REGULATIONS OF THE

FACULTY OF ARTS

Faculty of Arts, University
of Groningen, November
2020

L21.00680

CONTENTS

CHAPTER I GENERAL

Article 1

The term 'the Act' will be used in these Faculty Regulations to refer to the Higher Education and Research Act (*WHW: Wet op het hoger onderwijs en wetenschappelijk onderzoek*). All other terms in these Regulations, to the extent that they are also mentioned in the Act, have the same definition as that assigned to them by the Act.

CHAPTER II   ADMINISTRATIVE ORGANIZATION

__Section 1   Faculty Board__

Article 2

1.   The Faculty Board has three members, appointed by the Board of the University in consultation with the current Faculty Board.

2.   The Board of the University appoints the Chair and Deputy Chair and determines the division of duties among the Dean and the Vice Dean, notwithstanding the responsibility of the Board as a whole for its decisions and actions.

3.   The Chair of the Faculty Board is appointed for a period of four years, the Managing Director of the Faculty for five years and the third Faculty Board member for three years.

Article 3

1.   The Faculty Board invites the student members of the Faculty Council, together with the current student advisor to the Faculty Board, to organize an application procedure and appoint one student who will attend the Faculty Board meetings in an advisory capacity for a period of one year.

2.   This student may not be a student member of the Faculty Council.

3.   Before appointing a student as referred to in Article 3.1, the student section of the Faculty Council must first consult the Chair of the Faculty Board.

Article 4

1.   Subject to the provisions of Article 2.2, the Faculty Board may further divide its duties among its members.

2.   The Faculty Board must notify the Board of the University and the Faculty Council of its division of duties and the decision as referred to in Article 4.1 and publish these widely within the Faculty.

3.   The Faculty Board is supported by a Secretary during Board meetings.

Article 5

The Faculty Board determines the order of its own meetings. Rules of Procedure are normally drawn up for this and presented to the Faculty Council.

Article 6

The meetings of the Faculty Board are not public.

Article 7

The Faculty Board draws up overviews of topics discussed and decisions taken during its meetings and presents these to the Faculty community via the Infonet, unless the interests of the University or of the people involved preclude this.

Article 8

All documents sent out by the Faculty Board are signed by the Dean, or sometimes by the Secretary of the Faculty Board, on behalf of the Board. The Faculty Board may decide that certain documents only need to be signed by the Secretary.

Article 9

The Faculty Board has the authority to suspend or dismiss any official appointed by it in the event of proven unsuitability for the task.

<i>**Section 2**</i>   <i>**Faculty Council**</i>

Article 10

1.   The Faculty Council has 18 members: nine staff members elected by staff and nine student members elected by students.

2.   The staff members are elected for 2 years; the student members for 1 year.

3.   Any member elected to fill an interim vacancy will resign when their predecessor was originally due to resign.

4.   The term of office begins on 1 September of the year in which the elections for the section in question took place.

5.   Members of the Board of the University, the Supervisory Board, the Faculty Board and the Director of the Institute of Education may not be members of the Faculty Council.

6.   The entire student and staff sections resign at the end of their term, unless their succession has not been arranged for extraordinary reasons.

7.   Resigning Faculty Council members are directly re-electable for another term.

8.   The elections for the Faculty Council are organized in accordance with the University of Groningen Electoral Regulations.

9.   Faculty Council meetings are public unless the Council decides otherwise, with due observance of the stipulations in the Rules of Procedure.

Article 11

The powers of the Faculty Council are included in Chapter 7 of the University Council Regulations in accordance with Article 9.34.3h WHW.

Article 12

Membership of the Faculty Council ends upon:

a.   resignation at the end of a term;
b.   death;
c.   written notification;
d.   leaving the Faculty community;
e.   transferring to another section as referred to in Article 10.

Article 13

1.   The Faculty Council elects a Chair and one or more Deputy Chairs from among its members.

2.   The Faculty Council Presidium and the Faculty Board will hold a meeting to discuss the agenda in preparation for meetings of the Faculty Council.

3.   The Faculty Board provides administrative support to the Faculty Council.

Article 14

1.   The Faculty Council will consult Cluster Advisory Committees for advice when necessary. These Cluster Advisory Committees are appointed by the Faculty Council in order to be able to consult

students and staff members in matters related to personnel, financial and strategy policy at the level of the clusters established by the Faculty.

2. Members for the Cluster Advisory Committees are approached by the Faculty Council. A Cluster Advisory Committee ideally consists of two members (one student and one staff member) for each degree programme or group of degree programmes represented in the Programme Committees in the relevant cluster. Faculty Council members may also be members of a Cluster Advisory Committee.

3. Each Cluster Advisory Committee must meet with the Cluster Board at least twice a year, and more often if necessary and desired by the Cluster Advisory Committee or the Cluster Board. The Cluster Board will provide administrative support during these meetings.

Section 3   Consultative meetings between the Faculty Board and the Faculty Council

Article 15

1. The Faculty Board will provide the Faculty Council with the opportunity of discussing the general affairs of the Faculty at least twice a year.

2. The Faculty Board and the Faculty Council will meet within a reasonable period if the Faculty Board or the staff or student section of the Faculty Council submits a reasoned request to this end.

3. Consultative meetings discuss Faculty-related matters that the Faculty Board or the Faculty Council wishes to discuss or that must be discussed in accordance with the Act.

Article 16

The Faculty Board and the Faculty Council jointly draw up Rules of Procedure for the consultative meeting, comprising at least rules with regard to:

a. the chairmanship of the consultative meeting;
b. an agenda meeting preceding the consultative meeting;
c. convening a consultative meeting;
d. submission deadlines for meeting documents.
e. the manner of deliberation and formulating standpoints, both with regard to matters about which the Faculty Council wishes to make proposals or present standpoints to the Faculty Board and to matters for which the Faculty Council has the right of consent or the right to prior consultation;
f. determining the minimum number of Council members needed for valid deliberation and formulation of standpoints as referred to under point e.;
g. the way in which the Faculty Council uses the opportunity granted by the Board of the University to put its case confidentially with regard to the appointment of members of the Faculty Board;
h. the public nature of meetings.
i. All matters referred to under points a. to h. are also organized in order to enable the staff section to carry out its duties.

Article 17

The entire Faculty Board attends the consultative meetings with the Faculty Council whenever possible.

CHAPTER III   DEPARTMENTS OF TEACHING AND RESEARCH

Article 18

1. The Faculty Board establishes departments of teaching and research to promote the interrelationships between teaching and research, discussion among people working in the same field, and expertise needed to make responsible decisions in the field of teaching and research.

2. Staff who are not allocated to a teaching or research department on the basis of Article 18 will be allocated by the Faculty Board to Faculty Support.

3. A department of teaching and research is also known as a 'chair group' (*leerstoelgroep* in Dutch). The Faculty has chair groups for all chairs except those held by professors by special appointment. Every member of the academic staff is a member of a chair group. A chair group forms the organizational association of an academic discipline (or part of a discipline). An up-to-date overview of chairs can be found on the Faculty website: http://www.rug.nl/research/professors/let

4. The Faculty Board appoints the members of each chair group.

5. Each professor is responsible for the management of their own chair group.

6. Each chair group is responsible for creating and maintaining close links between teaching and research within its academic discipline. In close consultation with the staff members involved, the chair group provides the specialists who will be responsible for the actual implementation of primary processes within the departments and research institutes, at the request of the Director of Education and the directors of the research institutes.

CHAPTER IV   TEACHING ORGANIZATION

Section 1   Institute of Education

Article 19

The Faculty has one Institute of Education, which is responsible for organizing and facilitating teaching within the Faculty.

Article 20

1. Following an open application procedure with an Appointment Advisory Committee that is representative of the teaching within the Faculty, the Faculty Board will appoint a Director of Education for a period of five years. The Director of Education also functions as the head of the Institute of Education, and may be reappointed.

2. The Faculty Board will provide the Institute of Education with all of the personnel and material resources that it needs in order to ensure the adequate implementation of its duties.

Article 21

1. The Director of Education issues advice to the Faculty Board on the content, composition and programming of teaching.

2. The Director of Education issues advice to the Faculty Board about the system of internal quality assurance and the follow-up of external quality assurance.

3. The Director of Education is responsible for the organization of the Faculty's teaching programmes and teaching support on the basis of the Faculty Strategic Plan, on the basis of the Faculty Strategic Plan, the memorandum on the Duties and powers of the Cluster Boards, and the work plan of the Institute of Education, and in consultation with the Faculty Board.

4. The Director of Education issues advice to the Faculty Board in matters of teaching policy regarding the teaching programme and organization, in accordance with the Faculty's strategic vision and under the responsibility of the Faculty Board.

5. The Director of Education reports to the Faculty Board.

Section 2   Cluster Boards

Article 22

The Faculty is organized into five clusters of degree programmes. An overview of these degree programmes can be found in Appendix IV. Each Cluster Board is responsible for the degree programmes that it covers. An overview of the Cluster Boards can be found on Infonet and the Student Portal: https://myuniversity.rug.nl/infonet/medewerkers/let/organisatie/clusterbesturen/

Article 23

1. The Faculty Board appoints the members of the Cluster Board.

2. The Faculty Board asks the programme coordinators concerned, the current Cluster Board members and the relevant Faculty Council's Cluster Advisory Committee for advice regarding the proposed appointment (or reappointment) of a member of the Cluster Board.

3. The members of the Cluster Board are appointed by the Faculty Board for a period of three years. Reappointment is possible once.

4. Cluster Board members may not be members of a Programme Committee or Board of Examiners. A member of a Cluster Board may not also be a programme coordinator at the same time.

Article 24

1.	The day-to-day management of each cluster is arranged by a Cluster Board.

2.	In accordance with Article 9.17 of the WHW, the Cluster Board also functions as the board of the degree programmes assigned to the cluster.

3.	A Cluster Board should reflect the degree programmes and chair groups involved as closely as possible. The Cluster Boards function as collegial boards. This means that Cluster Board members assume joint responsibility for all decisions.

4.	A Cluster Board comprises a minimum of a Chair, a Secretary and a member responsible for finances.

	The Chair must in principle be a full professor. The other Board members may also be associate professors, assistant professors or lecturers in permanent employment, on the condition that they have adequate academic and organizational qualities in the opinion of the Faculty Board.

5.	The Faculty Board appoints one advisory student member to each Cluster Board on the recommendation of a committee comprising the advisory student member for the relevant Cluster Board, an advisory student member from another Cluster Board and two student members of programme committees from the cluster concerned. An advisory student member of the Cluster Board cannot also be a member of the programme committee for that programme.

Article 25

1.	The Cluster Board is in charge of the Teaching and Examination Regulations on behalf of the Faculty Board. The Cluster Board decides which staff members are to be involved in the implementation of the Teaching and Examination Regulations and will inform the staff members concerned about this.

2.	The Cluster Board reports to the Faculty Board and will provide the Faculty Board with all of the information that it requests. The Faculty Board must hold meetings with each of the Cluster Boards at least once a year, in the presence of the Director of Education, to discuss all matters related to the degree programme(s) for which the Cluster Board is responsible.

3.	The Cluster Board has the following tasks:

	a.	In consultation with the programme coordinators, organize and distribute among its members all of the teaching duties and resources assigned to it by the Faculty Board
	b.	Supervise the implementation and coordination of teaching duties with regard to the degree programme(s) that fall under the cluster's responsibility
	c.	Ensure the implementation of teaching within the assigned budgets, including a long-term plan with room for future-proof development in the cluster and Faculty.
	d.	Where necessary, identify personnel-related bottlenecks in the implementation of teaching in the degree programmes for which the cluster bears responsibility
	e.	Formulate a vision and mission for the cluster, and use these to contribute to the Faculty's strategic policy in the field of teaching
	f.	Arrange programme coordination and guarantee the level and coherence of the content of the degree programme(s) that fall under the cluster's responsibility
	g.	Seek opportunities for collaboration between degree programmes within the cluster and across clusters
	h.	Monitor the quality of teaching and of the academic staff
	i.	Issue advice – both on request and on its own initiative – to the Faculty Board about the adoption or modification of the Teaching and Examination Regulations
	j.	Meet with the relevant Cluster Advisory Committee at least twice a year to discuss matters relevant to the cluster but above the degree programme level, to the extent that these matters ensue from the powers set out in the WHW.

Article 26

1. Each cluster has several programme teams, each comprising the teaching staff of one degree programme.

2. The Cluster Board appoints one or more programme coordinators from the candidates nominated by the relevant programme teams within the cluster. The Cluster Board will determine the number of programme coordinators and the scope of the compensation for this duty within their own cluster. In principle, programme coordinators are appointed for a period of three years, and can be reappointed once.

3. A programme coordinator may not be a member of a Cluster Board, Programme Committee or Board of Examiners.

4. A programme coordinator has the following tasks:
   a. Preparing programme team meetings, with the support of the cluster secretariat Inviting the programme team members to suggest agenda points, and subsequently determine the agenda for meetings
   b. During these meetings, discussing any proposed programme changes and draft versions of the Teaching and Examination Regulations (OER) (Part B), including the Assessment Plan (and further coordination with Programme Committee and Board of Examiners)
   c. Reporting on the results of these meetings to the Cluster Board
   d. Together with the cluster coordinator and professors, preparing a draft allocation of duties to be approved by the Cluster Board
   e. Discussing the results of teaching evaluations with the Programme Committee and programme team and formulating recommendations to the Cluster Board on the basis of these results
   f. Maintaining regular contact with the degree programme's study advisor(s).

Section 3   *Programme Committees*

Article 27

1. Each degree programme or cluster of degree programmes within the Faculty has its own Programme Committee. The Faculty Board may decide that one Programme Committee can be responsible for several degree programmes. The sizes of the various Programme Committees are set out in Appendix I to these Regulations. Information about the composition can be found on Infonet and Student Portal.

2. The members of the Programme Committees are appointed by the Faculty Board. Half of the Programme Committee's members are students and half are lecturers involved in the degree programme in question.

3. Student and lecturer members are found via open recruitment and, if necessary, open elections, and then appointed by the Faculty Board on the recommendation of the Committee itself, according to the numbers and procedure set out in the appendices to these Regulations.

4. The provisions of this article and the associated appendices must be assessed and if necessary adapted by the Faculty Council on an annual basis.

Article 28

1. In accordance with Article 9.18 of the Act, the Programme Committee is responsible for issuing advice on how to promote and guarantee the quality of the degree programme. In addition, the Programme Committee has:
   a. right of consent with respect to the OER, as referred to in Article 7.13 WHW, with the exception of the topics listed in Article 7.13.2 under a, f, h through u and x, and with the exception of the requirements referred to in Articles 7.28.4, 7.28.5 and 7.30b.2
   b. the task of annually assessing how the Teaching and Examination Regulations are implemented
   c. the right to prior consultation with respect to the Teaching and Examination Regulations,

as referred to in Article 7.13 of the WHW, with the exception of the topics for which the Committee has right of approval on the grounds of point a., and

    d.   the task to upon request or at its own initiative issue advice or submit proposals to the degree programme board, as referred to in Article 9.17.1 WHW, and the Dean regarding any matter related to teaching within the relevant degree programme(s). The Board or the Dean, respectively, will react within two months of receiving this proposal. The Programme Committee will send the advice and proposals referred to in this paragraph to the Faculty Council for information purposes.

2.   The Faculty Board and the Cluster Board must ensure that whenever a decision to be taken must first be submitted to the Programme Committee for advice or consent in accordance with the Act and these Regulations:

    a.   The Programme Committee is given the opportunity to consult the Faculty Board or the Cluster Board before advice is issued or approval is given

    b.   The Programme Committee is informed as soon as possible of how this advice or approval will be acted upon

3.   The Programme Committee submits its advice as referred to in Article 30.1 to the Faculty Board or the Cluster Board, with copies sent to the Faculty Council if desired.

4.   The Faculty Board will send the Faculty Council a copy of the information referred to in Article 15.2b for information purposes.

5.   The Faculty Board allows the Programme Committee to use any facilities that are available and that can reasonably be deemed necessary to fulfil its duties.

6.   In accordance with Article 9.48 of the Act, the Faculty Board gives the members of the Programme Committee the opportunity to follow any training courses they may need to fulfil their duties for a period to be determined by the Faculty Board and the Programme Committee together. Faculty staff members will be allowed to follow such training courses during working hours and with full pay.

Article 29

Student members of Programme Committees are appointed for a period of one year. Other Programme Committee members are appointed for a period of two years. Members can be reappointed or re-elected in accordance with Article 27.3 of these Regulations.

Article 30

1.   Each Programme Committee is authorized to invite the relevant Cluster Board or the Faculty Board at least twice a year to discuss proposed policies on the basis of an agenda drawn up by the Committee.

2.   The Cluster Board will consult with the Faculty's Programme Committees about the implementation of the Teaching and Examination Regulations at least once a year.

Article 31

1.   Each Programme Committee appoints a chair and a vice chair from its numbers, each from a different section (i.e. one student and one staff member).

2.   The Programme Committee draws up Rules of Procedure for its meetings and presents these to the Faculty Board. These rules must at least discuss:

    a.   the minimum number of meetings to be held each year;
    b.   the procedure for convening meetings;
    c.   submission deadlines for meeting documents.
    d.   the manner of deliberation and decision-making;
    e.   the determination of the minimum number of committee members needed for valid

deliberation and decision-making as referred to under d;

    f.   the public nature of meetings.

Article 32

The Faculty Council may adopt a Programme Committee's advisory authority in order to lodge a dispute, to the extent that this is in line with the advice of the Programme Committee.

Section 4   Admissions Boards

Article 33

1. The Faculty Board delegates responsibility regarding admission to the degree programme and to the various tracks to the Cluster Boards, which mandate this task to the designated Admissions Boards.

2. Each Cluster Board decides how many Admissions Boards are needed within the cluster. The Admissions Boards determine whether individual students meet the admission criteria set out in the Teaching and Examination Regulations of the programme concerned and if not, whether the student should be admitted to the programme.

Article 34

1. Each Admissions Board has a maximum of five members.

2. Members of an Admissions Board may not be members of a Board of Examiners or an underlying expert team; Cluster Board membership, however, is permitted.

3. The Chair must be a Professor or Associate Professor (UHD).

4. Admissions Board members are appointed for a period of two years by the Cluster Board mandated to perform this task by the Faculty Board.

5. The appointment period follows the academic year calendar.

6. The Admissions Board may delegate its admission powers to the Admissions Office.

Section 5   Boards of Examiners

Article 35

1. The Faculty has a central Board of Examiners (ECL), supported by expert teams. The division of degree programmes per expert team is set out in the Appendix to these Regulations (Appendix II).

2. The Board of Examiners is the body responsible for determining, in an objective and expert manner, whether individual students satisfy the conditions set out in the Teaching and Examination Regulations with regard to the knowledge, understanding and skills required to gain a degree.

3. The Faculty Board ensures the independence and expertise of the Board of Examiners.

4. The Board of Examiners may always consult with third parties to enhance its expertise.

Article 36

1. The Faculty Board establishes a Board of Examiners and expert teams for the degree programmes referred to in Article 27 and appoints members to this Board and teams with due observance to the relevant legal stipulations.

2. The Board of Examiners has seven members, including six members who are the chairs of the following expert teams and one external member. The ECL elects a chair, a secretary and one or more deputy chairs from among its members. An administrative secretary is appointed to

provide administrative support to the ECL.

3. An expert team comprises a chair, also a member of the ECL, and four to six members with specific expertise in a field relevant to the degree programmes falling under their responsibility. New expert team members are proposed by current members of an expert team and appointed by the Faculty Board. They are appointed for a period of two years and can be reappointed no more than twice. The members of the expert teams elect a chair from their numbers, to sit on the central Board of Examiners on their behalf.

4. A member of an expert team may not be a member of the Admissions Board covered by that expert team.

5. The Director of Education or study advisors may not be members of the Board of Examiners or expert team for the same degree programme.

6. The Board of Examiners and expert teams will draw up a resignation schedule and publish it on the website: https://myuniversity.rug.nl/infonet/medewerkers/let/onderwijs/commissies/examencommissies/

7. New appointments must be made at least one month before the start of a new appointment period.

8. A member of the Board of Examiners or expert team ceases to be the Chair or a member when:

   a. the appointment term expires and the Chair/member in question cannot or does not want to be reappointed;
   b. the Chair/member takes on a position that is incompatible with membership of the Board of Examiners;
   c. the employment contract ends (for the Chair/internal members);
   d. with regard to the external member, if they intend to teach one of the degree programmes covered by the Board of Examiners concerned;
   e. the Chair/member wishes to end their membership;
   f. the Chair/member demonstrably acts in contradiction of the statutory frameworks and duties of the Board of Examiners and the Faculty Board relieves the Chair/member of their duties on substantiated grounds.

Article 37

1. In addition to the duties and powers set out in Article 35, a Board of Examiners has the following duties and powers:

   a. issuing certificates or statements, bearing in mind the provisions of Article 7.11 of the Act and the Model Certificate including related documents drawn up by the Board of the University;
   b. ensuring the quality of examinations and final assessments, notwithstanding Article 7.12c of the Act;
   c. drawing up guidelines and instructions within the framework of the Teaching and Examination Regulations referred to in Article 7.13 of the Act, in order to determine the results of examinations and final assessments;
   d. the most suitable expert team may grant permission to a student to follow a degree programme designed by that student, within the meaning of Article 7, 3d of the Act, the final assessment of which leads to the conferral of a degree, whereby the Board of Examiners also indicates to which of the institution's degree programmes that programme is considered to belong under the Act, and
   e. granting exemptions from one or more examinations, including written assignments;
   f. issuing advice to the Board of the University regarding the Board's intention to terminate a student's registration as referred to in Article 7.42a of the WHW.
   g. ensuring the quality of the organization and procedures surrounding examinations and final assessments

2. Any student or external student caught cheating may be excluded from participation in one or

more examinations or final assessments, as determined by the Board of Examiners, for a period of time also determined by the Board of Examiners (a maximum of one year). In serious cases of cheating, the Board of the University, on the recommendation of the Board of Examiners, may definitively terminate the student's registration for the degree programme.

3. The Board of Examiners will draw up rules for the performance of the duties and exercising of its powers as set out in Article 20.1b, c and e and in Article 20.2, as well as for the measures that it can take in this context. The Board of Examiners may determine that, under certain conditions to be set by the Board, students need not pass all individual examinations in order to pass the final assessment.

4. If a student submits a request or complaint to the Board of Examiners or expert team that involves an examiner who is a member of that Board of Examiners or expert team, this examiner or expert team member will not participate in the process concerning this request or complaint.

5. The Board of Examiners draws up annual reports of its activities and presents these to the Faculty Board. The Board of Examiners may report to the Faculty Board whenever this is deemed necessary

6. The Board of Examiners has the following specific duties with regard to the assessment policy set out by each Faculty Board:

    a. drawing up and/or confirming the test design procedure, assessment procedure, assessment criteria and the pass mark for tests and examinations;
    b. appointing officials who will be responsible for implementing the various assessment components;
    c. determining the method of regular evaluation and the assessment procedure as a whole;
    d. evaluating the assessment plan in terms of the feasibility of the degree programme's learning outcomes;
    e. monitoring that the testing is in accordance with the assessment plan approved by the Faculty Board.

Article 38

1. The Board of Examiners appoints examiners to set examinations and determine the results. The Board of Examiners is responsible for ensuring that the examiners can function independently and in an expert manner.

2. The Board of Examiners only appoints examiners who satisfy the requirements of professional development in the field of assessment. If this is not the case, a temporary appointment is possible on condition that the examiner is supervised by an examiner who does satisfy these requirements.

3. The examiners must provide the Board of Examiners with the information it requests.

Section 6   Advisory Boards

Article 39

1. The Faculty of Arts has a central Advisory Board. The aim of the Advisory Board is to help maintain links between the Faculty's degree programmes and the labour market.

2. Members are appointed by the Faculty Board.

Article 40

1. Each Advisory Board consists of a delegation of alumni and graduate employers. Members of the employer and alumni sections of the Advisory Board must in principle have at least five years of working experience, and the entire professional field should ideally be covered by the employer and alumni sections.

2. Each member is in principle appointed for a period of four years and can be reappointed once.

3. Advisory Board membership is personal, which means that members cannot be represented by others during meetings.

4. The Faculty Board bears the implementation costs of the work done by the Advisory Boards.

CHAPTER V   RESEARCH INSTITUTES

Article 41

The Faculty has the following research institutes:

- Centre for Language and Cognition Groningen (CLCG)
- Groningen Institute of Archaeology (GIA)
- Groningen Research Institute for the Study of Culture (ICOG)

Article 42

1. The Faculty Board delegates the management of each research institute to a Director, who is appointed for a period of four years, with the possibility of being re-elected once for a maximum period of four years.

2. Each research institute has an Advisory Board, which issues advice to the Director in matters concerning policy and the set-up of the institute. The Faculty Board draws up the regulations for each research institute upon the advice of the Advisory Board. The regulations set out how the Advisory Board is established and how a new Chair is nominated.

Article 43

1. The Director of a research institute is responsible, on behalf of the Faculty Board, for heading the institute and developing and implementing the institute's desired policy. The Director, in consultation with the Chair of the relevant Cluster Board, determines who will be involved in the implementation of the institute's research and will provide the necessary directions. If no agreement can be reached, the Faculty Board will decide.

2. The Faculty Board and the Director of the research institute make agreements about the number of FTE available for temporary and permanent staff at the institute for a period to be determined, and about how these staff members will be selected.

3. The Director issues advice to the Faculty Board on the programming of research.

4. The Director issues advice to the Faculty Board about the system of internal quality assurance and the follow-up of external quality assurance.

5. Bearing in mind the University of Groningen Administrative Regulations, the Faculty Board can entrust its administrative mandate to the Director of the research institute for a period of time that it determines. This at least covers how contracts involving indirect government funding and contract research are drawn up.

CHAPTER VI   THE GRADUATE SCHOOL

Article 44

1.   The Faculty has a Graduate School for the Humanities.

2.   The Graduate School is responsible for providing teaching in:
- the Research Master's programmes in:
  o Archaeology
  o Classical, Medieval and Early Modern Studies
  o Linguistics
  o Literary and Cultural Studies
  o Modern History and International Relations
- and the PhD programme.

3.   The Graduate School is responsible for supervising:
- students of the Research Master's degree programmes;
- Dutch PhD students in the Arts PhD programme;
- PhD Scholarship students
- PhD students as referred to in the Collective Labour Agreement for Dutch Universities;
- other PhD students.

4.   The Graduate School has an academic director, who is appointed by the Faculty Board for a period of four years. The appointment must be approved by the Board of the University.

5.   The Graduate School has its own Teaching and Examination Regulations (PhD programme OER). The Research Master's programmes have their own Programme Committee and expert team.

CHAPTER VII   ADVISORY BODIES

Article 45

1.   The Faculty has the following advisory bodies:

   a.   *Faculty Consultative Body for Teaching Policy.* This body advises the Faculty Board about policy matters relating to teaching. The Faculty Consultative Body for Teaching Policy has ten members, including five students (one of whom must be a Research Master's student), and is chaired by the Faculty Board member for Education. Academic staff members are nominated by the Cluster Boards.

   b.   *Faculty Expert Group for Scientific Information.* This Expert Group has the power to issue advice in matters concerning both the collection-building profile of the Arts section of the University Library as well as comprehensive collection-building profiles that also relate to the central University Library purchasing policy. The Expert Group may comprise up to twelve members, including one student. The Group members are members of staff of the degree programme clusters and research institutes. Members are appointed by the Faculty Board, which aims to achieve a balanced representation of the disciplines covered by the Faculty. On behalf of the Library organization, the University Librarian or his/her deputy as well as the head of the Arts section of the Library will also issue advice to the Expert Group. The Faculty Board member for Library matters attends the meetings.

   c.   *Faculty Expert Group for Information Technology.* This Expert Group issues solicited and unsolicited advice to the Faculty Board on existing and desired applications of information technology in the Faculty's teaching and research and where possible also in its operations. The Expert Group consists of up to seven academic staff members from the various teaching and research disciplines, one student, the demand manager and a policy officer. The Managing Director of the Faculty acts as the Chair.

   d.   *Faculty Advisory Committee for Research.* The directors of the research institutes, the chairs of the advisory bodies of the institutes involved and the academic director of the Graduate School for the Humanities together make up the Faculty Advisory Committee for Research, which is chaired by the Faculty Board member for Research. This advisory body advises the Faculty Board both at the Board's request and on its own initiative about policy matters concerning research at the Faculty.

   e.   *R&O Plus and Tenure Track Committee.* The R&O Plus committee is the Faculty's promotion committee for academic staff. It consists of the directors of the research institutes, the Director of Education and a permanent chair. If an Associate Professor is being considered for promotion to Full Professor level, an external member and an extra internal member will join the R&O Plus committee, which will then be referred to as the Tenure Track Committee.

   f.   *Faculty BSA Committee.* This committee consists of the Director of Education and representatives of the Board of Examiners and relevant expert teams. Members are proposed by the Board of Examiners and expert teams. The committee deals with the dossiers of students in extraordinary circumstances and issues advice to the Faculty Board based on a set of principles set out by the Faculty Board.

   g.   *Permanent Professionalization Committee.* The duties of this committee include the UTQ registration of Faculty staff, STQ selection and monitoring, and ensuring permanent lecturer professionalization. The committee is supported by the Institute of Education.

2.   The student members of the advisory bodies are appointed on the recommendation of the student advisor of the Faculty Board, in consultation with the relevant student cohort.

3.   The members of the advisory bodies are appointed by the Faculty Board.

4.   Academic staff members are usually appointed to the advisory bodies for a period of two years, whereas student members are appointed for one year.

5.   All meetings of advisory bodies are public unless the relevant body has good reasons to decide otherwise.

CHAPTER VIII   APPOINTMENT ADVISORY COMMITTEES

Article 46

1. In preparation for recommendations to the Board of the University regarding the appointment of professors to the Faculty, the Faculty Board will set up an appointments advisory committee in line with the University of Groningen Professor Policy.

CHAPTER IX   STUDY ADVICE

Article 47

1. The Faculty Board issues advice to each student on whether it would be wise to continue studying within or outside a full-time or dual Bachelor's degree programme no later than by the end of the first year of registration for the propaedeutic phase.

2. Contrary to the provisions of Article 23.1, this advice may be postponed if, as a result of personal circumstances as referred to in the 2008 WHW Implementation Decree, the student's suitability cannot as yet be assessed. Postponed advice must be issued within the propaedeutic phase.

3. If a binding (negative) study advice applies to a degree programme or cluster of degree programmes, the Teaching and Examination Regulations for the relevant degree programme(s) will include procedural rules to this effect.

CHAPTER X   FINAL PROVISIONS

Article 48

In the event of a difference of opinion concerning the interpretation of one or more articles in these regulations, the Faculty Board will have the final say.

Article 49

1. These regulations will come into force on the day after the Faculty Board receives notification that the Board of the University has approved them.

2. These Regulations replace any earlier Faculty Regulations.

Article 50

These regulations may be cited as the 'Faculty Regulations of the Faculty of Arts'.

Adopted by the Board of the Faculty of Arts on 24 November 2020 after the agreement of the Faculty Council on 20 November 2020, and approved by the Board of the University on 8 September 2021.

APPENDIX I DIVISION OF SEATS IN PROGRAMME COMMITTEES

This Appendix lists the size and composition of each of the Faculty's Programme Committees (OCs). The staff section and the student section are always identical in size. The size of a Programme Committee is standardized according to the number of staff members per OC:

- OC Bachelor's = 1 chair + 1 secretary + 1 general member
- OC Master's = 1 chair + 1 secretary + 1 general member
- OC Research Master's/Master's in Education = 1 chair + 1 secretary + 1 general member
- OC Bachelor's & Master's = 1 chair + 1 secretary + 2 general members
- OC Bachelor's & Master's & Research Master's = 1 chair + 1 secretary + 3 general members

Bachelor's degree programmes with > 100 students will receive one extra staff member per OC.

The student section of a Bachelor's or combined Bachelor's-Master's Programme Committee must represent all phases of the degree programme.

This overview was approved by the Faculty Board on 8 April 2020 and is part of the Faculty Regulations of the Faculty of Arts.

Degree programme	Bachelor's	Master's	Programme Committee	Size	Division of seats for academic staff Incl. 1 ph Master	Division of seats for students Incl. 1 MA student
American Studies/North American Studies	X		1	8	Total: 4	Total: 4
Archaeology/Archaeology	X		1	8	Total: 4	Total: 4
Communication and Information Studies/Information Science – CIW/Information Science	X		1	8	Total: 4	Total: 4
History/History/Master of Arts in History Teaching	X		1	10	Total: 5	Total: 5
Classical Studies/Classics and Ancient Civilizations/Master of Arts in Classics Teaching	X		1	8	Total: 4	Total: 4
International Relations and International Organisation – International Relations	X		1	10	Total: 5	Total: 5
Media Studies	X		1	10	Total: 5	Total: 5
Middle-Eastern Studies – Middle-Eastern Studies	X		1	8	Total: 4	Total: 4
Dutch Language and Culture/Dutch Studies/Master of Arts in Dutch Teaching	X		1	8	Total: 4	Total: 4

Degree programme	Bachelor's	Master's	Programme Committ	Size	Division of seats for academic staff	Division of seats for students
English Language and Culture	X		1	6	Total: 3	Total: 3
European Languages and Cultures	X		1	8	Total: 4	Total: 4
Arts, Culture and Media	X		1	6	Total: 3	Total: 3
Art History	X		1	6	Total: 3	Total: 3
Minorities and Multilingualism	X		1	6	Total: 3	Total: 3
Linguistics	X		1	6	Total: 3	Total: 3

Degree programme	Bachelor's	Master's	Programme Com	Size	Division of seats for academic staff	Division of seats for students
Arts and Culture		X	1	6	Total: 3:	Total: 3:
Literary Studies		X	1	6	Total: 3:	Total: 3:
Linguistics incl. Applied Linguistics		X	1	6	Total: 3:	Total: 3:

Degree programme	Size	Division of seats for academic staff	Division of seats for students
MA in Euroculture	6	Total: 3	Total: 3:
MA in International Humanitarian Action	6	Total: 3	Total: 3:
ReMa in Archaeology	6	Total: 3	Total: 3:
ReMa in History	6	Total: 3	Total: 3:
ReMa in Linguistics	6	Total: 3	Total: 3
ReMa Arts and Culture	6	Total: 3	Total: 3:
ReMa International Relations	6	Total: 3	Total: 3:

APPENDIX II APPOINTMENT OF STUDENT MEMBERS AND STAFF MEMBERS TO PROGRAMME COMMITTEES

1. The right to vote and eligibility for election

    a. Every student who is enrolled in a degree programme has the right to vote and is eligible for election to the student section of the degree programme's Programme Committee.

    b. Every lecturer who is registered as an examiner for a degree programme has the right to vote and is eligible for election to the lecturer section of the degree programme's Programme Committee.

2. Term

    a. Student members are elected for **one year** and can be re-elected. Programme Committee membership lapses upon graduation or deregistration from the degree programme during the academic year.

    b. Lecturer members are elected for **two years** and can be re-elected. Programme Committee membership lapses upon termination of the registration as an examiner during the academic year.

    c. Students and staff members can freely register as candidates for their respective section in the Programme Committee, on the condition that they are registered as a student or examiner in the degree programme that falls under the Programme Committee in question at the moment that the elections take place. An exception to this rule applies to new degree programmes, for which elections will be organized as soon as possible after the start of the first programme year.

    d. Programme Committees are permitted to reserve seats for student or staff members from specific groups within the degree programme(s) for which representation is desired, for example, first-year students or joint degree students who start their programme at the UG at a different moment. The appointment procedure for such reserved seats can be organized at a different time in accordance with the rules for regular seats on the Programme Committee.

3. The Programme Committee must adhere to the following procedure:

    If the number of candidates is higher than the number of seats available in the student or lecturer section of the Programme Committee, elections must be held for the section in question. If the number of candidates is equal to the number of seats available in the relevant section of the Programme Committee, the candidates will be automatically recommended for appointment. If the number of candidates is lower than the number of seats available in the relevant section of the Programme Committee, the candidates will be automatically recommended for appointment and the remaining seats will be given to student members or lecturer members nominated by the board of the degree programme(s) involved.

    a. Mid May: set up electoral committee, comprising at least one student member and one staff member: OC Presidium or, if this is not possible, two members of the degree programme board.

    b. Early June: determine list of available candidates.

    c. Early June: inform the students and lecturers involved that they may stand for election (in writing or via email). Register with electoral office.

    d. Mid-June: draw up list of candidates. If a Programme Committee covers several degree programmes, the names of students and lecturers on the list of candidates must each be followed by their Bachelor's and/or Master's degree programme(s).

    e. Mid-June: publication of list of candidates via the departmental noticeboards and, if possible, via digital channels.

    f. Second half of June/early July: hold elections, either using ballot papers or electronically, during a set period.

g. Early July: determine results, bearing in mind an accurate division of seats among the relevant Bachelor's and Master's degree programmes, in accordance with the Faculty Regulations.

h. Early July: publication of results via the departmental noticeboards and if possible via digital channels.

i. Early July: inform Faculty Board of results.

j. July: Faculty Board appoints elected members.

k. If the Programme Committee has chosen to reserve seats for first-year students, the proposals for these members must be received by the Faculty Office by 1 October at the latest.

4. Supervision

The Director of Education and the boards of the relevant degree programmes will ensure the sound and accurate implementation of the procedure.

5. Succession

Succession is arranged in accordance with the procedure for the Faculty Council (in most cases this will mean that the next candidate on the list is appointed).

APPENDIX III CLUSTER STRUCTURE

Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5
• BA in International Relations and International Organization • MA in International Relations • MA in International Humanitarian Action • ReMa in Modern History and International Relations	• BA in European Languages and Cultures • BA in English Language and Culture • MA in Literary Studies • MA in Euroculture	• BA in Communication and Information Sciences • BA in Information Science • BA in Dutch Language and Culture • BA in Minorities & Multilingualism • BA in Linguistics • MA in Communication and Information • MA in Dutch Studies • MA in Linguistics • ReMa in Linguistics	• BA in History • BA in American Studies • BA in Classical Studies • BA in Middle Eastern Studies • BA in Archaeology • MA in History Today • MA in American Studies • MA in Middle Eastern Studies • MA in Classics • MA in Archaeology • ReMa in History/CMEMS • ReMa in Archaeology	• BA in Art History • BA in Arts, Culture and Media • BA in Media Studies • MA in Arts and Culture • MA in Media Studies • ReMa in Arts and Culture/Arts, Media and Cultural Studies