

# Regulations of the Faculty of Archaeology

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## Chapter 1. General

### Article 1. Faculty name

1. The Faculty is known under the name: “Faculteit der Archeologie”.
2. Its name in English is: “Faculty of Archaeology”.

### Article 2. Definitions

1. In these regulations, “the WHW” refers to: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW).
2. Executive Board: the Executive Board of Leiden University in accordance with Article 9.2 of the WHW.
3. Management: all decisions, dispositions, procedures and activities through which the Faculty Board carries out Faculty policy regarding the acquisition and provision of financial resources and the procurement, upkeep and maintenance of material resources, together with the deployment of staff and the effective and legitimate use of these resources.
4. If they appear in the WHW or in the executive and management regulations, any other concepts which appear in these regulations have the meaning assigned to them by the WHW or the regulations specified.

## Chapter 2. Administration and organisation of the Faculty

### Article 3. Composition of the Faculty Board

1. The Faculty is led by a Faculty Board consisting of the Dean of the Faculty, who is also the chair, and four other members, namely the portfolio holder for education, the research portfolio holder, the operations portfolio holder (Executive Dean) and a student; the student has an advisory vote in the meetings of the Faculty Board. The portfolio holder for education or the research portfolio holder is the Vice-Dean. The appointment of the other members requires the consent of the Dean. In the event that the selection committee(s) for the selection procedure for a member of the Faculty Board only include(s) a minority of the Faculty Board, the Dean should first consult the Faculty Board before approving the appointment him-/herself.
2. Unless the Executive Board decides otherwise, the appointment of the student member is valid for a period of one year and the appointments of the Dean and the other members are valid for three years, with the proviso that the appointment period of the other members ends at the end of the Dean’s appointment period. It is possible for members to be reappointed. The posts of Dean and Vice-Dean can only be held by professors, unless the Executive Board decides otherwise.
3. Before a member is appointed to or removed from the Faculty Board, the Executive Board should consult the Faculty Council in confidence about the proposed appointment. Except where the appointment of the Dean him-/herself is concerned, the Executive Board may instruct the Dean to consult the Faculty Council on behalf of the Executive Board.

4. Without prejudice to the responsibility of the Faculty Board in its entirety for its decisions and negotiations, and taking into consideration the distribution of portfolios referred to in paragraph 1, the Board will establish the priority areas for which each member of the Board is particularly responsible. The Faculty Board will inform the Executive Board of the distribution of the priority areas among its members.

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

1. The Faculty Board is responsible for the administration and organisation of the Faculty in terms of education and academic practice.
2. The Faculty Board is responsible for the management of the Faculty. The Executive Board will grant the Faculty Board authorisation relating to personnel, financial and other management areas in accordance with the relevant provisions in the executive and management regulations and in the mandate regulations that apply to the Faculty Board.
3. With a view to the general management of the Faculty, the Faculty Board may establish guidelines for the departments and research groups.
4. In extensive consultation with the department chairs and the heads of research, the Faculty Board will fulfil its responsibilities and it aims to achieve the broadest possible support for its decisions.
5. The Faculty Board will take into consideration the guidelines laid down by the Executive Board in accordance with Article 9.5 of the WHW.
6. The Faculty Board is accountable to the Executive Board and will provide the Executive Board with any information regarding the Faculty as requested.
7. The Faculty Board will determine to which department each member of the academic staff of the Faculty belongs and who his/her supervisor will be.

#### **Article 5. Special responsibilities of the Dean and other portfolio holders**

1. The Dean is responsible for the coordination and integration of the Faculty Board's decision-making process. In the event of a difference of opinion within the Faculty Board, expressed in a tied vote, the Dean will have the deciding vote.
2. The Dean and the education, research and operations portfolio holders will contribute to the administration of the University as a whole, and therefore participate in the meetings between the Executive Board and the Deans, the Education Council, the Research Council and the OBV/OBF respectively, without prejudice to discussions between the Executive Board and the Faculty Board regarding matters that specifically affect the Faculty.

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

The Faculty Board will provide for the substitution of its members in the event of absence. A member of the Faculty Board may only be substituted by another member of that board.

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

1. If the Faculty takes part in a joint programme with one or more other faculties within or outside the University, the Faculty Board will establish the Faculty's share in the administration of the programme and in the distribution of resources.
2. The provisions contained in paragraph 1 apply accordingly to participation in an interfaculty or interuniversity institute or in an interfaculty or interuniversity graduate school.

#### **Article 8. Meetings and meeting-related documents**

1. Faculty Board meetings are not open to the public. The documents relating to the Faculty Board meetings are publicly available, unless the board decides otherwise.
2. The Faculty Board will regularly produce an overview of the subjects discussed and decisions taken in these meetings for the information of the Faculty Council, the Programme Committee and the Research Committee, unless this conflicts with the important interests of the University or of those involved in a given issue.

#### **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 appointed to at least one department and at least one research group.
3. The department is headed by a department chair.
4. Only UHD1s and professors may be appointed to the position of department chair; this includes professors who are not research leaders in a given period.
5. The Faculty Board will appoint the department chair for a period of three years, on the recommendation of the UHDs and professors within the department, as well as the other department chairs; members may be reappointed.

#### **Article 10. Responsibilities of the department chairs**

1. The department chair is responsible for the implementation of the board's policy within the department.
2. For each term of office, the department chair will formulate one outline strategy for the department, based on the Faculty strategy document. This departmental strategy will consider the future of education, research and service to the community, taking into consideration its viability and opportunities for interdisciplinary cooperation within and outside the Faculty.
3. The department chair will head the department and coordinate the tasks of all departmental employees with regard to education within the Faculty. The department chair will carry out the Performance and Development (P&D) interviews with all the permanent staff except the professors, who will have their P&D interviews with the Dean of the Faculty. The department chairs may be present at the professors' P&D interviews with the Dean, at the request of either the Dean or the professor in question.

4. Following consultation with the heads of research and other professors, the department chair will assign programme duties to the academic staff in his/her department.
5. The department chair will inform the staff of the department about Faculty matters and will inform the Faculty Board about departmental matters.
6. The department chair will exercise his/her responsibilities without prejudice to the full professors' responsibility for their own research group and line of research, and without prejudice to the ultimate responsibility of the Faculty Board for the Faculty's education, academic practice and management.
7. The department chair is accountable to the Faculty Board. He/she will provide the Faculty Board with any information as requested.

#### **Article 11. Research groups**

1. The Faculty is made up of research groups.
2. A research group is a substantial group of researchers which is financed internally or externally and is headed by a UHD1 or a full professor in permanent full-time employment.
3. Research groups are established as such by the Faculty Board for a set period of time.
4. The Faculty Board will hold a meeting annually with each department. The meeting will be convened with the department chair and the heads of that department's research groups. It will review the developments in the department in terms of personnel, finances, education, research, valorisation and facilities, and the meeting will look to the future of these areas.

#### **Article 12. Responsibilities of the heads of research**

1. The head of research will manage the doctoral candidates and post-docs in his/her own research group and hold Performance and Development (P&D) interviews with them.
2. The head of research is responsible for coordinating the content of the research within his/her own group and for initiating and maintaining cooperation with other research groups within and outside the Faculty.
3. The head of research will oversee the cohesion of graduate teaching and research in the academic field of the research group, as well as the quality of the contributions to graduate teaching and the research.
4. Within Faculty frameworks, the head of research is responsible for the expenditure of the budget allocated, and consults on this with the members of the research group.

### **Chapter 3. Education and curriculum**

#### **Article 13. Programmes within the Faculty**

The Faculty includes undergraduate, master's and research master's programmes with their majors or specialisations which, according to the Leiden University Register of Study

Programmes [*Leids universitair register opleidingen*], fall under the Faculty of Archaeology, together with extracurricular Honours Courses.

#### **Article 14. Organisation of the programmes**

1. The Faculty has a programme director for the undergraduate, master's and research master's programmes. The programme director is appointed by the Faculty Board for three years.
2. The programme director's role is to design the curriculum in accordance with applicable laws, regulations and University and Faculty policy, and to consult the department chairs, the teaching staff and the programme committee before this curriculum is implemented.
3. The role of the department chairs includes assigning the components of the curriculum to the academic staff in their own departments.
4. The department chairs are responsible for the teaching qualifications of the staff members charged with providing the programmes, and may give directions about the way in which these staff members should teach in order to improve the quality of the implementation of the Course and Examination Regulations.
5. The evaluation of the annual programme recently concluded, the design of a new programme, consultation with the committees and the Faculty Council about this design, and the Faculty Board's decision-making process will be carried out according to a fixed annual timeline.

#### **Article 15. Course and Examination Regulations**

The Faculty Board will establish Course and Examination Regulations for all the Faculty's programmes. These regulations will govern, at a minimum, the topics referred to in Article 7.13 of the WHW. In so doing, the guidelines for the University model Course and Examination Regulations will be taken into consideration. The Faculty Board will ensure that these regulations are assessed regularly.

#### **Article 16. The Board of Examiners**

1. The Board of Examiners is the body that establishes, in an objective and expert manner, whether a student meets the conditions set out in the Course and Examination Regulations as regards the knowledge, understanding and skills necessary to obtain a particular degree.
2. The Faculty has a single Board of Examiners for the undergraduate, master's and research master's programmes and for the extra-curricular honours programme.
3. The Faculty Board will appoint the members of the Board of Examiners on the basis of their expertise in the undergraduate, master's and/or research master's programmes. At least one member will also be a lecturer within one of the programmes. At least one member will be appointed from outside the Faculty programmes.
4. The Board of Examiners will consist of an uneven number of members. The Board will have at least three and no more than five members.
5. The members of the Board of Examiners will be appointed for a period of three years. It is possible for members to be reappointed.

6. Before a member is appointed, the Faculty Board will consult with the members of the Board of Examiners. If a member does not invoke his/her right to be consulted within 30 working days after receiving the request, that member will be considered not to object to the proposed appointment. If a majority of the members of the board object to the proposed appointment, the Faculty Board will submit an amended proposal to the Board.
7. The Board of Examiners will choose a chair from among its members.
8. Membership of the Board of Examiners is incompatible with membership of the Faculty Board, the position of department chair, the position of programme director and membership of the Board of Admissions.
9. The Board of Examiners is independent and the members will carry out their duties without hindrance.
10. The Board of Examiners will establish rules governing the implementation of its duties and authorities and the measures it is permitted to take in this regard.
11. Each year, the Board of Examiners will produce a report of its activities and will provide this report to the Faculty Board.
12. Without prejudice to the provisions in the WHW and in the Course and Examination Regulations, the Board of Examiners will have the following tasks and authorities:
  - a. safeguarding the quality of the tests and examinations;
  - b. establishing guidelines and directions within the framework of the Course and Examination Regulations for the assessment and confirmation of the results of tests and examinations;
  - c. the granting of permission by the most appropriate Board of Examiners for a student to take a programme designed by that student in accordance with Article 7.3d of the WHW whose examination leads to the student obtaining a degree, whereby the Board of Examiners will also indicate the course within the institution to which that programme will be considered to belong for the purposes of the WHW;
  - d. granting an exemption from the requirement to take one or more examinations on one of the grounds listed in the Course and Examination Regulations;
  - e. as and when required, granting extensions to the period of validity, established in the Course and Examination Regulations, of the results of examinations which have been successfully taken;
  - f. in exceptional cases, determining whether an examination will be taken orally, in writing or by other means, deviating from what is established in that regard in the Course and Examination Regulations;
  - g. in exceptional cases, determining whether a test will be taken publicly, thereby deviating from what is established in that regard in the Course and Examination Regulations;
  - h. deciding whether, possibly subject to replacement requirements, to grant an exemption from the obligation to participate in practical exercises with a view to admission to take the relevant examination;
  - i. in individual cases, approving the selection of components which form part of the programme;
  - j. at the request of the student, and taking into consideration the provisions of the Course and Examination Regulations, giving permission to take one or more

- components of the final examination before the student has passed the examination at the end of the first year of the relevant course [*bet propedeutisch examen*];
- k. where the Faculty Board has determined that it should be a condition to take examinations or examination components, establishing that proof has been submitted of sufficient mastery of the Dutch language to make it possible for the programme to be taken by the person who has been granted an exemption from the prior education requirements referred to in Article 7.24 of the WHW on the grounds of holding a diploma awarded outside the Netherlands, or in the event of the granting of an exemption from the admission criterion requiring a student to have completed the first year of the programme;
  - l. issuing the (binding) study advice as referred to in Article 7.8b of the WHW on behalf of the Faculty Board;
  - m. awarding a certificate and a supplement, awarded in accordance with Article 7.11 of the WHW, as proof that the student has passed the examination;
  - n. providing a statement setting out at least the examinations the student has passed, in the event that a student has passed more than one examination or if no certificate referred to in (m) may be awarded to a student;
  - o. taking measures and imposing sanctions if a student or external candidate commits fraud.

#### **Article 17. Board of Admissions**

1. The Faculty Board will establish one or more committees which will be charged with the investigation referred to in Article 7.25 paragraph 4 of the WHW, the additional investigation referred to in Article 7.28, paragraphs 3 and 4, of the WHW and the admission examination referred to in Article 7.29 of the WHW (colloquium doctum). The Faculty Board will set out further rules in its institutional resolution regarding the size and composition of the committee or committees.
2. The Faculty Board will establish further rules regarding the way in which exemptions referred to in Articles 7.25 paragraph 4, 7.28 paragraphs 2 and 4, and 7.29 paragraph 1 of the WHW may be obtained.

#### **Article 18. The Education Committee**

1. The Faculty Board will institute a single Education Committee for all Faculty programmes.
2. The Education Committee will carry out the duties established in the WHW.
3. The Education Committee will consist of eight members, half of whom will be students. They will be elected for a year by and from among the students of the relevant programmes, and on this basis they will be appointed by the Faculty Board. Students will be selected in elections organised by the Faculty Board; the election will be organised in such a way that the students who are elected represent as many different programmes as possible.
4. Half the members of the Education Committee will be lecturers. The staff members of the Education Committee will be appointed by the Faculty Board for a period of three years from the staff responsible for providing the educational aspect of the relevant programme(s).

It is possible for members to be reappointed. The Faculty Board will appoint lecturer members of the Education Committee on the recommendation of the programme director of the programme(s) concerned.

5. Each year, the composition referred to in paragraphs 3 and 4 will be included in the Faculty Council's agenda. Each year, the Faculty Board and the Faculty Council will establish whether it is desirable to continue with the current composition.
6. The Education Committee will choose a chair from among its members.
7. The Education Committee will advise the Faculty Board, either on request or of its own volition. The Faculty Board will inform the Education Committee of the conclusions it reaches relating to the Board's advice.
8. The programme portfolio holder and/or the programme director will engage in structural consultation with the Education Committee about all matters concerning the educational aspects of the programmes.
9. The programme portfolio holder and the programme director will make it possible for the Education Committee to consult him/her/them before the Education Committee gives advice or makes a judgement.
10. The chair of the Education Committee is responsible for the communication between the Education Committee and the programme director and the Faculty Board and its members.
11. The study adviser has an advisory vote in Education Committee meetings.
12. The Education Committee's meetings are open to the public.
13. The Education Committee's reports are available upon request and, following approval by the Education Committee, will be published by the official secretary.
14. The Education Committee will submit its advice to the Faculty Council for the council's information.
15. The members of the Education Committee are entitled to obtain the training they need in order to carry out their duties. Staff members will receive the said training during working hours and without prejudice to their salary. The number of hours of training per year will be established beforehand between the Education Committee and the Faculty Board.

#### **Article 19. Student conduct in relation to future professional practice**

1. In exceptional cases the Faculty Board may, where applicable, with the advice of either the programme director or the Board of Examiners, and depending on the nature of the conduct or statement, recommend that the Executive Board terminate or refuse a student's registration for the programme if this student demonstrates in his/her conduct or statements that he/she is unsuitable to fulfil one or more professions for which the programme he/she is following prepares him/her, or for the practical preparation for the professional activity. Where applicable, the Faculty Board will add to the recommendation the advice of the programme director or the Board of Examiners.
2. In formulating the recommendation, the Faculty Board will be guided by the Iudicium Abeundi protocol – established by the Executive Board – and by the standard of professional norms of the relevant profession for which the programme prepares students.

## Chapter 4. Graduate School

### Article 20. Organisation and responsibilities of the Graduate School

1. The Faculty has a Graduate School, namely the Leiden University Graduate School of Archaeology.
2. The Graduate School falls within the administrative responsibility of the portfolio holder for research. If desired, the portfolio holder may delegate the day-to-day administration of the Graduate School to a Graduate School director.
3. The Graduate School will implement the admissions procedure for the doctoral candidates; maintain information about the inflow, the duration of doctoral research, the completion rates of the doctoral research and the number of candidates; oversee the quality of the supervision received by doctoral candidates within the Faculty; arrange for the appointment of one or more confidential advisers for doctoral candidates; and organise training for doctoral candidates.

### Article 21. Doctoral candidates and guidance for doctoral candidates

1. In addition to the PhD supervisor, each candidate will have at least one other person who provides him/her with guidance.
2. In accordance with the 2017 doctoral regulations (Article 7, paragraph 1), the PhD supervisor is charged with guiding the candidate to the best of his/her ability in the preparation of the candidate's dissertation. No later than three months after he/she is assigned to that role, the PhD supervisor will draw up a course and guidance plan in consultation with the candidate, and will send a copy of this plan to the Dean (or, in lieu of the Dean, to the Vice-Dean). This plan will provide for periodic consultation between the supervisor and the candidate and a written report of this consultation. The Dean may determine that the course and guidance plan should also provide for an independent supervision committee charged with offering the doctoral candidate guidance at some distance in his/her activities.

## Chapter 5. The research

### Article 23. Research organisation

1. The Faculty Board will determine the Faculty research policy in consultation with the heads of research, the department chairs and the research committee.
2. The Faculty Board is ultimately responsible for the quality assurance of the research and will ensure that the required cycle of evaluation and mid-term review is implemented.

## Chapter 6. Advisory committees

### Article 24. Advisory committees

The Faculty Board may establish advisory committees that are charged with advising the Faculty Board regarding matters concerning organisation, education or research.

### Article 25. The research committee

1. The Faculty includes a research committee, which may advise the Faculty Board either on request or of its own initiative regarding policies relating to research and professorships and to quality assurance of the research.
2. The research committee will in all cases advise:
  - a. grant applicants regarding their grant application,
  - b. the Faculty Board regarding the grant applications' policy,
  - c. the Faculty Board regarding the internal assessments for the evaluation and mid-term review and the use of the results of these internal assessments.
3. The research committee will consist of six members, including at least one lecturer and at most one doctoral candidate and one post-doc researcher. When deciding on the composition of the research committee, a key aim will be to achieve a representative spread of members.
4. The members will be appointed by the Faculty Board for a period of three years; only the doctoral candidate will be appointed for one year. It is possible for members to be reappointed.

### Article 26. Advisory council

1. The Faculty includes an advisory council.
2. The advisory council is charged with advising the Faculty Board on the main points of Faculty policy as regards education, research and operations.
3. The advisory council will consist of a maximum of ten members from outside the Faculty community.
4. The members of the advisory council will be appointed by the Faculty Board for three years; it is possible for members to be reappointed.
5. The members of the advisory council may resign from the council at their own request.
6. The advisory council will meet twice a year.

### Article 27. International academic council

1. The Faculty includes an international academic council.
2. The international academic council is charged with advising the Faculty Board on the main points of Faculty policy as regards academic research from an international perspective.
3. The international academic council will consist of a maximum of ten members, originating from institutes for academic education and/or research from other countries.

4. The members of the international academic council are appointed by the Faculty Board for three years; it is possible for members to be reappointed.
5. The members of the international academic council may resign from the council at their own request.
6. The international academic council will meet at least once every two years, with as full a complement of members as possible.

## Chapter 7. Support services

### Article 28. Organisation of the support services

1. The Faculty has a number of support services to provide support for management, education and research; these include in any event the Faculty office, of which the Education Office forms part.
2. The Faculty office is led by the Executive Dean..

## Chapter 8. Planning and monitoring

### Article 29. Strategic long-term plan and planning figures

1. The Faculty Board will draw up a strategic long-term plan at least once every four years. In so doing, the board will take the relevant institutional plan into account.
2. With regard to the period of four years, the plan must include:
  - a. a strategic analysis,
  - b. the intentions for the Faculty activities,
  - c. a long-term estimate of the Faculty's resources,
  - d. a personnel plan and its implementation.
3. Each year, the Faculty Board will make available to the Executive Board a prognosis of relevant planning figures as part of the framework document.

### Article 30. Budget and financial accountability

1. Each year, on the basis of the strategic long-term plan, the Faculty Board will establish a budget and long-term forecast, taking into consideration the Executive Board's guidelines.
2. The Faculty Board must obtain the prior consent of the Faculty Council for every decision which would establish or alter the main points of the Faculty budget.
3. When allocating resources within the Faculty, the Faculty Board must use the matrix established by the Executive Board for allocating resources to the faculties.
4. Once every four months, the Faculty Board will draft a set of accounts explaining the income and expenses. These accounts will indicate the anticipated financial figures for the relevant year. In addition, it will indicate the measures that have been taken in order to adhere to the

budget. The financial justification for the period referred to in paragraph 4 also serves as the financial justification for the entire year.

5. Once they have been drawn up, the four-monthly reports will be sent to the Faculty Council.

#### **Article 31. Implementing quality assurance**

1. The Faculty Board will ensure that the frameworks and protocols established by the Executive Board with regard to the design and use of the quality assurance for teaching and research are implemented within the Faculty.
2. The Faculty Board is responsible for ensuring that it receives regular reports about both how the quality assurance is being implemented and the quality of the teaching and research carried out within the Faculty. The board will bring these reports to the attention of the Faculty Council.
3. On the basis of the reports referred to in paragraph 2, the Faculty Board will draft an action plan to redress any shortcomings in the quality of the teaching and research highlighted in the reports.

### **Chapter 10. The Faculty Council**

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

1. The Faculty Council will consist of six members, of whom half are to be chosen by and from among the Faculty staff, and half by and from among the students within the Faculty.
2. The members of the staff section of the Faculty Council will be selected in accordance with the Election Regulations for Faculty and Staff Councils [*Kiesreglement Faculteits- en dienstraden*] established by the Executive Board and according to the list of persons provided in those regulations.
3. The members of the student section of the Faculty Council will be selected in accordance with the Election Regulations for Faculty and Staff Councils established by the Executive Board and according to the list of persons provided in those regulations.
4. The Faculty Council will elect a chair from among its members.

#### **Article 33. Faculty Council term of office**

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

#### **Article 34. Election of members of the Faculty Council**

1. The student members will be elected for the period of a single term of office, and the staff members for a period of two terms of office. For members who take over a position that falls vacant during a term of office, that term will be reduced by the period already served by the member he/she is replacing.

2. Until the result of new elections is declared following the end of a term of office, the retiring members will maintain their membership in anticipation of such a declaration. Retiring members are immediately re-electable.
3. If, due to a lack of sufficient candidates, one or more seats on the council become vacant at least one month before the cut-off date referred to in Article 5 (1) of the Election Regulations for Faculty and Staff Councils in the year in which no regular elections are held for the staff members of the Faculty Council, interim elections will be held for those vacant seats. These members will be elected for a single term of office.
4. As referred to in Article 52 of the Election Regulations for Faculty and Staff Councils, if interim elections referred to in paragraph 3 have taken place, when filling vacancies on the Faculty Council the record will first be consulted which contains the result of the regular elections; if the vacancy cannot be filled on the basis of this record, the record containing the result of the interim election will be consulted.
5. Except as a result of the end of the term of office, in accordance with the provisions in Article 51 of the Election Regulations for Faculty and Staff Councils, membership of the Faculty Council will be terminated by:
  - a. the written resignation of the council member, directed to the Dean;
  - b. the council member's leaving the Faculty;
  - c. the council member's leaving the section from which he/she was elected to the position of council member.

#### **Article 35. Facilities of the Faculty Council**

1. The Faculty Board will ensure that the units to which the council belong give them the opportunity to fulfil their council membership as intended. The board will also ensure that, as regards the staff members, written arrangements are made about this matter between the individual council members and their various supervisors.
2. The members of the Faculty Council will be given the opportunity to receive, during a time period jointly established by the Faculty Board and the council, any training they need in order to fulfil their duties. The staff members of the council will be given the opportunity to take this training during working hours, whilst continuing to receive their full salary.
3. The Faculty Board is responsible for the necessary administrative and secretarial support for the consultation meeting between the Faculty Board and the Faculty Council.
4. The costs which are reasonably necessary to fulfil the council's duties, including the support and training referred to in this article, will be charged to the Faculty. The Faculty Board will include a provision for this in the budget.

#### **Article 36. Protection of members of the Faculty Council**

1. The Faculty Board will ensure that the members of the Faculty Council suffer no disadvantage as regards their position in the Faculty arising from their membership of the council. The same responsibility also applies to prospective and former members of the council.

2. In the event that one of the members of the Faculty Council has a clear personal interest during a particular meeting or part of a meeting, the council may decide that the member concerned should not attend that meeting or that part of the meeting. The Faculty Council will then determine that the matter in question will be discussed during a closed meeting.

#### **Article 37. Consultation meeting and working method**

1. The Faculty Council will be convened at least four times per year, and additionally as often as the Faculty Board or a section of the council requests, to discuss with the Faculty Board how matters stand within the Faculty in general.
2. The consultation between the Faculty Board and the Faculty Council, referred to in paragraph 1, will be chaired by the Dean or his/her deputy.
3. Attendees at the consultation meeting will discuss Faculty matters about which either the Faculty Board or the Faculty Council considers discussion desirable, or about which discussion must take place between the Faculty Board and Faculty Council as a result of provisions made in or as a result of these regulations, the regulations for the university council or the WHW.
4. The agenda of the consultation meeting will include matters raised with the secretary by the Faculty Board, the Faculty Council or the staff or student section of the council. A report will be made of every meeting.

#### **Article 38. Faculty Council rules of procedure**

1. Taking into consideration the provisions of these regulations, the Faculty Council will establish rules of procedure for its meetings. These regulations must contain rules regarding:
  - a. how meetings are called,
  - b. the period during which meeting documents may be submitted,
  - c. the way in which deliberations and decisions take place, including the quorum,
  - d. the way in which the council gives advice in the event of the appointment or dismissal of the Dean,
  - e. how the decisions are signed,
  - f. the form and presentation of the reports of the meetings,
  - g. the acquisition of information, whether or not this takes place during a meeting,
  - h. the public and private meetings, and
  - i. the availability of the agenda and the meeting documents for inspection.
2. The rules of procedure will apply equally to the meetings of the staff section of the council.

#### **Article 39. Faculty Council proposals**

1. The Faculty Council is authorised to make proposals and to make its position known on all matters over which the Dean or the Faculty Board is authorised to take a decision.
2. The Faculty Board will produce, within three months, a substantiated response to a proposal as referred to in paragraph 1. The board will give the Faculty Council the opportunity to discuss this response with the board in advance.

3. Each year, the Faculty Council will produce a written report of its activities, and it will ensure that everyone involved with the Faculty is able to inspect the report.
4. The agendas and reports of the consultation meetings are open to inspection.

#### **Article 40. Information submitted to the Faculty Council**

1. Where possible, the Faculty Board will provide the Faculty Council, upon request and in a timely fashion, with the written information about how matters stand in the faculty which the council needs in order to fulfil its duties.
2. At least once a year, at the start of the academic year, the Faculty Council will receive information about:
  - a. the organisation of the Faculty,
  - b. Faculty policy that has been established,
  - c. policies implemented in the previous year,
  - d. the development of the workforce,
  - e. the external advice given by the Faculty Board.

#### **Article 41. Consent of the Faculty Council**

The Faculty Board will require the prior consent of the Faculty Council for all decisions regarding establishing or altering:

- a. the Faculty regulations,
- b. the long-term plan referred to in Article 38,
- c. other regulations and policy regarding the quality assurance of education and research within the Faculty,
- d. the Course and Examination Regulations for each programme within the Faculty, with the exception of:
  - i. the regulations concerning the content of the programmes and examinations,
  - ii. the achievement levels,
  - iii. the design of the practical exercises, and
  - iv. the study load.
- e. every decision about establishing or altering the main points of the faculty budget,
- f. the regulations regarding the subjects, designated in the Regulations for the University Council.

#### **Article 42. Faculty Council advice**

1. The Faculty Board will obtain the advice of the council in a timely fashion before taking a decision regarding:
  - a. a reorganisation of the Faculty or part of the Faculty,
  - b. the Faculty budget, referred to in article 30,
  - c. structural collaboration with partners within or outside the Faculty.

2. The advice must be obtained at such a time as to ensure that it can significantly influence the decision to be taken. In the event that the advice is not followed, or is only partially followed, the Faculty Council will be informed of the reasons for the deviation from the relevant advice.

#### **Article 43. Special Powers of the Staff Section**

1. The Faculty Board will make it possible for the staff section of the Faculty Council, in a timely fashion, to give advice on and to discuss with the board measures proposed by the board relating to:
  - a. the way in which the employment and contract conditions will be implemented within the faculty,
  - b. the way in which the general staff policy will be implemented within the Faculty,
  - c. health, safety and wellbeing within the Faculty regarding work carried out,
  - d. the organisation and way of working within the Faculty,
  - e. the technical and economic implementation of service within the Faculty.
2. The Faculty Board requires the prior consent of the staff section of the Faculty Council for every measure proposed by the board on which the staff section has given advice as referred to in (1).
3. The staff section of the Faculty Council can make proposals to the Faculty Board relating to matters in the areas designated in paragraph. The Faculty Board will issue a substantiated response within four weeks. The board will give the staff section the opportunity to discuss this response with the board in advance.
4. The staff section of the Faculty Council will designate a chair for its meetings from among its members.

#### **Article 44. Experts**

1. As part of the deliberations on a given subject, the Faculty Council may invite one or more experts to attend its meetings.
2. The Faculty Council may invite an expert to provide written advice on a given subject.
3. In the event that, in the implementation of the authorisations referred to in the preceding paragraphs, costs are incurred which cannot be funded from the budget provision referred to in Article 43 paragraph 4, excluding travel and accommodation costs referred to in the University regulations, the invitation will only be made with the consent of the Faculty Board.

### **Chapter 11. Complaints**

#### **Article 45. Submitting a complaint**

Any student may submit an objection, appeal or complaint. More information about where and how to submit an objection to a decision; a complaint about undesirable behaviour, improper treatment or academic integrity; or another form of complaint may be found

at:<https://www.student.universiteitleiden.nl/studie-en-studeren/begeleiding-en-advies/klachten/niet-eens-met-een-besluit/archeologie/archeologie-ba?cf=archeologie&cd=archeologie-ba#tab-1> [in English: <https://www.student.universiteitleiden.nl/en/study--studying/guidance--advice/complaints/disagreeing-with-a-decision/archaeology/archaeology-ba?cf=archaeology&cd=archaeology-ba>]. The above link also provides the contact details of the study advisers, the confidential adviser in the event of undesirable behaviour, the ombudsman and the student deans. The digital complaints helpdesk is also available via <https://www.student.universiteitleiden.nl/>.

## Chapter 12. Final and transitional provisions

### Article 47. Interpretation

In the event of a difference of opinion about the interpretation of one or more articles in these regulations, the Faculty Board will decide.

### Article 48.

The Faculty Board and/or the Faculty Council may take the initiative to instigate an evaluation of the regulations. The conclusions of the evaluation may lead to the regulations being amended.

### Article 49. Official title for citations

These regulations may be cited as the “Regulations of the Faculty of Archaeology of Leiden University” [“*Reglement van de Faculteit der Archeologie van de Universiteit Leiden*”].

### Article 50. Entry into force and publication

1. These regulations will enter into force on the day on which the approval of the Executive Board is made known to the Faculty Board.
2. These regulations will be published on the university website once the approval referred to in paragraph 1 has been obtained.

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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.

## Regulations of the Faculty of Archaeology 2017

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.