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HU Participatory Decision-Making Regulations

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1 Preamble

The Executive Board (CvB) sees it as its own social task to continuously improve the quality of education, research and knowledge valorisation. It facilitates the dialogue on this within the HU by organising horizontal, value-driven consultations and laying this down visibly for everyone in these regulations. The CvB attaches great value to the view of the participatory bodies when setting out these regulations. In a synchronous development with the board and the supervisory board, the HU's participatory bodies have expressed their views on participatory decision-making as follows:

1. Our contribution aims to get the HU to excel

Participatory decision-making aims at promoting the realisation of the HU's mission. We conduct an early substantive dialogue with the board on new policies. We test the quality of new policy plans. We check whether there is sufficient support for the plans. We check whether the interests of the various stakeholders have been properly considered. We monitor the implementation of policy.

In this way, we contribute to promoting the quality of education, research and the HU social value creation.

2. We encourage organisational development

Participatory decision-making plays an active role in the organisational development that HU is going through. We encourage the input of (hands-on) experts in the drafting of new policy. If organisational development has a slow and unsatisfactory start, if agreements are not properly fulfilled or if structural problems arise in the organisation that are not dealt with, we will bring this up for discussion.

3. We represent students and staff members during consultations with the board

We are democratically elected to conduct formal consultations with the board on the organisation's policies on behalf of students and staff members.

As part of the checks and balances, we act as a critically constructive partner of the board and provide the necessary dissent.

As an independent body, we are an equal discussion partner of the board. In doing so, we are aware of the different roles and responsibilities of the participatory bodies and the board.

4. We are part of several networks

We are part of a society with diverse views and we operate in a force field with various internal and external stakeholders.

We value horizontal and vertical cooperation with other (participatory) bodies, both internally and externally. We strengthen each other by exchanging information, sharing knowledge and providing each other with substantive advice.

5. We are inclusive and diverse

All HU students and staff members can, as far as legally possible, become members of a participatory body.

We work together as colleagues on an equal footing. We encourage and value the input of every member.

6. We are flexible

In these times of stormy, often unexpected developments, not everything can be laid down in regulations. In principle, participatory decision-making follows the structure of the board, but this is not always possible. Depending on the situation, we make agreements with the board on how participatory decision-making will be fleshed out. This means that participatory decision-making applies to new network developments, even if no separate council has been created for them. As a result, participatory decision-making takes place where these developments will have the most impact.

7. We are transparent

We draft our goals and communicate them to the board, students and staff members. We inform stakeholders about the results and progress of the consultations with the board. In our own annual report, we render account of the past year's activities.

8. Participation councils and study programme committees are learning teams

We assess what competences we need to perform our tasks well. We provide training and introduction of new members. We are well facilitated to play our role.

We evaluate our activities and working methods internally as well as with the board and adjust them where necessary.

2 Abbreviations and concepts

For the sake of the readability of this document, it was decided to use the reference forms 'he' and 'his' when referring to persons of the (joint) participatory bodies.

In these regulations, the following definitions apply:

Academic year:	The period beginning on 1 September and ending on 31 August of the following calendar year.
BAC:	Appointments Advisory Committee.
BBR:	Board and management regulations.
BDR:	Corporate Staff Council.
Blank vote:	A vote cast that is neither for nor against a proposal. A blank vote does count in the result of the vote.
CROHO:	Central Register of Higher Education Study Programmes (CROHO).
CvB:	Executive Board.
DB:	Managing Committee.
DR:	Services Council.
Director:	The director of the organisational unit who manages an organisational unit and is a consultation partner of the participatory body.
Disputes committee:	National Commission for Disputes on Participation in Higher Education.
Electoral Committee:	The committee organising the elections on behalf of the HSR.
(G)OC:	(Joint) Study Programme Committee.
HSR:	University Council.
KCR:	Research Centre Council.
Management plan:	Annual plan of an institute, knowledge centre or service to indicate which activities will be carried out to achieve its multi-annual strategic objectives.
Organisational unit:	Institutes, training, knowledge centres and services.
Personnel:	Those who have an employment contract with HU on the basis of the Collective Labour Agreement for Higher Professional Education.

Policy:	HU policy adopted by the CvB, which also serves as a framework for plans of institutes, knowledge centres and services.
Prospective member:	Prospective member of a participatory body, asked to participate, has no voting rights.
Quorum:	Minimum number of members required to be present (physically or online) for a voting procedure to be considered valid.
RvT:	Supervisory Board.
Simple majority:	Half plus one of the number of members in the meeting.
Staff delegates:	Members of the participatory body elected or appointed from and by staff members.
Student:	The person enrolled as a student (full-time, part-time, dual) at HU according to the HU Student's Charter.
Student delegates:	Members of the participatory body elected or appointed from and by students.
TAM:	Participation Advisory Team.
The HU:	The HU University of Applied Sciences Utrecht.
Voting abstention:	A vote not cast.
Week	A period of seven consecutive days, excluding generally recognised public holidays and the Christmas and summer recesses. These exceptions suspend the deadlines set out in these regulations.
WHW:	Higher Education and Scientific Research Act.
Wvb:	Strengthening Governance of Educational Institutions Act.

3 Participatory bodies

The HU participatory bodies consist of:

1. [the Study Programme Committees;](#)
2. [the Institute Councils;](#)
3. [the Knowledge Centres Council;](#)
4. [the Services Council;](#)
5. [the Corporate Staff Council;](#)
6. [the University Council.](#)

I Cooperation between participatory decision-making and the board

The basis of cooperation is trust. The aim of cooperation is to conduct a dialogue on promoting the quality of teaching, research and service. To conduct this dialogue properly, it is necessary that all participants have the opportunity to share their thoughts and opinions openly and that mutual trust is observed. In situations where confidentiality is in the HU's best interests, the management and participatory decision-making carefully align their approach to how the shared information is handled. This harmonisation includes the duty of confidentiality and integrity code.

It is also important that (prospective) participatory decision-making members and former members may not suffer any adverse effects in their position at HU because of their participatory decision-making membership.

Every year, in coordination with the participatory decision-making, the management establish an information protocol. This protocol describes documents that are discussed between the management and participatory decision-making, provided with a status (consent, recommendation, information).

II Participation Advisory Team

The Participation Advisory Team (TAM) provides solicited and unsolicited legal, organisational, advisory and coaching support to participatory bodies and their members. This way, the TAM facilitates the cooperation process between management and participatory decision-making to reach a decision. In doing so, it takes a professional and impartial position.

3.1 The (Joint) Study Programme Committee ((G)OC)

3.1.1 Duties and rights

1. The general task of the (joint) study programme committee ((G)OC) is: to advise on promoting and guaranteeing the quality of the study programme. This is done, among other things, by stimulating the quality dialogue, in which students and staff members of the study programme can be actively asked for input. The (G)OC gives solicited or unsolicited advice to the institute council (IR) and to the director/programme management on education in the programme. The (G)OC sends its advice and proposals to the IR for information.
2. Furthermore, the (G)OC advises on promoting and ensuring quality by:
 - a. annually assessing the way in which the education and examination regulations are implemented;
 - b. discussing the visitation report of programme accreditations with the director/programme management.
3. The (G)OC has the right of consent on the following subjects:
 - a. the way education in the programme is evaluated;
 - b. the content of the graduation subjects within a study programme;
 - c. the qualities in terms of knowledge, insight and skills that a student must have upon completion of the study programme;
 - d. the design of practical exercises;
 - e. the study load of the study programme and of each of the units of study forming part of it;
 - f. if applicable: the way in which the selection of students for a special programme within a study programme, as referred to in Article 7.9b of the WHW (aimed at obtaining a higher level of knowledge) takes place;
 - g. other rules and regulations arising from legislation, which require the approval of the (G)OC.
4. With regard to the education and examination regulations, the (G)OC has the right to advise on:
 - a. the content of the programme and of the related examinations;
 - b. the manner in which students with a disability or chronic illness are reasonably enabled to take the examinations;
 - c. the monitoring of study progress and individual study guidance;
 - d. rules for new study recommendation and referral in the propaedeutic phase;
 - e. the number and sequence of examinations and the moments at which they can be taken;
 - f. the full-time, part-time or dual structure of the study programme;
 - g. the time period during which and the number of times per academic year the opportunity is given to take the (interim) examinations;
 - h. the period of validity of examinations passed;
 - i. whether the examinations are taken orally, in writing or by other means;
 - j. the public nature of oral examinations, except for the authority of the examination board to determine otherwise in special cases;
 - k. the period within which the results of an examination are announced and whether and how this period may be deviated from;

- l. the manner in which and the term within which the person who has taken a written examination can inspect his assessed work;
- m. the manner in which and the term within which the questions and assignments (asked or given in the context of a written examination) and the norms by which the assessment was made may be examined;
- n. the reason why an examination board may grant exemption from taking one or more examinations;
- o. when passing examinations is a condition for taking other examinations;
- p. if applicable: the obligation to participate in practical exercises with a view to admission to take the examination, except for the power of the examination board to grant exemption from this obligation, with or without setting substitute requirements;
- q. the actual design of the education.

3.1.2 The Quality Dialogue

1. Consultation and initiative

- a. The programme management and the (G)OC meet within 14 days at the reasoned request of either.
- b. The programme management and the (G)OC discuss the general state of affairs in the organisational unit at least twice a year.
- c. The (G)OC may discuss all matters concerning the study programme(s). The (G)OC may put forward its proposals and opinions to its study programme management. The programme management decides on a proposal by the (G)OC only after at least one consultation with the (G)OC has taken place. The programme management must respond to these proposals in writing with a substantive explanation within five weeks of their submission.
- d. The (G)OC responds to a request for consent from the programme management within five weeks. This deadline may be deviated from with the agreement of both parties.
- e. If the (G)OC does not indicate whether or not it will give its consent within this period, the (G)OC has automatically agreed to the decision. In the case of not responding in time to a request for advice, this means that the (G)OC has abstained from giving advice.
- f. If the programme management does not wish to or does not wish to fully follow the advice, the (G)OC is asked to hold further consultations with the programme management before the decision is finalised.
- g. The programme management and the (G)OC may be assisted by advisers during the consultation.

2. Responsibility for informing

- a. The programme management provides, solicited and unsolicited, in a timely manner all information that the (G)OC reasonably and fairly requires for the fulfilment of its task.
- b. At the beginning of a term of office, after consultation the programme management provides the (G)OC with the desired basic information about the organisation within the study programme and the applicable plans.
- c. Information that must be specially compiled to answer questions from the (G)OC can be requested via the director/programme management.

- d. The programme management informs the (G)OC annually about the implementation of the plans. For the (G)OC, this means that the (G)OC has access to the Integrated Report December of the reporting year of its own study programme.

3. Reporting

- a. The (G)OC ensures that its agenda and reports of the meetings are sent to the programme management and are available for staff members and students of the relevant programme(s).
- b. The (G)OC reports annually on its activities and ensures that this report is available to staff members and students.

3.1.3 Scope and composition

1. The director is responsible for the existence of a Study Programme Committee for each programme or group of programmes (Associate degree, Bachelor's and/or Master's).
2. The decision to establish or dissolve a (G)OC is taken by the director, with the consent of the (G)OC involved. This requires the consent of the IR.
3. If a Study Programme Committee is established for two or more study programmes, that Study Programme Committee is a Joint Study Programme Committee (GOC).
4. Each programme (or group of programmes) has a (G)OC consisting of three staff members, three student members and three prospective members.
5. A (G)OC must have at least three members, with a representation of staff members and student members. If this minimum number is not reached at any time, a (G)OC from another study programme in the institute, nominated by the IR of the institute, takes over the tasks temporarily. If the institute consists of only one study programme, the IR takes over the rights and duties until the minimum number of three members is reached again.

3.1.4 Appointment procedure

1. The (G)OC forms a BAC consisting of at least two (G)OC members.
2. The (G)OC nominates the BAC to the programme management, which formally appoints the BAC.
2. The BAC takes care of the recruitment and selection of new (prospective) members in consultation with the programme management of the programme(s).
3. In the case of a GOC, it is determined in consultation with the programme management of the programme(s) and the BAC whether more (prospective) members are needed for the number of tasks of a GOC.
4. The BAC nominates new members for appointment to the programme management of the programme(s).

5. The programme management of the programme(s) ratifies the BAC's proposal by formally appointing the selected (prospective) members.
6. Appointable student members of the (G)OC are students enrolled in the programme(s).
7. Appointable staff members of the (G)OC are staff members with an employment contract with the HU for a definite or indefinite period, working at the study programme.
8. Appointed students and staff members may simultaneously be members of more than one participatory body, with due observance of paragraphs 7, 8, 10 and 15 of this article.
9. Members of the CvB, directors and other management of the organisational unit cannot be members of the (G)OC.
10. An (upcoming) vacancy for one or more (G)OC members will be announced by the institute or study programme to all students and/or staff members of the institute.
11. When the participation councils have newly appointed members, the reappointment of (prospective) members of the (G)OC also starts. For this, the above steps are followed.
12. Members nominated for reappointment by the BAC cannot themselves be members of the BAC.
13. In case there are insufficient or no (G)OC members available for the BAC, the BAC is supplemented by members of the IR. The sitting (G)OC together with the board of the study programme ensures the composition of the BAC with IR members.
14. It is not possible to be a member of both the staff members and student delegates of the (G)OC.
15. Study Programme Committee members cannot be members of the Electoral Committee.

3.1.5 Term of office and end of membership

1. Altogether, a (G)OC member can serve on the same study programme committee for a maximum of six years. In appropriate cases, circumstances may make it necessary to extend the maximum term of office by one period, from six to eight years. A (G)OC can make use of this under the following conditions:
 - a. the (G)OC has a schedule to guarantee continuity, indicating for which period a member is available for council work and which position he aspires to in the long term;
 - b. the (G)OC indicates the reasons why it wishes to make use of the possibility to extend the maximum term of office and informs the CvB/the director accordingly;
 - c. the (G)OC accounts for the application of the possibility to extend the maximum term of office in the annual report.
2. The (G)OC draws up an appointment and retirement schedule.
3. Reappointment of a member who held a position in the (G)OC does not automatically mean that this member holds that position again.

4. A (G)OC member has the possibility to temporarily suspend his membership, with the right to return to the seat. This is only possible if the reason is related to work or study or in case of force majeure. In this case, facilitation is temporarily discontinued. The period during which membership is temporarily suspended does not form part of the total term of appointment.
5. End of (G)OC membership
 - a. The (G)OC membership ends:
 - i. if the requirements for membership are no longer met;
 - ii. with the expiry of the term of office;
 - iii. at their own – written – request, addressed to the CvB of the (G)OC;
 - iv. upon violation of the duty of confidentiality.
 - b. The decision to terminate membership as referred to in paragraph a. iv. can only be taken after the member concerned has been invited for an interview and by a majority of two-thirds of the number of valid votes cast at a meeting at which at least three-quarters of the members of this council are present. For a three-member (G)OC, the remaining two members decide on the exclusion of the third member.
 - c. The member who is excluded will be informed of this personally.

3.1.6 Function and operating procedure

1. The (G)OC elects from among its members at least a chairman, vice-chairman (who is also deputy chairman) and secretary. Together they form the Managing Committee (DB).
2. The positions of chairman, vice-chairman and secretary are held by two students and one staff member.
3. The (G)OC is legally represented by two members acting together, including at least the chairman or his deputy.
4. The (G)OC is represented outside court by the chairman or his deputy.

Decision-making

1. The (G)OC can take decisions only if at least half plus one of the number of members are present at the meeting.
2. A blank vote counts towards the quorum. An abstention does not count towards the quorum.
3. If a decision cannot be taken at a meeting due to the absence of a quorum, the decision may still be taken at the next meeting if the quorum is again absent.
4. The (G)OC decides by a simple majority of votes except in cases where the law or these regulations require a different majority.
5. Members vote independently and they are not bound by any instructions.

6. Prospective members have no voting rights.

3.1.7 Facilities, costs and support

1. *Facilities and training*

- a. The (G)OC can make use of HU facilities to fulfil its task. The (G)OC consults on this with the director/programme management of the programme(s).
- b. The (G)OC meets within reasonable limits as much as possible during working and study time.
- c. Students and staff members are given the opportunity to attend the meetings.
- d. The (G)OC and the director/programme management together determine the training needs of the members of the (G)OC.
- e. HU staff members will be given the opportunity to receive this training during working hours and with retention of salary.
- f. The (G)OC will receive official support and support for expertise advancement by the TAM:
 - i. professionalisation and training of members;
 - ii. information and knowledge sharing;
 - iii. facilitation of dialogue with the director/programme management of the programme(s);
 - iv. customised process and procedural advice (including legal questions, questions on cooperation/annual plan, tasks and competences).

2. *Consulting experts:*

- a. The TAM provides tailored advice. If this is not sufficient, external expertise can be hired in by the (G)OC. The hiring and costs must be approved in advance by the director/programme management.
- b. An expert may be asked to give a written opinion. The (G)OC informs the director/programme management of the programme(s) of the experts to be invited. If the expert charges costs, the regulation described below for costs of participation applies.

3. *Consulting constituencies*

The (G)OC informs the director/programme management of the time, the required time and the way the (G)OC wants to consult the constituency.

4. *Exemption and compensation*

- a. The time spent by staff members on participatory decision-making must be spent within working hours as much as possible. The exemption, assuming 52 weeks per year, consists of:
 - i. members: 0.05 FTE;
 - ii. chairman, vice-chairman, secretary: 0.075 FTE.
- b. Student members are compensated for their expenses and time by:
 - i. a coffee/tea pass;
 - ii. a fixed expense allowance of 0.05 FTE (members) and 0.075 FTE (chairman, secretary and vice-chairman), expressed in the number of hours per month times the rate applied by HU for student assistance;

- iii. if a student member receives compensation for participation in a participatory body, he can no longer receive compensation from the Profiling Fund, unless the reason why an appeal is made to the Profiling Fund has nothing to do with participation in a participatory body.

5. *Costs of participatory decision-making*

- a. Costs reasonably necessary for the fulfilment of the task of the (G)OC and its committees will be charged to the budget of the programme(s).
- b. The costs for training, for the hiring of experts and legal assistance by (G)OC will only be borne by the HU if the director/programme management has given prior approval for incurring these costs.
- c. The (G)OCs are allocated a budget for promotion, catering and communication.

3.2 The Institute Council (IR)

3.2.1 Duties and rights

The role of the institute council (IR) is: to advise the director on the proper functioning of the institute. The director ensures the timely seeking of advice on decisions affecting the objectives, budget and smooth running of the institute. The IR has:

1. the right to consent to the institute's management plan, which is drawn up annually by the director. This management plan indicates which activities are carried out to achieve the multi-annual goals set out in the HU's ambition plan.
2. right of consent to the following plans for the institute:
 - a. plans regarding the design and quality of education;
 - b. plans concerning an elaboration of the HU vision on education and research;
 - c. the range of degree and non-degree education, including a decision to start, relocate or discontinue a programme or an important part of a programme;
 - d. plans in response to the findings of review committees;
 - e. plans regarding the elaboration of the HU's student policy;
 - f. plans regarding the elaboration of the alumni policy of the HU;
 - g. plans regarding the elaboration of the integral safety policy, including the working conditions policy of the HU;
 - h. right of consent regarding the organisational set-up of the institute.
3. An advisory role in special appointments. This is further regulated in the Special Appointments Regulations.

3.2.2 The Quality Dialogue

1. *Consultation and initiative*

- a. The director and the IR meet upon reasoned request of either within 14 days.
- b. The director invites the IR at least twice a year to discuss the general affairs of the Institute with him.
- c. The IR may discuss any matter concerning the Institute. The IR may propose initiatives and express views to its director. The director decides on a proposal of the IR only after at least one consultation with the IR has taken place. The director must respond to such proposals in writing with a substantive explanation within five weeks of their submission.
- d. The IR will respond to a request for consent from the director within five weeks. This deadline may be deviated from with the agreement of both parties.
- e. If the IR does not indicate whether or not it will consent within this period, the IR has automatically agreed to the decision. Failure to respond in time to a request for advice means that the IR has abstained from giving advice.
- f. If the director does not or does not wish to follow the advice in full, the IR will be asked to consult further with the director before the decision is finalised.
- g. The director and the IR may be assisted by advisers during consultations.

2. *Responsibility for informing*

- a. The director provides, solicited and unsolicited, in a timely manner, any information to the IR that the IR reasonably and fairly requires for the performance of its duties.
- b. At the beginning of a term of office, the director will, after consultation, provide the IR with the basic information desired about the organisation of the Institute and the plans in force, as referred to in 3.2.1.
- c. Information to be specially compiled to answer questions from the IR may be requested through the director.
- d. The director informs the IR annually about the implementation of the plans. For the IR, this means that it can access the Integrated Report December of the reporting year of his own institute.

3. *Reporting*

- a. The IR ensures that its agenda and minutes of meetings are sent to the director and are available to staff members and students of the Institute.
- b. The IR reports annually on its activities and ensure that this report is available to staff members and students of the HU.

3.2.3 **Scope and composition**

1. Each institute has an institute council (IR). The number of members of an IR is six members for an institute with less than 600 students, eight members for an institute with 600-3,000 students and ten members for an institute with more than 3,000 students. Half of them are elected by and from staff members eligible to vote and the other half by and from students enrolled in a course at the institute.
2. An IR must have at least three members representing staff members and student members. If this minimum number is not reached at any time, the HSR takes over the rights and duties of the body with fewer than three members until the minimum number of three members is reached again.

3.2.4 **Eligibility and entitlement to vote**

1. The HSR is responsible for IR elections. The elections are conducted by the Electoral Committee. A more detailed description of that procedure can be found in the Electoral Committee section of these regulations.
2. Eligible to vote and stand for election as a member of the IR are students who are enrolled as students in a study programme of the institute and staff members with a fixed or indefinite employment contract with the HU and employed by the institute.
3. Eligible students and staff members may simultaneously stand for election to several participatory bodies subject to paragraphs 2, 4 and 5 of this article.
4. A person cannot be a member of the staff delegates and the student delegates of an IR at the same time.

5. Members of the CvB, directors and other management of the organisational unit cannot be members of the IR.

3.2.5 Term of office and end of membership

1. The term of office of staff members and students of the IR elected by regular elections will be two years. The term of office of members elected by by-election runs until the next regular election.
2. Upon the entry into force of new regulations, it may be decided to extend the term of incumbent members, as long as it does not exceed two years from the last appointment.
3. Members retire at the same time at the end of their term of office. They are eligible for re-election for the next term. In total, a member may be a member of the same IR for a maximum of six years. In appropriate cases, circumstances may make it necessary to extend the maximum term of office by one period, from six to eight years. The IR can itself decide whether this possibility of extending the maximum term of office is applied and accounts for it in the annual report.
4. The IR draws up an appointment and retirement schedule.
5. Re-election of a member who held a position in the IR does not automatically mean that this member holds that position again.
6. The term of office of all members of the IR begins on 1 September following regular elections held. In the case of by-elections or appointments, the term of office begins as soon as the election is held and the IR installs the elected or appointed member.
7. A member of the IR has the option of temporarily resigning his membership, with retention of return to the seat. This is possible only if the reason is related to force majeure, work or study. In this case, facilitation is temporarily discontinued. The period in which the membership is temporarily withdrawn does not form part of the total term of office.
8. End of IR membership
 - a. The IR membership ends:
 - i. if the requirements for membership are no longer met;
 - ii. with the expiry of the term of office;
 - iii. at their own – written – request, addressed to the CvB of the IR;
 - iv. upon violation of the duty of confidentiality.
 - b. The decision to terminate membership as referred to in paragraph a. iv. can only be taken after the member concerned has been invited for an interview and by a majority of two-thirds of the number of valid votes cast at a meeting at which at least three-quarters of the members of this IR are present.
 - c. The member who is excluded will be informed of this personally.

3.2.6 Function and mode of operation

1. The IR elects from among its members at least a chairman and vice-chairman (who is also deputy chairman). Together they form the Managing Committee (DB).

2. The CvB of the IR consists of an equal number of representatives of the staff members and the student delegates.
3. The IR is legally represented by two members acting together, including at least the chairman or his deputy.
4. The IR is represented outside court by the chairman or his deputy.

Decision-making

1. The IR can take decisions only if at least half plus one of the number of members are present at the meeting.
2. If a decision cannot be taken at a meeting due to the absence of a quorum, the decision may still be taken at the next meeting if the quorum is again absent.
3. The IR decides by a simple majority of the votes cast at the meeting, except in cases where the law or these regulations require a different majority.
4. Members vote independently and they are not bound by any instructions.
5. Each member has one vote when taking decisions. Blank votes will be counted when the decision is taken; abstentions are not counted.
6. Prospective members do not have the right to vote.

3.2.7 Facilities, costs and support

1. Facilities and training

- a. The IR may use facilities of the HU for the performance of its duties, to the extent deemed reasonable. The IR consults with the director of the institute in this regard.
- b. The IR meets within reasonable limits as much as possible during working and study time.
- c. Students and staff members are given the opportunity to attend the meetings.
- d. The IR has the opportunity to receive, for an amount of time to be determined jointly by the Director and the IR, such training as the IR members may require for the performance of their duties.
- e. HU staff members are given the opportunity to receive such training during working hours and with pay.
- f. The TAM offers support for:
 - i. professionalisation and training of members;
 - ii. information and knowledge sharing;
 - iii. facilitation of dialogue with the director of the institute;
 - iv. tailored procedural and procedural advice (including legal questions, questions on cooperation/annual plan, tasks and competences).

2. Consulting experts:

- a. The TAM provides tailored advice. If this is not sufficient, external expertise can be hired in by the IR. The cost for this must be approved in advance by the director.

- b. An expert may be asked to provide a written opinion. The IR will inform the institute's director of the experts invited. If the expert charges costs, the rules described below under costs of participation apply.

3. *Consulting constituencies*

The director of the institute is informed of the time, time required and how the IR intends to consult the constituency.

4. *Exemption and compensation*

- a. Time spent by staff members on participatory decision-making should fall within working hours as much as possible. The following exemptions have been arranged, assuming 52 weeks per year:
 - i. members: 0.075 FTE;
 - ii. chairman, vice-chairman, secretary: 0.15 FTE.
- b. Student members are compensated for their expenses and time by:
 - i. a coffee/tea pass;
 - ii. a fixed expense allowance of 0.075 FTE, expressed in the number of hours per month times the rate applied by HU for student assistance;
 - iii. if a student member is compensated for participation in an IR, he can no longer receive compensation from the Profiling Fund, unless the reason for appealing to the Profiling Fund has nothing to do with participation in a participatory decision-making body.

5. *Costs of participatory decision-making*

- a. Costs reasonably necessary for the fulfilment of the task of the IR and its committees will be charged to the budget of the institute.
- b. The costs for training, for the hiring of experts and legal assistance by the IR will be borne by the HU only if the director has given prior approval for the incurrence of such costs.
- c. The IR will be allocated a budget for promotion, catering and communication.
- d. The costs for the elections of the IR will be borne by the TAM.

3.3 The Knowledge Centres Councils (KCR)

3.3.1 Duties and rights

The task of a Knowledge Centres Council (KCR) is: advising the directors of the knowledge centres on the proper functioning of these knowledge centres. The directors ensure timely advice on decisions concerning the objectives, the budget and the proper functioning of the centre of expertise.

1. The KCR has the right of consent to decisions of the CvB on:
 - a. the lectureship plan of the knowledge centres;
 - b. the outline plan of new lectureship.

2. The KCR has the right of consent to decisions of the directors of the centres of knowledge on:
 - a. the management plans of the knowledge centres. These are drawn up annually to indicate which activities are carried out to achieve the multi-annual objectives in the HU's ambition plan;
 - b. plans regarding the organisation and quality of research;
 - c. plans concerning an elaboration of the HU vision on education and research;
 - d. plans in response to findings of review committees;
 - e. plans concerning the elaboration of the integral safety policy, including the working conditions policy of the HU;
 - f. the organisational set-up of the knowledge centre.

3. The KCR has an advisory role in special appointments. This is further regulated in the Special Appointments Regulations.

3.3.2 The Quality Dialogue

1. *Consultation and initiative*

- a. The directors of the knowledge centres and the KCR meet within 14 days at the reasoned request of either.
- b. The directors of the knowledge centres invite the KCR at least twice a year to discuss the general state of affairs in the organisational unit with them.
- c. The KCR may discuss any matter concerning the HU. The KCR may propose initiatives and express positions to the directors of the knowledge centres. The directors of the knowledge centres will only decide on a proposal after at least one consultation with the KCR has taken place. The directors of the knowledge centres must respond to these proposals in writing with a substantive explanation within five weeks of submission.
- d. The KCR will respond within five weeks to a request for consent from the directors of the knowledge centres. This deadline may be waived with the agreement of both parties.
- e. If the KCR does not indicate whether or not it will give its assent within this period, the KCR will have automatically agreed to the decision. Failure to respond in time to a request for advice means that the KCR has abstained from giving its advice.

- f. If the director of the knowledge centre concerned does not or not entirely intend to follow the advice, the KCR will be asked to hold further consultations with the director before the decision is finalised.
- g. The directors of the knowledge centres and the KCR may be assisted during the consultation by advisers.

2. Responsibility for informing

- a. The directors of the centres of expertise will provide the KCR, solicited and unsolicited, with all information it reasonably and fairly requires to perform its duties in good time.
- b. The directors of the knowledge centres will provide the KCR at the beginning of a period in office, after consultation, with the desired basic information about the organisation within the HU and the applicable plans.
- c. Information that must be specially compiled to answer questions from the KCR can be requested via the directors of the knowledge centres.
- d. The directors of the knowledge centres inform the KCR annually about the implementation of the plans. For the KCR this means that it can access the Integrated Report December of the reporting year of the centres of expertise.

3. Reporting

- a. The KCR ensures that its agenda and reports of meetings are sent to the Directors of the Knowledge centres and are available to staff members of the knowledge centres.
- b. The KCR reports annually on its activities and ensures that this report is available to HU staff members and students.

3.3.3 Scope and composition

- 1. The four knowledge centres have a Joint Knowledge Centres Council (KCR) consisting of six staff members from the four knowledge centres. These are staff members who participate in research within the knowledge centres. The members of the KCR are elected from and by the staff members of the four centres with voting rights. The KCR aims for a composition that reflects the organisation.
- 2. A KCR must have at least three members. If this minimum number is not reached at any time, the HSR will take over the rights and duties of the body with fewer than three members until the minimum number of three members is reached again.

3.3.4 Eligibility and entitlement to vote

- 1. The HSR is responsible for the elections of the KCR. Elections are conducted by the Electoral Committee. A more detailed description of that procedure can be found in the Electoral Committee section of these regulations.
- 2. Eligible to vote and stand for election as a member of the KCR are: staff members employed by the HU for a fixed or indefinite period of time and working at a knowledge centre.

3. Staff members eligible to vote may stand for election to several participatory bodies at the same time, subject to paragraphs 2 and 4 of this article.
4. Members of the CvB, directors and other managers of the organisational unit cannot be members of the KCR.

3.3.5 Term of office and end of membership

1. The term of office of KCR staff members elected by regular elections is two years. The term of office of members elected by by-election will be until the next regular election.
2. When new regulations come into force, it may be decided to extend the term of office of incumbent members, as long as it does not exceed two years from the date of their last appointment.
3. Members retire simultaneously at the end of their term of office. They are eligible for re-election for the next term. In total, a member can serve on the KCR for a maximum of six years. Circumstances may make it necessary to extend the maximum term of office by one period, from six to eight years. The KCR itself can decide whether this possibility of extending the maximum term of office is applied and accounts for this in the annual report.
4. The KCR draws up an appointment and retirement schedule.
5. Re-election of a member who held a position in the KCR does not automatically mean that this member holds that position again.
6. The term of office of all members of the KCR begins on 1 September following regular elections held. In case of by-elections or appointments, the term of office starts as soon as the election has been held and the KCR installs the elected or appointed member.
7. A member of the KCR has the option to temporarily resign their membership, while retaining their return to the seat. This can only be done if the reason is related to work or study or in case of force majeure. In this case, the facilitation is stopped temporarily. The term in which membership is temporarily given up is not part of the total term of appointment.
8. End of KCR membership.
 - a. The KCR membership ends:
 - i. if the requirements for membership are no longer met;
 - ii. with the expiry of the term of office;
 - iii. at their own – written – request, addressed to the CvB of the KCR;
 - iv. upon violation of the duty of confidentiality.
 - b. The decision to terminate membership as referred to in paragraph a. iv. can only be taken after the member concerned has been invited for an interview and by a majority of two-thirds of the number of valid votes cast at a meeting at which at least three-quarters of the members of this KCR are present.
 - c. The member who is excluded will be informed of this personally.

3.3.6 Function and mode of operation

1. The KCR elects a chairman and a deputy from among its members. The chairman constitutes the Managing Committee (DB).
2. The KCR is legally represented by two members acting jointly, including at least the chairman or his deputy.
3. The KCR is represented outside court by the chairman or his deputy.

Decision-making

1. The KCR can take decisions only if at least half plus one of the number of members are present at the meeting.
2. If a decision cannot be taken at a meeting due to the absence of a quorum, the decision may still be taken at the next meeting if the quorum is again absent.
3. The KCR decides by a simple majority of the votes cast at the meeting, except in cases where the law or these regulations require a different majority.
4. Members vote independently and they are not bound by any instructions.
5. Each member has one vote when taking decisions. Blank votes will be counted when the decision is taken; abstentions are not counted.
6. Prospective members do not have the right to vote.

3.3.7 Facilities, costs and support

1. Facilities and training

- a. The KCR may use facilities of the HU for the fulfilment of its task to the extent deemed reasonable. The KCR consults with the directors of the knowledge centres in this regard.
- b. The KCR meets within reasonable limits as much as possible during working hours.
- c. The KCR has the opportunity to receive the training required for KCR members to perform their duties for a period of time to be determined jointly by the directors of the Knowledge centres and the KCR.
- d. HU staff members are given the opportunity to receive this training during working hours and on full pay.
- e. The TAM offers support in:
 - i. professionalisation and training of members;
 - ii. information and knowledge sharing;
 - iii. facilitation of dialogue with the directors of the knowledge centres;
 - iv. tailored procedural and procedural advice (including legal questions, questions on cooperation/annual plan, tasks and competences).

2. *Consulting experts:*

- a. The TAM provides tailored advice. If this is not sufficient, external expertise can be hired in by the KCR. However, the costs for this must be approved in advance by the directors of the knowledge centres.
- b. An expert may be asked to provide a written opinion. The KCR will inform the directors of the knowledge centres of the experts to be invited. If the expert charges a fee, the arrangement described below for costs of participation applies.

3. *Consulting constituencies*

The directors of the knowledge centres will be informed of the timing, time required and how the KCR intends to consult the constituency.

4. *Exemption and compensation*

The time staff members spend on participatory decision-making must be spent as much as possible within working hours. The following exemptions have been arranged, assuming 52 weeks per year:

- i. members: 0.05 FTE;
- ii. chairman: 0.1 FTE.

5. *Costs of participatory decision-making*

- a. Costs reasonably necessary for the fulfilment of the task of the KCR and its committees will be charged to the HU budget.
- b. The costs for training, for the hiring of experts and legal assistance by the KCR will only be borne by the HU if the directors of the knowledge centres have given prior approval for making these costs.
- c. The KCR will be allocated a budget for promotion, catering and communication.
- d. The costs for the elections of the KCR will be borne by the TAM.

3.4 The Services Council (DR)

3.4.1 Duties and rights

1. The task of the Services Council (DR) is: to advise the directors of the departments on the proper functioning of the departments. The director ensures the timely seeking of advice on decisions affecting the objectives, budget and smooth running of the service.
2. The DR has the right of consent on:
 - a. the management plan of the support service(s). This is drawn up annually to indicate which activities will be carried out to achieve the multi-annual objectives in the HU's ambition plan;
 - b. plans with regard to the organisation and quality of the service provision;
 - c. plans regarding the elaboration of the integral safety policy, including the working conditions policy of the HU;
 - d. the organisational set-up of the services.
3. The DR has an advisory role in special appointments. This is further regulated in the Special Appointments Regulations.

3.4.2 The Quality Dialogue

1. *Consultation and initiative*

- a. The directors of departments and the DR meet upon reasoned request of either within 14 days.
- b. The department directors invites the DR at least twice a year to discuss with them the general state of affairs in the organisational unit.
- c. The DR may discuss any matter concerning the HU. The DR may propose initiatives and express positions to the directors of the departments. The directors of the departments decide on a proposal of the DR only after at least one consultation on the matter with the DR has taken place. The directors must respond to these proposals in writing with a substantive explanation within five weeks of submission.
- d. The DR responds within five weeks to a request for consent from the directors of the departments. This deadline may be waived with the agreement of both parties.
- e. If the DR does not indicate whether or not it will give its consent within this period, the DR has automatically agreed to the decision. Failure to respond in time to a request for advice means that the DR has abstained from giving advice.
- f. If the director of the department concerned does not or will not fully follow the advice, the DR is asked to hold further consultations with the director before the decision is finalised.
- g. The directors of the departments and the DR may be assisted by advisers during the consultations.

2. *Responsibility for informing*

- a. The directors of the departments provides, solicited and unsolicited, in a timely manner, all information to the DR that it reasonably and fairly requires for the performance of its duties.
- b. At the beginning of a term of office, the directors of the departments, after consultation, provides the DR with the basic information desired about the organisation within the departments and the plans in force.
- c. Information that needs to be specially compiled to answer questions from the DR can be requested through the directors of the departments.
- d. The directors inform the DR annually on the implementation of the plans. For the DR, this means that it can have access to the Integrated Report December of the services' reporting year.

3. *Reporting*

- a. The DR ensures that its agenda and minutes of meetings are sent to directors and are available to service staff members.
- b. The DR reports annually on its activities and ensures that this report is available to students and staff members of the HU.

3.4.3 Scope and composition

1. The departments have a joint DR. It consists of nine members elected from and by the services' eligible to vote staff members. The DR aims to have a composition that reflects the organisation.
2. A DR must have at least three members. If this minimum number is not reached at any time, the HSR takes over the rights and duties of the body with fewer than three members, until the minimum number of members of three is reached again.

3.4.4 Eligibility and entitlement to vote

1. The HSR is responsible for elections to the DR. Elections are conducted by the Electoral Committee. A more detailed description of that procedure can be found in the Electoral Committee section of these regulations.
2. Eligible to vote and stand for election as a member of the DR are staff members employed by HU for a fixed or indefinite period of time and working in a department.
3. Staff members eligible to vote may stand for election to several participatory bodies simultaneously with due observance of paragraphs 2 and 4 of this article.
4. Members of the CvB, directors and other managers of the organisational unit cannot be members of the DR.

3.4.5 Term of office and end of membership

1. The term of office of DR members elected by regular elections is two years. The term of office of members elected by by-election runs until the next regular election.
2. Upon the entry into force of new regulations, it may be decided to extend the term of office of incumbent members, as long as it does not exceed two years from that last appointment.
3. Members retire simultaneously at the end of their term of office. They are eligible for re-election for the next term. In total, a member can serve on the DR for a maximum of six years. In appropriate cases, circumstances may make it necessary to extend the maximum term of office by one period, from six to eight years. The DR can itself decide whether this possibility of extending the maximum term of office is applied and accounts for this in the annual report.
4. The DR draws up an appointment and retirement schedule.
5. Re-election of a member who held a position in the DR does not automatically mean that this member holds that position again.
6. The term of office of all DR members begins on 1 September following regular elections held. In the case of by-elections or appointments, the term of office begins as soon as the election has been held and the DR installs the elected or appointed member.
7. A member of the DR has the option to temporarily resign his membership, while retaining his return to the seat. This can only be done if the reason is related to work or study or in cases of force majeure. In this case, facilitation is temporarily discontinued. The period during which membership is temporarily given up does not form part of the total term of appointment.
8. End DR membership.
 - a. The DR membership ends:
 - i. if the requirements for membership are no longer met;
 - ii. with the expiry of the term of office;
 - iii. at their own – written – request, addressed to the CvB of the DR;
 - iv. upon violation of the duty of confidentiality.
 - b. The decision to terminate membership as referred to in paragraph a. iv. can only be taken after the member concerned has been invited for an interview and by a majority of two-thirds of the number of valid votes cast at a meeting at which at least three-quarters of the members of this DR are present.
 - c. The member who is excluded will be informed of this personally.

3.4.6 Function and mode of operation

1. The DR elects from among its members at least a chairman and a vice-chairman (who is also deputy chairman). Together they form the Managing Committee (DB).
2. The DR is legally represented by two members acting together, including at least the chairman or his deputy.
3. The DR is represented outside court by the chairman or his deputy.

Decision-making

1. The DR can take decisions only if at least half plus one of the number of members are present at the meeting.
2. If a decision cannot be taken at a meeting due to the absence of a quorum, the decision may still be taken at the next meeting if the quorum is again absent.
3. The DR decides by a simple majority of the votes cast at the meeting, except in cases where the law or these regulations require a different majority.
4. Members vote independently and they are not bound by any instructions.
5. Each member has one vote when taking decisions. Blank votes will be counted when the decision is taken; abstentions are not counted.
6. Prospective members do not have the right to vote.

3.4.7 Facilities, costs and support

1. Facilities and training

- a. The DR may make use of HU facilities for the performance of its duties to the extent deemed reasonable. The DR consults with the directors of departments in this regard.
- b. The DR meets within reasonable limits as much as possible during working hours.
- c. The DR has the opportunity to receive the training needed by DR members for the fulfilment of their duties during an amount of time to be determined jointly by the directors of the departments and the DR.
- d. HU staff members will be given the opportunity to receive this training during working hours and on full pay.
- e. The TAM offers support for:
 - i. professionalisation and training of members;
 - ii. information and knowledge sharing;
 - iii. facilitation of dialogue with directors of the services;
 - iv. tailored procedural and procedural advice (including legal questions, questions on cooperation/annual plan, tasks and competences).

2. Consulting experts:

- a. The TAM provides tailored advice. If this is not sufficient, external expertise can be hired in by the DR. However, the costs for this must be approved in advance by the department directors.
- b. An expert may be asked to provide a written opinion. The DR informs the heads of departments about the experts to be invited. If the expert charges costs, the arrangement described below under costs of participation applies.

3. Consulting constituencies

The directors are informed of the timing, time required and how the DR intends to consult constituencies.

4. Exemption and compensation

The time staff members spend on participatory decision-making must be spent as much as possible within working hours. The following exemptions have been arranged, assuming 52 weeks per year:

- i. members: 0.075 FTE;
- ii. chairman, vice-chairman, secretary: 0.15 FTE.

5. Costs of participatory decision-making

- a. Costs reasonably necessary for the fulfilment of the duties of the DR and its committees will be charged to the HU budget.
- b. The costs for training, for the hiring of experts and legal assistance by the DR will be borne by the HU only if the directors of the departments have given prior approval for making these costs.
- c. The DR will be allocated a budget for promotion, catering and communication.
- d. The costs of elections to the DR will be borne by the TAM.

3.5 The Corporate Staff Council (BDR)

3.5.1 Duties and rights

1. The task of the Corporate Staff Council (BDR) is: to advise the director of the corporate staff on the proper functioning of the corporate staff. The director ensures the timely seeking of advice on decisions affecting the objectives, budget and smooth running of the service
2. The BDR has the right of consent regarding:
 - a. the management plan of the corporate staff. This is drawn up annually to indicate the activities carried out to achieve the multiannual objectives set out in the HU's ambition plan;
 - b. plans with regard to the organisation and quality of service provision;
 - c. plans regarding the elaboration of the integral safety policy, including the working conditions policy of the HU;
 - d. the organisational set-up of the corporate staff.
3. The BDR has an advisory role in special appointments. This is further regulated in the Special Appointments Regulations.

3.5.2 The Quality Dialogue

1. *Consultation and initiative*

- a. The director and the BDR meet upon reasoned request of either within 14 days.
- b. The director invites the BDR at least twice a year to discuss the general affairs of the organisational unit with them.
- c. The BDR may discuss any matter concerning the HU. The BDR may propose initiatives and express views to the director. The director decides on a proposal only after at least one consultation on the matter with the BDR has taken place. The director must respond to such proposals in writing with a substantive explanation within five weeks of their submission.
- d. The BDR responds to a consent request from the director within five weeks. This deadline may be waived with the agreement of both parties.
- e. If the BDR does not indicate whether or not it will consent within this period, the BDR has automatically agreed to the decision. In case of no timely response to a request for advice, this means that the BDR has abstained from giving advice.
- f. If the director does not or will not fully follow the advice, the BDR will be asked to consult further with the director before the decision is finalised.
- g. The director and the BDR may be assisted during the consultation by advisers.

2. *Responsibility for informing*

- a. The director provides, solicited and unsolicited, in a timely manner, any information to the BDR that it reasonably and fairly requires for the performance of its duties.

- b. At the beginning of a term of office, the director, after consultation, provides the BDR with the basic information required about the organisation within the corporate staff and the plans in force.
- c. Information to be specially compiled to answer questions from the BDR may be requested through the Director.
- d. The director informs the BDR annually about implementation of plans. For the BDR, this means that he can have access to the Integrated Report December of the reporting year of the corporate staff.

3. Reporting

- a. The BDR ensures that its agenda and minutes of meetings are sent to the director and are available to staff members of the corporate staff.
- b. The BDR reports annually on its activities and ensures that the report is available to students and staff members of the HU.

3.5.3 Scope and composition

1. The BDR consists of three members elected from and by the eligible staff members of the corporate staff.
2. A BDR must have at least three members. If this minimum number is not met at any time, the HSR takes over the rights and duties of the body with fewer than three members until the minimum number of three members is again met

3.5.4 Eligibility and entitlement to vote

1. The HSR is responsible for the elections of the BDR. Elections are conducted by the Electoral Committee. A more detailed description of that procedure can be found in the Electoral Committee section of these regulations.
2. Eligible to vote and stand for election as a member of the BDR are staff members employed by the HU for a fixed or indefinite period of time and working in the corporate staff.
3. Staff members eligible to vote may stand for election to several participatory bodies at the same time subject to paragraphs 2 and 4 of this article.
4. Members of the CvB, directors and other managers of the organisational unit cannot be members of the BDR.

3.5.5 Term of office and end of membership

1. The term of office of members of the PDR elected by regular elections will be two years. The term of office of members elected by by-election runs until the next regular election.
2. Upon the entry into force of new regulations, it may be decided to extend the term of office of incumbent members, as long as it does not exceed two years from that last appointment.

3. Members retire simultaneously at the end of their term of office. They are eligible for re-election for the next term. In total, a member may serve on the BDR for a maximum of six years. In appropriate cases, circumstances may make it necessary to extend the maximum term of office by one period, from six to eight years. The BDR can itself decide whether this possibility of extending the maximum term of office is applied and accounts for it in the annual report.
4. The BDR draws up an appointment and retirement schedule.
5. Re-election of a member who held an office in the BDR does not automatically mean that this member holds that office again.
6. The term of office of all members of the BDR will begin on 1 September after regular elections have been held. In the case of by-elections or appointments, the term of office begins as soon as the election is held and the BDR installs the elected or appointed member.
7. A member of the BDR has the option to temporarily resign his membership, while retaining his return to the seat. This can only be done if the reason is related to work or study or in case of force majeure. In this case, facilitation is temporarily discontinued. The period in which membership is temporarily given up does not form part of the total term of appointment
8. End of BDR membership
 - a. The BDR membership ends:
 - i. if the requirements for membership are no longer met;
 - ii. with the expiry of the term of office;
 - iii. at their own – written – request, addressed to the CvB of the (G)OC;
 - iv. upon violation of the duty of confidentiality.
 - b. The decision to terminate membership as referred to in paragraph a. iv. can only be taken after the member concerned has been invited for an interview and by a majority of two-thirds of the number of valid votes cast at a meeting at which at least three-quarters of the members of this BDR are present.
 - c. The member who is excluded will be informed of this personally.

3.5.6 Function and mode of operation

1. The BDR elects a chairman and deputy from among its members. The chairman constitutes the CvB.
2. The BDR is legally represented by two members acting together, including at least the chairman or his deputy.
3. The BDR is represented outside court by the chairman or his deputy.

Decision-making

1. The BDR can take decisions only if at least two members are present at the meeting.
2. If a decision cannot be taken at a meeting due to the absence of a quorum, the decision may still be taken at the next meeting if the quorum is again absent.

3. The BDR decides by a simple majority of the votes cast at the meeting, except in cases where the law or these regulations require a different majority.
4. Members vote independently and they are not bound by any instructions.
5. Each member has one vote when taking decisions. Blank votes will be counted when the decision is taken; abstentions are not counted.
6. Prospective members do not have the right to vote.

3.5.7 Facilities, costs and support

1. Facilities and training

- a. The BDR may use facilities of the HU for the performance of its duties to the extent deemed reasonable. The BDR consults with the director in this regard.
- b. The BDR meets within reasonable limits as much as possible during working hours.
- c. The BDR has the opportunity to receive such training as the members of the BDR may require for the performance of their duties for a period of time to be determined jointly by the director and the BDR.
- d. HU staff members are given the opportunity to receive such training during working hours and with pay
- e. The TAM offers support for:
 - i. professionalisation and training of members;
 - ii. information and knowledge sharing;
 - iii. facilitating dialogue with the director of corporate staff member;
 - iv. tailored process and procedural advice (including legal questions, questions on cooperation/annual plan, tasks and competences).

2. Consulting experts

- a. The TAM provides tailored advice. If this is not sufficient, external expertise can be hired by the BDR. However, the cost for this must be approved in advance by the director.
- b. An expert may be asked to provide a written opinion. The BDR informs the director of the experts to be invited. If the expert charges costs, the arrangement described below under costs of participation applies.

3. Consulting constituencies

The director will be informed of the timing, time required and how the BDR intends to consult the constituency.

4. Exemption and compensation

The time staff members spend on participatory decision-making must be spent as much as possible within working hours. The following exemptions have been arranged, assuming 52 weeks per year:

- i. members: 0.05 FTE;
- ii. chairman: 0.1 FTE.

5. *Costs of participatory decision-making*

- a. Costs reasonably necessary for the fulfilment of the mission of the BDR and its committees will be charged to the HU budget.
- b. The costs for training, for the hiring of experts and legal assistance by the BDR will be borne by the HU only if the director has given prior approval for making these costs.
- b. The BDR will be allocated a budget for promotion, catering and communication.
- c. The costs for the elections of the BDR will be borne by the TAM.

3.6 The University Council (HSR)

3.6.1 Duties and rights

1. The University Council (HSR) advises the CvB on request and on its own initiative on all matters concerning the objectives, the continuation and the good state of affairs within the HU.
2. The HSR has the right of consent on the following topics:
 - a. the change in the HU's statutory basis and objectives;
 - b. the HU strategic policies such as the ambition plan and arrangements for strategic cooperation;
 - c. the basic structure of the HU;
 - d. the main lines of the annual HU budget, in any case paying attention to the intended distribution of resources across the policy areas of education, research, housing and management, investment and staff;
 - e. the administrative and management regulations;
 - f. the education and examination regulations;
 - g. the design of the quality assurance system and policy in the light of the results of the quality assessment;
 - h. the transfer or conversion of the HU or a part thereof, respectively merger of the HU with another university of applied sciences;
 - i. the decision to provide a study programme abroad;
 - j. HU-wide minors;
 - k. the HU integral safety policy;
 - l. the policy on working conditions (Arbo);
 - m. the Student Charter;
 - n. the Legal Protection for Students Regulations;
 - o. the Regulation on the Profiling Fund;
 - p. the Participatory Decision-Making Regulations;
 - q. the decision to terminate, significantly reduce or expand the activities of the HU or an important part thereof;
 - r. policy arising from the CAO that requires the consent of the participatory decision-making body;
 - s. other rules and regulations arising from legislation and requiring the consent of the participatory decision-making body
3. Prior to adoption and consent, the HSR has the right to advise on:
 - a. the budget showing, among other things, the amount of the institution tuition fees;
 - b. the regulations regarding the refunding of statutory tuition fees;
 - c. the regulations regarding the selection criteria and the selection procedure in the event of restriction of enrolment on the basis of available teaching capacity;
 - d. the rules laid down by the university board regarding study recommendation and study choice activities.
4. In incidental cases, the HSR may delegate the exercise of its powers to another participatory body, provided that the proposed decisions concern that part in particular
5. Other HSR powers:
 - a. The HSR has the right to make a nomination for the appointment of one member of the RvT;

- b. for the appointment of a member of the CvB, the RvT appoints an application committee that must in any case include a member of or on behalf of the part of the HSR elected by the staff members and a member of or on behalf of the part of the HSR elected by the students;
 - c. before appointing or dismissing a member of the CvB, the HSR will be heard confidentially about the proposed decision to appoint or dismiss. The hearing takes place at such a time that it can have a substantial influence on the Decision-making;
 - d. the HSR has the right to exercise the powers granted to the works council by or pursuant to the Working Conditions Act, including approval of the appointment of the prevention officer.
6. There are subjects on which the CvB decides and on which the HSR has consent. On these subjects, the other participatory bodies have the right to communicate their opinion to the HSR.
7. The HSR has an advisory role in special appointments. This is further regulated in the Special Appointments Regulation.

3.6.2 The Quality Dialogue

1. Consultation and initiative

- a. The CvB and the HSR meet within 14 days at the reasoned request of either of them.
- b. The CvB invites the HSR at least twice a year to discuss with it the general state of affairs in the organisational unit.
- c. The Supervisory Board consults with the HSR at least twice a year in a meeting or meeting, whether or not in the presence of the CvB.
- d. The HSR meets twice a year in a round-table discussion with the RvT and the CvB.
- e. The HSR may discuss any matter concerning the HU. The HSR may propose initiatives and express points of view to the CvB. The CvB decides on a proposal of the HSR only after at least one consultation with the HSR has taken place. The CvB must respond to these proposals in writing with a substantive explanation within five weeks after submission.
- f. The HSR responds to a request for consent from the CvB within five weeks. With the agreement of both parties, this deadline may be deviated from.
- g. If the HSR does not indicate whether or not it will give its consent within this period, the HSR has automatically agreed to the decision. In case of no timely response to a request for advice, this means that the HSR has abstained from giving advice.
- h. If the CvB does not or will not fully follow the advice, the HSR is asked to hold further consultations with the CvB before the decision is finalised.
- i. The CvB and the HSR may be assisted during the consultation by advisors

2. Responsibility for informing

- a. The CvB provides, solicited and unsolicited, in a timely manner, all information to the HSR which it reasonably and fairly requires for the fulfilment of its task.
- b. At the beginning of a term of office, after consultation, the CvB provides the HSR with the desired basic information about the organisation within the HU and the applicable policy.
- c. Information that must be specially compiled to answer questions of the HSR can be requested through the CvB.

- d. The CvB informs the HSR annually about the policy pursued. For the HSR, this means that it has access to the management report, the annual accounts and the Integrated Report HU December of the reporting year.

3. Reporting

- a. The HSR ensures that its agenda and meeting reports are sent to the CvB and are available to HU staff members and students.
- b. The HSR reports annually on its activities and ensures that this report is available to the students and staff members of the HU.

3.6.3 Scope and composition

The HSR has 20 members, half of which are members elected from and by staff members and half are members elected from and by students. Each elected student list is entitled to one prospective seat.

3.6.4 Eligibility and entitlement to vote

1. The HSR is responsible for elections to the participatory bodies.
2. The HSR appoints the members of the Electoral Committee for a period of two years. The Electoral Committee is responsible for the careful conduct of the HSR elections. A more detailed description of that procedure is set out in Article 4 of these regulations.
3. Eligible and electable as members of the HSR are students who are enrolled as students or make use of another educational offer offered by HU and staff members in permanent or temporary employment of HU.
4. Students and staff members eligible to vote may stand for election to several participatory bodies at the same time, subject to paragraphs 3, 5 and 6 of this article.
5. Members cannot be a member of both the staff section and the student delegates at the same time.
6. Members of the CvB and directors cannot be members of the HSR.

3.6.5 Term of office and end of membership

1. The term of office of staff members and students of the HSR elected by regular elections will be two years. The term of office of members elected in by-elections runs until the time of the next regular election.
2. Upon the entry into force of new regulations, it may be decided to extend the term of office of incumbent members, as long as it does not exceed two years after this last appointment.
3. Members retire simultaneously at the end of their term of office. They are eligible for re-election for the next term. In total, a member may be a member of the HSR for a maximum of six years. Occasionally, circumstances may make it necessary to extend the maximum term of office by one period from six to eight years. The HSR itself can decide whether this

possibility to extend the maximum term of office is applied and will account for this in the annual report.

4. The HSR draws up an appointment and retirement schedule.
5. Re-election of a member who held a position in the HSR does not automatically mean that this member holds that position again.
6. The term of office of all members of the HSR begins on 1 September following regular elections held. In the case of by-elections or appointments, the term of office begins as soon as the election has been held and the HSR installs the elected or appointed member.
7. A member of the HSR has the option of temporarily giving up his membership, while retaining his return to the seat. This can only be done if the reason is related to work or study or in case of force majeure. In this case, facilitation is temporarily discontinued. The period during which membership is temporarily withdrawn does not form part of the total term of office.
8. End HSR membership.
 - a. The HSR membership ends:
 - i. if the requirements for membership are no longer met;
 - ii. with the expiry of the term of office;
 - iii. at their own – written – request, addressed to the CvB of the HSR;
 - iv. upon violation of the duty of confidentiality.
 - b. The decision to terminate membership as referred to in paragraph a. iv. can only be taken after the member concerned has been invited for an interview and by a majority of two-thirds of the number of valid votes cast at a meeting at which at least three-quarters of the members of this HSR are present.
 - c. The member who is excluded will be informed of this personally.

3.6.6 Function and mode of operation

1. The HSR elects from among its members at least a chairman, a vice-chairman (who is also deputy chairman) and two members. Together they form the Managing Committee (DB).
2. The CvB of the HSR consists of an equal number of representatives of both the staff members and the student delegates.
3. The HSR is legally represented by two members acting together, including at least the chairman or his deputy.
4. The HSR is represented outside court by the chairman or his deputy.

Decision-making

1. The HSR can take decisions only if at least half plus one of the number of members are present at the meeting.
2. If a decision cannot be taken at a meeting due to the absence of a quorum, the decision may still be taken at the next meeting if the quorum is again absent.

3. The HSR decides by a simple majority of the votes cast at the meeting, except in cases where the law or these regulations require a different majority.
4. Members vote independently and they are not bound by any instructions.
5. Each member has one vote when taking decisions. Blank votes will be counted when the decision is taken; abstentions are not counted.
6. Prospective members do not have the right to vote.

3.6.7 Facilities, costs and support

1. Facilities and training

- a. The HSR may make use of HU facilities for the fulfilment of its duties to the extent deemed reasonable. The HSR consults with the CvB in this regard.
- b. The HSR meets within reasonable limits as much as possible during working hours.
- c. Students and staff members are given the opportunity to attend the meetings.
- d. The HSR has the opportunity to receive the training that the HSR members need for the fulfilment of their duties, for an amount of time to be determined jointly by the CvB and the HSR.
- e. The HU staff member will be given the opportunity to receive this training during working hours and on full pay.
- f. The TAM offers support for:
 - i. professionalisation and training of members;
 - ii. information and knowledge sharing;
 - iii. facilitation of dialogue with the board;
 - iv. tailored process and procedural advice (including legal questions, questions on cooperation/annual plan, tasks and competences).

2. Consulting experts:

- a. The TAM provides tailored advice. If this is not sufficient, external expertise can be hired in by the HSR. However, the costs for this must be approved in advance by the department directors.
- b. An expert may be asked to provide a written opinion. The HSR informs the CvB about the experts to be invited. If the expert charges costs, the arrangement described below under costs of participation applies.

3. Consulting constituencies

The CvB will be informed of the timing, time required and how the HSR intends to consult the constituency.

4. Exemption and compensation

- a. Staff members' time spent on participatory decision-making should be spent within working hours as much as possible. The following exemptions have been arranged, assuming 52 weeks per year
 - i. members: 0.15 FTE;

- ii. managing committee (three members excluding the chairman): 0.3 FTE;
 - iii. chairman: 0.5 FTE.
- b. Student members are compensated for their expenses and time by:
- i. a coffee/thee pass;
 - ii. an expense allowance of 0.15 FTE expressed in the number of hours per month times the rate applied by HU for student assistance
 - iii. if a student-member receives compensation for participating in the HSR, he can no longer receive compensation from the Profiling Fund, unless the reasons why the Profiling Fund is invoked have nothing to do with participation in a participatory body.

5. *Costs of participatory decision-making*

- a. Costs reasonably necessary for the fulfilment of the task of the HSR and its committees will be charged to the HU budget.
- b. The costs for training, for the hiring of experts and legal assistance by the HSR will only be borne by the HU if the CvB has granted prior approval for the incurring of these costs.
- c. The HSR will be allocated budget for promotion, catering and communication.
- d. The costs for the elections of the HSR will be borne by the budget of TAM.

4. Election and appointment of the participatory body members

4.1 The Electoral Committee

1. The HSR is responsible for the elections of participatory bodies and appoints the members of the Electoral Committee for a period of two years.
2. Members or prospective members of the participatory bodies cannot be members of the Electoral Committee.
3. Reappointment as a member of the Electoral Committee for a new period of two years is possible.
4. The Electoral Committee consists of five members, two of whom are students. The Electoral Committee elects a chairman from among its members.
5. The Electoral Committee is entitled to official support from the TAM.
6. The Electoral Committee organises the elections and is responsible for their proper conduct.
7. The Electoral Committee gives solicited and unsolicited advice to the HSR and the CvB for the proper conduct of the elections.
8. The functioning of the Electoral Committee is governed by internal regulations. The Electoral Committee adopts these regulations

4.2 Election date

After consultation with the CvB, the HSR determines the date of the (by-)election as well as the times of the start and end of voting. The official secretary of the HSR informs the CvB, the staff members and the students of this in writing in good time.

4.3 Nomination of candidates

1. The Electoral Committee announces the date from and up to which one can stand as a candidate.
2. In consultation with the CvB and the HSR, the Electoral Committee may extend or shorten the period of four weeks during which a person can stand as a candidate. An extension is communicated to staff members and students as soon as possible before the change takes effect.
3. One or more HU staff member or student may submit a list of candidates.
4. The digital nomination forms will be prepared and published by the Electoral Committee.

5. A candidate list must have a name. A list will have the name of the candidate standing in position 1 of the list, unless otherwise indicated.
6. The Electoral Committee has the right to reject the name of a list if it is inappropriate or may cause confusion. In any case, a list may not contain the name of the participatory body for which a candidate is standing.
7. Within one week after the close of the nomination period, the Electoral Committee examines each list of candidates to determine whether it complies with the law and the MR regulations and informs the petitioner of the result of that examination.
8. The Electoral Committee declares a list of candidates that does not meet the requirements referred to in this Article provisionally invalid and immediately notifies the submitter thereof in writing.
9. The Electoral Committee gives the submitter of the list of candidates one week to rectify any errors and at the end of that period makes a final decision on the validity of the list of candidates and on maintaining the candidates appearing on it. Correction of errors cannot lead to the nomination of another candidate.
10. The submitter of a list of candidates may appeal to the Election Appeals Committee (see 4.7) within one week of receiving a decision to declare the list or any candidate's nomination appearing on it definitively invalid. The Elections Appeals Committee decides on the appeal within one week of receiving the notice of appeal. This period may be extended by the presiding officer. The person appealing will be informed of this in good time.
11. In case of an interim vacancy, a vacant seat is filled by the next available candidate on the list of candidates of the electoral division where the vacancy occurs.
12. If an interim vacancy cannot be filled from the list from which the vacant seat came, that seat will be filled by a candidate from another list from the same section, from the list with the largest surplus. If this is not possible, the seat can only be filled for the remainder of the parliamentary term by a candidate member.
13. Once the nomination of candidates has been established, candidates cannot withdraw from the elections.

4.4 Voting method

1. The election will be by anonymous digital voting.
2. Each eligible voter may cast a maximum of one vote for each participatory body for which he is eligible to vote.
3. If fewer candidates have been put forward on the joint lists of a section than there are seats to be filled, no elections will be held for that section and the candidates who have been put forward will be appointed.

4.5 Determination of the result

1. At the end of voting, the Electoral Committee determines the number of valid votes cast for each list of candidates and for each candidate appearing on it.
2. To determine the result of the election, the Electoral Committee calculates the electoral quota. It does this by dividing the number of validly cast votes by the number of seats to be occupied in the participatory body.
3. Each list of candidates is then allocated as many seats as the number of times the electoral quota has been reached. Seats that cannot be filled in this way are allocated to the lists with the most remaining votes.
4. It may happen that when applying paragraphs 2 and 3, more seats are allocated to a list than there are candidates. In such a case, the seats that cannot be filled will be transferred to one or more of the remaining lists with the largest surplus votes in sequence, which include candidates to whom no seat has been allocated.
5. Elected by preferential vote: the candidate who received more votes than the electoral quota.
6. In the event of an equal number of residual votes from two or more lists, lots are drawn to decide which list receives a residual seat first. The seats allocated to a list are allocated to the candidates on it. This is done in the order in which they appear on the list, after the preferred seats have been allocated. If, when these provisions are applied, more seats are allocated to a list than there are candidates, the seat or seats that cannot be filled are transferred to one or more of the remaining lists containing candidates to whom no seat has been allocated.
7. The results of the election are determined by the Elections Committee and announced to the CvB, to the HSR and to HU staff members and students who have submitted candidate lists. Candidates have a period of two weeks to refuse the seat by notifying the Electoral Committee in writing.

4.6 Irregularities

1. If the Electoral Committee finds that irregularities have occurred in the voting that may affect the outcome of the election, (that part of) the vote will be declared invalid by the Electoral Committee.
2. In that case, the Electoral Committee may immediately call a new election for the delegate(s) concerned.
3. In case of irregularities during the election process, the Electoral Committee may declare the elections invalid, after which new elections must be called

4.7 Election Appeals Committee¹

1. Every two years, simultaneously with the appointment of the Election Committee, the members of an Election Appeals Committee, further referred to in this article as 'the Committee', consisting of three members, will be appointed
2. Reappointment for a further period of two years is possible.
3. The Committee's task is to decide on appeal on decisions of the Electoral Committee regarding:
 - a. the validity of the nomination of candidates;
 - b. determining the result of the election;
 - c. declaring the elections invalid in accordance with Article 4.6.Before ruling, the Committee will, where necessary, hear affected parties.
4. Appeals to the Committee may be lodged by any eligible voter.
5. The appeal must be lodged in writing within two weeks of publication of the decision and must in any event state the following:
 - a. name and address of the person lodging the appeal;
 - b. the decision against which the appeal is lodged;
 - c. the grounds on which the appeal is based.The notice of appeal is accompanied by a copy of the decision to which it relates.
6. The composition, facilities, official support by the TAM and functioning of the Committee will be further regulated in internal regulations. The regulations are adopted by the Committee.

¹ Artikel 4.7 is ook van toepassing voor de benoemingen leden bij (G)OCs

5. Disputes

5.1 Disputes Committee

The HU is affiliated to the National Committee for Disputes on Participation in Higher Education, hereinafter referred to as: Disputes Committee.

5.2 Dispute

Any interested party may submit a dispute on the interpretation of these regulations to the Disputes Committee. The decision of the Disputes Committee will be accepted by the parties as binding.

5.3 Withholding of consent and negative opinion

1. If consent to a proposed decision as referred to in Articles 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1 and 3.6.1 of these regulations is initially withheld, the CvB/the director/manager consults with the participatory body about it as soon as possible.
2. If consent to a proposed decision continues to be withheld after the consultations referred to in paragraph 1 (second non-assent), the CvB/the director/manager informs the participatory body within five weeks after the second non-assent by the body whether the proposal is withdrawn.
3. If the CvB/the director/manager maintains the proposal, the CvB/the director/manager asks the higher authority to investigate whether an amicable settlement is possible. For the superior this is the director, for the director this is the CvB, for the CvB this is the RvT.
4. If the dispute concerns the creation, amendment or application of these regulations, the participatory body asks the higher body to investigate whether an amicable settlement is possible. For the manager this is the director, for the director this is the CvB, for the CvB this is the RvT.
5. If an amicable settlement proves impossible, the CvB or the participatory decision-making body submits the dispute to the Disputes Committee.
6. As long as a proposed decision does not have the required consent or the Disputes Committee has not ruled, the board will not implement the decision, unless the board and the participation agree otherwise.
7. If the dispute relates to not following or not fully following the solicited or unsolicited advice of a participatory decision-making body (by which is also meant here the (G)OC), the implementation of the decision will be suspended for four weeks, unless the body concerned has no objections to immediate implementation of the decision

6 Final provision

6.1 Amendment to regulation

1. The CvB submits the regulations, including any amendments, as a proposal to the HSR and will not adopt them until the proposal has received the approval of two-thirds of the number of members of the HSR.
2. If the HSR or the CvB indicate that they wish to hold consultations about amendments to these regulations, both the HSR and the CvB are obliged to hold these consultations.
3. The consultation referred to in paragraph 2 of this article may only take place once every two years, counting from the moment these rules come into force. This period may be deviated from if the CvB and the HSR agree to this.
4. If required consent is withheld from a proposal as referred to in paragraph 1 of this Article, Article 5.2 of these regulations will take effect.

6.2 Unforeseen circumstances

In all cases not or not fully provided for by these regulations, the CvB decides, after the CvB has asked the HSR for advice.

6.3 Implementation

These regulations may be cited as 'HU Participatory Decision-Making Regulations'.

This version takes effect from 1 September 2022, and runs until 31 August 2026.

The Participatory Decision-Making Regulations 2020 - 2021 will therefore lapse on 1 September 2022.