

# Faculty of Archaeology Regulations,

## August 2021

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## Section 1. General

### Article 1. Name of the Faculty

1. The Dutch name of the Faculty is: “Faculteit der Archeologie”.
2. In English, it is known as: “Faculty of Archaeology”.

### Article 2. Definitions of concepts

1. In these regulations, the Act is understood to mean: the Higher Education and Scientific Research Act (WHW).
2. Executive Board: the Executive Board of Leiden University as referred to in Article 9.2 of the WHW.
3. Management: the entirety of the decisions and instructions, actions and transactions through which the Faculty Board implements the policy of the Faculty with respect to the acquisition and allocation of financial resources, the procurement, provision and maintenance of material resources, as well as the deployment of human resources and the effective and lawful utilisation of all these various types of resource.
4. All other terms used in these regulations have the meaning that is attributable to them in law or in the relevant administrative and management regulations, insofar as those terms are also used in the law or in the aforementioned regulations.

## Section 2. Management and organization of the Faculty

### Article 3. Composition of the Faculty Board

1. The Faculty is overseen by a Faculty Board which includes the Dean of the Faculty, who is also the chair of the Faculty Board. The board also includes the Portfolio Holder for Education, the Portfolio Holder for Research, the Portfolio Holder for Operational Management and one student member. The student member has an advisory vote at meetings of the Faculty Board. The Portfolio Holder for Education is the Vice-Dean. The appointment of the other board members requires the approval of the Dean. If only a minority of the Faculty Board is represented on the selection committee(s) overseeing the selection procedure for a member of the Faculty Board, the Dean hears the opinion of the Faculty Board before approving the nomination. Only the Executive Board has the authority to allow an exception to this article.
2. Unless the Executive Board decides otherwise, the student member is appointed for a period of one year, while the Dean and the other members are appointed for a period of three years, on the understanding that the term of appointment of the other members ends when the Dean’s term of office comes to an end, in all cases.

Reappointments are possible. Only professors can be appointed as Dean and Vice-Dean, unless the Executive Board decides otherwise.

3. Before appointing or dismissing a member of the Faculty Board, the Executive Board may instruct the Dean to hear the opinion of the Faculty Council on behalf of the Executive Board, unless this involves the appointment of the Dean himself.
4. Notwithstanding the collective responsibility of the Faculty Board for its decisions and actions, the Faculty Board may determine, with due observance of the portfolio allocation referred to in the first section, the focus areas that each of the Board members is specifically responsible for. The Faculty Board notifies the Executive Board of the allocation of these focus areas among its members and publishes this information on its website.

#### **Article 4. Responsibilities of the Faculty Board**

1. The Faculty Board is tasked with directing and organising the Faculty with respect to education and academic practice.
2. The Faculty Board is responsible for the administrative management of the Faculty. Powers regarding matters relating to human resources, finances and other management tasks are delegated to the Faculty Board by the Executive Board in accordance with the relevant provisions of the Management Regulations and the delegation regulations applicable to the Faculty Board.
3. The Faculty Board may set guidelines for the departments with a view to the general management of the Faculty.
4. The Faculty Board fulfils its responsibilities in close consultation with the Heads of Department and strives for consensus.
5. The Faculty Board observes the guidelines issued by the Executive Board pursuant to Article 9.5 of the Act.
6. The Faculty Board is accountable to the Executive Board. It provides the Executive Board with the information regarding the Faculty that the Executive Board requests.
7. With respect to every member of academic staff who is a part of the Faculty, the Faculty Board determines which department that member of staff belongs to, and who his/her superior is.

#### **Article 5. Special responsibilities of the Dean and other Portfolio Holders**

1. The Dean is responsible for the coordination and integration of decisions made by the Faculty Board. In the event of differences of opinion within the Faculty Board or a tie of votes, it is for the Dean to make the final decision.
2. The Dean and Portfolio Holders for Education, Research and Operational Management work together with the management of the University as a whole and, to this end, participate in the periodic board meetings with the Executive Board and the Deans of all other faculties, as well as the constituent board meetings for research, education and operations, respectively, over and above the consultations that the Executive Board holds

with the Faculty Board regarding matters that concern the Faculty specifically.

#### **Article 6. Replacement in the event of absence**

The Faculty Board provides for the replacement of its members in the event that they are indisposed. A member of the Faculty Board may only be replaced by another member of that Board.

#### **Article 7. Participation in joint programmes or institutes**

1. If the Faculty participates in a joint programme with one or more other faculties, either inside or outside the University, the Faculty Board determines the Faculty's share in running that programme and in the allocation of resources.
2. The terms set out in (1) also apply *mutatis mutandis* to participation in an interfaculty or interuniversity institute or in an interfaculty or interuniversity graduate school.

#### **Article 8. Meetings and documentation relating to meetings**

1. The meetings of the Faculty Board are not held in public. Documentation relating to the meetings of the Faculty Board are public unless the Board decides otherwise.
2. The Faculty Board regularly publishes reports on its meetings on the website. It also regularly forwards an overview of subjects discussed and decisions made to the attention of the Faculty Council and the Education Committee, unless there are compelling reasons not to do so.

#### **Article 9. Departments**

1. The Faculty is divided into three departments: *Archaeological Sciences*, *World Archaeology* and *Archaeological Heritage and Society*.
2. Each academic staff member is a member of at least one department.
3. At the head of the department is a chairperson.
4. Heads of Department are, preferably, professors and UHD's who are permanently employed by the University.
5. The Faculty Board appoints the Head of Department for a period of three years, following consultation with the employees in the department and the other Heads of Department; reappointment for a further three-year period is possible.

#### **Article 10. Responsibilities of the Heads of Department**

1. The Head of Department is responsible for the implementation of the management policy within the department. He/her conveys the central vision to the department.
2. The Head of Department directs the activities of the department. The Head of Department conducts the Performance and Development Interview with permanent staff members, with the exception of professors, who hold their Performance and

Development Interviews with the Dean of the Faculty.

The Heads of Department may attend the Performance and Development Interview of professors alongside the Dean, either at the request of the Dean or at the request of the professor concerned. The Heads of Department are invited to provide input in all cases; and in all cases, the Dean will provide feedback on the interview regarding matters that are relevant to the department.

3. The Head of Department updates staff in the department regarding matters that are relevant to the department, and updates the Faculty Board regarding departmental matters.
4. Within the framework of the Faculty, the Head of Department is responsible for overseeing and spending the funding allocated to the department.
5. The Head of Department exercises their responsibilities notwithstanding the responsibilities of the full professors for their own lines of research and notwithstanding the ultimate responsibility of the Faculty Board for education, academic practice and the management of the Faculty.
6. The Head of Department is accountable to the Faculty Board. They provide the Faculty Board with all information requested.
7. The Head of Department conducts an annual personnel scan. This is an opportunity to look back on recent developments and forward to future developments in the department, in the areas of staffing, finance, education, research, valorisation and facilities.

### **Section 3. Education and curriculum**

#### **Article 11. Degree programmes in the Faculty**

The Faculty includes Bachelor's, Master's and Research Master's programmes, along with the associated specialisations, which are part of the Faculty of Archaeology pursuant to the Leiden University Register of Programmes, as well as honours education.

#### **Article 12. The organisation of education**

1. The Faculty has a Programme Director for the Bachelor's, Master's and Research Master's degree programmes. The Programme Director is appointed by the Faculty Board for a duration of three years, with the option of reappointment for a maximum of one further term.
2. The Programme Director is, preferably, a UHD who is employed permanently and on a full-time basis, and who fulfils the function of Programme Director temporarily for a maximum of 0.5 FTE.
3. It is the task of the Programme Director to design the curriculum. This is to be done in accordance with the relevant legislation and regulations and with University and Faculty policy, and in proper consultation with the Portfolio Holder for Education, the Heads of Department, teaching staff, the Education Committee and the Board of Examiners.

4. In consultation with the Heads of Department, the Programme Director allocates the components of the curriculum to the academic staff in the departments. The guideline for this process of allocation is the [parameter model](#).
5. The Programme Director is responsible for the didactic qualifications of staff members tasked with providing education, and may, in order to improve the quality of education and assessment, instruct them on how they should provide education. This is done in consultation with the Portfolio Holder for Education.
6. The evaluation of the programme of the past year, the design of a new programme, the committees' and Faculty Council's opportunity to provide input regarding that design, and the relevant decision-making by the Faculty Board are all carried out according to a fixed annual timetable.

### **Article 13. Teaching and Examination Regulations**

The Faculty Board determines programme and examination regulations for all degree programmes, which must in all cases cover the subjects referred to in Article 7.13 of the Act. In doing so, the guidelines of the University's model teaching and examination regulations are taken into account. The Faculty Board is responsible for reviewing these regulations regularly.

### **Article 14. The Board of Examiners**

1. The Board of Examiners is the body which determines, in an objective and expert manner, whether a student meets the requirements defined in the Course and Examination Regulations with respect to the knowledge, understanding and skills that are necessary to be awarded the relevant degree.
2. The Faculty has one Board of Examiners for the Bachelor's, Master's and Research Master's degree programmes, as well as for extra-curricular Honours education.
3. The Faculty Board appoints the members of the Board of Examiners on the basis of their expertise in the field of the Bachelor's, Master's and/or Research Master's degree programmes. At least one member is affiliated with one of the degree programmes as a lecturer. At least one external member is included.
4. The Board of Examiners consists of an odd number of members. It has a minimum of three and a maximum of five members.
5. The members of the Board of Examiners are appointed for a term of three years. Reappointment is possible for one additional term.
6. Before appointing or dismissing a member, the Faculty Board hears the opinion of the members of the Board of Examiners. If a member fails to exercise their right to present their view within 30 working days of receiving an invitation to do so, that member is deemed as consenting to the proposed appointment. If a majority of the members of the Board of Examiners object to the proposed appointment, the Faculty Board will submit a new proposal to the members of the Board of Examiners.
7. The Board of Examiners selects one of its members to act as chairperson.

8. Membership of the Board of Examiners is incompatible with membership of the Faculty Board, the position of Head of Department, the position of Programme Director and membership of the Board of Admissions.
9. The Board of Examiners is independent and its members carry out their duties without let or hindrance.
10. The Board of Examiners sets rules regarding the performance of its duties and powers, and regarding the measures that it can take in that regard.
11. The Board of Examiners prepares an annual report on its activities and presents this report to the Faculty Board.
12. Notwithstanding the relevant provisions in the Act and in the Education and Examination Regulations, the Board of Examiners has the following duties and competencies:
  - a. guaranteeing the quality of examinations and final examinations;
  - b. establishing guidelines and instructions within the framework of the Education and Examination Regulations for assessing and determining the results of examinations and final examinations;
  - c. granting permission to students, by means of the most appropriate Board of Examiners, to follow a tailored programme composed by that student, as referred to in Article 7.3d of the Act, the examination of which will lead to the awarding of a degree, whereby the Examination Board also indicates which degree programme of the institution that programme is deemed to fall under for the purposes of the Act;
  - d. granting exemptions to students with respect to one or more interim examinations based on one of the reasons stated in the Course and Examination Regulations;
  - e. where appropriate, extending the period of validity specified in the Course and Examination Regulations for interim examinations that have been completed successfully;
  - f. in special cases, determining whether an interim examination is to be taken orally, in writing or in some other way, by way of exception to the provisions of the Course and Examination Regulations;
  - g. in special cases, determining whether an examination is to be taken in public, by way of exception to the provisions of the Course and Examination Regulations;
  - h. granting exemptions from the requirement to participate in practical exercises, possibly subject to alternative requirements, with a view to being allowed to take part in the examination concerned;
  - i. in individual cases, approving the choice of study units that form part of the degree programme;
  - j. at the request of a student and with due observance of the relevant provisions of the Course and Examination Regulations, granting access to one or more components of the final examination before the student concerned has successfully completed the first-year examination of the relevant degree programme;
  - k. determining, insofar as the Faculty Board has determined this to be a requirement for taking examinations or parts thereof, that evidence has been provided of adequate command of the Dutch language for successful participation in education by a person who has been granted an exemption from the prior education requirement referred to



in Article 7.24 of the Act because they hold a diploma issued outside the Netherlands, or in cases where an exemption has been granted from the admission requirements for the second- or third-year of the degree programme;

- l. issuing the (binding) study advice on behalf of the Faculty Board, as referred to in Article 7.8b of the Act;
- m. awarding certificates and diploma supplements, as referred to in Article 7.11 of the Act, as proof that the final examination has been passed.
- n. issuing a statement regarding which examinations have been passed by the student if a student has passed more than one examination but cannot be awarded a certificate as referred to under m.;
- o. taking measures and imposing sanctions in the event that a student or external student engages in academic misconduct.

### **Article 15. Board of Admissions**

1. The Faculty Board establishes one or more boards charged with the admission procedures referred to in Article 7.25, paragraph 4 of the Act, the supplementary admission procedures referred to in Article 7.28, paragraphs 3 and 4 of the Act and the admission procedures referred to in Article 7.29 of the Act (university entrance examination).
2. The Faculty Board will set further rules regarding the manner in which exemptions, as referred to in Articles 7.25, paragraph 4, Article 7.28, paragraphs 2, 3 and 4, and Article 7.29, paragraph 1, of the Act, are to be granted.

### **Article 16. The Education Committee**

1. The Faculty Board establishes a Education Committee for each of the Faculty's degree programmes.
2. The duties of the Education Committee are stipulated in the Act.
3. The Committee has eight members, half of whom are students. The student members are elected for a period of one year by and from among the students of the relevant degree programmes, and are appointed on this basis by the Faculty Board. Students are elected on the basis of elections organised by the Faculty Board; the elections are organised in such a way that the elected students represent as many different degree programmes as possible.
4. Half of the members of the Education Committee are members of teaching staff. The staff members of the Education Committee are appointed by the Faculty Board for a period of three years from among the staff members tasked with providing education for the relevant programme(s). Preferably, these are staff members with a permanent contract. Reappointment is possible for one additional term. The Faculty Board appoints the teaching staff members of the Education Committee at the recommendation of the Programme Director of the relevant degree programme(s).
5. The method of appointment referred to in paragraphs 3 and 4 is added to the agenda for discussion in the Faculty Council every year. Each year, the Faculty Board and Faculty Council decide whether it is desirable to continue to apply this method of composition.

6. The Education Committee selects one of its members to act as Chairperson.
7. The Education Committee issues advice to the Faculty Board, upon request or at its own initiative. The Faculty Board informs the Education Committee of its conclusions regarding the advice it receives from the committee.
8. The Portfolio Holder for Education and/or the Programme Director meets the Education Committee regularly to discuss all matters relating to education in the programmes.
9. The Portfolio Holder for Education and the Programme Director give the Education Committee the opportunity of consultation before the Committee issues a recommendation or an evaluation.
10. The Chair of the Education Committee is responsible for communication between the Education Committee, the Programme Director and (the members of the) Faculty Board.
11. The study adviser has an advisory vote at meetings of the Education Committee.
12. The meetings of the Education Committee are public.
13. Reports written by the Education Committee are available upon request and are published by the official secretary following their approval by the Education Committee.
14. The Education Committee sends its advice to the Faculty Council for information.
15. The members of the Education Committee are entitled to the training that they require in order to perform their duties. Staff members receive this training during working hours, with full retention of salary. The training is offered to all Education Committee members by the Executive Board.
16. The Education Committee prepares an annual report and shares this with the Faculty Board.

#### **Article 17. Student conduct in relation to future professional practice**

1. The Faculty Board may, in special cases and where applicable following advice from the Programme Director or the Board of Examiners and depending on the nature of the conduct or statements in question, propose to the Executive Board that the enrolment of a student in a particular degree programme be terminated or denied because that student has demonstrated through conduct or statements made that they are unsuited to the practice of one or more professions for which the relevant degree programme provides training or practical preparation. Where applicable, the Faculty Board will add the advice of the Programme Director or the Board of Examiners to the relevant proposal.
2. In drafting such a proposal, the Faculty Board is guided by the *Protocol Iudicium Abeundi* – as adopted by the Executive Board – and by the standard for professional standards applicable to the relevant professional group for which the degree programme provides training.

## Section 4. Graduate School

### Article 18. Organisation and responsibilities of the Graduate School

1. The Faculty has a Graduate School, known as: Leiden University Graduate School of Archaeology (GSA).
2. The Graduate School falls under the administrative responsibility of the Dean. If desired, the Dean can delegate the day-to-day administration of the Graduate School to a Graduate School Director.
3. The Graduate School carries out the admissions procedure for PhD candidates, keeps track of incoming candidates, the duration of PhD programmes, the academic success rate of PhD candidates and the numbers of PhDs awarded, and the quality of PhD supervision in the Faculty, and ensures the appointment of one or more confidential counsellors for PhD candidates and organizes education for PhD candidates.
4. The Graduate School provides an annual report that includes the information referred to in (3).

### Article 19. PhD candidates and PhD supervision

1. In addition to the PhD supervisor, each PhD candidate has at least one other supervisor or co-supervisor. The current PhD regulations stipulate how a person will be nominated for that purpose.
2. The task of the supervisor is, to the best of their ability, to supervise the PhD candidate in preparing the dissertation. This task is further described in the current PhD regulations.
3. The supervisor forwards a copy of the training and supervision plan to the Dean. The Dean may determine that the training and supervision plan must also provide for an independent supervisory committee whose task is to supervise the work of the PhD candidate from a greater distance.
4. The Dean delegates the tasks described in Article 19 to the GSA.

## Section 5. Research

### Article 20. Organisation of research

5. The Faculty Board determines the Faculty's research policy, after consulting staff members, coordinating researchers, the Heads of Department and the Research Committee.
6. The Faculty Board is ultimately responsible for quality assurance in relation to research, and is responsible for implementing the inspection and mid-term review cycle.

## Section 6. Advisory committees

### Article 21. Advisory committees

The Faculty Board may establish advisory committees with the task of advising the Faculty Board on matters regarding organisation, education or research. The Faculty Board strives to ensure that the composition of the committees is as diverse and inclusive as possible.

Appointments to vacancies on the various advisory committees are discussed with the Heads of Department. They will discuss any vacancy at their departmental meeting. This ensures that all staff members are aware that there is a vacancy and are able to express an interest in it, where relevant.

### Article 22. Research Committee

1. The Faculty has a Research Committee that issues solicited and unsolicited advice to the Faculty Board regarding policy on research and chairs, and on quality assurance with respect to research.
2. In all cases, the Research Committee issues advice to:
  - a. grant applicants regarding their grant application;
  - b. the Faculty Board regarding the policy on grant applications;
  - c. the Faculty Board regarding self-study for the inspection and the mid-term review, and the handling of the results.
3. The Research Committee has five members, including the Chair, including at least one professor and at most one PhD candidate and one postdoc researcher. The aim is to ensure that the composition of the Research Committee is representative.
4. Its members are appointed by the Faculty Board for a period of three years; the PhD candidate is appointed for two years. Reappointment is possible for one additional term.

### Article 23. Diversity Committee

1. The Faculty has a Diversity Committee that issues solicited and unsolicited advice to the Faculty Board and makes proposals regarding diversity and organisational, education-related or research-related matters.
2. The Diversity Committee drafts a Faculty diversity plan at the request of the Faculty Board.
3. The Diversity Committee consists of a minimum of three and a maximum of five members, including a student member and Chairperson. The aim is to ensure that the composition of the Diversity Committee is representative.
4. Its members are appointed by the Faculty Board for a period of three years. The student member is appointed for one year. Reappointment is possible for one additional term.

### Article 24. Advisory Board

1. The Faculty has an Advisory Board.

2. The task of the Advisory Board is to advise the Faculty Board on the main points of the Faculty's policy on education, research and operational management.
3. The Advisory Board consists of a maximum of six members from outside the Faculty community, of whom a maximum of half come from the professional field.
4. Its members are appointed by the Faculty Board for a period of three years; they may be reappointed.
5. The Advisory Board meets twice a year.

## **Section 7. Support services**

### **Article 25. Organisation of support services**

1. The Faculty provides a number of support services for management, education and research; these services fall under the Faculty Office. The Faculty Office provides the following services: Education Office (including the education secretary), research support (including the graduate school), HRM (human resource management), Finance, Communication and Marketing (student recruitment), ICT and IM (information management), Management Support and the (administrative) secretariat.
2. The Faculty Office is headed by the Portfolio Holder for Operational Management.

## **Section 8. Planning and control**

### **Article 26. Strategic multi-annual plan and planning figures**

1. The Faculty Board draws up a strategic multi-annual plan at least once every five years. This takes into account the current strategic plan.
2. The Faculty Board translates the strategic multi-annual plan into projects through which the multi-annual plan can be achieved within the relevant deadline.
3. Every year, the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the framework memorandum.

### **Article 27. Budget and financial accountability**

1. Every year, the Faculty Board drafts a budget and multi-annual outlook based on the strategic long-term plan, taking into account the guidelines of the Executive Board.
2. The Faculty Board requires prior approval from the Faculty Council for any decisions involving the adoption or amendment of the main points of the Faculty budget.
3. When allocating resources within the Faculty, the Faculty Board should, preferably, adopt the same system as the Executive Board has established for allocating resources to the faculties.

4. Once every four months, the Faculty Board prepares a profit and loss statement. This indicates the expected financial figures for the year in question. It also indicates which steps have been taken in order to remain within the parameters of the budget. The financial statement for the period referred to in paragraph 4 also serves as part of the financial statement for the entire year.
5. Following approval, the four-monthly reports are sent to the Faculty Council for informational purposes.

#### **Article 28. Implementation of quality control**

1. The Faculty Board ensures that the frameworks and protocols established by the Executive Board regarding the organisation and handling of quality assurance for teaching and research within the Faculty are implemented within the Faculty.
2. The Faculty Board is responsible for providing regular reports on both the functioning of quality assurance and the quality of education and research achieved within the Faculty. The Faculty Board will bring these reports to the attention of the Faculty Council.
3. On the basis of the reports referred to in (2), the Faculty Board draws up an action plan to rectify any shortcomings in the quality of education and research revealed in the reports.

### **Section 10. Faculty Council**

#### **Article 29. Composition of the Faculty Council**

1. The Faculty Council consists of six members, half of whom are elected by and from among the staff of the Faculty and the other half of whom are elected by and from among the students of the Faculty.
2. The members of the staff section of the Faculty Council are elected in accordance with the Faculty and Service Council Electoral Regulations established by the Executive Board and the method of election laid down in those regulations.
3. The members of the student section of the Faculty Council are elected in accordance with the Faculty and Service Council Electoral Regulations established by the Executive Board and the method of election laid down in those regulations.
4. The Faculty Council elects a Chairperson from among its members.

#### **Article 30. Term of office of the Faculty Council**

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

### **Article 31. Election of members to the Faculty Council**

1. The student members are elected for a term of one session; staff members are elected for a term of two sessions. For members who occupy an interim vacancy, these terms are reduced by the period already served by the council member they have replaced.
2. Outgoing members retain their membership of the council until and unless the results of the elections held at the end of a session are officially confirmed. Outgoing members are eligible for re-election immediately.
3. In the years when no regular elections for the staff members of the Faculty Council are due to be held, if one or more seats on the council is vacant due to a lack of candidates at least one month before the reference date referred to in Article 5, paragraph 1 of the Faculty and Service Council Electoral Regulations, interim elections are held for the vacant seats on the council. Members elected in this way are elected for one term of office.
4. In the event that interim elections, as referred to in (3), have taken place to fill vacant seats on the Faculty Council, as referred to in Article 52 of the Faculty and Service Council Electoral Regulations, these will initially be based on the official report of the results of the regular elections and, insofar as the vacant seat(s) cannot be filled on that basis, they will be based on the official report of the result of the interim election.
5. In accordance with the provisions of Article 51 of the Faculty and Service Council Electoral Regulations, in addition to expiring when a member's term of office expires, membership of the Faculty Council expires if:
  - a. a council member submits a written resignation to the Dean;
  - b. a council member leaves the Faculty;
  - c. a council member is no longer part of the section of the Faculty that he/she was elected to represent.

### **Article 32. Facilities of the Faculty Council**

1. The Faculty Board ensures that the members of the Faculty Council are given the opportunity to exercise their council membership properly by the sections that they are part of.
2. The members of the Faculty Council are given the opportunity to receive the training that they need to perform their duties properly during a period to be determined jointly by the Faculty Board and the Faculty Council. The staff members of the Faculty Council are given the opportunity to complete this training during working hours with full retention of salary.
3. The Faculty Board provides the necessary administrative and secretarial support for consultative meetings between the Faculty Board and the Faculty Council.
4. Costs reasonably incurred while fulfilling the duties of the council, including support and training as referred to in this article, will be covered by the Faculty.

### **Article 33. Protection of members of the Faculty Council**

1. The Faculty Board ensures that the members of the Faculty Council are not disadvantaged within the Faculty as a result of their membership of the Council. The same duty extends to candidate members and former members of the council.
2. If, at a particular meeting or part thereof, a clearly personal interest for one of the members of the Faculty Council is at stake, the Council may determine that the relevant member will not participate in that meeting or part thereof. The Faculty Council will then also determine that the relevant matter will be handled at a closed meeting.

### **Article 34. Consultative meeting and working method**

1. The Faculty Council is convened at least six times a year and, furthermore, as frequently as the Faculty Board or a section of the Faculty Council requests, in order to discuss general affairs in the Faculty with the Faculty Board.
2. Consultative meetings between the Faculty Board and the Faculty Council, as referred to in (1), are chaired by the Dean or his/her representative.
3. At the consultative meeting, matters are discussed which are relevant to the Faculty and on which either the Faculty Board or the Faculty Council deems consultation desirable, or about which consultation between the Faculty Board and the Faculty Board is necessary under the terms of or pursuant to these regulations, the regulations of the University Council or the Act.
4. The agenda of the consultative meeting includes matters that have been reported to the secretary by the Faculty Board, the Faculty Council, staff section or student section. A report of each meeting is written. The public section of the report is published on the website.

### **Article 35. Procedural regulations of the Faculty Council**

1. With due observance of the provisions of these regulations, the Faculty Council observes procedural regulations for its meetings. Those regulations are to include, in all cases, regulations with regard to:
  - a. convening meetings;
  - b. the deadline for making documents available for the meetings;
  - c. the manner of deliberation and decision-making, including the quorum;
  - d. the manner of consultation in the event of the appointment or dismissal of the Dean;
  - e. the signing of decisions;
  - f. the form and adoption of the minutes of the meetings;
  - g. the procurement of information, whether or not during a meeting;
  - h. the public or private nature of meetings; and
  - i. access to the agenda and other documents relating to meetings.



2. The procedural regulations apply *mutatis mutandis* to meetings of the staff section of the Faculty Board.

#### **Article 36. Proposals made by the Faculty Council**

1. The Faculty Council is authorised to make proposals and express views on all matters in which the Dean or the Faculty Board is authorized to make decisions.
2. The Faculty Board issues a substantiated response to a proposal such as that referred to in (1) within three months. The Faculty Board gives the Faculty Council the opportunity to consult with it them advance.
3. The Faculty Council reports on its activities annually in writing, and ensures that all those involved in the Faculty have the opportunity to read this report.
4. Agendas for and reports on the consultative meetings are made available for inspection.

#### **Article 37. Provision of information to the Faculty Council**

1. The Faculty Board will provide the Faculty Council with information regarding matters within the Faculty that the Council requires to carry out its duties, in a timely manner and, if possible and when so requested, in writing.
2. At least once a year, at the beginning of the academic year, the Faculty Council is provided with information about:
  - a. the organisation of the Faculty;
  - b. applicable Faculty policy;
  - c. policy pursued in the previous year;
  - d. changes in staffing arrangements;
  - e. external advisory assignments from the Faculty Board.

#### **Article 38. The Faculty Council's right of approval**

The Faculty Board requires prior approval from the Faculty Council for any decisions involving the adoption or amendment of:

- a. Faculty regulations;
- b. the multi-annual plan, as referred to in Article 38;
- c. details of regulations and policy on activities relating to the quality of education and research in the Faculty,
- d. course and examination regulations for each degree programme in the Faculty, with the exception of:
  - i. regulation of the content of programmes and examinations;
  - ii. attainment targets;
  - iii. the organisation of practical exercises;

- iv. study load.
- e. any decision involving the adoption or amendment of the main points of the Faculty budget
- f. arrangements relating to subjects identified in the Regulations of the University Council.

#### **Article 39. Advice of the Faculty Council**

1. The Faculty Board consults the Faculty Council for advice in a timely manner before taking decisions regarding:
  - a. the reorganisation of the Faculty or parts thereof;
  - b. the multi-annual plan, as referred to in Article 30;
  - c. structural collaboration with partners inside or outside the Faculty.
2. This advice must be obtained at a point in time when it can still have a material influence on the decision taken. If the advice is not acted upon, or is not acted upon in full, the Faculty Council will be notified of the reason for this.

#### **Article 40. Special powers of the staff section**

1. The Faculty Board enables the staff section of the Faculty Council to issue advice in a timely manner and to consult with them regarding proposals that concern:
  - a. the way in which the terms of employment and terms of service are applied at the Faculty;
  - b. the way in which general staffing policy is implemented within the Faculty;
  - c. work-related safety, health and well-being within the Faculty;
  - d. organisation and working methods within the Faculty;
  - e. the provision of technical and economic services within the Faculty.
2. The Faculty Board requires the prior approval of the staff section of the Faculty Council for any proposed measures on which the staff section has advised the Board, as referred to in (1).
3. The staff section of the Faculty Council can make proposals to the Faculty Board regarding matters in the areas referred to in (1). The Faculty Board issues a substantiated response within four weeks. The Faculty Board gives the staff section the opportunity to consult with management in advance.
4. The staff section of the Faculty Council elects a chairperson for its meetings.

#### **Article 41. Experts**

1. The Faculty Council may invite one or more experts to attend a meeting for the purpose of discussing a specific subject.
2. The Faculty Council may invite an expert to issue written advice on a specific subject.

3. If, in exercising the rights referred to in the previous sections, costs are incurred which, unlike the reimbursement of travel and accommodation costs, cannot be covered from the budget item referred to in Article 43, section 4 in accordance with University rules, no invitation may be extended to an expert until after the Faculty Board has given its approval.

## Section 11. Complaints

### Article 42. Filing a formal complaint (student)

Any student can submit an objection, appeal or complaint. On <https://www.student.universiteitleiden.nl/studie-en-studeren/begeleiding-enadvies/klachten/niet-eens-met-een-besluit/archeologie/archeologieba?cf=archeologie&cd=archeologie-ba#tab-1>, details are provided regarding where and how an objection to a decision, a complaint about inappropriate conduct, unfair treatment or academic misconduct, or any other type of complaint, can be submitted. The same page provides the contact details for the study advisers, the confidential counsellor for inappropriate conduct, the ombuds officer and the student counsellors.

## Section 12. Final and transitional provisions

### Article 43. Interpretation

In the event of a difference of opinion regarding the interpretation of one or more articles in these regulations, the Faculty Board has the final decision.

### Article 44 Evaluation

The Faculty Board and/or the Faculty Council may trigger an evaluation of these regulations at their own initiative. The conclusions forthcoming from such an evaluation may lead to an amendment to the regulations.

### Article 45. Reference title

These regulations can be cited as ‘University of Leiden, Faculty of Archaeology Regulations’.

### Article 46. Entry into force and publication

1. These regulations enter into force on the day on which approval by the Executive Board is notified to the Faculty Board.

2. The regulations are published on the University website following the approval referred to in the first paragraph.

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Last amended by the Faculty Board on 10 October 2008 and approved by the Executive Board on 14 October 2008.

Last amended by the Faculty Board on 31 October 2008 and approved by the Executive Board on 18 November 2008.

Last amended by the Faculty Board on 23 February 2011 and approved by the Executive Board on 24 February 2011.

Last amended by the Faculty Board on 26 January 2012 and approved by the Executive Board on 20 March 2012.

Last amended by the Faculty Board on 30 August 2017 and approved by the Executive Board on 5 September 2017.

Last amended by the Faculty Board on 23 August 2021 and approved by the Executive Board on ... 2021.