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**ADMINISTRATIVE & MANAGEMENT REGULATIONS
of
UTRECHT UNIVERSITY**

Higher Education and Research Act ("WHW")

- 9.4 The executive board adopts governance and management regulations in order to arrange the governance, management and structure of the university.
- 9.8.1 (...) The supervisory board is charged with:
- b. the approval of the governance and management regulations; [..]
- 9.33 The executive board needs prior consent from the university council for each resolution to be adopted by the executive board regarding the adoption or amendment of:
- d. the governance and management regulations, as referred to in art. 9.4.

Adopted by the Executive Board on 5 July 2005 with the consent of the university council on 27 June 2005, approved by the Supervisory Board on 13 October 2005.

Amended by the Executive Board on 23 October 2007 with the consent of the university council on 17 December 2007, approved by the Supervisory Board on 20 December 2007.

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Amended by the Executive Board on 22 November 2011 with the consent of the university council on 7 November 2011, approved by the Supervisory Board on 14 December 2011.

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Amended by the Executive Board on 2 September 2014 and 14 October 2014, with the consent of the University Council on 16 October 2014 and 10 November 2014, approved by the Supervisory Board on 8 October 2014 and 17 December 2014, and with the consent of the Minister van Education, Culture and Science as referred to in articles 57 and 58 on 18 December 2014.

Amended by the Executive Board on 13 October 2015, with the consent of the University Council on 9 November 2015, approved by the Supervisory Board on 18 December 2015.

Amended by the Executive Board on 11 October 2016, with the consent of the University Council on 8 November 2016, approved by the Supervisory Board on 14 December 2016.

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Legend:

Black text = text of the regulations

Grey text = legislative text

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CHAPTER I - GENERAL

Article 1 Definitions

In these regulations, the following terms have the following meaning ascribed to them:

act or WHW:	the Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i>);
university service department:	a central service department, as referred to in article 9.50 of the act, namely a [department] of the university, other than a faculty, to which staff and other means are separately allocated with direct accountability to the Executive Board;
director:	the member of staff who is responsible for the management of a university service department;
management:	the whole of actual and legal actions regarding the care for staff, accommodation, finances and student facilities in order to carry out the policy adopted by, or on behalf of, the Executive Board;

Formatted: Dutch (Netherlands)

The other terms have the meaning ascribed to them by the act.

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CHAPTER II - MANAGEMENT, EDUCATION AND SCIENTIFIC PRACTICE

Paragraph 1 Executive Board

Article 9.2 WHW General powers of the executive board

- 9.2.1 The executive board is responsible for the management of the university as a whole and with its administration, notwithstanding the powers of the supervisory board, according to this chapter.
- 9.2.2 The executive board performs the duties and powers that are assigned to the university board in accordance with the Act, in so far as has not been stated otherwise in this chapter.
- 9.2.3 The president of the executive board represents the university in and out of court.

Article 9.3 WHW Composition of the executive board

- 9.3.1 The executive board consists of three members at most, including the rector magnificus of the university. When the members are appointed, a balanced distribution of the chairs among men and women is taken into account, where possible.
- 9.3.2 The appointment of the members of the executive board takes place on the basis of profiles that are published in advance.
- 9.3.3 Prior to the appointment of a member of the executive board the supervisory board institutes a selection committee consisting in any event of
 - a. a member of or on behalf of the part of the university council that has been elected from among and by the staff, or a member of or on behalf of the employees council and
 - b. a member of or on behalf of the part of the university council that has been elected from among and by the students, or a member of or on behalf of the body established pursuant to the participative arrangement, referred to in Article 9.30, third paragraph.Before a member of the executive board is appointed or dismissed, the university council is heard by the supervisory board which it consults in a confidential manner [...] about the proposed decision for appointment or dismissal. Title 2 of this chapter (Employee (and Student) Representation within public universities) does not apply. The hearing takes place at such a time that it can have a key influence on the decision-making process.
- 9.3.3 The president of the executive board is appointed from the members by the supervisory board.
- 9.3.4 The governance and management regulations specify further regulations concerning the manner of nomination and appointment of the rector magnificus.
- 9.3.5 A member of the executive board may be dismissed early for serious reasons.
- 9.3.6 A member of the executive board may not also be:
 - a. a member of the supervisory board (...).
 - b. dean of a faculty (...).
 - c. a member of a degree programme board (...).
 - d. a member of a supervisory board or executive board of another university.

(...)

Article 9.8 WHW Duties of the supervisory board

- 9.8.1 The supervisory board supervises, in view of the duties of the university, as referred to in article 1.3, paragraph one, the performance of duties and powers by the executive board and it advises the executive board. (...)

Article 2 Composition

The Executive Board consists of three members, including the rector magnificus.

Article 3 Rector magnificus

The rector magnificus is appointed by nomination of the Executive Board. The nomination is drawn up after consultation with the deans of the faculties. The board for the conferral of doctoral degrees, as referred to in article 11, is interviewed about the nomination. 6

Paragraph 2 Policy

Article 2.2 WHW Institutional plan

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The university board draws up an institutional plan once every six years. The plan describes the contents and specification of the proposed policy of the institution for the duration of the plan. The plan devotes attention to the intentions regarding quality improvement of education and structure of the degree programmes of the institution. The university board publishes the plan.

Article 9.14 WHW Duties and powers of the dean in general

9.14.2 The dean contributes to the management of the university by consulting with the executive board regarding the preparation of the institutional plan (...).

Article 4

At least once every six years, the Executive Board draws up the strategic plan, as referred to in article 2.2 of the act.

Article 5

The Executive Board is guided by the interests of the university in the performance of its duties and takes the interests of the bodies, institutions and persons involved in the university into consideration.

Paragraph 3 Faculties

Article 9.11 WHW Faculties and degree programmes

The governance and management regulations specify the faculties or faculty of a university. The regulations also specify the degree programmes of those faculties or that faculty.

Article 9.12 WHW Faculty and dean

9.12.1 The provision of education and the scientific practice take place at the faculty. The dean of the faculty is the head of the faculty.

9.12.2 Notwithstanding the provisions of the first paragraph, the governance and management regulations may determine that a board heads the faculty, consisting of the dean of the faculty, at the same time president of the board, and one or more other members. [...] If the head of a faculty is a [multi-member board], a student of the faculty concerned is given the opportunity to attend the meetings of this board, in which meetings this students may give an advisory opinion. The governance and management regulations determine how the student, as referred to in the preceding sentence, is appointed.

(...)

Article 9.13 WHW Appointment and dismissal of the dean

9.13.1 The dean is appointed, suspended and dismissed by the executive board. The appointment is for a term which is to be decided by the executive board.

(...)

9.13.4 [The dean has the capacity of professor.]

(...)

Article 9.14 WHW Duties and powers of the dean - general

9.14.1 The dean is responsible for the general management of the faculty. The dean is also responsible for the governance and structure of the faculty regarding education and scientific practice.

9.14.2 The dean contributes to the governance of the university by consulting with the executive board regarding the preparation of the institutional plan and the budget.

9.14.3 Notwithstanding the provisions of article 9.5, the dean draws up the faculty regulations for the management and structure of the faculty.

(...)

Article 9.16 WHW Accountability and obligation of the dean to provide information

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The dean is responsible to the executive board. He/she provides requested information regarding the faculty to the executive board.

Article 9.5 WHW Guidelines to the deans

The executive board may draw up guidelines in view of the organisation and coordination of the performance of the powers, as referred to in article 9.14, paragraph three and article 9.15, paragraph one.

Article 6 Faculties

The university has the following faculties:

- a. Humanities
- b. Law, Economics & Governance
- c. Medicine
- d. Geosciences
- e. Veterinary Medicine
- f. Social and Behavioural Sciences
- g. Science

Article 7 Dean and faculty board

1. The dean is the head of the faculty.
2. Notwithstanding the provisions of the first paragraph, the faculty of Geosciences is headed by a board, which consists of the dean and another member. This board appoints a student, in consultation with the faculty council, who will attend the meeting of the board with an advisory opinion. This student may not also be a member of the faculty council.
3. Wherever "dean" is mentioned in these regulations, this also refers to the board of the faculty of Geosciences, with the exception of article 11.

Paragraph 4 Education and research

Article 8 Teaching institutes and degree programmes

1. Faculty regulations may list teaching institutes affiliated with a faculty, in which degree programmes are placed, which are set up within the faculty. The dean is responsible for the management and structure of these teaching institutes.
2. A degree programme is set up by order of the Executive Board, on the proposal of one or more deans. The university has the following initial degree programmes on 1 September 2016:

Faculteit	CROHO-label	Opleidingsnaam¹
<i>Bètawetenschappen</i>	56860	B Biologie
	56157	B Farmacie
	56978	B Informatica
	56842	B Informatiekunde
	56984	B Natuur- en Sterrenkunde
	56857	B Scheikunde
	56980	B Wiskunde
	66981	M Artificial Intelligence
	60293	M Biologische Wetenschappen
	60706	M Chemische Wetenschappen
	60708	M Communicatie en Educatie van de Natuurwetenschappen
	66157	M Farmacie
	60711	M History and Philosophy of Science
	66978	M Informatica
	60809	M Information Science
	68502	M Leraar Voorbereidend Hoger Onderwijs in Biologie
	68511	M Leraar Voorbereidend Hoger Onderwijs in Natuurkunde

¹ B= Bachelor, M= Master

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	68513	M Leraar Voorbereidend Hoger Onderwijs in Scheikunde
	68516	M Leraar Voorbereidend Hoger Onderwijs in Wiskunde
	60703	M Mathematische Wetenschappen
	60705	M Natuurkunde en Meteorologie & Fysische Oceanografie
	60710	M Natuurwetenschappen en Bedrijf
	60294	M Pharmaceutical Sciences
<i>Diergeneeskunde</i>	56570	B Diergeneeskunde
	66570	M Diergeneeskunde
<i>Geesteswetenschappen</i>	56826	B Communicatie- en Informatiewetenschappen
	56805	B Duitse Taal en Cultuur
	56806	B Engelse Taal en Cultuur
	56808	B Franse Taal en Cultuur
	56034	B Geschiedenis
	56041	B Islam en Arabisch
	56809	B Italiaanse Taal en Cultuur
	56091	B Keltische Talen en Cultuur
	56824	B Kunstgeschiedenis
	56981	B Kunstmatige Intelligentie
	50393	B Liberal Arts and Sciences
	56802	B Literatuurwetenschap
	50906	B Media en Cultuur
	56700	B Muziekwetenschap
	56804	B Nederlandse Taal en Cultuur
	56811	B Portugese Taal en Cultuur
	50902	B Religiewetenschappen
	56810	B Spaanse Taal en Cultuur
	56801	B Taal- en Cultuurstudies
	56803	B Taalwetenschap
	56081	B Wijsbegeerte
	60833	M Communicatie- & Informatiewetenschappen
	60822	M Filosofie
	60128	M Filosofie (research)
	66034	M Geschiedenis
	60139	M Geschiedenis (research)
	60734	M Internationale Betrekkingen
	60087	M Kunst- & cultuurwetenschappen
	60829	M Kunst- & cultuurwetenschappen (research)
	60701	M Kunstonderwijs en Communicatie
	68503	M Leraar Voorbereidend Hoger Onderwijs in Duits
	68504	M Leraar Voorbereidend Hoger Onderwijs in Engels
	68505	M Leraar Voorbereidend Hoger Onderwijs in Filosofie
	68517	M Leraar Voorbereidend Hoger Onderwijs in Frans
	68506	M Leraar Voorbereidend Hoger Onderwijs in Geschiedenis en Staatsinrichting
	68507	M Leraar Voorbereidend Hoger Onderwijs in Godsdienst en Levensbeschouwing
	68508	M Leraar Voorbereidend Hoger Onderwijs in Kunstgeschiedenis en Culturele en Kunstzinnige Vorming/Kun
	68510	M Leraar Voorbereidend Hoger Onderwijs in Muziek
	68512	M Leraar Voorbereidend Hoger Onderwijs in

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		Nederlands
	68514	M Leraar Voorbereidend Hoger Onderwijs in Spaans
	60813	M Letterkunde
	60814	M Letterkunde (research)
	66577	M Logopediewetenschap
	60830	M Mediastudies
	60832	M Mediastudies (research)
	60747	M Mens- en Maatschappijonderwijs en Communicatie
	60849	M Neerlandistiek
	60851	M Neerlandistiek (research)
	60845	M Noord-Amerika Studies
	60815	M Taalwetenschappen
	60817	M Taalwetenschappen (research)
	60740	M Talenonderwijs en Communicatie
	60824	M Theologie & Religiewetenschappen
<i>Geneeskunde</i>		
	56990	B Biomedische Wetenschappen
	56551	B Geneeskunde
	66990	M Biomedical Sciences
	66551	M Geneeskunde
	66583	M Geneeskunde, klinisch onderzoeker
	66563	M Klinische Gezondheidswetenschappen
	60704	M Neuroscience and Cognition
<i>Geowetenschappen</i>		
	56986	B Aardwetenschappen
	56987	B Global Sustainable Science
	56839	B Milieu-maatschappijwetenschappen
	56988	B Milieu-natuurwetenschappen
	56982	B Natuurwetenschap en Innovatiemanagement
	56838	B Sociale Geografie en Planologie
	60731	M Development Studies
	66986	M Earth Sciences
	60810	M Environmental Sciences
	60732	M Geographical Sciences
	60166	M Human Geography and Planning (research)
	60747	M Mens- en Maatschappijonderwijs en Communicatie
	68500	M Leraar Voorbereidend Hoger Onderwijs in Aardrijkskunde
	66622	M Planologie
	60709	M Science and Innovation
	66620	M Sociale geografie
<i>Recht, Economie, Bestuur & Organisatie</i>		
	50007	B Bestuurs- en Organiseringswetenschap
	50950	B Economie en Bedrijfseconomie
	50700	B Rechtsgeleerdheid
	60446	M Bestuurs- en Organiseringswetenschap
	66469	M Criminologie
	60388	M Economics of Competition and Regulation
	60389	M Economics of Public Policy and Management
	60602	M European Law
	60648	M International Economics and Business
	60742	M Law and Economics
	60744	M Legal Research (research)
	68501	M Leraar Voorbereidend Hoger Onderwijs in Algemene Economie
	60747	M Mens- en Maatschappijonderwijs en

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		Communicatie
	60907	M Multidisciplinary Economics (research)
	66451	M Nederlands recht
	66828	M Notarieel recht
	60856	M Public International Law
	60741	M Recht en onderneming
	60391	M Research in Public Administration and Organizational Science (research)
<i>Sociale Wetenschappen</i>		
	56631	B Algemene sociale wetenschappen
	50035	B Culturele Antropologie en Ontwikkelingssociologie
	56613	B Onderwijskunde
	56607	B Pedagogische Wetenschappen
	56604	B Psychologie
	56601	B Sociologie
	60746	M Algemene Sociale Wetenschappen
	60378	M Cultural Anthropology: Sociocultural Transformation (research)
	60745	M Culturele Antropologie
	60382	M Development and Socialization in Childhood and Adolescence (research)
	60749	M Educational Sciences: Learning in Interaction (research)
	68509	M Leraar Voorbereidend Hoger Onderwijs in Maatschappijleer en Maatschappijwetenschappen
	60747	M Mens- en Maatschappijonderwijs en Communicatie
	60384	M Methodology and Statistics for the Behavioural, Biomedical and Social Sciences (research)
	66631	M Migration, Ethnic relations and Multiculturalism (research)
	66613	M Onderwijskunde
	66607	M Pedagogische Wetenschappen
	66604	M Psychology
	60380	M Social & Health Psychology (research)
	66601	M Sociologie
	60748	M Sociology and Social Research (research)

Article 9.15 WHW Other duties and powers of the dean

9.15.1 The dean is [...] also responsible for:

i. entering into a joint scheme for the benefit of one or more degree programmes with one or more deans of other faculties.

9.15.3 Rules are laid down in the governance and management regulations regarding the authority, as referred to in the first paragraph under i.

Article 9 Joint degree programme

1. Two or more deans may jointly arrange for the setting up of a degree programme in the following manners:

a. The deans enter into a joint scheme, which shall include the following subjects:

- the composition of the board of deans that is responsible for the degree programme;
- the provision of education for the degree programme carried out in an existing or new education institute;
- the arrangement of the governance and the degree programme advisory committee of the education institute, if one is set up for the benefit of the degree programme.

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- b. The deans enter into a scheme, in which the following has been determined:
 - the faculty in which the degree programme is placed;
 - the manner in which the participating faculties provide education and facilities for the benefit of the degree programme.
- 2. The joint scheme, as referred to in paragraph 1, under a., requires the approval of the Executive Board.

Article 9.20 WHW Research institutes and research schools within a faculty.

9.20.1 The faculty regulations may establish research institutes and research schools within the faculty. The dean is responsible for the management and structure of these research institutes and research schools.

Article 9.21 WHW Research institutes and research schools between two or more faculties within a university

9.21.1 The governance and management regulations may establish research institutes and research schools within the university, to which article 9.20 does not apply. The executive board is responsible for the governance, management and structure of these research institutes and research schools.

9.21.2 In the governance and management regulations a faculty may be appointed, of which the dean exercises his powers, which have been awarded to the executive board under or pursuant to this act with regard to a research institute or research school.

Article 9.23 WHW Research institutes and research schools between two or more universities

9.23.1 A research institute or research school between two or more universities is set up in a joint scheme by agreement of the deans of the faculties involved (...).

Article 10 Other institutes for education and research

In addition to the education and research institutes, which are set up by the dean or the Executive Board within a faculty at the request of two or more university faculties, the Executive Board, after hearing the advice of the deans of the faculties involved, may set up an institute for certain duties in the area of education and scientific practice.

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§ 5 Board for the conferral of doctoral degrees

Article 9.10 WHW Board for the conferral of doctoral degrees

- 9.10.1 A board for the conferral of doctoral degrees is affiliated with a university. The board for the conferral of doctoral degrees is comprised of professors.
- 9.10.2 The board for the conferral of doctoral degrees hears the executive board about the granting of the degree, as referred to in article 7.19, paragraph two. The governance and management regulations list the duties, composition and the manner of appointment of the board for the conferral of doctoral degrees.

Article 9.15 WHW Other duties and powers of the dean

- 9.15.2 The dean exercises his right to nominate, as referred to in Article 7.19, paragraph two.

Article 7.19 WHW Honorary doctorate

- 7.19.2 The board for the conferral of doctoral degrees is authorised to award a doctorate *honoris causa* to natural persons, on the recommendation of the university board, for excellent services.

Article 11 Composition and duties of the board for the conferral of doctoral degrees

1. The board for the conferral of doctoral degrees is comprised of the rector magnificus and a member of each faculty, with the proviso that the dean or a professor, to be appointed by the rector magnificus in consultation with the dean, of a faculty acts as the faculty member for a term of office of three years. A maximum of four deans are members of the board for the conferral of doctoral degrees per term of office. The faculty members do not act as members of the board for a consecutive term of office after a term of office has ended. The board for the conferral of doctoral degrees establishes a rotation schedule.
2. The meetings of the board for the conferral of doctoral degrees are presided over by the rector magnificus, or, in the event of his absence, one of the members.
3. The board for the conferral of doctoral degrees executes its statutory duties and is also heard by the Executive Board about the implementation of the distinguished professor policy.

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Paragraph 6 Chairs

Article 9.19 WHW Responsibilities and rights of professors

- 9.19.1 The university staff includes in any event the professors. Their appointment decision states the scientific area in which they perform their education and research tasks.
- 9.19.2 The professors are pre-eminently responsible for the development of the scientific area appointed to them, as well as for the contents of their education in that area, notwithstanding the authority of the board of the degree programme.

Article 12 Professors at the university

The university has distinguished professors, professors and professors by special appointment.

Article 13 Distinguished professors

1. The Executive Board appoints the distinguished professors on the recommendation of the rector magnificus, after consultation with the dean or deans who are most involved.
2. A distinguished professor reports to the rector magnificus. He provides the rector magnificus with the information requested regarding the performance of his duties.

Article 14 Professors

1. A professor performs education and research duties in a particular scientific area.
2. The Executive Board appoints professors on the recommendation of the dean of the faculty, which covers the scientific area in which the professor performs his education and research duties.

Article 9.53 WHW Declaration of competence to create special chairs

The executive board of a public university may declare a legal entity with full legal capacity competent to create a special chair at that university, after consulting the board for the conferral of doctoral degrees, as referred to in Article 9.10. The decision further states the faculty at which and the scientific area in which the professor by Special Appointment will perform his education duties.

Article 9.54 WHW Application for a certificate of competence

9.54.1 The certificate of competence is issued as a result of an application to that effect of the board of the legal entity with full legal capacity. The governance and management regulations specify the manner in which an application must be submitted and which documents have to be included.

(...)

Article 9.55 WHW Requirements for professors by special appointment

- 9.55.1 To qualify for teaching as a professor holding an endowed chair, the person involved must have earned a Doctor's degree at a university (...), hold a doctorate earned (...), or possess proof that his appointment has been endorsed by the executive board.
- 9.55.2 The appointment is considered to be granted, if no decision has been made within eight weeks after the application has been received. This term may be extended by the executive board to no more than four months. The confirmation may only be refused in a substantiated decision.
- 9.55.3 The board of the legal entity with full legal capacity informs the executive board about each professor appointment within four weeks.

Article 9.58 WHW Revocation of the certificate of competence to create special chairs
The (...) certificate of competence is revoked by the executive board after consultation of the board for the conferral of doctoral degrees:

- a. if the provisions under or pursuant to this paragraph are no longer met;
- b. if the professor by Special Appointment neglects his education duties, or has interrupted his education tasks for a full year without valid reasons;
- c. if the interest of the scientific education is no longer compatible with the certificate of competence as a result of changed circumstances.

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Article 15 Request to create a special chair

1. The board of a legal entity with [full legal capacity] substantiates the request for a certificate of competence in order to create a special chair at the university, which demonstrates the desirability of the requested facility.
2. The articles of association of the legal entity and the deed or regulations concerning the creation of one or more special chairs have to be included in the request, as referred to in paragraph 1.

Article 16 Contents of the articles of association, deed or regulations

Except for the information that must be included to meet statutory provisions, the articles of association, the deed or the regulations have to include the following, as referred to in article 15, paragraph 2:

- a. the regulations that the chair is under supervision of a board of governors, of which the majority consists of members from the university's academic staff;
- b. the regulation that the board, as referred to in article 15, does not appoint the professor by special appointment without the consent of the Executive Board;
- c. the regulation that the board, as referred to in article 15, submits an annual report to the dean and the board for the conferral of doctoral degrees concerning the education duties performed during the past academic year.

Article 17 Decision regarding the request

1. The Executive Board makes a decision regarding the request, as referred to in Article 15, after hearing the advice of the dean of the faculty involved.
2. The Executive Board confers the competence to create a special chair for a term of five years. The board may determine another term in special cases.

Article 18 Further rules

The Executive Board may determine further rules regarding the certificate of competence and revocation of the certificate of competence, as referred to in articles 9.53 and 9.58 of the act, as well as regarding the appointment of professors by special appointment.

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CHAPTER III - SUPPORT AND MANAGEMENT

Paragraph 1 University service departments

Art. 9.50 WHW Service department councils

- 9.50.1 If the governance and management regulations have determined that there are central services at the university, the executive board (") sets up one or more employees' consultative bodies for the benefit of the staff working at those bodies.
- 9.50.5 The executive board determines regulations, in consultation with the employees' consultative body, containing the exercising of rights, as referred to in paragraph two, three and four. The regulations at least contain dispute settlement rules.

Article 19 Duty

The support of education, scientific practice and management outside of the faculties and institutes takes place in the university service departments, as referred to in article 20.

Article 20 University service departments

The university has the following university service departments:

- a. University Administration; and
- b. University Library.
- c. .

Article 21 Director

A member of staff appointed by the Executive Board, with the title director, stands at the head of each university service department. The director is responsible for the general management of the university service department, with due observance of the guidelines and directions of the Executive Board.

Article 22 Accountability

The director reports to the Executive Board. He provides the Executive Board with the requested information about the university service department.

Article 23 Digital university magazine "DUB"

1. The university publishes a digital university magazine entitled "DUB", set up as a website for news and debates. In an independent and journalistic manner, DUB provides information pertaining to facts and opinions on and relating to the university community. DUB also provides a platform for discussions within the university and the world around it on topics affecting the university and society at large.
2. The Executive Board draws up the editorial statute, which provides details regarding the organisation and work procedures of DUB.

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Paragraph 2 Management

Article 2.8 WHW Budget

- 2.8.1 The university board annually determines the university budget prior to the financial year concerned. The financial year is the same as the calendar year. The university board (...) complies with the determined government grant for the university hospital when determining the budget, or changes to the budget. (...)
- 2.8.2 The budget is an estimate of the revenue and expenses, as well as the income and expenditure, of the institution and they should be balanced. (...) The income from the government grant, as envisaged in the budget, coincides with the government grant assessed, or determined, and in some cases, more closely determined by our Minister for the financial year concerned.
- 2.8.3 The university board changes the budget if the determined government grant deviates from the assessed government grant, as included in the budget, as well as in the case of a more closely determined government grant.
- 2.8.4 The university board makes the necessary expenditures within the boundaries of the determined or changed budget.
- 2.8.5 Depreciation of and transfer in the budget items may be used by the university board in cases, provided for in the rules concerning this subject determined by the board.

Article 2.17 WHW Control of the means

- 2.17.1 The university board controls the means of the institution in a manner that ensures a proper operation and continuance of the institution.
- 2.17.2 A Ministerial Order may set out rules regarding the allocation of funds, the lending of funds, and the entering into contracts with respect to financial products by the board of the institution.

Article 9.14 WHW Duties and powers of the dean

- 9.14.2 The dean contributes to the management of the university by consulting with the executive board regarding the preparation of [...] the budget, among other things.

Article 4.2 WHW Personnel Policy

- 4.2.1 The university board determines and implements the personnel policy in accordance with provisions under or pursuant to the act as well as with due care.
- 4.2.2 The university board of a university, university of applied sciences or the Open University draws up a document once every four years regarding proportional representation of women in management positions for the benefit of the management positions in education and research of each institution affiliated with the university board, if there is no proportional representation of women in management positions in education and research.
- 4.2.3 The documents holds target figures, including a certain time frame in which these target figures have to be achieved, based on which the university board determines a policy regarding proportional representation of women in management positions, so that the number of women and men in these positions is proportional. The men and women ratio regarding staff in the areas of education and research that work in education and research of the institute, as proven by the numbers annually published by our Minister, is the basis for the proportional representation. The document also records the measures taken/will be taken by the university board in order to achieve the figures referred to in the first sentence and lists an overview of the intended and achieved results of the policy regarding proportional representation of women in management positions during the period covered by the document, or the period covered by the previous document.

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- 4.2.4 The university board ensures that a copy of the document is available for inspection in the building of the institution in a place that is accessible to students and staff, as well that a copy is saved in the administrative records of the institution.

Article 4.5 WHW Regulation of legal position

- 4.5.1 In accordance with the rules under or pursuant to the order in council, as referred to in the second and third paragraph, the university board of a public institution regulates the legal position of its staff [...].
- 4.5.4 The regulation of the legal position, as referred to in the first paragraph, also includes the adoption of provisions regarding appointment, suspension, disciplinary measures and dismissal of staff. The provisions regarding dismissal may not provide staff of public institutions with fewer rights than those applicable to employees with an employment contract resulting from the provisions of mandatory law of Title 10, Book 7 of the Dutch Civil Code.

Article 24

1. The deans and the directors are responsible for the management of human, financial and other for the benefit of their respective faculty or department. They are responsible for an effective organisation of their faculty or department for the performance of the duties concerned.
2. The Executive Board gives a mandate to the deans and directors regarding the exercising of management powers, as referred to in paragraph 1. The Executive Board provides rules and guidelines for the mandate.
3. If the Executive Board performs mandated management powers, it informs the mandatory involved of its decision forthwith.

Article 25

1. With the approval of the Executive Board, a dean or director may give a mandate to a staff member working under his supervision regarding certain management powers concerning the faculty or department as a whole or in part.
2. A submandatory exercises the management powers assigned to him on behalf of the Executive Board. He reports to the dean or director involved.

Article 26

1. With regard to management powers that extend to more than one faculty or department, the deans and directors concerned may give a submandate to a staff member who works in one of the faculties or departments involved.
2. In giving the submandate, the deans and directors involved make arrangements regarding the management powers and their exercise, and the manner in which the submandatory has to report. The Executive Board is notified of this.

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3. CHAPTER IV – LEGAL PROTECTION OF STAFF

Paragraph 1 Notice of objection

Article 27

1. An interested party may submit a written notice of objection to a decision taken by or on behalf of the Executive Board, which has directly affected his interests, unless there is another provision, based on the law, available to him.
2. The Executive Board takes a decision regarding notices of objection in writing.

Article 28

If the objection regards a decision taken by or on behalf of the Executive Board concerning:

- dismissal,
- job ranking, unless the national complaints committee is competent in the matter,
- assessment, or
- a disciplinary measure,

the decision regarding the objection is prepared by the Objections Committee, as referred to in paragraph 2 of this chapter.

Article 29

The hearing of interested parties in the preparation of the decision to an objection other than the one referred to in Article 28 takes place in public, unless the objection relates to the legal position of university staff.

Paragraph 2 Objections Committee

Article 30 Duty

1. The Objections Committee is in any event responsible for the preparation of the decision regarding the objections, as referred to in Article 28.
2. One of the administrative bodies may assign the preparation of the decision regarding other objections to the committee.
3. The provisions of Book 7, Section 13 of the General Administrative Law Act apply to the committee.

Article 31 Composition

1. The committee consists of a Chairman and at least two other members appointed by the Executive Board. A sufficient number of substitute members is appointed in the same manner.
2. The chairman and the substitute chairman have to meet the requirements for appointment as a court judge and may not be employed by the university.

Article 32

1. A member and a substitute member are appointed on the recommendation of the employee organisations. This member or his substitute are members of the Objections Committee regarding objections related to dismissal, as referred to in Article 12.7 of the Collective Labour Agreement for Dutch Universities.
2. The members of the Executive Board as well as the deans and the directors may not be members of the committee.

Article 33 Appointment term

1. The appointment of members and their substitutes is for the term of three years. They can immediately be reappointed after this term.
2. The appointment expires early starting from the first following month, if:
 - a. the member or his substitute has submitted a request to that effect,
 - b. the member or his substitute has reached the age of seventy,
 - c. the member or his substitute, after having been heard regarding the matter, has become permanently unfit to carry out his duties as a result of illness or disability, or

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- d. the member or his substitute has been convicted of an offence without appeal.

Article 34 Secretariat

The Executive Board provides for a secretariat of the committee, after consultation with the chairperson of the committee. The costs of the committee and its secretariat are to be borne by the university.

Article 35 Preparation for the settlement

The chairperson of the committee ensures that everything that is necessary is done to prepare for the settlement of objections.

Article 36 Hearing

1. The chairperson determines the time and place of the committee's hearing, at which the submitter of the objection, the administrative body that has taken the decision or performed the other actions, and other interested parties, if applicable, are given the opportunity to be heard in person or by a representative.
2. He informs the submitter of the objection, the administrative bodies involved and the other interested parties, if applicable, in writing.

Article 37 Challenge and immunity of committee members

1. At the request of an interested party, any of the committee members may be challenged based on facts or circumstances, which may impede the forming of an impartial opinion. Also, any committee member may request to be excused on the basis of relevant facts and circumstances.
2. Part 8.1.4 of the General Administrative Law Act applies in the case of a request for challenge or immunity.

Article 38 Public nature

1. The hearings of the committee are public.
2. The committee may decide to hear the case behind closed doors - at the request of one or both parties, or not.

Article 39 Advice

1. The committee gives its advice in writing within six weeks after the administrative body has been informed about the objection. In special cases, this term may be extended by the administrative body by not more than four weeks.
2. The advice, as referred to in paragraph 1, is comprised of:
 - a. a substantiated proposal for the decision to be taken, and
 - b. a summary of the matters discussed at the hearing.

Article 40 Rules of procedure

1. The committee may lay down a more detailed arrangement of its working methods in rules of procedure.
2. The rules and amendments thereof require the approval of the Executive Board.

CHAPTER V - LEGAL PROTECTION (FUTURE AND FORMER) OF STUDENTS AND (FUTURE AND FORMER) EXTRANEI

Paragraph 1 Accessible facility

Article 7.59a WHW Accessible facility

1. The university board sets up an accessible and unambiguous facility. The university board adopts a more detailed scheme regarding the provision in this paragraph and paragraph 2, which is a part of the governance and management regulations.
2. A person involved lodges a complaint, as referred to in Article 7.59b, and files an objection or appeal, as referred to in paragraph 2, with the facility on account of a decision taken by a body of a higher education institution body, or on account of a lack of decision,

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based on this act and the schemes based on the act. If it concerns an appeal or objection of a person at a public institution, Book 6, Section 4, paragraph 1 and 2, and Book 7, Section 1a of the General Administrative Law Act do not apply.

3. In this paragraph and in the paragraphs 2 to 4, the person involved is understood to mean: a student, a prospective student, a former student, an *extraneus*, a prospective *extraneus*, or a former *extraneus*.

4. The term for the written filing of an appeal or objection as referred to in paragraph 2 is six weeks.

5. The facility send a written confirmation of receipt of a complaint, appeal or objection received to the person involved and forwards it forthwith to the authorised body after noting the date of receipt on the document. If it concerns a public institution, Book 6, Section 15, paragraph 1 and 2 of the General Administrative Law Act do not apply.

6. The date of receipt, as referred to in paragraph five, determines if a complaint, appeal or objection has been submitted in time. If it concerns a public institution, Book 6, Section 15, paragraph 3 of the General Administrative Law Act does not apply.

7. If the facility has sent a complaint, appeal or objection to an unauthorised body, this body will return the document concerned to the facility forthwith. The authorised body handles a complaint, appeal or objection directly submitted to this organ by the person involved only after the agency of the facility.

Article 41 Accessible facility

In order to meet the requirement of the accessible facility for submitting a complaint, an appeal or objection, as referred to in Article 7.59a of the act, a virtual desk on the university's website has been set up.

Article 42 Submission of complaint, appeal or objection

1. A complaint, an appeal or objection is submitted in the manner as stated by the virtual desk.
2. The person involved can request further information about and help with the submission of a complaint, an appeal or objection from the persons stated on the website of the virtual desk.

Paragraph 2 Settlement of objections; Disputes Advisory Committee

Article 7.63a WHW Competence and composition of the Disputes Advisory Committee

1. Each higher education institution has a Disputes Advisory Committee. The provisions of Book 7, Section 13, paragraph one to six of the General Administrative Law Act apply equally to a Disputes Advisory Committee. The members of the Disputes Advisory Committee are functionally independent.

2. The Disputes Advisory Committee gives advice to the university board about the objections regarding decisions, or lack of decisions, other than those referred to in Article 7.61 based on this act and the schemes based on the act.

3. The Disputes Advisory Committee examines if a settlement between the parties is feasible.

4. In the case of immediate urgency, the chairperson of the Disputes Advisory Committee may decide, upon request, that the Disputes Advisory Committee should give its advice to the university board as soon as possible. The chairperson decides in a period of one week after receipt of the objection if there is a case of immediate urgency and informs the person involved as well as the university board forthwith. The university board then takes a decision within four weeks after receipt of the objection by the facility, notwithstanding the provisions of Book 7, Section 10 of the General Administrative Law Act.

Article 7.63b WHW Decision regarding appeals

1. The university board takes a decision within ten weeks after receipt of the objection, notwithstanding the decisions based on the procedure, as referred to in Article 7.63a, paragraph four. With regard to public institutions, the university board decides, notwithstanding the provisions of Book 7, Section 10, paragraph 10 of the General Administrative Law Act.

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2. With regard to special institutions, the provisions of Book 7, Section 11, Book 1, Section 12, Book 7, Section 13, paragraph seven of the General Administrative Law Act apply equally.

Article 43 Institution, composition and competence of the Disputes Advisory Committee

1. There is a Disputes Advisory Committee in the sense of Article 7.63a of the act.
2. The Disputes Advisory Committee consists of a Chairman and at least two other members, of which one is a student-member, who are appointed by the Executive Board. A sufficient number of substitute members are appointed in the same manner.
3. The chairman and the substitute chairman have to meet the requirements for appointment as a court judge and may not be employed by the university.
4. The members of the Executive Board as well as the deans and the directors may not be members of the Disputes Advisory Committee.
5. The Disputes Advisory Committee is not authorised to give advice regarding objections to decisions, or the lack thereof, based on Article 7.42a of the act, insofar as it concerns the registration for degree programmes that train students for the profession of doctor or veterinarian.

Article 44 Appointment term

1. The appointment of the members and their substitutes is for the term of three years. They can immediately be reappointed after this term
2. The appointment of the student-member and the substitute student-member is for the term of one year.
3. The appointment expires early starting from the first following month, if:
 - a. the member or his substitute has submitted a request to that effect,
 - b. the member or his substitute has reached the age of seventy,
 - c. if it concerns the student-member or the substitute student-member, the registration of the students has been cancelled,
 - d. the member or his substitute, after having been heard regarding the matter, has become permanently unfit to carry out his duties as a result of illness or disability, or
 - e. the member or his substitute has been convicted of an offence without appeal.

Article 45 Secretariat

The Executive Board provides for a secretariat of the Disputes Advisory Committee, after consultation with the chairperson of the Disputes Advisory Committee. The costs of the Disputes Advisory Committee and its secretariat are to be borne by the university.

Article^e 46 Preparation for the settlement

The chairperson of the Disputes Advisory Committee ensures that everything that is necessary is done to prepare for the settlement of objections.

Artikel 47 Hoorzitting

1. The chairperson determines the time and place of the Disputes Advisory Committee's hearings, at which the submitter of the objection, the administrative body that has taken the decision or performed the other actions, and other interested parties, if applicable, are given the opportunity to be heard in person or by a representative.
2. He informs the submitter of the objection, the administrative bodies involved and the other interested parties, if applicable, in writing.

Artikel 48 Challenge and immunity of committee members

1. At the request of an interested party, any of the members of the Disputes Advisory Committee may be challenged based on facts or circumstances, which may impede the forming of an impartial opinion. Also, any member of the Disputes Advisory Committee may request to be excused on the basis of relevant facts and circumstances.
2. Part 8.1.4 of the General Administrative Law Act applies in the case of a request for challenge or immunity.

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Article 49 Public nature

1. The hearings of the Disputes Advisory Committee are public.
2. The Disputes Advisory Committee may decide to hear the case behind closed doors, whether at the request of one or both parties, or not.

Article 50 Advice

1. The Disputes Advisory Committee gives its advice in writing within six weeks after the administrative body has been informed about the objection. In special cases, this term may be extended by the administrative body by not more than four weeks.
2. The advice, as referred to in paragraph 1, is comprised of:
 - a. a substantiated proposal for the decision to be taken, and
 - b. a summary of the matters discussed at the hearing.

Article 51 Rules of procedure

1. The Disputes Advisory Committee may lay down a more detailed arrangement of its working methods in rules of procedure.
2. The rules and amendments thereof require the approval of the Executive Board.
- 3.

Paragraph 2a Special Disputes Advisory Committee iudicium abeundi

Article 51a Institution and competence of the Special Disputes Advisory Committee

1. There is a Special Disputes Advisory Committee that is authorised to give advice regarding objections to decisions, or the lack thereof, based on Article 7.42a of the act, insofar as it concerns the registration for degree programmes that train students for the profession of doctor or veterinarian.
2. The Special Disputes Advisory Committee, as referred to in this article, is comprised of a chairperson and at least two other members appointed by the Executive Board. A sufficient number of substitute members is appointed in the same manner.
3. The provision of article 43, paragraph 3 and 4, and 44 to 51 of these rules apply equally to the Special Disputes Advisory Committee as referred to in the first paragraph.

Paragraph 3 Settlement of complaints

Article 7.59b WHW Complaints

The university board settles a complaint lodged by the party involved, if it concerns a special institution with equal application of Title 9, Section 1 of the General Administrative Law Act.

Article 52 Specific complaints procedures

This provision does not apply to complaints regarding behaviour which are provided for by the regulations for complaints regarding intimidation, aggression, violence and discrimination or the regulations for complaints regarding scientific integrity of Utrecht University [*Klachtenregeling Wetenschappelijke Integriteit Universiteit Utrecht*].

Article 53 Settlement of other complaints

1. Complaints regarding actions other than the actions referred to in Article 52 are settled by, with the application of Title 9, Section 1 of the General Administrative Law Act and in accordance with the scheme as part of these rules:
 - a. the faculty complaints coordinator appointed by the dean, if the complaints concern a faculty;
 - b. the university complaints coordinator appointed by the Executive Board, if the complaints concern a university service department;
2. The complaints advisory procedure ensuing from Part 9.1.3 of the General Administrative Law Act applies with the proviso that the faculty complaints coordinator

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and the university complaints coordinator have been appointed by the dean or the Executive Board as persons responsible for the settlement of and advice about the complaints, as referred to in the first paragraph.

Article 54 Non-settlement of complaints

1. Complaints are not settled if they concern actions:
 - a. about which a complaint has previously been lodged and has been settled in accordance with these rules;
 - b. that took place more than one year before the lodging of the complaint;
 - c. to which the person involved could have registered a notice of objection,
 - d. against which the person involved can or could have lodged an appeal, unless the actions concern the overdue taking of a decision;
 - e. of which the proceedings fall or have fallen under the competence of a court other than an administrative court;
 - f. that are the subject of an ongoing criminal investigation or an ongoing prosecution by order of the Public Prosecutor, or if they concern actions that are a part of a criminal investigation or prosecution of a criminal offence, and a criminal investigation has been started by order of the Public Prosecutor.
2. Complaints are also not settled if the interest of the person involved, or the seriousness of the actions are clearly insufficient.
3. The person involved will be informed in writing as soon as possible, but no later than four weeks after the receipt of the notice of objection, if the complaint is not going to be settled. Book 9, Section 12, paragraph 2 of the General Administrative Law Act applies equally.

General Administrative Law Act , Title 9, Section 1

Part 9.1.2 Settlement of a notice of objection

(...)

Book, Section 5

As soon as the administrative body has settled the complaint to the satisfaction of the complainant, the obligation for the application of this chapter expires.

(...)

Book, Section 9

The person whose actions are related to the objection receives a copy of the notice of objection as well as the documents included in the notice of objection.

Book 9, Section 10

1. The administrative body gives the complainant and the person whose actions are related to the objection the opportunity to be heard.
2. The hearing of the complainant may be abandoned, if
 - a. the complaint is clearly unfounded,
 - b. if the complainant has declared to not want to exercise the right to be heard
 - c. the complainant does not declare within a reasonable term set by the administrative body that he wishes to exercise the right to be heard.
3. A report will be drawn up of the hearing.

Book 9, Section 11

1. The administrative body settles the complaint within six weeks, or - if Part 9.1.3 applies - within ten weeks after receipt of the notice of objection.
2. The administrative body may adjourn the settlement for not more than four weeks. The complainant and the person whose actions are related to the complaint receive a written notification of the adjournment.
3. Further adjournment is only possible with the consent of the complainant.

Book 9, Section 12

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1. The administrative body informs the complainant in writing, with substantiation, about the findings of the investigation into the complaint, the administrative body's opinion regarding the matter, as well as any conclusions it attaches to the complaint.
2. The notification also states to which ombudsman the complainant may submit an application and within which term.

Book, Section 12a

The administrative body ensures that the written complaints received are registered. The registered complaints are published annually.

Part 9.1.3 Additional stipulations for a complaints advisory procedure

Book 9, Section 13

The procedure regarding the settlement of complaints as provided for in this part is followed in addition to Part 9.1.2 if it is determined by a statutory provision or by the administrative body.

Book 9, Section 14

1. A person or committee is designated to settle and give advice about complaints by a statutory provision or by the administrative body.
2. The administrative body may only give general instructions to the person or the committee.

Book 9, Section 15

1. In the notification of receipt, as referred to in Book 9, Section 6, information is included regarding the person or committee who or that will give advice about the complaint.
2. Hearings are conducted by the person or committee as referred to in Book 9, Section 14. If a committee has been formed, it may order a chairperson or committee member to conduct the hearing.
3. The person or committee rules about the application of Book 9, Section 10, paragraph 2.
4. The person or committee sends a report of findings, including the advice and any recommendations, to the administrative body. The report includes the report of the hearing.

Book 9, Section 16

If the conclusions of the administrative body deviate from the advice, the conclusion state the reason for the deviation and the advice is sent along with the notification, as referred to in Book 9, Section 12.

Article 55 Complaints registration

1. The deans set up a complaints registration insofar as they relate to their faculty.
2. The Executive Board sets up a complaints registration insofar as they relate to university service departments.
3. An overview of the registered complaints is included in the university's annual report.

CHAPTER V OTHER PROVISIONS

Article 56

1. Pursuant to the Government Information (Public Access) Act [*Wet openbaarheid van bestuur*] (hereinafter "**WOB**"), any person may submit to the university or other body a request for information laid down in documents regarding an administrative matter.
2. The university will charge the requester for the actual expenses incurred for furnishing photocopies of documents pursuant to the WOB. Expenses may include (i) postage charges and (ii) the cost of the information carrier used. For information furnished on paper, the charge will amount to EUR 0.03² per page. In the latter case, expenses will

²This amount is based on the actual cost of a single-sided black & white photocopy in September

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only be charged until if the total number of pages furnished exceeds twenty.

Article 57

At the request of the Supervisory Board and pursuant to article 9.50a of the WHW, the Minister van Education, Culture and Science has given permission to implement a deviating participation organisation in relation to the Faculty of Medicine. With the approval of the University Council, the participation regulations for the Faculty of Medicine have been laid down in separate guidelines issued by the Executive Board for the administration of the Faculty of Medicine: the Guidelines for faculty regulations regarding participation Medicine.

CHAPTER VII – FINAL AND TRANSITIONAL REGULATIONS

Article 58

These rules and any amendments will come into effect on the day following the approval of the Supervisory Board.

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