2. The Vice-Dean substitutes for the Dean in his absence. In this capacity, he holds the title of Vice-Dean.
3. The Scientific Directors advise the Dean concerning matters within the Graduate School. In this capacity they hold the title of Board of the Graduate School.
4. The Board of the Graduate School confers a minimum of four times per year concerning all matters relating to the Graduate School.
5. The meetings of the Board are chaired by the Dean. The meetings of the Board are not public. The meeting minutes of the Board are not made public unless the Board decides otherwise.

Article 20. Tasks of the Graduate School



1. The Faculty encompasses a graduate school, named the Leiden University Graduate School for Social and Behavioural Sciences. The graduate school consists of the research institutes referred to in article 2.
2. The Graduate School contains the master's programmes and doctoral programmes of the Faculty.
3. The Dean is responsible for these master's programmes and doctoral programmes.
4. The Dean can mandate the tasks related to the master's programmes to the Vice-Dean.
5. The Graduate School is responsible for promoting the coherence of the regular, doctoral and research programmes and for further streamlining these programmes. It is also responsible for the recruitment, selection and intake of students, as well as doctoral candidates for master's programmes and doctoral programmes; admission to master's and doctoral programmes; monitoring the quality and the performance of master's and doctoral programmes; monitoring students' progress and the progress of doctoral candidates.
6. At the proposal of the Dean and following consultation with the Institute Boards, the Faculty Board formulates further regulations with respect to the matters referred to in paragraph 5, taking into consideration the provisions contained in this regulation. In as far as these further regulations relate to the admission to doctoral programmes, they must be approved by the Doctorate Board.

Article 21. Staff members of the Graduate School

All staff members of the Faculty who have been appointed as professor, senior lecturer, lecturer, researcher or PhD candidate are part of the Graduate School.

Article 22. PhD programmes

1. The Scientific Director decides on admission to PhD programmes on behalf of the Dean and under the Dean's responsibility. In doing so, he observes the relevant detailed regulation referred to in Article 20, paragraph 6.
2. On behalf of the Dean, the Scientific Director ensures that a training and supervision plan is drawn up for each PhD candidate by the relevant PhD supervisor.
3. The training and supervision plan is formulated in such a manner that the PhD programme can be successfully completed within the term agreed.
4. The Graduate School is responsible for providing PhD candidates with one or more confidential counsellors.
5. The stipulations of the preceding paragraphs apply equally to external PhD candidates.

Chapter 5. The programmes

Article 23. The Board of Admissions

a. Admission to bachelor's programmes

1. The Faculty Board makes the necessary arrangements to carry out the enquiry as referred to in article 7.25, fourth paragraph of the Act; supplementary enquiries as referred to in article 28, third and fourth paragraphs of the Act; and admission tests as referred to in article 7.29 of the Act (*colloquium doctum*). In its decision the Faculty Board formulates further rules.



2. The Faculty Board formulates further rules regarding the manner in which exemptions from the Act, as referred to in articles 7.25, paragraph 4, article 28, second, third and fourth paragraphs, and 7.29, first paragraph may be obtained.

b. Admission to master's programmes

1. The Faculty Board appoints a Board of Admissions for each master's programme or group of master's programmes.
2. A Board of Admissions consists of no fewer than three and no more than five members. The members are chosen from the lecturers who are responsible for teaching the master's programme or programmes in question. Membership of the Board of Admissions is incompatible with membership of the Board of Examiners of the master's programme or group of master's programmes concerned. The Faculty Board appoints the members of the Board of Admissions for a two-year term. Reappointment is permitted. The Faculty Board sets out detailed rules concerning the size and composition of the Board of Admission in the formation resolution.
3. The responsibilities of the Board of Admissions are those allotted to it by or under the Regulation on Admission of Master's Programme Students. The Board provides reasoned advice to the Faculty Board in line with the procedure established by the Faculty Board. In formulating its advice, the Board of Admissions observes the rules laid down in the Act as well as in University and Faculty guidelines on admitting students to the programme. The Board of Admissions informs the Faculty Board of its advice within a reasonable period of time. The Faculty Board subsequently decides on the application for admission.
4. Should a student appeal against an admission decision, the Faculty Board will seek advice on the matter from the relevant Board of Admissions. In providing such advice, the Board of Admissions will observe the stipulations of paragraph 3.

Article 24. Teaching and Examination Regulation

For each programme or group of programmes the Faculty Board sets out a Teaching and Examination Regulation which makes provisions for at least the items mentioned in Article 7 paragraph 13 of the Act. The Faculty Board ensures that this regulation is assessed on a regular basis.

Article 25. Section administration

1. The Faculty Board appoints a section administration for each programme or group of programmes.
2. The section administration comprises the programme director for master's programmes (also Scientific Director), the programme director for bachelor's programmes, and a student. If the Institute Board includes a third member, he or she attends the meetings of the section administration and has a consultative vote. The meetings are chaired by the Scientific Director. The chairperson is accountable for the co-ordination and integration of the decision-making process within the section administration.
3. Members of the section administration are appointed for a period of three years, with the exception of the student member, who is appointed for one year, and on the understanding that the appointment of the other members of the section administration ends in any event when the chairperson's term expires. Reappointments are permitted.
4. Before appointing or discharging the student member of a section administration, the Faculty Board must consult the student members of the relevant section teaching committee(s).



Article 26. Responsibilities of the section administration

1. The section administration is charged with the organisation and integration of the teaching provided by the section in implementing the relevant Teaching and Examination Regulation.
2. The section administration will on request or of its own accord advise the Faculty Board on formulating or amending the Teaching and Examination Regulations.
3. Following consultation with the relevant section teaching committee, the section administration each year further develops the provisions of the Teaching and Examination Regulations into a sectional teaching programme.
4. The section administration regularly consults with the section teaching committee regarding all matters concerning the teaching in the programme in question. It offers the section administration the opportunity to consult with the Board before the committee offers an advice or evaluation.
5. The section administration maintains the relation with the pre-university education stream which prepares for the programme in question.
6. The section administration is accountable to the Faculty Board and provides it with any information requested.

Article 27. Section teaching committee

1. The Faculty Board appoints a section teaching committee for each programme or group of programmes. The duties of the section teaching committee are:
 - a. to advise on the formulation and amendment of the Teaching and Examination Regulations;
 - b. to carry out the annual evaluation of the Teaching and Examination Regulations;
 - c. to offer advice, both solicited and unsolicited, on all other issues regarding the teaching programmes.The committee sends the recommendations as indicated under a and c above to the Faculty Council, for information. Following the recommendations the Council may present proposals to the Faculty Board and inform the Board of its opinions.
2.
 - a. NA
 - b. The section teaching committee for the CA/OS bachelor's and master's programmes consists of 6 members.
 - c. The section teaching committee for the the Education and Child Studies bachelor's programme, the Education and Child Studies master's programme, and the Educational Sciences research master's programme consists of 10 members.
 - d. The section teaching committee for the Political Science bachelor's programme consists of 6 members. The section teaching committee for the Political Science master's programme consists of 6 members. The section teaching committee for the International Relations and Diplomacy master's programme consists of 6 members. The section teaching committee for the Political Science research master's programme consists of 6 members.
 - e. The section teaching committee for the Psychology bachelor's programme consists of 12 members. The section teaching committee for the one-year master's programme and the two-year research master's programme consists of 18 members.
3. The Faculty Board appoints the members of the section teaching committee. Half the members of the section teaching committee are students, elected for a one-year term by and from the students of the programme or group of programmes in question. The other



members are appointed by the Faculty Board from the teaching staff involved in the programme or group of programmes in question.

4. Student members of the section teaching committee are appointed for a period of one year, unless the Faculty Board decides differently in special cases. The other members of the section teaching committee are appointed for a period of two years, unless the Faculty Board decides differently in special cases. Reappointments are permitted

5. The Faculty Board allows the section teaching committee to use all facilities at its disposal which realistically are necessary for the committee to carry out its task. The members of the committee are entitled to receive the training they need to carry out their tasks, according to the amount of time set by the Faculty Board and the Council jointly. The staff members on the section teaching committee are given the opportunity to receive this training during working hours, without loss of pay. The Faculty Board will include these costs in its budget.

Article 28. The Board of Examiners

1. The Faculty Board appoints a Board of Examiners for every programme or group of programmes. The Board of Examiners is the body that determines, in objective and expert fashion, whether a student meets the criteria established in the Teaching and Examination Regulation regarding the knowledge, understanding and skills required for a degree.
2. The Faculty Board appoints the members of the Board of Examiners on the basis of their expertise in the area of the relevant programme or group of programmes. At least one member should teach in the programme, or in one of the programmes that is part of the group of programmes. The Board of Examiners comprises a minimum of three and a maximum of seven members. They are appointed for a two-year term and can be re-appointed. The Board of Examiners chooses a chairperson from among its members. In the event of an even number of members, the chair has the deciding vote. Further provisions relating to the size and composition of the Board of Examiners are laid down by the Faculty Board in the formation resolution.
3. Before appointing a member, the Faculty Board consults the members of the Board of Examiners in question. If a majority of the board members object to the appointment proposed, the Faculty Board submits an alternative proposal to the Board members.
4. Membership of the Board of Examiners is incompatible with membership of the Faculty Board, the board of the programme or group of programmes in question, and, in the case of a master's programme, membership of the Board of Admissions of that programme.
5. The Board of Examiners is independent, and the members carry out their tasks without any instructions from others.
6. The Board of Examiners establishes regulations concerning the execution of its tasks and competences, and the actions it can take in this respect.
7. The Board of Examiners annually draws up a report of its activities, and submits this to the Faculty Board.
8. Without prejudice to the provisions of the Act and the relevant Teaching and Examination Regulations, it is the responsibility of the Board of Examiners:
 - a. to ensure the quality of the examinations;
 - b. to establish, within the framework of the Teaching and Examination Regulations, guidelines and instructions for the assessment of examinations and determining the results;
 - c. to have the most qualified Board of Examiners decide on the granting of permission to individual students to follow an individual programme as referred



- to in article 7.3d of the Act, whose final examination results in a degree, with the Board of Examiners also indicating to which section of the institution this programme is considered to belong for the purpose of the application of the Act;
- d. to grant exemption from one or more examinations on one of the grounds mentioned in the Teaching and Examination Regulation;
 - e. to decide in individual cases on the extension of the validity of examinations passed, as determined in the Teaching and Examination Regulation;
 - f. to decide, in exceptional cases, whether an examination will be taken orally, in writing or in another way, in contravention to what has been laid down in this respect in the Teaching and Examination Regulation;
 - g. to decide, in exceptional cases, that an examination will not be held in public, in contravention to what has been laid down in this respect in the Teaching and Examination Regulation;
 - h. to grant exemption from the obligation to participate in practical exercises necessary to gain admission to a particular examination, with the option to impose alternative requirements;
 - i. to approve an individual student's choice of optional components of the teaching programme;
 - j. to grant admission, at the request of the student in question and taking into account what has been laid down in this respect in the Teaching and Examination Regulation, to one or more parts of the final examination of a particular programme before the student has passed the propaedeutic examination of that programme;
 - k. to determine, if this has been established by the Faculty Board as a condition for taking examinations or parts of examinations, whether proof has been provided of sufficient proficiency in Dutch for a successful completion of the course programme in the case of students granted exemption from the entrance requirements as indicated in Article 7.24 of the Act on the grounds of a diploma awarded outside the Netherlands, or exemption from the entrance requirements for the post-propaedeutic phase of the programme;
 - l. to formulate, on behalf of the Faculty Board, the binding study advice as indicated in Article 7.8b of the Act;
 - m. to award the diploma and accompanying supplements as indicated in Article 7.11 of the Act, as proof that the examination has been passed;
 - n. to issue a statement listing in any case the examinations that a student has passed, for those students who have passed more than one examination but to whom a diploma as referred to under m. cannot be issued;
 - o. to take action and impose sanctions if a student or external student is found to have committed fraud.

Article 28a. Students' behaviour in view of their future profession

1. In special cases the Faculty Board can, if relevant after advice from the board of a specific section or the Board of Examiners, depending on the character of the behaviour or utterance, propose to the Executive Board to terminate or refuse a student's enrolment in the programme in question, if by his actions that student demonstrates unsuitability for the pursuance of one or more professions for which his course programme trains him, or for the practical preparation for such a profession. If relevant, the advice of the section board or the Board of Examiners is added to the Faculty Board's proposal.



2. When drawing up such a proposal the Faculty Board will be led by the *Protocol Iudicium Abeundi* – as formulated by the Executive Board – and the professional standards in effect for the occupational group in question.

Chapter 6. Other Faculty units

Article 29. CWTS

1. The Faculty includes the Centre for Science and Technology Studies. CWTS concerns itself with quantitative-empirical research in science and technology.
2. The head of CWTS is a Scientific Director, who is appointed and dismissed by the Faculty Board. The Scientific Director is accountable to the Faculty Board, and provides the Faculty Board with all information requested.
3. CWTS formulates a regulation for the purpose of further structuring its activities. These regulations include co-participation within CWTS. The regulations must be approved by the Faculty Board.

Article 30. Central Faculty support services

1. The Faculty has central support services to provide support for teaching and research, comprising all the administrative and support staff not belonging to an Institute or to CWTS.
2. The Faculty Board will establish a co-participation council for the sections, for the purpose of regular consultation on any issues relating to the central support services of the Faculty. In any event, the co-participation council will be given the opportunity to advise on the budgets and on any proposed reorganisation of one or more of these services.
3. The size and composition of the council referred to in paragraph 2 are laid down in a regulation, on the understanding that no powers can be granted to the council that already belong to the Faculty Council or its staff section.

Chapter 7. Committees

Article 31. The standing committee on academic and scholarly practice

1. The Scientific Directors of the institutes together form the standing committee for academic and scholarly practice.
2. This committee advises the Faculty Board and the Dean of the Graduate School on matters in the field of research. In any event, the committee gives advice on general research policy, on the further regulation of – and policy with regard to – the quality of the Faculty's research, on policy with regard to professorial chairs, on the establishment of endowed chairs, and, in so far as research is concerned, on the long-term plan.
3. The standing committee on academic and scholarly practice also advises on matters regarding doctoral programmes.

Article 32. The standing committee on teaching

1. The Institute Boards appoint either the Scientific Director or the director for the bachelor's programmes as a member of the standing committee on teaching. This



committee advises the Faculty Board on matters relating to the bachelor's or master's programmes.

2. In any event, the committee advises on general teaching policy, on the further regulation of – and policy with regard to – the quality of the Faculty's teaching, on the formulation of and amendments to Teaching and Examination Regulations and teaching programmes and, in so far as teaching is concerned, on the long-term plan.

Article 33. Other committees

1. Having consulted with the Faculty Council, the Faculty Board can set up other standing committees than those referred to in articles 31 and 32.
2. The Faculty Board can also install *ad hoc* committees.

Chapter 8. Planning and control

Article 34. Strategic long-term plan and planning figures

1. At least every four years the Faculty Board will draw up a strategic long-term plan, after consultation with the Institute Boards and taking into account the current strategic plan.
2. With a view to the four-year period, the plan comprises at least:
 - a. the plans with regard to the various tasks of the Faculty, and
 - b. the long-range estimates regarding the Faculty resources.
3. The plan comprises a personnel plan, including a plan for the professorial chairs.
4. Each year the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the University's Global Financial Framework (*kadernota*).

Article 35. Budget and accountability

1. Each year the Faculty Board, having consulted the Scientific Directors, will draw up a long-term budget on the basis of the strategic long-range plan, in compliance with the directives issued by the Executive Board. In any event, separate items are listed in the budget for each institute mentioned in article 2.
2. Each quarter the Faculty Board draws up a statement of income and expenditure, indicating the provisional figures for the current year. In addition, the measures taken in order to comply with the budget are specified in this account. The Faculty Board draws up a financial annual report in accordance with the guidelines of the Executive Board.

Article 36. Quality assurance

1. The Faculty Board ensures that the frameworks and protocols established by the Executive Board with regard to the organisation and implementation of quality assurance processes regarding teaching and research are implemented within the Faculty.
2. It is the responsibility of the Faculty Board to ensure that the Institute Boards – once a year – submit reports on the functioning of the quality assurance system as well as on the actual quality of the teaching and research within the Faculty. The Faculty Board conveys the content of these reports to the Faculty Council.
3. On the grounds of the reports referred to in paragraph 2, the Faculty Board, having consulted the relevant Institute Boards, draws up an action plan to remedy any shortcomings in the quality of the teaching and research identified in the reports



Chapter 9. The Faculty Council

Article 37. Composition of the Faculty Council

1. The Faculty Council consists of fourteen members. Half the members are elected by and from the staff of the Faculty, and the other half by and from the students.
2. The election of the members of the Faculty Council takes place according to the electoral regulations for the Faculty and staff committees formulated by the Executive Board, and according to the list system laid down in those regulations.

Article 38. Term of office

The term of office of the Faculty Council starts on 1 September and ends on 31 August of the following year.

Article 39. Election of the members of the Faculty Council

1. The student members are elected for one term of office, staff members for two terms of office. In case of interim replacement, the newly elected members serve only the rest of the term of the members they replace.
2. Following a term of office, resigning members retain their seats until such time as the results of new elections become effective. Resigning members are immediately eligible for re-election.
3. Interim elections are held for vacant seats, provided that these seats have become vacant due to a lack of candidates at least one month before the reference date as referred to in article 5 of the electoral regulations for the Faculty and staff committees, in a year when no regular elections for the personnel section are held. These members are elected for one term of office.
4. After an interim election as referred to in paragraph 3, vacancies in the Faculty Council, referred to in article 52 of the electoral regulations for the Faculty and staff committees, are filled on the basis of the report establishing the result of the regular elections, and subsequently – if a vacancy cannot be filled on the basis of this report - on the basis of the report establishing the result of the interim election.
5. In accordance with article 51 of the electoral regulations for the Faculty Councils and staff committees, membership of the Faculty Council ends not only with the expiry of the term of office, but also:
 - a. through written resignation of the council member, to be tendered to the Dean;
 - b. if the council member leaves the Faculty;
 - c. if the council member leaves the section from which he or she was elected.

Article 40. Facilities of the Faculty Council

1. The Faculty Board is responsible for the necessary administrative and secretarial support of the Faculty Council.
2. The Faculty Board ensures that the members of the Faculty Council are allowed by the units to which they belong to carry out their duties appropriately and well. It also ensures that in the case of members of staff written agreements concerning these duties are drawn up between individual Council members and their various supervisors.
3. The members of the Faculty Council are given the opportunity to receive the training they need to carry out their tasks, for an amount of time determined by the Faculty Board and the Council jointly. The staff members on the Council are given the opportunity to receive this training during working hours, without loss of pay.



4. All costs that realistically are necessary for the Council to carry out its tasks, including the support and training as referred to in this paragraph, are at the expense of the Faculty. The Faculty Board will include these costs in its budget.

Article 41. Legal protection of members of the Faculty Council

The Faculty Board ensures that members of the Faculty Council are not prejudiced, on account of their membership, in their position with regard to the Faculty. The same restriction applies to candidate members and former members of the Council.

Article 42. The consultation meeting

1. The Faculty Council and the Faculty Board hold a consultation meeting at least twice a year, and furthermore as often as the Faculty Board or a section of the council asks them to.
2. The Dean chairs the meeting between the Faculty Board and the Faculty Council referred to in paragraph 1.
3. In the consultation meeting issues concerning the Faculty are brought up for discussion which either the Faculty Board or the Faculty Council deem desirable, or on which consultation must take place between the Faculty Board and the Faculty Council in line with the stipulations of this regulation, the Regulation of the University Council, or the Act.
4. If a specific meeting or part of a meeting touches on a pre-eminently personal interest of one of the Council members, the Council may stipulate that the member in question will not participate in that meeting or part of it. The Council will then also decide that the discussion of the matter in question will take place behind closed doors.

Article 43. Proposals

1. The Faculty Council is authorised to put forward proposals and to state points of view with regard to all matters that the Dean or the Faculty Board are authorised to decide upon.
2. The Faculty Board will send a reasoned reaction to any proposal as referred to in paragraph 1 within six weeks in writing. The Faculty Council is given the opportunity to consult with the Faculty Board on the proposal beforehand.

Article 44. Information supply

1. At the start of the academic year the Faculty Board provides the Faculty Council with the basic information, in writing, regarding the composition of the Faculty Board, the organisation of the Faculty, and the standing policy of the Faculty.
2. At least once a year the Faculty Board provides the Faculty Council with written information on the essential points of the policy followed over the past year, and its intentions for the coming year regarding policy in the areas of finances, organisation, and teaching.
3. Without prejudice to the previous paragraph the Faculty Board provides the Faculty Council, upon request or of its own accord, with any information regarding matters within the Faculty which the Council needs to carry out its task. Information is provided in good time.



Article 45. Approval

The Faculty Board requires the prior approval of the Faculty Council for every decision to establish or amend:

- a. the Faculty regulations;
- b. the long-term plan referred to in article 34;
- c. the further regulation of – and policy with regard to – the quality of teaching and research in the Faculty;
- d. the Teaching and Examination Regulations of all the sections of the Faculty, with the exception of:
 - the regulation of study programmes and examination content;
 - achievement levels;
 - the regulation of the practical exercises;
 - course loads;
- e. the regulation of issues designated in the University Council regulations.

Article 46. Advice

The Faculty Board will seek advice from the Council in due time before taking decisions on:

- a. the Faculty's budget referred to in article 34;
- b. any reorganisation of the Faculty or part of it;
- c. structural co-operation with any partners in or outside the Faculty.

Article 47. Other duties of the Faculty Council

1. The Faculty Council promotes, to the best of its ability, openness, accessibility and mutual consultation within the Faculty.
2. The Faculty Council will guard against discrimination on whatever grounds in the Faculty and particularly promotes equal opportunities for men and women, as well as optimum involvement of disabled persons and individuals from ethnic minorities.
3. Once a year the Council reports about its activities in writing, and ensures that this report is accessible to all people involved with the faculty. The Council ensures that the agendas and minutes of its meetings are sent to the Faculty Board, and are deposited for inspection by any interested parties in a generally accessible location.

Article 48. Special powers of the staff section

1. The Faculty Board will give the staff section of the Faculty Council the opportunity, in adequate time, to advise on and to discuss with the Faculty Board any measures proposed by the Faculty Board with regard to:
 - a. the way in which the conditions of employment and the official regulations are observed by the Faculty;
 - b. the way in which the general staff policy is implemented by the Faculty;
 - c. safety, health and welfare in relation to work within the Faculty;
 - d. the organisation of and routines within the Faculty;
 - e. the technical and economic performance of the Faculty.
2. The Faculty Board requires the prior approval of the staff section for all measures proposed, as referred to in paragraph 1, on which the staff section has advised.
3. The staff section of the Faculty Council may submit proposals to the Faculty Board on all matters referred to in paragraph 1. The Faculty Board will submit a reasoned response



to the proposal or proposals within four weeks. Prior to this, the staff section will be given the opportunity to consult with the Faculty Board.

4. The staff section of the Faculty Council designates a chairperson from its members.
5. The rules of procedure of the Faculty Council apply *mutatis mutandis* to the meetings of the staff section of the Council.

Article 49. Rules of procedure of the Faculty Council

In compliance with the stipulations of these regulations, the Faculty Council will draw up rules of procedure for its meetings, including in any event rules with regard to:

- a. the convening of meetings;
- b. the term for conveying the meeting documents;
- c. the method of deliberating and deciding, including the *quorum*;
- d. the consultation procedure with regard to the appointment and dismissal of the members of the Faculty Board;
- e. the signing of resolutions;
- f. how the minutes are structured and agreed;
- g. acquiring information, either during or outside meetings;
- h. public and non-public meetings;
- i. access to the agenda and the meeting documents.

Article 50. Experts

1. The Faculty Council may invite one or more experts to its meetings for the purpose of discussing a particular subject.
2. The Faculty Council may also invite an expert to give advice in writing.
3. If the implementation of the authorities referred to in the previous paragraphs incurs any costs other than reimbursement of travel and accommodation costs in line with University regulations, the invitation may not be issued until approval has been given by the Faculty Board.

Chapter 10. The Digital Complaints Box

Article 51. The right of complaint

1. Every student can register a complaint with the Digital Complaints Box. The Digital Complaints Box (in Dutch) is accessible via <http://studenten.leidenuniv.nl/> by selecting *Digitaal klachtenloket* in the right-hand bar, or via: <http://organisatie.leidenuniv.nl/stroomschema/over-het-digitaal-klachtenloket-1-1.html>.
2. The Digital Complaints Box shows students where and how they can register an objection, an appeal against an administrative decision, or a complaint regarding undesirable behaviour.
3. Students with complaints of another type should select "Klachtencoördinator", and can then register their complaint with the Complaints Coordinator of the relevant faculty.

Article 52. Procedure



The procedure regarding consideration of these complaints is set down in the *Regeling overige klachten Universiteit Leiden* (<http://media.leidenuniv.nl/legacy/regeling-overige-klachten-universiteit-leiden.pdf>) (in Dutch).

Article 53. (*cancelled*)

Chapter 11. Final and transitional provisions

Article 54. Interpretation

The Faculty Board is competent to take a decision in the case of a disagreement on the interpretation of these regulations.

Article 55. Official title

These regulations should be cited as the "Regulations of the Faculty of Social and Behavioural Sciences of Leiden University".

Article 56. Validity and publication

1. These regulations become valid on the day the notification of approval by the Executive Board is received by the Faculty Board.
2. Following the approval referred to in paragraph 1, these regulations will be published on the website of the University in Dutch as well as in an English translation.

These regulations were approved by the Executive Board on 9 December 2013.