

HANDOVER UC 2022-2023

Erasmus University Rotterdam



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1. Introduction

Dear staff or student member,

Congratulations on becoming a member of the University Council (UC) 2023-2024! Even though you are officially starting as a council member in September, with this handbook you can already start preparing for next academic year right now.

Erasmus University Rotterdam (EUR) is a big university and since you and 23 other UC members will be representing all these people at this university, you must know where the previous UC left of so you can decide how the wishes of you and the people you represent within the university are best served for the coming year. Therefore, you need to know all the ins and outs of this UC and its struggles. This might sound like a lot, but we will make sure that you are ready for your task as a council member when you start in September. The more and the better you prepare yourself for the next academic year, the more you will be able to achieve during UC membership! Therefore, we hope to see you all during the onboarding in August.

In combination with the upcoming onboarding, handbook will help you to understand how the UC is composed, what its tasks are, what projects have been discussed in the past and what you can expect from being a member of the UC at Erasmus University Rotterdam. The goal of this handbook is to facilitate the exchange of knowledge and skills to you as new UC member. This way we hope to achieve continuity and understanding of the work of the Council.

You can always contact the UC secretariat if you have any questions, we would love to help you!

Kind regards,

Ivonne Cune-Noten

Chair University Council

1.1 The University Council

The University Council (UC) represents the students and staff members of Erasmus University Rotterdam on a central level. The University Council regularly meets with the Executive Board to discuss central policies of the university regarding education, research, finance, HR and organization. The University Council provides advice on request, but also proactively, and has the right of consent on certain matters.

2. UC members 2022-2023

Student members

The elected student members of 2022-2023 were Cagla Altin, Simo Azzarhouni, Veerle Bakker, Sandra Constantinou Juhasz, Tom van Dijken, Erin van Gestel, Wesley Hennep, Patryk Jarmakowicz, Nawin Ramcharan, Wincey Randoe, Friso Roos and Luuk van Tol.

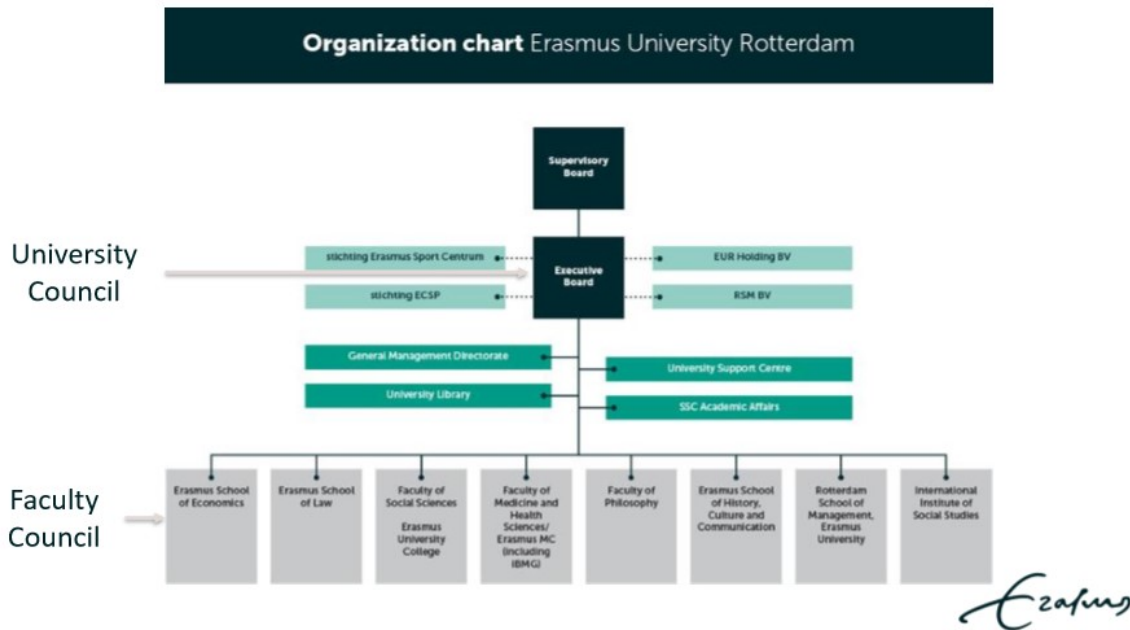
Staff members

The elected staff members of 2022-2023 were Emese von Bóné (ESL), Irena Boskovic (ESSB), Georgiana Carp (RSM), Jaap Cornelese (PRO), Aleid Fokkema (ESHCC), Ernst Hulst (ESHPM), Sebastiaan Kamp (PRO), Natascha Kraal (EMC), Chaya Raghoenath (ISS), Nikita Schoemaker (ESSB), Albert Wagelmans (ESE) and Max Wagenaar (ESPhil).

Chair

The UC chair 2022-2023 was Ivonne Cune-Noten

3. UC vs ELC /FC /SC and PC



3.1 UC versus ELC

There are two centrally organised participatory bodies. The University Council and Erasmus Labour Council (ELC). The rights of the UC stem from the [WHW](#). The rights of the ELC stem from the [cao](#) (labour agreement). In addition, both bodies can make additional agreements regarding their rights with the organisation. All rights can be found in the regulations.

All Universities in the Netherlands have a local negotiating platform (the *lokaal overleg* called ELC within EUR) where the employer (the Executive Board) negotiates with the employees about the legal position and employment conditions at the institution. The ELC also has oversight on how the EUR makes changes to adapt to the modifications in the *cao*.

On EUR intranet you can find extensive information about the ELC and its rights within the University: <https://my.eur.nl/en/eur-employee/organisation/employee-participation/erasmus-labour-council-elc>

3.2 UC versus FC and SC

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3.3 UC versus PC

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4. Rights of the UC

The aim of the UC is to monitor the central policy- and decision-making process in the best interest of the EUR community. We do this by powers given by law as stated in the [WHW](#). The basic principle is that the Executive Board, generally in consultation with the faculties, manages the university. Due to the specified powers the University Council can exert influence on proposed decisions made by the Executive Board. On many topics the University Council has the right of consent or the right to advise. Additionally, regarding all topics the Council has the right to be informed, right of initiative and the right to be heard.

4.1 Right of consent

Before a document is established by the EB, the EB must request the UC's consent on the following topics:

- The EUR strategic plan
- The institutional plan
- The main elements of the budget
- The structure of the quality assurance system
- The Student Charter
- The administrative and management regulations
- The health, safety, and welfare regulations
- The University Council regulations
- The profiling fund

Within the course of one cycle the Council shall assess the proposed decision of the Executive Board and determine whether the interests of employees and students are not harmed as a result of this decision. Please note that the UC must respond to the EB's request for consent or advice within 8 weeks.

If the UC gives its consent, the Executive Board will inform the UC as soon as possible about the plan or the next steps to be taken. If the UC does not give its consent, the EB has a few options (maintain the proposal, present the proposal in modified form to the UC or withdraw the proposal). The EB is obliged to inform the UC within 8 weeks about which option they choose. If the EB does not inform the UC within 8 weeks, the proposal will be withdrawn.

4.2 Right of advice

For many topics the Executive Board must submit proposals to the University Council to obtain their advice on specific decisions. The Council can then make its position clear by advising the Board. This can mean that the Council advises changes to be made to the proposed plans (or parts of the plan).

The Executive Board is not required to follow this advice but can only issue a definitive decision when the University Council has issued its advice on this decision. It is therefore important for the Council to convince the Executive Board using persuasive arguments that modification of the plans shall lead to better outcomes for the university.

The rights to advise are firstly listed extensively in the Higher Education and Scientific Research Act, but ultimately the University Council has the right to issue advice on the "the proper course of business" at the University. The Executive Board cannot simply ignore advice from the University Council; this must be substantiated with arguments. If the University Council does not modify the advice and a difference of opinion persists, the Council can implement a dispute settlement procedure.

4.3 Right of information

The right to be informed implies that the University Council has the right to all information that is required to carry out its work. The Council can therefore request information on practically any topic from the Executive Board.

4.4 Right of initiative

Due to the right of initiative the University Council can make proposals to the Executive Board whenever it pleases as long as the proposals are well-founded and somewhat appropriate within the context of the central policy of the EUR. In this way the Council itself can also improve concrete issues at the university.

4.5 Right to be heard

Finally, the University Council has the right to be heard before decisions are taken. Only after the Council feels that its opinion has been taken into consideration can such a decision be taken definitively. An example of this is the Council's right to be heard during the appointment of a new Rector Magnificus.

5. Specific roles within the UC

A number of TF and roles within the UC are specifically mentioned within the WHW, or specifically designed for the UC. For some UC-members also receive additional compensation. Those TF and roles are explained below.

5.1 Presidium

The 'daily board' of the University consists of the Presidium, consisting of the Chairman and four members (two members from the staff section and two from the student section). The presidium meets each week on Monday.

Each week the clerk draws up the agenda for the Presidium in consultation with the chair. Standard topics that are discussed by the Presidium are: agenda of all meetings as further explained in chapter 5, state of affairs of events that are planned by the UC or that the UC is invited for, state of affairs UC which include requested waivers or requests the UC secretariat has received.

Before the EB-deans consultation takes place, the secretary of the Board discusses the agenda with the presidium of the university council.

The Presidium is also invited to the cortege of the opening of the academic year and the Dies Natalis.

5.2 Confidentiality committee

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5.3 HeQa TF members

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5.4 Secretariat

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5.5 CMT student member

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5.6 Marketing & communication

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5 Cycles of the UC

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5.1 The cycles explained

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University Council 2023-2024					
Consultation Meeting: Executive Board + Complete UC + Policy makers on request 14:00-16:30u	Deadline topics to clerk, 12:00u	Deadline documentation, 12:00u	1st Plenary Meeting: Complete UC 14:00-16:00u	2nd Plenary Meeting: Complete UC + Policy Makers on request 14:00-17:00u	3rd Plenary Meeting: Complete UC 14:00-16:00u
26-9-2023	25-8-2023	28-8-2023	5-9-2023	19-9-2023	3-10-2023
7-11-2023	29-9-2023	3-10-2023	10-10-2023	31-10-2023	14-11-2023
12-12-2023	10-11-2023	14-11-2023	21-11-2023	5-12-2023	19-12-2023
30-1-2024	15-12-2023	19-12-2023	9-1-2024	23-1-2024	6-2-2024
14-3-2024	2-2-2024	6-2-2024	13-2-2024	5-3-2024	19-3-2024
16-4-2024	15-3-2024	19-3-2024	26-3-2024	9-4-2024	23-4-2024
28-5-2024	26-4-2024	30-4-2024	7-5-2024	21-5-2024	4-6-2024
2-7-2024	31-5-2024	4-6-2024	11-6-2024	25-6-2024	9-7-2024

5.2 Timetable

There are topics that are shared with the UC and activities that are organized on an annual basis. Below is an indication of what the UC can expect for each cycle/period.

Starting of the Academic Year

- Onboarding

First cycle

Second cycle

Third cycle

Fourth cycle

Fifth cycle

Sext cycle

Seven cycle

Acht cycle

Raping up the year and preparing new AY

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5.3 Submitting topic UC

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5.4 Submitting topic organisation

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5.5 Agenda setting

6. Absence

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6.1 Requesting waiver

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6.2 Absence registration

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7. Meetings UC

7.1 Plenary Meetings

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7.2 Consultation meetings

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7.3 Chairs meetings

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7.4 Good Conversation

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7.5 SB/UC meeting

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8. Task Forces

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8.1 Semi-permanent TF

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8.2 Short cycle TF

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8.3 UC members x TF

9. Documentation

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9.1 Teams environment

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9.2 Channels

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9.3 Letters

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10. Handover Task Forces

TF HEQA

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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TF Finance

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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Handover TF Sustainability

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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Handover TF Strategy EUR

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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Handover TF Wellbeing & Social Safety

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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Handover TF Diversity & Inclusion (D&I)

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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Handover TF Real Estate & Facilities (RE&F)

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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Handover TF Educational Vision

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Important topics 2022-2023

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Specific points of attention for UC 2023-2024

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