

Rules of Procedure for the Information and Computing Sciences Advisory Committee

Faculty of Science

Department of Information and Computing Sciences

Established by the Department Advisory Committee on September 21, 2017

An Unofficial Translation by Nina Rosa

Work in progress – Last update: November 11, 2017

No liability will be assumed for translation mistakes and errors.

Some abbreviations used in this document may correspond to the more commonly used Dutch terms rather than the English terms. A reference table of the Dutch abbreviations is provided in the appendix.

1. Purpose

The Information and Computing Sciences (ICS) Department Advisory Committee (DAC) is an advisory body of the Faculty Council (FR) of the Faculty of Science, the official representative body of the Faculty of Science. The DAC is also the departmental panel for the department board. It is important for the ICS department to foster a constructive consultation between the department board, staff and students. The DAC wants to contribute to strengthening the communication between students, staff and department board.

2. Determination of concepts

2.1. Definitions

The terms used in this document are defined as in the Rules of the Faculty Council and the Law on Higher Education and Scientific Research (WHW).

2.2. Validity

These Rules of Procedure (RoP) are valid until the DAC and the department board collectively decide to dismiss or adjust them. The DAC and department board will collectively go over the text on a yearly basis, and will be established by the DAC. Deviation of the sample text is permitted in consultation with the FR.

2.3. Other determinations

Cases not covered by this document are regulated by the corresponding RoP of the FR of the Faculty of Science.

3. Composition and membership

3.1. Composition

1. The DAC is composed according to the principle of joint representation of students and staff, as is intended in the WHW.
2. The members of the FR, originating from the ICS district, are members of the DAC. They fulfil the functions of chair and vice-chair of the DAC.
3. The DAC consists of at least 6 members, 3 staff members and 3 student members, and at most 10 members, 5 staff members and 5 student members, including the members of the FR of the ICS district.
4. Members of the Executive Board (CvB) or Board of Directors (RvT), or individuals with a function concerning the management of the faculty or of the department, cannot also be members of the DAC.
5. The staff delegation of the DAC preferably consists of at least one staff member of each division of the department.
6. The staff delegation of the DAC preferably consists of at least one PhD candidate and an even distribution between scientific and support and administrative staff.
7. The student delegation of the DAC consists of students of the Bachelor's programs Informatica, Informatiekunde, and Kunstmatige Intelligentie, and the Master's programs Computing Science, Game & Media Technology, Artificial Intelligence, and Business Informatics, according to the registration in the OSIRIS database. The aim is an even distribution of students from these programs.

3.2. Membership

1. The student members of the DAC (the student delegation) are appointed for a term of 1 year, the staff members of the DAC (the staff delegation) for a term of 2 years.
2. A year of membership starts on September 1 of the related year and end on August 31 of the next year.
3. Members are deemed to participate actively in the meetings cycle, as explained in article 5 of this document.
4. Members of the DAC that resign as a consequence of ended employment, ended education, or special circumstances can be succeeded before the end of the membership term if the DAC can find a suitable candidate. When there is an incomplete occupation of the DAC at the start of the membership term, the vacancies can be filled during the rest of the year. In both cases the candidate remains a member until the end of the term of the corresponding delegation.
5. Candidate members nominate themselves to the chair of the ICS DAC, preferably in June preceding the coming membership year. If the permitted number of members is exceeded, then the chair chooses the members from the nominated candidate members.

3.3. Facilities and guarantees

1. Staff members of the DAC are allowed to spend at least 60 hours per membership year in working hours and with retention of compensation on consultation and other tasks of the DAC.
2. Student members of the DAC receive a compensation according to the applicable regulations of the CvB or the Faculty of Science. The faculty takes care of the payment.
3. The costs that are deemed necessary by the head of department and members of the DAC for fulfilment of the tasks of the DAC, including education and training, are chargeable to the department. Also, the ODC members can apply for compensation for education and training costs that are reasonably necessary from the FR.
4. The head of department ensures that the members of the DAC are not put at a disadvantage on account of their membership, according to article 9.38 clause 8 of the WHW.

4. Task description

4.1. Subject of discussion

1. The DAC can give the department board and the FR solicited and unsolicited advice. The department board reacts to all advice issued by the DAC during the meeting in written or verbal form.
2. The department board informs the DAC about the general state of affairs within the department with respect to the key points listed below.
3. The DAC and the department board discuss subjects that concern research, education and organization of the department, and when desired, the faculty. Key points for this are:
 - Budget (begroting)
 - Executive agenda (bestuursagenda)
 - Departmental distribution of resources (departementale middelenverdeling)
 - Strategy within the department
 - Housing (huisvesting)
 - Quality and cohesion of education and research
4. Prior to the FR meeting where the faculty budget of the coming academic year is discussed, the department board discusses the departmental budget with the DAC. Next, the DAC formulates a motivated advice to the FR concerning the consent of the FR to the faculty budget.

5. Meetings

5.1 Meeting cycle

1. The DAC generally meets with the department board at least once prior to each FR meeting. Prior to this meeting the DAC can have a pre-meeting with her members.
2. If the department board or the DAC requires an extra meeting, than this meeting is planned by the participants themselves.
3. The DAC chair assembles the meeting, with support from the secretariat of the department board.

5.2 Chair

1. The members of the FR fulfill the tasks of the chair and vice-chair of the DAC, which they divide amongst themselves. During absence of the chair, the vice-chair takes on his/her duties.
2. The chair of the DAC leads the discussion between DAC and department board.
3. The chair of the DAC leads any possible pre-meeting.
4. The following clauses use the term chair to refer to the person who leads the meeting.

5.3 Agenda

1. The chair sets up a draft agenda, in coordination with the department board.
2. The DAC establishes the agenda at the start of the meeting after suggestion by the chair.
3. The provision of information (documents) to the DAC members is a joined effort of the department board and the FR members.
4. The chair makes sure the agenda and relevant information are made available digitally to the department board members and DAC members one week prior to the meeting.

5.4 Participation

1. The department board can be accompanied by staff and advisors during the meetings of the DAC.
2. The DAC can be accompanied by advisors during the meetings.
3. The DAC can decide to invite other people to take part in internal discussions.

5.5 Openness

1. All meetings of the DAC are held publicly, unless:
 - People are discussed
 - The DAC decides otherwise with motivation
2. The documents are public. Documents for closed meetings are not public in principle.
3. The public meeting documents are made available to department staff and students of the Bachelor's and Master's programs mentioned in article 3.1 clause 7 upon request, by the department board and/or the chair of the DAC.

5.6 Meeting order

1. During the meeting a member may speak on a point of order. A point of order can be related to the removal, adjustment and adjourning of a point of the agenda. The point of order can involve the determination of a speaking time per member. A point of order is treated immediately.
2. During a suspension of deliberation for the purpose of mutual deliberation, the audience does not have access to the meeting hall.
3. The chair may exclude DAC members and other people from further attendance of the meeting, if they by general agreement behave in an unacceptable manner.

5.7 Reporting

1. The student d of the DAC takes care of the reporting of the meetings between the DAC and the department board.
2. A report contains at least the names of the present members, a description of each agenda point and a literal description of every piece of advice for each key point brought out by the DAC during the meeting.
3. The DAC and department board approve the report in the next meeting.

Appendix – Table of abbreviations

<i>Abbreviation</i>	<i>Dutch term</i>	<i>English translation</i>	<i>Remark</i>
ODC	Onderdeelcommissie		Obsolete; now DAC
DAC	Departementsadviescommissie	Department Advisory Committee	Current name
FR	Faculteitsraad	Faculty Council	
WHW	Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek	Law on Higher Education and Scientific Research	
CvB	College van Bestuur	Executive Board	
RvT	Raad van Toezicht	Board of Directors	
OC	Opleidingscommissie	Educational Program Committee	Not used in this document
OAC	Opleidingsadviescommissie	Educational Program Advisory Committee	Not used in this document