



Faculty of Humanities

Faculty Regulations Faculty of Humanities

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1. General provisions concerning the structure and administration of the Faculty

Clause 1

This document contains the Management and Administration Regulations for the Faculty of Humanities of the University of Amsterdam.

Clause 2

1. The Faculty has the following bodies and officers:
 - a. The Dean;
 - b. The departments and their chairs;
 - c. The Graduate School of Humanities (GSH) and College of Humanities (CoH) and their directors;
 - d. The Faculty research institute (the Amsterdam Institute for Humanities Research (AIHR)) and its director (the Faculty Research Director);
 - e. The Director of Operational Management;
 - f. The student member of the Faculty Board;
 - g. The Faculty Board;
 - h. The support and management staff capacity group;
 - i. The programme directors;
 - j. The Research Schools and their directors (research directors);
 - k. The examinations boards (as referred to in Section 7.12 of the Higher Education and Research Act (WHW));
 - l. The examiners;
 - m. The Board for University Entrance Examinations;
 - n. The Student Council;
 - o. The Works Council;
 - p. Programme committees (as referred to in Section 9.18 of the WHW);
 - q. The Graduate Studies Committee;
 - r. The PhD Council;
 - s. The CoH Council;
 - t. The GSH Council;
 - u. The Research Council;
 - v. The Council of Department Chairs;
 - w. The Standing Committee for Professorial Appointments;
 - x. Programme teams;
 - y. Research groups.
2. The ILLC exists as a separate, interfaculty research institute.

2. The Dean and the Faculty Board

Clause 3

1. The Dean is responsible for the general management of the Faculty. He or she is also responsible for the administration and organisation of the Faculty with regard to teaching and the pursuit of scholarship.
2. The Dean is appointed by the Executive Board. The Dean is eligible for immediate reappointment. The Dean may be suspended or dismissed by the Executive Board. The Dean has the status of 'professor'.
3. The Dean collaborates in the management of the University by engaging in consultation with the Executive Board with regard to preparing the Strategic Plan and the budget.
4. The Dean has the right to make proposals to the Doctorate Board with regard to the awarding of honorary doctorates.

5. The Dean ensures that there is a quality assurance system in place for teaching, research, administration and management.
6. The Dean promotes administrative openness and mutual consultation within the Faculty.
7. The Dean monitors for discrimination and promotes equal treatment of all individuals.

Clause 4

The Dean is supported in the performance of his or her duties by a Faculty Board consisting of the College and Graduate School Directors, the Faculty Research Director, the Director of Operational Management and a student member of the Faculty Board. The Dean makes decisions, if necessary after consulting the Works Council and Student Council as described in Clauses 44 and 45 of these Regulations, and receives advice about those decisions from the Faculty Board. In principle, decisions are made during meetings of the Faculty Board.

Clause 5

1. The Dean may appoint the College and Graduate School Directors or the Faculty Research Director as Vice-Deans to support the Dean in performing his or her duties.
2. The Dean may delegate the exercise of part of his or her powers on his or her behalf, with the exception of the right to propose the granting of honorary doctorates, to any person under the Dean's authority within the Faculty. The Executive Board must be notified immediately of any such decision by the Dean, and the decision must be announced to the Faculty.
3. The Dean is entitled to amend or revoke the delegated power at any time or, without revoking the delegation, to exercise the power him or herself or assign it to someone else. Except in emergency situations, as assessed by the Dean, decisions of the type referred to in the first sentence of this sub-clause may be made only after consulting the person to whom the power has been delegated.

Clause 6

The Dean is charged by the Executive Board with exercising, on behalf of the Board, the powers of the Board relating to operations within the Faculty. The Executive Board determines whether and on what conditions the Dean may delegate his or her powers to any person under the Dean's authority.

Clause 7

1. The Dean, as well as any persons delegated to exercise the Dean's powers, will provide the Executive Board with all requested information. They will also provide any requested operational information to any persons designated by the Executive Board.
2. The Dean is accountable to the Executive Board for the exercise of his or her powers, personally or on his or her behalf.

Clause 8

The Dean ensures that collaboration between the departments and institutes of the Faculty is coherent and focused on:

- a. The implementation of the Teaching and Examination Regulations, the implementation of the research programme, and other activities relating to teaching and research;
- b. The effective use of the funds made available to them;
- c. Sustainable development of personnel organisation, of the academic disciplines within the Faculty and of knowledge within those disciplines.

Clause 9

1. The Dean monitors the way in which members of the departments contribute to the work of the institutes. To that end, the Dean may give guidelines and instructions with regard to the consultation referred to in the second sub-clause.

2. The programme directors, research directors and department chair determine, after consulting each other, which members of staff from the department will participate in the work of the College, the Graduate School or the research institute.
3. Before the consultation referred to in the second sub-clause takes place:
 - a. The department chair speaks to the members of the department who may be eligible to perform the work in question;
 - b. The programme director speaks to the members of the programme teams who may be eligible to perform the work in question;
 - c. The Research Director speaks to the members of the research groups who may be eligible to perform the work in question.
4. In the absence of agreement, the Dean of the Faculty will make the final decision after speaking to the staff member in question, the department chair and the programme director or research director, and after taking advice from the College or Graduate School Director or the Faculty Research Director.
5. The Executive Board may decide that people who have been hired by the Faculty to work in a particular subject area, but who are not employed by the University, are part of the department.

Clause 10

The Dean has the power to set up temporary advisory committees to provide him or her with advice. The Dean appoints and dismisses members, organises the work of the committees, and is responsible for announcing the creation, membership and mission of the committees.

Clause 11

1. The Dean has set up the Standing Committee for Professorial Appointments, which is chaired by the Dean; membership of this committee comprises the department chairs, the College and Graduate School Directors, the Faculty Research Director, the ILLC Research Director and one or more research directors.
2. At a minimum, the Standing Committee for Professorial Appointments advises the Dean on:
 - a. Profiles of ordinary and special chairs;
 - b. Proposals for professorial appointments;
 - c. Setting up special chairs;
 - d. The policy concerning chairs.

Clause 12

1. For the purpose of the coordination and harmonisation of Faculty policy and preparation for decision-making, the Dean has set up a general meeting, which is chaired by the Dean; at a minimum, this meeting is attended by the department chairs, the College and Graduate School Directors, the Faculty Research Director, the programme directors and the research directors of the Research Schools. The Works Council and the Student Council are sent a copy of the agenda and meeting documents for the general meeting; each council may send up to two members to represent them at the meeting.
2. The general meeting will convene at least twice a year.

Clause 13

1. The Dean appoints a student member of the Faculty Board in accordance with the procedure described in Appendix A, which forms part of these Regulations.
2. As well as being a member of the Faculty Board, this student is also a member of the CoH Council and the GSH Council.

Clause 14

1. Each year, the Dean sets the Teaching and Examination Regulations for each degree programme. To that end, and in accordance with the Act, the Dean seeks advice or approval from the Programme Committee, the Works Council and the Student Council. The Dean

- also seeks advice from the Examinations Board, the College or Graduate School Director and the CoH or GSH Council as applicable.
2. The Dean regularly reviews the Teaching and Examination Regulations. The Dean incorporates into his or her review the annual review by the Programme Committee of the implementation of the Teaching and Examination Regulations referred to in Section 9.18(1)(b) of the Act.
 3. The Dean sets additional rules concerning the manner in which exemptions are obtained from the requirement relating to the diploma that gives access to the programme or examinations, or the set of courses or subjects associated with that diploma.
 4. The Dean informs the Executive Board of his or her intention to draft joint regulations relating to one or more degree programmes in conjunction with one or more deans from other faculties.

Clause 15

1. The Dean sets the annual research programme for the Faculty research institute. In doing so, he or she seeks advice from the Faculty Research Director and the Research Council.
2. The Dean makes regular reports on this process to the Executive Board.

3. Departments

Clause 16

1. The academic staff of the Faculty are organised into departments.
2. The members of each department collaborate on the work of the College, the Graduate School and the research institutes.
3. The Faculty comprises the following departments:
 - a. Philosophy
 - b. Dutch Studies
 - c. Media Studies
 - d. Arts and Culture
 - e. History, European Studies and Religious Studies
 - f. Amsterdam Centre for Ancient Studies and Archaeology
 - g. Modern Foreign Languages and Cultures
 - h. Literary Studies and Linguistics

Clause 17

1. The head of each department is the department chair, who is one of the professors in the department.
2. Department chairs are appointed and may be suspended or dismissed by the Dean in accordance with the procedure described in Appendix A, which forms part of these Regulations.
3. Department chairs are appointed for a maximum term of three years. They are eligible for immediate reappointment.
4. Department chairs are charged by the Dean with:
 - a. Monitoring how the department is contributing to the development of the academic disciplines for which the department was set up;
 - b. Monitoring the recruitment, development and qualifications of the members of the department where he/she has been given such a mandate, conducting the regular review of staff performance and, if and insofar as he or she has been asked to do so, monitoring other operational staffing matters. Where department chairs have not been given a mandate, they must consult the Dean regarding recruitment.
5. Department chairs may delegate their responsibilities under sub-clause 4(b) of this clause to a supervisor, namely one of the professors or associate professors (senior university lecturers) in the department. The supervisor to whom the responsibilities under sub-clause

- 4(b) of this clause are delegated is accountable to the department chair for his or her performance of those responsibilities.
6. The Dean may make a department chair responsible for monitoring teaching and research performance, if and insofar as this task is not performed within an institute.
 7. Department chairs report to the Dean. They must provide the Dean with the requested information regarding the department.
 8. Department chairs promote openness, transparency and mutual consultation within their department and ensure that information is provided to the members of the department.
 9. At least twice a year, department chairs organise a department meeting to which all members of the department are invited; the Works Council is consulted about the agenda. The Works Council is sent a copy of the agenda and meeting documents for department meetings and may send up to two members, who are not members of the department in question, to represent it at meetings and explain the Works Council agenda items.

Clause 18

1. Department chairs collaborate in the management of the Faculty, including by engaging in consultation with the Dean with regard to preparing and implementing plans concerning development of the Faculty's academic disciplines.
2. As part of the consultation referred to in the first sub-clause, the Dean chairs a Council of Department Chairs; at a minimum, its members include all department chairs.
3. The Council of Department Chairs meets at least three times per year.
4. At a minimum, the Council of Department Chairs discusses:
 - a. The staffing policy, including staff development and qualifications;
 - b. Preparation for changes to the academic organisational structure;
 - c. The preparation of the Faculty's budget.

4. The support and management staff capacity group

Clause 19

1. The Faculty has a support and management staff capacity group. All staff employed by the Faculty who work for a department, institute or other part of the Faculty, but are not members of a department, belong to the support and management staff capacity group.
2. This capacity group performs tasks related to management, operations, dispensing education and academic practice.

Clause 20

1. The Director of Operational Management is the head of the support and management staff capacity group.
2. The Director of Operational Management is appointed by the Dean, with the approval of the Executive Board.
3. On behalf of the Dean, the Director of Operational Management has the authority to exercise a staffing mandate with regard to the members of the capacity group (the powers referred to in clause 3(1) and under (b), (c) and (d) of the Standard Operational Management Mandate). The Director of Operational Management reports to the Dean and must provide the Dean with any requested information regarding the capacity group.
4. The Director of Operational Management promotes administrative openness, transparency and mutual consultation within the capacity group and ensures that information is provided to the members of the capacity group.

Clause 21

1. The Director of Operational Management works with the directors of Faculty institutes, department chairs, and anyone responsible for running another part of the Faculty, as applicable, to determine which staff members will perform support tasks for the institute,

- department or other part of the Faculty in question. The Dean may give further guidelines to assist in this process. If the parties cannot agree the Dean will make the decision, after consulting the Director of Operational Management, the director of the Faculty institute, the department chair, or the person responsible for running another part of the Faculty.
2. The director of the Faculty institute, the department chair, or the person responsible for running another part of the Faculty, will provide information to the Director of Operational Management about the performance of any staff member referred to in the first sub-clause.

5. The College and Graduate School and programme clusters

Clause 22

The Faculty includes the following educational institutes:

- a. The Graduate School of Humanities
- b. The College of Humanities

Clause 23

1. The GSH and CoH are both run by directors, known as the Graduate School Director and College Director respectively.
2. The College and Graduate School Directors are appointed and may be suspended or dismissed by the Dean in accordance with the procedure described in Appendix A, which forms part of these Regulations.
3. College and Graduate School Directors are appointed for a maximum term of four years. They are eligible for immediate reappointment.
4. Without prejudice to the powers of the examinations boards, the Dean has charged the College and Graduate School Directors with:
 - a. Responsibility for the Bachelor's and Master's programmes in the Faculty and for the teaching provided within the Faculty;
 - b. Monitoring the implementation of the Teaching and Examination Regulations for the degree programmes for which the institute is responsible.
5. The Dean has also charged the Graduate School Director with responsibility for the programme-specific component of doctoral programmes and monitoring their implementation.
6. The Dean may authorise the College or Graduate School to deliver teaching that does not form part of a Faculty study programme, or organise activities in a social service context, although teaching as part of the normal study programmes always takes priority.
7. The College and Graduate School Directors report to the Dean and must provide the Dean with all requested information.
8. The College and Graduate School Directors also provide the Executive Board with any information it might request, and bring these requests to the attention of the Dean.

Clause 24

Programme clusters are set up within the College and Graduate School, consisting of study programmes delivered by one or more programme teams.

Clause 25

1. Each programme cluster is headed by a programme director.
2. Programme directors are appointed and may be suspended or dismissed by the Dean in accordance with the procedure described in Appendix A, which forms part of these Regulations.
3. Programme directors are appointed for terms of no more than three years. They are eligible for immediate reappointment.
4. Programme directors are responsible for organising and coordinating the teaching in the degree programme and are therefore charged with:

- a. Drafting the Teaching and Examination Regulations for their own degree programme;
 - b. Preparing for the implementation of the Teaching and Examination Regulations for their own degree programme;
 - c. Monitoring the implementation of the Teaching and Examination Regulations for their own degree programme;
 - d. Monitoring the quality of teaching in their own degree programme;
 - e. Providing the programme committee set up to oversee their own degree programme with the information about teaching performance that the programme committee requires to perform its duties.
5. Programme directors provide information about the performance of staff members to the chair of the department to which the staff member in question belongs.
 6. Programme directors provide information to the College and Graduate School Directors.
 7. The College and Graduate School Directors provide information to the programme teams and promote mutual consultation.

Clause 26

1. Programme directors collaborate in the management of the College or Graduate School, including by engaging in consultation with the College or Graduate School Director about preparing and implementing the Faculty's education policy.
2. For the purpose of the consultation referred to in the first sub-clause, the College and Graduate School Directors will set up a CoH Council and GSH Council respectively, of which the membership will comprise, at a minimum, the College or Graduate School Director, the student member of the Faculty Board and the programme directors.
3. The CoH Council and the GSH Council will each meet at least three times per year.
4. The CoH Council and the GSH Council will discuss:
 - a. The policies of the College or Graduate School;
 - b. The preparation, amendment and regular review of the Teaching and Examination Regulations for the study programmes offered by the Faculty;
 - c. Fostering a quality assurance cycle;
 - d. Performance in the teaching delivered by the Faculty;
 - e. Preparation for and carrying out external educational assessments;
 - f. Advising the department chairs about the appointment policy and the competences of the staff with the aim of meeting educational demand, within the financial framework of the courses offered;
 - g. The preparation of the Faculty's budget.

Clause 27

1. Every study programme has one or more programme teams, consisting of lecturers involved in the study programme.
2. Under the leadership of the programme director, the programme team carries out the following tasks, at a minimum:
 - a. Developing the curriculum and education policy;
 - b. Delivering teaching and performing teaching-related tasks;
 - c. Implementing the quality assurance cycle.

6. The research institutes and Research Schools

Clause 28

1. The Faculty has a Faculty research institute, the Amsterdam Institute for Humanities Research.
2. The Faculty also participates in the interfaculty research institute, the Institute for Logic, Language and Computation.

Clause 29

1. The head of the Faculty research institute is the Research Institute Director, also known as the Faculty Research Director.
2. The Faculty Research Director is appointed and may be suspended or dismissed by the Dean in accordance with the procedure described in Appendix A, which forms part of these Regulations.
3. The Faculty Research Director is appointed for a maximum term of four years. He or she is eligible for immediate reappointment.
4. The Faculty Research Director is charged by the Dean with:
 - a. Responsibility for the research conducted within the institute;
 - b. Monitoring the implementation of the Faculty research programme.
5. The Faculty Research Director reports to the Dean and must provide the Dean with all requested information.
6. The Faculty Research Director also provides the Executive Board with any information it might request, and brings these requests to the attention of the Dean.

Clause 30

1. The Faculty research institute has a number of Research Schools, made up of research groups.
2. In accordance with Clause 35 of the University Regulations, the ILLC functions as a Research School.

Clause 31

1. Each Research School is headed by a research director.
2. Research directors are appointed and may be suspended or dismissed by the Dean in accordance with the procedure described in Appendix A, which forms part of these Regulations.
3. Research directors are appointed for terms of no more than three years. They are eligible for immediate reappointment.
4. Research directors are responsible for organising and coordinating the research in their Research School and are therefore charged with:
 - a. Drafting the research programme for the Research School, once every four years;
 - b. Adopting an annual work plan for the Research School;
 - c. In consultation with the leaders of the relevant departments, preparing to implement the work plan for the Research School;
 - d. In consultation with the leaders of the relevant departments, implementing the work plan for the Research School;
 - e. Drawing up the Research School's annual report;
 - f. Engaging in regular consultation with the PhD Council (at least once a year).
5. Research directors provide information about the performance of staff members to the chair of the department to which the staff member in question belongs.
6. Research directors provide information to the Faculty Research Director.
7. Research directors provide information to the research groups and promote mutual consultation.

Clause 32

1. Research directors collaborate in the management of the Faculty research institute, including by engaging in consultation with the Faculty Research Director about preparing and implementing the Faculty's research policy.
2. For the purpose of the consultation referred to in the first sub-clause, the Faculty Research Director will set up a Research Council, of which the membership will comprise, at a minimum, the Faculty Research Director, the ILLC Research Director and the research directors of the Research Schools.

3. The Research Council will meet at least three times a year.
4. The Research Council will discuss:
 - a. The policies of the research institute;
 - b. The preparation, amendment and regular review of the research programmes for the Faculty's Research Schools;
 - c. The quality standards for research conducted by the Faculty;
 - d. Reporting to the Executive Board regarding research conducted by the Faculty;
 - e. Preparation for and carrying out external research assessments;
 - f. Advising the department chairs about the appointment policy and the competences of the staff with the aim of meeting research demand, within the financial framework of the research;
 - g. The preparation of the Faculty's budget.

Clause 33

1. Each Research School has one or more research groups, consisting of researchers involved in the research group.
2. Under the leadership of the research director, the research group carries out the following tasks, at a minimum:
 - a. Developing the research programme;
 - b. Conducting research;
 - c. Implementing the quality assurance cycle.

7. Study programmes

Clause 34

1. The Faculty offers the study programmes listed under the Faculty of Humanities in the University Regulations.
2. The Dean determines the College or Graduate School to which each study programme in his or her faculty belongs. The Dean determines which other Colleges or Graduate Schools are also charged with conducting part of the teaching, as referred to in the Teaching and Examination Regulations. If these institutes are outside of the Faculty, prior agreement must be reached with the relevant dean(s) and the Executive Board.

Clause 35

1. The Dean will set up a University Entrance Examination Committee as referred to in Section 7.29 of the Act; the Dean determines the size of the Committee.
2. The Dean appoints, suspends and dismisses the chair and other members of the University Entrance Examination Committee.
3. Members of the University Entrance Examination Committee are appointed for a maximum term of five years. They are eligible for immediate reappointment.
4. The University Entrance Examination Committee provides the Dean with all requested information about its activities.

8. Examinations boards

Clause 36

1. The Dean sets up an examinations board for each study programme or group of study programmes.
2. The Dean appoints the members of examinations boards. As a general rule, the members of examinations boards are lecturers in the programme concerned or in one of the programmes in the same group of programmes, although at least one member must be an external member.

3. The Dean appoints, suspends and dismisses examinations board members on the recommendation of the programme director and department chair, and after consulting the other board members.
4. A programme director or College or Graduate School director cannot also be a member of an examinations board within the Faculty.
5. Examinations board members are appointed for up to three years. They are eligible for immediate reappointment.
6. The College and Graduate School Directors provide a secretary for every examinations board within their College or Graduate School.

Clause 37

1. Examinations boards set their own Examinations Board Regulations each year, including rules regarding the appointment of examiners, procedures during examinations and measures to be taken in this context. These rules are set within the framework of the Teaching and Examination Regulations and in accordance with the university template for Rules and Guidelines for Examinations Boards.
2. The regulations set by examinations boards are made available for inspection at a location accessible to students.
3. Examinations boards prepare annual reports.
4. Examinations boards provide the Dean, the College or Graduate School Director and the programme director with information upon request.

9. Programme Committees

Clause 38

1. The Dean establishes a programme committee for every study programme or group of programmes and also determines the size of the committee. The CoH and GSH must each have at least one programme committee. In consultation with the members of the programme committees in question, a decision may be made to establish one or more joint programme committees.
2. In accordance with the Act, insofar it applies to the programme committees, half of the members of a programme committee are chosen by and from among the staff involved in the relevant degree programme, and half are chosen by and from among the students enrolled in the degree programme.
3. Contrary to the provisions of sub-clause 2, in consultation with the Faculty Student Council and Works Council the Dean may decide on a different composition for the programme committee, if a programme committee submits a substantiated request to that end. The Dean appoints, suspends and dismisses programme committee members after consulting the programme director and the College or Graduate School Director.
4. A programme director or College or Graduate School director cannot also be a member of a programme committee within the Faculty.
5. In accordance with the Act, the Dean provides support and an adequate training budget for the programme committees.

Clause 39

1. Programme committees elect a chairperson from among their members.
2. Programme committees establish standing orders in accordance with the university HR Programme Committee template.
3. In accordance with the Act, the tasks of the programme committees include:
 - a. Providing advice on and approving changes to the Teaching and Examination Regulations;
 - b. Annually assessing the manner in which the Teaching and Examination Regulations are implemented;

- c. Giving both solicited and unsolicited advice to the programme director, the College or Graduate School Director and/or the Dean on all matters concerning the education provided in the study programme.
4. Programme committees meet at least three times a year.
5. The minutes of programme committee meetings are made available to the programme director and the College or Graduate School Director.
6. The annual review of the implementation of the Teaching and Examination Regulations as well as all advice issued by programme committees on education-related matters is made available to the programme director, the College or Graduate School Director and the Dean.
7. The programme committees forward the advice referred to in sub-clause 3(1)(a) and (c) to the Works Council and the Student Council.
8. The programme director provides the programme committees with all the information and facilities they require in order to function properly.
9. When requesting advice or approval, the programme director, College or Graduate School Director or the Dean will ensure that:
 - a. Advice is requested sufficiently far in advance that it can actually influence the decision to be taken;
 - b. Programme committees are given an opportunity to engage in discussions with the person requesting advice before the advice is officially given;
 - c. The committee is advised in writing as soon as possible of how the advice issued will be implemented;
 - d. If the programme director, College or Graduate School Director or Dean does not wish to follow all or part of the advice, the committee is given an opportunity to engage in further discussions before the final decision is taken.
10. Programme directors consult with the programme committees at least twice a year. During the consultation, at a minimum the annual review of the implementation of the Teaching and Examination Regulations is discussed.
11. Programme committees produce annual reports.

Clause 40

1. The Dean will set up a Graduate Studies Committee to oversee the programme-specific component of doctoral programmes.
2. The Dean appoints, suspends and dismisses the members of the Graduate Studies Committee, after consulting the Graduate School Director. Half of the members of the Graduate Studies Committee are appointed from among the lecturers involved in the programme-specific component, including at least two research directors; the remaining members are PhD candidates.
3. The Graduate School Director may not be a member of the Graduate Studies Committee.
4. Members of the Graduate Studies Committee are appointed for terms of no more than two years, or in the case of PhD candidate members, for a period of no more than one year. They are eligible for immediate reappointment.
5. The Graduate School Director will provide a secretary.

Clause 41

1. The Graduate Studies Committee elects a chairperson from among its members.
2. The tasks of the Graduate Studies Committee include:
 - a. Advising the Graduate School Director about the programme-specific component of doctoral programmes and the teaching provided within that component;
 - b. Giving both solicited and unsolicited advice to the Graduate School Director and the Dean on all matters concerning the programme-specific component of doctoral programmes.
3. The Graduate Studies Committee meets at least three times a year.
4. The minutes of meetings of the Graduate Studies Committee are made available to the Graduate School Director.

5. The Graduate School Director provides the Graduate Studies Committee with all the information and facilities it requires in order to function properly.
6. The Graduate Studies Committee is advised in writing as soon as possible of how the advice issued will be followed.
7. The Graduate School Director consults with the Graduate Studies Committee at least twice a year.
8. The Graduate Studies Committee produces annual reports.

10. Student Council

Clause 42

1. Students participate in decision-making in the Faculty via the Student Council.
2. The Student Council has 12 members. One member of the Student Council is chosen to sit on the Central Student Council.
3. Elections for the Student Council are organised in accordance with the Election Regulations for the Central Student Council and Faculty Student Councils, unless and insofar as the Election Regulations for the Central Student Council state otherwise.
4. The length of the term of office and the date for Student Council elections are set by the Executive Board, on the understanding that the term length for the incoming Council members must be announced at the same time as the election date. Terms of office must be at least ten months and no more than 24 months. If and insofar as the elections are delayed, the Executive Board may extend the terms of office of the current members by up to three months.
5. The Executive Board decides when elections are to be held.
6. If every member of the Student Council resigns before the end of their term of office, by-elections for a new council will be held if the Executive Board believes this is justified, in light of the length of the period remaining between when the Council members resigned and when their terms were supposed to end. The members of the newly elected council will step down on the date when the members of the old council should have ended their terms.
7. Membership of the Student Council is terminated immediately and automatically:
 - a. At the end of the term of office;
 - b. On the death of the member;
 - c. By notice in writing to the Council Chair;
 - d. If the member loses the capacity according to which he/she was eligible for election, in accordance with the Election Regulations for the Central Student Council and Faculty Student Councils;
 - e. In the situations set out in the Central Student Council Regulations.
8. Outgoing members are eligible for immediate re-election.

Clause 43

1. The Council elects a chairperson and deputy chairperson from among its members. The Dean appoints a secretary to facilitate consultation between the Dean and the Student Council. The Dean consults with the Student Council before making the appointment. The Dean sets the secretary's tasks after consulting the Student Council.
2. The Student Council ensures that everyone involved in the Faculty has access to the agendas and minutes of Council meetings.
3. The Student Council produces an annual report of its activities and ensures that everyone involved in the Faculty has access to the report.
4. At the start of the academic year and – if there are any changes – at the start of the term of office, the Dean provides the Student Council with basic information, in writing, concerning:
 - a. The organisation of the University and of the Faculty;
 - b. The College and Graduate School Directors and the directors of the research institutes;

- c. The key points of existing policy, including but not limited to the Faculty Regulations, the Teaching and Examination Regulations for each study programme, the Faculty's annual research programme, the Strategic Plan, the Policy and Management Covenant, the Professors Plan, the Annual Report on Education and the budget;
 - d. The latest annual reviews by the programme committees on how each programme is implementing the Teaching and Examination Regulations;
 - e. The latest report from the Dean to the Executive Board concerning the implementation of the Teaching and Examination Regulations by each programme and the Faculty's annual research programme.
5. At least once a year, the Dean informs the Council in writing of the policies he or she has pursued over the past year and of the policy proposals for the coming year with regard to the Faculty's financial, organisational and educational aspects.
 6. The Dean provides the Council with all information, whether solicited or unsolicited, which the Council might reasonably need in order to perform its tasks.
 7. The Student Council may apply to a court for legal redress, if the purpose of the application is to compel the Dean to comply with his or her obligations towards the Council arising from these Regulations. The Dean will pay any legal costs which the Student Council is ordered to pay. At the Council's request, the Dean will pay the cost of legal assistance for the Council, unless he or she deems it unreasonable.

Clause 44

1. Students participate in decision-making in the Faculty via the Student Council, on matters that relate exclusively to the Faculty and not to the University as a whole.
2. The Dean takes part in meetings if the Student Council so requests.
3. At least six times a year, the Dean gives the Council an opportunity to discuss the general state of affairs in the Faculty with him or her.
4. The Dean and the Council may meet whenever a meeting is requested by the Dean or by the Council, stating reasons; the meeting will be held within three weeks of the date of the request.
5. The Council is entitled to put proposals to the Dean, offer unsolicited advice and make its views known on any matters relating to the Faculty. After receiving any such proposals, unsolicited advice or views, the Dean will provide the Council with a written response in the form of a proposal, including reasons, within thirty working days. Before issuing this response, the Dean will offer the Council at least one opportunity to discuss the proposal with him or her.
6. In accordance with the Act, the University Regulations and the Central Student Council Regulations, and insofar as the Central Student Council Regulations grant the Student Council this right, every proposed decision by the Dean requires the prior approval of the Council, if it is a decision as referred to in Section 9.38 of the Act:
 - a. The Faculty Regulations referred to in Section 9.14 of the Act;
 - b. The Teaching and Examination Regulations referred to in Section 7.13 of the Act, taking into account the exceptions listed in the Act; or
 - c. The Student Charter, insofar as it relates to students' rights and obligations resulting from the exercise by the Dean of a power granted to him or her by the Act, the University Regulations or the Executive Board.
7. In accordance with the Act, the University Regulations and the Central Student Council Regulations, and insofar as the Central Student Council Regulations grant the Student Council this right, every proposed decision by the Dean requires the Dean to seek advice from the Council in advance, if the decision concerns matters relating to the continued existence of the Faculty, or a significant change in Faculty policy. At a minimum, the Dean must seek advice from the Council before making any decisions concerning:
 - a. Proposals to the Executive Board in the context of a draft Policy and Management Covenant or an amendment to such a document;
 - b. The Faculty budget plan;
 - c. General rules concerning the use of a language other than Dutch in teaching;

- d. Strategic planning with regard to the Faculty education policy;
 - e. Long-term partnerships with other educational institutions to deliver a joint study programme;
 - f. The range of minors offered each year;
 - g. The range of electives offered each year;
 - h. Changes to the Cum Laude Regulations;
 - i. The appointment of executive officers, in accordance with the procedure described in Appendix A, which forms part of these Regulations;
 - j. The Teaching and Examination Regulations, to the extent that this is not already covered by sub-clause 6(b) of this clause.
8. The proposed decision, as referred to in sub-clauses 6 and 7 of this clause, must be submitted to the Student Council in writing.
 9. Except in emergency situations, the Council will decide to give or withhold its approval, or decide on the advice to be given, within six weeks after receiving the proposed decision.
 10. If the decision is of a type referred to in sub-clause 7 of this clause, the Dean will ensure that:
 - a. Advice is requested sufficiently far in advance that it can actually influence the decision to be taken;
 - b. The Council is given an opportunity to engage in discussions with the Dean before the advice is officially given;
 - c. The Council is advised in writing as soon as possible of how the advice it gives will be followed;
 - d. If the Dean does not wish to follow all or part of the advice, the Council is given an opportunity to engage in further discussions before the final decision is taken.

11. Works Council

Clause 45

1. Faculty staff participate in decision-making in accordance with the Works Councils Act (WOR) and the University Regulations.
2. In this situation, the term 'Manager' used in the WOR refers to the Dean.
3. The Works Council has a right of approval, as defined by Section 27 of the WOR, over any proposed decision to change the Faculty Regulations and, consequently, any proposed decision relating to the creation of Faculty departments and institutes.
4. The Works Council has a right to be consulted, as defined by Section 30 of the WOR, about the appointment and dismissal of Faculty directors and executive officers, in accordance with the procedure described in Appendix A, which forms part of these Regulations.
5. The Works Council has a right to be consulted, as defined by Section 25 of the WOR, about any proposed decision of the Dean to:
 - a. Adopt or amend a set of Teaching and Examination Regulations;
 - b. Adopt or amend the Faculty research programme;
 - c. Adopt the Faculty's annual budget;
 - d. Propose a Policy and Management Covenant between the Faculty and the Executive Board.
6. The Works Council has a general right to be informed, as defined by Section 31 of the WOR. The Dean is required, on request, to provide the Works Council and its committees with all the information and data that they might reasonably need in order to perform their tasks.
7. The Works Council has a right of initiative, as defined by WOR Section 23(3).

12. Final provisions and transitional provisions

Clause 46

1. In these Regulations, the terms listed below have the following meanings:
 - a. The Act: The Higher Education and Research Act;
 - b. University Regulations: The Management and Administration Regulations of the University of Amsterdam;
 - c. Department: One of the departments listed in Clause 16;
 - d. Operations: All activities that involve obtaining, providing, the usability of and caring for or maintaining the Faculty's financial, human and material resources;
 - e. Policy and Management Covenant: A multi-year agreement between the Executive Board and the Dean concerning the tasks of the Faculty, the objectives with regard to the tasks and the resources supplied by the Executive Board to complete those tasks;
 - f. Executive Board: The Executive Board of the University;
 - g. The Faculty: The Faculty of Humanities;
 - h. Faculty Regulations: The Regulations of the Faculty of Humanities;
 - i. Institute: The College, the Graduate School or a research institute, as referred to in Clauses 22 and 27;
 - j. Educational institutes: Either the College or the Graduate School, as referred to in Clause 22;
 - k. Research institutes: The research institutes referred to in Clause 27;
 - l. Student: Someone who is enrolled as a student or external candidate as defined by the Act;
 - m. University: The University of Amsterdam;
 - n. Academic staff: Staff at the University who are appointed to provide academic education, conduct academic research, or both.
 - o. CoH: The institute to which the Bachelor's programmes are assigned;
 - p. GSH: The institute to which the Master's programmes and the programme-specific component of doctoral programmes are assigned.
 - q. Graduate Studies Committee: The programme committee for the education of PhD candidates.
2. All other terms used in these Regulations have the meaning given to them by the Act or the University Regulations, if they also appear in the Act and/or the University Regulations.

Clause 47

The Humanities Governance Model memorandum (15 April 2014) sets out an explanation and elaboration of the governance and management lines in the Faculty, as well as the tasks and responsibilities of the different bodies in relation to each other and in relation to the Faculty as a whole.

Clause 48

In special cases, the Dean may depart from the provisions in Clause 17(1) of these Faculty Regulations, but must specify the reasons for doing so.

Clause 49

These Regulations should be referred to as the Regulations of the Faculty of Humanities. The Regulations take effect on the day on which they are approved by the Executive Board.

Appendix A: Procedures for the appointment and reappointment of executive officers

This appendix forms part of the Regulations.

Appointment procedure for the College and Graduate School Directors and the Faculty Research Director

1. The Faculty Board establishes a profile setting out the desired job level, the desired experience, a list of tasks, powers and responsibilities, and the scope and intended duration of the position.
2. The Faculty Board submits the College or Graduate School Director profile to both the Works Council and Faculty Student Council for advice; the Faculty Research Director profile is only submitted to the Works Council.
3. The Faculty Board sets up an Appointments Committee, comprising a department chair and:
 - a. For the recruitment of the CoH Director: the GSH Director, the student member from the relevant council and a programme director;
 - b. For the recruitment of the GSH Director: the CoH Director, the student member from the relevant council and a programme director;
 - c. For the recruitment of the Faculty Research Director: a research director, a PhD candidate from the PhD Council and the GSH Director.
4. The profile is widely disseminated within the Faculty.
5. Staff members can put themselves forward as candidates by applying to the Appointments Committee.
6. The Appointments Committee meets in the presence of the Dean.
7. The Appointments Committee proposes a candidate to the Dean. If the Appointments Committee does not propose a candidate to the Dean, or the Dean does not agree with the proposal, the Dean sets up an exploratory committee, which invites suitable candidates within the Faculty to put themselves forward as candidates. The Appointments Committee assesses the competences of these candidates and proposes a candidate to the Dean.
8. The Dean receives the proposed appointment decision and seeks advice from:
 - a. For the recruitment of the CoH or GSH Director: the Works Council and Faculty Student Council and the members of the relevant council (the CoH or GSH Council);
 - b. For the recruitment of the Faculty Research Director: the Works Council and the members of the Research Council.
9. The Dean appoints the successful candidate.

Appointment procedure for the student member of the Faculty Board

1. The Faculty Board establishes a profile setting out the desired job level, the desired experience, a list of tasks, powers and responsibilities, and the scope and intended duration of the position.
2. The Faculty Board submits the profile to the Faculty Student Council for advice.
3. The Faculty Board sets up an Appointments Committee, comprising either the College Director or the Graduate School Director, two members of the Faculty Student Council and another member of the Faculty Board.
4. The profile is widely disseminated among all students in the Faculty.
5. Students can put themselves forward as candidates by applying to the Appointments Committee.
6. The Appointments Committee proposes a candidate to the Dean.
7. The Dean appoints the successful candidate.
8. In principle, appointments are for one year.

Appointment procedure for programme directors, research directors and department chairs

1. The Faculty Board establishes a profile setting out the desired job level, the desired experience and background, a list of tasks, powers and responsibilities, and the scope and intended duration of the position.
2. The Faculty Board sets up an Appointments Committee, comprising:
 - a. For the recruitment of a programme director: the relevant College or Graduate School director, a department chair, a programme director, a staff member and a student member from one of the relevant programme committees;
 - b. For the recruitment of a research director: the Faculty Research Director, a department chair, a staff member, a PhD candidate from the PhD Council and a research director;
 - c. For the recruitment of a department chair: the Director of Operational Management, the College Director, Graduate School Director or Faculty Research Director, a staff member and a department chair.
3. The profile is widely disseminated within the Faculty.
4. Staff members can put themselves forward as candidates by applying to the Appointments Committee.
5. The Appointments Committee makes a proposal to the Dean. If the Appointments Committee does not propose a candidate to the Dean, or the Dean does not agree with the proposal, the Dean sets up an exploratory committee, which invites suitable candidates within the Faculty to put themselves forward as candidates. The Appointments Committee assesses the competences of these candidates and proposes a candidate to the Dean.
6. The Dean makes an appointment, after consulting:
 - a. For the recruitment of a programme director: the relevant programme team(s);
 - b. For the recruitment of a research director: the relevant research group coordinator(s);
 - c. For the appointment of a department chair: the relevant chair holders and the Works Council. When consulting the Works Council, the Dean must allow for a consulting period of three weeks.

Reappointment procedure for the College and Graduate School Directors and the Faculty Research Director

1. The Dean sets up an advisory committee, comprising:
 - a. In the case of the CoH Director: two programme directors, two department chairs and the GSH Director;
 - b. In the case of the GSH Director: one programme director, one research director, two department chairs and the CoH Director;
 - c. In the case of the Faculty Research Director: two research directors, two department chairs and the GSH Director.
2. The advisory committee provides advice to the Dean about the intended reappointment.
3. The Dean receives the proposed reappointment decision and seeks advice from:
 - a. In the case of the CoH or GSH Director: the Works Council and Faculty Student Council;
 - b. In the case of the Faculty Research Director: the Works Council.
4. The Dean makes the reappointment.

Reappointment procedure for programme directors, research directors and department chairs

1. The Dean sets up an advisory committee, comprising:
 - a. In the case of a programme director: the relevant College or Graduate School director, a department chair, a programme director and a student member from one of the relevant programme committees;
 - b. In the case of a research director: the Faculty Research Director, a department chair and a research director;
 - c. In the case of a department chair: the Director of Operational Management, the College Director, Graduate School Director or Faculty Research Director and a department chair.

2. In the case of a department chair:
 - a. The final advice will be issued after consulting the relevant chair holders;
 - b. An evaluation of the candidate's leadership skills, covering all aspects of leadership, will form part of the advice.
3. The advisory committee provides advice to the Dean about the intended reappointment.
4. The Dean makes the reappointment.

Appendix B: Degree programmes subject to the Management and Administration Regulations

College of Humanities:

- BA in Arabic Language and Culture
- BA in Archaeology and Prehistory
- BA in Cultural Studies
- BA in German Language and Culture
- BA in English Language and Culture
- BA in European Studies
- BA in Philosophy
- BA in French Language and Culture
- BA in History
- BA in Greek and Latin Language and Culture
- BA in Hebrew Language and Culture
- BA in Italian Language and Culture
- BA in Art History
- BA in Latin Language and Culture (no new students will be admitted after 1/9/2019)
- BA in Linguistics
- BA in Literary Studies
- BA in Media and Information
- BA in Media and Culture
- BA in Musicology
- BA in Dutch Language and Culture
- BA in Modern Greek Language and Culture
- BA in Ancient Studies
- BA in Religious Studies
- BA in Scandinavian Languages and Cultures
- BA in Slavonic Languages and Cultures
- BA in Spanish Language and Culture
- BA in Theatre Studies

Graduate School of Humanities

- Literary Studies (60 and 120 ECTS)
- Linguistics (60, 90 and 120 ECTS)
- Archaeology (60 and 120 ECTS)
- History (60 and 120 ECTS)
- Ancient Studies / Classics and Ancient Civilisations (60 ECTS)
- Philosophy (60 and 120 ECTS)
- Theology and Religious Studies (60 and 120 ECTS)
- Arts and Culture (60, 90 and 120 ECTS)
- Media Studies (60, 90 and 120 ECTS)
- Communication and Information Studies (90 and 120 ECTS)
- Heritage Studies (60, 90 and 120 ECTS)
- Middle-Eastern Studies (60 ECTS)
- European Studies (60 ECTS)
- Dutch Studies (60, 90 and 120 ECTS)