

MAASTRICHT UNIVERSITY

UM ADMINISTRATIVE AND MANAGEMENT REGULATIONS

incorporating the
Enhanced Governance Powers Act (Wet Versterking bestuurskracht)

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CHAPTER I

GENERAL PROVISIONS

Article 1.1 Definitions

1. The following terms will have the following meanings in these regulations:
 - a. Act: the Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW);
 - b. minister: the Minister of Education, Culture and Science;
 - c. university: Maastricht University (UM);
 - d. Supervisory Board: the university's Supervisory Board;
 - e. Executive Board: the university's Executive Board;
 - f. University Council: the university's University Council;
 - g. faculty: a faculty of the university mentioned in Article 2.1;
 - h. dean: the chair of the Faculty Board;
 - i. lapsed;
 - j. Board of Deans: the board granting UM doctoral degrees, as referred to in Article 9.10 of the Act;
 - k. administration: all activities, actions and decisions with regard to staff, working conditions, finance and housing used by the Executive Board to implement the policy of the university as an institution and as a legal entity;
 - l. administrative organisation: all organisational and legal constructions used to shape the university's administration;
 - m. administrative unit: a faculty or central unit mentioned in Article 6.2 which works to shape the university's administration;
 - n. head of faculty administrative unit: the person heading a faculty administrative unit who has been mandated by the Executive Board;
 - o. Maastricht University Office (MUO): the central administrative unit;
 - p. service centre: a central administrative unit which provides services to other administrative units based on service-level agreements (SLAs);
 - q. Maastricht University Office executive director: the person heading the central administrative unit who has been mandated by the Executive Board;
 - r. service centre director: the person heading a central service centre who has been mandated by the Executive Board;
 - s. faculty service: part of a faculty administrative unit;
 - t. department: a unit of the Maastricht University Office, a service centre or faculty service;
 - u. research school: a research institute, a cluster of research institutes or a partnership of research units recognised by the Royal Netherlands Academy of Arts and Sciences (KNAW);
 - v. school: an organisational unit of a faculty for academic research and related education;
 - w. education institute: an organisational unit of a faculty for academic education;
 - x. graduate school: an organisational unit of a faculty responsible for the research master's programme and the phd-programme;
 - y. staff member/employee: a person who has an employment contract with the university;
 - z. mandate: the power to take decisions on behalf of the Executive Board, divided into administrative mandates and management mandates;
 - aa. student: a student enrolled at the university, which, for purposes of application of Chapter V, will also include a prospective student, former student, external student, prospective external student, former external student, non-degree seeking student, prospective non-degree seeking student or former non-degree seeking student;
 - ab. election regulations: the regulations laid down by the Executive Board for the election of the members of the University Council, Employees' Councils and Faculty Councils.
2. Insofar as other terms in these regulations are also mentioned in the Act, they will have the meaning conferred to them in that Act.

CHAPTER II

UNIVERSITY MANAGEMENT AND STRUCTURE

Section 1 General provisions

Article 2.1 **Faculties**

1. The university includes the following faculties:
 - a. the Faculty of Health, Medicine and Life Sciences (FHML);
 - b. the Faculty of Law (FL);
 - d. the Maastricht University School of Business and Economics (MUSBE);
 - e. the Faculty of Humanities and Sciences (FHS);
 - f. the Faculty of Arts and Social Sciences (FASoS);
 - g. the Faculty of Psychology and Neuroscience (FPN).

Article 2.2 **Programmes**

The programmes offered at the university are listed in the Appendix.

Section 1a University Medical Centre

Article 2.2a1 **Joint policy-making body**

1. The collaboration between the university and the Maastricht Academic Hospital (azM) in education and research is organised on the basis of a cooperative partnership model.
2. The joint policy-making body of the university and the Maastricht Academic Hospital (azM) has been established as referred to in Article 12.19 of the Act to promote efficient cooperation in the areas of medical- and health-scientific education and research, medical specialist programmes and patient care.
3. The joint policy-making body adopts the planning document, which sets out the results of the consultation on mutual coordination of the university's and the azM's activities in academic, medical education and research.
4. The joint regulation between the university and the azM sets out further provisions on the composition, duties, powers and working methods of the joint policy-making body.
5. The university Executive Board and the azM Board of Directors meet regularly to discuss the collaboration between their institutions.
6. The FHML Faculty Board and the azM Board of Directors confer on a regular basis. The Faculty Board and the Board of Directors decide in mutual consultation on the scheduling and content of these meetings.

Section 2 University Supervisory Board

Article 2.3 **Composition**

1. The Supervisory Board consists of five members.
2. With due observance of the Act, the chair and the other members are appointed, suspended and dismissed by the minister. Appointments are made with the goal of achieving, as much as possible, a balanced distribution of the seats between men and women.

3. The minister appoints a member to the Supervisory Board who specifically has the University Council's confidence. The member is appointed for a maximum term of four years.
4. The member of the Supervisory Board mentioned in the third paragraph is appointed based on a list of candidates drawn up by the University Council. The list includes at least two names. In drawing up the list, the University Council takes into account the profiles established for the Supervisory Board members referred to in Article 2.4, paragraph 5.
If the proposed candidates are not appointed by the minister, the University Council will draw up a new list. The minister can, stating reasons, appoint a person not appearing on the second list.
5. Members are appointed to the Supervisory Board based on profiles published beforehand.
6. Members can be dismissed for compelling reasons before the end of their appointment.
7. Executive Board members attend Supervisory Board meetings in an advisory capacity, unless the Supervisory Board decides otherwise.

Article 2.4 Duties and powers

1. With a view to the university's duties referred to in Article 1.3, paragraph 1, of the Act, the Supervisory Board monitors the Executive Board's performance of its activities and exercise of its powers, and furnishes advice to the Executive Board.
2. The Supervisory Board is responsible for approving proposed Executive Board resolutions adopting:
 - a. the institutional plan¹;
 - b. the administrative and management regulations;
 - c. the budget;
 - d. the annual financial statements and annual report;
 - e. the plan regarding proposed investments with a monetary value exceeding €2 million;
 - f. the proposed allocation of public funds for private purposes;
 - g. plans to enter into public, private or public-private joint ventures which are essential to the university's future and/or its further expansion;
 - h. the joint regulations referred to in Article 8.1 of the Act.
3. The Supervisory Board is also responsible for:
 - a. appointing, suspending, dismissing and determining the remuneration for Executive Board members;
 - b. monitoring the Executive Board's compliance with statutory obligations and observance of the sector code referred to in Article 2.9 of the Act;
 - c. monitoring the lawful acquisition and efficient and lawful appropriation and allocation of the government grant for the university referred to in Articles 2.5 and 2.6 of the Act;
 - d. designating an auditor, as referred to in Article 393, paragraph 1, of Book 2 of the Dutch Civil Code (Burgerlijk Wetboek) to issue a report to the Supervisory Board;
 - e. monitoring the development of the quality assurance system pursuant to Article 1.18 of the Act, and
 - f. rendering an account each year in the university's annual report concerning the Supervisory Board's performance of the duties and exercise of the powers referred to in paragraphs 2 and 3 of this Article.
4. At least twice a year, the Supervisory Board consults with the University Council as stated in Article 9.8, paragraph 2, of the Act.
5. With due observance of Article 9.7, paragraph 4, of the Act, the Supervisory Board establishes profiles for its members and publishes these beforehand. The University Council is given the opportunity to advise the Supervisory Board on the profiles before they are adopted.
6. The Executive Board ensures that the Supervisory Board has functionally independent administrative support by appointing a secretary for the Supervisory Board. Appointment and dismissal of the secretary is subject to the Supervisory Board's consent.

¹ 'Institutional plan' is the statutory name for the strategic programme.

Article 2.5 Accountability and information

1. The Supervisory Board is accountable to the minister.
2. The Supervisory Board supplies the minister with the requested information concerning its actions.

Article 2.6 Public access

The Supervisory Board's meetings and meeting documents are not public, unless the Supervisory Board decides otherwise.

Section 3 Executive Board

Article 2.7 Composition

1. The Executive Board consists of three members: the president, the university's rector and another member.
2. The members of the Executive Board are appointed, suspended and dismissed by the Supervisory Board. A new procedure is agreed on for each vacancy. Appointments are made with the goal of achieving, as much as possible, a balanced distribution of the seats between men and women.
3. The members of the Executive Board are appointed on the basis of profiles that are released in advance.
4. The members are appointed for a term specified by the Supervisory Board (usually four years). At the end of the month in which a member reaches the age limit applicable to public service jobs, he/she is honourably discharged.
5. To appoint an Executive Board member, the Supervisory Board will establish a selection committee (benoemingsadviescommissie) which must, in all cases, include a member or representative of that part of the University Council elected by and from among the university staff, and a member or representative of that part of the University Council elected by and from among the students. The selection committee also includes two members of the Supervisory Board, a member of the Executive Board and a Dean as representative of the Board of Deans.
6. Before taking decisions about (re) appointment or dismissal, the Supervisory Board consults with the University Council confidentially on the proposed decision, with the consultation occurring at such a time that it can actually affect the decision.
7. The rector is a professor.
8. The rector is appointed by the Supervisory Board based on an advice of the committee as referred to in paragraph 5.
9. The president of the Executive Board is appointed as such from its members by the Supervisory Board. The president of the Executive Board has an academic profile.
10. Executive Board members can be dismissed for compelling reasons before the end of their appointment.
11. A member of the Executive Board cannot also be:
 - a. a member of the Supervisory Board;
 - b. in general, a member of another administrative body within the university, except the Board of Deans, or a member of the University Council, a Faculty Council or a programme committee;
 - c. a member of the Supervisory Board or the Executive Board of another university.

Article 2.8 Duties and powers; consultation; mandate

1. The Executive Board is responsible for the university's overall management and its administration, without prejudice to the powers of the Supervisory Board.
2. In performing its duties and exercising powers, the Executive Board ensures as much as possible:
 - a. that the Faculty Boards are given the opportunity to issue advice on matters of general importance for the university's teaching and research activities;
 - b. that the relevant Faculty Board is given the opportunity to issue advice on matters important to the relevant faculty's teaching and research activities.
3. The Executive Board consults with the Faculty Boards in preparing the institutional plan and the budget.
4. The Executive Board can grant the power to take decisions on its behalf on matters relating to university administration (administrative mandate), or to take management decisions on its behalf in a certain category (management mandate). The mandate is granted in writing.

Article 2.9 Accountability and information

1. The Executive Board is accountable to the Supervisory Board.
2. The Executive Board supplies the Supervisory Board with the requested information concerning its decisions and other actions.
3. The Executive Board supplies the minister with the requested information concerning the university.

Article 2.10 Division of duties and working procedures

1. Without prejudice to the Executive Board's overall responsibility for the manner in which it fulfils its duties, the Executive Board can decide to divide up its duties internally. It will inform the Supervisory Board, the University Council and the Faculty Boards as to how it has divided up its duties.
2. The president of the Executive Board represents the university at law and otherwise.
3. If the president is absent, the vice-chair or the rector will represent the university.

Article 2.11 Public access

The Executive Board meetings and the meeting documents are not public, unless the Executive Board decides otherwise.

Article 2.12 Management team

1. The Executive Board regularly discusses in the management team administrative/managerial and strategic matters relating to the university and its units.
2. The management team is composed of the Executive Board members and the faculty deans. At the management team's invitation, the University Council chair can also participate in management team meetings in an advisory capacity.

Section 4 Board of Deans

Article 2.13 **Composition**

1. The Board of Deans consists of the faculty deans and the university rector.
2. The rector chairs the Board of Deans.

Article 2.14 **Duties**

1. The Board of Deans is responsible for granting doctoral degrees. To this end, it adopts regulations regarding the attainment of doctoral degrees, which must be approved by the Executive Board.
2. The degree of doctor honoris causa is granted by the Board of Deans upon the recommendation of the relevant Faculty Board and after consulting with the Executive Board.
3. Upon request or on its own initiative, the Board of Deans advises the Executive Board and Faculty Boards on teaching and research activities.
4. The Executive Board can charge the Board of Deans with duties concerning adopting professorial chair structure reports, appointing professors and making proposals for academic awards and prizes.

Article 2.15 **Public access; annual report**

1. The Board of Deans' meetings and meeting documents are not public, unless the Board of Deans decides otherwise.
2. The Executive Board ensures that the Board of Deans is provided with administrative support.
3. The Board of Deans draws up an annual report of its activities, and sends it to the Executive Board, the University Council and the Faculty Boards.

Section 5 Faculties

Article 2.16 **Board**

1. The faculties are each headed by a board, which is composed of the dean (who is also the chair) and a minimum of two and a maximum of four other members, unless the Executive Board has decided on a one-person board.
If the Executive Board has decided on a one-person board for a faculty, references to the 'Faculty Board' in these regulations from Article 2.17 onwards should be understood to mean the 'dean'.
2. The size of the Faculty Board is determined in the faculty regulations.
3. Soon after being appointed, the Faculty Board invites the student members of the Faculty Council to appoint at least one student from the faculty to attend the Faculty Board meetings in an advisory capacity. As a rule, the student adviser is appointed for one year.
4. The Faculty Board can appoint a secretary-director after consulting with the Executive Board.

Article 2.17 Appointment and dismissal

1. The members of the Faculty Board are appointed, suspended and dismissed by the Executive Board. They are appointed for a term determined by the Executive Board (usually four years for the dean and three years for the other members).
2. The dean is also a professor and, like the other board members, is employed by the faculty.
3. To prepare the appointment of the dean and after consulting with the Faculty Board, the Executive Board sets up a selection committee, which includes one member of the Executive Board.
The selection committee makes a recommendation with due observance of the profile and selection procedure laid down by the Executive Board.
4. The dean presents a list of candidates recommended for appointment as the other board members. This list must be supported by reasons.
5. Before (re)appointing or dismissing the dean or other Faculty Board members, the Executive Board consults with the Faculty Board and Faculty Council confidentially on the proposed decision, with the consultation occurring at such a time that it can actually affect the decision.
6. The dean and other members of the board can be suspended or dismissed by the Executive Board for compelling reasons before their term ends.
7. If a dean cannot be appointed (or cannot be appointed on time) in the manner stated by this Article, the Executive Board will, after consulting with the Faculty Board, decide how to address the situation. The Executive Board ensures that it is informed of the Faculty Council's views on the proposed action.

Article 2.18 Guidelines

The Executive Board can draw up guidelines for the purpose of organising and coordinating performance of the duties and exercise of the powers referred to in Article 2.20, paragraph 1, and Article 2.21, paragraph 1, of these regulations.

Article 2.19 Duties and powers of the Faculty Board (general)

1. The Faculty Board is responsible for the faculty's general management, as well as the faculty's management and structure with regard to its teaching and research activities.
2. The Faculty Board cooperates in the university's management, by, among other things, consulting with the Executive Board on the preparation of the institutional plan and the budget.

Article 2.20 Duties and powers of the Faculty Board regarding teaching and research activities

1. The Faculty Board is responsible for:
 - a. adopting the education and examination regulations for each faculty programme or group of programmes, as well as regularly evaluating such regulations;
 - b. adopting general guidelines for research activities;
 - c. adopting the faculty's annual research programme;
 - d. monitoring the implementation of the education and examination regulations and the annual research programme, as well as regularly reporting on this to the Executive Board;
 - e. setting up the examination boards and colloquium doctum committee and appointing the members to these boards and this committee;
 - f. implementing Articles 7.8b and 7.9 of the Act, with the exception of designating programmes as referred to in Article 7.8b, paragraph 3, and Article 7.9, paragraph 1, of the Act;

- g. adopting additional rules concerning the manner in which the exemptions referred to in Articles 7.25, paragraph 4, 7.28, paragraphs 2–4, and 7.29, paragraph 1, of the Act can be obtained;
 - h. implementing Article 7.30c of the Act;
 - i. agreeing on joint regulations for one or more programmes with one or more other university Faculty Boards;
 - j. if desired, adopting procedures and criteria regarding recognition of acquired skills
 - k. implementing Articles 6,7a and 7.9b of the Act;
 - l. setting up programme boards;
 - m. the regulations for the management and structure of schools, graduate schools, education institutes, research institutes and research schools.
2. The Faculty Board can make recommendations to the Board of Deans concerning the degree of doctor honoris causa.

Article 2.21 Faculty regulations

1. With due observance of the Act and these administrative and management regulations, the Faculty Board adopts the faculty regulations with the aim of further regulating the faculty's management and structure.
2. The faculty regulations include rules on:
 - a. the size of the Faculty Board;
 - b. programme management, including the relevant duties and powers;
 - c. the procedure for the appointment and composition of the programme committee(s);
 - d. the schools to be set up (if any);
 - e. the education institutes to be set up (if any);
 - f. the research institutes/research schools to be set up (if any);
 - g. the graduate schools to be set up (if any);
 - h. the departments to be set up;
 - i. the management and administration of the schools, graduate schools, education institutes, research institutes and research schools;
 - j. the number of Faculty Council members;
 - k. the procedure for and organisation of the election of Faculty Council members, with due observance of the university's election regulations referred to in Article 3.2;
 - l. the term of office for the Faculty Council members;
 - m. the powers of the Faculty Council.
3. The faculty regulations require the Faculty Council's consent.
4. The faculty regulations require the Executive Board's approval.

Article 2.22 Accountability and information obligation of the Faculty Board

The dean is accountable to the Executive Board on behalf of the Faculty Board. He/She supplies the Executive Board with the requested information concerning the faculty.

Article 2.23 Programme board; programme director

1. The Faculty Board provides for the management of each faculty programme by appointing, after consulting with the Executive Board, a multi-person board or a programme director.
2. The faculty regulations set out additional rules concerning the duties and powers of the multi-person board or the programme director, as well as regarding the appointment procedure. If the Faculty Board decides to set up a multi-person programme board, this programme board will include a student.

3. A programme board member cannot also be a member of the programme committee for that programme.
4. Further references in these regulations to the 'programme board' should also be understood to mean the 'programme director'.
5. For purposes of the application of this Article, 'programme' should also be understood to mean a 'bachelor's programme' and one or more 'continuing master's programmes'.

Article 2.24 Programme committee²

1. *The Faculty Board establishes a programme committee for each programme or group of programmes. The committee's duties are:*
 - a. *to issue advice on adopting and amending the education and examination regulations;*
 - b. *to annually evaluate the manner in which the education and examination regulations have been implemented;*
 - c. *to issue advice, upon request or on its own initiative, to the programme board and the Faculty Board on all matters regarding teaching in the relevant programmes.*
2. *The advice by the programme committee referred to in paragraph 1 must precede any decision-making.*
The programme committee sends the advice referred to in paragraph 1, (a) and (c), to the Faculty Council for informational purposes.
The Faculty Board or the programme board then ensures that:
 - *the programme committee is given the opportunity to consult with it before issuing advice;*
 - *the programme committee is informed in writing as soon as possible as to how the issued advice will be implemented.*
3. *The faculty regulations provide for the manner of appointment to and composition of the programme committee, on the understanding that half of the total number of committee members will come from the students enrolled for the programme concerned. Rules are set forth in the faculty regulations regarding application of the first paragraph.*

With effect from 1 September 2017 the following text of Article 2.24 shall apply:

Article 2.24 Programme committee

1. The Faculty Board establishes a programme committee for each programme or group of programmes. The committee's duty is to advise on promoting and safeguarding the quality of the programme. In addition, the committee has:
 - a. the right of consent in respect of the education and examination regulation(s) referred to in Article 7.13 of the Act, except for the subjects referred to in Article 7.13, paragraph 2, under (a), (f), (h) to (u) and (x), and except for the requirements referred to in Articles 7.28, paragraph 4 and 5, and 7.30b, paragraph 2 of the Act;
 - b. the duty to annually evaluate the manner in which the education and examination regulation(s) have been implemented;
 - c. the right of advice in respect of the education and examination regulation(s) referred to in Article 7.13 of the Act, except for the subjects in respect of which the committee has the right of consent pursuant to paragraph (a); and
 - d. the duty to issue advice or make proposals, upon request or on its own initiative, to the programme board and the Faculty Board on all matters regarding teaching in the relevant programmes.

The programme committee sends the advice and proposals referred to in paragraph 1(d) to the Faculty Board for informational purposes.

² Article 2.24 is amended as from 1 September 2017.

2. The advice by the programme committee referred to in paragraph 1 must precede any decision-making.
3. The Faculty Board or the programme board then ensures that:
 - the programme committee is given the opportunity to consult with it before issuing advice;
 - the programme committee is informed in writing as soon as possible as to how the issued advice will be implemented, and
 - if the Faculty Board or the programme board does not wish to follow the advice, or does not wish to follow it in its entirety, the programme committee is given the opportunity to further consult with them before the definitive decision is made.
4. If the programme committee submits a proposal as referred to in paragraph 1(d), the Faculty Board or the programme board will respond to the proposal within two months of receipt.
5. The programme committee is authorised to invite the programme board or the Faculty Board at least twice a year to discuss the proposed policy on the basis of an agenda drawn up by the programme committee.
6. The faculty regulations provide for the manner of appointment to and composition of the programme committee.

Article 2.25 Establishment of departments

The Faculty Board can establish and dissolve departments in the faculty regulations.

Article 2.26 Chair and composition; appointment of staff

1. The Faculty Board appoints (and if necessary, suspends and dismisses) the department chair. The chair is preferably chosen from the department's professors and is appointed for a term determined by the Faculty Board (usually three years).
2. The department chair can be removed from this position before his/her term ends for compelling reasons.
3. The Faculty Board determines for each faculty staff member to which department, faculty service or institute he/she belongs, bearing in mind the appointment decision.
4. Staff will only be appointed with the consent of the academic directors of the research institutes and/or the programme boards for which the staff to be appointed will be employed.

Article 2.27 Department duties

1. The departments assist in preparing and implementing the faculty's education and examination programmes and research programmes, as well as inter-faculty and inter-university education and research programmes.
2. The Faculty Board determines the nature and scope of the departments' assistance in paragraph 1, as well as how this assistance is provided.

Article 2.28 Advice and consultation

1. The department chairs issue advice upon request or on their own initiative to the Faculty Board, the programme boards and the academic directors of research institutes, schools and graduate schools on all matters regarding the faculty's teaching and research, including inter-faculty and inter-university education.
2. The department chairs consult with the Faculty Board, the programme boards, the programme committees and the academic directors of research institutes, schools, graduate schools and education institutes at least once a year, and whenever these bodies request this.

Section 6 Professors

Article 2.29 **Responsibility; ius promovendi; title**

1. The professors are particularly responsible for the development of the academic field assigned to them and the content of the education to be provided in that field, with due observance of the relevant powers of the Faculty Board and the programme board.
2. Honourably discharged professors retain the right to serve as PhD supervisors (*ius promovendi*) for five years after discharge.
3. The professors are entitled to use the title of 'professor'. Former professors who have been honourably discharged for health reasons, voluntary early retirement, or because they have reached the age limit applicable to public service positions, are also entitled to use this title.

Article 2.30 **Appointment of professors**

1. Professors are appointed by the Executive Board.
2. The Faculty Board advises the Executive Board on the appointment of professors. The advice includes a single nomination.
3. In preparing its advice, the Faculty Board sets up a selection committee, with a majority of the committee members consisting of professors in the relevant academic field.
4. Before issuing its proposal for the appointment recommendation to the Faculty Board, the committee consults with the programme boards, the chairs of the departments involved and the academic directors of the research institutes, schools and graduate schools involved, insofar as the academic field of the new professor is of relevance to them. It also consults with third parties as appropriate. The committee's recommendation includes the results of these consultations.
5. The Faculty Board also provides the committee's recommendation and corresponding documents with its advice, including the recommendations of the boards of its sister faculties, the judgment of the Board of Deans, and the reports of the discussion of the advice by the Faculty Board and the Faculty Council. The Executive Board adopts guidelines for the procedure to fill professorial positions and can impose conditions on the requirements which candidates must satisfy.

Section 7 Schools; graduate schools

Article 2.31 **Faculty schools and graduate schools**

1. Schools and graduate schools can be established within the faculty in the faculty regulations. The Faculty Board provides for these schools' and graduate schools' management and structure, and sets forth their duties in the regulations.
2. The faculty regulations set out rules for the schools' and graduate schools' management and administration, on the understanding that the schools and graduate schools are part of the administrative unit formed by the relevant faculty and that the administration is governed by the provisions set out in these regulations concerning administration.
3. The Faculty Board provides for the general management of each school and graduate school by appointing an academic director after consulting with the Executive Board.

Section 8 Education institutes

Article 2.32 **Faculty Education institutes**

1. Education institutes can be established within the faculty in the faculty regulations. The Faculty Board provides for these education institutes' management and structure, and sets forth their duties in the regulations.
2. The faculty regulations set out rules for the education institutes' management and administration, on the understanding that the institutes are part of the administrative unit formed by the relevant faculty and that the administration is governed by the provisions set out in these regulations concerning administration.
3. The Faculty Board provides for the general management of each education institute by appointing an academic director after consulting with the Executive Board.

Article 2.32a **Inter-faculty Education institutes**

1. The university's faculties can establish inter-faculty education institutes.
2. When an inter-faculty education institute is established, the Executive Board provides for its management and structure, on the understanding that it determines in each case which administrative unit the relevant education institute is part of, and that its administration is governed by the provisions set out in these regulations concerning administration.
3. The interfaculty education institute Campus Venlo has been established between the Faculty of Humanities and Sciences (FHS), the Faculty of Health, Medicine and Life Sciences (FHML) and Maastricht University School of Business and Economics (MUSBE).

Article 2.32b **Coordinator of inter-faculty education institutes**

1. The management of the coordinating faculty performs its duties and exercises its powers with regard to an inter-faculty education institute as if it were an intra-faculty education institute, with due observance of the provisions referred to in Article 2.32, paragraph 2.
2. The Faculty of Humanities and Sciences (FHS) acts as the coordinating faculty of the inter-faculty education institute Campus Venlo referred to in Article 2.32a, paragraph 3.

Section 9 Research institutes and research schools

Article 2.33 **Faculty research institutes and research schools**

1. Research institutes and research schools can be established within the faculty in the faculty regulations. The Faculty Board provides for these research institutes' and research schools' management and structure.
2. The faculty regulations set out rules for the research institutes' and research schools' management and administration, on the understanding that the institutes and schools are part of the administrative unit formed by the relevant faculty and that the administration is governed by the provisions set out in these regulations concerning administration.
3. The Faculty Board provides for the general management of each research institute by appointing an academic director after consulting with the Executive Board.

Article 2.34 Inter-faculty research institutes and research schools

1. The university's faculties can establish inter-faculty research institutes and/or research schools.
2. When an inter-faculty research institute/research school is established, the Executive Board provides for its management and structure, on the understanding that it determines in each case which administrative unit the relevant research institute and/or research school is part of, and that its administration is governed by the provisions set out in these regulations concerning administration.
3. The interfaculty research institute Maastricht Centre for Systems Biology (MaCSBio) has been established between the Faculty of Humanities and Sciences (FHS), the Faculty of Psychology and Neuroscience (FPN) and the Faculty of Health, Medicine and Life Sciences (FHML).

Article 2.35 Coordinator of inter-faculty research institutes and research schools

1. The management of the coordinating faculty performs its duties and exercises its powers with regard to an inter-faculty research institute/research school as if this were an intra-faculty research institute/research school, with due observance of the provisions referred to in Article 2.34, paragraph 2.
2. The Faculty of Humanities and Sciences (FHS) acts as the coordinating faculty of the inter-faculty research institute Maastricht Centre for Systems Biology (MaCSBio) referred to in Article 2.34, paragraph 3

Article 2.36 Inter-university research institutes and research schools

The university can participate in inter-university research institutes and/or research schools based on inter-university agreements entered into for this purpose.

CHAPTER III **REPRESENTATION**

Section 1 System

Article 3.1 **Representation system**

1. Pursuant to Article 9.30 of the Act, the Works Councils Act does not apply to the university.
2. The university has a University Council as referred to Article 9.31 of the Act.
3. Each faculty has a Faculty Council as referred to in Article 9.37 of the Act.
4. The Maastricht University Office and the service centres each have an Employees' Council as referred to in Article 9.50 of the Act.

Section 2 Elections

Article 3.2 **Elections**

The elections of the members of the University Council, the Employees' Councils and the Faculty Councils are organised on the basis of the election regulations adopted by the Executive Board.

Section 3 University Council

Article 3.3 **University Council**

1. The University Council has 18 seats.
2. Half of the council members are elected from and by the university staff; the other half are elected from and by the students.
3. The seats are distributed as follows:
 - a. six seats for academic staff;
 - b. three seats for support and administrative staff;
 - c. nine seats for students.
4. The term of office for University Council members is two years for staff members and one year for students.
5. Membership to the University Council is incompatible with membership to the Executive Board, Supervisory Board and the Faculty Board, and the position of faculty secretary-director, University Council executive secretary, Supervisory Board secretary, Maastricht University Office executive director and service centre director.
6. The University Council appoints a chair from its members or otherwise.

Article 3.4 **General powers and duties**

1. At least twice a year, the Executive Board enables the University Council to discuss the university's general state of affairs with it as stated in Article 9.32, paragraph 1, of the Act.
2. At least twice a year, the Supervisory Board consults with the University Council as stated in Article 9.8, paragraph 2, of the Act.
3. The council is authorised to make proposals to the Executive Board on all university-related matters and to express its viewpoints as stated in Article 9.32, paragraph 2, of the Act.
- 3a. The council is also authorised to invite the Executive Board at least twice per year to discuss the proposed policy on the basis of an agenda drawn up by the council.

4. To the best of its ability, the council strives to promote openness, public access and mutual consultation within the university.
5. In general, the council guards against any form of discrimination in the university and, in particular, promotes the equal treatment of men and women, as well as the inclusion of people with a disability or chronic illness and persons with a migration background.
6. At least once a year, the Executive Board informs the council in writing of the policy it pursued in the previous year and of its policy intentions for the coming year with regard to the university's finances and organisation and teaching at the university. The Executive Board informs the council without delay of its intentions regarding the matters described in the institutional plan.
7. Further, the Executive Board provides the council, on its own initiative, in a timely manner with all the information that the council reasonably and fairly requires for the performance of its duties and upon request, in a timely manner with all the information the council reasonably and fairly considers necessary for the performance of its duties.
8. At least once a year, the Executive Board supplies the University Council with information about the scope and substance of the employment-related schemes and agreements for each group of individuals working at the university, the Executive Board members and the Supervisory Board.
9. The University Council can make a recommendation to the minister regarding the appointment of a Supervisory Board member, with due observance of the provisions in Article 2.3, paragraph 3, of these regulations.

Article 3.5 Right of consent³

1. The Executive Board requires at least the University Council's prior consent for each board decision adopting or amending:
 - a. the institutional plan;
 - b. the development of the quality assurance system in line with Article 1.18, paragraph 1, of the Act, as well as the proposed policy in light of the results of the quality assurance evaluation referred to in Article 2.9, paragraph 2, second sentence, of the Act;
 - c. the student charter;
 - d. the university's administrative and management regulations;
 - e. rules concerning working conditions;
 - f. the choice of representation system;
 - g. the Executive Board's policy in applying Article 7.51 of the Act to the 'Profileringsfonds', except for the determination of the size of the Profileringsfonds, as well as the procedural rules referred to in paragraph 4 of that Article.
2. The Executive Board also requires the prior consent of the council regarding the outlines of the annual budget, referred to in Article 2.8 of the Act. The power of consent shall not be exercised with respect to a budget component whose contents are provided for in a regulation issued by or pursuant to the law.

Article 3.5a Right of advice; student members' right of advice

1. The Executive Board requests prior advice from the University Council for each board decision regarding:
 - a. matters concerning the continued existence of and smooth running of affairs within the university;
 - b. the budget, which must indicate the amount of the institute-specific tuition fees and the tuition fees referred to in Article 6.7, paragraph 1, or Article 6.8, paragraph 1.

³ This list, is derived from Article 9.33 of the Act. Extension of the rights (consent and advice) is provided for by the University Council regulations in accordance with Article 9.34 of the Act. See also Article 3.6.

2. The Executive Board requests prior advice from that part of the University Council made up of and elected by the students for each board decision regarding:
 - a. the general HRM and remuneration policy, unless Article 9.36, paragraph 2, of the Act applies;
 - b. the policy concerning the institute-specific tuition fees referred to in Article 7.46 and the tuition fees referred to in Article 6.7, paragraph 1, of the Act;
 - c. the regulations concerning refunds of the statutory tuition fees referred to in Article 7.48, paragraph 4, of the Act;
 - d. the regulation for the selection criteria and the section procedure referred to in Article 6.7a, paragraph 1, under (b) or Articles 7.26, 7.26a and 7.53, paragraph 3, and for the selection procedure referred to in Article 7.30b, paragraph 2, of the Act;
 - e. the regulation for the criteria and the procedure for exemption from payment of the higher tuition fee, referred to in Article 6.7a, paragraph 1, under (c) of the Act;
 - f. the rules for the selection procedure referred to in Article 7.9b, paragraph 1, of the Act;
 - g. the rules with respect to the advice regarding choice of study programme and study activities, referred to in Article 7.31b, paragraph 4, of the Act.
3. The Supervisory Board requests prior advice from the council regarding:
 - a. an intended decision of the Supervisory Board referred to in Article 9.8 paragraph 1 under a of the act, with respect to the appointment or discharge of Executive Board members;
 - b. an intended decision of the Supervisory Board referred to in Article 9.3 paragraph 3 and Article 9.7 paragraph 4 of the act regarding the profiles for the appointment of the Executive Board and Supervisory Board members respectively.

Article 3.6 University Council regulations

1. The Executive Board adopts the University Council regulations with due observance of Article 9.34 of the Act. These regulations at least set out:
 - a. the matters in which the council has a right of consent and the matters mentioned in Article 9.33 of the Act;
 - b. the matters in which the University Council has a right of advice and the matters mentioned in Article 9.33 of the Act;
 - c. the number of council members;
 - d. the manner and organisation of University Council member elections, with due observance of the university's election regulations referred to in Article 3.2, and on the understanding that candidates for that part of the University Council made up of and elected by the staff can be put forward by the staff and by staff organisations;
 - e. the term of office for University Council members;
 - f. the manner in which the Executive Board supplies the council with information;
 - g. the periods within which the council must decide to grant or withhold consent, and the periods within which it must issue advice;
 - h. the powers exercised by the Faculty Councils;
 - i. the granting to that part of the council made up of staff of powers concerning working conditions which have been granted to the University Council pursuant to the Working Conditions Act (Arbeidsomstandighedenwet) and the order in council based on Article 16 of the Working Conditions Act;
 - j. the granting to the University Council of a power in line with Article 10, paragraph 2, heading and under (d), of the Netherlands Institute for Human Rights Act (Wet College voor de rechten van de mens), with Article 21, paragraph 2, of the Equal Treatment (Men and Women) Act (Wet gelijke behandeling van mannen en vrouwen) applying by analogy;
 - jj. the way in which the power granted to the council in Article 9.32, paragraph 2a, of the Act, concerning the minimum period for the Executive Board invitation, is deployed.
 - k. the granting to that part of the council made up of staff of powers concerning working conditions, insofar as these do not relate to decisions to be taken by the Executive Board as referred to in Article 9.33, under (e), of the Act;

- l. which of the disputes between the Executive Board and the University Council for which the Act does not provide for a dispute resolution procedure are submitted to the dispute resolution committee referred to in Article 9.39 of the Act, who can submit a dispute to the committee and whether the committee is asked to provide mediation or a judgment, insofar as the dispute resolution committee's regulations allow for this option;
 - m. which group of persons connected to the university other than pursuant to a public appointment or based on an employment contract, or other than based on enrolment as a student or external student, are considered staff members or students;
 - n. provisions for the situation in which, in a council meeting or a part thereof, a particularly personal interest of a council member is at issue under Article 9.32, paragraph 7, of the Act.
2. The University Council regulations are adopted and amended by the Executive Board, after they have been submitted to the University Council as a proposal and after at least two-thirds of the council members have consented to the proposal.

Article 3.6a Special powers

- 1. The Executive Board must obtain prior consent from that part of the University Council made up of and elected by the staff for any decision to be taken by the Executive Board regarding matters of general interest for the specific legal status of the university's staff.
- 2. The right of consent referred to in the first paragraph is not exercised insofar as the matter in question has already been substantively regulated for the university in a regulation under or pursuant to the Act or a collective labour agreement. Nor is the right of consent exercised insofar as the right of participation regarding the matter in question has already been exercised in another manner.

Article 3.7 Public access and reports

- 1. The University Council meetings and meeting documents are public, unless the council decides otherwise.
- 2. The council ensures that the council agendas and reports are sent to the Executive Board and the Faculty Councils.
- 3. The University Council reports annually on its activities in writing and ensures that the report is available to all those involved at the university. The University Council sends a copy of the report to the Executive Board, the Faculty Boards and the Faculty Councils.

Section 4 Faculty Council

Article 3.8 Faculty Council

- 1. The Faculty Council has a minimum of 4 and a maximum of 18 members. Half of the council members are elected from and by the university's staff; the other half are elected from and by the students.
- 2. Faculty Council members' terms of office are two years for staff members and one year for students.
- 3. Membership to the Faculty Council is incompatible with membership to the Executive Board, Supervisory Board and the Faculty Board, and the position of faculty secretary-director, Faculty Council executive secretary and Supervisory Board secretary.
- 4. The Faculty Council appoints a chair from its members or otherwise.

Article 3.9 General powers and duties

1. At least twice a year, the Faculty Board enables the Faculty Council to discuss the faculty's general state of affairs with it as stated in Article 9.32, paragraph 1, of the Act.
2. The council is authorised to make proposals to the Faculty Board on all faculty-related matters and to express its viewpoints as stated in Article 9.32, paragraph 2, of the Act.
3. The Faculty Council exercises, with respect to the Faculty Board or the dean, the rights of consent and advice normally held by the University Council, insofar as these concern matters affecting the faculty in particular and the relevant powers have been granted to the board or mandated to the dean.
4. At the start of the academic year, the Faculty Board supplies the council in writing with basic information regarding the Faculty Board's composition, the faculty organisation and the main points of the policy already adopted. At least once a year, the Faculty Board informs the council in writing of the policy it pursued in the previous year and of its policy intentions for the coming year with regard to the university's finances, organisation and education, as well as with regard to the research activities.
The Faculty Board immediately informs the council of its intentions regarding the matters described in the institutional plan which directly pertain to the faculty.
Further, the Executive Board timely supplies the council, upon request and on its own initiative, with all the information that the council needs to reasonably fulfil its duties.
5. That part of the Faculty Council made up of staff members exercises, with respect to the Faculty Board or the dean, the rights referred to in Article 3.13 of these regulations, insofar as these concern matters affecting the faculty in particular and the relevant powers have been granted to the board or mandated to the dean.

Article 3.10 Right of consent

The Faculty Board requires the Faculty Council's prior consent for each decision it intends to take regarding adopting or amending:

- a. the faculty regulations and
- b. the education and examination regulations for each programme referred to in Article 7.13 of the Act, except for the subjects referred to in Article 7.13, paragraph 2, under (a) to (g) and (v), as well as paragraph 4, except for the requirements referred to in Articles 7.28, paragraphs 4 and 5, and 7.30b, paragraph 2, of the Act.

Article 3.11 Public access and reports

1. The meetings and the meeting documents of the Faculty Council are public, unless the council decides otherwise.
2. The Faculty Council ensures that the council agendas and reports are sent to the Faculty Board.
3. The Faculty Council reports annually on its activities in writing and ensures that the report is available to all those involved at the faculty. The Faculty Council sends a copy of the report to the the Faculty Board, the Executive Board and the University Council.

Section 5 Employees' Council

Article 3.12 Employees' Council

1. Separate Employees' Councils exist for the staff employed at the Maastricht University Office and the university service centres referred to in Article 6.7 of these regulations.

2. Each Employees' Council has a minimum of three and a maximum of five seats, elected from and by the Maastricht University Office and service centre staff.
The Executive Board determines the size for each Employees' Council.
3. The term of office for Employees' Council members is two years.
4. Membership to the Employees' Council is incompatible with membership to the Executive Board and Supervisory Board, and the position of Maastricht University Office executive director, service centre director and Employees' Council executive secretary
5. The Employees' Council appoints a chairs from its members or otherwise.

Article 3.13 Duties and powers

1. The Executive Board provides the Employees' Council sufficient time to issue advice to the Maastricht University Office executive director or the service centre director and to conduct consultations on proposed measures regarding:
 - a. the manner in which the terms of employment and service are applied at the Maastricht University Office and the service centres;
 - b. the manner in which the general HRM policy is carried out at the Maastricht University Office and the service centres;
 - c. matters concerning the working conditions at the Maastricht University Office and the service centres;
 - d. the organisation and procedures within the Maastricht University Office and the service centres;
 - e. the technical and economic provision of services at the Maastricht University Office and the service centres.
2. The Employees' Council is authorised to make proposals to the relevant Maastricht University Office executive director or service centre director on the matters in paragraph 1.
3. The relevant Maastricht University Office executive director or service centre director requires the prior consent of the Employees' Council for each measure which he/she is authorised to take and on which the Employees' Council has issued advice under paragraph 1.

Article 3.14 Employees' Council regulations

By agreement with the Employees' Council, the Executive Board adopts regulations on exercising the rights referred to in Article 3.13. These include provisions regarding a dispute resolution procedure.

Article 3.15 Public access and report

1. The Employees' Council meetings and meeting documents are public, unless the council decides otherwise.
2. The Employees' Council reports annually on its activities in writing and ensures that the report is available to all those involved at the Maastricht University Office or service centre.
3. The Employees' Council sends a copy of the report to the Maastricht University Office executive director or the service centre director and to the Executive Board.

CHAPTER IV

ENDOWED CHAIRS

Article 4.1 Application for authorisation

1. The board of a legal entity with full legal rights which wishes to establish an endowed chair at the university will submit a request to the Executive Board. The request will include a description of the subject or subjects to be taught, the name of the relevant faculty in which the endowed chair will be established and a statement of reasons demonstrating the proposed chair's desirability.
2. The request will be accompanied by the legal entity's articles/charter and the regulations on the establishment and maintenance of one or more endowed chairs.
3. Along with the requirements relating to compliance with legal provisions which must be included, the articles/charter or the regulations referred to in paragraph 2 must also include the instruction that:
 - a. the chair will be supervised by a supervisory board consisting of at least three members, no more than one of whom may come from outside the university, The dean of the faculty in which the endowed chair is being established will serve as the ex officio chair of the supervisory board;
 - b. the supervisory board is nominated and appointed by the Executive Board, after the Executive Board has consulted with the university's Board of Deans.
 - c. the board of the legal entity referred to in paragraph 1 will not appoint a professor until the Executive Board consents to the intended appointment.

Article 4.2 Authorisation

The Executive Board decides on the request referred to in Article 4.1 after consulting with the relevant Faculty Board and the Board of Deans. The Executive Board determines the duration of the authorisation (usually five years).

Article 4.3 Appointment of professors to endowed chairs

Professors occupying endowed chairs are subject to the same requirements regarding eligibility for appointment as ordinary professors.

The Executive Board can adopt rules regarding advice concerning a proposed appointment of a professor to an endowed chair.

The Executive Board decides on a proposed appointment of a professor to an endowed chair by the board of the authorised legal entity, after consulting with the board of the faculty in which the professor will work and after consulting with the Board of Deans.

CHAPTER V

COMPLAINTS SERVICE

Section 1 Complaints Service Point

Article 5.1 **Establishment of Complaints Service Point; procedure**

1. The Executive Board has established an accessible and clear facility for students to file complaints, to be referred to further as the 'Complaints Service Point'.
2. Students, prospective students, former students, external students, prospective external students, former external students, non-degree seeking students, prospective non-degree seeking students and former non-degree seeking students, to be referred to further as an 'interested party', have access to the Complaints Service Point.
3. An interested party files a complaint, as referred to in Article 7.59b of the Act, or an objection or appeal, as referred to in Section 2 of Title 4, Chapter 7, of the Act, with the Complaints Service Point under the Act and the regulations based on this, on account of a decision taken by a university body, or the failure to provide a decision.
4. The board ensures that the Complaints Service Point is easily accessible by creating a postal address and digital address and publishing these addresses on the university's website and in the course guide, as well as by including them in the student charter.
5. The period for filing the written appeals or objections referred to in paragraph 2 is six weeks.
6. The Complaints Service Point furnishes written confirmation to the interested party that a complaint, appeal or objection has been received, and forwards this, after the date of receipt has been noted on the document, to the competent body as soon as possible.
7. The date of receipt referred to in paragraph 5 will determine whether a complaint, appeal or objection has timely been filed.
8. If the Complaints Service Point has sent a complaint, appeal or objection to a body lacking jurisdiction to hear it, this body will send the document in question back to the Complaints Service Point as soon as possible. The competent body will not hear a complaint, objection or objection that has been directly filed with it by an interested party until the Complaints Service Point has intervened.

Section 2 Disputes Advisory Committee

Article 5.2 **Powers and composition of Disputes Advisory Committee**

1. The university has a Disputes Advisory Committee for handling objections by students. The Disputes Advisory Committee chair and members are appointed by the Executive Board. Article 7.13, paragraphs 1 to 6, of the General Administrative Law Act, apply by analogy to the Disputes Advisory Committee. The Disputes Advisory Committee members are functionally independent.
2. The Disputes Advisory Committee issues advice to the Executive Board regarding objections pertaining to other decisions, or the failure to provide other decisions, under the Act and the regulations based on this besides those referred to in Article 7.61 of the Act.
3. The Disputes Advisory Committee ascertains whether an amicable settlement between the parties is possible.
4. If speed is of the essence, the Disputes Advisory Committee chair can, upon request, order the Disputes Advisory Committee to issue advice to the Executive Board as soon as possible. Within one week after receiving the objection, the chair determines whether speed is of the essence, and informs the interested party and the Executive Board of this as soon as possible. In derogation from Article 7:10 of the General Administrative Law Act, the Executive Board takes a decision then within four weeks after the objection was received by the Complaints

Service Point.

5. The Executive Board can ask the Disputes Advisory Committee for advice on objections by university staff members to decisions taken by or on behalf of the Executive Board as well as on objections to decisions other than those taken on the grounds of the Act. The Disputes Advisory Committee will handle the objections in accordance with the General Administrative Law Act and with due observance of the regulations for the Disputes Advisory Committee adopted by the Executive Board.

Article 5.3 Disputes Advisory Committee procedures

The Executive Board adopts regulations for the Disputes Advisory Committee, setting forth additional rules for:

- a. the size and composition of the advisory committee;
- b. the sub-division of the advisory committee into chambers and the distribution of work among the various chambers;
- c. the term of office for the advisory committee members and any deputy members;
- d. the manner in which advisory committee membership or deputy membership commences and ends;
- e. the manner of providing a secretariat for the advisory committee; and
- f. the manner of replacing the advisory committee's chair.

Article 5.4 Decisions on objections

The Executive Board decides an objection within 10 weeks after receiving it, without prejudice to the decisions on procedural grounds referred to in Article 5.2, paragraph 4.

Section 3 Board of Appeal for Examinations

Article 5.5 Powers of the Board of Appeal for Examinations

1. An interested party can file an appeal with the Board of Appeal for Examinations concerning the decisions referred to in Article 7.61 of the Act.
2. Before taking up the appeal, the Board of Appeal for Examinations sends the notice of appeal to the body against which the appeal is directed, inviting it to determine, in consultation with the interested parties, whether the dispute can be settled amicably. If the appeal is directed against a decision by an examiner, the notice of appeal referred to in the previous sentence will be sent to the relevant Board of Examiners. If the examiner against whom the appeal is directed is a member of the Board of Examiners, he/she will not participate in the consultations regarding an amicable settlement.
Within three weeks, the body concerned informs the board of appeal of the result of the consultations, while submitting the relevant documents. If an amicable settlement has not proved possible, the notice of appeal will be taken up by the board.
3. The board of appeal decides the appeal within 10 weeks after receiving the notice of appeal.
4. If the board of appeal deems the appeal well-founded, it will reverse the decision in whole or in part. The board does not have authority to take a new decision to replace the decision reversed in whole or in part. It can order that a new decision be taken, or, if the decision was refused, that a decision be taken now, or that the examination, interim examination, admission assessment, supplemental assessment or any part thereof be performed again under conditions to be stated by the board of appeal. The body whose decision has been reversed will, insofar as necessary, rule on the matter again, with due observance of the board of appeal's decision. The board can set a time period for this in its decision.

5. If speed is of the essence, the board of appeal's chair can provide provisional relief upon the request of the party filing the appeal, without prejudice to the provisions in Article 7.66, paragraph 2, of the Act, and Article 8:81 of the General Administrative Law Act. The chair decides this request after having consulted with, or at least summoned, the relevant body or relevant examiner.

Article 5.6 Procedural rules

1. The Board of Appeal for Examinations adopts procedural rules for itself, setting forth, with due observance of Article 7.62 of the Act and Article 5.1 of these regulations, additional rules for:
 - a. the size and composition of the board of appeal;
 - b. if necessary, the sub-division of the board of appeal into chambers and the distribution of work among the various chambers;
 - c. the term of office for the board of appeal members and any deputy members;
 - d. the manner in which board of appeal membership or deputy membership ends;
 - e. the procedure referred to in Article 7.61, paragraph 3, of the Act, and the situations in which this procedure need not be followed;
 - f. the manner of providing a secretariat for the board of appeal; and
 - g. the manner of replacing the chair.
2. The bodies and staff members, as well as the university's examiners, furnish the Board of Appeal for Examinations with the information which this board deems necessary to perform its duties.
3. The procedural rules for the Board of Appeal for Examinations must be approved by the Executive Board.

Section 4 Complaints by employees and students

Section 4a Complaints concerning inappropriate conduct

Article 5.7 Complaints procedure; Complaints Committee; confidential adviser

1. The Executive Board adopts regulations to handle individual complaints about inappropriate conduct which are not general in nature.
2. The regulations provide for the appointment of a confidential adviser and the establishment of an advisory committee responsible for handling and advising on complaints concerning inappropriate conduct.
3. The Executive Board handles complaints concerning inappropriate conduct subject to Chapter 9.1 of the General Administrative Law Act.

Section 4b Complaints of a general nature

Article 5.8 Complaints procedure; Complaints Committee for service centres and the Maastricht University Office

1. The Executive Board adopts regulations to handle individual complaints of a general nature relating to the service centres and the Maastricht University Office.
2. The Executive Board designates a committee responsible for handling and advising on complaints.
3. The Executive Board handles complaints subject to Chapter 9.1 of the General Administrative Law Act.

Article 5.9 Complaints procedure; Complaints Committee for faculties

1. A Faculty Board adopts a complaints procedure to handle individual complaints of a general nature relating to faculties.
2. The Faculty Board designates a committee responsible for handling and advising on complaints.
3. The Faculty Board handles complaints subject to Chapter 9.1 of the General Administrative Law Act.

CHAPTER VI UNIVERSITY ADMINISTRATION

Section 1 General provisions

Article 6.1 Administrative mandate

The Executive Board can grant mandates for the university's administration and, in doing so, provide rules and instructions. Mandates must be granted in writing, and mandatories are informed of the rules and instructions in writing. Mandatories can in turn pass on a mandate as a sub-mandate with the prior written approval of the Executive Board.

Section 2 Division into administrative units

Article 6.2 Administrative units

1. Each faculty is an administrative unit.
2. The Maastricht University Office and the service centres are separate administrative units.
3. Research institutes, research schools, education institutes, schools and graduate schools established within a faculty or coordinated by a faculty are part of that faculty's administrative unit.

Section 3 Faculty administrative units

Article 6.3 Appointment of dean as head of the faculty administrative unit

The Executive Board appoints the faculty dean as head of the faculty administrative unit at each faculty.

Article 6.4 Structure of the faculty administrative unit

The head of the faculty administrative unit determines the structure of the unit in consultation with the Executive Board.

Article 6.5 Duties of the faculty administrative unit

The faculty administrative unit shapes the faculty's administration and policy and ensures the general provision of faculty resources for the administration of rooms, finances, staff and working conditions.

Article 6.6 Duties of the head of the faculty administrative unit

1. The head of the faculty administrative unit is responsible for administering the resources made available to the faculty.
He/She takes decisions in line with the advice and proposals of the Faculty Board within the boundaries of the Act, the mandate, and the rules, guidelines and instructions provided by the Executive Board.

In performing his/her duties, the head of the faculty administrative unit takes into account the budget adopted for the unit.

2. The head of the faculty administrative unit determines, with due observance of these regulations, the faculty services and departments for the administrative organisation, as well as the content and scope of the duties performed within a faculty service and department of the faculty administrative unit. The head of the faculty administrative unit determines the corresponding staff size.

Section 4 Central administrative units

Article 6.7 Structure of Maastricht University Office and service centre administrative units

1. Besides the Maastricht University Office (MUO), the university has the following service centres:
 - a. Finance (F);
 - b. Facility Services (FS);
 - c. ICT Service Centre (ICTS);
 - d. Student Services (SSC);
 - e. University Library (UB).
2. The Maastricht University Office executive director and service centre directors are appointed by the Executive Board.

Article 6.8 Duties of the Maastricht University Office executive director and service centre directors

The Maastricht University Office executive director and service centre directors are responsible for administering the resources made available to these administrative units. They take decisions in line with the indicated direction and within the boundaries of the mandate and the rules, guidelines and instructions provided by the Executive Board.

Section 5 Employee consultation

Article 6.9 Consultation

The heads of the administrative units ensure that their managers and staff consult on activities carried out in these administrative units and the departments within the units.

Section 6 Consultative structure

Article 6.10 Coordinating Directors' Board

1. Chaired by a member of the Executive Board, the Coordinating Directors' Board meets regularly.
2. The Maastricht University Office executive director, the service centre directors and the secretary-directors of the faculties take part in the Coordinating Directors' Board. The Coordinating Directors' Board adopts procedures for preparing and making administrative decisions and discusses the substance of administrative matters.

3. The Coordinating Directors' Board can request the assistance of advisers.
4. The Executive Board can decide to establish other forms of consultation.

Section 7 Concern information systems

Article 6.11 **Systems**

1. The Executive Board determines which information systems are deemed to be part of the concern information systems.
2. The Executive Board appoints a service centre director who is responsible for the administration of the concern information system.
3. The heads of the faculty administrative units, the Maastricht University Office executive director and the service centre directors ensure that the registration, data processing and information services of the administrative activities are carried out with the aid of these systems and with due observance of the definitions, rules and procedures adopted for them.

Section 8 Dispute resolution procedure and exceeding mandated powers

Article 6.12 **Disputes**

Disputes regarding administration between mandatories are submitted to the Executive Board for decision.

Article 6.13 **Exceeding mandated powers**

1. If the boundaries of a mandate have been exceeded, the Executive Board decides whether this resulted from a decision taken or act performed on behalf of the Executive Board.
2. If the boundaries of a mandate have been exceeded and the Executive Board decides that the decision taken or act performed is not its responsibility, it can overturn the decision and decide that any financial consequences are to be borne by the relevant administrative unit.

Section 9 Monitoring of administrative activities

Article 6.14 **Reports and accountability**

1. The Executive Board can adopt rules on the content and frequency of the reporting and rendering of accounts. The Executive Board can formulate requirements and rules which the reporting and rendering of accounts must satisfy.
2. The Executive Board can (on an occasional or regular basis) investigate, or request an investigation of, the legitimacy, efficiency and effectiveness of activities within the administrative organisation.
3. The Executive Board formulates the assignment for such an investigation and determines who will carry out the assignment.
The assignment also includes provisions on reporting.
4. The Executive Board consults with the relevant heads of the administrative units concerning the provisions in the previous paragraphs.

Article 6.15 Rules

The Executive Board adopts rules for implementing the administration and determines where they are kept for inspection.

Article 6.16 Copying costs and the Freedom of Information Act

Pursuant to Article 7, paragraph 1, under (a) of the Freedom of Information Act (Wet openbaarheid van bestuur), a fee may be charged for the provision of document copies.

If a fee is charged, the applicable provisions and rates are specified in the tariffs decree (Besluit tarieven openbaarheid van Bestuur).

CHAPTER VII **IMPLEMENTING PROVISIONS**

Article 7.1 **Effective date**

These regulations shall enter into force on the day after the approval by the Supervisory Board.

Appendix UM programmes

The following programmes ^{4 5 6} have been established at Maastricht University:

a. In the Faculty of Arts and Social Sciences

Programme (Dutch name in CROHO)	Programme (English name in CROHO)	
1. B Cultuurwetenschappen	B Arts and Culture	
2. B Europese Studies	B European Studies	
3. M European Public Affairs	M European Public Affairs	
4. M European Studies	M European Studies	
5. M Europese Studies	M European Studies	
6. M Globalisation and Development Studies	M Globalisation and Development Studies	
7. M Kunst- & Cultuurwetenschappen	M Arts & Culture	
8. M Mediastudies	M Media Studies	
9. M European Studies (research)	M European Studies (research)	
10. M Kunst- & Cultuurwetenschappen (research)	M Arts and Culture (research)	

b. In the Faculty of Health, Medicine and Life Sciences

Programme (Dutch name in CROHO)	Programme (English name in CROHO)	
11. B Biomedische Wetenschappen	B Biomedical Sciences	
12. B European Public Health	B European Public Health	
13. B Geneeskunde	B Medicine	
14. B Gezondheidswetenschappen	B Health Sciences	
15. M Affective Neuroscience	M Affective Neuroscience	<i>(postinitial; part-time)</i>
16. M Bewegingswetenschappen	M Human Movement Sciences	<i>full-time; part-time</i>
17. M Epidemiology	M Epidemiology	<i>full-time; part-time</i>
18. M Geneeskunde	M Medicine	
19. M Global Health	M Global Health	
20. M Governance and Leadership in European Public Health	M Governance and Leadership in European Public Health	
21. M Health Education and Promotion	M Health Education and Promotion	<i>full-time; part-time</i>
22. M Health Food Innovation Management	M Health Food Innovation Management	
23. M Health Professions Education	M Health Professions Education	<i>(postinitial; part-time)</i>
24. M Healthcare Policy, Innovation and Management	M Healthcare Policy, Innovation and Management	<i>full-time; part-time</i>
25. M International Master of Science in Medicine for Saudi-Arabian Scholarship Students ⁷		<i>(postinitial)</i>
26. M Mental Health	M Mental Health	<i>full-time; part-time</i>
27. M Sports and Physical Activity Interventions ⁸		<i>full-time; part-time</i>
28. M Work, Health and Career	M Work, Health and Career	<i>full-time; part-time</i>
29. M Arts-Klinisch Onderzoeker (research)	M Physician- Clinical Investigator (research)	
30. M Health Sciences (research)	M Health Sciences (research)	

⁴ The Central Register of Higher Education Programmes (CROHO) dated 1 September 2017 is taken as the starting point;

⁵ B=Bachelor's programme; , M=Master's programme;

⁶ Unless otherwise indicated, these are full-time programmes;

⁷ The programme ends on 25-8-2020 (2017/2018 no inflow);

⁸ The programme ends 31-8-2020 (2017/2018 no inflow);

c. In the Faculty of Humanities and Sciences

Programme (Dutch name in CROHO)	Programme (English name in CROHO)	
31. B Data Science and Knowledge Engineering	B Data Science and Knowledge Engineering	
32. B Liberal Arts and Sciences	B Liberal Arts and Sciences	
33. M Biobased Materials	M Biobased Materials	
34. M Evidence Based Innovation in Teaching	M Evidence Based Innovation in Teaching	<i>(postinitial; part-time)</i>
35. M Public Policy and Human Development	M Public Policy and Human Development	
36. M Sustainability Science and Policy	M Sustainability Science and Policy	
37. M Systems Biology	M Systems Biology	

d. In de Faculty of Law

Programme (Dutch name in CROHO)	Programme (English name in CROHO)	
38. B European Law School	B European Law School	
39. B Fiscaal Recht	B Tax Law	
40. B Rechtsgeleerdheid	B Dutch Law	
41. M Advanced Master in Intellectual Property Law and Knowledge Management LLM	M Advanced Master in Intellectual Property Law and Knowledge Management LLM	<i>(postinitial; full-time; part-time)</i>
42. M Advanced Master in Intellectual Property Law and Knowledge Management MSc	M Advanced Master in Intellectual Property Law and Knowledge Management MSc	<i>(postinitial; full-time; part-time)</i>
43. M Advanced Master in International and European Economic Law ⁹		<i>(postinitial)</i>
44. M European Law School	M European Law School	
45. M Fiscaal Recht	M Fiscal Law	
46. M Forensica, Criminologie en Rechtspleging	M Forensics, Criminology and Law	
47. M Globalisation and Law	M Globalisation and Law	
48. M International and European Tax Law	M International and European Tax Law	
49. M International Laws	M International Laws	
50. M Nederlands Recht	M Dutch Law	
51. M Recht en Arbeid	M Law and Labour	

e. In the Faculty of Psychology and Neuroscience

Programme (Dutch name in CROHO)	Programme (English name in CROHO)	
52. B Psychologie	B Psychology	
53. M Executive Master in MRI Principles and Application ¹⁰	M Executive Master in MRI Principles and Application	<i>(postinitial; part-time)</i>
54. M Forensic Psychology	M Forensic Psychology	
55. M Psychology	M Psychology	
56. M Cognitive and Clinical Neuroscience (research)	M Cognitive and Clinical Neuroscience (research)	

⁹ The programme ends on 18-12-2018 (2017/2018 no inflow);

¹⁰ Accredited, not offered

f. In the Maastricht University School of Business and Economics

Programme (Dutch name in CROHO)	Programme (English name in CROHO)	
57. B Econometrie en Operationele Research	B Econometrics and Operations Research	
58. B Economie en Bedrijfseconomie	B Economics and Business Economics	
59. B Fiscale Economie	B Fiscal Economics	
60. B International Business	B International Business	
61. M Business Intelligence and Smart Services ¹¹	M Business Intelligence and Smart Services	
62. M Econometrics and Operations Research	M Econometrics and Operations Research	
63. M Economics	M Economics	
64. M Executive Master of Finance and Control	M Executive Master of Finance and Control	<i>(postinitial; part time)</i>
65. M Financial Economics	M Financial Economics	
66. M Fiscale Economie	M Fiscal Economics	
67. M Global Supply Chain Management and Change	M Global Supply Chain Management and Change	
68. M Human Decision Science	M Human Decision Science	
69. M Information and Network Economics	M Information and Network Economics	
70. M International Business	M International Business	<i>(full-time; part-time)</i>
71. M International Executive Master of Auditing ¹²	M International Executive Master of Auditing	
72. M International Executive Master of Finance and Control	M International Executive Master of Finance and Control	<i>(postinitial; part time)</i>
73. M Management of Learning	M Management of Learning	
74. M Master of Business Administration ¹³	M Master of Business Administration	<i>(postinitial)</i>
75. M Business Research (research)	M Business Research (research)	
76. M Economic and Financial Research (research)	M Economic and Financial Research (research)	

¹¹ Start on 1-9-2017

¹² This Programme has received 'triple crown accreditation, and has not been included in teh CROHO for this reason

¹³ This Programme has received 'triple crown accreditation, and has not been included in teh CROHO for this reason