

Regulations

Faculty of Social and Behavioural Sciences

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Chapter 1. General

Article 1. Name of the Faculty

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

Article 2. Institutes

The Faculty comprises the following Institutes:

- a. Centrum voor Wetenschaps- en Technologiestedies (Centre for Science and Technology Studies)
- b. Culturele Antropologie en Ontwikkelingsociologie (Cultural Anthropology and Development Sociology)
- c. Pedagogische Wetenschappen (Education and Child Studies)
- d. Politieke Wetenschap (Political Science)
- e. Psychology (Psychology)

Article 3. Degree programmes at the Faculty

1. The Faculty comprises all bachelor's and master's programmes that, according to the Leiden University Register of Degree Programmes (Leids Universitair Register Opleidingen), are part of Faculty of Social and Behavioural Sciences, as well as the Faculty's doctoral programmes.
2. The Faculty offers degree programmes both in Leiden and in The Hague.

Article 4. Definitions

1. In these Regulations, WHW refers to the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).
2. In these Regulations, BBR refers to the Leiden University Executive and Management Regulations (Bestuurs- en Beheersreglement Universiteit Leiden, BBR).
3. Where terms used in these Regulations also occur in the WHW and/or the BBR, they shall have the meaning ascribed to them in the WHW or the BBR, respectively.

Chapter 2. Faculty Board

WHW

- 9.5 A university's executive board may establish guidelines for the purpose of organising and coordinating the exercise of the powers referred to in Articles 9.14, paragraph 3 and 9.15, paragraph 1.
- 9.12.1 The provision of teaching and the conducting of research take place at the faculty. The faculty is headed by the dean of the faculty.
- 9.12.2 Notwithstanding paragraph 1, the executive and management regulations may determine that a faculty can be headed by a faculty board consisting of the dean of the faculty, who will also be the chair, and one or more other members. If the first sentence has been applied, in this title [...] 'dean' shall also be taken to refer to the faculty board. If a faculty is headed by a board consisting of several members, a student shall be given the opportunity to attend the meetings of the board and shall have an advisory role at these meetings [...].

BBR

- 17.1 A faculty shall be headed by a faculty board consisting of the dean, who will also be the chair, and up to four other members, including a student.

WHW

- 9.12.4 A member of the faculty board may not also be a member of the faculty council of that faculty.
- 9.13.1 The dean is appointed, suspended, and dismissed by the executive board. The appointment shall be for a term to be determined by the executive board.
- 9.13.2 Before proceeding with the appointment or dismissal of the dean, the executive board shall confidentially consult with the faculty council [...]. The consultation shall take place at such a time that it may substantially influence the decision-making process.
- 9.13.4 The dean holds the status of professor.
- 9.14.1 The dean is charged with the general management of the faculty. Further, the dean is charged with the administration and organisation of the faculty for teaching and scientific and scholarly practice.

Article 5. Composition of the Faculty Board

1. The Faculty is headed by a Faculty Board, which is appointed by the Executive Board.
2. This board is composed of the Dean, who is also the chair; the Director of Operational Management; and a maximum of three other members, including a student. The teaching and research portfolios are divided among the members of the board. The student participates in meetings of the Faculty Board in an advisory capacity. The appointment of the other members must be approved by the Dean.
3. The Dean holds the status of professor. The other members of the Board, with the exception of the Director of Operational Management and the student, are preferably appointed from among the academic staff of the Faculty.
4. The members of the Faculty Board are appointed by the Executive Board; the student member is appointed for one year. Reappointment is possible.
5. Before appointing or dismissing a member of the Faculty Board, the Executive Board consults confidentially with the members of the Faculty Council regarding the proposed appointment. With the exception of the appointment of the Dean, the Executive Board can instruct the Dean to consult with the Scientific Directors and Faculty Council on behalf of the Executive Board.
6. Notwithstanding the responsibility of the Faculty Board as a whole for its decisions and actions, the Faculty Board determines the areas of responsibility for each of the members of the Board individually. The Faculty Board notifies the Executive Board of the division of areas of responsibility among its members, and of any changes to this.

Article 6. Responsibilities of the Faculty Board

1. The Faculty Board is responsible for the general management of the Faculty as a whole. The Faculty Board is responsible for the administration, organisation, teaching, and scientific and scholarly practice of the Faculty and for the interrelation of all these areas.
2. The Faculty Board takes into account the guidelines formulated by the Executive Board in accordance with Article 9.5 WHW.
3. The Faculty Board is accountable to the Executive Board. It provides the Executive Board with information concerning the Faculty as and when requested.
4. The Faculty Board, in coordination with the Executive Board and Faculty Council, is responsible for developing the Faculty's strategy and monitoring the implementation of that strategy.
5. The Faculty Board is responsible for the administration of the Faculty. The Dean and the Director of Operational Management each have a particular role, in light of their responsibilities, with respect of the operational and/or financial management of the Faculty. The Executive Board provides the Faculty Board with a mandate with regard to personnel, financial, and general administration, in accordance with the stipulations of the BBR and the mandate procedures applicable to the Faculty Board. The Faculty Board may delegate these powers. In that case, it will establish a specific mandate for this purpose.
6. Long-term strategic plan and planning figures:
 1. At least once every six years, the Faculty Board draws up a long-term strategic plan, after consultation with the boards of the Institutes at the Faculty. In doing so, it takes into account the current strategic plan.
 2. For the period in question, the plan includes at least: a) the plans regarding the Faculty's various tasks, b) a long-term estimate of the Faculty's resources, and c) a personnel plan, including a plan for academic chairs.
 3. Each year the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the framework policy document.
7. Budget and financial accountability:
 1. Each year, on the basis of the strategic long-term plan and the budgets agreed by the Institutes in accordance with Article 11, paragraph 4, the Faculty Board draws up a long-term budget after consultation with the Institute Boards and with due observance of the guidelines of the Executive Board. The budget includes items individually specified for each of the Institutes listed in Article 2, and the Administration and Management departments.
 2. Three times a year, the Faculty Board draws up a statement of income and expenditure. This statement indicates the financial figures anticipated for the year in question. In addition, it specifies the measures taken to adhere to the budget. The Faculty Board draws up an annual financial report in accordance with the Executive Board's guidelines.
8. Quality assurance:
 1. The Faculty Board ensures that the Faculty implements the frameworks and protocols established by the Executive Board with regard to the organisation and application of quality assurance regarding teaching and research at the Faculty.
 2. It is the Faculty Board's responsibility to ensure that each Institute Board reports once a year on both the functioning of the quality assurance and the quality achieved in the teaching and research within the Faculty. The Faculty Board conveys the content of these reports to the Faculty Council.
 3. On the basis of the reports referred to in paragraph 2 above, the Faculty Board, having consulted with the relevant Institute Boards, draws up a plan to remedy any shortcomings identified in the reports in relation to the quality of the Faculty's teaching and research.

9. Tasks in the field of teaching and research mandated by the Executive Board may be delegated by the Faculty Board to the Institutes.
10. With a view to the general management of the Faculty, the Faculty Board may, after consultation with the boards in question, set guidelines for the Boards of the various Institutes, as well as for the Programme Boards.
11. In their decision-making, the members of the Faculty Board strive for consensus. In the event of differences of opinion within the Faculty Board, the Dean has the deciding vote.
12. The Dean is responsible for the coordination and integration of the decision-making of the Faculty Board.
13. The Faculty Board participates in the governance of the University by, among other things, consulting with the Executive Board regarding the preparation of the strategic plan and budget.
14. The Faculty Board consults regularly with the boards of the Institutes collectively on governance, management, and strategy.

Article 7. Replacement in the event of absence

The Faculty Board arranges for a replacement in the event of the absence of one of its members. A member of the Faculty Board may only be replaced by another member of the Faculty Board or by the Scientific Director of an Institute.

Article 8. Participation in joint study programmes or institutes

1. If the Faculty participates in a joint study programme with one or more other faculties within the University or beyond, the Faculty Board determines the Faculty's contribution to the administration and resource allocation of the programme in question.
2. The provisions of the first paragraph apply mutatis mutandis to participation in an interfaculty or interuniversity institute or in an interfaculty or interuniversity research school.

Article 9. Meetings and associated documents

1. Faculty Board meetings are not public unless the Board decides otherwise. The actions of the Faculty Board are based on the principle of transparency in policy- and decision-making. Agendas, documents, and reports within the organisation are shared with the relevant employees for the process in question.
2. The Faculty Board regularly provides the Institute Boards and the Faculty Council with an overview of the issues discussed and decisions made at its meetings.

Chapter 3. The Institutes of the Faculty

Article 10. Composition of the Institute Boards of the Centre for Science and Technology Studies, and the Institutes of Cultural Anthropology and Developmental Sociology; Education and Child Studies; Political Science; and Psychology

1. Each Institute is headed by an Institute Board, which is appointed by the Faculty Board.
2. This Institute Board consists of the Scientific Director, who is also the chair, and a maximum of three other members. In special situations, the Faculty Board may appoint up to two additional Board members for a limited time, with specifically defined duties.
3. The Scientific Director is preferably appointed from among the professors working at the Institute. The other members of the Board are preferably appointed from among the staff of the Institute in question.
4. Members of the Institute Board are appointed for a maximum of three years. Reappointment is possible.
5. Before appointing or dismissing a member of the Institute Board, the Faculty Board consults confidentially with the members of the Institute Council regarding the proposed appointment.
6. Notwithstanding the responsibility of the Institute Board as a whole for its decisions and actions, the Board determines the areas of responsibility for each of its individual members. The Institute Board submits the allocation of these areas of responsibility and any changes in this allocation to the Faculty Board for approval.

Article 11. Responsibilities of the Institute Boards

1. The Institute Board is responsible for the management and organisation of the Institute. For further organisation of these matters, after consultation with the Institute Council, the Institute Board establishes the Institute's regulations; these must be approved by the Faculty Board.
2. The Institute Board is accountable to the Faculty Board and provides the Faculty Board with information as requested.
3. The Institute Board, in coordination with the Faculty Board and the Institute Council, is responsible for implementing the Faculty's strategy at the Institute level.
4. The Institute Board is responsible for the administration of the Institute. It draws up the long-term budget of the Institute each year, in accordance with the relevant guidelines of the Faculty Board. With respect to the Institute, it exercises the powers delegated to it by the Faculty Board with regard to human resource management, financial management, and general management, with due observance of the relevant provisions of the BBR, the mandate regulations applicable to the Faculty Board, and the further mandate regulations adopted by the Faculty Board as referred to in Article 6, paragraph 5.
5. The Institute Board manages the activities of the members of the Institute. To this end, the Institute Board may give directions to the members of the Institute. The Institute Board also facilitates coordination regarding the content of the activities of those working at the Institute.
6. The Institute Board is responsible for the quality of the contributions made by the Institute to the teaching in the individual degree programmes, as well as for the quality of the doctoral programmes and the research conducted by the Institute.
7. The Institute Board promotes coherence of teaching and research in the Institute's field.
8. In their decision-making, the members of the Institute Board strive for consensus. In the event of differences of opinion in the Institute Board, reflected by a tied vote, the Scientific Director has the casting vote.
9. The Scientific Director is responsible for the coordination and integration of decision-making within the Institute.
10. The Institute Board participates in the governance of the Faculty by, among other things, consulting with the Faculty Board regarding the preparation of the strategic plan and budget.

Article 12. Research

1. The Institute Board is responsible for the organisation and integration of research within the Institute. It sets out the Institute's research programme, taking due account of the guidelines referred to in Article 6. It is responsible to the Faculty Board for the proper implementation of that research programme.
2. The Institute Board is responsible for fulfilling the Institute's agreed share of the relevant interfaculty or interuniversity research school.

Article 13. Institute Council

1. Each Institute has an Institute Council.
2. The Institute Board consults regularly with the Institute Council on matters concerning the Institute. The Council is given the opportunity to advise the Institute Board on, in any case, the Institute's budget, any proposed reorganisation of the Institute, or any structural cooperation with partners outside the Institute.
3. The size and composition of the Institute Council, and the powers it exercises, are regulated further in the Institute's regulations, on the understanding that the Institute Council cannot be granted powers that belong to the Programme Committee(s), the Faculty Council, or the staff section of the Faculty Council.

Chapter 4. Graduate School

Article 14. Duties and administration of the Graduate School

1. The Faculty includes a graduate school called the Leiden University Graduate School for Social and Behavioural Sciences. The Graduate School is formed by the Faculty's Institutes, listed in Article 2.
2. The Graduate School encompasses the Institutes' doctoral programmes.
3. The Graduate School is responsible for (a) facilitating doctoral programmes; (b) organising recruitment and intake of PhD candidates for doctoral programmes; (c) assessing admission to doctoral programmes; (d) monitoring the quality, efficiency, and integrity of doctoral programmes and the quality of supervision, as well as the progress of PhD projects; and (e) facilitating and monitoring the training programme for PhD candidates.
4. The head of the Graduate School is the Dean of the Faculty. If so desired, the Dean may delegate the day-to-day management of the Graduate School to a Graduate School Director (a member of the academic staff of the Faculty).
5. At the proposal of the Dean, the Faculty Board, after consultation with the Institute Boards, will adopt further regulations with respect to the topics referred to in paragraph 3, subject to the provisions of the present Faculty Regulations. Insofar as these further regulations relate to admission to the doctoral programmes, they require the approval of the Doctorate Board.
6. The members of the Standing Committee for Research (Article 27) advise the Dean on matters concerning the Graduate School. In that capacity, they hold the title "Board of the Graduate School".
7. The Board of the Graduate School consults as necessary on all matters affecting the Graduate School.
8. Meetings of the Board are not public. The minutes of the Board's meetings are not public unless the board decides otherwise.

Article 15. Members of the Graduate School

All employees of the Faculty who are appointed as a professor, associate professor (UHD), assistant professor (UD), researcher, or PhD candidate are members of the Graduate School.

Article 16. Doctoral programmes

1. Formal admission to a doctoral programme is decided by the Dean. In reaching this decision, the Dean observes the relevant further regulations referred to in Article 14, Paragraph 3.
2. On behalf of the Dean, the Scientific Director of the Institute in question ensures that for each person admitted to a doctoral programme a training and supervision plan is drawn up by the person's prospective supervisor.
3. The training and supervision plan is structured in such a way that the PhD programme can be completed with a PhD degree within the period agreed.
4. The Graduate School ensures that those admitted to a doctoral programme have access to one or more confidential advisors.
5. The provisions of the preceding paragraphs apply mutatis mutandis to contract and external PhD candidates.

Chapter 5. Degree programmes

WHW

- 7.12. Board of examiners
1. Each degree programme or group of degree programmes at the educational institution has a board of examiners.
 2. The board of examiners is the authority that determines in an objective and expert manner whether a student meets the requirements set by the course and examination regulations with regard to the knowledge, understanding, and skills necessary to be awarded a degree.
- 7.12a. Appointment and composition of the board of examiners
1. The board of the educational institution appoints a board of examiners and appoints members based on their expertise in the field of the relevant degree programme or group of programmes.
 2. The board of the educational institution ensures that the independent and expert functioning of the board of examiners is sufficiently guaranteed.
 3. In appointing the members of the board of examiners, the board of the educational institution shall ensure that:
 - a. at least one member is a lecturer in the relevant degree programme or in one of the degree programmes included in the group of programmes;
 - b. at least one member comes from outside the degree programme in question or the degree programmes included in the group of programmes;
 - c. members of the board of the educational institution or persons who otherwise have financial responsibility within the institution are not appointed.
 4. Before appointing a member, the board of the educational institution consults with the members of the board of examiners in question.
- 7.12b. Duties and powers of the board of examiners
1. In addition to the duties and powers referred to in Articles 7.11 and 7.12, paragraph 2, the board of examiners has the following duties and powers:
 - a. assuring the quality of tests and examinations, notwithstanding Article 7.12c;
 - b. establishing guidelines and instructions within the scope of the course and examination regulations, as referred to in Article 7.13, to assess and determine the results of tests and examinations;
 - c. providing permission, from the applicable board of examiners, to a student to follow a particular degree programme that is compiled by the student pursuant to Article 7.3 d, and the examination of which leads to the attainment of a degree, and where the board of examiners must also indicate to which degree programme of the institution the programme in question is considered to belong for the application of this Act;
 - d. granting exemption from taking one or more examinations, and
 - e. assuring the quality of the organisation of tests and examinations and of the associated procedures.
 2. If a student or external student commits fraud, the board of examiners may deny the person concerned the right to take one or more tests or examinations, as designated by the board of examiners, for a period to be determined by that board, not exceeding one year. In the event of serious fraud, the board of the educational institution may, at the proposal of the board of examiners, permanently terminate the person's enrolment in the degree programme.
 3. The board of examiners shall adopt rules regarding the performance of the tasks and the exercising of the powers referred to in paragraph 1, subparagraphs a, b, and d, and paragraph 2, as well as on the measures the board may take in that regard. The board of examiners may determine, under conditions to be set by that board, that it is not necessary for every component examination to have been passed to establish that the candidate has achieved a pass in the examination as a whole.

4. If a student submits a request or complaint to the board of examiners involving an examiner who is a member of that board, the examiner involved shall not participate in the handling of the request or complaint.
 5. The board of examiners draws up a report of its activities each year. The board of examiners provides the report to the board or dean of the educational institution.
- 7.12c. Examiners
1. The board of examiners shall appoint examiners to conduct examinations and determine the results.
 2. The examiners shall provide the board of examiners with any information requested.
- 7.13. Course and examination regulations
1. The board of the educational institution establishes course and examination regulations for each degree programme or group of degree programmes offered by the institution. The course and examination regulations contain clear and sufficient information about the degree programme or group of programmes.
 2. Notwithstanding the other relevant provisions of this Act, the course and examination regulations set out the applicable procedures and rights and obligations per degree programme or group of programmes with respect to teaching and examinations. This includes at least:
 - a. the content of the degree programme and related examinations;
 - a1. the manner in which teaching in the degree programme in question is evaluated;
 - b. the content of specialisations within a degree programme;
 - c. the qualities, in terms of knowledge, understanding, and skills, that a student must have acquired on completion of the degree programme;
 - d. where necessary, the design of practical exercises;
 - e. the course load of the degree programme and of each of its constituent teaching components;
 - f. the detailed rules referred to in Article 7.8b, paragraph 6 and Article 7.9, paragraph 5;
 - g. to which master's programmes Article 7.4a, paragraph 8 applies;
 - h. the number and sequencing of examinations as well as the timepoints when they may be taken;
 - i. the full-time, part-time or dual structure of the degree programme;
 - j. where appropriate, the order in which, the time periods within which, and the number of times per academic year the opportunity is provided to take tests and examinations;
 - k. the detailed rules referred to in Article 7.10, paragraph 4;
 - l. whether the examinations will be taken orally, in writing, or in any other manner, subject to the authority of the board of examiners to determine otherwise in special cases;
 - m. the way in which students with a disability or a chronic illness shall reasonably be afforded the opportunity to take the examinations;
 - n. the extent to which an oral examination should be public, subject to the authority of the board of examiners to determine otherwise in special cases;
 - o. the period within which the results of an examination shall be announced, as well as whether and in what manner this period may be deviated from;
 - p. the manner and the period of time in which a person who has taken a written examination shall be allowed to inspect their assessed work;
 - q. the manner and the period of time in which an examination candidate may inspect the questions and assignments set or given in the context of a written examination and the standards applied in the assessment;
 - r. the grounds on which the board of examiners may grant exemption from taking one or more examinations, on the basis of previously passed tests or examinations in higher education, or of knowledge or skills acquired outside higher education;
 - s. where appropriate, that successful completion of certain examinations is a condition of admission to take other examinations;
 - t. where appropriate, the obligation to participate in practical exercises with a view to admission to take the examination in question, subject to the power of the board of

- examiners to grant exemption from that obligation, with or without the imposition of substitute requirements;
 - u. monitoring study progress and individual study coaching;
 - v. if applicable: the manner in which the selection of students for a special track within a degree programme as referred to in Article 7.9b is carried out, and
 - x. the actual structuring of teaching.
- 3. The course and examination regulations shall specify how a person can effect their right to pursue their bachelor's degree in higher professional education, as referred to in Article 7.8a, paragraph 5, and what requirements they must meet to do so.
- 7.14. **Assessment of course and examination regulations**
The board of the educational institution ensures that the course and examination regulations are evaluated regularly and, in order to monitor the study load and adjust it where necessary, weighs up the demands the regulations make on students' time.
- 9.17. **Degree programme boards**
 - 1. The dean shall provide for a multimember board for each of a faculty's degree programmes. Notwithstanding the first sentence, a programme director will suffice.
 - 2. If there is a multimember board, it shall include a student member.
 - 3. The faculty regulations set out detailed rules regarding the administration of the degree programmes.
 - 4. Membership of the board of a degree programme is not compatible with membership of the programme committee of the programme in question.
 - 5. For the application of this article, degree programme may be taken to include a bachelor's programme and one or more corresponding master's programmes.
- 9.18. **Programme committees**
 - 1. For each degree programme or group of programmes, a programme committee is appointed. The task of the committee is to give advice on fostering and safeguarding the quality of the degree programme. Further, the committee:
 - a. has a right of consent with respect to the course and examination regulations referred to in Article 7.13, with the exception of the subjects referred to in paragraph 2, sub a, f, h to u, and x, and of the requirements referred to in Article 7.28, paragraphs 4 and 5, and in Article 7.30b, paragraph 2;
 - b. has the task of annually assessing the manner of implementation of the course and examination regulations;
 - c. has a right of advice with respect to the course and examination regulations referred to in Article 7.13, with the exception of the subjects in respect of which the committee has the right of consent pursuant to subsection a; and
 - d. has the task of providing advice or making proposals, solicited or unsolicited, to the board of the degree programme, as referred to in Article 9.17, paragraph 1, and to the dean, on all matters concerning teaching in the degree programme in question.

The committee shall send the advice and proposals referred to in (d) to the faculty council for its information.
 - 2. Advice as referred to in paragraph 1d shall be subject, mutatis mutandis, to Article 9.35, opening words, and subparagraphs b, c and d.
 - 3. If the committee makes a proposal, as referred to in paragraph 1d, to the dean or to the board of the degree programme, the dean or the board shall respond to the proposal within two months of receipt.
 - 4. Article 9.31, paragraphs 3 to 8 inclusive, apply mutatis mutandis to the programme committee. In consultation between the board of the degree programme, or the dean and the faculty council, the faculty regulations may determine that the programme committee be composed in a manner other than by election. It will be established on an annual basis whether it is desirable to continue this other manner of composition.
 - 5. The programme committee is authorised to invite the board of the degree programme or the dean, respectively, at least twice a year to discuss the proposed policy on the basis of an agenda drawn up by the committee.

Article 17. General

1. The provisions of this chapter apply to all degree programmes at the Faculty.
2. The Faculty Board, with due observance of the relevant statutory regulations in the Faculty Regulations, draws up implementing regulations setting out how the administrative bodies of the degree programmes are to be appointed and composed.

Article 18. Course and Examination Regulations

The Faculty Board draws up course and examination regulations for each degree programme or group of programmes, regulating at least the matters referred to in Article 7.13 WHW. This follows the model course and examination regulations provided in the guidelines. The Faculty Board ensures that the various course and examination regulations are reviewed regularly.

Article 19. Programme Board

1. For each degree programme or group of programmes, the Faculty Board appoints a Programme Board.
2. A Programme Board consists of at least a director responsible for teaching and a student. The maximum number of members is determined by the Faculty Board. If applicable, the Programme Board shall elect a chair from among its members.
3. Members of a Programme Board are appointed for three years, with the exception of the student member, who is appointed for one year. Reappointment is possible.
4. With the exception of the student member, the members of the Programme Board are appointed from among the associate or assistant professors and lecturers involved in the degree programme in question.
5. The Faculty Board appoints members of the Programme Board on the recommendation of the board of the Institute in which the members are employed.
6. The Faculty Board shall appoint the student member of the Programme Board from among the students of one of the programmes that fall under the Board. The student referred to in the previous sentence may not also be a member of the Programme Committee of any of the programmes concerned. In preparing the nomination for the appointment of the student member, the Programme Board seeks the advice of the relevant Programme Committee. Before appointing, suspending, or dismissing the student member of a Programme Board, the Faculty Board consults the student members of the relevant Programme Committee.

Article 20. Responsibilities of the Programme Board

1. The Programme Board is responsible for the organisation and integration of the teaching provided in implementation of the relevant Course and Examination Regulations.
2. The Programme Board provides advice, whether solicited or unsolicited, to the Faculty Board on the adoption or amendment of the Course and Examination Regulations.
3. The Programme Board, after consultation with the relevant Programme Committee, annually establishes the teaching programme for further implementation of the Course and Examination Regulations.
4. The Programme Board submits a proposal for the teaching programme (including staffing) to the Institute Board for approval.
5. The Programme Board consults regularly with the Programme Committee on all matters concerning the teaching in the degree programme in question. It ensures that the Programme Committee has an opportunity to consult with it before that Committee issues a recommendation or evaluation.
6. The Programme Board is accountable to the Faculty Board. It provides the Faculty Board with any information requested.

Article 21. Programme Committee

1. For each degree programme or group of programmes, the Faculty Board establishes a Programme Committee.
2. The Committee has the tasks set out in Article 9.18 WHW.
3. The recommendations referred to in Article 9.18, paragraph 1 are sent by the Secretary of the Committee to the Faculty Council for its information.
4. The Programme Board consults regularly with the Programme Committee on all matters concerning the teaching in the degree programme or programmes in question.
5. The WHW makes elections mandatory for both bodies. The Faculty Board, in consultation with the Faculty Council, allows the Programme Boards to compose the Programme Committee by a method other than election. If a different method of composition is chosen, it is put on the agenda annually for discussion by the Faculty Council (Article 9.18, paragraph 4 WHW).
6. Half of each Programme Committee is made up of students. They are elected for one year by and from the students of the respective degree programme(s). Student members are chosen on the basis of elections to be organised by the relevant Programme Board.
7. Half of each Programme Committee is made up of teaching staff. They are elected for a two-year term by and from the staff charged with providing teaching in the relevant degree programme(s). Staff members are chosen on the basis of elections to be organised by the relevant Programme Board.
8. The Programme Committee elects a chair from among its members. The chair is elected from among the staff members of the Committee. Membership of the Committee is incompatible with membership of a Programme Board or of the Board of the Institute.
9. The Committee is supported by a Secretary from the relevant Institute.
10. The Faculty Board allows the Programme Committee to use the facilities they reasonably require to carry out their tasks. The members of the Committee are given the opportunity to receive the training they need to carry out their tasks; the amount of time given for this training is determined by the Faculty Board after consultation with the Faculty Council. Staff members of the Programme Committee are given the opportunity to undergo this training in working hours and with retention of salary. The costs of the training are paid by the Faculty.

Article 22. Board of Examiners

1. For each degree programme or group of programmes, the Faculty Board appoints a Board of Examiners. The Board of Examiners is the authority that determines in an objective and expert manner whether a student meets the requirements set by the Course and Examination Regulations with regard to the knowledge, understanding, and skills necessary to be awarded a degree.
2. The Board of Examiners has the tasks and powers set out in Article 7, paragraph 12 b WHW.
3. The Faculty Board appoints the members of the Board of Examiners on the basis on their expertise in the field of the relevant degree programme or group of programmes. At least one member is a lecturer in the degree programme or group of programmes in question, and at least one is from outside the degree programme or group of programmes (external member). The Board of Examiners consists of a minimum of three and a maximum of 10 members. Members are appointed for a term of at least two years. Reappointment is possible.
4. The chair of the Programme Board responsible for the degree programme(s) in question presents a nomination to the Faculty Board. Before appointing a member, the Faculty Board consults with the members of the Board of Examiners in question.
5. Subject to the legal provisions, the Course and Examination Regulations, and all other relevant regulations, the Board of Examiners is independent and its members are not restricted in the performance of their duties.
6. The Board of Examiners elects a chair from among its members.

7. The composition of the Board of Examiners is specified in the Regulations of each Institute, with due regard to Article 7.12a, paragraph 3, WHW.
8. The Board of Examiners draws up rules about how it performs its tasks and exercises its powers, as well as about the measures it can take in that regard.
9. The Board of Examiners draws up a report of its activities for each academic year. The Board of Examiners provides the report to the Faculty Board and a copy to the Programme Board.
10. Notwithstanding the relevant provisions of the WHW and the Course and Examination Regulations, the Board of Examiners has the following tasks and powers:
 - a. When appropriate, extending the period of validity stipulated in the Course and Examination Regulations for examinations that have been passed;
 - b. In special cases, determining whether an examination will be held orally, in writing, or in another manner, contrary to that stipulated in the Course and Examination Regulations;
 - c. In special cases, determining whether an examination will be held in public, contrary to that stipulated in the Course and Examination Regulations;
 - d. Providing an exemption, with or without setting replacement conditions, from the obligation to take part in practical exercises required for admission to the examination in question;
 - e. In individual cases, approving the choice of teaching components that form part of a degree programme;
 - f. At the request of a student and with due observance of the stipulations of the Course and Examination Regulations, granting permission to take one or more parts of the final examination before successful completion of the foundation year (propedeuse) examination of the degree programme in question;
 - g. Establishing, insofar as this has been stipulated by the Faculty Board as a condition for taking examinations or parts of examinations, that proof has been provided of sufficient command of the Dutch language to fruitfully participate in education by a person who has been granted an exemption for the educational entry requirement as referred to in Article 7.24 WHW on the grounds of a diploma issued outside the Netherlands, or where exemption has been granted from the entry requirement for the post-foundation year phase of the degree programme;
 - h. Issuing the (binding) study advice referred to in Article 7.8 b. WHW on behalf of the Faculty Board;
 - i. Issuing a certificate and a supplement as referred to in Article 7.11 WHW as evidence that the examination was passed;
 - j. In the event that a student has passed one or more examinations, but no certificate referred to under m. can be awarded to them, issuing a statement listing the examinations that the student has passed;
 - k. Taking measures and imposing sanctions if a student or external student commits fraud.

Article 23. Admissions Boards

- a. Admission to bachelor's degree programmes
 1. The Faculty Board appoints an Admissions Board for each bachelor's programme. The composition of the Admissions Board of the bachelor's programme may be the identical to the composition of the Admissions Board of the master's programme or group of master's programmes, as stipulated in paragraph b of this Article.
 2. The Faculty Board appoints members of the Admissions Board for a two-year term, on the recommendation of the Programme Board. Reappointment is possible.
 3. An Admissions Board consists of no fewer than three and no more than five members. The members are chosen from among the lecturers responsible for teaching the degree programme in question. Membership of the Admissions Board is incompatible with

membership of the Board of Examiners of the degree programme or group of programmes in question.

4. The Admissions Board elects a chair from among its members.
 5. The Admissions Board has the task of verifying that prospective students meet the entrance requirements stipulated. The Board sets out the reasons for its recommendations. In drawing up its decisions, the Admissions Board observes the statutory regulations and the University and Faculty guidelines on the admission of students to the degree programme in question.
 6. If a student appeals against an admissions decision, the Faculty Board seeks advice from the Admissions Board in question. In that event, the Admissions Board observes the provisions of paragraph 5.
- b. Admission to master's programmes
1. The Faculty Board appoints an Admissions Board for each master's programme or group of programmes in accordance with the provisions of the Leiden University Regulations on Admission to Master's Programmes.
 2. The Faculty Board appoints members of the Admissions Board for a two-year term, on the recommendation of the Programme Board. Reappointment is possible.
 3. An Admissions Board consists of no fewer than three and no more than five members. As stipulated in paragraph a of this Article, the composition of the Admissions Board of the master's programme or group of master's programmes may be the identical to the composition of the Admissions Board of the bachelor's programme. The members are chosen from among the lecturers responsible for teaching the degree programme or programmes in question. Membership of the Admissions Board is incompatible with membership of the Board of Examiners of the master's programme or group of programmes in question.
 4. The Admissions Board elects a chair from among its members.
 5. The Admissions Board has the tasks assigned to it by or under the Leiden University Regulations on Admission to Master's Programmes.
 6. If a student appeals against an admissions decision, the Faculty Board will seek advice from the Admissions Board in question. In that event, the Admissions Board observes the provisions of paragraph 5.

Article 24. Selection Board (in implementation of Article 7.53 WHW)

1. For each degree programme with a *numerus fixus*, the Faculty Board appoints a Selection Board.
2. The Faculty Board appoints the members of the Selection Board for a two-year term. Reappointment is possible.
3. A Selection Board consists of at least three members. The members are chosen from among the lecturers responsible for teaching the degree programme in question.
4. The Selection Board has the tasks assigned to it by or under the Selection and Placement Regulations of the degree programme in question. The Selection Board advises the Faculty Board.

Article 25. Student conduct in relation to future professional practice

1. At the request of and on the recommendation of the Programme Board or Board of Examiners of a degree programme, depending on the nature of the conduct or utterance in question, the Faculty Board can in special cases propose that the Executive Board terminate the enrolment of a student for the degree programme concerned or refuse enrolment, if the student through their conduct or utterances has demonstrated that they are unsuitable for practising one or more of the professions for which the programme trains the student, or for the practical preparation for professional practice. The Faculty Board includes the recommendation from the Programme Board or Board of Examiners, respectively, with its proposal.

2. In arriving at the proposal, the Faculty Board is guided by the *Protocol Iudicium Abeundi* established by the Executive Board, and by the standards of professional conduct applicable to the profession for which the programme prepares students.

Chapter 6. Other Faculty Units

Article 26. Central Faculty support services

1. The central Faculty services are responsible for coordinating, monitoring, supporting, and co-executing the activities of the Faculty. They contribute to framework development; policy development and implementation; provision of advice; monitoring; and administration. Further, the central Faculty services play a role in supporting the tasks to be performed by the various administrative bodies and co-determination bodies at the Faculty.
2. Where co-determination is concerned, staff of the support services are represented by the staff members of the Faculty Council.

Chapter 7. Committees

Article 27. The Standing Committee on Research

1. The Standing Committee on Research is made up of the Directors of Research of all the Institutes.
2. This Committee advises the Faculty Board on matters relating to scientific research. In any case, the Committee advises the Faculty Board on research policy, the further regulation of and policy regarding the assurance of the quality of research at the Faculty, policy regarding chairs and the establishment of special chairs, and the research-related aspects of the long-term plan.
3. The Standing Committee on Research also advises on PhD trajectories.

Article 28. The Standing Committee on Teaching

1. The Institute Board appoints the Institute's Director of Studies a member of the Standing Committee on Teaching. This Committee advises the Faculty Board on matters relating to teaching in the Faculty's bachelor's and master's degree programmes.
2. In any case, the Committee advises the Faculty Board on teaching-related policy, the further regulation of and policy regarding quality assurance of teaching at the Faculty, and the adoption and amendment of Course and Examination Regulations at the Faculty, as well as on the teaching-related aspects of the long-term plan.

Article 29. Other Committees

1. The Faculty Board, having consulted the Faculty Council, may establish standing committees other than those referred to in Articles 27 and 28.
2. The Faculty Board may establish ad hoc committees.

Chapter 8. The Faculty Council

WHW

- 9.37.1 If a university includes more than one faculty, each faculty has a faculty council.
- 9.37.2 With respect to the dean of the faculty, the faculty council exercises the right of consent and the right to be consulted that accrue to the university council, insofar as matters of particular concern to the faculty are involved and the relevant powers are also accorded to the dean.
- 9.37.3 Article 9.31, paragraphs 2 to 6, applies mutatis mutandis.
- 9.37.4 If a university comprises only one faculty, the duties and powers of the faculty council shall be exercised by the university council.
- 9.37.5 With respect to the dean of the faculty, the staff members of the faculty council exercise the rights referred to in Article 9.50, insofar as matters of particular concern to the faculty are involved and the relevant powers are also accorded to the dean.
- 9.38 The dean requires the prior consent of the faculty council for any decision to be made by the dean concerning at least the adoption or amendment of:
 - a. the faculty regulations referred to in Article 9.14, and
 - b. the course and examination regulations referred to in Article 7.13, with the exception of the subjects referred to in paragraph 2, sub a to g inclusive, and v, and with the exception of the requirements referred to in Article 7.28, paragraphs 4 and 5, and in Article 7.30b, paragraph 2;
- 9.38a Article 9.32, paragraphs 1, 2, 5, 6, 7, and 8, applies mutatis mutandis.

Article 30. Tasks and powers of the Faculty Council

1. The Faculty has a Faculty Council as referred to in Article 9.37 WHW.
2. The Faculty Council is authorised to put forward proposals and to make its position known on all matters on which the Dean or the Faculty Board are authorised to take decisions.
3. The Faculty Board shall provide a reasoned response to a proposal as referred to in paragraph 2 within six weeks. It affords the Faculty Council the opportunity to consult with the Board in advance.
4. The Faculty Board, whether or not it is requested to do so, provides the Faculty Council with timely information regarding all matters concerning the Faculty that the Council reasonably needs to know to perform its tasks.
5. At the beginning of the academic year, the Faculty Council is provided with information concerning:
 - a. the organisational structure of the Faculty;
 - b. the key points of the policy adopted by the Faculty;
 - c. policies implemented in the past year and future policies;
 - d. external consulting assignments;
 - e. developments with regard to staffing.

Article 31. The Faculty Council's Right of Consent

The Faculty Board requires the prior consent of the Faculty Council for any decision to adopt or amend:

- a. the Faculty Regulations;
- b. the long-term plan referred to in Article 6, paragraph 6;
- c. the detailed regulation of and policies concerning the quality assurance of teaching and research at the Faculty;
- d. the Course and Examination Regulations of each degree programme at the Faculty, with the exception of the subjects referred to in Article 9.38b WHW and the articles on which consent is required from the Programme Committee;

- e. any decision to adopt or amend the main elements of the Faculty budget;
- f. the organisation of matters indicated in the Regulations of the University Council.

Article 32. The Faculty Council's Right to be Consulted

The Faculty Board should consult with the Faculty Council in a timely manner before reaching a decision on:

- a. the Faculty budget referred to in Article 6, paragraph 7;
- b. the reorganisation of the Faculty or of any part of it; or
- c. structural collaboration with partners within or outside the Faculty.

Article 33. Other tasks of the Faculty Council

- 1. To the best of its ability, the Faculty Council promotes openness, transparency, and mutual consultation at the Faculty.
- 2. Each year the Council draws up an annual written report of its activities and ensures that the report is available to all those concerned at the Faculty.

Article 34. Composition of the Faculty Council

- 1. The Faculty Council is made up of fourteen members, half of whom are elected by and among the staff of the Faculty and half by and among the students of the Faculty.
- 2. The staff members of the Faculty Council are elected in accordance with the Electoral Regulations for Faculty and Service Councils established by the Executive Board, using the list or candidate system set out in those regulations.
- 3. The student members of the Faculty Council are elected in accordance with the Electoral Regulations for Faculty and Service Councils established by the Executive Board, using the list system set out in those regulations.
- 4. The Faculty Council chooses a chair from among its members.

Article 35. Term of office

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

Article 36. Election of members of the Faculty Council

- 1. The student members are elected for one term of office, the staff members for two terms. If a position falls vacant mid-term and an interim member is elected, the newly-elected member serves only the remainder of the term of the member they replace.
- 2. In the case of new elections, outgoing members retain their seats until the results of the election are definitive. Outgoing members are eligible for immediate re-election.
- 3. If in the year in which no regular elections are held for the staff members of the Faculty Council, at least one month before the reference date, as referred to in Article 5, paragraph 1 of the Electoral Regulations, one or more seats in the Faculty Council have become vacant due to a lack of sufficient candidates, interim elections will be held for these vacant seats. These members are elected for one term.
- 4. If an interim election as referred to in paragraph 3 has taken place, vacancies in the Faculty Council, as referred to in Article 47 of the Electoral Regulations for Faculty and Service Councils, are first filled on the basis of the official report establishing the result of the regular elections and subsequently – if a vacancy cannot be filled on the basis of this report – on the basis of the report establishing the result of the interim election.
- 5. In accordance with the provisions of Article 41 of the Electoral Regulations for Faculty and Service Councils, membership in the Faculty Council terminates when the term of office expires, or when the member in question:
 - a. hands in their notice in writing, addressed to the Dean;
 - b. leaves the Faculty; or

- c. leaves the section within which they were elected a member of the Council.

Article 37. Facilities available to the Faculty Council

1. The Faculty Board ensures that the Faculty Council receives the administrative support it needs.
2. The members of the Faculty Council are given the opportunity to receive the training they need to carry out their tasks. The amount of training required is determined jointly by the Faculty Board and the Faculty Council. Staff members of the Faculty Council are given the opportunity to participate in this training in working hours and with retention of salary.
3. The costs that can reasonably be deemed necessary for the Faculty Council to fulfil its tasks, including the support and training referred to in this Article, are paid by the Faculty.

Article 38. Legal protection of members of the Faculty Council

1. The Faculty Board ensures that the members of the Faculty Council are provided the opportunity by the department where they work to carry out their tasks on the Faculty Council properly. It also ensures that, in the case of the members of the staff section, agreements about this are made, and recorded in writing, between the individual members of the Council and their individual managers.
2. The Faculty Board ensures that members of the Faculty Council are not disadvantaged in their position in relation to the Faculty on account of their membership of the Council. The same holds in the case of candidate members and former members of the Faculty Council.

Article 39. Consultation meeting

1. The Faculty Council and the Faculty Board hold consultation meetings at least twice a year, and further as often as requested by the Faculty Board, the Council, or a section of the Council.
2. The consultation meeting between the Faculty Board and the Faculty Council referred to in the first paragraph is chaired by the chair of the Faculty Council, the Dean, or a designated chair, in accordance with arrangements made in this regard by the chair and the Dean.
3. The consultation meeting serves to discuss Faculty matters for which either the Faculty Board or the Faculty Council considers consultation desirable, or for which consultation between the Faculty Board and the Faculty Council is required by the provisions laid down in or by virtue of the present Regulations, the Regulations of the University Council, or the WHW.
4. If during a given meeting or part of a meeting an overwhelming personal interest of one of the members of the Council is at stake, the Council can decide that the member involved will not attend the meeting or that part of the meeting. The Council then also decides that the matter in question will be dealt with at a closed meeting.

Article 40. Special powers of the staff section of the Faculty Council

1. The Faculty Board provides the staff section of the Faculty Council with sufficient opportunity to provide advice and be consulted on any measures the Board intends to take concerning:
 - a. The way in which the conditions of employment and service are observed by the Faculty;
 - b. The way in which general personnel policy is implemented by the Faculty;
 - c. Security, health, and welfare in relation to work at the Faculty;
 - d. The organisation and working methods within the Faculty;
 - e. The provision of technical and economic services within the Faculty.
2. The Faculty Board requires prior consent from the staff section of the Faculty Council for any measure it proposes on which the staff section have provided advice, as referred to in paragraph 1.
3. The staff section of the Faculty Council may put proposals to the Faculty Board concerning matters pertaining to the fields referred to in paragraph 1. The Faculty Board will provide a motivated response within four weeks. The staff section are given the opportunity to consult with the Faculty Board beforehand.

4. The staff section of the Faculty Council appoint a chair for their meetings from among the members.
5. The Regulations of the Faculty Council shall apply mutatis mutandis to the meetings of the staff section of that Council.

Article 41. Rules of procedure of the Faculty Council

Subject to the provisions of the present Regulations, the Faculty Council establishes rules of procedure for its meetings. These rules of procedure include rules relating to (at least):

- a. Consultation meetings, including:
 - the quorum,
 - the frequency of meetings,
 - the deadline for distributing the documents for the meeting,
 - public and non-public meetings,
 - obtaining information, whether during a meeting or otherwise,
- b. the method of establishing consent,
- c. the form of the minutes of meetings and the process for approving them, and
- d. the accessibility of the agenda and meeting documents.

Chapter 9. Other provisions and final and transitional provisions

Article 42. Incompatible membership

Some administrative positions and/or the membership of certain boards or committees are incompatible with one another. In the table below, the grey boxes indicate positions and memberships that are incompatible:

	Faculty Board	Faculty Council	Institute Board	Institute Council	Programme Board	Programme Committee	Board of Examiners	Selection Board	Admissions Board
Faculty Board									
Faculty Council									
Institute Board									
Institute Council									
Programme Board									
Programme Committee									
Board of Examiners									
Selection Board									
Admissions Board									

Article 43. Complaints and the University's confidential counsellors

1. Any student can file a complaint via a complaints desk or digital complaints desk. Further information can be found on the student website. Further information on this can be found on the student website.
2. The procedure for handling such complaints is laid down in the Leiden University Regulations on Other Types of Complaints; for complaints submitted to the Faculty complaints coordinator, the procedure is set out in the FSW Complaints Regulations.
3. For employees, there is an information desk for guidance and advice on problems at work. The staff website lists various contacts for matters such as medical complaints, as well as confidential counsellors, complaints committees, etc..

Article 44. Interpretation of the Regulations

1. In the event of a difference of opinion on the interpretation of one of more Articles in these Regulations, the Faculty Board has the final decision.
2. In cases relating to any matters which are not covered by these Regulations, the Faculty Board has the final decision.

Article 45. Validity and publication

1. These Regulations take effect on the day on which the Faculty Board is notified that they have been approved by the Executive Board.
2. Following approval as referred to in paragraph 1 above, these Regulations will be published on the University website, both in Dutch and in an English translation. In the event of any difference between the two versions, the Dutch version prevails.

Article 46. Official title

The official title of these Regulations is "Regulations of the Faculty of Social and Behavioural Sciences."