

**International  
Institute of  
Social Studies**

**GENERAL RULES AND REGULATIONS**

**INTERNATIONAL INSTITUTE OF SOCIAL STUDIES**

OF ERASMUS UNIVERSITY ROTTERDAM

Approved by the Executive Board of the Erasmus University in their meeting of August 24, 2017

# Table of Contents

CHAPTER I. GENERAL .....	5
Paragraph 1    Definitions .....	5
Article 1 – Definitions and abbreviations.....	5
Paragraph 2    The Institute .....	6
Article 2 – Name and position within EUR.....	6
Article 3 – Objective and mission .....	6
Article 4 – Legal framework.....	7
CHAPTER II. GOVERNANCE .....	8
Paragraph 1    The management of the Institute .....	8
Article 5 – Institute Board.....	8
Article 6 – Tasks and responsibilities of the Institute Board .....	9
Article 7 – Specific tasks and responsibilities of the Rector .....	11
Article 8 – Institute Board meetings and decision-making.....	12
Paragraph 2    The Institute Council.....	13
Article 9 – Institute Council’s responsibilities and tasks.....	13
Article 10 – Composition and election of the Institute Council.....	13
Article 11 – Institute Council meetings and decision-making .....	14
Article 12 – Right of Approval.....	15
Article 13 – Right of Advice.....	16
Article 14 – Right to appoint.....	17
Article 15 – Right to be heard .....	17
Article 16 – Right of initiative .....	17
Article 17 – Right of information .....	17
Article 18 – Institute Council’s Mandate/Competence re personnel matters .....	18
Article 19 – Dispute Settlement.....	18
Article 20 – Resources for the Institute Council .....	19
Paragraph 3    The Advisory Board.....	19
Article 21 – The composition and appointment of the Advisory Board .....	19

Article 22 – The responsibilities of the Advisory Board.....	19
Article 23 – Meetings of the Advisory Board.....	19
CHAPTER III Academic Organisation.....	21
Paragraph 1 General.....	21
Article 24 – Academic Unit .....	21
Article 25 - Faculty Coordination Committee (FCC).....	21
Article 26 - Responsibilities of the Faculty Coordination Committee.....	21
Article 27 – Professorships .....	21
Paragraph 2 Research Affairs.....	22
Article 28 – Specific tasks and responsibilities of the Deputy Rector for Research Affairs..	22
Article 29 – Research groups .....	22
Article 30 – Research Group Coordinators .....	22
Article 31 – skipped .....	23
Article 32 – skipped .....	23
Article 33 – skipped .....	23
Article 34 – Responsibilities of research project leaders.....	23
Article 35 – Membership of PhD Researchers in Research Programmes.....	23
Article 36 – The Research Committee (RC).....	24
Article 37 – Responsibilities of the Research Committee.....	24
Article 38 – The Research Degree Committee (RDC).....	25
Paragraph 3 Educational Affairs.....	26
Article 39 – Specific tasks and responsibilities of the Deputy Rector for Educational Affairs .....	26
Article 40 – Specific tasks and responsibilities of the Major Convenors .....	26
Article 41 – Specific tasks and responsibilities of the Programme Convenors.....	27
Article 42 – Composition and appointment of the Board of Examiners .....	27
Article 43 – Tasks of the Board of Examiners .....	27
Article 44 – Individual complaints’ procedure.....	28

Article 45 – Appointment and Composition of the Programme Committees (Section 9.18 of the WHW) .....	28
Article 46 – The duties of the Teaching and Learning Committee (Article 9.18 of the WHW) .....	29
Article 47 – Consultation with the TLC .....	30
Article 48 - Facilities.....	30
Article 49 - @@@Titel ontbreekt.....	30
CHAPTER IV. SUPPORT ORGANISATION .....	31
Article 50 – General .....	31
Article 51 – Institute Director .....	31
Article 52 – Executive Secretary .....	32
Article 53 – Business Controller.....	32
Article 54 – Academic Registrar .....	33
Article 55 – Strategic Development plan .....	34
Article 56 – The Institute budget .....	34
CHAPTER VI. OTHER PROVISIONS.....	35
Article 57 – SCHOLAS .....	35
Article 58 – Advisory committees.....	35
Article 59 – Voting rights of ISS Staff for University Council .....	35
Article 60 – Diversity policy .....	35
Article 61 – Policy on undesirable behaviour .....	35
Article 62 – Code of Conduct .....	36
Article 63 – Disputes between the Rector and the Institute Council .....	36
Article 64 – Date of approval.....	36
Annex I Election regulations Institute Council. ....	37
Annex II Election regulations Institute Council. ....	42
Annex III Election regulations Institute Council. ....	46

## CHAPTER I. GENERAL

### Paragraph 1 Definitions

#### Article 1 – Definitions and abbreviations

1. In these regulations the following abbreviations are used:
  - a. the WHW: the Higher Education and Scientific Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*);
  - b. BBR-EUR: the EUR Management and Administration Regulations (*het Bestuurs- en Beheersreglement EUR*);
  - c. BoE: the Board of Examiners (*Examencommissie, in the sense of the WHW*);
  - d. Rector: the Rector of the Institute (*"Dean" in the sense of the WHW*);
  - e. Deputy Rectors: the Deputy Rector for Research Affairs (*'onderzoeksdirecteur'*) and the Deputy Rector for Educational Affairs (*'opleidingsdirecteur'*);
  - f. DREA: Deputy Rector for Educational Affairs
  - g. DRRA: Deputy Rector for Research Affairs
  - h. EUR/the University: the Erasmus University Rotterdam;
  - i. Executive Board: the EUR Executive Board (*College van Bestuur*);
  - j. FCC: the Faculty Coordination Committee;
  - k. Institute: the university institute "sui generis" within the EUR, known as the International Institute of Social Studies;
  - l. Institute Board: the Board of the Institute consisting of the Rector, the Deputy Rector for Educational Affairs and the Deputy Rector for Research Affairs;
  - m. ISS: International Institute of Social Studies;
  - n. MSO: Management and Support Organisation;
  - o. OER: the Academic Rules and Regulations (*onderwijs- en examenregeling*);
  - p. RC: Research Committee;
  - q. RDC: Research Degree Committee;
  - r. SEP: Standard Evaluation Protocol;
  - s. SSC: Shared Service Centre of EUR, including SMC, Algemene Bestuursdienst and UB;
  - t. TLC: Teaching and Learning Committee (*Opleidingscommissie*)
2. The terms which are used in these regulations have the same meaning as those defined by Dutch law, unless explicitly stated otherwise.

## Paragraph 2 The Institute

### Article 2 – Name and position within EUR

1. The Institute's name is the International Institute of Social Studies, to be abbreviated as ISS.
2. The Institute was incorporated within EUR on 1 July 2009. The Institute is a sui-generis university institute within the EUR as further described in article 27A and 27B of the BBR-EUR.
3. The Institute has its seat in The Hague and forms an integral part of the EUR, in terms of research and teaching activities and organisation.
4. The Institute has the following specific characteristics in comparison with a faculty:
  - a. the Institute has an Advisory Board;
  - b. the Institute provides inter-disciplinary post-graduate education, at Diploma, Masters and PhD level;
  - c. the Institute has a representative body for ISS staff and students, the Institute Council;
  - d. the Institute has a student association, SCHOLAS.

### Article 3 – Objective and mission

1. ISS is a research-led, international institute of higher learning, which produces inter-disciplinary knowledge and high-quality publications, provides high-quality post-graduate education and contributes to public debate on international development policies, the processes of globalization and inequality. The Institute focuses its activities on:
  - a. the stimulation, execution and dissemination of research, including capacity development;
  - b. the provision of education and training, including capacity development;
  - c. engaging with stakeholders in order to inform and influence policy;
  - d. 'valorisation' of its activities;
  - e. any other appropriate and lawful activities.
2. The education and training will be conducted in one or more of the modern international languages.
3. In addition to, and in coordination with, research and education activities of the Institute in the Netherlands, the Institute's activities and projects may be carried out elsewhere, preferably in developing countries or countries in transition and in cooperation with relevant institutions located in those countries. In the case of a joint degree programme

with another Dutch university or a university abroad the conditions of Article 7.3c of the WHW apply.

#### Article 4 – Legal framework

1. These Rules & Regulations set out the terms under which the Institute is governed. The tasks and responsibilities of the various bodies within the Institute are laid down in these Rules & Regulations and the internal organisation of the Institute is established herein.
2. All relevant legislation and rules as they apply to a faculty (*faculteit*) within the EUR (such as article 9.11 – 9.40 WHW and the BBR-EUR) apply to the Institute, except to the extent that the BBR-EUR or these Rules & Regulations specifically state otherwise.
3. The Rules & Regulations are established by the Rector. Prior to establishing or amending these Rules & Regulations the Rector must first obtain approval for the Rules & Regulations from (i) the Institute Council and (ii) the Executive Board.

## CHAPTER II. GOVERNANCE

### Paragraph 1 The management of the Institute

#### Article 5 – Institute Board

##### **Rector**

1. The Institute has an Institute Board, consisting of the Rector (Dean, *Decaan* in WHW terminology art. 9.12-9.16 WHW) and a Deputy Rector for Research Affairs (*‘onderzoeksdirecteur’*) and a Deputy Rector for Educational Affairs (*‘opleidingsdirecteur’*).
2. The management and administration of the Institute are the responsibility of the Rector whereby the Rector is externally responsible to and must report to the Executive Board. The tasks of each member of the Institute Board are further set out in these Rules & Regulations. The members of the Institute Board can decide upon a different division of tasks if so desired.
3. The Rector shall be appointed by the Executive Board on the recommendation of a selection committee, to be appointed by the Executive Board. The committee will include two members of the Advisory Board and two members (of which at least one academic staff member) of the staff of the Institute, to be appointed by the Institute Council and may include other members if deemed necessary by the Executive Board. The selection committee shall be chaired by one of the two members of the Advisory Board. In case of a tied vote, the Chair has the casting vote. A member of the executive board, chairs an appointment committee which meets with the candidate(s) recommended by the selection committee prior to a decision to appoint. The appointment committee consists of a member of the executive board, a dean from a EUR faculty, two members of the search and selection committee, one of whom must be a member of the advisory board.
4. The Rector has the academic status of Professor.
5. The term of office of the Rector shall be a period of four years, with the possibility of one renewal, subject to an evaluation and assessment of the particular needs of ISS by the Executive Board. Such evaluation and assessment will include consultation with the Institute Council.
6. The Executive Board may dismiss or suspend the Rector before the end of her/his term for just cause. The Executive Board shall hear the Institute Council, prior to deciding on the (premature) suspension or (premature) dismissal of the Rector.

##### **Deputy Rectors**

7. The Deputy Rector for Research Affairs and the Deputy Rector for Educational Affairs shall be appointed by the Rector on the recommendation of a selection committee, comprising of the Rector and one member of the Advisory Board, and one member of the academic staff of the Institute, to be appointed by the Institute Council. The Rector is Chair of the selection committee.
8. a. The Deputy Rector for Research Affairs has the academic status of Professor or Associate Professor with a research-active or research-intensive profile.



- b. The Deputy Rector for Educational Affairs has the academic status of Professor or Associate Professor.
- 9. The term of office of the Deputy Rector for Research Affairs and the Deputy Rector for Educational Affairs shall be a period of three years, with the possibility of one renewal, subject to an evaluation and assessment of the particular needs of ISS by the Rector. Such evaluation and assessment will include consultation with the Institute Council.
- 10. The Rector can dismiss or suspend the Deputy Rector for Educational Affairs and the Deputy Rector for Research Affairs before the end of their term for just cause. Prior to deciding on a (premature) suspension or a (premature) dismissal of the Deputy Rector for Educational Affairs or of the Deputy Rector for Research Affairs, the Rector shall consult with the Executive Board. Furthermore, the Rector shall confidentially hear the Institute Council in case of suspension or dismissal of the Deputy Rector for Educational Affairs or the Deputy Rector for Research Affairs, prior to deciding on a (premature) suspension or (premature) dismissal of the Deputy Rector for Educational Affairs or the Deputy Rector for Research Affairs.

#### Article 6 – Tasks and responsibilities of the Institute Board

- 1. The Rector is responsible for the general management and administration of the Institute, including (but not limited to):
  - a. establishing these Rules & Regulations;
  - b. establishing and disbanding the Faculty Coordination Committee (FCC);
  - c. establishing and disbanding Research Programmes and Research Initiatives;
  - d. providing the Institute Council with a summary of the issues dealt with in the Institute Board meetings and the decisions taken by the Institute Board, every quarter of a year. Certain passages may be omitted in the interest of the University, the Institute or individuals concerned;
  - e. establishing the Academic Rules and Regulations (OER) and their regular evaluation, taking into account the directions of the Executive Board;
  - f. supervising the execution of the OER and the annual research activities, as well as providing a regular report on teaching and research to the Executive Board;
  - g. establishing the Strategic Development Plan of the Institute in line with the stipulations set out in Chapter V of these Rules & Regulations;
  - h. establishing the research policy and the research programme of the Institute;
  - i. establishing the teaching policy and the teaching programme of the Institute;
  - j. appointing Research Group Coordinators;
  - k. appointing Convenors of the MA Majors;

- l. drawing up the Institute's annual budget in line with the stipulations set out in Chapter V of these Rules & Regulations;
- m. establishing a Board of Examiners, including the appointment, re-appointment, dismissal or suspension of the chairman and other members of this Board;
- n. establishing specific regulations defining how exemptions from the academic requirements for teaching programmes laid down by law can be obtained;
- o. establishing models for allocation of the financial resources for research and education;
- p. establishing procedures and criteria for the recognition of acquired competences;
- q. concluding joint regulations for the benefit of one or more programmes with one or more faculties or other organizational units within the EUR, taking into account the content of the BBR-EUR;
- r. the proposal of professorial appointments to the Executive Board;
- s. establishing an efficient support service ;
- t. establishing advisory committees within the Institute;
- u. establishing the work relations between the staff of the Institute, particularly with regard to the execution of research and educational tasks;
- v. managing the relationship between the Institute and any limited companies (B.V.s) related to the Institute, in accordance with the regulations laid down between the EUR and EUR Holding B.V.;
- w. promoting of cooperation with other organisational units within the EUR and other Universities in the field of research and education;
- x. the marketing policy within terms of mandate granted to the Rector by the Executive Board;
- y. the student policy within terms of mandate granted to the Rector by the Executive Board;
- z. the financial policy and the personnel policy of the Institute within terms of mandate granted to the Rector by the Executive Board;
- aa. setting up and holding joint meetings with the Research Group Coordinators, the Major Convenors, the Chair FCC, the Institute Director and the Executive Secretary at least once a year to discuss progress in the implementation of the Strategic Plan;
- bb. approving the rules of procedure of the Research Programmes and FCC and the Board of Examiners concerning internal communication and decision-making.

2. Certain decisions of the Institute Board are subject to the approval of the Institute Council. Furthermore, certain decisions of the Institute require the obtaining of prior advice from the Institute Council and/or the Board of Examiners. To the extent a decision of the Institute Board requires the prior approval or prior advice of a certain body within the Institute, or when such a body has a right to be heard or to be informed, this will be specified in these Rules & Regulations under the articles which concern the specific body. The Institute Council, the Institute Board and the Board of Examiners will provide the other party with an agenda and documents in a timely fashion.

#### Article 7 – Specific tasks and responsibilities of the Rector

1. The Rector is the Institute's administrator ('*Instituutsbeheerder*'). In this capacity the tasks and competences regarding personnel, finance and other administrative matters related to the Institute are assigned to him/her by the Executive Board in line with the BBR-EUR.
2. The Rector is externally accountable to the Executive Board and provides to the EB information on the Institute, as and when requested.
3. The Rector is a member of the Board of Deans (*College van Decanen*) and a member of the Doctorate Board (*College voor Promoties*) of the EUR and has the same authority and tasks as those which are assigned to a Dean (*Decaan*) on the basis of the WHW.
4. In line with the EUR strategic cycle the Rector must provide a long term strategic plan to the Executive Board for approval.
5. The Rector contributes to the management of the University by consulting with the Executive Board about the preparation of the University strategic plan and the budget.
6. The Rector, in consultation with the Deputy Rectors, and after hearing the Institute Council, holds the right to recommend to the EUR Doctorate Board individuals to be awarded a doctorate honoris causa.
7. The Rector is responsible for the periodic review of the professors, for their evaluation and for the formulation of advice to the Executive Board regarding, where applicable, continuation of their professorial appointment.
8. The Rector is responsible for HR tasks pertaining to the Institute Director, Executive Secretary, Business Controller, IB and FCC members, including performance assessment and reviews and development plans.
9. The Rector is responsible for the quality of the ISS research and PhD programmes and takes the necessary measures to:
  - nurture an enabling environment for research quality and productivity;
  - support post-doctoral and PhD researchers' career development in coordination with the RDC;
  - stimulate the Research Programmes to obtain externally funded research projects;
  - ensure the availability of PhD supervision capacity.

The Rector is responsible for research quality assessment (RQA).

10. The Rector takes the necessary measures to
  - nurture an enabling environment for quality education;
  - supervise accreditation and educational quality assessment.
11. The Rector is responsible for development of policies, management and organisation of human resources, the financial resources of the Institute and for all of the facilities of the Institute.
12. The Rector is responsible for stakeholder engagement, governance structures, external relations, representation, fundraising and academic integrity.
13. The Rector is given a mandate by the Executive Board in line with articles 39 and 41 of the BBR-EUR. The Rector draws up a mandate/management instruction (*beheersinstructie*) as referred to in article 42 of the BBR-EUR containing in any case a sub-mandate on the basis of which the Deputy Rectors, the Institute Director, the Executive Secretary, the FCC Chair, the Research Group Coordinators and the Major Convenors, and, if deemed necessary, other individuals who have been assigned certain tasks and responsibilities on the basis of the Rules & Regulations, can fulfil their tasks and responsibilities within the limits of the Rector's own mandate and the sub-mandate provided.

The Rector must submit the management instruction (*beheersinstructie*) to the Executive Board for approval and the Rector will ensure that the management instruction is made known within the Institute. The sub-mandate provided by the Rector will be reviewed every three years, or more often if deemed necessary by the Rector, to verify whether it needs to be amended based on the content of the annual plan and budget.

14. In addition to the mandate provided on the basis of the BBR-EUR, the Rector receives a separate mandate from the Executive Board relating specifically to maintenance issues connected to the real estate located at the Kortenaerkade 12 in The Hague and relating to all other real estate which is in use by the Institute and/or the students of the Institute.
15. Any amendment of the management instruction (*beheersinstructie*) requires the approval of the Executive Board.
16. The prior approval of the Executive Board is needed if the Rector wishes to sub-mandate certain responsibilities given to him/her on the basis of the maintenance mandate provided to him/her as described above. For amendment of this maintenance sub-mandate, approval of the Executive Board is needed.

#### Article 8 – Institute Board meetings and decision-making

1. The Institute Board shall meet as often as deemed necessary by any one of its members, but at least once a month.
2. The meetings of the Institute Board are not public. However, the agenda and the minutes of the meetings are made public.

3. The Institute Board can ask advisers to attend parts of or full meetings of the Institute Board.
4. Resolutions of the Institute Board shall be adopted by an absolute majority of the votes cast at any given meeting, except for those matters covered by the WHW and/or the BBR-EUR for which the rector has the final responsibility.
5. In the event that the Deputy Rectors are in favour of a resolution other than those for which the Rector has final responsibility, and the Rector is not, the Rector must consult with the Executive Board about such a resolution, if the Institute Board is not able to reach a jointly acceptable solution.

If the Executive Board is in favour of the resolution at hand, the Rector will ensure that the resolution is adopted. If the Executive Board is not in favour of the resolution at hand, the Rector will reconsult with the Deputy Rectors to try to find a solution. If such a solution is not found, the discussion will be brought before the Executive Board, in line with Article 58 of these Regulations, which will make a binding decision with respect to the resolution at hand.

6. In the event the Rector is in favour of a resolution other than those for which the Rector has final responsibility, and neither of the Deputy Rectors is in favour, the Rector will consult with the Executive Board, about the resolution, if the Institute Board is not able to reach a jointly acceptable solution.

If the Executive Board is in favour of the resolution at hand, it will be implemented. If the Executive Board is not in favour of the resolution at hand, the Rector must re-consult with the Deputy Rectors to try to find a solution. If such solution is not found, the discussion will be brought before the Executive Board, in line with Article 58 of these Regulations, which will make a binding decision with respect to the issue at hand.

## Paragraph 2 The Institute Council

### **Article 9 – Institute Council’s responsibilities and tasks**

The Institute Council is a representative body (*medezeggenschapsorgaan*) of the Institute’s staff and students. It has the right of approval, advice, to be heard, to information and rights on matters specifically related to the Institute and to competences delegated to the Rector, including matters provided for under the Dutch Law on Higher Education (WHW) and the Erasmus University Rotterdam Rules and Regulations (BBR-EUR).

### **Article 10 – Composition and election of the Institute Council**

1. The Institute Council consists of 10 members. Six members are elected from among ISS staff, of which at least two are elected from among academic staff, and at least two are elected from among the ISS MSO staff. Two members are elected from among the PhD Researchers and two members from among the MA students. The members representing the PhD Researchers and MA students do not have voting rights on matters relating to employment conditions, personnel policy, reorganization and other matters specifically related to staff concerns.

2.
  - a. Staff members are elected for a period of three years, and can serve for a maximum of two consecutive terms. The newly elected staff members of the Institute Council shall assume their duties as of 1 September of the year of election.
  - b. MA student members are elected for a period of one year. MA Student members are elected for a period running from 1 December of the year of the election to 30 November of the following year.
  - c. PhD Researchers members are elected for a period of one year running from 1 December of the year of election to 30 November of the following year. PhD researchers can be elected for two consecutive terms. PhD Researcher members are elected at the same time as MA students.
  - d. Members of the Institute Council are elected and appointed in line with the rules and procedures as laid down in the election regulations of the Institute Council (appendices I and II).
3. Members of the Institute Board cannot be members of the Institute Council.
4. The Institute Council selects a Chair from among its members and a Deputy Chair to take over in the event of the absence of the Chair. The Chair of the Institute Council, or in her/his absence, the Deputy Chair, is responsible for the proper course of conduct regarding the procedures and activities carried out by the Institute Council.
5. The year of session of the Institute Council starts on 1 September and ends on 31 August of the following year.
6. Membership of the Institute Council ends:
  - a. on the expiry of the respective Council member's term of membership;
  - b. through a written resignation by the Council member;
  - c. as of the day following the date by the Council member on resigning his/her office;
  - d. on the death of the respective Council member.

#### **Article 11 – Institute Council meetings and decision-making**

1.
  - a. The Rector and the IC will meet at least four times a year. On at least two of these occasions the Rector will be the inviting party to discuss the general state of affairs of the Institute. The Rector and the Institute Council will furthermore meet additionally on the basis of a motivated request from the Rector, the Institute Council or at least five of its members within three weeks of receipt of such a request.
  - b. The Institute Council and the Executive Secretary will determine the schedule for the meetings.
2. The Institute Council shall meet at least quarterly. In the spring of each calendar year the Institute Council will determine the schedule for the meetings for the following calendar year after consultation with the ISS Executive Secretary.

- a. The Institute Council decides if the Rector will be invited to attend these meetings of the Institute Council.
  - b. All Institute staff members and students have the right to attend Institute Council meetings unless the Institute Council decides that the meeting, or a part of it, should be held behind closed doors.
3. Notification of the meeting and the proposed agenda shall be made available to the Rector, the Institute's staff members and students at least one week in advance of a meeting.
4. Minutes shall be taken of every meeting by the Institute Council's secretary, under the supervision of the Chair, to be approved by the Institute Council at the following meeting.
5. A legally binding decision by the Institute Council can only be taken at a meeting at which at least half of the members of the Institute Council are present, including at least one representative from each constituency.
6. The Institute Council reports annually to the Rector about its activities. The Institute Council will make sure that this report is accessible to all ISS staff and students.
7. In addition to these Rules and Regulations, the Institute Council will adopt its own further rules of procedure, including the following:
  - a. the convening of meetings and the circumstances in which a meeting may be held behind closed doors;
  - b. the term within which documents relating to a meeting are to be sent to the Rector, which shall in any event be no less than one week in advance of a meeting;
  - c. the manner in which matters will be discussed and decisions shall be taken, to ensure the proper functioning of the Institute Council;
  - d. the production of minutes and the taking of decisions;
  - e. the procedures for dealing with individual members of the Institute Council who do not satisfactorily fulfil their responsibilities to the Institute Council and/or its constituency.
8. The rules of procedure of the Institute Council will be confirmed in separate, publicly available, procedural regulations, to be approved by the IC.

#### Article 12 – Right of Approval

1. The Institute Council's prior approval shall be obtained for:
  - a. adoption or amendment of the Institute's Rules and Regulations prior to the establishment thereof by the Rector;
  - b. The OER: adoption or amendment of rules regarding the admission to the educational programmes of the Institute, rules in respect of the organization and

scope of the examinations and everything connected therewith, and with regard to the awarding of certificates, diplomas and degrees;

- c. adoption and / or amendment of the strategic development plan of the Institute as drawn up by the Rector;
  - d. adoption and / or amendment of the teaching strategy and policy of the Institute;
  - e. adoption and / or amendment of the research strategy and policy of the Institute;
  - f. in the annual budget: the allocation of strategic funds for research and teaching funded from the 1<sup>st</sup> money stream and from the reserves.h.other matters, as laid down in the Regulations of the EUR University Council, for which the Institute Council has been given the right of approval.
2. If the Institute Council does not give its approval to a proposal by the Rector on an issue for which, according to these Regulations, its approval is required, the Institute Council will inform the Rector in writing of the reasons. The Rector shall subsequently inform the Institute Council within three months in writing explaining whether the proposal will be dropped or be laid before the Executive Board. In the event that this information is not provided within three months, the proposal will be dropped.

#### Article 13 – Right of Advice

1. The Institute Council's advice shall be obtained regarding:
  - a. the annual budget of the Institute as drawn up by the Rector. This advice will be attached to the annual budget as presented by the Rector to the Executive Board;
  - b. matters concerning the continued existence and the proper operation of the Institute;
  - c. other matters, laid down in the Regulations of the University Council, for which the Institute Council has been given the right of advice.
2. If a matter must first be submitted to the Institute Council for advice, the Rector will ensure that the advice is sought at such a time that it can influence the decision-making process. The Institute Council is given the opportunity to consult with the Rector prior to giving its advice and the Institute Council is informed in writing – as soon as possible, but at least one week in advance of a meeting – about the way in which the advice of the Institute Council shall be sought. If the Rector does not want to (fully) follow the advice, the Rector must explain her/his reasons in writing and the Institute Council is given the opportunity to consult with the Rector before the resolution is adopted.
3. Should the Rector take a decision which does not (fully) comply with the advice of the Institute Council in situations in which this is required, the decision will be postponed for four weeks, unless the Institute Council does not object to the immediate implementation of the said decision.
4. The rights as laid down in this Article must be exercised by the Institute Council within six weeks of the Rector having requested advice from the Institute Council.



#### Article 14 – Right to appoint

1. The Institute Council has the right to appoint:
  - a. two members (who must be members of the Institute staff) to an ad hoc committee consisting of a total of at least four members, which makes a recommendation in connection with the appointment of the Rector;
  - b. one member (who must be a member of the Institute’s academic staff) to an ad hoc committee consisting of a total of three members, which makes a recommendation in connection with the appointment of the Deputy Rector for Research Affairs and the Deputy Rector for Educational Affairs.

#### Article 15 – Right to be heard

1. The Institute Council shall be heard before the appointment by the Rector of the members of:
  - a. The Teaching and Learning Committee;
  - b. The Research Degree Committee;
  - c. The Advisory Board.
2. The Executive Board shall hear the Institute Council in confidence prior to deciding on the (premature) suspension or (premature) dismissal of the Rector.
3. The Rector shall hear the Institute Council in confidence in the event of suspension or dismissal of the Deputy Rector for Educational Affairs or the Deputy Rector for Research Affairs.
4. The Institute Council shall be heard on recommendations made by the Rector to the Doctorate Board pertaining to the awarding of an (EUR) ISS Honorary Doctorate.

#### Article 16 – Right of initiative

1. The Institute Council is authorized to submit advice and proposals to the Rector on all matters regarding the affairs of the Institute and to make public its position. The Rector shall submit a written, argued response to any such advice and /or proposal within three months.
2. Before submitting her/his response, the Rector will enable the Institute Council to consult at least once with her/him about the proposal.
3. The Institute Council may call a meeting of all staff and students to discuss any matter within the competence of the Council.

#### Article 17 – Right of information

1. During the first half of each calendar year, the Rector provides the Institute Council with written information on the composition of the Institute Board, the organization of the Institute and the policy of the previous year and on the outlines of the policy (beleidsvoornemens) for the year to come on financial, organizational and educational and research issues.

2. The Rector provides all information requested by the Institute Council, or on her/his own initiative, which is reasonably necessary for the Institute Council to carry out its responsibilities. This information has to be provided in a timely manner.

#### Article 18 – Institute Council’s Mandate/Competence re personnel matters

1. The Institute Council oversees and promotes the well-being and interests of all ISS staff members.
2. The responsibilities as laid down in this Article concern only and specifically those matters related to the Institute for which the competences have been delegated to the Rector as laid down in the WHW and the BBR-EUR.
3. The Rector will ensure that the Institute Council is able to give advice and be consulted in a timely fashion about measures proposed relating to:
  - a. the way general personnel policy is implemented at the Institute;
  - b. matters concerning working conditions at the Institute and on safety measures;
  - c. organization and working practices at the Institute;
  - d. facilities and financial administration at the Institute;
  - e. reorganization within the Institute.
4. The Institute Council is authorized to submit proposals to the Rector on all matters mentioned in this Article under 3. The Rector shall submit a written, reasoned response to any such proposal. Before submitting her/his response, the Rector will ensure the Institute Council can consult at least once with her/him about the proposal.
5. The rights as laid down in this Article under 3 must be exercised by the Institute Council within six weeks of the Rector having requested advice from the Institute Council.
6. The Rector needs prior approval for measures about which the Institute Council has given advice as specified under 3 of this article. The student members have an advisory role in relation to these issues.

#### Article 19 – Dispute Settlement

1. In case of a dispute between the Rector and the Institute Council, Article 59 of these Rules and Regulations applies. In addition to Article 59, an ad hoc internal ISS dispute settlement procedure between the Institute Council and the Rector must be followed before starting the procedure as laid down in Article 59. The ad hoc procedure for internal dispute settlement has to be found acceptable by both the Rector and the Institute Council.
2. The Institute Council may issue a vote of no confidence against the Rector. The Institute Council shall submit such a vote of no confidence to the Executive Board of EUR in order to obtain a decision regarding the position of the Rector.

#### Article 20 – Resources for the Institute Council

1. The Rector makes facilities available and annually allocates time and budget to cover expenses of the Institute Council reasonably necessary for the fulfilment of its tasks, including training of IC members and the hiring of external expertise.
2. The Rector will give the members of the Institute Council the opportunity to receive training necessary for the proper fulfilment of their tasks. In consultation with the Institute Council, the Rector will set the amount of time available for this training, which can be followed during working hours.
3. The Rector provides the services of a Secretary to support the Institute Council.

#### Paragraph 3 The Advisory Board

#### Article 21 – The composition and appointment of the Advisory Board

1. The Institute has an Advisory Board. The Advisory Board consists of at least four and at most seven members. The members elect a Chair and a Deputy Chair to take over in the Chair's absence.
2. In compliance with article 27A, clause 6, of the BBR-EUR, the Chair and other members of the Advisory Board are appointed by the Executive Board upon recommendation of the Rector, after consultation with the Advisory Board.
3. The term of office of a member of the Advisory Board shall be a period of four years, with the possibility of one renewal.
4. The members of the Advisory Board shall have a sound reputation in their field of work, preferably related to international development. The composition of the Board should have the confidence of the Institute staff and takes into account the principles, aims and mission of the Institute. The views of IC will be sought by the rector before a new member is appointed to the Advisory Board.

#### Article 22 – The responsibilities of the Advisory Board

1. The function of the Advisory Board is to advise the Institute Board on matters of strategy, the Institute's mission and identity.
2. The prior advice of the Advisory Board must be sought on the strategic development plan as drawn up by the Institute Board.

#### Article 23 – Meetings of the Advisory Board

1. The Advisory Board meets as often as is deemed necessary by the Chair, the Deputy Chair, the other members of the Advisory Board or the Rector.
2. The Institute Board attends the Advisory Board meetings.
3. The Chair of the Institute Council is invited to attend Advisory Board meetings in an advisory capacity.
4. The Executive Secretary to the Institute is also Secretary to the Advisory Board. The Executive Secretary to the Institute attends Advisory Board meetings in an advisory capacity.



## CHAPTER III Academic Organisation

### Paragraph 1 General

#### Article 24 – Academic Unit

The Institute has one academic faculty unit that includes all academic staff and post-doctoral researchers. The Faculty Coordination Committee is the coordinator of the ISS Academic Unit.

#### Article 25 - Faculty Coordination Committee (FCC)

1. The Faculty Coordination Committee consists of three members (this number includes the Chair) elected by and from the academic staff. Research Group Coordinators, IB members and Major Convenors are excluded from membership of the FCC.
2.
  - a. The members of the Faculty Coordination Committee are elected following the 'Provisions related to the election of staff members of the Faculty Coordination Committee'. The election results will be confirmed by IB.
  - b. FCC selects its own Chair from among its members.
  - c. The term of office of the members of the FCC shall be a period of three years, with the possibility of one successive renewal, subject to positive evaluation by the Rector.
3. The FCC is accountable to the Rector via its Chair.
4. The FCC reports annually on its activities to IB. These reports will be made available to all academic staff.

#### Article 26 - Responsibilities of the Faculty Coordination Committee

The Faculty Coordination Committee bears responsibility for:

1. HR tasks pertaining to all academic staff:
  - a. workload planning at individual level;
  - b. staff development, performance assessment and reviews of individual academic staff members, following the 'Performance and Development Cycle'. The performance assessment and reviews of professors and of post-doctoral researchers are excluded. These will be carried out by respectively the Rector and the Research Group Coordinators;
  - c. implementation and review of the incentive policy;
  - d. health and safety matters;
  - e. teambuilding activities.
2. Workload planning and staff development at collective level for all academic staff and post-doc researchers and coordination between teaching and research. The FCC has the authority to decide on the involvement of individuals in teaching and research activities.

#### Article 27 – Professorships

The appointment of the professors of the Institute is done in accordance with the EUR regulations for Chairs & Professors (*EUR regeling Leerstoelen en Hoogleraren*).

Professors are responsible for the development of research and education in their field of science.

## Paragraph 2 Research Affairs

### Article 28 – Specific tasks and responsibilities of the Deputy Rector for Research Affairs

1. The Deputy Rector for Research Affairs functions as ‘Onderzoeksdirecteur’. As a member of the Institute Board the Deputy Rector for Research Affairs is responsible for the day-to-day management of the research portfolio.

The DRRA manages the institutional budget for research activities and initiatives.

2. The Deputy Rector for Research Affairs is responsible for:
  - developing and maintaining the coherence of the research agenda within and outside the Institute, in cooperation with the Research Group Coordinators;
  - ISS-wide implementation and updating of the ISS Research Policy and any measures deemed important for the execution of Institute level research plans;
  - supporting quality publication and access to research funding;
  - ensuring, in coordination with the Rector, the availability of PhD supervision capacity;
  - ensuring the availability of the necessary information for the annual report on the activities of the research groups;
  - preparing the RQA and the self-assessment.
3. The Deputy Rector for Research Affairs will meet at least twice a year with the research group coordinators to discuss their input and receive their advice on research policy, activities and innovations.

### Article 29 – Research groups

Within the ISS research programme a number of research groups may be established. They consist of members of the academic staff, PhD researchers, post-doctoral researchers and affiliated members. Their main objective is to conduct research, disseminate knowledge and ensure research excellence, coherence, vitality and social impact in development and development-related issues. The research groups establish an internal way of working that is conducive to the participation of all group members.

### Article 30 – Research Group Coordinators

1. All research groups have a coordinator, who is appointed by the IB, on the basis of a proposal made by the research group.
2. Research group coordinators are responsible for day-to-day coordination of the research groups. Their main tasks include:
  - Providing input to FCC on staffing issues;
  - Ensuring that PhD researchers participate in the work of the research groups;
  - Coordinating the staffing of research projects;

- Mentoring of post-doctoral researchers and academic staff members, either in person or by delegation;
  - Holding regular meetings with the members of the research group;
  - Managing the financial resources of the research group, with support provided by the ISS secretariat;
  - Submitting annual research quality and productivity evaluation reports on the members of their research group to FCC;
  - Organising evaluations and performance assessment of post-doctoral researchers working within the context of the research group;
  - Providing the Deputy Rector for Research Affairs with requested information on the activities of the research group for annual reporting and (mid-term) research assessment.
3. The Research Group Coordinator has the academic rank of associate or full professor.
  4. Research Group Coordinators are members of the Research Committee.
  5. Research Group Coordinators report to the Deputy Rector for Research Affairs with respect to the functioning of the research groups.

**Article 31 – skipped**

Article skipped in 2017 version

**Article 32 – skipped**

Article skipped in 2017 version

**Article 33 – skipped**

Article skipped in 2017 version

**Article 34 – Responsibilities of research project leaders**

Each research project has a project leader. A research project leader is responsible for:

- a specific project and its budget and approval of the expenditure within this budget;
- day-to-day management of the project;
- reporting to coordinator of the research group under which the project falls;
- research project leaders are supported by MSO staff and the USC if required.

**Article 35 – Membership of PhD Researchers in Research Programmes**

1. ISS PhD Researchers
  - a. are members of the ISS research community;
  - b. are a member of only one research group, but may participate in activities organized by other research groups.

2. PhD researchers can switch membership of research groups, subject to the approval of their Promotor, the RDC and the Research Group Coordinators involved.
3. A PhD researcher whose promotor changes Research Programmes will remain in the original Research Programme, unless it is to the benefit of her/his research to become a member of the Research Programme to which the Promotor transfers. The Promotor, the RDC and the Research Programme Leaders involved need to give their approval for any such transfer.
4. In case of disagreement on the outcome of the processes described under clauses 2 and 3 of this Article, the Rector has the final say in line with her/his 'duty of care' in relation to the PhD researchers.

#### Article 36 – The Research Committee (RC)

1. The Research Committee consists of the Research Group Coordinators, the Chair of the Research Degree Committee and one representative of the PhD researchers.
2. The Research Committee is chaired by the Deputy Rector for Research Affairs.
3. The Institute Director appoints a secretary to the Research Committee, in consultation with the Deputy Rector for Research Affairs.
4. The representative of the PhD community is elected by the PhD community for the period of one year. This period can be extended once.
- 5.
6. The RC meets at least four times a year. The agenda and minutes of the meetings will be sent to the Institute Board.

#### Article 37 – Responsibilities of the Research Committee

The Research Committee advises IB on matters pertaining to research. Furthermore, it is responsible for:

- a) monitoring of the implementation of the research plans;
- b) monitoring and coordination of the integration of the PhD researchers into the research groups;
- c) dissemination of the results of ISS research;
- d) providing the input for the research passages in the ISS annual report;
- e) contributing to the preparation of the self-evaluation study and the necessary documentation for RQA;
- f) the monitoring and self-evaluation of the quality and impact/valorisation of research carried out by the research groups;
- g) advising IB on the establishment, continuation or termination of research groups.



### Article 38 – The Research Degree Committee (RDC)

1. The Research Degree Committee consists of three academic staff members, including the Chair, and one PhD Researcher.
2. The members of the RDC are appointed by the Institute Board on the recommendation of the Deputy Rector for Research Affairs.
3. The members of the RDC are Professors or Associate Professors at ISS. The chair of the committee has the academic title of professor. The Deputy Rector for Research Affairs is invited to all meetings of the RDC and to all other activities organized by the RDC.

The Institute Director appoints a secretary to the RDC.

4. The RDC is responsible for the following tasks:
  - a. the implementation of the ISS PhD programme, under overall responsibility of the Deputy Rector for Research Affairs;
  - b. the allocation of scholarships over which ISS has decision making powers to candidates admitted to the PhD programme;
  - c. the submission of an annual report to the Deputy Rector for Research Affairs on the committee's activities.
5. The Rector, the Deputy Rector for Research Affairs and the Chair RDC meet at least twice a year to discuss issues relating to the PhD programme's performance and quality.
6. The RDC may adopt its own rules of procedure.

### Paragraph 3 Educational Affairs

#### Article 39 – Specific tasks and responsibilities of the Deputy Rector for Educational Affairs

1. The Deputy Rector for Educational Affairs functions as “*Opleidingsdirecteur*” in accordance with the responsibilities and tasks assigned to her/him in article 9.17 of the WHW.
2. As a member of the Institute Board the Deputy Rector for Educational Affairs is responsible for the day-to-day management of the education portfolio.
3. The Deputy Rector for Educational Affairs is responsible for:
  - all teaching programmes, including capacity development teaching activities within the ISS;
  - maintaining the coherence of the teaching programmes;
  - managing the institutional budget for teaching activities and initiatives;
  - ensuring the availability of the necessary information pertaining to teaching activities for the annual report;
  - preparing and coordinating the accreditation processes.
4. The DREA will meet at least twice a year with the Major Convenors and Programme Convenors, and receive their advice on teaching policies, activities and innovations.
5. The DREA will meet at least once a year with the Board of Examiners to discuss (the quality of) the assessment and examination procedures at ISS.
6. The DREA is directly responsible for any teaching activities which do not fall under the responsibility of the convenors.

#### Article 40 – Specific tasks and responsibilities of the Major Convenors

1. Majors within the MA for Development Studies are led by Major Convenors.
2. The Major Convenor is responsible for the coordination and coherence of the courses within her/his major.
3. The Major Convenor is responsible for:
  - Developing the content and thematic focus of the Major and the realisation of its objectives, in cooperation with the teaching staff;
  - the preparation of material for her/his programme, in cooperation with the teaching staff;
  - providing guidance and academic counselling to students and monitoring of the study progress of the students;
  - submitting information pertaining to performance in teaching for the purpose of performance review to the FCC.

4. Major Convenors are responsible for making proposals to the FCC on teaching staffing and support capacity.
5. Major Convenors are supported by MSO staff and the USC by means of MSO demand management.
6. Major Convenors are responsible for the management of budgets for the Majors.
7. The Major Convenors report to the DREA, with respect to the functioning of the Majors.

#### Article 41 – Specific tasks and responsibilities of the Programme Convenors

1. Teaching activities of all programmes other than the ISS MA programme (e.g. joint or double degree programmes, short courses and diploma courses) take place under the management and responsibility of Programme Convenors.
2. Programme Convenors are supported by MSO staff and the USC by means of MSO demand management.
3. Programme Convenors are responsible for the management of budgets for their specific programmes.
4. The Programme Convenors report to the DREA, with respect to the functioning of the programmes.

#### Article 42 – Composition and appointment of the Board of Examiners

1. The Institute has a Board of Examiners for the MA programme. The Institute Board is responsible for the appointment, dismissal or suspension of the chair and members of this Board.
2. The Institute Board guarantees that the Board of Examiners can function in an independent and professional manner.
3. The Board of Examiners consists of a chair and two members. A member of the TLC will be an ex officio member of the Board of Examiners.
4. The Institute Board appoints the chair and members of the Board of Examiners on the basis of their expertise in the field of the ISS MA programme, having heard the current Board of Examiners. At least one of the members is an ISS staff member with teaching responsibilities. The Institute Director appoints a secretary to the Board of Examiners.
5. The term of office of members of the Board of Examiners shall be a period of three years, with the possibility of one renewal.
6. Each year, the Board of Examiners will submit a report on its activities to the Institute Board.

#### Article 43 – Tasks of the Board of Examiners

1. The Board of Examiners is the committee (see Article 7.12 of the WHW) which determines in an objective and professional manner whether a student meets the Exit Qualifications (intended learning outcomes) of the MA Programme, as laid down in the 'Academic Rules and Regulations'.

2.
  - a. The Board of Examiners is charged with the overall responsibility for the organisation of assessment and examinations and monitors and guarantees their quality. The Board of Examiners determines the procedures for assessment.
  - b. The Board of Examiners monitors the application of the 'Academic Rules and Regulations' as well as the Guidelines and Procedures of the Board of Examiners of ISS'.
  - c. The Board of Examiners shall be responsible for ensuring that regulations applicable to all majors, including the specialisations and optional courses, are observed, in order to ensure the quality of the MA Degree.
3. The Board of Examiners is responsible for the assessment and examination procedures of the MA Programme, laid down in 'Academic Rules and Regulations' in accordance with Article 7.13 WHW. It provides guidelines and rules governing how students are to be tested and how the assessment and examinations are to be marked. It establishes regulations on fraud, cheating and plagiarism.
4. The Board of Examiners appoints examiners to conduct assessment and examinations and to mark the assessment and examinations. Only those staff members responsible for teaching and qualified external experts can be appointed as examiners.
5. The examiners provide the Board of Examiners with information as requested.
6. The Board of Examiners lays down rules for good practice during the examinations and the examination procedures. The Board of Examiners makes sure that the students are properly informed about these rules.
7. The Board of Examiners is the deciding power with respect to waiving the Admission Requirements for the MA Programme as laid down in the 'Academic Rules and Regulations'.
8. The Institute Board must seek the advice of the Board of Examiners prior to amending and/or establishing 'Academic Rules and Regulations' (OER).
9. The rules as laid down for the Board of Examiners in the 'Academic Rules and Regulations' and its appendices govern the work of the Board of Examiners. The Board of Examiners may lay down rules of procedure concerning procedures for internal communication and decision-making. Such regulations require the prior approval of the Institute Board.

#### Article 44 – Individual complaints' procedure

In the event that an individual student or employee of ISS wishes to lodge a complaint relating to a decision of the Board of Examiners, he/she must follow the rules as further described in the ISS Student Charter.

#### Article 45 – Appointment and Composition of the Programme Committees (Section 9.18 of the WHW)

1. The Rector appoints a Programme Committee for each MA programme within the Institute for which this is a requirement.

2. The ISS has a Teaching and Learning Committee (TLC) for the MA in Development Studies. The TLC functions in line with and in the spirit of the role of the Programme Committee as stipulated in article 9.18 of the WHW.
3.
  - a. The TLC consists of three members of the academic staff of the Institute, and three representatives of the ISS MA students.
  - b. Academic staff members of the TLC are appointed by the Rector after being nominated by the TLC, in consultation with the Institute Council and the Deputy Rector for Educational Affairs. The Deputy Rector for Educational Affairs announces the vacancies.
  - c. Student members are appointed by the Rector, after having been elected by and from the students enrolled in the MA in Development Studies and after being nominated by SCHOLAS.
7. Every year, the method of appointment, as described in article 45, ad 3; b above, will appear on the Institute Council agenda. The Rector and the Institute Council review annually whether or not it is desirable to adhere to this method of appointment, having heard the TLC and the Deputy Rector for Educational Affairs.
8. The term of office of academic staff members of the TLC shall be a period of three years, with the possibility of one renewal. The term of office of student members of the TLC shall be a period of one year.
9. The TLC chooses its own Chair.
10. The Institute Director appoints a secretary to the TLC.

**Article 46 – The duties of the Teaching and Learning Committee (Article 9.18 of the WHW)**

1. The task of the TLC is to advise on supporting and guaranteeing the programme's quality. The TLC also has:
  - a. the right of approval with regard to the Academic Rules and Regulations (ARR / OER), as stated in Article 7.13 of the WHW with the exception of the topics mentioned in Subsection 2, a, f, h up to and including u and x, and with the exception of the requirements as stated in Article 7.28, subsection four and five, and subsection 7.30b, section 2 of the WHW;
  - b. the right of advice regarding the ARR, as stated in Article 7.13 of the WHW, with the exception of the topics of which the committee has the right of approval as determined in section b. The Deputy Rector for Educational Affairs will ensure that the advice of the TLC is sought at such a time that it can influence the decision-making process. The TLC is given the opportunity to consult with the Deputy Rector for Educational Affairs prior to giving its advice;
  - c. the right to assess annually the implementation of the ARR;
  - d. to give advice or put forward proposals, either on request, or of the TLC's own accord, to the Rector or to the Deputy Rector for Educational Affairs on all matters concerning the education of the programme in question. The TLC informs the Faculty Council of its advice and proposals. If the TLC offers advice to the Deputy Rector for Educational Affairs or Rector, s/he will reply to this advice within a period of two months.
2. To agree with or offer advice, at least half plus one of the TLC members must be present. If the meeting cannot take a majority decision, the issue will be placed on the agenda of a subsequent meeting.

3. The TLC publishes an annual public report.

#### Article 47 – Consultation with the TLC

1. The TLC will be given the opportunity to consult with the Deputy Rector for Educational Affairs or the Rector prior to issuing its advice.
2. The TLC will be informed in writing by the Deputy Rector for Educational Affairs within twenty working days about the way in which the advice of the TLC will be followed or implemented.
3. The Deputy Rector for Educational Affairs has a standing invitation to all meetings of the TLC and is invited to all other activities organised by the TLC. The TLC will meet the Deputy Rector for Educational Affairs at least twice a year to discuss the proposed education policies, based on an agenda drawn up by the TLC.
4. The TLC and the Deputy Rector for Educational Affairs shall meet on –a formally argued-request of the Deputy Rector for Educational Affairs, TLC, the staff delegation of the TLC or the student delegation of the TLC. The meeting will be held within three weeks after the written request has been submitted to the Chair of the TLC.

#### Article 48 - Facilities

1. At the commencement of their membership term, the Deputy Rector for Educational Affairs enables the TLC members to prepare for their duties through training. The Deputy Rector for Educational Affairs makes a budget available for this.

#### Article 49 - @@@Titel ontbreekt

1. The TLC may adopt its own rules of procedure.

## CHAPTER IV. SUPPORT ORGANISATION

### Article 50 – General

The ISS has a Management and Support Organisation (MSO). The MSO is responsible for a defined set of support activities within ISS.

The majority of support is delivered by the USC by means of a demand management system, which is exercised by MSO.

The MSO support will consist of:

1. support for preparation, monitoring and evaluation of ISS policy and strategy;
2. management of demand (including quality assurance) in relation to services supplied by the USC;
1. quality assurance for research and education activities;
2. commissioning and providing (secretarial) support;
3. information management;
6. editorial support for the 'Development & Change' academic journal.

### Article 51 – Institute Director

1. The Institute has an Institute Director.
2. The Institute Director is responsible for the MSO and for the general coordination of activities and services at ISS and attends the meetings of the Institute Board in an advisory capacity.
3. The Institute Director is responsible for MSO personnel. All MSO positions formally report to the Institute Director, except for the Institute Director, the Executive Secretary and the Business Controller, who report to the rector. The Institute Director, the Executive Secretary and Business Controller meet regularly to ensure proper coordination of their respective responsibilities and activities.
4. The Institute Director is responsible for the following HR tasks pertaining to those MSO staff who report to the ID:
  - a. performance assessment and reviews.
  - b. staff development at individual and at collective level;
  - c. health and safety matters;
  - d. teambuilding activities.
5. The Institute Director is responsible for demand management at ISS. It is the task of the Institute Director to ensure the quality of the services provided to ISS by the USC.
6. The Institute Director attends the Faculty Directors' Meetings of the University.
7. The Institute Director reports to the Rector of ISS.

### Article 52 – Executive Secretary

1. The Institute has an Executive Secretary.
2. The Executive Secretary is policy advisor to the Rector on:
  - stakeholder engagement
  - governance structures
  - external relations, representation
  - fundraising
  - academic integrity
3. The Executive Secretary is Secretary to IB and attends the meetings of the Institute Board in an advisory capacity.
4. The Executive Secretary is Secretary to the Advisory Board and attends the meetings of the Advisory Board in an advisory capacity.
5. The Executive Secretary is Secretary to the Curatorium of the Prince Claus Chair.
6. The Executive Secretary is responsible for the strategic planning process.
7. The Executive Secretary is the ABD (*Algemene Bestuursdienst*) liaison for ISS.
8. The Executive Secretary reports to the Rector of ISS.

### Article 53 – Business Controller

1. The Institute has a Business Controller, who:
  - a. advises both the Rector and the Institute Director on all financial matters and attends the meetings of the Institute Board in an advisory capacity;
  - b. is demand manager Financial aspects for Human Resources & Finance (HR&F);
  - c. advises all budget holders at ISS;
  - d. is responsible for overall financial control, incl. project control for external monies and funding;
  - e. provides internal and external reporting on finances and projects, including 2<sup>nd</sup> and 3<sup>rd</sup> money stream projects;
  - f. is responsible for the administrative processes and related internal control measures within ISS;
  - g. organises and facilitates the annual budget cycle and the periodic planning and control cycle.
2. The Business Controller reports to the Rector of ISS.



#### Article 54 – Academic Registrar

1. The Institute has an Academic Registrar, who is responsible for
  - a. overseeing and directing all registration activities for all educational programmes;
  - b. the compilation and maintenance of student records;
  - c. ensuring the coordination, evaluation and certification of all graduation applications;
  - d. ensuring the compilation of general information for students and teaching staff, including the MA Student Charter;
  - e. coordinating the accreditation procedures required for the educational programmes.
2. The Academic Registrar advises the DREA on matters relating to registration, organization, graduation and accreditation of the educational activities.
3. The Academic Registrar reports to the ID.

## CHAPTER V. PLANNING, BUDGET AND ACCOUNTABILITY

### Article 55 – Strategic Development plan

1. In line with the EUR strategic cycle and EUR Strategy the Institute Board draws up a strategic development plan to implement the aims and mission of the Institute. This plan sets out:
  - a. the Institute's strategic vision;
  - b. the Institute's policy to realise this vision;
  - c. how and within what time-frame the Institute intends to achieve its aims;
  - d. the division of responsibility in relation to specific targets;
  - e. the financial and organizational conditions necessary to carry out the aims stipulated.
2. The Institute Board will seek advice from the Advisory Board on the strategic development plan prior to obtaining approval from the Institute Council for the strategic development plan. The Rector will then submit the strategic development plan for approval to the Executive Board in line with article 27A sub 13 of the BBR-EUR.
3. The strategic development plan will be evaluated one year prior to its end date.

### Article 56 – The Institute budget

1. Each year the Institute Board produces a draft budget based on the strategic development plan, taking into consideration the guidelines laid down by the Executive Board. The draft is sent to the Executive Board for approval before 1 September of each year. The Institute Board discusses the budget with the various budget-holders at the Institute. The Institute Board furthermore gives the Institute Council the opportunity to give advice.
2. The Institute's budget is part of the EUR budget, which is drawn up in the final instance by the Executive Board and is approved by the Supervisory Board of EUR.
3. EUR shall pass on the index-linked core subsidy from the Ministry of OC&W in accordance with the Ministry of OC&W's letter of 26 October 2007 (and as confirmed in the letter of 27 November 2008) to the Institute, without deduction. Furthermore, EUR will fully and immediately pass on to the Institute all income arising from the activities of the Institute including, but not limited to, income from any fellowships received by the Institute.

## CHAPTER VI. OTHER PROVISIONS

### Article 57 – SCHOLAS

1. SCHOLAS is the association for all students at ISS.
2. The aims of SCHOLAS are:
  - to encourage the development and maintenance of bonds of international friendship and understanding among its members;
  - to stimulate intercultural, social, cultural and sports activities among its members;
  - to promote lasting contacts and cooperation with persons and institutions in the Netherlands and wherever else is considered appropriate by its members;
  - to provide an informal link between participants, administrative and teaching staff. (This is done through various working committees.)
3. The SCHOLAS Officers are elected by and from the student body. Election of officers and representatives to various working committees takes place in November in accordance with SCHOLAS election procedures.

### Article 58 – Advisory committees

The Institute Board is authorized to establish advisory committees within the Institute. Each committee has an obligation to report to the responsible Institute Board portfolio holder on a regular basis.

### Article 59 – Voting rights of ISS Staff for University Council

All staff members of the Institute have active and passive voting rights with respect to the University Council (*Universiteitsraad*) and the Institute Council.

### Article 60 – Diversity policy

The Institute shall adhere to the diversity policy as applied by the University<sup>1</sup>.

### Article 61 – Policy on undesirable behaviour<sup>2</sup>

1. The Institute shall adhere to the EUR Policy on undesirable behaviour, augmenting it where necessary to cover the particular needs of ISS as an international graduate school offering residential teaching programmes.
2. The EUR has persons of confidence for staff and students. The rector will appoint ISS in-house counsellors. They will have a clear mandate and sufficient resources, including training in the identification, prevention and handling of undesirable behaviour based on the Code of Conduct (sexual) intimidation, aggression, violence and discrimination, as defined in article 1.12 of the Collective Labour agreement of the Dutch Universities (approved 2014). The in-house counsellors shall also enjoy the employer's protection in relation to their work under the same provision. The ISS-based team works to proactively

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<sup>1</sup> [http://www.eur.nl/english/staff/hr\\_policy/diversity/policy/](http://www.eur.nl/english/staff/hr_policy/diversity/policy/)

<sup>2</sup> [http://www.eur.nl/english/staff/hr\\_policy/rules\\_of\\_conduct/policy\\_on\\_undesirable\\_behaviour/](http://www.eur.nl/english/staff/hr_policy/rules_of_conduct/policy_on_undesirable_behaviour/)

create/maintain a safe and welcoming environment for all members of the ISS community, and assists ISS/USC staff and students in ameliorating undesirable conditions through the appropriate channels, and – or when a formal complaint needs to be lodged - and if requested by the individual to do so, may accompany ISS staff or students throughout the complaint procedure.

3. It has been agreed that one of the ISS in-house counsellors shall be appointed to the role of person of confidence for staff and students within the university.

#### Article 62 – Code of Conduct

The Institute shall adhere to the integrity code<sup>3</sup> as applied by the University. The Institute may lay down additional regulations which govern the relationship between all persons involved with the Institute.

#### Article 63 – Disputes between the Rector and the Institute Council

1. There is a national Committee (*Commissie van Geschillen*) dealing with disputes between the Faculty Councils and the Deans of their Faculty. This includes the Institute Council and the Rector of ISS.
2. Disputes between the Rector and the Institute Council are reported to the Executive Board. If the Executive Board finds that the dispute can be solved without the intervention of the Dispute Committee (*Commissie van Geschillen*), it will report its conclusion to the Rector and the Institute Council, together with a settlement proposal. Both the Rector and the Institute Council will have to approve this settlement proposal.
3. If the Executive Board concludes that a settlement of the dispute is not possible, it will submit the dispute to the Dispute Committee (*Commissie van Geschillen*).

#### Article 64 – Date of approval

These Rules & Regulations were approved by the Executive Board on August 24, 2017 and came into force as of that date.

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<sup>3</sup> [http://www.eur.nl/fileadmin/ASSETS/abd/Integriteitscode/Erasmus\\_University\\_Rotterdam\\_Code.pdf](http://www.eur.nl/fileadmin/ASSETS/abd/Integriteitscode/Erasmus_University_Rotterdam_Code.pdf)

## Annex I Election regulations Institute Council.

Provisions related to the elections of staff members of the Institute Council<sup>4</sup>

### **Contents:**

- A. General provisions
- B. Elections for the Institute Council
- C. Interim Vacancies
- D: Declaration of result and assumption of duties

### **Section A: General provisions**

#### **Article 1 - General**

The provisions of these election regulations shall apply for the election of the members of the Institute Council by and from the members of the academic staff and the MSO staff.

#### **Article 2 – IC Election Committee**

1. The IC Election Committee shall be responsible for the elections of the staff members of the Institute Council.
2. The IC Election Committee for the staff elections shall be composed of three members, i.e. one member of academic staff and one member of the MSO staff who are not members of IC, the Secretary of the Institute Council.
3. The Secretary of the Institute Council will also be responsible for the administrative support to the preparation and implementation of the IC Election Committee decisions.

#### **Article 3 – Election periods**

1. Elections of staff members conducted by the IC Election Committee shall take place during the month of June.
2. For each election the IC Election Committee shall determine the day or days and times on which the voters can cast their votes, as well as the location of the ballot box.

#### **Article 4 – Voting**

Elections of members of the Institute Council shall be by secret ballot.

#### **Article 5 – Announcement of elections and deadlines for nominations**

At least one month before an election to the IC takes place, the IC Election Committee shall announce the days of the election to all staff. On the same occasion the IC Election Committee

shall announce the deadline for submitting nominations to the Committee. This deadline shall be at least two weeks before the first day of the election.

#### **Article 6 - Electoral register**

1. The IC Election Committee shall draw up the electoral register prior to the date on which the election in question is to be held.
2. The reference date on which the register shall be drawn shall be the first of June of the year of elections for staff.
3. The electoral register shall indicate the following in relation to each person who is entitled to vote, in accordance with the situation on the reference date:
  - Her/his surname and initials, and
  - Whether (s)he belongs to the academic or to the technical and administrative staff.
4. Immediately after it has been drawn up, the electoral register shall be deposited for inspection for a period of at least five working days at a place in the Institute to be decided by the IC Election Committee.
5. The IC Election Committee shall strike from the electoral register any persons whose employment by ISS has terminated after the reference date.
6. The IC Election Committee shall, either *ex officio* or at the request of a person entitled to vote, make such changes to the register as it considers necessary for the correct implementation of these regulations. Requests must be submitted to the IC Election Committee within five days of the expiry of the term referred to in Paragraph 4 of the present Article.
7. When a request as referred to in the preceding paragraph concerns one or several persons entitled to vote other than the requesting party, these persons shall be heard. The IC Election Committee shall decide upon the request in writing and shall send a copy of its decision to the requesting party and to these other persons.

## **Section B: Elections for the Institute Council**

### **Article 7 – Rules for the IC elections**

Elections of staff for the Institute Council shall take place according to the following rules:

1. All staff members who have an ISS contract on the reference date shall have the right to vote in elections for the Institute Council.
2. All staff members who have an ISS contract on the reference date shall be eligible for membership of the Institute Council.
3. In relation to the election procedure, the academic staff and the MSO staff shall be considered the constituencies of the Institute Council.
4. An eligible staff member may stand for election if nominated by at least three other staff members from her/his constituency. A nomination shall be submitted in writing to the IC Election Committee, either by the candidate her/himself or by other staff members from her/his constituency.
5. Upon nomination, each candidate shall submit to the IC Election Committee a written declaration to the effect that (s)he consents to the nomination and shall accept her/his possible election. This consent cannot be withdrawn.
6. The IC Election Committee shall investigate whether the nominees entered comply with the requirements laid down in these regulations. It shall enable the nominators to make the necessary corrections to ensure that these requirements are met.
7. The IC Election Committee shall compile the nominations which have been found to be valid and shall publish them within the ISS.
8. If the number of candidates equals the number of positions to be filled, the candidates shall be considered elected without elections actually being held in that constituency. If there are fewer candidates from a particular constituency than positions to be filled the candidates shall be considered elected without elections actually being held in that constituency. The IC Election Committee shall organize by-elections within six months in order to fill the vacant positions.

### **Article 8**

1. Each person entitled to vote for its own constituency, is also entitled to vote for the other staff constituency.
2. Each person entitled to vote casts at the most as many votes as there are vacant positions per constituency. (S)he can only assign one vote to each candidate.
3. Each person entitled to vote may complete a ballot paper for a maximum of two other persons eligible to vote, on condition that (s)he is authorised by these persons in writing.

### **Article 9**

1. At the close of voting, the IC Election Committee will determine the number of valid votes assigned to each candidate.
2. The following ballot papers are invalid. Those:
  - a. which have not been certified by or on behalf of the IC Election Committee;
  - b. which do not clearly indicate the choice of the voter;
  - c. which contain more votes than there are vacant positions;
  - d. on which more than one vote is assigned to one or more candidates;
  - e. which include comments other than the indication of the selected candidates.

#### **Article 10**

1. The candidates who collect the highest number of votes are elected. If, for the last seat(s) to be filled, there are more candidates with the same number of votes than seats, then lots will be drawn by the IC Election Committee.
2. The results of the elections are determined by the IC Election Committee and made fully known to the employer, to the persons employed in the organisation and to those who have nominated staff members.
3. The IC Election Committee shall adopt a report in which is laid down which candidates have been elected, which candidates will fill interim vacancies and in what order they will do, and any deviations from procedures at the elections. The report is filed in the archives of the Institute Council.

#### **Article 11**

The completed ballot papers, as well as the written authorizations, are held by the Secretary of the Institute Council in one or more closed envelopes for at least three months.

#### **Section C: Interim Vacancies**

#### **Article 12**

1. When a member of the Institute Council terminates employment with ISS, her/his membership of the Institute Councils is terminated.
2. Members of the Institute Council can resign from the Institute Council at any time. Written notice is given to the chairperson of the Institute Council.

#### **Article 13**

1. In the case of an interim vacancy in the IC, the vacant position will be filled by means of a by- election, unless a general election is to be held within four months.
2. The succession will take place immediately after the results of the by-election are final. Article 10, clause two is applicable.



**Section D: Declaration of result and assumption of duties**

**Article 14 – Assumption of duties by newly elected members**

The newly elected members of the Institute Council shall assume their duties as of 1 September.

Once they have assumed their duties, members of the IC cannot be recalled before the end of their terms or replaced even temporarily by any other member except in situations described in Article 12 of this Annex or the IC rules of procedure.

**Article 15 - Final provisions**

In cases not provided for by these regulations, the IC Election Committee shall decide.

## **Annex II Election regulations Institute Council.**

Provisions related to the elections of student members of the Institute Council

Contents:

- A. General provisions
- B. Elections for the Institute Council
- C. Interim Vacancies
- D: Declaration of result and assumption of duties

### **Section A: General provisions**

#### **Article 1 - General**

The provisions of these election regulations shall apply for the election of the members of the Institute Council by and from the ISS MA and Doctoral Students.

#### **Article 2 – IC Election Committee**

1. The IC Election Committee shall be responsible for the elections of the student members of the Institute Council.
2. The IC Election Committee for the student elections shall be composed of three members, i.e the Secretary of the Institute Council and one MA ISS student and one ISS Doctoral Student appointed by the Institute Council.
3. The Secretary of the Institute Council will also be responsible for the administrative support to the preparation and implementation of the IC Election Committee decisions.

#### **Article 3 – Election periods**

1. Elections of student members conducted by the IC Election Committee shall take place during the month of October.
2. For each election the IC Election Committee shall determine the day or days and times on which the voters can cast their votes, as well as the location of the ballot box.

#### **Article 4 – Voting**

Elections of members of the Institute Council shall be by secret ballot. In the election station a sealed box shall be provided for the collection of voting papers, to be opened only by the IC Election Committee, after the period of voting has ended.

#### **Article 5 – Announcement of elections and deadlines for nominations**

At least one month before an election to the IC takes place, the IC Election Committee shall announce the days of the election to all MA and Doctoral Students. On the same occasion the IC Election Committee shall announce the deadline for submitting nominations to the Committee. This deadline shall be at least two weeks before the first day of the election.

## **Article 6 - Electoral register**

1. The IC Election Committee shall draw up the electoral register prior to the date on which the election in question is to be held.
2. The reference date on which the register shall be drawn shall be the first of October of the year of elections for student members.
3. The electoral register shall indicate the following in relation to each person who is entitled to vote, in accordance with the situation on the reference date:
  - Her/his surname and initials, and
  - Whether (s)he is an MA or Doctoral Student at ISS.
4. Immediately after it has been drawn up, the electoral register shall be deposited for inspection for a period of at least five working days at a place in the Institute to be decided by the IC Election Committee.
5. The IC Election Committee shall strike from the electoral register any persons whose MA or Doctoral study at ISS has terminated after the reference date.
6. The IC Election Committee shall, either *ex officio* or at the request of a person entitled to vote, make such changes to the register as it considers necessary for the correct implementation of these regulations. Requests must be submitted to the IC Election Committee within five days of the expiry of the term referred to in Paragraph 4 of the present Article.
7. When a request as referred to in the preceding paragraph concerns one or several persons entitled to vote other than the requesting party, these persons shall be heard. The IC Election Committee shall decide upon the request in writing and shall send a copy of its decision to the requesting party and to these other persons.

## **Section B: Elections for the Institute Council**

### **Article 7 – Rules for the IC elections**

Elections of student members for the Institute Council shall take place according to the following rules:

1. All MA students of the latest batch and Doctoral Students who study at ISS on the reference date shall have the right to vote in elections for the Institute Council.
2. All MA students of the latest batch and Doctoral Students who study at ISS on the reference date shall be eligible for membership of the Institute Council.
3. In relation to the election procedure, the MA and Doctoral Students shall be considered the constituencies of the Institute Council.

4. An eligible student may stand for election if nominated by at least three MA or Doctoral Students. A nomination shall be submitted in writing to the IC Election Committee, either by the candidate her/himself or by other MA or Doctoral Students.
5. Upon nomination, each candidate shall submit to the IC Election Committee a written declaration to the effect that (s)he consents to the nomination and shall accept her/his possible election. This consent cannot be withdrawn.
6. The IC Election Committee shall investigate whether the nominees entered comply with the requirements laid down in these regulations. It shall enable the nominators to make the necessary corrections to ensure that these requirements are met.
7. The IC Election Committee shall compile the nominations which have been found to be valid and shall publish them within the ISS.
8. If the number of candidates equals the number of positions to be filled, the candidates shall be considered elected without elections actually being held in that constituency. If there are fewer candidates from a particular constituency than positions to be filled the candidates shall be considered elected without elections actually being held in that constituency. The IC Election Committee shall organize by-elections within one month in order to fill the vacant positions.

#### **Article 8**

1. Each person entitled to vote for its own constituency, is also entitled to vote for the other student constituency.
2. Each person entitled to vote casts at the most as many votes as there are vacant positions per constituency. (S)he can only assign one vote to each candidate.
3. Each person entitled to vote may complete a ballot paper for a maximum of two other persons eligible to vote, on condition that (s)he is authorised by these persons in writing.

#### **Article 9**

1. At the close of voting, the IC Election Committee will determine the number of valid votes assigned to each candidate.
2. The following ballot papers are invalid. Those:
  - a. which have not been certified by or on behalf of the IC Election Committee;
  - b. which do not clearly indicate the choice of the voter;
  - c. which contain more votes than there are vacant positions;  
on which more than one vote is assigned to one or more candidates;
  - e. which include comments other than the indication of the selected candidates.

#### **Article 10**

1. The candidates who collect the highest number of votes are elected. If, for the last seat(s) to be filled, there are more candidates with the same number of votes than seats, then lots will be drawn by the IC Election Committee.
2. The results of the elections are determined by the IC Election Committee and made fully known within the ISS.
3. The IC Election Committee shall adopt a report in which is laid down which candidates have been elected, which candidates will fill interim vacancies and in what order they will do, and any deviations from procedures at the elections. The report is filed in the archives of the Institute Council.

#### **Article 11**

The completed ballot papers, as well as the written authorizations, are held by the Secretary of the Institute Council in one or more closed envelopes for at least three months.

#### **Section C: Interim Vacancies**

#### **Article 12**

1. When a member of the Institute Council terminates her/his study at ISS, her/his membership of the Institute Councils is terminated.
2. Members of the Institute Council can resign from the Institute Council at any time. Written notice is given to the chairperson of the Institute Council.

#### **Article 13**

1. In the case of an interim vacancy in the Institute Council, the vacant position will be filled by means of a by- election, unless a general election is to be held within four months.
2. The succession will take place immediately after the results of the by-election are final.

#### **Section D: Declaration of result and assumption of duties**

#### **Article 14 – Assumption of duties by newly elected members**

The newly elected student members of the Institute Council will assume their duties as of 1 December.

Once they have assumed their duties, members of the IC cannot be recalled before the end of their terms or replaced even temporarily by any other member except in situations described in Article 12 of this Annex or in the IC rules of procedure.

#### **Article 15 - Final provisions**

In cases not provided for by these regulations, the IC Election Committee shall decide.

## **Annex III Election regulations Institute Council.**

Provisions related to the election of members of the Faculty Coordination Committee<sup>5</sup>

### **GENERAL**

#### **Article 1**

The provisions of these election regulations shall apply to the election of the members of the Faculty Coordination Committee (FCC) by and from the members of the academic staff.

### **FCC ELECTION COMMITTEE**

#### **Article 2**

1. The FCC Election Committee shall be responsible for the elections of the members of the FCC.
2. The FCC Election Committee shall be composed of three members, i.e. an HR officer and two academic staff members appointed by the FCC shortly before the announcement of the elections.
3. The Institute Director appoints an administrative secretary for the preparation and implementation of the decisions of the FCC Election Committee.

### **ELECTION PERIODS**

#### **Article 3**

1. The election of members shall take place during the month of March and will be conducted by the FCC Election Committee.
2. For each election the FCC Election Committee shall determine the day or days and times on which the voters can vote.

### **VOTING**

#### **Article 4**

1. The election of members of the FCC shall be by secret ballot. Voting can be organized either electronically or by using ballot papers.
2. The FCC Election Committee shall not open the electronic or sealed voting box until after the period of voting has ended.

### **ANNOUNCEMENT OF ELECTIONS AND DEADLINES FOR NOMINATIONS**

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<sup>5</sup> This is an annex to the ISS Rules & Regulations and was approved by the Executive Board on

## **Article 5**

At least one month before an FCC election takes place, the FCC Election Committee shall announce the day(s) of the election to all academic staff. On the same occasion the FCC Election Committee shall announce the deadline for submitting nominations to the Committee. This deadline shall be at least two weeks before the first day of the election.

The announcement will contain a link to the ISS Rules and Regulations and to these Election Regulations.

## **ELECTORAL REGISTER**

### **Article 6**

1. The FCC Election Committee shall draw up the electoral register prior to the date on which the election in question is to be announced and shall make this register available together with the announcement of the elections as stipulated in Article 5.
2. The reference date on the basis of which the register shall be drawn up shall be the first of February of the year of the elections.
3. The electoral register shall indicate the following in relation to each person who is entitled to vote, in accordance with her/his situation on the reference date: her/his surname and initials.
4. Immediately after it has been drawn up, the electoral register shall be deposited for inspection for a period of at least five working days at a place in the Institute to be decided by the FCC Election Committee. The FCC Election Committee will inform the ISS academic staff about when and where the register will be available for inspection.
5. The FCC Election Committee shall strike from the electoral register any persons whose employment by ISS has terminated between the reference date and the date of the elections.
6. The FCC Election Committee shall, either *ex officio* or at the request of a person entitled to vote, make such changes to the register as it considers necessary for the correct implementation of these regulations. Such requests must be submitted to the FCC Election Committee before the expiry of the term referred to in Paragraph 4 of Article 6.
7. When a request as referred to in the preceding paragraph concerns one or more persons entitled to vote other than the requesting party, all these persons shall be heard. The FCC Election Committee shall lay down its decision in writing and shall send a copy of the decision to the requesting party or parties.

## **RULES FOR THE FCC ELECTIONS**

### **Article 7**

Elections of members of the FCC shall take place according to the following rules:

1. All academic staff members (with the exception of post-docs) who have a EUR/ISS contract on the reference date shall have the right to vote in elections for the FCC.
2. All academic staff members who have a EUR/ISS contract for an indefinite period of time on the reference date shall be eligible for membership of the FCC. Exempted from this are Research Programme Leaders and the Major Convenors.
3. An eligible academic staff member may stand for election if nominated by at least three other academic staff members (with the exception of post-docs). A nomination shall be submitted in writing to the FCC Election Committee, either by the candidate her/himself or by the nominating academic staff members.
4. Upon nomination, each candidate shall submit to the FCC Election Committee a written declaration to the effect that (s)he consents to the nomination and shall accept her/his possible election. This consent cannot be withdrawn.
5. The FCC Election Committee shall investigate whether the nominees comply with the requirements laid down in these regulations. It shall enable the nominators to make the necessary corrections to ensure that these requirements are met.
6. The FCC Election Committee shall compile the nominations which have been found to be valid and shall publish them within the ISS.
7. If the number of candidates equals the number of positions to be filled, the candidates shall be considered elected without elections actually being held.

If there are fewer candidates than positions to be filled, the candidates shall be considered elected without elections actually being held. The FCC Election Committee shall organize by-elections within one month in order to fill vacant position(s).

#### **Article 8**

Each person entitled to vote may complete a ballot paper for a maximum of two other persons eligible to vote, on condition that (s)he is authorised by these persons in writing.

#### **Article 9**

1. At the close of voting, the FCC Election Committee will determine the number of valid votes assigned to each candidate.
2. The following ballot papers are invalid. Those:
  - a. which have not been certified by or on behalf of the FCC Election Committee;
  - b. which do not clearly indicate the choice made by the voter;
  - c. on which more than one vote is assigned to one or more candidates;
  - d. which include comments other than the indication of the selected candidates;
  - e. which contain more votes than there are vacant positions.



## **Article 10**

1. The candidates who receive the highest number of votes are elected. If, for the last seat(s) to be filled, there are more candidates with the same number of votes than seats, then lots will be drawn by the FCC Election Committee.
2. The results of the elections are determined by the FCC Election Committee and made fully known to the candidates and subsequently to the ISS community.
3. The FCC Election Committee shall adopt a report specifying which candidates have been elected, and any deviations from procedures at the elections. The report is filed in the electronic archive of the FCC.

## **Article 11**

The completed ballot papers, as well as the written authorizations, shall be held by the MSO Secretariat in one or more closed envelopes for at least three months.

## **INTERIM VACANCIES**

### **Article 12**

1. When a member of the FCC terminates employment with ISS, her/his membership of the FCC is terminated.
2. Members of the FCC can resign from the FCC at any time. Written notice must be given to the chairperson of the FCC.

### **Article 13**

1. In the case of an interim vacancy in the FCC, the vacant position will be filled by means of a by- election, unless a general election is to be held within four months.
2. The succession will take place immediately after the results of the by-election are final. Article10, clause two is applicable.

## **ASSUMPTION OF DUTIES BY NEWLY ELECTED MEMBERS**

### **Article 14**

1. The newly elected members of the FCC will assume their duties as of 1 April in the year of the election or, in case of interim vacancies, upon the announcement of the final by- election results. Once they have assumed their duties, members of the FCC cannot be recalled before the end of their terms or replaced even temporarily except in situations described in Article 12 or in cases of misconduct or malfunctioning.
2. In the event of misconduct or malfunctioning of one of the FCC members, the two other FCC members can request the ISS Rector to intervene. If the allegations are found to be justified, the ISS Rector can remove the FCC member from his/her position. In such cases, Article 13 applies.

## **FINAL PROVISIONS**

**Article 15**

In cases not provided for by these regulations, the FCC Election Committee shall decide.