Notes the Administrative & Management Regulations

The Administrative and Management Regulations (hereinafter referred to as: BBR) came into effect on 14 October 2005. The latest amendment to the BBR came into effect on [.....] 2013.

By virtue of the Higher Education and Research Act [Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek], the Executive Board is required to establish a BBR in order to provide for the administration, management and organisation of the university.

"To provide for" implies that the provisions of the BBR allocate administrative and management tasks to the University’s organs and reflects the structure of the University's organisation.

The University Council has power of consent with regard to the BBR, while the Supervisory Board has the right of approval.

The BBR is a public document that is updated from time to time.

The Executive Board and the Code of Good Governance for Universities issued by the Association of Universities in the Netherlands [VSNU]

The VSNU has drawn up an overarching Code of Good Conduct for Universities. This Code, which reflects a set of principles, was updated in 2013 and builds on codes already existing in the Netherlands, including the corporate governance code "Tabaksblat", the code for charitable organisations and the code for Universities of Applied Sciences. The Code provides a vision on the position of Dutch universities in society and sets out principles for governance, supervision, financial management and social responsibility. The Code contains detailed terms that have been agreed with regard to how the Executive Board and the Supervisory Board decide on statutory and other duties, responsibilities and powers. The BBR contains provisions concerning the Executive Board, while separate regulations are in place with regard to the Supervisory Board.

By virtue of the law and principles of proper administration, and as part of its overall administrative duties (article 9.2), the Executive Board:

- is responsible for working out the details, implementing and ensuring compliance with the Code and other laws and regulations and is accountable for this;
- ensures proper and transparent administration, in legal, organisational and financial terms, of the University's activities, in such a manner that they can be accounted for;
- is responsible for organising effective and transparent participation by the University's staff and students;
- is responsible for the quality and completeness of the publicised financial reports;
- is responsible for implementing and monitoring internal procedures (administrative organisation and internal controls) to ensure that the Executive Board is informed of all relevant financial information and to safeguard the timeliness, completeness and accuracy of all internal and external financial reports;
- applies the relevant rules and codes of conduct when carrying out market activities and ensures that these activities are in keeping with the University's mission and do not conflict with activities funded with public resources;
- conducts its activities based on a certain vision on the University's position in society and communicates about this vision with society, the government and other stakeholders.

Article 5 of the BBR contains a general provision taken from the Code, as this formulates a general standard for the way in which the Executive Board carries out its tasks.

Strategic Plan

The setting up of a strategic plan is required under the WHW. The strategic plan must define the UU’s intended policy for the long term, which renders it an important document for all bodies within the UU. The details of the strategic plan are worked out in the administrative agendas on an annual basis.

Article 4 of the BBR is based on the strategic plan being drawn up once every six years. However, if circumstances so require, it is possible under article 4 to draw up a new strategic plan before six years...
have passed. Minor interim adjustments to the plan, other than textual modifications, made midway
the plan's term and arising from, for example, mid-term reviews within the UU, are not considered
‘drawing up a strategic plan’ within the meaning of article 4. Interim modifications to the strategic
plan are announced within the University community by way of administrative agendas and are
published in the relevant committees of the University Council.

Faculties
The BBR contains a list of faculties in article 6. The faculty regulations set out provisions regarding the
administration, participation and organisation of the faculties.

Education and research
The BBR contains a list of the programmes provided by the University. The BBR also sets out the
procedures for setting up interfaculty programmes, research institutes and other institutes in articles 9
and 10.

Board for the Conferral of Doctoral Degrees, article 11.
The Board for the Conferral of Doctoral Degrees awards doctorates and honorary doctorates on behalf
of the University. The Regulations for the Conferral of Doctoral Degrees set out the procedures for
doctorate degrees.
In addition to doctorate-related powers conferred upon it by law, the Board has an advisory role with
regard to establishing special chairs. From a perspective of uniformity and due care, it is considered
prudent that the Board also be entitled to conduct consultations regarding the application of the policy
for university professors within the faculties. Consultations regarding the conferral of doctoral degrees
within the Board allows faculties to learn from each other’s experiences, creates widespread support
for this policy and fosters its uniform application. Applying the policy in a uniform manner throughout
the University and jointly conveying the policy improves the quality of the procedure for appointing
professors. The Board for the Conferral of Doctoral Degrees thus has a different role than the
Appointments Advisory Committee, which advises the Dean with regard to the professional
qualifications of the candidate. The new composition of the Board has been brought into line with
these duties. Given the wish to make the policy regarding professors widely known across all faculties,
the composition of the Board will be modified from time to time.

Chairs, from article 12 onwards
University professors and “general” professors are appointed at the University. Professors by Special
Appointment are employed by a third-party legal entity and are appointed to the position of professor
at the University for a certain period of time (usually five years).

University service departments, from article 19 onwards
Participation within the University's service departments is executed by the service department
councils. The rights and duties of the service department councils are laid down in the regulations for
service councils.

Digital university magazine - “DUB” - article 23
The autonomy of the University’s digital magazine DUB is safeguarded by virtue of the BBR and the
editorial statute. The editorial statute is established by the Executive Board, subject to the advice of
the University Council and the approval of the DUB’s editorial council.

Mandate of the deans and directors, from article 24 onwards
The BBR sets out the overall mandate of deans and directors of service departments and other
departments. The details of the mandates have been laid down in the Executive Board’s mandate
regulations

Legal protection, chapters IV and V
These chapters of the BBR set out the procedures for objecting to a University decision and for filing a
complaint.

Other provisions, chapter VI
The cost guidelines are based on article 14b of the Government Information (Public Access) Act [Wet
openbaarheid van bestuur, or “Wob”].
The diagram below shows how the BBR has been embedded into internal and external laws and regulations:

- General Administrative Law Act (Algemene wet bestuursrecht)
- Higher Education and Research Act
- Ministerial regulations, decrees, etc.
- Collective Labour Agreement for University Staff (CAO-NU)
- Mandate regulations
- Regulations for legal protection of staff
- Faculty regulations
- BBR
- University Council Regulations
- Regulations for the Conferral of Doctoral Degrees
- Students’ charter / Model Education and Examination Regulations
- Regulations for legal protection of staff (government grants, etc.)
- Editorial statute