

Examination Board ESHCC By-laws 2021

By-laws Examination Board ESHCC

Article 1. Composition and appointment members Examination Board

1. The Examination Board consists of seven members (including a chair and vice-chair). Each department is represented by two members. The seventh member is an external member from outside the faculty.
2. The Examination Board is supported by a secretary. The chair and the secretary constitute the executive committee of the Examination Board. Their division of tasks is presented to the members of the Examination Board.
3. The composition of the Examination Board is such that the programs under the jurisdiction of the board are represented as well as possible. The specific composition of the board will be announced on the website of the ESHCC.
4. The chair and members are appointed by the Dean of the Faculty, on the recommendation of the Vice-Dean of Education and on advice of the Examination Board.
5. The vice-chair is elected by the members of the Examination Board.
6. Faculty members are appointed for a term of two years, with the possibility of reappointment.
7. The external member is appointed for two years, with the possibility of reappointment.

Article 2. Meeting frequency Examination Board

1. The Examination Board meets at least four times a year. If necessary, additional meetings may be organized. The executive committee is entitled to hold additional meetings. In addition, upon request of at least four members, the Examination Board can also call an extra meeting.
2. Additional meetings will be announced at least two weeks in advance.
3. The schedule of meetings of the Examination Board will be determined each academic year.
4. The executive committee is responsible for ongoing business.

Article 3. Procedure Examination Board

1. In principle, the meetings of the Examination Board are private. Members of the faculty community may request the chair to attend one of the meetings.
2. In principle, the executive committee meets once every two weeks.
3. The executive committee deals with current affairs, sets the agenda for the Examination Board and invites members to the meeting.
4. The Examination Board is chaired by the chair of the board. The vice-chair serves as deputy chair.
5. In the performance of assigned, autonomous tasks, the Examination Board can only make decisions when at least four members are present (including the chair). If it is necessary to decide by vote, the decision will be made by a simple majority of the votes present. In case of equal numbers of votes, the chair will have the casting vote. There will be no voting by proxy.
6. The Examination Board mandates its chair or vice-chair on its behalf – if necessary - to take decisions and to represent it (legally).
7. In principle, the mandate concerns decisions that are made with regard to individual students, for example regarding exemptions, plagiarism, fraud, dispensation of the binding study advice, preservation of examination opportunities and decisions arising from an appeal to the Examinations Appeals Board.
8. If required, the Examination Board can be assisted by an advisor (for example a student advisor).
9. All decisions made by the executive committee are documented and archived for future reference by the secretariat.

Article 4. Reporting

1. The minutes of the meetings of the Examination Board are drawn up by the secretariat of the board. The report should at least consist of a decision list.
2. At the end of the academic year, the board prepares an annual report which is a concise record of the board's work.

Article 5. Archiving of documents

The secretary is responsible for archiving the Examination Board's documents.

Article 6. Final provisions

1. The internal regulations will be evaluated yearly and adjusted if necessary. This process will preferably take place at the start of the academic year.
2. This regulation will be referred to as: By-Laws Examination Board ESHCC
3. The reference title will be abbreviated to: By-L EB ESHCC.
4. This regulation will be published on the ESHCC's website.

Adopted on 1 September 2021 by

Dr. habil. J. Kneer

Chair of the Examination Board ESHCC