

# Faculty regulations<sup>1</sup> (rev 2020)

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<sup>1</sup> This is a translation of the Dutch version of the Regulations. In case of a conflict between the English and Dutch version of the Regulations, the Dutch version will prevail and will be binding.

## **Article 1      General provisions**

### 1.1

Any concepts appearing in these regulations that also appear in the Higher Education and Scientific Research Act (hereinafter: 'the WHW') are to be understood as stipulated in this legislation and in the applicable TU Delft regulations.

### 1.2

In these regulations, the use of masculine pronouns should be interpreted as neutral and as applying equally to men and women.

## **Management of the faculty**

## **Article 2      The dean**

### 2.1

Each faculty is headed by a dean, who is appointed by the Executive Board for a term to be determined by the Executive Board. The dean holds the position of professor.

### 2.2

The position of dean is incompatible with that of Director of Education, Director of Studies or Departmental Director. If necessary due to extraordinary circumstances, the dean may serve as a representative in these positions for a limited time. The dean will notify the Executive Board in this regard.

### 2.3

On the recommendation of the dean, the Executive Board will appoint a full-time professor of the faculty as deputy dean, to replace the dean in the event of long-term absence.

## **Article 3      Duties and powers of the dean**

### 3.1

The dean has the following general tasks and powers:

- a) performing the general management of the faculty;
- b) ensuring the administration and organisation of the faculty with regard to education, academic practice and valorisation, as well as the management thereof;
- c) being accountable to the Executive Board and providing information to the Executive Board upon request;
- d) participating in the management of the university by, among other things, consulting with the Executive Board with regard to the preparation of the strategic plan and the budget;
- e) setting the faculty regulations, in compliance with the guidelines of the Executive Board;
- f) setting faculty mandate regulations, in compliance with the TU Delft Mandate Regulations.

### 3.2

In compliance with the guidelines of the Executive Board, the dean has at least the following special duties and powers:

- a) setting and regularly evaluating the Teaching and Examination Regulations (TER);
- b) setting general guidelines for academic practice;
- c) adopting the faculty's annual research programme, including the valorisation policy;
- d) overseeing the implementation of the Teaching and Examination Regulations and the annual research programme, as well as reporting on this regularly to the Executive Board;
- e) establishing and appointing members to boards of examiners and colloquium doctum committees;
- f) implementing the rules regarding the recommendation on the continuation of studies in the

propedeutic (first-year) phase, as specified in Article 7.8b of the WHW, and implementing the rules regarding referral in the post-propedeutic phase, as specified in Article 7.9 of that act, with the exception of the designation of degree programmes, as referred to in Article 7.8b, Paragraph 3 (binding recommendation on the continuation of studies) and Article 7.9, Paragraph 1 (referral in the post-propedeutic phase) of that act;

- g) setting further rules on exemptions, as specified in Article 7.25, Paragraph 4, Article 7.28, Paragraphs 2–5, and Article 7.29, Paragraph 1 of the WHW;
- h) issuing notice of admission for Master's degree programmes, as referred to in Article 7.30c of the WHW;
- i) laying down inter-faculty co-operation within TU Delft in writing; adopting joint regulations for one or more degree programmes with one or more deans from other faculties; notifying the Executive Board about the aforementioned co-operations with other faculties (the university's Executive and Management Regulations specify further rules on this point);
- j) establishing the procedures and criteria concerning the recognition of acquired competences for individuals who are not enrolled as student or extraneus;
- k) carrying out the programme choice recommendation;
- l) carrying out the selection for limited-enrolment programmes, including by establishing regulations for selection criteria and procedures for the relevant degree programmes;
- m) bearing the authority to make nominations to the Board for Doctorates for the conferral of honorary doctorates;
- n) appointing mentors to serve as points of contact and confidential advisers for doctoral candidates, including in cases where doctoral candidates have questions or complaints about their supervision.

### 3.3

On behalf of the Executive Board, the dean exercises powers with regard to the staffing, financial and general management of the faculty, as provided in the TU Delft Executive and Management Regulations (EMR) and the other administrative prescriptions of the university.

### 3.4

The dean is responsible for the operational management of the relevant faculty, being supported in these efforts by both faculty services and University Corporate Office.

### 3.5

The dean receives assistance from a management team consisting of at least the Departmental Directors and the Director of Education, as well as from a Faculty Secretary. The meetings of the management team are not open to the public.

### 3.6

1. The Faculty Secretary is appointed by the dean in consultation with the Executive Board. The Faculty Secretary provides assistance for the executive and management procedures of the dean, as well as for the implementation of the faculty policy.
2. The Faculty Secretary is charged with supervising the preparation, execution and publication of the decisions taken by the dean.

## **Article 4      Director of Education**

### 4.1

The dean appoints a Director of Education for his faculty after consulting with the Executive Board. The Director of Education, who is ultimately accountable to the dean, is responsible for the education provided by the faculty. The Director of Education reports to the dean.

### 4.2

In principle, the position of Director of Education is held by a professor, entails at least 0.5 FTE and is a temporary position for a period of four years, with a possibility of reappointment.

### 4.3

The Director of Education is accountable to the dean and is a member of the faculty management team.

#### 4.4

The position of Director of Education does not affect the organisational position of the Head of Education & Student Affairs. The Head of Education & Student Affairs is responsible for supporting the faculty educational process, under the direct management of the dean.

#### 4.5

The Director of Education has the following responsibilities and powers:

- a. without prejudice to the powers of the dean as a manager of the faculty, he has functional responsibility for the educational process of the faculty, in particular:
  - the organisation and quality control of the education and the associated information and communication technology
  - the courses on offer, the substantive coherence of and the connection to the demand side of the degree programmes
  - the faculty's education policy
  - the budgetary responsibility of the degree programmes.
- b. supervising the Directors of Studies of the faculty and the officials charged with a similar task within the faculty;
- c. participating in meetings of the Directors of Studies with the member of the Executive Board responsible for the portfolio of education, and contributing in these meetings to the development of the university's strategic education policy and its specific implementation in the faculty;
- d. monitoring and developing the teaching qualities of the teachers in the faculty;
- e. maintaining external educational contacts on behalf of the faculty.
- f. advising the dean on educational matters in close cooperation with the Head of Education & Student Affairs.

### **Article 5      The faculty Graduate School**

#### 5.1

The faculty maintains a faculty Graduate School, as referred to in Article 18a of the Executive and Management Regulations. The faculty Graduate School is headed by a director who is appointed by the dean, after consulting with the Executive Board and the director of the TU Delft Graduate School. The director is a member of the Board of the TU Delft Graduate School. The dean bears ultimate responsibility for the faculty Graduate School. The director reports to the dean.

#### 5.2

The position of director of the faculty Graduate School is held by a full professor from the faculty and entails 0.2 FTE. In addition, the director must meet the following requirements:

- personally hold a PhD degree and have proven qualities as a successful promotor;
- proven qualities in curriculum development;
- proven qualities concerning academic leadership and organisational skills.

#### 5.3

The director acts as commissioning party to the faculty Graduate Office and the HR manager with regard to services to the faculty Graduate School, in consultation with their supervisors.

#### 5.4

The director of the faculty Graduate School has the following responsibilities and powers:

- a. responsibility for the development of an effective range of programmes and supervision for doctoral candidates in the faculty, to be laid down in the Doctoral Education programme,

- within the criteria set for this purpose by the Board of the TU Delft Graduate School, and after having received the approval of the Board for this purpose. The director implements this responsibility in consultation with the Departmental Directors and the dean;
- b. ensuring that, among other things, the programmes on offer are in line with the Research Schools active within the faculty;
  - c. ensuring that the faculty and departmental budgets include a programme budget for doctoral candidates;
  - d. advising the dean and the Departmental Director on the functioning of individual promotors with regard to their supervision of doctoral candidates;
  - e. delivering (or arranging for the delivery of) information for the faculty's academic staff to preview in advance of the R&D cycle with regard to the organisation and results of Doctoral programmes;
  - f. issuing certificates stating that doctoral candidates have successfully completed the faculty Doctoral Education programme;
  - g. conducting annual progress interviews about the faculty Graduate School with the director of the TU Delft Graduate School concerning the development and quality of the Doctoral programmes within the faculty Graduate School, in coordination with the dean;
  - h. being alert to any problems in the organisation and/or administration, raising issues of concern with the relevant departments and support services, and monitoring the process to ensure that it runs well;
  - i. advising the dean on matters concerning the faculty Graduate School, in close cooperation with the Head of Education & Student Affairs.

### **Department administration, Board of Studies, Board of Examiners**

#### **Article 6      Director of Studies**

##### 6.1

The department administration consists of the Director of Studies. The Director of Studies reports to the Director of Education. The dean may also decide to appoint the Director of Education as the Director of Studies.

##### 6.2

The dean may charge a programme coordinator with a portion of the tasks of the Director of Studies. Programme coordinators perform their tasks under the responsibility of the Director of Studies.

##### 6.3

The Director of Studies is a member of academic staff with a permanent appointment (tenured faculty member) in the faculty, preferably a full professor, and is appointed by the dean. Before appointing the Director of Studies, the dean should hear statements from at least the Faculty Student Council and the Board of Studies.

##### 6.4

The position of Director of Studies is incompatible with membership in the Board of Studies for the degree programme for which the incumbent is the Director of Studies.

##### 6.5

In compliance with the functional responsibilities of the Director of Education, as set out in article 4.5(a), the Director of Studies performs the following tasks:

- a) The Director of Studies is primarily responsible for the organisation of education within the degree programme, without prejudice to the powers of the dean, the Director of Education and the full professors.
- b) The duties of the Director of Studies include the formation and preparation of policy. The Director of Studies also facilitates the development of all facets of the degree programme.

- c) Within the framework and implementation of the Teaching and Examination Regulations established by the dean, the Director of Studies decides on the actual educational input from the departments and consults with the Departmental Director to this end.

## **Article 7      The Board of Studies**

### 7.1

A Board of Studies is established by the dean for each initial programme or group of programmes. The dean ensures that the members of the Board of Studies are not placed at a disadvantage within the faculty due to their position on the Board of Studies. The same applies to candidate members and former members.

### 7.2

The members of the Board of Studies are appointed by the dean, following consultation with the Faculty Student Council and the Personnel Committee, based on a profile compiled by the dean, with recommendations from the Board of Studies. The period of appointment is one year for student members and three years for staff members. Members may be reappointed once.

### 7.3

The Board of Studies consists of 6-12 members:

- Board of Studies A: ## members;
- Board of Studies B: ## members;
- etc.

### 7.4

Half of the members of the Board of Studies are students registered in the relevant degree programme. They are nominated for appointment by *the ... study association* from among the students in the degree programme.

The other members comprise a representation of the teaching staff of the departments involved in the curriculum of the degree programme. They are nominated by the chairs of the departments involved in the curriculum of the relevant degree programme.

Members of the MT and the Director of Studies may not be members of the Board of Studies. The dean ensures a timely and open application procedure for students and teachers to file as candidates before the nominations are made.

### 7.5

1. In addition to the normal conclusion of the term of appointment, membership of the Board of Studies may be terminated:

- a. by submitting written notice to the dean of the faculty;
- b. upon the termination of enrolment as a student on the grounds of the provisions made in Article 7.42 of the WHW;
- c. if a member nominated from the department's teaching staff is no longer involved in the curriculum of the degree programme;
- d. by death;
- e. at the request of the Board of Studies and after the chair of the Board of Studies has consulted with the member, if a member has demonstrated poor performance, including repeated failure to participate in the meetings without a valid notice stating that the member was prevented from attending.

2. In the cases mentioned in Paragraphs 1a-1e, the Dean will appoint a new member to fill the resulting vacancy, subject to the conditions laid down in the Faculty Regulations.

### 7.6

1. The Board of Studies appoints a chair from among its members each year at the start of the academic year.
2. The Director of Studies attends the meetings of the Board of Studies.

3. The Board of Studies is authorised to invite the dean, the Director of Education and the Director of Studies at least twice a year to discuss the proposed policy based on an agenda.

4. The dean may send the Director of Education to the consultation of the Board of Studies as a replacement. In the following paragraphs of this article, the term 'dean' may then be taken to refer to the Director of Education.

#### 7.7

The duties of the Board of Studies are as follows:

- a) advising on the promotion and safeguarding of the quality of the degree programme;
- b) approving the establishment of the Teaching and Examination Regulations, with the exception of the topics specified in Article 7.13, Paragraph 2 of the WHW, under a, f, h through u, and x, and with the exception of the requirements referred to in Article 7:28, Paragraphs 4 and 5, and Article 7.30b, Paragraph 2 of the WHW; advising on the other topics of the TER;
- c) conducting an annual assessment of the implementation of the Teaching and Examination Regulations;
- d) providing solicited and unsolicited advice and making solicited and unsolicited proposals to the dean and the Director of Studies concerning the degree programme and all relevant teaching-related matters, at least with regard to the short, medium and long-term policies of the degree programme.

The Board sends the advice and recommendations referred to in this article to the Faculty Student Council for information purposes.

#### 7.8

1. Each year, the dean provides the Board of Studies with an overview of the times at which this Board is presented with the Teaching and Examination Regulations, the prospectus, the evaluations of the curriculum and the Education Report.

2. Each year, the Board of Studies submits a report of its activities, ensuring that all parties involved in the faculty are able to review the report. The Board of Studies ensures that the agendas and its adopted meeting minutes are sent to the dean and made generally accessible to other parties.

#### 7.9

1. The dean submits the intended Teaching and Examination Regulations to the Board of Studies in writing, accompanied by a justification and in sufficient time to enable it to be discussed in the meeting between the dean and the Board of Studies.

The Board of Studies will not take any decision on the matter in question until after at least one consultation with the dean.

2. After the consultation, the Board of Studies will announce its decision to approve or withhold approval from an intended decision, during the same meeting if possible. If the Board of Studies indicates that it cannot do so, it will notify the dean of its decision in writing within ten working days after the consultation meeting.

3. In cases involving right of approval of the TER on the part of the Faculty Student Council and the Board of Studies, a procedure for the relevant topic will be agreed upon in close consultation between these bodies and the dean.

#### 7.10

1. For any intended decision that must be presented to the Board of Studies for advice in advance, the dean or Director of Studies will submit it to the Board of Studies in writing, accompanied by a justification, and in sufficient time such that:

- a. it can actually influence the decision-making, and
- b. if the Board of Studies wishes to consult with the dean before issuing its recommendation, it can discuss the intended decision in its own meeting prior to the consultation meeting.

2. The dean will notify the Board of Studies in writing as soon as possible regarding the manner in which the recommendation issued will be acted upon.

3. If the dean does not intend to follow all or part of the recommendation, the dean will provide the Board of Studies with an opportunity for further consultation with the dean before taking the final decision. Along with this invitation to consultation, the dean will provide a written justification.

4. If possible during the consultation meeting referred to in point b of the first paragraph of this article, but in any case within ten working days after the consultation, the Board of Studies will notify the dean in writing whether it will adhere to its original recommendation after reconsidering all of the interests involved in the intended decision. The recommendation is to be issued in writing.

#### 7.11

If the Board of Studies submits a proposal as referred to in article 7.7.d to the dean or Director of Studies, they will issue a response within two months of receiving the proposal.

#### 7.12

1. At the beginning their term of appointment, the dean provides the members of the Board of Studies with the opportunity to receive training in preparation for their task. The dean reserves a budget for this purpose.

2. The dean makes such facilities available to the Board of Studies as are reasonably necessary for it to carry out its duties.

### **Article 8      The Board of Examiners**

#### **8.1**

1. The dean establishes a Board of Examiners and a Sub-Board of Examiners for the faculty's degree programmes<sup>2</sup>. The dean appoints the members of the Board of Examiners and the Sub-Boards of Examiners, the latter in consultation with the chair of the Board of Examiners. The period of appointment is three years, with the possibility of reappointment. Before appointing a member, the dean consults with the members of the Board (or a Sub-Board) of Examiners. The dean ensures that the board is able to fulfil its tasks in an independent and expert manner.

2. Members of the Executive Board, the dean, the Director of Education, the Directors of Studies, the Departmental Directors or individuals who otherwise bear financial responsibility within the university or faculty will not be appointed as members of a Board of Examiners or Sub-Board of Examiners.

#### 8.2

1. The Sub-Board of Examiners consists of the following:

- a. at least one member who is affiliated with the relevant degree programme as a lecturer;
- b. at least one member from outside the relevant degree programme.

2. The remainder of the Sub-Board of Examiners consists of staff members charged with teaching in the degree programme. Staff members from other universities may also be part of a Sub-Board of Examiners, provided that they are charged with teaching in one of the degree programmes.

#### 8.3

The number of members of the Board of Examiners is the number of Sub-Boards of Examiners, plus a chair. The chair of a Sub-Board of Examiners is also a member of the Board of Examiners.

A Sub-Board of Examiners consists of at least three members.

At least the following Sub-Boards of Examiners will be established:

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#### 8.4

1. In addition to the normal conclusion of the term of appointment, membership of the Board of Examiners or Sub-Board of Examiners may be terminated:

- a. by submitting written notice to the dean of the faculty;
- b. if a member nominated from the departments' teaching staff is no longer involved in the curriculum of the degree programme;
- c. by death;

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<sup>2</sup> Alternatively, no Sub-Boards of Examiners are to be established. In that case, the article must be revised accordingly.



- e. at the request of the Board of Examiners or Sub-Board of Examiners and after the chair of the Board of Examiners or Sub-Board of Examiners has consulted with the member, if a member has demonstrated poor performance, including repeated failure to participate in the meetings without a valid notice stating that the member was prevented from attending.
2. For the cases mentioned in Paragraph 1 a to d, the Dean will appoint a new member to fill the vacancy, subject to the conditions laid down in the Faculty Regulations.

#### 8.5

1. The Board of Examiners sets guidelines and regulations concerning examinations and advising on the TER, including rules for the smooth running of examinations and the measures to be taken in this regard. An annual report on these aspects is submitted to the dean.
2. The Board of Examiners advises the dean concerning the TER, following consultation with the Sub-Boards of Examiners.
3. The Board of Examiners provides guidelines and instructions to the examiners for assessing the persons who conduct the examinations and finalising the results of the examinations.
4. The meetings of the Board of Examiners are not open to the public.

#### 8.6

Subject to the responsibility of the Board of Examiners, for each degree programme a Sub-Board of Examiners is charged with the organisation and coordination of the examinations. The Sub-Board of Examiners observes the instructions of the Board of Examiners.

#### 8.7

The Sub-Board of Examiners appoints examiners for the purpose of conducting examinations. Examiners must be appointed from the teaching staff of the degree programme concerned, or must be experts from outside the organisation.

### **Representative bodies**

#### **Article 9 The Student Council**

##### 9.1

1. The faculty has a student council (FSC) consisting of ## members. ## members are elected by and from among the students of the xxxx degree programme, and ## are elected by and from among the students of the yyy degree programme.
2. During and towards the FSC, the dean ensures that its members are not placed at a disadvantage within the faculty due to their position on the council. The same applies to candidate members and former members.

##### 9.2

The FSC has the right of approval with regard to adopting and amending the following:

- a) the faculty regulations;
- b) the Teaching and Examination Regulations, with the exception of the topics specified in Article 7.13, Paragraph 2, under a through g, and v of the WHW, and with the exception of the requirements referred to in Article 7.28, Paragraphs 4 and 5 (further regulations concerning exemptions to the prior education required for Bachelor's programmes in case of different degrees), and Article 7.30b, Paragraph 2 (admission requirements for Master's programmes) of the WHW;
- c) the part of the student charter concerning degree programmes;
- d) faculty rules concerning safety, health, and well-being, inasmuch as they concern student affairs.

##### 9.3

The FSC has advisory powers concerning the following:

- a) the budget plan;
- b) matters relating to the smooth running of the faculty;

- c) major amendments to student and educational facilities;
- d) the educational policy plan, as a component of the multi-year plan;
- e) the annual education report.

#### 9.4

1. The dean provides the FSC with all instructions that it reasonably needs in order to perform its duties, in addition to notifying the FSC of the following, at least once a year and in writing:

- a) the policy implemented by the dean in the past year, and
- b) the policy statements for the coming year, with regard to the financial, organisational and educational aspects of the faculty.

2. In addition to provisions specified in Paragraph 1, the dean notifies the FSC concerning current affairs within the faculty through the following:

- a) regular consultation between the dean, the Director (or Directors) of Education, and the FSC, the frequency of which is further arranged by the dean in agreement with the FSC, and/or
- b) sending the agenda of meetings of the management team ## days before the meetings, as well as the minutes from these meetings.

#### 9.5

1. Each year, the FSC submits a report of its activities, ensuring that all parties involved in the faculty are able to view the report.

2. The FSC ensures that the agendas and its adopted meeting minutes are sent to the dean and made generally accessible to other parties.

#### 9.6

1. The dean submits the intended decision, which must be submitted to the FSC in advance for approval, to the FSC in writing, accompanied by a justification and in sufficient time to enable it to be discussed in the meeting between the dean and the FSC.

The FSC will not take any decision until after at least one consultation with the dean on the matter in question.

2. After the consultation, the FSC will announce its decision to approve or withhold approval from an intended decision, during the same meeting if possible. If the FSC indicates that it cannot do so, it will notify the dean of its decision in writing within ten working days after the consultation meeting.

3. In cases involving right of approval of the TER on the part of the FSC and the Board of Studies, a procedure for the relevant topic will be agreed upon in close consultation between these bodies and the dean.

#### 9.7

1. For any intended decision that must be presented to the FSC for advice in advance, the dean will submit it to the FSC in writing, accompanied by a justification, and in sufficient time such that:

- a. the FSC can actually influence the decision-making, and
- b. if the FSC wishes to consult with the dean before issuing its recommendation, it can discuss the intended decision in its own meeting prior to the consultation meeting.

2. The dean will notify the FSC in writing regarding the manner in which the recommendations issued will be acted upon as soon as possible.

3. If the dean does not intend to follow all or part of the recommendation, the dean will provide the FSC with an opportunity for further consultation with the dean before taking the final decision. Along with this invitation to consultation, the dean will provide a written justification.

4. If possible during the consultation meeting referred to in point b of the first paragraph of this article, but in any case within ten working days after the consultation, the FSC will notify the dean in writing whether it will adhere to its original recommendation, after reconsidering all of the interests involved in the intended decision. The recommendation is to be issued in writing.

### **Article 10      Dispute procedure for the FSC and Board of Studies**

#### 10.1

In case of a dispute between the dean and the FSC or Board of Studies, the dean or the FSC or Board of Studies will report the dispute to the Executive Board. The Executive Board will submit the dispute to the Arbitration Committee referred to in Article 9.39 of the WHW, unless the Board deems that the dispute can be resolved without the Arbitration Committee's intervention, accompanying its judgement with a proposed resolution for the dispute, to which both the dean and the FSC must agree.

#### 10.2

If approval is withheld from a decision to be taken by the dean, the dean will notify the FSC or Board of Studies within three months regarding whether the proposal will be withdrawn or submitted to the Executive Board. If this notification is not given within three months, the proposal will expire. If the dean wishes to uphold the proposal, this constitutes a dispute.

#### 10.3

If the FSC or Board of Studies deems that the dean should have submitted a decision made by the dean to the FSC or Board of Studies for approval, the FSC or Board of Studies will notify the dean accordingly, accompanied by a justification. The dean will consult with the FSC or Board of Studies. After this consultation, if the dean does not submit the decision to the FSC or Board of Studies for approval, and the FSC or Board of Studies decides to maintain its standpoint, the FSC or Board of Studies will notify the dean in this regard. Such a case constitutes a dispute, for which the procedure specified in the first paragraph of this article must be followed.

#### 10.4

If the dean takes a decision which does not follow a required recommendation by the FSC or Board of Studies (in whole or in part), the implementation of the decision will be suspended for four weeks, unless the FSC or Board of Studies has no objection to the immediate implementation of the decision.

#### 10.5

If the FSC or Board of Studies deems that the refusal to follow all or part of its recommendation will seriously jeopardise the interests of the faculty or of the FSC, the FSC or Board of Studies will bring this dispute to the attention of the Executive Board.

Unless the Executive Board deems that the dispute can be resolved without the intervention of the Arbitration Committee referred to in the first paragraph, the Executive Board will submit the dispute to the Arbitration Committee.

The FSC or Board of Studies will then discuss the arguments for its recommendation and the arguments for its standpoint that the refusal to follow all or part of that recommendation will seriously jeopardise the interests of the faculty or of the FSC.

### **Article 11 The Personnel Committee**

The employee participation of staff members is based on the Works Councils Act.

The Works Council establishes a Personnel Committee for each management unit and transfers the power to engage in consultation with the dean to that committee.

Further details regarding consultation between the Personnel Committee and the dean are specified in the Consultation Regulations for the Personnel Committee.

### **Department, partnerships**

#### **Article 12 The department**

##### 12.1

The faculty's education and research activities are conducted in departments, each comprising one or more coherent knowledge areas.

##### 12.2

A department consists of the academic staff in the department's knowledge areas and the

departmental support staff.

### 12.3

The faculty includes the following departments:

- a. ....
  - b. ....
  - c. ....
- etc.

### 12.4

The department is headed by a Departmental Director.

The Departmental Director is a full professor with a full-time appointment. The Departmental Director is appointed by the dean of the faculty, following consultation with the Executive Board and after the dean has investigated whether and ascertained that there is a sufficient base of support for the appointment within the department. In this investigation the dean should consult at least the department's full professors and its permanent academic staff (tenured faculty members).

Departmental Directors perform their duties under the responsibility of the dean. Appointment should preferably be for a period of three years, with an annual evaluation. The Departmental Director is a part of the management team, as referred to in article 3.5. In principle, a Departmental Director may be reappointed once.

### 12.5

Each Departmental Director is supported by a Department Secretary.

### 12.6

The Departmental Director has the following general tasks and powers:

1. The Departmental Director supervises the department. The Departmental Director is the integral manager of the department, bearing responsibility for its operational management, at all times in compliance with the prevailing rules and procedures, and within the general framework of policy and management within the university and the faculty, as well as within the bounds of any further faculty-level conditions set by the dean.
2. The Departmental Director bears primary responsibility and serves as the accountable incumbent for the dean. The Departmental Director reports to the dean.
3. The Departmental Director is authorised to further establish the management structure within the department, in compliance with the conditions set by the dean.

### 12.7

The Departmental Director has the following general tasks and powers:

#### **(a) The department as a unit for planning and control**

The Departmental Director is responsible for and authorised as follows:

1. initiating the development and positioning of the department; supervising the processes that are conducted on the basis of academic dialogue and that lead to the department's strategic choices, partly in light of the strategic development of the faculty as a whole; the drawing up of documents specified in the faculty planning and control cycle, in addition to monitoring the realisation of the departmental plan with regard to education, research and valorisation;
2. passing information between the faculty and the department and ensuring a base of support for decisions made in and as a result of the meetings of the Management Team.

#### **(b) The department as an education, research and valorisation unit**

The Departmental Director is responsible for and authorised as follows:

1. determining which educational, research and valorisation duties will be performed within the department, in coordination with the department's full professors and the permanent members of the academic staff (tenured faculty members);
2. determining the actual contribution and efforts of staff members with regard to the implementation of the faculty's educational, research and valorisation duties; consulting to this end with the department's full professors and the permanent members of the academic staff (tenured faculty members), the relevant Director (or Directors) of Studies and the directors of faculty and inter-faculty research institutes and research schools, as well as the directors of research of Delft Research Institutes;
3. promoting the quality of the implementation of the educational, research and valorisation duties performed by the staff members of the department; setting up a quality-assurance system within the department and ensuring the reliability of quality reports.

**(c) The department as a personnel management unit**

The Departmental Director is responsible for and authorised as follows:

1. serving as the department's personnel manager and carrying out this job in close consultation with the full professors;
2. taking decisions that have consequences for staff, in compliance with the Mandate Regulations;
3. overseeing Human Resource Management within the department; overseeing health, safety and environmental conditions within the department.

**(d) The department as a budgetary and financial management unit**

The Departmental Director is responsible for and authorised as follows:

1. overseeing the financial management of the department and preparing the budget, in compliance with the Mandate Regulations concerning expenditures within the established budget;
2. monitoring the realisation of the financial targets in relation to the agreed-upon budget, in addition to dividing budgets amongst departmental components within the established budget and setting verifiable objectives and targets in the form of management agreements with departmental components within the framework of realisation;
3. operationalising the department's ambitions through financial administration and management, including taking decisions to enter contracts involving indirect and commercial funding, in compliance with the Mandate Regulations;
4. preparing interim management reports.

**Article 13 Partnerships in the area of education and academic practice**

13.1

The faculty participates in the inter-faculty and inter-university research institutes and research schools listed in the overview included in this document.

13.2

The faculty participates in institutes established through agreements made by the Executive Board and deans of other faculties in the interest of inter-faculty collaboration in the area of education and/or academic practice. These institutes are listed in an overview included in these faculty regulations.

13.3

The Executive Board provides for the administration, the management and the organisation of an institute as referred to in Paragraph 2.

13.4

The faculty participates in the Delft Research Initiatives (DRIs) established by the Executive Board in the interest of research themes determined by the Executive Board. These DRIs are listed in an overview included in these faculty regulations.

13.5

The administration, management and structure of these partnerships are arranged according to the guidelines issued by the Executive Board in this regard.

#### **Article 14 Faculty research institutes and research schools**

14.1

The faculty has the following faculty research institutes and research schools in the scientific areas noted:

- a. ....;
- b. ....; etc.

14.2

The management of a research institute or a research school rests with a director of research.

14.3

The director of research is charged with at least the following duties:

- a) preparing the research programme;
- b) estimating the means needed for the faculty budget plan to be adopted by the dean;
- c) allocating duties to the staff members employed within the institute/school;
- d) ensuring the quality of the research.

14.4 *Management (provision **optional** based on Article 9.22.1 of the WHW: the faculty regulations may determine that the board of a research institute or research school may be charged with management duties for a period not to exceed five years).*

1. The directors of research in the following research institutes/research schools are charged with management in the interest of their institutes/schools for a term of five years, beginning at the commencement of these regulations:

- a. ....
- b. ....

The management powers described in Appendix ..... are exercised by sub-mandate, subject to the conditions laid down in the EMR and the other administrative prescriptions of the university.

2. Before the end of the five-year term referred to in Paragraph 1, the dean will assess the manner in which the director of research has fulfilled the management assignment and will decide on the extension of this assignment.

14.5

The director of research of the research institute/research school reports to the dean. Each year, the director of research issues a report to the dean concerning the research institute/research school.

#### **Final and transitional provisions**

Article 15

Appointments of members of the Board of Studies for the 2017/2018 academic year remain subject to the provisions of the old faculty regulations, even if the appointment takes place after 1 September 2017.

Article 16

These regulations enter into force the day after they are approved by the Executive Board.

Model FR 2017

Adopted by the dean on (date).

With the approval of the Faculty Student Council and the Personnel Committee on (date).

Approved by the Executive Board on (date).