

# Regulations for the Faculty of Science

Regulations for the implementation of the provisions laid down in Article 14 of the regulations governing the structure of Radboud University Nijmegen

**Radboud Universiteit Nijmegen**



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of the Faculty of Science  
in the decision  
dated 12 March 2012

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of Radboud University Nijmegen  
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## **CHAPTER 1    GENERAL PROVISIONS**

### **Article 1.1**

1. The provisions of these regulations apply notwithstanding the provisions of the regulations governing the structure of Radboud University Nijmegen - referred to hereinafter as 'the Regulations for the Structure'.
2. Definitions contained in both these regulations and the Regulations for the Structure will bear the same meaning as those set out in the Regulations for the Structure.

## **CHAPTER 2 THE FACULTY MANAGEMENT**

### **Article 2.1 The dean and the Faculty Board**

1. Possessing the highest level of responsibility within the faculty, the dean is charged with its general management.
2. The dean is assisted by the vice dean of research, the vice dean of education and the director of business operations.
3. As a general rule, the vice deans are professors.
4. Together the dean, the vice deans and the director of business operations form the Faculty Board. The dean is the president of the Faculty Board.
5. The vice dean of research is the first to replace the dean. The vice dean of education is the second to replace the dean.
6. Following the recommendation of the Faculty Student Council, the dean annually appoints a student assessor for a term of one year. The assessor attends the meetings of the Faculty Board and has an advisory role at those meetings.
7. The dean may adopt regulations to govern the procedures during the meetings of the Faculty Board.

### **Article 2.2 Duties and authorities of the Faculty Board**

1. The Faculty Board, under the responsibility of the dean, has the following duties and authorities:
  - a. adopting the Education and Examination Regulations and regularly evaluating the application of these regulations,
  - b. adopting the general guidelines for research and teaching practices,
  - c. supervising the implementation of the education and examination regulations and the research practices, as well as regularly reporting on these matters to the Executive Board.
2. The dean is responsible in particular for the faculty's general strategic policy and external relations.
3. The vice dean of research is responsible in particular for the faculty's research policy and is accountable to the dean.
4. The vice dean of education is responsible in particular for the faculty's education policy and is accountable to the dean.
5. Notwithstanding the provisions in the first four paragraphs of this article, the director of business operations is responsible for the business operations within the faculty, in particular for managing the faculty's support services, monitoring the quality of the support services, preparing the faculty budget and the corresponding annual accounts, and monitoring the income and expenditure within the faculty budget adopted by the Faculty Board. The director of business operations is accountable to the dean.
6. The dean grants the vice deans and the director of business operations a written proxy for exercising the assigned duties and related authorities.

## CHAPTER 3 THE STRUCTURE OF THE FACULTY

### A. EDUCATION

#### 3.1 Education institutes

The faculty has the following education institutes that run its Bachelor's and Master's programmes:

- a. Institute for Biosciences,
- b. Institute for Computing Science and Information Sciences,
- c. Institute for Molecular Sciences,
- d. Institute for Mathematics and Physics & Astronomy.

#### Article 3.2 The board of an education institute

1. The responsibility for managing an education institute rests with a director of education, who is appointed by the Faculty Board for a period of four years. The director of education cannot simultaneously act as dean, vice dean, director of a research institute, director of a special organisational unit, director of business operations or member of an examination board or programme committee.
2. The director of education is responsible for:
  - a. organising and coordinating the education at the institute, which includes distributing the teaching staff complement assigned to the department, after consulting the directors of the research institutes involved,
  - b. developing education policies, which include public relations and recruitment, and promoting innovation,
  - c. advising the Faculty Board about the faculty's education policy, the appointment of lecturers, the adoption and revision of the Education and Examination Regulations and the appointment of the department coordinators within the institute,
  - d. implementing the Education and Examination Regulations,
  - e. monitoring the quality of the education,
  - f. ensuring adequate supervision for students,
  - g. promoting the link between the education and the relating research,
  - h. preparing the department's annual report(s) and internal evaluation(s) for the purpose of external reviews and accreditations,
  - i. preparing the institute's budget and the institute's annual accounts,
  - j. monitoring the income and expenditures within the budget adopted by the Faculty Board for the institute,
  - k. holding meetings with the programme committee(s) en examination board,
  - l. holding meetings with the lecturers,
  - m. organising personnel and financial matters for the institute of education within the budget adopted by the Faculty Board for the institute.
3. The administrative and management powers required for the director of education to perform his/her assigned duties are granted by the dean by written proxy.
4. The director of education is accountable to the Faculty Board.

#### Article 3.3 Department coordinators

1. Each department has one department coordinator.
2. The department coordinator is appointed by the Faculty Board for a period of four years on the recommendation of the director of the education institute concerned. The department coordinator cannot simultaneously act as a member of an examination board or programme committee.

3. The duties of the department coordinator include coordinating and carrying out educational tasks within the department, which includes the distribution of tasks to lecturers, advising the director of education about the performance of duties, monitoring the quality and feasibility of the degree programme and taking appropriate initiatives regarding these aspects, supporting the facilities required for the educational process and the effective functioning of consultation structures, in particular together with the programme committee and the lecturers.
4. The department coordinator is accountable to the director of education.

#### **Article 3.4 The First-Year Student Advisory Committee**

1. Each education institute has a First-Year Student Advisory Committee. The committee consists of three members, including a chair, and there are three reserve members. The members and reserve members belong to the permanent academic staff responsible for providing education at the department(s) concerned. The chair, members, and reserve members are appointed by the Faculty Board for a period of four years on the recommendation of the director of education.
2. The committee specified in the first paragraph issues the binding study recommendations, referred to in 7.8b of the Higher Education and Scientific Research Act, on behalf of the dean.
3. The committee reports annually on its findings to the director of education and Faculty Board.

#### **Article 3.5 Composition of the programme committees**

1. The faculty has the following programme committees for the degree programmes, with the number of members listed:
  - a. Biosciences (Bachelor in Biology; Master in Biology; Master in Medical Biology), 12 members,
  - b. Computing and Information Sciences (Bachelor in Computing Science; Master in Computing Science; Master in Information Sciences), 12 members,
  - c. Molecular Life Sciences (Bachelor in Molecular Life Sciences; Master in Molecular Life Sciences), 8 members,
  - d. Physics & Astronomy (Bachelor in Physics & Astronomy; Master in Physics & Astronomy), 8 members,
  - e. Science (Bachelor in Science; Master in Science), 8 members,
  - f. Chemistry (Bachelor in Chemistry; Master in Chemistry), 8 members,
  - g. Mathematics (Bachelor in Mathematics; Master in Mathematics), 8 members.
2. Half of a programme committee consists of students from the department and the other half of members of the permanent academic staff that are responsible for the education at the department(s) concerned.
3. Student members are elected by the students enrolled in the degree programme concerned. The other members are appointed by the Faculty Board after consultation with the director of education.
4. Membership terms for a programme committee are one year for student members and four years for other members. Members retiring from the committee are immediately eligible for re-election or reappointment.
5. The Faculty Board appoints the chair and deputy chair for the committee in consultation with the director of the education institute concerned. The committee elects a secretary from among its other members.
6. Representatives from the programme committee meet with representatives from the corresponding examination board at least once a year.

### **Article 3.6      Composition of the examination boards**

1. The faculty has the following examination boards for the departments listed:
  - a. Biosciences (Bachelor in Biology; Master in Biology; Master in Medical Biology),
  - b. Computing and Information Sciences (Bachelor in Computing Science; Master in Computing Science; Master in Information Sciences),
  - c. Molecular Life Sciences (Bachelor in Molecular Life Sciences; Master in Molecular Life Sciences; Bachelor in Chemistry; Master in Chemistry; Bachelor in Science; Master in Science),
  - d. Physics and Astronomy (Bachelor in Mathematics; Master in Mathematics; Bachelor in Physics & Astronomy; Master in Physics & Astronomy).
2. Each examination board has a minimum of three and maximum of ten members and is largely made up of members belonging to the permanent academic staff responsible for providing education at the department(s) concerned.
3. The chair and members are appointed by the Faculty Board for a period of four years after consultation with the relevant director of education and the other members of the examination board. The examination board elects its own deputy chair and secretary from among its members.
4. An academic advisor cannot simultaneously act as a member of the examination board. However, the academic advisor may attend the meetings of the examination board in the role of expert.
5. Representatives from the examination board meets with representatives from the related programme committee(s) at least once a year.
6. Each year the examination board prepares a report on its activities. The examination board presents the report to the Faculty Board.

## B. RESEARCH

### **Article 3.7 Research institutes**

The faculty has six research institutes that carry out research. These institutes coordinate the faculty's research. These institutes are:

- a. Institute for Molecules and Materials,
- b. Institute for Water and Wetland Research,
- c. Institute for Mathematics, Astrophysics and Particle Physics,
- d. Institute for Computing and Information Sciences,
- e. Donders Centre for Neuroscience,
- f. Nijmegen Centre for Molecular Life Sciences.

### **Article 3.8 The board of a research institute**

1. The responsibility for managing a research institute rests with a director of research, who is appointed by the Faculty Board for a period of four years. This director of research cannot simultaneously act as dean, vice dean, director of an education institute, director of a special organisational unit or director of business operations.
2. The director of research is responsible for:
  - a. organising and coordinating the research within the institute,
  - b. promoting the coherence of the institute's research, developing policies in the area of research and promoting innovation,
  - c. advising the Faculty Board about the faculty's research policy,
  - d. monitoring the quality of the research,
  - e. organising and monitoring the quality of the research programmes,
  - f. promoting the link between the research and the corresponding degree programmes,
  - g. encouraging cooperation with other researchers and institutes,
  - h. managing the staff complement of the research institute to allow for sufficient teaching staff availability,
  - i. preparing the institute's internal evaluation for the purpose of external reviews,
  - j. preparing the institute's budget and the institute's annual accounts,
  - k. monitoring the income and expenditures within the budget adopted by the Faculty Board for the institute,
  - l. organising personnel and financial matters for the research institute within the budget adopted by the Faculty Board for the institute.
3. The administrative and management powers required for the director of research to perform his/her assigned duties are granted by the dean by written proxy.
4. The director of research is accountable to the Faculty Board.

## C. OTHER

### **Article 3.9 Special organisational units<sup>1</sup>**

1. The dean can select certain educational, research or related activities that do not as such fall under a specific education institute, research institute or a support service. These activities are placed in one or more special organisational units.
2. The responsibility for managing a special organisational unit rests with a functional director, who is appointed for a period of four years. The duties and authorities of the functional director are determined by the Faculty Board.
3. The administrative and management powers required for the functional director to perform his/her assigned duties are granted by the dean by written proxy.
4. The functional director is accountable to the Faculty Board.

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<sup>1</sup> The faculty currently has three special organisational units: Institute for Science, Innovation and Society; High Field Magnet Laboratory; and Radboud Pre-University College of Science.

## **CHAPTER 4 FINAL AND TRANSITIONAL PROVISIONS**

### **Article 4.1 Final provision**

1. All matters not covered by these regulations are decided on by the dean.
2. This set of regulations will come into force the day after the Executive Board gives its approval. As of that date, the current faculty regulations will cease to apply.

### **Article 4.2 Transitional provision**

1. The faculty will run the Bachelor's programme in Information Sciences until 31 August 2016. Enrolment for this programme will close after 31 August 2013. The programme committee for Computing and Information Sciences (as mentioned in Article 3.5, para 1) and the examination board for Computing and Information Sciences (as mentioned in Article 3.6, para 1) will continue to serve these degree programmes until 31 August 2016.
2. The faculty will run the Bachelor's programme in Environmental Sciences until 31 August 2015. Enrolment for this programme will close after 31 August 2012. The programme committee for Biosciences (as mentioned in Article 3.5, para 1) and the examination board for Biosciences (as mentioned in Article 3.6, para 1) will continue to serve these degree programmes until 31 August 2015.