

Erasmus University Rotterdam Administration & Management Regulations 2021

(BBR-EUR 2021)

These Regulations were adopted by the Executive Board on 14 July 2020

These Regulations were endorsed by the University Council on 16 September 2020

These Regulations were approved by the Supervisory Board on [DATE] 2020

These Regulations will enter into force on 1 January 2021.

BBR-EUR version 12 June 2019	BBR-EUR version 1 January 2021
Article 1 BBR-EUR	Art. 1.1 BBR-EUR
Art. 2 BBR-EUR	Art. 1.1 paragraph 1 BBR-EUR
Art. 3 paragraph 1 BBR-EUR Art. 3 paragraph 2 BBR-EUR Art. 3 paragraph 3 BBR-EUR Art. 3 paragraph 4 BBR-EUR	Art. 2.1 paragraph 1 BBR-EUR Deleted (see Article 1.3 WHW) Deleted Deleted (see Article 18.75 paragraph 6 WHW)
Art. 4 BBR-EUR	Deleted (see Article 9.2 WHW)
Art. 5 paragraph 1 BBR-EUR Art. 5 paragraph 2 BBR-EUR Art. 5 paragraph 3 BBR-EUR Art. 5 paragraph 4 BBR-EUR Art. 5 paragraph 5 BBR-EUR Art. 5 paragraph 6 BBR-EUR	Art. 2.2 paragraph 1 BBR-EUR Art. 2.2 paragraph 2 BBR-EUR Art. 2.2 paragraph 3, Article 2.2 paragraph 4 BBR-EUR (partially deleted, see Article 9.3 paragraph 5 WHW) Deleted (see Article 9.3 paragraph 3 WHW) Deleted (see Article 9.3 paragraph 3 WHW) Deleted (see Article 9.3 paragraph 7 WHW)
Art. 6 BBR-EUR	Deleted (see Article 9.2 paragraph 3 WHW and Article 9.3 paragraph 4 WHW)
Art. 7 paragraph 1 BBR-EUR Art. 7 paragraph 2 BBR-EUR	Deleted (see Article 9.2 paragraph 3 WHW) Deleted (see Article 9.2 WHW)
Art. 8 BBR-EUR	Deleted (see Article 9.6 WHW)
Art. 9 BBR-EUR	Deleted (see Article 9.6 WHW)
Art. 10 BBR-EUR	Art. 2.4 BBR-EUR
Art. 10a BBR-EUR	Art. 3.2 BBR-EUR
Art. 11 paragraph 1 BBR-EUR Art. 11 paragraphs 2a to 4 BBR-EUR	Art. 3.1 BBR-EUR Deleted (see Article 9.7 WHW)
Art. 12 BBR-EUR	Deleted (see Articles 2.2, 2.5, 2.6, 2.8, 2.9, 8.1, 9.4, 9.7, 9.8, 9.27, 9.30 WHW)
Art. 13 BBR-EUR	Deleted (see Article 9.9 WHW)
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Art. 16 paragraph 1 BBR-EUR Art. 16 paragraph 2 BBR-EUR Art. 16 paragraph 3 BBR-EUR	Art. 4.1 paragraph 1 BBR-EUR Deleted Art. 4.1 paragraph 2 BBR-EUR
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Art. 20 BBR-EUR	Deleted (see Article 9.14 paragraph 2 WHW)
Art. 21 BBR-EUR	Deleted (see Article 9.16 WHW)
Art. 22 paragraphs 1 and 2 BBR-EUR Art. 22 paragraph 3 BBR-EUR	Deleted (see Article 9.17 paragraphs 1 and 3 WHW) Deleted (see Article 9.17 paragraph 4 WHW)
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Art. 50 BBR-EUR	Deleted (see Article 9.27 WHW)
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Art. 56 paragraph 1 BBR-EUR Art. 56 paragraph 2 BBR-EUR Art. 56 paragraph 3 BBR-EUR	Art. 13.4 paragraph 2 BBR-EUR Deleted Deleted
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Section I - General

Article 1.1 - Definitions

1. For the purposes of these Regulations, the terms below are defined as follows:
 - *Awb*: General Administrative Law Act;
 - *Management*: the sum total of the Executive Board's decisions, operations and activities for the purpose of implementing EUR policy relating to acquisition and provision of the financial resources, the purchase, care and maintenance of the material resources, the deployment of Officers, and the effective and legitimate utilisation of these resources;
 - *Manager*: the person charged with the performance of Management Duties on the instructions of the Executive Board, in its name and under its responsibility (within the meaning of administrative law) and those of EUR (within the meaning of private law);
 - *Management Unit*: an organisational unit established by the Executive Board in which the Management is carried out by the Manager;
 - *Management Instruction*: regulations concerning the Sub-Mandates and Sub-Powers of Attorney issued in the Management Unit and adopted by the Manager;
 - *Management Duty*: a legal act or resolution relating to management in respect of Officers, financial management, management of movable and immovable property, management of data systems, and management of student facilities, on behalf of EUR or the Executive Board;
 - *Party Concerned*: the person whose interests are directly involved in a Decision, as referred to in Article 1:2 paragraph 1 Awb;
 - *Administrative Body*: a body of a legal entity established in accordance with public law, or a board or person vested with a certain degree of public authority, as referred to in Article 1:1 Awb;
 - *the Party Concerned*: A Student, prospective Student, former Student, external candidate, prospective external candidate, and/or a former external candidate, as referred to in Article 7.59a paragraph 3 WHW;
 - *BW*: the Dutch Civil Code;
 - *Endowed Professor*: an externally-funded professor occupying an Endowed Chair, who provides education at EUR in any event;
 - *Executive Board*: the Executive Board of Erasmus University Rotterdam, an Administrative Body as referred to in Article 1:1 paragraph 1 sub a. Awb;
 - *Department*: a department in the faculty in which Officers work;
 - *Dean*: a Manager and Head of a Faculty as referred to in Article 9.14 WHW, and Administrative Body;
 - *Third Party*: all persons other than Parties Concerned;
 - *EUR*: the legal entity established under public law officially known as 'Erasmus University Rotterdam';
 - *Officer*: a Staff member or person with another title employed by EUR in a certain position, either defined or otherwise (SAP-HR);
 - *Professor*: researcher and/or lecturer occupying a Chair associated with EUR and funded by EUR;
 - *Mandate*: the authority to take decisions in the name of an Administrative Body, as referred to in Article 10:1 Awb;

- *Research School*: a cooperative arrangement formally established among research groups. This definition may also be interpreted as ‘research institute’ as referred to in Article 9.23 WHW;
 - *Staff / Staff Members*: persons employed by EUR;
 - *Regulations*: Erasmus University Rotterdam Administration and Management Regulations 2021, as referred to in Article 9.4 WHW;
 - *Student*: all persons enrolled at EUR and admitted to it, as referred to in Chapter 7 Title 3 WHW;
 - *Sub-Mandate*: Management Duties pursuant to administrative law that are delegated to a subordinate Officer by the Manager or by a less senior Officer;
 - *Sub-Power of Attorney*: Management Duties pursuant to private law that are delegated by the Manager to an Officer or to a less senior Officer;
 - *University Community*: Staff and Students;
 - *Power of Attorney*: an authorisation granted by a Donor to another person (known as the Attorney) to perform legal acts in the Donor’s name, as referred to in Article 3:60 BW;
 - *WHW*: The Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*).
2. If the terms used in these Regulations also occur in the WHW and are not included in the definitions, these terms shall have the same meaning as that in the WHW.
 3. Wherever the masculine form is used in these Regulations, this may also be interpreted as the feminine form and vice versa.
 4. Wherever the singular form is used in these Regulations, this may also be interpreted as the plural form and vice versa.

Section II - Structure and management of EUR

Article 2.1 - Structure of EUR (Article 1.3 WHW)

1. EUR comprises the faculties as specified in Article 4.1 of these Regulations, the International Institute of Social Studies (abbreviated to ‘ISS’) as specified in Article 7.1 of these Regulations, the Erasmus MC as specified in Article 7.2 of these Regulations (abbreviated to ‘EMC’), and the Service Units as specified in Article 10.1 of these Regulations.
2. These Regulations do not pertain to the legal entities affiliated with EUR; we refer you to the EUR Annual Report.

Article 2.2 - Executive Board (Articles 9.2, 9.3 and 9.7 WHW)

1. The Executive Board comprises the Rector Magnificus, the President and a third member.
2. The Rector Magnificus must hold the position of Full Professor at EUR.
3. The Supervisory Board appoints, suspends and removes members of the Executive Board. On behalf of EUR, the Supervisory Board is authorised to conclude contracts relating to employment law with the members of the Executive Board, or to terminate such contracts.
4. Appointments and reappointments of members of the Executive Board shall be for a period not exceeding four years.
5. The President and the Rector Magnificus are both independently authorised to represent EUR judicially and extrajudicially. The President represents the Executive Board as an Administrative Body.
6. Members of the Executive Board are appointed on the basis of the ‘Policy Guideline concerning a procedure for appointing the members of the Executive Board’.

Article 2.3 - Substitute Regulation (Article 9.2 of the WHW)

1. In the event of any absence or impediment of a member of the Executive Board, this member will be replaced according to the provisions as laid down in the “Replacement scheme of the Executive Board of the Erasmus University Rotterdam 2020”

Article 2.4 - Consultations to discuss matters concerning Administration and Management

1. The Executive Board must hold regular consultations with the Managers to discuss the general course of events at EUR in respect of Administrative and Management matters, or matters relating to education and research.
2. The Executive Board must hold consultations with the Manager at least twice every year to discuss Administrative and Management matters relating to the relevant Management Unit.

Section III - Supervisory Board of EUR

Article 3.1 - Composition of the Supervisory Board (Article 9.7 of the WHW)

1. The EUR Supervisory Board comprises five members.

Article 3.2 - Approval of the Budget Plan (Article 9.8 of the WHW)

1. If the Supervisory Board does not approve the EUR Budget Plan on commencement of the period to which the Budget Plan pertains, the Executive Board will solely be entitled to complete its current expenditure. The approval of the Supervisory Board is required for entering into new obligations during this period.
2. In the event of non-approval of the Budget Plan, or the postponement of the decision-making relating thereto, the Supervisory Board may prescribe additional rules in order to ensure a proper procedure during this period.

Section IV - Faculties and programmes

Article 4.1 - Faculties at EUR (Article 9.11 WHW)

1. EUR comprises the following faculties:
 - a. the Faculty of Economic Sciences, known as ‘Erasmus School of Economics’ (abbreviated to ESE);
 - b. the Faculty of Legal Studies, known as ‘Erasmus School of Law’ (abbreviated to ESL);
 - c. the Faculty of Social Sciences, known as Erasmus School of Social and Behavioural Sciences (abbreviated to ESSB);
 - d. the Faculty of Medicine and Health Sciences, known as ‘Erasmus University Medical Centre’ (abbreviated to ‘EMC’);
 - e. the Faculty of Philosophy, known as ‘Erasmus School of Philosophy’ (abbreviated to ESPhil);
 - f. the Faculty of History, Culture and Communication, known as ‘Erasmus School of History, Culture and Communication (abbreviated to ESHCC);
 - g. the Faculty of Business Administration, known as Rotterdam School of Management, Erasmus University (abbreviated to RSM).
2. The Faculties specified in the foregoing are also Management Units.

Explanatory Note

ESHPM

Erasmus School of Health Policy & Management (abbreviated to 'ESHPM') occupies an exceptional administrative position: ESHPM is part of EMC. ESHPM is a sub-management unit of EMC. The Vice-Dean is head of ESHPM.

EUC

Erasmus University College (abbreviated to 'EUC') occupies a special administrative position. EUC is a unit of ESSB. EUC is a sub-management unit of ESSB. The Dean is head of EUC.

Article 4.2 - Initial programmes at the Faculties (Article 9.11 WHW)

1. Appendix 1 to these Regulations specifies the initial programmes established by the faculties.

Article 4.3 - Faculty Board (Articles 9.12 to 9.20 and 9.22 WHW)

1. The board of a faculty comprises one sole person, i.e. the Dean.
2. The Dean is the Manager of the faculty.
3. The Dean is appointed, suspended and removed by the Executive Board. The appointment shall be for a period not exceeding four years.
4. The Executive Board shall prescribe additional rules governing the appointment, suspension or removal of the Dean in the 'Selection and Appointment Procedure for Deans at EUR'.
5. The Dean may establish Departments in respect of education and the pursuit of scholarship.
6. The Dean may establish Boards at the faculties.

Article 4.4 - Programme Board (Article 9.17 WHW)

1. The Board of the relevant programme, or of several programmes combined, comprises the programme director.
2. The programme director may not simultaneously serve as a member of the programme committee for the relevant programme, nor may he/she be a member of the faculty council.

Article 4.5 - Operational Management Board

1. Each faculty has its own Faculty Director of Operations.
2. The Faculty Regulations include additional rules concerning the powers of the Faculty Director of Operations.
3. The Faculty Director of Operations may not simultaneously serve as a member of the Faculty Council for the relevant faculty.

Article 4.6 - Education Committee

1. The Dean is responsible for the composition and powers of the Education Committee in accordance with the Faculty Regulations.

Article 4.7 - Research Committee

1. The Dean is responsible for the Research Committee's composition and powers in accordance with the faculty regulations.

Section V - Research Schools

Article 5.1 - Research Schools: General (Articles 8.1, 9.21, 9.22 and 9.23 WHW)

1. The Executive Board will establish an interuniversity Research School by means of joint regulations. These joint regulations will include additional rules concerning the interuniversity Research School Board, the interuniversity Research School's research programme, and management of its resources.
2. Interfaculty Research Schools are established by the Executive Board.
3. Faculty Research Schools are established by the Dean.
4. The Research Schools, as referred to in this Article 5.1 BBR-EUR, are included in Appendix 2 of these Regulations.

Article 5.2 - Interfaculty Research School Board (Articles 9.21 and 9.22 WHW)

1. The Board of an interfaculty Research School may comprise one or more persons.
2. The Board members of an interfaculty Research School are appointed for a period of four years by the Dean of the faculty, to whom budget holder status has been granted.
3. The Dean may establish an advisory council to provide support to the Board of an interfaculty Research School. The majority of the advisory council members shall be members of the Academic Staff.

Article 5.3 - Research Programme at an interfaculty Research School (Articles 9.21 and 9.22 WHW)

1. Subsequent to approval from the Dean or Deans, the Board of an interfaculty Research School shall compile a five-year research programme.
2. The Board of an interfaculty Research School shall compile an annual research programme, with due observance of the five-year research programme and the guidelines for the pursuit of scholarship established by the Dean or Deans.
3. The annual research programme specified in the preceding paragraph must be sent to the relevant Dean or Deans for their perusal.

Article 5.4 - Management of resources at an interfaculty Research School (Articles 9.21, 9.22 and 9.23 WHW)

1. The faculty, or the participating faculties, is/are responsible for the funding of an interfaculty Research School.
2. The resources shall be managed by the Board of the interfaculty Research School.

Section VI - Graduate Schools

Article 6.1 - Graduate Schools

1. A Graduate School may be established by one sole faculty, or jointly by several faculties.
2. Insofar as a Faculty has established a graduate school, the PhD students at this Faculty shall be members of this graduate school by virtue of their doctoral research.
3. Graduate Schools are responsible for the academic incorporation of PhD students, for the monitoring of these PhD students, for taking care of them, and for organising training sessions for them.
4. Graduate Schools' powers, composition, duties and working methods are provided for in Rules of Procedure. These Rules of Procedure shall be compiled by the Dean of the faculty or the Deans of the relevant faculties.

5. The Graduate Schools thus established are included in Appendix 2 of these Regulations.

Article 6.2 - Graduate School Board

1. The Board of a Graduate School comprises one person only: a director.
2. The Dean or Deans at the relevant faculty or faculties shall appoint the Board for a period not exceeding four years.

Article 6.3 – Management of resources at a Graduate School

1. The faculty or the participating faculties is/are responsible for the funding of a Graduate School.
2. The resources shall be managed by the Board of the Graduate School.

Section VII - ISS and EMC

Article 7.1 - Structure of ISS

1. ISS has been integrated into EUR pursuant to an integration agreement. This integration agreement prescribes additional rules relating to the structure of ISS and its duties.
2. The ISS is a Management Unit.
3. The Rector is the head of ISS. The Rector of ISS is Manager of ISS.

Article 7.2 - Structure of EMC

1. EMC is a joint implementing body ('GUO') in which the Rotterdam University Teaching Hospital and the Faculty of Medicine & Health Sciences ('FGG') are combined on the basis of an agreement to establish a joint implementing body (GUO) Erasmus MC. This agreement prescribes additional rules relating to the structure and Management of EMC.
2. The EMC Executive Board is charged with the governance and Management of EMC.
3. The Dean and the FGG staff are employed by EMC. The collective employment agreement for university teaching hospitals ('CAO-UMC') applies to these staff members.
4. In cases where these Regulations depart from the GUO agreement or from the CAO-UMC, the provisions of the GUO agreement and of the CAO-UMC shall prevail.

Section VIII - Doctorate Board

Article 8.1 - Duties and composition of the Doctorate Board (Articles 7.18, 7.19, 9.10 and 9.53 WHW)

1. The Doctorate Board confers the degree of Doctor and advises on the creating of Full Chairs and the establishing of Endowed Chairs.
2. The Executive Board shall prescribe additional rules concerning the Doctorate Board's powers and duties in the 'Erasmus University Rotterdam Doctorate Regulations'.
3. The Doctorate Board comprises the Rector Magnificus, the Deans of the faculties, the ESHPM Vice-Dean and the ISS Rector.
4. The Rector Magnificus is the Chairperson of the Doctorate Board.
5. A member of the Doctorate Board may be replaced by a Full Professor to be nominated by the former.
6. The members and deputy members of the Doctorate Board are appointed by the Executive Board.

Section IX - Chairs and Professors

Article 9.1 - Creation of Full Chairs and establishment of Endowed Chairs (Articles 9.53 to 9.58 WHW)

1. The Executive Board shall prescribe additional rules pertaining to the creation of Full Chairs and the establishment and termination of Endowed Chairs in the regulations entitled 'Procedure for Chairs & Professors'.

Article 9.2 - Professors and Endowed Professors

1. The Executive Board shall prescribe additional rules relating to the appointment, re-appointment and dismissal of Full Professors and Endowed Professors in the regulations entitled 'Procedure for Chairs and Professors'.

Section X - Central and Support Services

Article 10.1 - Central and Support Services

1. EUR has the following central services:
 - a. the General Management Directorate (abbreviated to 'GMD');
 - b. the University Library (abbreviated to 'UL').
2. EUR has the following support service:
 - a. Professional Services (abbreviated to PRO)
3. PRO comprises seven service units, each of which has its own service director, as follows:
 - a. Education & Student Affairs (abbreviated to 'E&S');
 - b. Erasmus Research Services (abbreviated to 'ERS');
 - c. Finance (abbreviated to 'FIN');
 - d. Human Resources (abbreviated to 'HR');
 - e. Information Technology (abbreviated to 'IT');
 - f. Marketing & Communication (abbreviated to 'M&C');
 - g. Real Estate & Facilities (abbreviated to 'RE&F');
4. GMD, UL and PRO are Management Units.
5. The GMD director, the PRO coordinator and the university librarian are Managers.

Article 10.2 - Secretary of the Executive Board

1. The Executive Board has a secretary. This secretary is also Director of the GMD.
2. The secretary of the Executive Board is appointed, suspended and dismissed by the Executive Board, as EUR's authorised representative.
3. The secretary of the Executive Board is charged with coordinating preparation and implementation of the Executive Board's resolutions.
4. The secretary of the Executive Board chairs the agenda consultation for preparing the Executive Board's meetings.

Article 10.3 - Coordinator of PRO

1. PRO has a coordinator.
2. The PRO coordinator is the Manager at PRO; he/she officially delegates the Management Duties - without any reservations and with scope for differentiation - to the PRO service directors.
3. The PRO coordinator is charged with coordinating the service units.

4. The PRO coordinator is appointed, suspended and dismissed by the Executive Board, as EUR's authorised representative. The appointment is based on recommendations made by the PRO service directors.
5. The PRO coordinator is appointed for a period of two years.
6. The coordinator is *primus inter pares* in respect of the other service directors.

Article 10.4 - The University Librarian

1. The university librarian is head of the University Library.
2. The university librarian is appointed, suspended and dismissed by the Executive Board, as EUR's authorised representative.
3. The university librarian is responsible for compiling all scientific information for education and research purposes, and for its disclosure and management at the central library, the medical library and the institute libraries. In addition, the university librarian is responsible for compiling all information relating to EUR's academic heritage, and for its disclosure and management.
5. The university librarian prescribes additional rules pertaining to use of the central library and the institute libraries.
6. The university librarian delegates the compilation, disclosure and management of material for EMC to the head of the medical library.
7. The university librarian ensures that the Manager of EMC prescribes additional rules pertaining to use of the medical library.

Section XI - Management

Title I - Management Duties

Article 11.1 - Management in respect of Officers (Articles 11.6 and 11.13 BBR-EUR)

1. Management in respect of Officers entails legal acts prescribed in or pursuant to the law or to the policy laid down by the Executive Board, and shall in any event comprise the following:
 - a. structure of the organisation;
 - b. classification of positions using the Hay system;
 - c. adoption of the Reorganisation Plan and the Personnel Plan;
 - d. implementation of reorganisation activities;
 - e. opening up vacancies;
 - f. releasing vacancies for open recruitment and for posting advertisements, or establishment of some other means of recruitment;
 - g. selecting Officers;
 - h. entering into employment contracts with Officers and transferring Officers;
 - i. employment outside EUR (such as secondment), including performance of the necessary acts in this respect;
 - j. dismissal of Officers other than at their own request;
 - k. assigning Officers to a salary scale;
 - l. entire or partial withholding of remuneration, or entire or partial annulment of entitlement to remuneration;
 - m. granting periodic salary increments, promotions, allowances, bonuses and life-course savings schemes;
 - n. reimbursement of expenses;
 - o. imposing the relocation requirement;
 - p. issuing instructions to perform different duties contrary to the relevant Officer's wishes;

- q. the suspension or imposition of a disciplinary measure on an Officer;
 - r. applying holiday and leave arrangements in individual cases;
 - s. taking decisions pertaining to working hours, reductions in working hours, increases in working hours and attendance;
 - t. providing study facilities, including service programmes and granting leave for sabbaticals;
 - u. ensuring assessment of Officers' performance;
 - v. issuing an instruction, non-compliance with which may result in sanctions;
 - w. ensuring and being accountable and responsible for the efficient and legitimate deployment of Officers, including consenting to performance of ancillary activities and establishing the applicable conditions;
 - x. general monitoring of working conditions, including health, safety and welfare, ensuing from activities at EUR;
 - y. maintaining staff administration and performing various administrative acts;
 - z. management of staff data systems authorised at EUR;
 - za. concluding departure and termination schemes.
2. The resolutions passed and acts performed in connection with Management relating to Officers employed at EUR also apply in respect of persons appointed by third parties to perform work at EUR, if and insofar as the Executive Board and the aforesaid third parties have reached consensus on this matter.

Article 11.2 - Financial Management (Articles 11.7 and 11.14 BBR-EUR)

1. Financial Management entails resolutions and legal acts prescribed in or pursuant to the law or to the policy laid down by the Executive Board, and shall in any event comprise the following:
- a. compiling a Budget Plan in which income and expenditure are estimated separately;
 - b. administration of income and expenditure, as well as the Budget Plan, using data systems authorised at EUR;
 - c. administration of assets and liabilities, including registration of movable property, claims and debts, as well as immovable property, loan capital and equity, using the data systems authorised at EUR;
 - d. entering into and provision of loans in cash;
 - e. management of liquid assets and effecting payments;
 - f. entering into obligations and/or carrying out expenditure relating to matters other than construction;
 - g. issuing tenders and concluding contracts;
 - h. carrying out salary administration;
 - i. rendering account and assuming responsibility in respect of Financial Management;
 - j. accepting donations and legacies;
 - k. entering into obligations and carrying out expenditure concerning the construction of new buildings and/or the renovation of existing buildings;
 - l. opening and closing of bank, giro and investment accounts and defining the financial conditions pursuant to which this is effected;
 - m. conducting treasury banking (Ministry of Finance).
2. The resolutions passed and acts performed in connection with Management of EUR's financial resources also apply in respect of funds entrusted to EUR's care by third parties, if and insofar as the Executive Board and the aforesaid third parties have reached consensus on this matter.

Article 11.3 - Management in respect of movable and immovable property (Articles 11.8 and 11.15 BBR-EUR)

1. Management in respect of movable and immovable property comprises resolutions and acts prescribed in or pursuant to the law or to the policy laid down by the Executive Board, which shall in any event include the following:
 - a. the buildings at EUR's sites;
 - b. acquiring, providing, maintaining and safeguarding the aforesaid movable and immovable property;
 - c. determining the use of such property;
 - d. determining the structure for use of such property;
 - e. maintaining and replacing such property;
 - f. placing the buildings at the disposal of the Managers and third parties;
 - g. supervising the legitimate and efficient use of such property;
 - h. administering such property using the data systems authorised at EUR;
 - i. rendering account and assuming responsibility in respect of the legitimate and efficient use of such movable and immovable property;
 - j. accepting and utilising movable property belonging to third parties;
 - k. leasing of movable and immovable property;
 - l. adopting measures as referred to in the 'Rules of Procedure for EUR Buildings, Sites and Facilities 2020'.
2. The resolutions passed and acts performed in connection with Management of EUR's movable and immovable property also apply in respect of movable and immovable property belonging to third parties and entrusted to EUR's care by such third parties, if and insofar as the Executive Board and the aforesaid third parties have reached consensus on this matter.

Article 11.4 - Management in respect of data systems (Article 11.16 BBR-EUR)

1. Management in respect of data systems entails resolutions and acts prescribed in or pursuant to the law or to the policy laid down by the Executive Board, and shall in any event comprise the following:
 - a. determining the structure of the data systems;
 - b. ensuring data entry in these data systems;
 - c. ensuring custody and safeguarding of data collections;
 - d. placing data collections and parts thereof at the disposal of users;
 - e. regulating public access to systems, including regulation of an individual person's access to system components containing personal data on individuals;
 - f. supervising the legitimate and efficient use of such systems;
 - g. rendering account and assuming responsibility in respect of the legitimate and efficient use of the systems.
2. The resolutions passed and acts performed in connection with Management of the University's data files may also apply to the data files in the possession of third parties and placed (or to be placed) at EUR's disposal by such third parties, if and insofar as the Executive Board and such third parties have reached consensus on this matter.

Article 11.5 - Management in respect of student facilities (Articles 11.10 and 11.17 BBR-EUR)

1. Management in respect of student facilities at EUR entails resolutions and acts prescribed in or pursuant to the law or to the policy laid down by the Executive Board, and shall in any event comprise the following:
 - a. management of student administration for Dutch and international Students alike;

- b. management of the education systems;
 - c. ensuring the general welfare of the Students to the greatest possible extent.
2. The resolutions passed and the acts performed in connection with Management of the student facilities may also apply in respect of the student facilities in the possession of third parties and placed (or to be placed) at EUR's disposal by such third parties, if and insofar as the Executive Board and such third parties have reached consensus on this matter.

Title II - Reservations Executive Board and EUR

Article 11.6 - Reservations relating to powers of disposition in respect of Officers (Articles 11.1 and 11.13 BBR-EUR)

1. The Executive Board reserves the following decisions:
 - a. adoption of the Reorganisation Plan and the Personnel Plan (Article 11.1 paragraph 1 sub c.);
 - b. transfers contrary to the relevant Officer's wishes (Article 11.1 paragraph 1 sub h.);
 - c. employment outside EUR (such as secondment), including the required acts relating to PRO Managers and service directors (Article 11.1 paragraph 1 sub i.);
 - d. summary dismissal, including the acts required for this (Article 11.1 paragraph 1, sub j.);
 - e. entire or partial withholding of remuneration, or entire or partial annulment of entitlement to remuneration (Article 11.1 paragraph 1 sub l.);
 - f. granting periodic salary increments, promotions, allowances, bonuses and life-course savings schemes, insofar as this exceeds the net sum of € 12,500 every calendar year (Article 11.1, paragraph 1, sub m.);
 - g. suspending a Staff member, or imposing a disciplinary measure other than a written reprimand or suspension on a Staff member (Article 11.1 sub q.);
 - h. granting leave for sabbaticals (Article 11.1 paragraph 1 sub t.);
 - i. imposing a sanction if an instruction is not performed (Article 11.1 paragraph 1 sub v.);
 - j. concluding departure and termination schemes (Article 11.1 paragraph 1 sub za.);
 - k. classification of the position using the Hay system, insofar as this applies to Professors other than Endowed Professors (Article 11.1 paragraph 1 sub b.);
 - l. opening up vacancies, insofar as this applies to Professors other than Endowed Professors (Article 11.1 sub e.);
 - m. selecting Full Professors (Article 11.1 paragraph 1 sub g.);
 - n. employing Professors and transferring Full Professors; employing Managers and transferring Managers; and entering into employment contracts with PRO service directors and transferring PRO service directors (Article 11.1 paragraph 1 sub h.);
 - o. entering into employment contracts with Full Professors; entering into employment contracts with Managers and transferring Managers; and entering into employment contracts with PRO service directors and transferring PRO service directors of state pension age and older (Article 11.1 paragraph 1 sub h.);
 - p. selecting Managers and PRO service directors (Article 11.1 paragraph 1 sub f.);
 - q. ensuring assessment of Managers' and PRO service directors' performance (Article 11.1 paragraph 1 sub u.);
 - r. ensuring, rendering account and assuming responsibility in respect of Managers and PRO service directors in respect of the efficient and legitimate deployment of Officers, including the granting of consent for performance of ancillary activities and establishing the applicable conditions (Article 11.1 paragraph 1 sub w.);
 - s. determining the Managers' salaries (Article 11.1 paragraph 1 sub l.).

Article 11.7 - Reservations relating to powers of disposition in respect of Financial Management (Articles 11.2 and 11.14 BBR-EUR)

1. The Executive Board reserves the following decisions:
 - a. rendering account and assuming responsibility in respect of Financial Management (Article 11.2 paragraph 1 sub i.);
 - b. accepting donations and legacies (Article 11.2 paragraph 1 sub j.);
 - c. entering into obligations, including the issuing of tenders, and/or carrying out expenditure (Article 11.2 paragraph 1 sub f., g. and k.), in case:
 - (i) the obligation and/or expenditure exceeds the sum of € 206,000 (excluding VAT), on average and on an annual basis; or
 - (ii) the obligation (not being a confidentiality obligation) and/or expenditure relates to a period of more than 4 years; or
 - (iii) the obligation is subject to tacit renewal, unless the initial obligation does not exceed € 1,000 per annum (excluding VAT);
 - d. opening and closing of bank, giro and investment accounts, and defining the financial conditions pursuant to which this is effected (Article 11.2 paragraph 1 sub 1 sub l).
2. From the reservation as stated in paragraph 1 sub c is excluded entering into obligations in connection with grant agreements (including submission of research proposals and receipt and continued payment of amounts for grants), insofar as:
 - (i) it concerns subsidy schemes of the European Commission or the Dutch Research Council (including Health Research and Development);
 - (ii) the duration of the project does not exceed a period of 5 years; and
 - (iii) for personal grants: the grant to be assigned to EUR for the total project, does not exceed the sum of € 2.500.000 excluding VAT; and
 - (iv) for collaborative grants: the grant to be assigned to EUR for the total project, does not exceed the sum of € 1.030.000 excluding VAT.
3. The powers as referred to in paragraph 2 are assigned to the dean.
4. The Executive Board reserves the right to deviate from the provisions in paragraphs 2 and 3 with regards to projects for which EUR acts as coordinator or secretary and where strategic coordination at central level is required.

Article 11.8 - Reservations relating to powers of disposition in respect of movable and immovable property (Articles 11.3 and 11.15 BBR-EUR)

The Executive Board reserves the following decisions:

- a. the construction of edifices and the acquiring, alienation, encumbrance, renting and leasing, and permitting use of EUR's immovable property, including the granting of consent for cancelling mortgages and attachments;
- b. the renting of rooms, insofar as a new contract is concluded relating to business space as referred to in Book 7 Article 290 paragraph 2 sub a. BW.

Article 11.9 - Other reservations relating to powers of disposition

The Executive Board reserves the following decisions:

- a. establishing new legal entities;
- b. amending the Articles of Association of existing legal entities.

Title III - Mandates and Powers of Attorney granted by the Executive Board and EUR

Article 11.10 - Mandates and Powers of Attorney

1. A Mandate and a Power of Attorney issued to a Manager by the Executive Board may not be exercised by the aforesaid Manager if any of the following apply:
 - a. if it concerns a matter of principle, unless the Executive Board has already determined a policy position in this respect;
 - b. if it concerns a matter whereby the prescribed procedure for deliberation or handling has not yet been completed;
 - c. if the Executive Board has announced its intention of dealing with the relevant matter itself.
2. The consequences of legal acts performed by an Officer unauthorised to do so may have to be borne personally by the relevant Officer.
3. The Managers to whom the Executive Board has granted a Mandate and a Power of Attorney must render account thereof to the Executive Board.
4. The Executive Board may at all times demand submission of financial, administrative and other documents from the Managers to whom a Mandate and a Power of Attorney have been granted.
5. The Managers must furnish the Executive Board with an annual overview of the matters they have handled pursuant to their respective Mandates and Powers of Attorney.
6. The Managers must immediately notify the Executive Board of any significant adverse effects or concomitant consequences of a power exercised by a Manager pursuant to his/her Mandate and Power of Attorney. This shall in any event apply to the following:
 - a. the imminent exceeding of the financial resources placed at the relevant Management Unit's disposal in connection with the adopted Budget Plan;
 - b. criminal offences that come to their knowledge during performance of their duties;
 - c. incidents which may result in drastic consequences for EUR.

Article 11.11 - Sub-Mandates and Sub-Powers of Attorney

1. Managers may sub-delegate certain parts of the duties entrusted to them as Managers by means of a Management Instruction, or by means of an individual written injunction, or they may issue a Sub-Power of Attorney in writing to the Officers employed in their own Management Unit.
2. The issuing of a Sub-Power of Attorney or a Sub-Mandate by an Officer must be endorsed by the person granting such powers to the aforesaid Officer.

Article 11.12 - Management Instruction

1. Each Manager must compile additional regulations relating to the structure of the Management Unit and the Sub-Mandate and Sub-Power of Attorney granted by him/her; these are known as 'the Management Instruction'. Adopted or amended Management Instructions require approval from the Executive Board.
2. The Management Instruction provides for the following:
 - a. whether the Management Unit is subdivided into Sub-Management Units, and if so, in what manner;
 - b. a summary of the duties and powers reserved by the relevant Manager for himself/herself;
 - c. a summary of which duties are performed and which powers are exercised by which Officers pursuant to a Sub-Mandate and a Sub-Power of Attorney;
 - d. a provision for performance of Management Duties in the event that the Manager or Sub-Manager is absent.

Article 11.13 - Mandates and Powers of Attorney in respect of Officers (Articles 11.1 and 11.6 BBR-EUR)

1. The Management Duties specified in Article 11.1 of these Regulations shall be delegated and assigned by Power of Attorney to the Managers, except for the reservations specified in Article 11.6 of these Regulations.

Article 11.14 - Mandates and Powers of Attorney in respect of Financial Management (Articles 11.2 and 11.7 BBR-EUR)

1. The Management Duties as specified in Article 11.2 paragraph 1 sub a., b. and c. are delegated to the Managers by Mandate and Power of Attorney.
2. The Management Duties as specified in Article 11.2 paragraph 1 sub f. and g. of these Regulations are delegated to the Managers by Power of Attorney pursuant to the following conditions:
 - (i) the obligation, expenditure, tender or contract may not exceed the sum of € 206,000 (excluding VAT), on average and on an annual basis; and
 - (ii) the obligation, expenditure, tender or contract must relate to a period of 4 years or less; and
 - (iii) in the event that this concerns an obligation or contract subject to tacit renewal, the initial obligation or the initial contract may not exceed the sum of € 1,000 per annum (excluding VAT); and
 - (iv) in the event of renewal of a contract, the initial contract must have been signed by the Executive Board and must contain a once-only fixed-term renewal option.
3. In respect of obligations or expenditure relating to the purchase of products or services, entered into or carried out by Managers and exceeding the sum total of € 214,000 (excluding VAT), the Purchase & Contract Management Department must be notified.
4. The Management Duty as specified in Article 11.2 paragraph 1 sub k. of these Regulations shall be delegated to the PRO Coordinator by Power of Attorney. The conditions specified in Article 11.14 paragraph 2 of these Regulations shall apply in this respect.

Article 11.15 - Mandates and Powers of Attorney in respect of movable and immovable property (Articles 11.3 and 11.8 BBR-EUR)

1. The Management Duties relating to movable and immovable property - as specified in Article 11.3 sub d. to g. inclusive and sub i. (and also sub e. in respect of movable property) of these Regulations - shall be delegated and assigned to the Managers by Power of Attorney.
2. The following Management Duties shall be delegated and assigned to the PRO coordinator by Power of Attorney:
 - a. placing rooms in EUR's buildings at the disposal of the Managers and of the acknowledged student organisations, as referred to in the 'Acknowledgement and Facilities Regulations for Student Organisations' (Article 11.3 paragraph 1 sub f.).
 - b. leasing rooms in EUR's buildings to the Managers and the acknowledged student organisations, as referred to in the 'Acknowledgement and Facilities Regulations for Student Organisations' (Article 11.3 paragraph 1 sub k.).
 - c. leasing rooms in EUR's buildings to third parties, insofar as the Executive Board has not made any reservations (Articles 11.3 paragraph 1 sub k. and 11.8 paragraph 1 sub b.).

Article 11.16 - Mandates and Powers of Attorney in respect of data systems (Article 11.4 BBR-EUR)

1. The Management Duties relating to Management of the data systems - as specified in Article 11.4 of these Regulations - shall be delegated and assigned to the Managers by Power of Attorney.

Article 11.17 - Other Mandates and Powers of Attorney

1. The following Management Duties shall be delegated to the Deans:
 - a. selecting prospective Students in connection with the available education capacity based on qualitative criteria, as referred to in Article 7.53 paragraph 2 WHW;
 - b. compiling the qualitative selection criteria and publishing them in good time, establishing regulations and publishing the selection procedure in good time, as referred to in Article 7.53 paragraph 3 of the WHW.
2. The authority to conduct legal proceedings, refer disputes to arbitrators, reach settlements, accept agreements and acquiesce in Court decisions or decisions by arbitrators, shall be delegated to the Executive Board's secretary by Power of Attorney.
3. The authority to apply for legally-required permits in the field of health, safety and working conditions shall be delegated to the PRO coordinator.

Section XII - Participation in decision-making at EUR

Article 12.1 - Voting Rights (Articles 9.31 and 9.38 WHW)

1. Members of the University Community hold active and passive voting rights for the University Council.
2. Members of the Faculty Community hold active and passive voting rights for the Faculty Councils.
3. The 'Electoral Regulations for the University Council at Erasmus University Rotterdam', the Faculty Regulations in force at the relevant Faculty, and the 'Electoral Regulations for the Service Council of the auxiliary organisational units at Erasmus University' prescribe additional rules concerning active and passive voting rights.

Article 12.2 - Central Electoral Committee

1. A Central Electoral Committee (abbreviated to 'CSB') comprising three members has been established. A deputy member is appointed for each member. One out of the three members and one out of the three deputy members must always be a Student.
2. The CSB is charged with organising and holding elections for members of the University Council and the service councils. In addition, the CSB must facilitate elections for the faculty councils to be organised by the faculty electoral committees.
3. The CSB's powers, composition, duties and working methods are provided for in the 'Rules of Procedure for the Central Electoral Committee'. These Rules of Procedure are adopted by the Executive Board.

Article 12.3 - University Council (Article 9.31 WHW)

1. A University Council is in existence, as referred to in Article 9.31 WHW.
2. The University Council comprises various committees that are responsible for preparing decision-making.
3. The University Council must regulate certain matters in the 'Regulations for the EUR University Council', including the scope, composition, elections, term of office, distribution of resources provided by the Executive Board, and the University Council's powers as a supplement to Article 9:34 of the WHW.

Article 12.4 - Service Councils (Article 9.50 of the WHW)

1. The Management Units referred to in Article 10.1 of these Regulations all have their own Service Councils.
2. The Manager of the relevant service is the contact person for the Service Council.
3. The Service Council's powers, composition, duties and working methods are provided for in the 'Rules of Procedure for the Service Councils of the Management Units at Erasmus University Rotterdam'.

Article 12.5 - Programme Committee (Article 9.18 WHW)

1. A Programme Committee's powers, composition, duties and working methods are provided for in the Faculty Regulations at the relevant faculty, in conjunction with the relevant Programme Committee's internal rules.

Section XIII - Legal Protection of Parties Concerned

Title I - General

Article 13.1 - Legal Protection Facility (Article 7.59a WHW)

1. The Legal Protection Facility is a digital helpdesk where objections, appeals or complaints may be submitted.
2. Parties Concerned may submit such objections, appeals or complaints to the Legal Protection Facility in Writing.

Title II - Objections and Appeals

Article 13.2 - Objections (Article 7.63a WHW)

1. A Student Disputes Advisory Committee has been established at EUR (abbreviated to DAC).
2. The DAC's powers, composition, duties and working methods are laid down by the Executive Board in the 'EUR DAC Regulations'.

Article 13.3 - Appeals; Board of Appeal for Examinations (Articles 7.60 and 7.62 WHW)

1. A Board of Appeal for Examinations has been established at EUR (abbreviated to 'CBE').
2. The CBE's powers, composition, duties and working methods are laid down by the Executive Board in the 'Rules of Procedure for the CBE at EUR'.

Title III - Handling of Complaints

Article 13.4 - Complaints (Title 9 Awb and Article 7:59b WHW)

1. The handling of a complaint, with the exception of complaints as referred to in Articles 13.5 and 13.6 of these Regulations.

Article 13.5 - Complaint Undesirable Conduct

1. Complaints submitted by Parties Concerned and relating to undesirable conduct are handled by the Committee for Undesirable Conduct (abbreviated to 'COG').
2. The COG's powers, composition, duties and working methods are specified in the 'Complaints Procedure concerning Undesirable Conduct'.

Article 13.6 - Complaint Violation of Scientific Integrity

1. Complaints relating to violations of scientific integrity by Parties Concerned are handled by the Committee for Scientific Integrity (abbreviated to 'CWI').
2. The CWI's powers, composition, duties and working methods are laid down by the Executive Board in the 'Complaints Procedure concerning Scientific Integrity at EUR'.

Title IV – Reporting of Alleged Abuse

Article 13.7 - Reporting of alleged abuse

1. Reports submitted by Parties Concerned relating to alleged abuse are handled by the Committee for Reporting Alleged Abuse.
2. The Committee’s powers, composition, duties and working methods are laid down by the Executive Board in the ‘Regulations for Reporting Alleged Abuse’.

Section XIV - Legal Protection of Third Parties

Title I – Objections and Appeals

Article 14.1 - Objections (Article 6 paragraph 1 Awb)

1. Parties Concerned may submit an objection to a decision as referred to in Article 1:3 paragraph 1 Awb.
2. A disputes advisory committee has been established at the EUR (abbreviated to ‘ACB’).
3. The ACB’s powers, composition and working methods are laid down by the Executive Board in the ‘Rules of Procedure for the ACB at EUR’.

Article 14.2 - Appeals: Board of Appeal for Non-Initial Programmes

1. A Board of Appeal for Non-Initial Programmes has been established at EUR (abbreviated to ‘GNIO’); this Board of Appeal is governed by private law.
2. The GNIO’s powers, composition, duties and working methods are laid down by the Executive Board in the ‘Rules of Procedure for the Board of Appeal for Non-Initial Programmes at EUR’.

Title II – Handling of Complaints

Article 14.3 - Complaint

1. With the exception of complaints regarding undesirable conduct or violations of scientific integrity, a Third Party may submit a complaint to the Complaints Committee (abbreviated to ‘KC’) pursuant to Title 9.1 of the Awb about the conduct of an Administrative Body.

Article 14.4 - Complaint Undesirable Conduct

1. Complaints submitted by a Third Party relating to undesirable conduct are handled by the Committee for Undesirable Conduct (abbreviated to ‘COG’).
2. The COG’s powers, composition, duties and working methods are specified in the ‘EUR Complaints Procedure for Undesirable Conduct’.

Article 14.5 - Complaint Violation of Scientific Integrity

1. Complaints submitted by a Third Party relating to violations of scientific integrity are handled by the Committee for Scientific Integrity (abbreviated to ‘CWI’).
2. The CWI’s powers, composition, duties and working methods are laid down by the Executive Board in the ‘Complaints Procedure concerning Scientific Integrity at EUR’.

Title III – Reporting of Alleged Abuse

Article 14.6 - Reporting of Alleged Abuse

1. Reports submitted by a Third Party relating to alleged abuse are handled by the Committee for Reporting Alleged Abuse.
2. The Committee's powers, composition, duties and working methods are laid down by the Executive Board in the 'Regulations for Reporting Alleged Abuse'.

Section XV - Final and Transitional Provisions

Article 15.1 - Interpretation

1. In cases relating to matters provided for in these Regulations which are not covered by these Regulations, or in cases where these Regulations may be interpreted in several ways, the decision shall rest with the Executive Board (with the exception of disputes relating to participation in decision-making as referred to in Article 9.39 WHW).

Article 15.2 - Translation

1. If these Regulations are translated and any conflict arises between the translation and the Dutch version, the Dutch version will prevail.

Article 15.3 - Publication

1. The Executive Board will post these Regulations on the EUR website.

Article 15.4 - Entry into Force (Articles 9.8 and 10.20 of the WHW)

1. Subsequent to their endorsement by the University Council and their approval by the Supervisory Board, these Regulations shall enter into force on 1 January 2021.

Article 15.5 - Official and Abbreviated Titles

1. These Regulations are referred to as: Administration and Management Regulations 2021.
2. These Regulations are abbreviated as: BBR-EUR 2021.

Article 15.6 - Cancellation

1. On the date on which these Regulations take effect, former versions of these Regulations will be cancelled.

Appendix 1 - Initial programmes offered at EUR with effect from 1 January 2021

Appendix relating to Article 4.2 of these Regulations.

Bachelor's degree programmes

B Humanities
B Business Administration
B Public Administration
B Criminology
B Econometrics and Operational Research
B Economy and Business Economics
B Philosophy
B Philosophy of a Specific Area of Science
B Tax Law
B Fiscal economics
B Medicine

B History
B Health Sciences
B Communication and Media
B International Business Administration
B Clinical Technology (joint degree)
B Liberal Arts and Sciences
B Nanobiology (joint degree)
B Pedagogical and Educational Sciences
B Psychology
B Law
B Sociology

Master's degree programmes

M Liability and Insurance
M Accounting, Auditing and Control
M Labour Law
M Business Administration
M Business Information Management
M Clinical Research (research)
M Commercial Law
M Criminology
M Econometrics and Management Science
M Economics and Business
M Health Economics and Management (joint degree)
M Philosophy
M Philosophy (research)
M Finance & Investments
M Financial Law

M Tax Law
M Fiscal Economics
M Medicine
M History
M Global Business & Sustainability
M Health Economics, Policy & Law
M Health Sciences (research)
M Human Resource Management
M Infection and Immunity (research)
M International Management
M International Public Management & Public Policy
M Arts and Culture Studies
M Management of Innovation
M Marketing Management
M Media Studies
M Media Studies (research)

M Molecular Medicine (research)
 M Nanobiology (joint degree)
 M Neuroscience (research)
 M Corporate Law
 M Organisational Change & Consulting
 M Pedagogy and Education
 M Psychology
 M Public Administration
 M Health Care Law
 M Law
 M Research Master in Public Administration (research)

M Research Master in Business Data Science
 M Research Master in Business & Management (research)
 M Sociology
 M Strategic Entrepreneurship
 M Strategic Management
 M Supply Chain Management
 M Technical Medicine (joint degree)
 M Tinbergen Institute Master of Philosophy in Econ. research
 M Toga Master
 M Health Care Management

Appendix 2 - Research Institutes and Research Schools

Appendix relating to Sections V and VI of these Regulations.

The following interfaculty research institutes and research schools are in existence at EUR:

1. **Research schools where EUR is the budget holder:**
 - a. Faculty:
*Cardiovascular Research School, Erasmus University Rotterdam (COEUR);
 Erasmus Postgraduate School of Molecular Medicine (MolMed);*
 - b. Inter-faculty:
*Erasmus Research Institute of Management (ERIM);
 Netherlands Institute for Health Sciences (NIHES);*
 - c. Inter-university:
*Philosophy Research School (OZSW);
 Tinbergen Institute (TI).*

2. **Research schools in which EUR participates:**
*Experimental Psychological Research School (EPOS);
 Experimental Psychopathology (EPP);
 Huizinga Institute - Inter-university Research School for Cultural History (Huizinga);
 Inter-university Research School for Psychometrics and Sociometrics (IOPS);
 Kurt Lewin Institute (KLI);
 Netherlands Institute of Government (NIG);
 N.W. Posthumus Institute (Posthumus);
 Research School for Transport, Infrastructure and Logistics (TRAIL);
 Research School for Neurosciences Amsterdam Rotterdam (ONWAR);
 Research School for Human Rights (Human Rights);
 Research School for Resource Studies for Development (CERES);
 Medical Genetics Centre South-West Netherlands (MGC);
 Inter-university Centre for Educational Science (ICO);
 Research School The Netherlands School of Communications Research (NeSCoR)
 Netherlands Graduate Research School of Science, Technology and Modern Culture (WTMC)*

3. **Graduate schools:**

*Erasmus Graduate School of Social Sciences and the Humanities (EGSH) (interfaculty: ESPhil, ESSB, ISS and ESHCC);
Erasmus Graduate School of Law (EGSL) (faculty: ESL);
Erasmus MC Graduate School (faculty: Erasmus MC);
Erasmus Research Institute of Management (ERIM);*

.....
Mr H.N.J. Smits
President

.....
Professor R.C.M.E. Engels
Rector Magnificus

.....
Mrs R. Ritsema van Eck
Member of the Executive Board

