



Faculteit Governance and Global Affairs

REGULATIONS of the FACULTY OF GOVERNANCE AND GLOBAL AFFAIRS

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Chapter 1: General

Article 1. Name of the Faculty

1. The name of the Faculty is: 'Faculteit Governance and Global Affairs'.
2. The English name of the Faculty is: 'Faculty of Governance and Global Affairs'.

Article 2. Definitions

1. In these regulations and the dependent provisions, the following definitions apply:
 - a. The Act: the Higher Education and Academic Research Act (WHW);
 - b. University: Leiden University;
 - c. Executive Board: the Executive Board of Leiden University as referred to in Article 9.2. WHW.
 - d. Administration: the sum of decisions and dispositions, operations and activities through which the Faculty Board implements the policy of the Faculty relating to the acquisition and provision of financial resources, the procurement, supervision and maintenance of material resources, including the deployment of staff, and the appropriate and legitimate application of these resources.
2. Names of Faculty positions and bodies
 - a. Academic director (LUC: Dean)
 - b. Director of education (LUC: Educational Director)
 - c. Institute manager (LUC: Operational Manager)
 - d. Institute Board (LUC: College Board)
 - e. Programme Board (LUC: Programme Board)
 - f. Programme Committee (LUC: Programme Council)
 - g. Board of Examiners (LUC: Board of Examiners)
3. In the event that the terms that appear 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 the aforementioned Regulations respectively.

Article 3. Degree programmes in the Faculty

The Faculty comprises all the bachelor's and master's programmes that are part of the Faculty of Governance and Global Affairs in line with the Leiden University Register of Study Programmes, as well as the Faculty PhD programmes. The Faculty also provides the executive master's programmes listed on the Faculty website.

Article 4. Academic institutes

The following academic institutes form part of the Faculty

1. The Institute for Public Administration (BSK)
2. The Institute of Security and Global Affairs (ISGA)
3. Leiden University College The Hague (LUC)

Article 5. Centres of expertise

The following centres of expertise are part of the Faculty

1. The Centre for Professional Learning (CPL)
2. The Centre for Innovation (CFI)
3. The Centre for Modern Urban Studies (CMUS)
4. The Centre for Regional Knowledge Development (CRK)/Leiden University Dual PhD Centre

Chapter 2: Management and organisation of the Faculty

Article 6. Responsibilities of the Faculty Board

1. The Faculty Board is responsible for the management and organisation of the Faculty.
2. The Faculty Board is responsible for the administration of the Faculty. The Executive Board mandates to the Faculty Board authority for the personnel, financial and general administration, in accordance with the provisions of the Executive and Management Regulations and the mandate regulations applicable to the Faculty Board. The Faculty Board may further mandate this authority to the academic directors, insofar as the academic institutes are concerned. The Faculty Board may further mandate this authority to the directors of the centres of expertise, insofar as these centres are concerned. The Faculty Board will establish a mandate regulation for this purpose.
3. The Faculty Board may formulate guidelines for the academic directors and the directors of the centres of expertise, with regard to the general management of the Faculty.
4. The Faculty Board regularly consults with the academic directors collectively. It exercises its responsibilities in close collaboration with these directors, and strives to achieve maximum support for its decisions.
5. The Faculty Board takes into consideration the guidelines formulated by the Executive Board in accordance with Article 9.5 of the Act.
6. The Faculty Board is accountable to the Executive Board. It provides the Executive Board with information concerning the Faculty as requested by the Executive Board.
7. The Faculty Board ensures the congruity of the work of the Faculty staff, and promotes coherence between teaching and research in the academic field of the Faculty.

Article 7. Implementation of the tasks of the Faculty Board

In implementing the responsibilities referred to in the previous article, the Faculty Board considers its specific tasks to be as follows:

- a. structuring the academic institutes, the centres of expertise and the Faculty Office;
- b. formulating the strategy and the strategic policy of the Faculty, including the long-term plan;
- c. annually establishing or amending the Faculty's research programme, with due regard for the guidelines for academic practice referred to in Article 9.15, first paragraph under b, of the Act;
- d. determining or adjusting the Faculty's annual teaching programme;
- e. harmonising teaching and research policy;
- f. determining the operational management policy including a long-term budget and human resources policy;
- g. determining to which academic institute or centre of expertise each member of the Faculty's academic staff belongs, as well as determining to which research institute, centre of expertise or unit of the Faculty Office each member of the Faculty's support and administrative staff belongs;
- h. encouraging collaboration with other faculties, universities and relevant external partners in the area of teaching and research;
- i. promoting the Faculty's services to society;
- j. complying with the rules relating to employee participation rights and effective collaboration with the Faculty Council and its various sections.

Article 8. Composition of the Faculty Board

1. The Faculty is managed by a Faculty Board consisting of the Dean (also chair), the holder of the teaching portfolio (also Vice-Dean), the holder of the operational management portfolio and a student member. The student member has advisory voting rights. The appointment of the remaining members requires the approval of 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 the remaining members, on the understanding that the term of office of the other members ends at any event simultaneously with the ending of the deanship. Reappointment is permitted. Only professors may be appointed Dean or Vice-Dean, unless otherwise specified by the Executive Board.
3. Before appointing or dismissing a member of the Faculty Board, the Executive Board must inform the academic directors and the Faculty Council in all confidentiality about the proposed appointment or dismissal. With the exception of the appointment of the Dean himself or herself, the Executive Board may instruct the Dean to consult with the academic directors and the Faculty Council on behalf of the Executive Board.
4. Without prejudice to the responsibility of the Faculty Board as a whole for its decisions and actions and with due regard for the portfolios as referred to in the first paragraph, the Board determines the focal areas falling under the particular responsibility of each member of the Board. The Faculty Board informs the Executive Board of the division of responsibilities among its members.
5. Membership of the Faculty Board is incompatible with the position of academic director of an institute and membership of the staff section of the Faculty Council.
6. The student member may not also be part of the student section of the Faculty Council.
7. The Faculty Board is supported by an administrative secretary who also advises the Faculty Board.

Article 9. Special responsibilities of the Dean

1. The Dean is responsible for the coordination and integration of decision-making within the Faculty Board. The Faculty Board aims for consensus. In the event of differences of opinion within the Faculty Board, the Dean has the casting vote.
2. The Dean participates in the management of the University as a whole and to this end participates in the collective consultation between the Deans and the Executive Board, without prejudice to any consultation of the Executive Board with the Faculty Board regarding matters that specifically concern the Faculty.

Article 10. Substitutes in the event of absence

The Faculty Board arranges for substitutes in the event of the absence of its members. The substitute for a member of the Faculty Board must be another member of that Board who has decision-making powers.

Article 11. Participation in joint degree programmes or institutes

1. If the Faculty participates in a joint degree programme with one or more other faculties within or outside the University, the Faculty Board determines the Faculty's contribution to the management and allocation of resources for that degree programme.
2. The provisions of the first paragraph apply equally to participation in an interfaculty or interuniversity institute or in an interfaculty or interuniversity research school.

Article 12. Meetings and meeting papers

1. The meetings and meeting papers of the Faculty Board are not public.
2. The Faculty Board regularly provides the Faculty Council with an overview of the matters discussed and decisions taken in the meetings of the Faculty Board, unless there are serious reasons for believing this is not in the interests of the University or one of the parties involved.

Article 13. Committees

Having consulted the Faculty Council, the Faculty Board may establish permanent and ad hoc committees whose task is to advise the Faculty Board. Following the establishment of such committees, the Faculty Board will post information about these on the Faculty website.

Article 14. Advisory Council

1. The Faculty has an Advisory Council
2. The Advisory Council is responsible for advising the Faculty Board on the key aspects of the Faculty's strategy relating to:
 - a. the teaching with regard to the societal environment;
 - b. the scientific research relating to the societal environment;
3. The Advisory Council comprises no more than six members from outside the University community.
4. The members of the Advisory Council are appointed by the Faculty Board for a term of four years; reappointment is permitted.
5. The members of the Advisory Council may resign before the end of the term at their own substantiated request.
6. The Advisory Council convenes at least once per year.

Article 15. Relationship to other bodies

1. The Faculty Board appoints the members of the following bodies:
 - a. the academic directors and the Dean of LUC, having consulted with the committee of the institute in question. Before appointing the Dean of LUC, the Faculty Board also consults with the Executive Board.
 - b. the members of the Institute Boards, having consulted with the committee of the institute in question;
 - c. the members of the programme boards, having consulted with the Institute Board and the members of the Programme Committee;
 - d. the members of the Programme Committees, having consulted with the Institute Board;
 - e. the members of the Boards of Examiners, having consulted with the Institute Board;
 - f. the members of the remaining Faculty advisory committees, having consulted with the Institute Board;
 - g. the members of the Advisory Council.
2. The Faculty Board may remove members of the bodies mentioned in paragraph 1 under a to g from their posts.
3. With regard to the relationship to the Faculty Council:
 - a. the Faculty Board, or as many members as possible, attends the meetings of the Faculty Council;
 - b. the members of the Faculty Board have advisory voting rights in the meetings of the Faculty Council;
 - c. the Faculty Board may be assisted in the meeting of the Faculty Council by any person it appoints for this purpose.
4. The members of the Faculty Board are entitled to attend meetings of the committees mentioned in Article 13.

Chapter 3. Academic institutes

Article 16. Academic institutes

1. The Faculty is made up of academic institutes whose aim is to promote the coordination of the activities in the various academic fields within the Faculty, as well as to promote coherence between teaching and research in these fields.
2. An institute may comprise more than one academic field.
3. Each academic institute is managed by a board.
4. Each institute has a board and a committee.

Article 17. The Institute Board

1. Each institute has a board for its everyday management and administration. This board comprises at least the academic director and a director of education.
2. The Institute Board may for the duration of its term of office be expanded to include no more than two extra members who are responsible for a specific task. The Faculty Board decides on this, having consulted with the Institute Board.
3. The members of the Institute Board are appointed and dismissed by the Faculty Board, having consulted with the Institute Council. The Faculty Board informs the Executive Board each time an academic director is appointed or dismissed. The academic director is chair of the Institute Board.
4. The academic director is appointed from among the professors who work at the institute. Reappointment is permitted. The Dean of the LUC is also a professor.
5. The members of the Institute Board are appointed for a maximum of three years. Reappointment is permitted.
6. The Institute Board is supported by an institute manager in the role of a secretary and adviser. The Operational Manager of the LUC is a member of the College Board.

Article 18. Responsibilities of the Institute Board

1. The Institute Board is responsible for the management and organisation of the institute. Following consultation with the Institute Council, the Faculty Board formulates institute regulations that further elaborate on these responsibilities, and that require the approval of the Faculty Board.
2. The Institute Board is responsible for ensuring that the institute is academically strong and financially sound in the short and long term.
3. The Institute Board is responsible for the quality of the institute's contribution to the teaching of the various degree programmes.
4. The Institute Board is responsible for the organisation of the research and its integration in the institute. It draws up the research programme of the institute with due regard for the guidelines provided for in Article 6, third paragraph. It is accountable to the Faculty Board for the good implementation of that programme.
5. The Institute Board is responsible for ensuring that the institute makes the agreed contribution to the relevant faculty, interfaculty or interuniversity research school.
6. The Institute Board is responsible for the administration of the institute. It determines the budget of the institute with due regard for the relevant guidelines issued by the Faculty Board. With regard to the institute, it exercises the authority mandated to it by the Faculty Board in matters related to personnel, financial and general administration with due regard for the provisions as determined in the Executive and Management Regulation, the mandate regulations applicable to the Faculty Board and the further mandate regulations adopted by the Faculty Board, as specified in Article 6, second paragraph.
7. The Institute Board fosters the congruity of the work of the members of the institute.

8. The Institute Board promotes coherence between the teaching and research in the academic field(s) of the institute.
9. The members of the Institute Board aim for consensus in their decision-making.

Article 19. Special responsibilities of the academic director

1. The academic director is responsible for the coordination of the decision-making and its integration in the institute. In the event of differences of opinion in the Institute Board, the academic director has the casting vote.
2. The academic director contributes to the management of the Faculty as a whole, to which end he or she attends the meetings where the Faculty Board convenes with all academic directors, as specified in Article 6, fourth paragraph, without prejudice to the meetings between the Faculty Board or its individual members and the Institute Board on matters that specifically affect the institute.
3. The academic director represents the institute within and outside the Faculty.
4. The academic director is accountable to the Faculty Board. He or she provides the Faculty Board with information as and when requested.
5. The academic director promotes collaboration between the institute and the other institutes and centres of expertise at the Faculty.

Article 20. Responsibilities of the educational director

1. The educational director is specifically responsible for the quality of the institute's contribution to teaching in the Faculty's various degree programmes.
2. At the request of the Programme Boards, the educational director assigns teaching duties to the members of the institute's academic staff.
3. In assigning the above-mentioned teaching duties, the educational director takes into account the regular duties and responsibilities of members of the Programme Committee, Board of Examiners and Board of Admissions.
4. The educational director is responsible for the quality of the organisation and implementation of the institute's teaching support tasks and responsibilities.

Article 21. The Institute Council

1. Membership of the Institute Council is incompatible with membership of the Institute Board.
2. The Institute Board consults regularly with the Institute Council on matters concerning the institute. The council is at least given the opportunity to advise the Institute Board on the institute's budget, any planned reorganisation of the institute and structural collaboration with partners outside the institute.
3. The size and composition of the Institute Council and the powers of the council are further specified in the institute regulations, on the understanding that no powers may be granted to the Institute Council that are held by the Faculty Council or the staff section of the Faculty Council.

Chapter 4. Degree programmes

Article 22. General

1. The provisions in this chapter are applicable to all accredited programmes in the Faculty, unless provisions in the following articles explicitly relate to specific groups of programmes.
2. With due regard for the relevant rules laid down in the Act, the Faculty Board formulates regulations for the implementation of the faculty regulations that stipulate the manner in which the boards of programmes, be it Programme Boards, Boards of Admission, Programme Committees and Boards of Examiners, are established and their composition.

Article 23. Course and Examination Regulations

The Faculty Board formulates Course and Examination Regulations for each programme or group of programmes, with due regard for the University's model Course and Examination Regulations that have been adopted by the Executive Board and that serve as a guideline. The Faculty Board is responsible for the regular evaluation of these regulations.

Article 24. The Programme Board

1. The Faculty Board appoints a Programme Board for each programme or group of programmes.
2. The Programme Boards comprise at least a chair and a student from that particular programme. The Faculty Board determines the number of members. The chair is responsible for the coordination and integration of the decision-making of the Programme Board. If the Programme Board consists of a single person, this person is referred to as the Programme Director.
3. Members are appointed to a Programme Board for three years, with the exception of the student member, who is appointed for one year. Reappointment is permitted.
4. The chair of a Programme Board is appointed from the professors and assistant or associate professors who are involved in that particular programme. The chair is appointed and dismissed on the recommendation of the academic director(s) in question, having consulted the relevant Programme Committee.
5. The Programme Board of the programme in Liberal Arts and Sciences consists of the Dean of the LUC (who acts as chair), the Director of Education and a student member.
6. Before appointing or dismissing a student member of a Programme Board, the Faculty Board consults the student members of the Programme Committee(s) in question. The chair of the programme may consult with the student members on behalf of the Faculty Board.
7. The student member of the Programme Board must be enrolled as a student in the programme(s) in question during his or her term of office.

Article 25. Responsibilities of the Programme Board

1. The Programme Board is responsible for the organisation and integration of the teaching that is provided in the implementation of the relevant Course and Examination Regulations.
2. The Programme Board advises the Faculty Board if requested or on its own initiative on the adoption of or amendments to the Course and Examination Regulations.
3. The Programme Board prepares the curriculum each year for the further implementation of the Course and Examination Regulations, having consulted with the Programme Committee in question. The curriculum must be approved by the Faculty Board.

4. The Programme Board regularly consults with the Programme Committee about all matters pertaining to the teaching of the relevant programme. The Programme Board gives the Programme Committee the opportunity for consultation before the Programme Committee issues advice or an evaluation.
5. The Programme Board is accountable to the Faculty Board. It provides the Faculty Board with information as and when requested.
6. Every year, the Programme Board and the Programme Committee draw up in mutual consultation a report about the past academic year for the programme(s) that are their responsibility.

Article 26. The Board of Admissions

a. Admission to the bachelor's programmes

1. The Faculty Board appoints one or more Boards of Admission who are responsible for the assessment referred to in Article 7.25, fourth paragraph of the Act, the additional assessment referred to in Article 7.28, third and fourth paragraph of the Act and the pre-admission assessment referred to in Article 7.29 of the Act (colloquium doctum).
2. The Faculty Board establishes further provisions concerning the manner in which an exemption, as provided for in Article 7.25, fourth paragraph, Article 7.28, second, third and fourth paragraphs and Article 7.29, first paragraph, can be granted.
3. In the event that a student institutes an appeal against an admissions decision with the Examination Appeals Board, the Faculty Board as appointed respondent requests advice from the Board of Admissions.
4. The College Board acts as Board of Admissions for the programme in Liberal Arts and Sciences and draws up an annual report for the Faculty Board concerning its activities, including an overview of the decisions the Board made in the relevant year on behalf of the Faculty Board.

b. Admission to the master's programmes

1. The Faculty Board establishes a Board of Admissions for each master's programme or group of master's programmes.
2. The Board of Admissions comprises at least three and no more than five members. The members of the Board of Admissions are members of the staff who are responsible for providing the teaching for the relevant master's programme or programmes. Membership of the Board of Admissions cannot be combined with membership of the Board of Examiners of the master's programme or group of master's programmes in question. The Faculty Board appoints the members of the Board of Admissions for a term of two years. Reappointment is permitted.
3. The Board of Admissions has the tasks that it has been assigned by or under the Leiden University Regulations for Admission to Master's Programmes. It provides substantiated advice to the Faculty Board according to the procedure established by the Faculty Board. In formulating its advice, the board takes into consideration the rules laid down in the Act as well as in the University and Faculty regulations on admitting students to the programme. The board informs the Faculty Board of its advice within a reasonable period of time. The Faculty Board subsequently decides on the application for admission.
4. Should a student lodge an appeal against an admission decision, the Faculty Board will seek the advice of the Board of Admissions. In its advice, the Board of Admissions observes the provisions of the paragraph three.
5. The Board of Admissions draws up an annual report of its activities for the Faculty Board; the annual report contains an overview of the decisions it has taken that year on behalf of the Faculty Board.

Article 27. Programme Committee

1. The Faculty Board appoints a Programme Committee for each of the Faculty's programmes (minors and other programme components) or group of programmes.
2. The Programme Committee has the duties assigned to it in the Act.
3. The Programme Committees for the programmes of the Faculty comprise no fewer than four and no more than 10 members.
4. Half of the members of a Programme Committee are students. They are chosen for a period of one year by and from the students who are enrolled in the programme(s) in question, and appointed by the Faculty Board. Students are chosen on the basis of elections organised by the relevant Programme Board.
5. Half of the members of a Programme Committee are staff members. The staff members are appointed by the Faculty Board for a period of two years from among the staff members who are responsible for teaching the programme(s) in question. Reappointment is permitted. The Faculty Board appoints staff members of the Programme Committee on basis of a nomination by the Programme Director/Chair of the Programme Board of the relevant programme(s).
6. Prior to the end of the appointment term of student members and staff members, the composition of the Programme Committee described in paragraphs 3 and 4 is discussed in the Faculty Council. The Faculty Board and Faculty Council jointly decide whether this composition should be retained or modified.
7. The Faculty Board allows the Programme Committee to use those facilities to which it can have access and which it can reasonably be expected to need to carry out its tasks. For a period of time to be specified by the Faculty Board following consultation with the Faculty Council, the members of the committee are given the opportunity to receive the training they need to carry out their tasks. The staff members of the Programme Committee are given the opportunity to follow this training in working hours with retention of salary. The costs of this training are for the account of the Faculty.

Article 28. Board of Examiners

1. The Faculty Board appoints a Board of Examiners for each programme or group of programmes. The Board of Examiners is the body that determines, in an objective and professional manner, whether a student meets the conditions set by the Course and Examination Regulations in terms of the knowledge, understanding and skills required to obtain a degree.
2. The Faculty Board appoints members to the Board of Examiners on the basis of their expertise in the field of the programme or group of programmes in question. At least one member should be a lecturer on the programme or one of the programmes belonging to the group of programmes, and one member should come from another programme or group of programmes (external member). The members are appointed for a term of at least two years. The board should comprise no fewer than three and no more than six members. Reappointment is permitted. The Board of Examiners designates a chair from among its members. In the event of an even number of members, the chair has the casting vote.
3. Before appointing a member, the Faculty Board consults with the members of the relevant Board of Examiners. If the majority of the members of the Board of Examiners object to the intended appointment, the Faculty Board submits an alternative proposal to the Board of Examiners.
4. Membership of the Board of Examiners is incompatible with membership of the Faculty Board, the board of the programme or group of programmes in question and of the Board of Admissions of that programme.
5. The Board of Examiners is independent and its members carry out their duties unhindered.

6. The Board of Examiners formulates provisions regarding the execution of its tasks and responsibilities and the relevant measures that it can take.
7. The Board of Examiners issues an annual report of its activities and submits this report to the Faculty Board.
8. Without prejudice to the relevant provisions in the Act and the Course and Examination Regulations, the Board of Examiners is responsible for:
 - a. guaranteeing the quality of the examinations and final examinations;
 - b. establishing rules and regulations within the scope of the Course and Examination Regulations for assessing and determining the result of examinations and final examinations;
 - c. granting permission to individual students to follow a flexible programme, as referred to in Article 7.3d of the Act, the final examination of which leads to a degree. The most appropriate Board of Examiners grants this permission. The Board of Examiners also indicates to which of the institution's programme the programme is considered to belong for the application of this Act;
 - d. granting exemption from one or more examinations for one of the reasons cited in the Course and Examination Regulations;
 - e. deciding in individual cases to extend the validity of examinations passed, as specified in the Course and Examination Regulations;
 - f. deciding in exceptional cases that examinations will be held orally, in writing or in another manner, otherwise than prescribed in the Course and Examination Regulations;
 - g. deciding in exceptional cases that an examination will not be held in public, otherwise than prescribed in the Course and Examination Regulations;
 - h. granting exemption from the obligation to carry out practical exercises, possibly setting alternative requirements, in view of admission to the examination in question;
 - i. approving the choice of optional components of the programme made by individual students;
 - j. granting access, at the request of a student and with due regard for the relevant provisions in the Course and Examination Regulations, to one or more of the components of the final examination before the student has passed the propaedeutic examination of the programme in question;
 - k. with regard to students who have been granted exemption from the prior qualifications requirement as provided for in Article 7.24 of the Act on the basis of possession of a diploma issued outside the Netherlands or who have been granted exemption from the entry requirement for the post-propaedeutic phase of the programme, insofar as the Faculty Board has set this as a condition for sitting examinations or components of these, deciding that proof has been furnished of a sufficient command of the Dutch language in order for a student to be able to successfully follow the programme;
 - l. issuing, on behalf of the Faculty Board, the binding study advice as provided for in Article 7.8b of the Act;
 - m. issuing the degree certificate and supplement, as provided for in Article 7.11 of the Act, as proof that the final examination has been passed;
 - n. issuing a statement that lists at least the examinations that the student has passed in the event that the student has passed more than one examination but cannot be issued with a degree certificate as provided for under m;
 - o. taking measures and imposing sanctions if a student or external candidate has committed fraud.

Chapter 5. Research

Article 29. General/Objectives

- a. The Faculty includes a Graduate School called the Leiden University Graduate School of Governance & Global Affairs.
- b. All PhD candidates (including external PhD candidates) take part in the Graduate School.
- c. The Graduate School is responsible for establishing the curriculum.

Article 30. Board

- a. The Faculty Board member responsible for Research also acts as the Dean of the Graduate School.
- b. The Dean is the chair of the Graduate School Board and is advised by the academic directors and the Director of the Dual PhD Centre. Together, they form the Graduate School Board.
- c. The academic director is responsible for decisions regarding admission to the Graduate School.
- d. The Graduate School Board meets at least four times a year to discuss any matters relating to the Graduate School.
- e. The meetings of the Board are chaired by the Dean and are not open to the public. The minutes of the Board are not public unless the Board decides otherwise.

Article 31. Tasks

- a. The Graduate School facilitates and registers admission of PhD candidates to the PhD track, keeps track of progress (Training and Supervision Plan, annual interviews) and PhD defence formalities, offers PhD students a training programme and organises seminars and lectures.
- b. The Dean appoints a confidential adviser for PhD candidates.

Article 32. Training and Supervision Plan

- a. The academic director makes sure that for every PhD candidate admitted to the Graduate School a Training and Supervision Plan is formulated by the relevant thesis supervisor.
- b. The Training and Supervision Plan is formulated in such a way that the PhD track can be completed with a PhD defence within the agreed time period.

Chapter 6. Centres of expertise

Article 33. Centres of expertise

The Faculty Board may, in consultation with internal or external partners, establish a centre of expertise to strengthen and supplement the profile and strategy of the Faculty and the associated research and teaching activities. At the same time, the Faculty Board may, in consultation with the Executive Board, grant a centre of expertise a broader, university-wide focus or mission.

Article 34. The director of a centre of expertise

1. A centre of expertise is managed by a director.
2. The director is appointed by the Faculty Board, insofar as this authority has not been mandated to other organisations within the University. In relevant cases, the director is replaced by another staff member; this requires the approval of the Faculty Board.
3. The director is responsible for the management and administration of the centre. The director determines the budget of the centre with due regard for the relevant guidelines issued by the Faculty Board. The director exercises the authority that the Faculty Board has mandated to him or her for the personnel, financial and general administration with due regard for the relevant provisions in the Executive and Management Regulations and the further mandate regulations established by the Faculty Board.
4. The director promotes the alignment of the work of the staff who work at the centre and holds periodical work meetings for this purpose.
5. The director is responsible for monitoring and implementing the strategy of the centre and the quality of the services and/or products supplied.
6. The director makes a proactive contribution to Faculty strategy and meets periodically, but at least twice per year, with the Faculty Board to discuss matters that specifically affect the centre.
7. The director represents the centre within and outside the Faculty.

Chapter 7. The Faculty's support organisation

Article 35. The Faculty Office

1. The Faculty has a central support service, called the Faculty Office, for its teaching, research and administration.
2. The Faculty Office is responsible for coordinating and monitoring the quality of the support services and for contributing to the Faculty strategy with regard to:
 - a. The teaching policy and teaching processes
 - b. The research policy and research
 - c. Management support
 - d. Facilities
 - e. Financial economic matters
 - f. Accommodation
 - g. Information provision and automation
 - h. Marketing and communication
 - i. Human resources policy and administration
3. For the topics mentioned in paragraph two of this Article, the Faculty Office also has duties concerning operational scope, policy development and policy implementation, consultancy, assessment and administration.
4. Under the guidance of the Faculty Board member responsible for operational management, the Faculty Office performs tasks related to the academic institutes, the centres of expertise and the teaching organisation.

Chapter 8. Employee participation

Section 8.1 The Faculty Council

Article 36. Responsibilities and powers of the Faculty Council

1. The Faculty has a Faculty Council.
2. The Faculty Council is authorised to put forward proposals and make known its position on all matters in which the Faculty Board is authorised to take decisions.
3. The Faculty Board issues a substantiated response to any proposal referred to in the second paragraph within three months. It gives the Faculty Council the opportunity for consultation in advance.
4. The Faculty Board provides the Faculty Council, in good time and if so requested, with information on all matters concerning the Faculty that it reasonably requires to fulfil its task, unless there are serious reasons, substantiated by the Faculty Board, for not doing so.
5. The Faculty Council receives at the start of the academic year information on:
 - a. the organisation of the Faculty;
 - b. the key points of the policy adopted by the Faculty;
 - c. the policy implemented in the previous year and future policy
 - d. external consultation assignments;
 - e. developments in staffing.

Article 37. Right of consent of the Faculty Council

The Faculty Board requires the prior consent of the Faculty Council to all decisions to adopt or amend:

- a. the strategic long-term plan;
- b. the general lines of the Faculty budget;
- c. the further organisation of and policy concerning quality assurance in the Faculty;
- d. the Faculty Regulations;
- e. the Course and Examination Regulations of each programme in the Faculty with the exception of:
 - determining the content of the programmes and the final examinations,
 - the learning outcomes,
 - the structure of practical exercises,
 - the study load,
 - the organisation of matters that fall under the Model University Course and Examination Regulations that were adopted by the Executive Board and serve as a guideline.

Article 38. Right of advice of the Faculty Council

1. The Faculty Board should obtain the advice of the Faculty Council in good time before reaching decisions on:
 - a. the Faculty budget;
 - b. the reorganisation of the Faculty;
 - c. structural collaboration with partners within or outside the University;
2. The advice should be obtained at such a point in time that it can have a substantial influence on the decision to be taken.

Article 39. Composition of the Faculty Council

1. The Faculty Council comprises eight members, half of whom are elected by and from the staff of the Faculty and half by and from the students of the Faculty.

2. The election of the members of the Faculty Council takes place according to the electoral regulations for faculty and employee councils established by the Executive Board, using the list system specified in these regulations.

Article 40. Term of office of the Faculty Council

1. The term of office of the Faculty Council begins on 1 September and ends on 31 August of the following year.
2. The student members are elected for one term of office and the staff members for two.
3. Members who assume a seat that has become free during the term of office are appointed for the remainder of the term of the member that they replace.
4. Following a term of office, resigning members retain their membership until such time as the results of new elections become effective.
5. Resigning members are immediately eligible for re-election.
6. In a year in which no regular elections are held for the staff section, if there are any vacant staff member seats due to a lack of candidates at least one month before the reference date as referred to in Article 5, first paragraph, of the electoral regulations for faculty and employee councils, interim elections are held for these vacant seats. These members are elected for one term.
7. After an interim election, as referred to in the sixth paragraph, vacancies in the Faculty Council, as referred to in Article 43 of the electoral regulations for faculty and employee councils, are filled on the basis of the report establishing the result of the regular elections and subsequently, insofar as the vacancy cannot be filled on the basis of this report, on the basis of the report establishing the result of the interim election.
8. In accordance with the provisions of Article 41 of the electoral regulations of faculty and employee councils, apart from when the term of office ends, membership of the Faculty Council ends through:
 - a. the written resignation of a Council member, directed to the Faculty Board
 - b. the Council member leaving the Faculty
 - c. the Council member leaving the staff section in which the member was elected to the Council

Article 41. Working method of the Faculty Council

1. The Faculty Council may convene at any time for deliberation.
2. The Faculty Council convenes at least four times per year, and no more than ten times per year, and furthermore as often as the Faculty Board or at least four members of the Faculty Council request, having provided written confirmation of the matters to be covered, to discuss the general state of affairs in the Faculty in a consultation meeting with the Faculty Board.
3. If at least four members of the Faculty Council have requested that the Faculty Council convenes for a consultation meeting, this meeting is held within five days of receipt of the request by the Faculty Board.
4. The consultation meeting between the Faculty Board and the Faculty Council is chaired by the Dean.
5. The Council issues a written annual report of its activities and ensures that all individuals involved in the Faculty can inspect this report.

Article 42. Rules of Procedure

1. In compliance with the provisions of these regulations, the Faculty Council establishes rules of procedure for its meetings. These include at least rules pertaining to:
 - a. the appointment of the chair of the Faculty Council;
 - b. convening meetings;
 - c. the term for conveying the meeting papers;

- d. the manner of deliberating and deciding, including the quorum;
 - e. the manner of consultation with regard to the appointment and dismissal of the Faculty Board;
 - f. the signing of resolutions;
 - g. how the minutes are structured and passed;
 - h. how information is acquired, either during or outside a meeting;
 - i. public and non-public meetings.
2. The Rules of Procedure of the Faculty Council apply equally to the meetings of the staff section of the Faculty Council.

Article 43. Experts

1. The Faculty Council may invite one or more experts to its meetings to discuss a particular matter.
2. The Faculty Council may also ask an expert to issue written advice.
3. If this advice incurs any costs other than those that the Faculty Council can cover from the funds that it has available, the invitation may not be issued until the Faculty Board has given its approval.

Article 44. Support for the Faculty Council

1. The Faculty Board is responsible for providing the necessary administrative and secretarial support to the Faculty Council.
2. The Faculty Board is responsible for making the agendas and meeting minutes of the Faculty Council available in an accessible place in the Faculty so that interested parties can inspect them.
3. The members of the Faculty Council are given the opportunity to receive training they need to carry out their tasks for a period of time to be determined collaboratively by the Faculty Board and the Faculty Council. The staff members of the Faculty Council are given the opportunity to follow this training in working hours with retention of salary.
4. The costs that are reasonably necessary for carrying out the tasks of the Faculty Council, including support and training as referred to in this article, are for the account of the Faculty.

Article 45. Protection of the members of the Faculty Council

1. As regards the Faculty Council, the Faculty Board ensures that the members of the Faculty Council are not prejudiced in their position in the Faculty on account of their membership of the Council. The same duty applies with regard to aspiring members and former members of the Faculty Council.
2. The Faculty Board ensures that the units to which the staff members of the Faculty Council belong give them the opportunity to carry out their duties as members of the Faculty Council as fitting.
3. If it becomes clear that a meeting or part of a meeting concerns the personal interest of one of the members of the Council, the Council may decide that the member in question will be excluded from the meeting or part of it. The Council subsequently also decides that the matter in question will be handled in a closed meeting.

Section 8.2 The staff section of the Faculty Council

Article 46. Right of advice of the staff section of the Faculty Council

1. The Faculty Board gives the staff section of the Faculty Council timely opportunity to advise and consult with the Faculty Board on any proposed or amended policy with regard to:
 - a. the way in which the conditions of employment are observed in the Faculty;
 - b. the way in which the general human resource policy is enacted at the Faculty;
 - c. the promotion of health, safety and welfare in relation to work in the Faculty;
 - d. the organisation and method of working at the Faculty;
 - e. the technical and economic performance of the Faculty.
2. The staff section of the Faculty Council appoints a chair from among its members for its meeting.
3. The Rules of Procedure of the Faculty Council apply equally to the meetings of the staff section of the Faculty Council.

Article 47. Right of consent of the staff section of the Faculty Council

The Faculty Board requires the prior approval of the staff section of the Faculty Council for all measures planned by the Faculty Board concerning the development or amendment of policy, on which the staff section has issued its advice, as referred to in Article 46, and insofar as these measures affect the Faculty in particular and have been allocated to the relevant authority of the Faculty Board.

Article 48. Proposals by the staff section of the Faculty Council

The staff section of the Faculty Council may submit proposals to the Faculty Board on all matters referred to in Article 46. The Faculty Board issues a substantiated response within four weeks. Prior to this, the staff section is given the opportunity to consult with the Faculty Board.

Chapter 9: Planning & Control

Article 49. Strategic long-term plan and planning figures

1. The Faculty Board draws up a strategic long-term plan at least once every four years, following consultation with the academic directors. This plan will take into account the current strategic plan.
2. With regard to the period of four years, the plan at least includes:
 - a. the plans with regard to the various tasks of the Faculty and
 - b. the long-term estimates of the resources of the Faculty.
3. The plan includes a staffing plan.
4. Each year the Faculty Board provides the Executive Board with a forecast of relevant planning figures for the framework policy document.

Article 50. Budget and accountability

1. Each year the Faculty Board, having consulted the academic directors, draws up a long-term budget on the basis of the strategic long-term plan, with due regard for the directives issued by the Executive Board.
2. In determining the allocation of resources within the Faculty, the Faculty Board follows as far as possible the system adopted by the Executive Board for the allocation of resources to the faculties.
3. The Faculty Board issues a statement of income and expenditure three times per year. This statement includes the provisional and achieved financial figures for the year in question. In addition, it specifies the measures that have been taken in order to comply with the budget. The financial statement for the last quarter also serves as the annual financial statement.

Article 51. Quality assurance

1. The Faculty Board ensures that the framework and protocols established by the Executive Board concerning the organisation and implementation of quality assurance of teaching and research in the Faculty are implemented within the Faculty.
2. The Faculty Board ensures that it has regular access to reports on both the functioning of the quality assurance and the quality of teaching and research achieved in the Faculty. The Board brings these reports to the attention of the Faculty Council.
3. On the basis of the reports referred to in the second paragraph, the Faculty Board, having consulted with the relevant academic directors, draws up an action plan to remedy any shortcomings in the quality of the teaching and research that have been identified in the reports.

Chapter 10 other provisions

Section 10.1 Complaints

Article 52. Digital complaint box

1. Any student may submit a complaint (category: other) through the digital complaint box. The digital complaint box can be accessed via <http://studenten.leidenuniv.nl> by clicking in the right column on Digital Complaint Box or via:
<http://organisatie.leidenuniv.nl/stroomschema/over-het-digitaal-klachtenloket-1-1.html>. The digital complaint box explains to students where and how they can submit an objection, an administrative appeal or a complaint about undesirable conduct. Students with other complaints can click on 'Complaint coordinator' in the complaint to send their complaint by e-mail to the complaint coordinator of the relevant faculty.
2. The procedure for handling these complaints is specified in the Leiden University regulations on other complaints at
<https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-other-types-of-complaints>

Section 10.2 Concluding and transitional provisions

Article 53. Interpretation of the regulations

1. In the event of a difference of opinion on the interpretation of one or more articles in these regulations, the Faculty Board has the final say.
2. In cases related to any matters covered in these regulations that these regulations do not address, the Faculty Board has the final say.

Article 54. Entry into force and publication

1. These regulations and any amendments to these regulations enter into force on 1 January 2016.
 - a. These regulations were adopted by the Faculty Board on 7 December 2015 and were approved by the Executive Board in a letter dated 16 December 2015.
 - b. Changes to these regulations were
 - adopted by the Faculty Board on 29 November 2016 and approved by the Executive Board in a letter dated 7 February 2017
 - adopted by the Faculty Board on 6 June 2017 and approved by the Executive Board in a letter dated 5 September 2017.Changes only enter into force once they have been adopted by the Executive Board.
2. The Faculty Board immediately advises in writing the Faculty Council, the Programme Committee, the academic directors of the institutes, the Institute Boards and the research boards of the approval of these regulations. The Faculty Board is responsible for the further distribution of the Faculty Regulations.
3. Following approval as referred to in the first paragraph, these regulations will be published in Dutch and as a translation in English on the University website.

Article 55. Official title

The official title of these regulations is: Regulations of the Faculty of Governance and Global Affairs.