

## **Faculty Participation Regulations**

### Article 1

1. A Faculty has a Faculty Student Council (FSR), a Subcommittee (ODC), one or more Programme Committees (OLC), and a Faculty Joint Assembly (FGV) comprising the members of the Faculty Student Council and the Subcommittee.
2. The Faculty Student Council, the Subcommittee or the Faculty Joint Assembly exercises the right of approval or the right to give advice in relation to the Faculty Board as well as the other rights and duties that apply in the case of the University Student Council, the Staff Council or the University Joint Assembly, insofar as matters are involved which especially concern the faculty and the relevant powers are assigned to the Faculty Board.

### **Faculty Student Council**

#### Article 2

- 2.1 The Faculty Board and the Faculty Student Council meet at least twice a year for consultation. This meeting is chaired by the chairperson of the Faculty Student Council. Furthermore, the Faculty Board and the Faculty Student Council meet in response to a justified request from the Faculty Board or at least two members of the Faculty Student Council.
- 2.2 At least twice a year, the Faculty Board gives the Faculty Student Council the opportunity to discuss the general affairs of the faculty with the Board. The meeting is chaired by the Chair of the Faculty Student Council.
- 2.3 The Faculty Student Council is authorized to make proposals to the Faculty Board and make its positions known to the Board on all matters that concern the faculty. The Faculty Board furnishes the Faculty Student Council with a well-founded written response to the proposals within three months, but not before the Faculty Student Council has been given the opportunity to consult with the Board.

### Article 3 Composition of the Faculty Student Council

The Faculty Student Council comprises at least three and at most nine members. The number of members is determined in the Faculty Regulations.

### Article 4 Faculty Student Council meeting

The Faculty Student Council can meet without the presence of the Faculty Board.

### Article 5 Categorization of duties

- 5.1 The Faculty Student Council chooses from its members a chair, a vice-chair and a secretary.
- 5.2 The Faculty Student Council can appoint the committees that it reasonably needs in order to perform its duties. The Faculty Student Council informs the Faculty Board in writing of any intention to appoint a committee, detailing the committee's task, composition and working method. Appointing a permanent committee requires the approval of the Faculty Board.
- 5.3 The Faculty Student Council is supported by the Faculty Board.

### Article 6 Convening meeting and minutes

- 6.1 A Faculty Student Council meeting is convened by means of the Council's secretary informing the members in writing or electronically. Except in urgent cases, a meeting is convened at least seven days before it is due to be held.
- 6.2 The secretary of the Faculty Student Council draws up an agenda for each meeting, which is sent to Council members along with the notice convening the meeting. Any member can have an item included on the agenda.
- 6.3 The secretary of the Faculty Student Council sends the agenda of every meeting to the Faculty Board and to the committee(s) appointed by the Council, and ensures that it is published for the benefit of stakeholders.
- 6.4 The secretary of the Faculty Student Council is responsible for preparing the minutes of the meeting, signing letters sent on behalf of the Council, and managing documents addressed to and produced by the Council.
- 6.5 The minutes are sent to the Faculty Student Council's members and to the Faculty Board. Corroborated objections to the contents of the minutes can be made within one week after the minutes have been sent. Unless objections have been received, the secretary of the Faculty Student Council publishes the minutes. If an objection as referred to in the previous sentence is made, the secretary shall publish the minutes only after the Faculty Student Council has reached a decision regarding the objection.

### Article 7

- 7.1 As a rule, the Faculty Student Council's meetings are open to the public.
- 7.2 If, in the opinion of the Faculty Board or of at least two members of the Faculty Student Council, the nature of a subject makes public discussion undesirable, that subject can be dealt with in a closed meeting as a result of a well-founded decision by the Faculty Student Council.
- Those present shall treat all matters discussed in a closed meeting in strict confidence.
- 7.3 If a particular meeting or a particular agenda item involves a pre-eminently personal interest of one of the Faculty Student Council's members, the Council can decide that the member in question will not attend that meeting or take part in discussing that agenda item. In these circumstances, the Faculty Student Council also decides to deal with any such item in a closed meeting.
- 7.4 The chair of the Faculty Student Council decides the time and venue of the Council's meetings. The time of a consultation meeting is decided following consultation with the Faculty Board.
- 7.5 Without prejudice to the previous paragraph, a meeting requested by members shall be held within 14 days of the chair receiving the request.

### Article 8

- 8.1 A meeting can be held if the majority of the Faculty Student Council's members are present or represented.
- 8.2 The Faculty Student Council decides by a simple majority of votes. Matters are voted on orally and individuals are voted on in writing. Blank votes do not count during the counting of the votes.
- 8.3 If, when deciding on an appointment, none of the candidates obtains a simple majority during the first ballot, there is a second ballot between the two candidates who obtained the most votes in the first round. In this second round, the candidate who then receives the most votes is appointed. In the event of a tie, the decision shall be made by drawing lots.
- 8.4 If there is a tie in a vote on another decision to be made by the Faculty Student Council, the proposal in question is put to the following meeting. If the vote in the following meeting also results in a tie, the proposal is deemed to have been rejected.

8.5 A member of the Faculty Student Council can arrange to be represented by a fellow Council member by means of a written proxy for that purpose. The authorized representative may only cast a valid vote on issues that are described in the proxy. A member may only represent one other member by proxy.

#### Article 9

The Faculty Board ensures that Faculty Student Council members do not suffer any disadvantage in their position in relation to the faculty as a result of their membership. The previous sentence applies, mutatis mutandis, to candidates for membership and former members.

#### Article 10

The Faculty Student Council produces an annual written report of its activities and ensures that all those involved in the faculty can view the report.

#### Article 11      *General powers*

- 11.1 At the beginning of the committee's year, the Faculty Board provides the Faculty Student Council with the information on the composition of the Faculty Board and the organization of the faculty.
- 11.2 At least once a year, the Faculty Board informs the Faculty Student Council about the policy implemented by the Board in the previous year and the policy plans for the faculty in the coming year in the areas of finance, organization and education.
- 11.3 The Faculty Board provides the Faculty Student Council, unsolicited and in good time, with all the information the Council needs in all reasonableness and fairness to perform its duties and, upon request, it provides in good time all the information the Council deems necessary in all reasonableness and fairness for it to perform its duties.

#### Article 12      *Faculty Student Council right of advice*

The Faculty Board asks the Faculty Student Council for advice on, at least:

- a. matters that concern the good state of affairs within the faculty;
- b. faculty policy in relation to student facilities;
- c. faculty policy in relation to educational facilities.

## Programme Committee

### Article 13

13.1 The Faculty Board appoints a separate Programme Committee for each degree programme or group of degree programmes. The Committee's duty is to advise on promoting and safeguarding the quality of the degree programme. The Committee also has:

- a. the right to approve the Teaching and Examination Regulations, as referred to in Article 7.13 of the Higher Education and Research Act, with the exception of the subjects referred to in Article 7.13(2) sub a, f, h-u and x, and with the exception of the requirements referred to in Articles 7.28(4)(5) and 7.30b(2) of the Higher Education and Research Act;
- b. the responsibility for conducting an annual assessment of the way in which the Teaching and Examination Regulations are implemented;
- c. the right to give advice in respect of the Teaching and Examination Regulations referred to in Article 7.13 of the Higher Education and Research Act, with the exception of those areas in relation to which the Committee is entitled to grant approval on the basis of (a); and
- d. the responsibility for making recommendations or proposals to the Director of Studies and the Faculty Board, either on its own initiative or on request, on all matters relating to teaching in the degree programme in question.

The Committee forwards the advice and proposals referred to under d to the Faculty Joint Assembly for information purposes.

13.2 If a particular meeting or a particular agenda item involves a pre-eminently personal interest of one of the Programme Committee's members, the Committee can decide that the member in question will not attend that meeting or take part in discussing that agenda item. In these circumstances, Programme Committee also decides to deal with any such item in a closed meeting.

13.3 Article 16 applies, mutatis mutandis, to advice as referred to in paragraph 1.

13.4 If the Committee makes a proposal as referred to in paragraph 1d, to the Director of Studies or the Faculty Board, the Director of Studies or the Faculty Board shall respond within two months of receiving the proposal.

13.5 Principles for the Programme Committee:

- a. Members elected by and from the staff make up half of the membership of the Programme Committee, while the other half are members elected by and from the student body.

- b. Membership of the Programme Committee is not open to members of the Faculty Board or the Director(s) of the programme for which the Committee has been established.
  - c. Candidates for elections of the part of the Committee that is elected by and from the staff can be nominated by staff members and by staff organizations.
  - d. Committee members are elected using a secret, written ballot. Voting for a subcommittee of the Committee only takes place if the number of candidates for membership of a subcommittee exceeds the number of seats on that subcommittee.
  - e. The Committee draws up regulations for procedural matters.
  - f. From among its members, the Committee chooses a chairperson and a deputy chairperson.
  - g. A method of appointing the Programme Committee other than by election can be adopted in consultation between the Director of Studies or the Faculty Board and the Faculty Joint Assembly. The decision on whether it is desirable to adopt a different form of appointment is taken on an annual basis.
- 13.6 The Programme Committee is authorized to invite the Director of Studies or the Faculty Board at least twice a year to discuss the proposed policy on the basis of the agenda it has drawn up.
- 13.7 If a faculty includes only one programme, the Faculty Regulations may provide that the powers and duties of the Programme Committee are exercised by the Faculty Joint Assembly.
- 13.8 The Faculty Board ensures that the Programme Committee members do not suffer any disadvantage in their position in relation to the faculty as a result of their membership. The previous sentence applies, *mutatis mutandis*, to candidates for membership and former members.

## **Subcommittee**

### Article 14      *Powers of the Subcommittee*

- 14.1 The provisions of the Works Councils Act (WOR) apply to the Subcommittee.
- 14.2 The Subcommittee exercises the right of approval or the right of advice in relation to the Faculty Board that is assigned to the Staff Council, insofar as matters are involved which especially concern the faculty and the relevant powers are assigned to the Faculty Board.

## Joint Assembly

### Article 15 Powers of the Faculty Joint Assembly

- 15.1 A Faculty Joint Assembly member can arrange to be represented by a fellow Assembly member of the same subcommittee by means of a written proxy for that purpose. The authorized representative may only cast a valid vote on issues that are described in the proxy. A member may only represent one other member by proxy.
- 15.2 The Executive Board gives the Faculty Joint Assembly in good time the opportunity to give advice on a decision to be made by the Executive Board concerning the appointment or dismissal of Faculty Board members. If its decision deviates from the advice given, the Executive Board shall justify this decision. However, the deviation cannot lead to a dispute regarding participation.
- 15.3 The Executive Board gives the Faculty Joint Assembly in good time the opportunity to give advice on the profile for Executive Board members. If its decision deviates from the advice given, the Executive Board shall justify this decision.
- 15.4 The Faculty Board asks the Faculty Joint Assembly for advice on:
- a. the adoption or amendment of the faculty's budget;
  - b. the adoption of the annual report, including the faculty's statement of accounts.
- 15.5 The Faculty Board requires prior approval from the Faculty Joint Assembly for every decision to be made by the Faculty Board relating to the adoption or amendment of:
- a. the Faculty Regulations;
  - b. the multi-year document that forms the basis for faculty management and policy;
  - c. the Teaching and Examination Regulations, referred to in Article 7.13 of the Higher Education and Research Act, with the exception of the subjects referred to in Article 7.13(2) sub a-g and v, and with the exception of the requirements referred to in Article 7.28(4)(5), about which advice shall be sought from the relevant Programme Committee.
- 15.6 The Faculty Board requires prior approval from the Faculty Joint Assembly for the broad lines of the annual budget, considering at least the planned distribution of funds among the policy areas teaching, research, accommodation and management, investment, and personnel. This right also includes the power of approval regarding changes in the internal allocation system used by the faculty. The Faculty Joint Assembly is called on by the Faculty Board to work with it in evaluating the allocation system.
- 15.7 Articles 2, 4, 5.2, 5.3, 6, 7, 10 and 11.3 apply, mutatis mutandis, to the Faculty Joint Assembly and its meetings.

15.8 In decision-making, the vote of a Subcommittee member is allocated the value 1 and the vote of a Faculty Student Council member is allocated a value that is determined by dividing the number of occupied Subcommittee seats by the number of occupied Faculty Student Council seats.

Article 16      *Deadlines for approval or advice*

16.1 The Faculty Board ensures that it requests advice at a time when the advice can still have a significant influence on decision-making. Furthermore, the Faculty Board asks the relevant consultation body for approval in good time. Approval or a refusal to give approval, or the advice are communicated to the Faculty Board in writing.

16.2 A request for approval or for advice is replied to within a reasonable time following receipt of the request.

16.3 The Faculty Board informs the relevant consultation body in writing as quickly as possible regarding the way in which it will respond to the advice given by the consultation body.

16.4 If the Faculty Board does not wish to act in accordance with the relevant consultation body's advice, or does not want to follow it completely, the consultation body is given the opportunity to hold further consultations with the Faculty Board before the final decision is made.