

# REGULATIONS OF THE FACULTY OF HUMANITIES

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## Chapter 1. General provisions

### Article 1. Name of the Faculty

1. The name of the Faculty is Faculty of Humanities.
2. The Dutch name is Faculteit der Geesteswetenschappen.

### Article 2. Academic institutes

The Faculty comprises the following academic institutes:

- a. The Leiden University Academy of Creative and Performing Arts (ACPA)
- b. The Leiden University Centre for the Arts in Society (LUCAS)
- c. The Leiden University Institute for History (LUIH)
- d. The Leiden University Institute for Area Studies (LIAS), including the Leiden University Centre for the Study of Religion (LUCSoR)
- e. The Leiden University Centre for Linguistics (LUCL)
- f. The Leiden University Institute for Philosophy (LUIP)
- g. The Netherlands Institute in Morocco, Institut Néerlandais au Maroc (NIMAR)

### Article 3. Teaching at the Faculty

The Faculty comprises the following study programmes: all Bachelor's programmes, Master's programmes and Minors that are part of the Faculty of Humanities in line with the Leiden University Register of Programmes, as well as the Faculty's other study programmes and doctoral programmes.

### Article 4. Definitions

1. In these regulations, the term 'Act' refers to the Higher Education and Research Act (WHW).
2. In the event that the terms appearing in these regulations also appear in the Act or in the Executive and Management Regulations respectively, these terms have the meaning ascribed to them in the Act or in the Executive and Management Regulations respectively.
3. The term 'other study component' refers to any teaching that does not fall under a Bachelor's programme, Master's programme, or Minor.
4. Staal Funds: As part of the lump sum it receives from the government, Leiden University is also awarded a certain amount of funding for specific disciplines on the grounds of the Baby Krishna report of the Staal Committee from the early 1990s. These funds are transferred by the University to the Faculty of Humanities.
5. Sustainable Humanities Funds: The funding awarded to the Faculty of Humanities in the context of the national *Sustainable Humanities* project.



## Chapter 2. The 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 four other members, namely two Vice-Dean, acting as portfolio holders for education, the holder of the operational management portfolio, and a student. The appointment of the other members must be approved by the Dean.
2. Unless otherwise specified by the Executive Board, appointments are for one year for the student member, and for three years for the Dean and remaining members, on the understanding that the appointment period of the remaining members ends in any event simultaneously with the deanship. Members can be re-nominated. Only professors can be appointed Dean or Vice-Dean, unless the Executive Board decides otherwise.
3. Before appointing, suspending or dismissing a member of the Faculty Board, the Executive Board must inform the Academic Directors and the Faculty Council in all confidentiality. With the exception of the nomination of the Dean himself, the Executive Board can instruct the Dean to consult with the Academic Directors and the Faculty Council on behalf of the Board.
4. Without prejudice to the responsibility of the Faculty Board as a whole for its decisions and actions, the Board will determine the areas of interest falling under the particular responsibility of each member of the Board. The Faculty Board must inform the Executive Board of the division of responsibilities among its members.



#### **Article 6. Responsibilities of the Faculty Board**

1. The Faculty Board is responsible for the administration and organisation of the Faculty with respect to teaching and to academic practice.
2. The Faculty Board is responsible for the Faculty's administration. The Executive Board mandates to the Faculty Board the authority over 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 ("Mandate Regulations for Faculty Boards and the ICLON"). The Faculty Board further mandates these authorities to the Academic Directors, in so far as the academic institutes are concerned. The Faculty Board establishes an additional mandate regulation for this purpose ("Additional Mandate Regulations for Academic Directors within the Faculty of Humanities").
3. With a view to the general management of the Faculty, the Faculty Board may formulate guidelines for the Academic Directors as well as for the Programme Boards, having first consulted with these directors or Programme Boards.
4. The Faculty Board regularly consults with the Academic Directors collectively. The Board implements its responsibilities in close collaboration with these directors, and strives to achieve the broadest possible support for its decisions.
5. The Faculty Board will take into consideration the guidelines formulated by the Executive Board pursuant to Article 9.5 of the Act.
6. 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 coordination 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. 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 an Academic Director.

#### **Article 9. 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 the contribution of the Faculty to the administration and the division of resources of the relevant programme.
2. The stipulations of the first paragraph apply equally to participation in an inter-faculty or inter-university institute or in an inter-faculty or inter-university research school, provided the Faculty Board reaches its decision at the proposal of the relevant Academic Director.



**Article 10. Meetings and meeting papers**

1. The meetings of the Faculty Board are not public. The meeting documents of the Faculty Board are not public unless the Board decides otherwise.
2. The Faculty Board regularly presents an overview of the matters discussed and the decisions made in the course of its meetings to the Academic Directors and the Programme Boards as well as to the Faculty Council, unless there are serious reasons for believing that doing so would harm the interests of the University or one of the parties involved.



## Chapter 3. The institutes

### Article 11. Management team

1. Unless the Faculty Board decides otherwise, each academic institute is managed by a management team consisting of the Academic Director, the Director of Education, and the Institute Manager.
2. The Academic Director is appointed, suspended and dismissed by the Faculty Board, in consultation with the Advisory Board and the Institute Board. The Faculty Board will inform the Executive Board of every appointment, suspension and dismissal of a Academic Director.
3. With the exception of the Academic Director of NIMAR, an Academic Director is appointed for a maximum of four years from among the professors working at the institute. Re-appointment is possible.
4. The Director of Education is appointed and dismissed by the Faculty Board, at the recommendation of the Academic Director, and in consultation with the Advisory Board and the Institute Board. The Institute Manager is appointed to the position.

### Article 12. Responsibilities of the Academic Director

1. The Academic Director is responsible for the coordination and integration of the decisions made by the management team. In the event of differences of opinion within the management team, the Academic Director has the deciding vote.
2. The Academic Director is responsible for the administration and organisation of the Institute. It is his or her task, after consulting with the Institute Board, to establish institutional regulations providing details of the Institute's administration and organisation. These regulations must be approved by the Faculty Board.
3. The Academic Director bears final responsibility for the personnel policy regarding the members of staff working at the Institute. To this end the Academic Director works in close collaboration with the Institute Manager.
4. The Academic Director bears final responsibility for the academic quality of the employees who contribute to the teaching of the individual bachelor's and master's programmes. To this end the Academic Director works in close collaboration with the Director of Education.
5. The Academic Director bears final responsibility for the quality of the doctoral programmes and the research conducted at the Institute.
6. The Academic Director bears final responsibility for the management of the Institute. He or she determines the budget of the Institute, with due regard to the guidelines provided by the Faculty Board. With respect to the management of the Institute's budget, the Academic Director works in close collaboration with the Institute Manager. He or she exercises the authority mandated to him or her by the Faculty Board in matters related to personnel, financial and general management, with due regard to the relevant stipulations as determined in the Management and Administration Regulations, the mandate regulation applicable to the Faculty Board, and the more detailed mandate regulations established by the Faculty Board, as specified in Article 6, second paragraph.
7. The Academic Director participates in the management of the Faculty as a whole, to which end he or she attends the meetings in which the Faculty Board convenes with all Academic



Directors, as specified in Article 6, paragraph 4. This in addition to the meetings the Faculty Board holds with the Academic Director on issues specific to the Institute.

8. The Academic Director represents the Institute both within and outside the Faculty.
9. The Academic Director promotes cooperation between the Institute and other institutes within the Faculty, as well as between these institutes and other institutes within the University, both for teaching and research.
10. The Academic Director is responsible for structuring cooperation in the field of teaching and research in national graduate schools, as well as in national institutes and schools of research, with due observance of the parameters of the University and the Faculty.
11. The Academic Director reports to the Dean and provides the Dean with information as requested.

### **Article 13. Allocation of tasks among Institute staff**

1. The Academic Director defines the supporting, teaching, research and administrative tasks of the Institute's staff members and determines under whose supervision individual staff members fall. The Academic Director determines, in agreement with the Chair of the relevant Programme Board or the Academic Coordinator of the relevant minor and/or other study component, which members of academic staff are assigned to which study component, minor, bachelor's programme or master's programme respectively. To this end the Academic Director works in close collaboration with the Director of Education and the Institute Manager.
2. In organising the work activities referred to in the first paragraph, the Academic Director takes into account the confirmation of appointment of the members of staff involved. In supervising these work activities, the Academic Director also takes into account the contribution that has to be made by the Institute's staff to teaching the relevant programme according to the agreement reached with the relevant Departmental Board.
3. The Academic Director may issue instructions to staff working at the Institute.



#### **Article 14. Research**

1. The Academic Director is responsible for the organisation and integration of research within the Institute. He or she determines the Institute's research programme with due observance of the guidelines set out in Article 6, third paragraph.
2. The Academic Director is responsible for ensuring that the contribution made by the Institute to the relevant inter-faculty or inter-university research school is in line with the agreements made.

#### **Article 15. The Advisory Board**

1. Each Institute has an Advisory Board. The Advisory Board consists of representatives of the staff, external PhD candidates and contract PhD candidates affiliated with the Institute. The manner in which these representatives are selected is stipulated in the institutional regulations.
2. Membership of the Advisory Board is incompatible with the position of Academic Director, Director of Education, and Institute Manager.
3. The Academic Director regularly meets with the Advisory Board to confer on institute-related matters. The Board is in any case given the opportunity to advise the Academic Director concerning the Institute's financial policy, personnel policy in the broadest sense, any planned reorganisation of the Institute, and structural cooperation with partners from outside the Institute.
4. The Advisory Board can be granted no authorities that belong to the Faculty Board or the Personnel Department of the Faculty Board.

#### **Article 16 The Institute Board**

1. Each Institute has an Institute Board. Members of the Institute Board include all staff members, external PhD candidates and contract PhD candidates affiliated with the Institute.
2. Membership of the Institute Board is incompatible with the position of Academic Director, Director of Education, and Institute Manager.
3. The Academic Director informs the Institute Board at least once a year of any matters relating to the Institute.
4. The topics concerning which the Academic Director informs the Institute Board on a regular basis are set out in further detail in the institutional regulations.





## Chapter 4. The Graduate School

### Article 17. Tasks of the Graduate School

1. The Faculty comprises a Graduate School, known as the Leiden University Graduate School of Humanities.
2. The master's programmes and doctoral programmes of the Faculty are incorporated within the Graduate School. The Graduate School is headed by the Dean of the Faculty.
3. The Dean is supported within the graduate school by the director of PhD programs. The director of PhD programs, on behalf of the Dean, decides on any exemptions from the MA training requirement, designation of the (co) supervisor and approvals in the final phase of PhD programs, including the manuscript, the propositions and the composition of the reading and opposition committee for the PhD defense. The director of PhD programs also supports the Dean in addressing any problems or conflicts that may arise during the PhD program. The director of PhD programs will follow the PhD regulations and the guidelines of the University as well as the instructions of the Dean at all times.
4. The Faculty Board is responsible for monitoring and assessing the quality of the doctoral programmes of the Graduate School as they are structured within the Institute within the framework of both University and Faculty Regulations, such that wherever possible the Faculty Board promotes and facilitates inter-institute cooperation.
5. The Faculty Board will formulate detailed regulations with respect to the matters listed in paragraph 4, having first consulted with the Academic Directors, and in accordance with the stipulations of the University PhD Regulations.
6. The Faculty Board is responsible for promoting the coherence and effective organisation of teaching programmes, the recruitment, selection and intake of master's students, admission to master's programmes, monitoring the quality and output of master's programmes, and monitoring study progress.
7. The Faculty Board will formulate detailed regulations with respect to the matters listed in paragraph 6, having first consulted with the chairpersons of the Departmental Boards, and in accordance with the stipulations of these regulations and the Leiden University Regulations Regarding Admission to Master's Programmes.
8. Following consultation with the Academic Directors, the Faculty Board will set guidelines for the Programme Boards, which these Boards should observe when designing the curriculum of the master's programmes.

### Article 18. PhD programmes

1. The Academic Director bears ultimate responsibility for the promotion and coherence of PhD programmes offered within the Institute, i.e. monitoring the quality and output of the PhD programmes and the progress of the PhD candidates. In this context, wherever possible, cooperation will be sought with the relevant national research schools.
2. On behalf of the Dean, the Academic Director makes decisions regarding admission to PhD programmes. In doing so, he or she must observe the PhD Regulations and the PhD track guidelines of the University.
3. On behalf of the Dean, the Academic Director ensures that a training and supervision plan is drawn for each person admitted to a PhD programme.



4. The training and supervision plan is structured in such a way that the PhD track can be successfully completed within the agreed period.
5. The Graduate School is responsible for providing PhD candidates with access to one or more confidential counsellors.
6. The stipulations of the previous paragraphs apply *mutatis mutandis* to external PhD candidates and contract PhD candidates.



**Article 19. The Master's programmes**

1. The Faculty comprises all master's programmes which are part of the Faculty of Humanities in line with the Leiden University Register of Programmes.
2. The stipulations regarding programmes in Chapter 5 also apply to the Faculty's master's programmes unless explicitly stated otherwise.



## Chapter 5. Bachelor's programmes, minors and other study components

### Article 20. Bachelor's programmes, minors and other study components

1. The Faculty comprises all bachelor's programmes, minors and other study components that are part of the Faculty of Humanities in line with the Leiden University Register of Programmes.
2. The stipulations regarding programmes in Chapter 5 apply to the Faculty's bachelor's programmes, minors and other study components, unless explicitly stated otherwise.
3. The Faculty Board is charged with guaranteeing the coherence of the study programmes and providing possibilities for further streamlining these programmes, the recruitment, selection and intake of students for bachelor's programmes and minors, admission to bachelor's programmes and minors, mentoring the quality and output of the bachelor's programmes, minors and other study components, as well as monitoring study progress.
4. The Faculty Board will formulate detailed regulations regarding the matters listed in the third paragraph, having first consulted with the chairpersons of the Programme Boards and observing the stipulations in these regulations.
5. Following consultation with the Academic Directors, the Faculty Board will set guidelines for the Programme Boards and Academic Coordinators, which these administrations and coordinators should observe when determining the curriculum for bachelor's programmes, minors and other study components.



## Chapter 6. Study programmes and other study components

### Article 21. General provisions

1. The stipulations in this chapter apply to all study programmes, minors and other study components of the Faculty, unless the following articles contain stipulations that explicitly concern specific groups of study programmes.
2. In compliance with the legal provisions regarding the Faculty regulations, the Faculty Board establishes a regulation for implementing the establishment and composition of the administrative bodies of the study programmes and other study components, such as the Programme Boards, the Academic Coordinators of minors and other study components, and the Admissions Boards, Department Teaching Committees and Boards of Examiners.

### Article 22. Teaching and Examination Regulations

For each degree programme or group of programmes, the Faculty Board sets out a Teaching and Examination Regulation containing provisions with regard to at least the subjects referred to in Article 7.13 of the Act. This will be in accordance with the teaching and examination regulations guidelines.

### Article 23. Programme Board

1. The Faculty Board appoints a Programme Board for each degree programme or group of programmes.
2. A Programme Board consists of at least a chairperson, who is also a member, and a student member. The Faculty Board decides on the number of members. The chairperson is accountable for the coordination and integration of decision-making within the Programme Board.
3. Members of the Programme Board 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 term of the other members of the Programme Board ends in any event when the chairperson's term expires. Re-appointment is possible. If the chair of a Programme Board becomes vacant, the Faculty Board will reconsider the composition of the entire Programme Board.
4. The chairperson of a Programme Board, and where applicable the other lecturer members, is appointed from among the professors and senior lecturers involved in the programme in question.
5. The Faculty Board appoints members of the Programme Board at the recommendation of the incumbent Programme Board and the management team(s) of the Institute/Institutes that employ the relevant member of staff.
6. Membership of the Programme Board is incompatible with membership of the following bodies that are authorised with respect to one or more of the study programmes that are administered by the relevant member of staff: the Board of Examiners and the Department Teaching Committee.
7. Membership of the Programme Board is also incompatible with membership of the Faculty of Humanities Board.
8. The Faculty Board appoints a student member from among the students of one of the study programmes that fall under the authority of the Programme Board in question. Before



appointing, suspending or discharging the student member of a Programme Board, the Faculty Board must consult the student members of the relevant Department Teaching Committee. In formulating a recommendation for the appointment of a student member, the Programme Board requests advice from the relevant Department Teaching Committee.

#### **Article 24. Responsibilities of the Programme Board**

1. The Programme Board is charged with the organisation and integration of the teaching provided in the course of implementing the relevant Teaching and Examination Regulation(s).
2. The Programme Board will on request or of its accord advise the Faculty Board on the establishment or amendment of the Teaching and Examination Regulation(s).
3. Following consultation with the relevant Department Teaching Committee, the Programme Board each year further develops the provisions of the Teaching and Examination Regulation(s) into a departmental teaching programme (or programmes). This teaching programme (or programmes) requires the approval of the Faculty Board.
4. The Programme Board submits its proposal for a departmental teaching programme (including deployment of staff) for approval to the Faculty Board. This proposal should be accompanied with a recommendation regarding the feasibility of this programme from the management teams of the institutes involved in the teaching programme in question.
5. The Programme Board is accountable to the Faculty Board and provides the Dean or Vice-Dean with information as requested.
6. The Programme Board and Department Teaching Committee jointly present an annual report on the past academic year for the study programme(s) that falls under their responsibility.

#### **Article 25. Academic Coordinator of Minor and other study component**

1. The Faculty Board appoints an Academic Coordinator for each minor or other study component or group of minors or other study components, at the recommendation of the incumbent Academic Coordinator and/or the management team(s) of the institute/institutes employing the staff member in question.
2. An Academic Coordinator is appointed for a period of three years. Re-appointment is possible. The positions of departmental chair and Academic Coordinator are compatible.
3. The Academic Coordinator is appointed from among the professors and lecturers or senior lecturers involved in teaching the relevant minor or other study component. He or she is appointed and dismissed by the Faculty Board.

#### **Article 26. Responsibilities of the Academic Coordinator**

1. The Academic Coordinator is responsible for the organisation and integration of the teaching provided in the course of implementing the relevant minor or other study component.
2. Following consultation with the relevant Department Teaching Committee(s), the Academic Coordinator establishes the teaching programme(s) on an annual basis. The teaching programme(s) must be approved by the Faculty Board. The Academic Coordinator submits a proposal to the Faculty Board regarding the teaching programme. This proposal should be accompanied by a recommendation regarding the feasibility of the proposed teaching



programme by the management teams of the Institutes involved in the teaching programme in question.

3. The Academic Coordinator is accountable to the Faculty Board. He or she provides the Dean or Vice-Dean with information, as and when requested.
4. The Academic Coordinator and Department Teaching Committee produce in joint consultation an annual report over the past academic year for the minors and other study components that fall under their responsibility.

#### **Article 27. The Board of Admissions: bachelor's programmes**

1. The Faculty Board appoints one or more Boards responsible for the investigation as referred to in Article 7.25, fifth paragraph, of the Act, the additional investigation as referred to in Article 7.28, third and fourth paragraph, of the Act, and the admission examination referred to in Article 7.29 of the Act (colloquium doctum). The Faculty Board may mandate this task to the Central Admissions Office (SEA).
2. The Faculty Board formulates additional regulations regarding the manner in which exemptions as referred to in Articles 7.25, fifth paragraph, 7.28, second, third and fourth paragraph, and 7.29, first paragraph, of the Act, can be obtained.
3. If the Faculty Board appoints separate Boards of Admissions, Article 28, paragraphs 2, 3, 5, 6 and 7 apply.
4. The final decision regarding the request for admission rests with the Faculty Board.

#### **Article 28. The Board of Admissions: master's programmes**

1. The Faculty Board appoints a Board of Admissions for each Master's programme or group of master's programmes.
2. Each Board of Admissions consists of no fewer than three and no more than seven members. The members are lecturers responsible for teaching the study programme or programmes in question. The Faculty Board appoints the members of the Board of Admissions for a period of three years. Re-appointment is possible.
3. The Faculty Board appoints the chairperson and the other members on the basis of a recommendation by the chairperson of the Programme Board responsible for the programme(s) in question and the management team(s) of the Institute(s) that employs the relevant member of staff.
4. The Board of Admissions for a master's programme or group of master's programmes has the tasks allotted to it by or in accordance with the Leiden University Regulation on Admission of Master's Programme Students. Its advice must be substantiated and submitted 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 law as well as in the University and Faculty guidelines on admitting students to the study programme. The Board of Admissions submits its advice to the Faculty Board within a reasonable period of time. The Faculty Board subsequently reaches a decision regarding the student's request for admission.
5. If a student submits an appeal (or administrative 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 four.
6. Membership of a Board of Admissions is incompatible with the following:



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- a. Membership of a Board of Examiners responsible for one or more of the study programmes for which the Board of Admissions is also responsible
  - b. Membership of the Board of the Faculty of Humanities
7. It is undesirable that a lecturer should be both member of a Board of Admissions and member of the relevant Programme Board.

### Article 29. Department Teaching Committee

1. The Faculty Board appoints a Department Teaching Committee for each study programme, minor or other study component, or group of programmes.
2. The Department Teaching Committee has the responsibilities allotted to it in the Act.
3. Half the members of the Department Teaching Committee are students. They are elected for one year by and from among students of the relevant study programme(s), minor(s) or other study component(s), and appointed by the Faculty Board based on this election. Students are elected on the basis of the elections organised by the relevant Programme Board.
4. The other half of the Department Teaching Committee consists of lecturers. The lecturers are appointed by the Faculty Board for a period of three years from among the teaching staff responsible for teaching the relevant study programme(s), minor(s) or study component(s). Re-appointment is possible. The Faculty Board appoints the lecturers of the Department Teaching Committee at the recommendation of the Chair of the Programme Board responsible for the relevant study programme(s) or the Academic Coordinator(s) of the minor(s) and/or other study component(s). They implement this recommendation in cooperation with the management team(s) of the Institute(s) that employ the staff member in question.
5. The Faculty Council discusses on an annual basis the way in which the Department Teaching Committee is made up, as prescribed in paragraphs three and four. The Faculty Board and the Faculty Council determine annually whether this same procedure should be maintained.
6. The Committee elects a chairperson and a secretary from among its members. The chairperson is elected from among the staff members and preferably fulfils this role for the entire three-year appointment period. Membership of the Department Teaching Committee is incompatible with membership of a Programme Board, appointment as Academic Coordinator of a minor or other study component, and membership of the Faculty Board.
7. The Department Teaching Committee's secretary notifies the Faculty Council of the recommendations stipulated in the Act.
8. The Programme Board regularly consults with the Department Teaching Committee on any issues relating to teaching of the relevant programme(s), minor(s) or other study component(s). The Department Teaching Committee is given the opportunity to consult with the Programme Board or the Academic Coordinator prior to issuing advice or carrying out an evaluation.
9. The Faculty Board allows the Department Teaching Committee to make use of the facilities at its disposal and which the committee can reasonably be expected to require in the performance of its task. The members of the Department Teaching Committee are given the opportunity to receive training and education required for the performance of their tasks for a period to be determined by the Faculty Board in consultation with the Faculty Council. The staff members of the Department Teaching Committee are given the opportunity to take part in this training and education during working hours without loss of salary. The costs for this education and training are covered by the Faculty.





### Article 30. The Board of Examiners

1. The Faculty Board appoints a Board of Examiners for every study programme, minor or other study component or group of programmes.
2. The Board of Examiners is charged with the tasks allotted to it in the Act.
3. The Board of Examiners responsible for a bachelor's programme is also charged with issuing a (binding) study recommendation on behalf of the Faculty Board, as referred to in Article 7.8b of the Act.
4. A Board of Examiners consists of an uneven number of members. There are no fewer than three and no more than seven members (including the external member). The Faculty Board appoints the members of the Board of Examiners on the basis of their expertise in the discipline of the relevant study programme, minor or other study component or group of programmes. The following can be appointed as members of a Board of Examiners: professors, senior lecturers, and lecturers involved in at least one of the study programmes, minor(s) and other study components that fall under the Board's responsibility. Every Board of Examiners also has an external member. Members of the Board of Examiners are appointed for a period of three years, while the external member is appointed for a period of one year. The Board of Examiners elects a chairperson from among its members.
5. The Chair of the Programme Board responsible for the study programme(s) in question (or the Academic Coordinator(s) of the relevant minor(s) and/or other study component(s)) submits a recommendation for appointment to the Faculty Board. The Board are responsible for implementing this recommendation in cooperation with the management team(s) of the Institute(s) that employ the staff member in question. Prior to appointing a member, the Faculty Board will hear the members of the current Board of Examiners. If a member has not made use of his/her right to be heard within a week of the announcement, the member in question is considered to have no objection to the proposed appointment. If a majority of members of the Board protest against the proposed appointment, the Faculty Board will submit an alternative proposal to the Board members.
6. Membership of the Board of Examiners is incompatible with membership of the Faculty Board, management team of an academic institute, the Board of a relevant study programme or group of programme, appointment as Academic Coordinator of a minor or other study component, and, in the case of master's programme, with membership of the Board of Admissions for the programme in question.
7. Subject to the legal provisions, the teaching and examination regulations and any other relevant legislation, the Board of Examiners is autonomous and the members of this Board can perform their duties without interference.
8. The Board of Examiners establishes rules regarding the performance of its tasks and authorities and the measures it can take in this context.
9. The Board of Examiners produces an annual report of its activities. The Board of Examiners submits this report to the Faculty Board and sends a copy of it to the Programme Board.



## Chapter 7. Support services

### **Article 31. Central Faculty support services**

The Faculty has central support services to support its teaching and research. These services comprise all the administrative and support staff belonging to an Institute.

### **Article 32. Central Faculty support services**

1. The Faculty comprises at least the services listed below:
  - a. Management support
  - b. Communication and recruitment
  - c. Financial and economic affairs
  - d. Information technology and facilities
  - e. Personnel and organisation
  - f. Student and educational affairs
2. The central Faculty support services are responsible for supporting the tasks performed by the administrative bodies and participatory bodies of the Faculty and for facilitating the implementation of the Institutes' tasks.
3. The Faculty Board appoints and dismisses persons responsible for heading a central Faculty support service.



## Chapter 8. Standing committees

### **Article 33. The standing committee on academic and scholarly practice**

1. The Faculty has a standing committee on academic and scholarly practice, which has the task of advising the Faculty Board, the Dean or the Academic Directors on academic and scholarly research issues. In any event, the committee offers advice on general research policy, the further regulation of (and the policy with regard to) the quality of the Faculty's research, policy with regard to professorial chairs, the establishment of endowed chairs, and, in so far as research is concerned, the Faculty's long-term plan.
2. The committee has at least as many members as there are institutes and at least one member from each institute. The members of the committee are appointed by the Faculty Board from among staff members of the Faculty with a PhD degree and a research appointment, on the recommendation of the Academic Directors. The majority of committee members are professors. The members of the committee are appointed for a three-year term. Re-appointment is possible. Membership of the committee is incompatible with membership of the Faculty Board and/or the position of Academic Director. The committee elects a chair from among its members.

### **Article 34. The standing committee on teaching**

1. The Faculty has a standing committee on teaching, which has the task of advising the Faculty Board, the Vice-Dean, the Dean or the Programme Boards on issues relating to teaching. The Faculty Board ensures that the composition of the committee reflects all the academic disciplines represented by the institutes referred to in Article 2. In any event the committee offers advice on general teaching policy, the further regulation of (and policy with regard to) the quality of the Faculty's teaching, the establishment and amendment of Teaching and Examination Regulations and teaching programmes, and, in so far as teaching is concerned, the Faculty's long-term plan.
2. The committee comprises five lecturer members representing the Faculty's disciplines and five student members. The members of the committee are appointed by the Faculty Board from among the academic staff and students of the Faculty. The members of the committee can seek advice from staff members of the Student and Educational Affairs department. The academic staff members are appointed on the recommendation of the management teams of the institutes. The student members of the committee are appointed for one year, the other members for three years. Re-appointment is possible. Membership of the committee is incompatible with membership of the Faculty Board, a Programme Board or the position of Director of Education. The committee elects a chair from among its members.

### **Article 35. Other committees**

Having consulted the Faculty Council, the Faculty Board can establish other standing committees than those referred to in Article 35 and Article 36, as well as ad hoc committees.



## Chapter 9. Planning and control

### Article 36. Strategic long-term plan and planning figures

1. At least every five years the Faculty Board will draw up a strategic long-term plan, following consultation with the Academic Directors and taking into account the current institutional plan.
2. With a view to the five-year period this plan comprises at least
  - a. Plans with regard to the various tasks of the Faculty, and
  - b. Long-term estimates of the Faculty's funding resources
3. The plan comprises a personnel plan, including a plan for the professorial chairs.
4. Every year the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the framework document.

### Article 37. Budget and financial accountability

1. Every year the Faculty Board, having consulted the Academic Directors, will draw up a long-term budget on the basis of the strategic long-term plan, in compliance with the directives issued by the Executive Board. In any case, this budget comprises separate items for each of the Institutes listed in Article 2 and the central Faculty support services listed in Article 32.
2. When allocating resources within the Faculty, the Faculty Board adheres as closely as possible to the system established by the Executive Board for the allocation of resources to the faculties.
3. The budget in any case includes the Staal Funds intended for staff deployment for the study of (a) the languages and cultures of East, Southeast and South Asia, (b) the languages and cultures of Ancient and Islamic Middle East, (c) primarily linguistic research of the rest of the world, such as Amerindian language and cultures, African languages and cultures, and comparative Indo-European linguistics, and (d) Slavic studies. In distributing the Staal Funds, substantive developments in each of these fields must be taken into account.
4. The budget should in any case refer to the Sustainable Humanities funds. The Faculty Board will establish an investment plan every five years for the distribution of these funds, following consultation with the Academic Directors and the Faculty Council.
5. Three times a year the Faculty Board will draw up a statement of income and expenditure. The first and second statements should indicate the expected financial figures for the relevant year. In addition, these statements should indicate what measures have been taken to comply with the budget. The financial account included in the third Management Financial Report also serves as the annual financial account.



**Article 38. 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 of teaching and research are implemented within the Faculty.
2. It is the responsibility of the Faculty Board to provide regular reports on the functioning of the quality assurance system as well as on the actual quality of 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 the second paragraph, the Faculty Board, having consulted the relevant Academic Directors or departmental Chairs, draws up an action plan to remedy any shortcomings in the quality of teaching and research identified in the reports.



## Chapter 10. The Faculty Council

### Article 39. Composition of the Faculty Council

1. The Faculty Council consists of eighteen members. Half the members are elected by and from the staff of the Faculty and the other half by and from the students of the Faculty.
2. The election of the members of the staff section of the Faculty Council takes place according to the electoral regulations for the Faculty and personnel committees, in accordance with the individual candidate system established in this document.
3. The student members of the Faculty Council are elected according to the electoral regulations for the Faculty and personnel committees, in accordance with the candidate list system established in this document.

### Article 40. Term of office

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

### Article 41. Election of the members of the Faculty Council

1. Student members are elected for one term of office, staff members for two terms of office. In the event of interim replacement, the newly elected member serves only the rest of the term of the member he or she replaces.
2. Following a term of office, resigning members retain their seats until such time as the result of the new elections becomes 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 Council 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. If interim elections have taken place as referred to in the third paragraph, vacancies in the Faculty Council, referred to in Article 52 of the Electoral Regulations for the Faculty Council 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 Council and Staff Committees, membership of the Faculty Council ends, apart from at the expiry of the term of office:
  - a. By written resignation of the council members 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 42. Facilities of the Faculty Council**

1. The Faculty Board ensures that the units to which the members of the Faculty Council belong enable them to adequately carry out their duties as council members. The Faculty Board also ensures that appropriate arrangements are made between individual members of the personnel section and their superiors, and that these are laid down in writing.
2. The members of the Faculty Council are entitled to receive the training required to perform their tasks, up to an amount of time set jointly by the Faculty Board and the Council. The staff members of the Council are given the opportunity to complete this training without loss of salary.
3. The Faculty Board provides the Faculty Council with the necessary administrative and secretarial support.
4. All costs that can reasonably be considered necessary for the Council to perform its tasks, including support and training as referred to in this article, are at the expense of the Faculty. The Faculty Board will include these costs in the budget.

#### **Article 43. Protection of members of the Faculty Council**

The Faculty Board ensures on behalf of the Faculty Council that the members of the Council are not hampered in exercising their function within the Faculty as a result of their membership of the Council. This also applies to aspiring and former members of the Council.

#### **Article 44. The consultation meeting**

1. At least twice a year the Faculty Board offers the Faculty Council the opportunity to meet with the Board to discuss the general state of affairs. The Faculty Board and the Faculty Council meet when a meeting is requested (and motivated) by the Faculty Board, the Council, the personnel section of the Council, or the student section of the Council.
2. The Dean chairs the meeting between the Faculty Board and the Faculty Council referred to in the first paragraph. In case of absence, the Dean can be replaced by another member of the Faculty Board.
3. The consultation meeting addresses matters relating to the Faculty that either the Faculty Board or the Faculty Council wishes to discuss, or on which consultation must take place between the Faculty Board and the Faculty Council in line with the stipulations of the present regulations, the Regulation of the University Council, or the Act.
4. The agenda consists of items submitted to the secretary by the Faculty Board the Faculty Council, the personnel section or the student section. Minutes are taken of each meeting.
5. If a given meeting or part of a meeting touches on the personal interests of a member of the Council, the Council may decide to bar the member in question from taking part in the meeting or part of a meeting. The Council may also decide to handle the issue in question in a closed session.

#### **Article 45. Annual report of the Faculty Council**

The Council submits an annual report of its activities over the past academic year and is responsible for informing all parties affiliated with the Faculty of the contents of this report. The Council is also responsible for sending all the Council's agendas and meeting documents to the Faculty Board and publishing them on the Faculty's website.



#### **Article 46. Proposals**

The Faculty Council is authorised to put forward proposals and to state its point of view with regard to any matter relating to the Faculty. The Faculty Board will reply within three months in writing to any proposal referred to in the first sentence, stating its reasons and in the form of a proposal. Prior to submitting the reaction referred to in the previous sentence, the Faculty Board will give the Faculty Council at least one opportunity to consult with the Faculty Board regarding the proposal.

#### **Article 47. Information**

1. At the start of the academic year the Faculty Board provides the Faculty Council in writing with basic information regarding the composition of the Faculty Board, the organisation within the Faculty and the main points of policies previously established. The Faculty Board informs the Council at least once a year in writing of its policy over the past year and its intended policy for the coming year with respect to the Faculty's finances, organisation and teaching.
2. Without prejudice to the previous paragraph, the Faculty Board provides the Council, upon request or at its own initiative, with any information required to perform their duties.

#### **Article 48. 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 as referred to in Article 38
- c. The further regulations of – and policy with regard to – the quality of the Faculty's teaching and research
- d. The Teaching and Examination Regulations of all the Faculty department with the exception of
  - I. The regulation of study programme and examination content
  - II. The learning outcomes
  - III. The organisation of practical exercises
  - IV. The course load.
- e. The regulation of issues designated in the University Council Regulations.
- f. The main lines of the Faculty budget.

#### **Article 49. Advice**

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

- a. The Faculty budget as referred to in Article 37
- b. A reorganisation of the Faculty or one of its sections, and
- c. Structural cooperation with partners within and outside the Faculty.





#### **Article 50. Other duties of the Faculty Council**

1. The Faculty Council will promote, to the best of its abilities, openness, accessibility and mutual consultation within the Faculty.
2. The Faculty Council will guard against discrimination on whatever grounds within the Faculty and will in particular promote equal opportunities and participation for staff members irrespective of their religion, nationality, race, age, gender, sexual orientation, handicap, or other defining characteristics.

#### **Article 51. Special powers of the personnel section**

1. The Faculty Board will give the staff section of the Faculty Council the opportunity, in due time, to advise on and discuss with the Faculty Board any measures proposed by the Faculty Board with regard to
  - a. The manner in which conditions of employment and official regulations are observed by the Faculty
  - b. The manner in which general staff policy is implemented by the Faculty
  - c. Safety, health and welfare in relation to work within the Faculty
  - d. Organisation and procedure 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 the first paragraph, on which the staff section has issued an advice, as referred to in the first paragraph, and to the extent that this specifically concerns the Faculty and that the relevant authority has been assigned to the Dean or the Faculty Board.
3. The staff section of the Faculty Council may submit a proposal to the Faculty Board on any matter referred to in paragraph 1. The Faculty Board will formulate a substantiated response to this proposal 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 for its meetings from among 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 52. 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 at least rules with regard to the following:

- a. The convening of meetings
- b. The term for submitting meeting documents
- c. The method of deliberating and reaching decisions, including the quorum
- d. The consultation procedure with regard to the appointment and dismissal of members of the Faculty Board
- e. The signing of decisions
- f. How meeting minutes are structured and approved
- g. Acquiring information, either during or outside meetings
- h. Public and non-public meetings
- i. Access to the agenda and meeting documents



### **Article 53. 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 its advice on a particular subject in writing.
3. If the implementation of the authorities referred to in the previous paragraphs incurs any costs other than the reimbursement of travel and accommodation costs in line with University regulations, and which cannot be funded from the budget item mentioned in Article 44, fourth paragraph, the invitation may not be issued until approval has been given by the Faculty Board.



## Chapter 11. Students' right of complaint

### Article 54. Organisation and procedure

1. Students can submit a complaint via the online complaints desk. This online helpdesk can be reached via <http://studenten.leidenuniv.nl/> by clicking 'Digital Complaints Desk' in the right bar or via <http://www.hum.leidenuniv.nl/studenten/medezeggenschap/assessor.html>
2. The online complaints desk clearly informs students of where and how they can submit an objection, an administrative appeal or a complaint regarding undesirable behaviour. Students with a complaint that does not fall under one of these categories should click 'Complaints Coordinator', following which they will be redirected to a page where they can send a complaint by e-mail to the complaints coordinator of the relevant faculty.
3. The procedure for handling complaints is established in the Leiden University Other Complaints Regulations (<http://media.leidenuniv.nl/legacy/regeling-overige-klachten-universiteit-leiden.pdf>).



## Chapter 12. Final and transitional provisions

### Article 55. Interpretation

1. In the event of a disagreement on the interpretation of one or more articles in these regulations, the Faculty Board has the deciding vote.
2. References to the Act are not part of the Faculty Regulations.
3. If the Act is amended, references to it will be adjusted accordingly without these amendments being first submitted for approval to the Faculty Council.

### Article 56. Official title

These regulations are cited as: Regulations of the Faculty of Humanities of Leiden University (*Reglement van de Faculteit der Geesteswetenschappen van de Universiteit Leiden*).

### Article 57. Entry into force and publication

1. These regulations enter into force on the day of notification of approval by the Executive Board to the Faculty Board.
2. Following the approval referred to in the first paragraph, these regulations will be published on the website of the University, in Dutch as well as translated into English.

Approved by the Executive Board in its meeting of 22 May 2012.

Amendment approved by the Executive Board in its meeting of 22 April 2014.

Amendment approved by the Executive Board in its meeting of 20 September 2016.

Amendment approved by the Executive Board on 15 December 2016.

Amendment approved by the Executive Board on 5 september 2017.

Amendment approved by the Executive Board on 16 march 2021.