



This is an informal translation of a Dutch legal document. In the event of any discrepancies with the original Dutch language version, the latter shall prevail.

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 December 16, 2021.

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 Administrative and Management Regulations contain explanatory references to a number of relevant articles and parts of articles in the WHW and the General Administrative Law Act (Awb). These Acts may, of course, be amended in the interim.

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 renewed in 2019 and has taken effect as of 1 January 2020.

In the code, the term 'executives' refers not only to the members of the Executive Board, but also to the deans and members of faculty boards, as Article 9.12 of the WHW also designates them as executives with a number of formal administrative duties and powers as referred to in Article 9.14 of the WHW. Within Utrecht University, the members of the Executive Board and the deans are regarded as administrators. After all, Article 7 of the BBR stipulates that a dean is the head of a faculty.

The Code describes in nine general principles of good governance how the universities give substance to the assignment and scope given by law in the area of university governance. 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. Important innovations in the code include the explicit attention paid to the importance of an open culture and a safe environment within the university, the organisation of the governance of cooperative ventures and the relationship between the Executive Board and the student and employee participation.

The Code contains detailed terms that have been agreed with regard to how the Executive Board, the deans and the Supervisory Board decide on statutory and other duties, responsibilities and powers.

The BBR contains provisions concerning the Executive Board and the deans, while separate regulations are in place with regard to the Supervisory Board.

All regulations drawn up by the University of Utrecht are based on the principle that topics following from the law, regulations or general principles of proper administration are not incorporated into the regulations themselves.

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

Article 8 of the BBR contains a list of the degree 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.

Rector magnificus, Article 3

With effect from 1 September 2017, the new provisions on the appointment of members of the Executive Board were incorporated into the WHW. As a result, the appointment procedure for members of the Executive Board has also been reconsidered internally. In consultation with the University Council and the Supervisory Board, it was decided to follow the same procedure for all members of the Executive Board and not to make an exception for the appointment of the rector magnificus.

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 students and (future and former) extranei, chapters V

This chapter of the BBR sets out the procedures if an interested student objects to a decision made by the university or files a complaint.