

Internal Rules Faculty of Science

Approved by Faculty of Science Faculty Board 149 (14.11.2013). Amended by Faculty of Science Faculty Board 178 (28.04.2016) and approved by Board of Governors 99 (31.05.2016); Amended by Faculty of Science Faculty Board 203 (21.06.2018) and approved by Board of Governors 117 (25.09.2018); Amended by Faculty of Science Faculty Board 217 (24.10.2019) and approved by Board of Governors 126 (17.12.2019). Amended by Faculty of Science Faculty Board 263 (23.11.2023) and approved by Board of Governors 155 (20.02.2024).

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Introduction

The Internal Rules were established in keeping with the provisions of the “*Basisnota Academische Structuur Universiteit Antwerpen*” (hereinafter abbreviated as BAS). The document’s aim is to be a practical guideline on the organization of the academic and administrative structure of the Faculty of Science.

The Internal Rules only contain clarifications, additions to and specifications of the relevant articles in the BAS. They also contain references to the following source documents:

- Statute of ZAP;
- Education and Examination Regulations (hereinafter abbreviated as OER, “*Onderwijs- en examenreglement*”);
- BOF-internal rules regarding the allocation of resources;
- Rules election echelons Board of Governors.

When relevant, a reference to the corresponding articles in the source documents is included as an end note (see attachment).

The Faculty Board is the only body that can allow a temporary exception to one or more provisions in these Internal Rules, based on a motivated advice.

Chapter 1 – The Faculty and its administrative bodies

Article 1. Mission and structureⁱ

§1. The Faculty of Science is the administrative unit within the University of Antwerp which, through its administrative bodies, organises, coordinates, achieves and stimulates academic education, scientific research and scientific and community service in the study areas of Science.

§2. The Faculty of Science has six departments:

- Department of Bio-Engineering
- Department of Biology
- Department of Chemistry
- Department of Physics
- Department of Computer Science
- Department of Mathematics

Apart from these departments, the interfaculty university Institute for Environment & Sustainable Development (*“Instituut voor Milieu & Duurzame Ontwikkeling”* - IMDO) is dedicated to interdisciplinary educational and research cooperation and networking in the fields of the environment and sustainable development. The education organised by IMDO (not including the Master of Safety Sciences), and part of the ATP/ZAP/BAP staff are administrated by the Faculty of Science, in agreement with the Faculty of Social Sciences, as stipulated in a joint Management Contract.

Article 2. Composition

Members of the Faculty of Science are all members of the academic staff (ZAP, AAP, BAP) and the administrative and technical staff (ATP) who were attached to this faculty by the Board of Governors, as well as all students who enrolled in one of the programmes organised by the faculty.

Article 3. Staff membershipⁱⁱ

The Faculty Board decides on the membership of staff members to one of the departments, IMDO or the dean’s office.

Article 4. Administrative bodies

The faculty’s administrative bodies are:

- Faculty Meeting
- Faculty Board;
- Faculty Bureau;
- faculty administration (dean, vice dean(s) and faculty director);
- dean and vice dean(s);
- education committees and their bureaus;
- examinations boards;

- departmental boards and their bureaus;
- IMDO Board and its Bureau.

Article 5. Advisory bodies

The Faculty Board can establish permanent or temporary advisory bodies insofar as this benefits efficient administration and the democratic character of the decision making.

The faculty's advisory bodies are:

- Selection committees for academic personnel: ad hoc committees which have an advisory capacity in the selection procedure for academic personnel;
- Faculty Committee Academic Personnel (CAP): committee entrusted with the evaluation of the application files in the framework of the ZAP promotions at faculty level;
- Faculty Evaluation Committee (FEC): committee entrusted with the evaluation of the ZAP members;
- Faculty working group on education: working group made up of the chairs of every educational committee and all of the dean's office's educational policy officers, chaired by a vice dean or dean. The agenda contains faculty wide education related items, including lifelong learning.

Article 6. Gender balance

As a result of the Decree amending the administrative structure of the University of Antwerp (05.07.2012 – *“Decreet tot wijziging van de bestuurlijke inrichting van de Universiteit Antwerpen”*), the compulsory gender balance in administrative and advisory bodies was included in the BAS (version approved by the Board of Governors, 71st session, dd. 22.01.2013).

The minimum standard is that a maximum of two thirds of the effective members shall be of the same gender.

Rather than indicating for each decision-making or advisory body in which way the quota must be met, a number of possible ways to reach the mandatory quota, if necessary actively, have been listed below:

§1. When a body nominates non-ex officio members for another body, it shall always nominate an effective member and a substitute member who are of a different gender.

If as a whole more than two thirds of the members of the body in question are of the same gender, effective members shall be replaced by substitute members until the gender quota is reached. This shall be done through consultation or if necessary by drawing lots.

§2. For elected echelons, candidates of different genders are actively recruited so that based on the result of the election or ranking that was agreed upon with all candidates, members can be nominated in a way that ensures that the gender quota in the composition is reached.

§3. For the composition of the FEC and CAP, the departments are asked to nominate two departmental representatives, each of a different gender and with mention of their ranking (1 or 2) to be appointed effective member. It is the Faculty Board's competence to reach a balanced composition that apart

from gender also takes the representation of the relevant research disciplines and required degree into consideration, in order to guarantee maximum independence.

§4. Selection committees (AP and ATP) have a direct impact on the intake of personnel that is inherent to their competence. The Faculty Board shall only approve compositions of selection committees which represent a broad collective, substantive expertise and comply with the gender quota.

Article 7. Advisory and decision-making authority

§1. Each administrative and advisory body has its own decision-making and/or advisory authorities, as stipulated in these internal rules. The Faculty Board has the authority to decide on every faculty matter that has not been explicitly allocated to another body by power of these regulations (residual authority).

§2. Each advisory authority implies that the advice shall be accompanied by a motivation in order to allow the body which receives the advice to make a well informed decision.

§3. When a *binding advisory authority* on a certain matter is allocated to a certain administrative or advisory body, the body receiving the advice shall not decide in a manner which does not correspond with the received advice. When the decision is made not to follow the advice, it is returned with a motivation to the advisory body. The latter then formulates a new advice. Subsequently the administrative body in question shall come to a motivated decision which may derogate from the advice.

On a matter with allocated *non-binding advisory authority*, the body receiving the advice is allowed to immediately decide in a manner which does not correspond with the given advice. In case of a decision which derogates from the advice, the advisory body must be informed of this.

In case of a binding advice, the term “binding” shall always be explicitly mentioned. In all other cases, the advice is non-binding.

§4. The faculty controls the way in which the educational committees, examination committees and departmental boards carry out the assignments they were allocated. This means that in case of advisory authority (binding and non-binding), the advice is remitted to the central level through the dean of the faculty. In the case of decision-making authority, a copy of the decision is provided to the dean.

Article 8. Delegation of authorities

Each faculty advisory or decision-making body is allowed to delegate advisory and decision-making authorities to other faculty administrative bodies, parts thereof or individuals. In this case, the accountability shall remain with the delegating body, unless the authorities in question were directly delegated to these bodies by the central level.

Faculty Meeting

Article 9. Authorities

The faculty Meeting has the authorities which are delegated to it by the Faculty Board. Additionally, it acts as an electoral college for the elections of dean and vice dean(s).

Article 10. Composition

§1. The Faculty Meeting consists of:

- ex officio, all full time members of the senior academic staff (ZAP) attached to FWET;
- ex officio, all part time members of the senior academic staff (ZAP) attached to FWET who are attached to the University of Antwerp for unlimited duration;
- a representation of the part time members of the senior academic staff who are not part of
- the previous category, their number may not exceed 1/8 of the number determined in the first item, rounded and at least two;
- a representation of the assisting and remunerated academic staff, their number may not exceed 1/8 of the number determined in the first item, rounded and at least two;
- a representation of the administrative and technical staff, their number may not exceed 1/8 of the number determined in the first item, rounded and at least two;
- a balanced representation of the students of the bachelor and master programmes, their number may not exceed 1/8 of the number determined in the first item, rounded and at least two.

§2. The faculty director/coordinator is present at meetings of the Faculty Meeting with advisory capacity.

§3. The election of the representatives is done among and by the members of the echelons in question. The duration of the mandates of the elected members is three years, except for the student representatives where the mandate is for one year, and is renewable.

§4. If a representation turns out to be incomplete during the run-up to a Faculty Meeting, the dean calls for applications and if necessary, elections are organised for the echelon in question.

Article 11. Functioning

§1. The Faculty Meeting is convened by the dean in consultation with the vice dean(s).

§2. The dean shall convene the Faculty Meeting upon the request of the Faculty Board or of at least ten members of the Faculty Meeting.

Faculty Board

Article 12. Authorities

Policy matters

- drawing up the **strategic policy plan** of the Faculty – binding advice to the Board of Governors;
- the use of the faculty **personnel and operating budget** and the allocation of said budget within the faculty (to the level of the departments) – binding advice to the Board of Governors;
- the definition of **priorities** in the field of education, research and service – decision;

- the drawing up of a management agreement (“*Beheersovereenkomst*”) with IMDO – binding advice to the IMDO board;
- formulating faculty specific ZAP evaluation criteria as an addendum to the university wide ZAP evaluation matrix – binding advice to the Board of Governors;
- the elaboration and updating of a set of **Internal Rules** that regulate the functioning of the administrative and advisory bodies of the Faculty of Science – binding advice to the Board of Directors;
- the nomination of the candidates for the mandate of **dean and vice dean(s)** – binding advice to the Board of Governors.

Administrative matters

- the establishment of **departments** within the faculty, the attachment of the members to the departments, and the appointment of their chairpersons and vice chairpersons (the latter after binding advice from the Department Board) – decision;
- the appointment of **faculty representatives** in committees or boards outside the faculty – decision;
- the nomination of faculty representatives in the **electoral college** for the election of the **rector** – decision;
- the conclusion of **(international) cooperation agreements** with institutions of higher education and research – advice to the central level;
- the composition of the faculty advisory bodies **CAP** and **FEC** – decision.

Education matters

- the intermediate **adjustment** of the existing **education programmes** without fundamentally altering the educational objectives and learning outcomes (based on binding advice from the education committee in question) – decision;
- the education programmes of **new programmes** and the thorough modification of existing education programmes (based on binding advice from the education committee in question) – advice to the Education Board;
- the **allocation of teaching assignments** (based on binding advice from the education committee in question) – decision;
- drawing up the **academic calendar** within the centrally set timeframe – decision;
- the establishment of the **Education Committees (OC)** within the faculty with the programmes they have authority for, and the appointment of their chairpersons and vice chairpersons (the latter based on binding advice by the OC) – decision;
- the composition of the **Examinations Boards** within the faculty and the appointment of their chairpersons and vice chairpersons (based on binding advice by the OC) – decision;
- the composition of the **study progress committees** within the faculty (based on advice by the OC) – decision;
- the appointment of the **ombudspersons** (based on advice by the OC in question) – decision;
- the elaboration and follow-up of a faculty **quality control** system of the educational programmes within the outlines set by the Board of Governors – decision;

- the appointment of the faculty CIKO coordinator in keeping with the institution's regulationⁱⁱⁱ – decision;
- drafting propositions regarding **general educational policy** (based on advice by the Education Committees) – decision.

Research matters

- guarding the coherence in the faculty's **research programme** (based on advice by the departmental boards) – decision;
- the establishment or termination of research groups (based on binding advice by the departmental board) – decision;
- the faculty's doctoral regulations in the study areas the faculty has authority over (based on advice by FADOSI and ADS Board) – decision;
- the composition of the **individual doctoral committees** and the approval of the doctoral project at the start or transfer to a **PhD in Science** – decision;
- the composition of the **doctoral juries** for PhD's in Science – decision.

Staff matters

- **Academic personnel:** the modification of the area within which the members of the academic personnel develop their research and service activities, taking into account the academic freedom and within the limits set by the stipulations in question of the AAP and ZAP statute (based on binding advice by the departmental board) – decision;
- **Part time ZAP with a non-structural assignment:** opening job vacancy, first appointment, grading, temporary expansion of assignment, renewal of appointment and discharge (based on advice by the departmental board) – decision;
- **AAP (MA, PA, DA):** opening job vacancy, first appointment, grading, temporary expansion of assignment, renewal of appointment and discharge (based on advice by the departmental board) – decision;
- **ZAP and principal research fellows:** interruption of duties, reduction of assignment, mission work or sabbatical leave for periods of more than two months (based on advice by the departmental board) – decision;
- **ZAP:** the profile description, opening of a job vacancy and the composition of a selection committee, in compliance with the provisions in the ZAP statute (based on advice by the departmental board) – advice to the Executive Board;
- **ZAP:** first appointment and tenure – advice to the Executive Board;
- **ZAP, AAP, BAP:** grading - decision;
- **ZAP and AAP:** voluntary resignation - decision;
- **AAP:** evaluation, renewal of appointment and reduction of assignment of mandate assistants, teaching assistants and principal research fellows on operational grant (based on advice by the Departmental Board) – decision;
- **ZAP:** evaluation (based on binding advice by FEC) – decision;
- **ZAP:** promotions (based on binding advice by CAP) – advice to Central Evaluation Committee;
- **ZAP:** treatment of applications for secondary activities and determination of full time availability – advice to Board of Governors;
- **(tt)(ZAP)BOF:** the profile description and (partial) composition of a selection committee, in compliance with the provisions in the BOF regulations (based on advice by de Departmental Board) – advice to Executive Board;
- **(tt)(ZAP)BOF:** the nomination for appointment, in compliance with the provisions in the BOF regulations (based on advice by de Departmental Board) – advice to Executive Board;

- **(tt)(ZAP)BOF**: appraisal of requests from external candidates to obtain (tt)(ZAP)BOF mandates attached to the Faculty of Science (e.g. as a result of obtaining ERC funding) with due regard of confidential data if applicable – binding advice to Research Board;
- **Emeriti**: the continuation of unpaid, occasional activities in compliance with the end-of-career regulations (based on advice by the Departmental Board) – decision;
- **Emeriti**: the continuation of a paid assignment in compliance with the end-of-career regulations (based on advice by the Departmental Board) – binding advice to Executive Board;
- **BAP on operation grant**: first recruitment, renewal of recruitment, reduction of assignment and discharge (based on advice by the Departmental Board / IMDO Board) – decision;
- **BAP on operational grant**: opening calls for candidates and allocation of academic associates or dehouse grant holders – decision;
- **ATP on operational grant**: the profile description, opening a job vacancy and the composition of a selection committee, in compliance with the provisions of the ATP statute – advice to Executive Board;
- **ATP on operational grant**: nomination for appointment in statutory job after selection procedure and grading – advice to Board of Governors.

Article 13. Urgent decisions

The Faculty Bureau or the dean can take urgent decisions (if a decision is needed before the next Faculty Board) about matters that fall under the competence of the Faculty Board. In such a case, the Faculty Bureau or dean shall render account for confirmation on the decision that was taken at the next meeting of the Faculty Board (transparency of governance), which has the final decision-making competence. The Faculty Board confirms these decisions or, in case of not obtaining a simple majority, formulates a substantiated position.

Article 14. Composition

§1. The Faculty Board has the following voting members. These members are ex officio:

- the dean;
- the vice dean(s);
- the presidents of the Educational Committees for Biology, Bio-engineering, Chemistry, Physics, Computer Science, Mathematics, Environmental Science;
- the presidents of the Departmental Boards Biology, Bio-engineering, Chemistry, Physics, Mathematics, Computer Science.

The following are also members of the Faculty Board:

- one FWET representative of the IMDO board;
- one representative of the part time senior academic staff who have a contract of unlimited duration with the University of Antwerp;
- two representatives of the assistant and paid contract academic staff;
- two representatives of the administrative and technical staff;
- two student representatives, one of which is from the bachelor programmes and the other from the master programmes.

§2. The faculty director/coordinator takes part in the Faculty Board meetings with an advisory capacity. The dean may decide to invite additional members with an advisory capacity.

§3. The representatives of the echelons in the Faculty Board are nominated among the representatives for the Faculty Meeting.

§4. If a person no longer belongs to the echelon that elected him/her, he/she is legally no longer a member of the Faculty Board. The dean takes the initiative to ensure that the echelon in question provide a replacement for the member for the further duration of the mandate. The same applies when a representative resigns from the Faculty Board.

§5. Without prejudice to art. 14 §4, the duration of the mandates is three years, except for the student representatives whose mandate is for one year. These terms are renewable.

§6. The dean may invite non-members to the Faculty Board to provide more detailed information on certain agenda topics.

Article 15. Operation

§1. The dean convenes the Faculty Board, in consultation with the vice dean(s).

§2. The dean must convene the Faculty Board upon the request of at least five members of the Faculty Board.

§3. The dean suggests a yearly meeting calendar.

Faculty Bureau

Artikel 16. Authorities

§1. The Bureau prepares the Faculty Board meetings and is responsible for maintaining close contact with the academic and administrative bodies of the institution and their individual members.

§2. The Bureau also has the authorities delegated to it by the Faculty Board, including:

- Permission to start or switch to a PhD in Science (incl. approval individual PhD commission);
- Jury composition for PhD in Science;
- Grading for Contract Research Staff (BAP)

Article 17. Composition

§1. The Bureau consists of the dean, the vice dean(s) and the departmental chairs.

§2. The faculty director/coordinator is present at the Bureau meetings with advisory capacity.

§3. The dean may decide to invite additional members with advisory capacities.

Dean and vice dean(s)

Article 18. Authorities

§1. The academic and daily management of the faculty rest with the dean. The dean is chair of the Faculty Meeting, the Faculty Board and the Bureau. The dean is responsible for the execution of the advice and decisions of these bodies.

The final responsibility for the administrative organisation and the allocation of tasks for the ATP members of the dean's office rests with the dean. The dean is accountable for these matters to the Faculty Board.

§2. The dean shall conduct goal-setting interviews with each individual ZAP member attached to the faculty, in accordance with the stipulations of the "*ZAP-statuut*" (ZAP statute)^{iv}. The chair of the department the ZAP member is attached to, shall be invited to take part in the interview. The dean may allow a vice dean to represent him/her in the goal-setting interview.

§3. The dean shall be assisted in his mandate by at least one vice dean and a maximum two vice deans. A vice dean(s) replace(s) the dean in his or her absence or in specified cases with direct involvement of the dean.

§4. The dean and vice dean(s) represent the faculty within and outside the university, in consultation with each other.

Article 19. Mandate

§1. The dean and vice dean(s) are members of the full time senior academic staff and at least have a professor's degree. The dean and vice dean(s) are elected by the Faculty Meeting in accordance with 'UAntwerp regulations on election of (vice) deans'

§2. The term of the dean's and vice dean('s) (s) mandates is three years and these mandates are renewable once. After that, the departing dean and vice dean(s) shall only be re-eligible in the same mandate after a three year interruption. For the renewability of the mandate, mandates of less than one and a half years do not count as a first mandate. If the dean's and/or vice dean('s)(s) mandate ends early, the Faculty Meeting shall elect a successor to finish the vacant mandate.

§3. The mandate of dean or vice dean is not compatible with a mandate of chair or vice chair of a department or Educational Committee.

Education Committees and their bureaus

Artikel 20. Mission

§1. The Education Committees are the administrative and academic units which are responsible for the academic programmes, the continuing academic programmes and the post academic education in their study area or a part of a study area.

§2. The Education Committees are responsible for the education in the respective programmes. They determine the programme goals, elaborate a coherent curriculum, determine the content of the programmes and are responsible for the optimal organisation and quality control of the education.

§3. Each Education Committee can appoint a Bureau and delegate authorities to this Bureau. The Education Committee's Bureau has an assignment of coordination and stimulation with regards to the educational policy of the programme.

§4. The Faculty of Science has an Education Committee for each of the following study areas:

- Bioscience Engineering (Bachelor)
- Biology
- Chemistry
- Physics
- Computer Science
- Mathematics
- Environmental Science

§5. An Interfaculty Education Committee (EDUMA-W&T) is responsible for the Educational Master of Science and Technology. Its composition, functioning and competences are determined in a note approved by the Faculties of Science, Applied Engineering and Pharmaceutical-Technology-Biopharma, containing all basic principles. The Education Committee EDUMA-W&T is a governing body of the Faculty of Science.

§6. An interuniversity Education Committee is responsible for the interuniversity *Master of Science in Bioscience Engineering: Sustainable Urban Bioscience Engineering*. Its composition, functioning and competences are determined in the agreement regarding the joint organisation of the master programme by the respective partners KU Leuven, UGent and UAntwerpen.

§7. An interuniversity Education Committee is responsible for the interuniversity *Master of Science in Marine and Lacustrine Science and Management (Oceans & Lakes)*. Its composition, functioning and competences are determined in the agreement regarding the joint organisation of the master programme by the respective partners VUB, UGent and UAntwerpen.

§8. For the advanced master programme *Think Water*, the competent Education Committee is made up of members from FWET and partners.

§9. Additionally there are Education Committees for the postgraduate programmes *Adviseur Gevaarlijke Stoffen (AGS)* and *Energy and Climate*.

Article 21. Authorities^v

§1. The Education Committees are responsible for educational matters that do not need to be carried out by a higher administrative or advisory body.

Policy matters

- The management of the **operational resources** that are allocated by the faculty to the Education Committee;
- the implementation and follow-up of **quality control**.

Administrative matters

- the election of an Education Committee **chair and vice chair** among the full time Senior Academic Staff – binding advice to the Faculty Board;
- the appointment of the members of the Education Committee **bureau**. One of the members of the Senior Academic Staff is appointed as secretary – advice to the Faculty Board;
- the appointment of **representatives** of the Education Committee in faculty advisory bodies and in external committees and boards - decision;
- the composition of the **examinations boards** at the start of the academic year and the appointment of a chair, a secretary and their respective replacements – advice to the Faculty Board;
- the composition of the **study progress committees** – advice to the Faculty Board;
- the **declaration of equivalence** of diplomas upon the request of the academic authorities - decision;
- the appointment of an **ombudsperson** for the bachelor programme and one for the master programme – advice to the Faculty Board.

Educational matters

- the development, elaboration, organisation and amendment of the **education programmes** – binding advice to the Faculty Board;
- the description of the content, the teaching method and evaluation methods of the programme components - decision;
- the organisation of the **master dissertations**: determination of the subjects, appointment of supervisors and co-readers - decision;
- the closure of **education agreements** – advice to the Faculty Board;
- determination of the modus operandi and elaboration of the general rules and authorities of the **study progress committee**;
- procuring **information** to prospective students and supporting and organising recruitment activities within the respective programme.

Staff matters

- the **stimulation of educational professionalisation** among its lecturers;
- the **opening of teaching assignments** by gaining advice from all relevant departments / faculties – decision;

- the **allocation of teaching assignments** based on the advice received from the Departmental Board(s) / Faculty Board(s) – binding advice to the Faculty Board.

§2. The Education Committee may delegate all of its authorities to the Education Committee’s bureau, with the following exceptions:

- approval of the curriculum;
- appointment of the Education Committee’s bureau;
- election of the Education Committee’s chair and vice chair.

Article 22. Composition^{vi}

§1. Each Education Committee mentioned in article 20 §4 is composed of the following people:

- all members of the senior academic staff, education assistants and education coordinators who are coordinators of compulsory courses in the programme in question (the cotitulars act as replacements if needed), and who are attached to the University of Antwerp for at least 15%;
- coordinators of compulsory university wide programme components, however, are not automatically members of the Education Committee;
- a representation of the lecturers of the programmes in question who are not part of the group described in item 1. Their number is limited to 5;
- a representation of the paid AAP/BAP/ATP-educational assistants-educational coordinators with a teaching assignment in the programmes in question, with a maximum of 1/6 of the number in item 1, rounded up;
- a representation of a maximum of three students from the bachelor programmes and a maximum of four from the master programmes, and one student from each continued academic programme. For programmes without a master programme, the student representation is limited to 5;
- ombudspersons are invited and have an advisory capacity;
- representatives from the alumni of the academic master programmes in question may be invited with advisory capacity.

§2. The Education Committee’s bureau is composed of members of the Education Committee:

- the chair and vice chair of the Education Committee (ex officio);
- four course unit coordinators from the Education Committee, one of whom may be appointed secretary;
- two representatives of the AAP/BAP;
- two students, preferably one student from the bachelor programme and one from the master programme.

§3. The Education Committee's chair may invite coordinators of the continued academic programmes to be present at the meetings with advisory capacity.

§4. The same rules apply for the duration of the chair's and vice chair's mandate as for the mandate of dean, i.e. three years and renewable once. A departing mandate holder can only be eligible again after an interruption of at least three years.

§5. Those who are no longer part of the echelon which elected him/her, are legally no longer member of the Education Committee. The chair takes the initiative to ensure that the echelon in question provide a replacement for the member for the further duration of the mandate. The same applies when a representative resigns from the Education Committee.

§6. Without prejudice to art. 22 §4, the duration of the mandates is three years, except for the student representatives where the mandate is for one year. These terms are renewable.

Article 23. Operation

§1. The Education Committee meets at least once per semester; the Education Committee's bureau at least twice per semester.

§2. The Education Committee and the Education Committee's bureau are convened by the chair in consultation with the vice chair.

§3. The minutes of the Education Committee's bureau are presented to the complete Education Committee for their information and if needed for confirmation.

Examinations Board

Article 24. Mission

Each programme in the bachelor-master system has an Examinations Board. They evaluate the completion of the starting package, the end results and the study progress of the students who are registered there. Each Examinations Board carries out its tasks in keeping with the provisions of the OER.

Article 25. The Examinations Boards work autonomously, which means they have no accountability regarding their decisions toward the faculty.

Article 26. Composition^{vii}

§1. The composition of the Examinations Boards is in compliance with the provisions of the OER, meaning the minimum number of members is 5 and the maximum 10.

§2. At the beginning of the academic year, the Education Committee appoints a chair and vice chair with their resp. replacements from the members of each Examinations Board.

§3. The ombudsperson and the study programme counsellor are present at the meetings with advisory capacity. The Examinations Board's chair may also allow other members of the academic staff who are involved in the education and/or evaluation of the students, to be present at the Examinations Board's meetings with advisory capacity.

Article 27. Operation^{viii}

§ 1. The Examinations Board's members have the obligation to take part in the deliberation meetings (physically or electronically). If they are unable to attend due to force majeure, they shall inform the chair of the Examinations Board in advance and in writing.

Anti-fraud Committees

Article 28. Authorities^{ix}

When a report is made of suspected fraud (including plagiarism): the investigation of the facts, hearing the involved parties, evaluating whether or not fraud has been committed, and the determination of the sanction.

Article 29. Composition^x

§1. Each programme's Anti-fraud Committee is composed of the chair and secretary of the Examinations Board in question (ex officio).

§2. If a member of the Anti-fraud Committee is involved in a case of alleged fraud or plagiarism, he/she will be replaced by the resp. substitute.

§3. The ombudsperson is present at the meetings with advisory capacity.

Study Progress Committees

Article 30. Mission^{xi}

The Study Progress Committee is an operational committee within each study area, that guards the study progress of all students in that study area, as stipulated in the OER. Interuniversity master programmes where the FWET programme is the coordinator, shall establish a separate Study Progress Committee for the master programme.

Article 31. Authorities

The Study Progress Committee decides on all matters regarding exceptional permission to enroll, requests to divert from the study programme, trajectories with shorter study duration, and measures to ensure study progress. The Study Progress Committee shall execute its duties in accordance with the provisions in the OER.

Article 32. Composition

§1. The Study Progress Committee is composed of the chair of the Education Committee, the chair of the Examinations Board of the bachelor programme, the chair of the Examinations Board of the master programme and a maximum of three additional Senior Academic Staff members from the programme. At least one committee member is a course unit coordinator in the first bachelor. The ombudsperson of the bachelor programme, the ombudsperson of the master programme and the study programme counsellor take part in the meetings with advisory capacity.

§2. The members have the authority to decide to invite other colleagues of the academic staff who are involved in the education and/or study programme to be present at the meetings of the Study Progress Committee with advisory capacity.

§3. The chair of the bachelor programme's Examinations Board is ex officio chair of the study progress committee.

§4. The composition of the Study Progress Committee of interuniversity master programmes is not bound by the abovementioned provisions.

Article 33. Operation

The Study Progress Committee can be consulted electronically, except if a hearing is wanted in a request to reconsider a decision that was taken.

Departments

Article 34. Mission

§1. The departments are the administrative units at the decentral level with the following missions:

- organising, coordinating, achieving and stimulating the scientific research and scientific service in a certain study area or a coherent group of study areas and ensuring quality control;
- executing the teaching assignments allocated to its members, within the study area or study areas the department in question has competence in.

Article 35. Administrative bodies of the departments

§1. A department has the following administrative bodies:

- Departmental Board;
- Department Bureau;
- Chair and vice chair of department.

§2. Each department is represented by its chair, who presides the administrative bodies of his/her own department.

Article 36. Authorities Departmental Board

§1. For the authorities delegated to the departments by the faculty, the final responsibility toward the central level still rests with the faculty. The departments can only report to the central level through the faculty^{xii}.

Policy matters

- the **distribution of staff resources** (according to the faculty policy plan) and **operational resources** that are allocated to the department by the faculty – decision;
- the elaboration of a **policy plan** with a vision on a medium-term staff policy – advice to the Faculty Board;
- the **management of resources, premises and equipment** the faculty allocated to the departments – decision.

Administrative matters

- the **election** of a **chair and vice chair** of the Departmental Board among the Senior Academic Staff – binding advice to the Faculty Board;
- **composition of Department Bureau:** the appointment of the members of the Departmental Board's bureau – decision;
- the **creation or termination of research groups** – binding advice to the Faculty Board;
- the attachment of **associated members** to the department – binding advice to the Faculty Board;
- the appointment of departmental **representatives** in faculty advisory bodies and other committees or boards, with the exception of selection committees – decision.

Educational matters

- formulating propositions on the **allocation of teaching assignments as course unit coordinator** to its Senior Academic Staff and Academic Assistant Staff and possibly emeriti – advice to the Education Committee(s) in question.

Research matters

- the composition of the individual PhD committee and jury for PhD's within the study areas the department in question has competence in – decision;
- the determination of priority **research topics**, the organisation and elaboration of the department's research programme – advice to the Faculty Board.

Staff matters

- **Academic staff:** changes to the area within which the members of the academic staff develop their research and service activities, taking into account the academic freedom and within the boundaries of the relevant provisions in the AAP and ZAP statutes – binding advice to the Faculty Board;
- **ZAP (Senior Academic Staff) and Academic Assistant Staff:** interruption of duties, or sabbatical leave – advice to the Faculty Board;
- **ZAP:** approval of absences of more than two months due to mission – advice to Faculty Board;
- **ZAP:** formulating profile descriptions and job vacancy texts, taking into account the Education Committee's advice regarding teaching profile and composition of the selection committee – advice to the Faculty Board;
- **part time temporary ZAP:** renewal of appointment and reduction, modification or expansion of the assignment – advice to Faculty Board;
- **voluntary/unpaid staff:** first appointment, renewed appointment, reduction of the assignment and dismissal - decision;
- **guest professors:** first appointment, renewed appointment, reduction of the assignment, grading and dismissal – advice to the Faculty Board;
- **AAP:** profile description, proposition of job vacancy text and selection committee – advice to Faculty Board;
- **AAP:** first appointment, evaluation, renewal of the appointment and reduction of the assignment – binding advice to Faculty Board;
- **BAP paid with operational resources:** profile description and opening job vacancy – advice to Faculty Board;
- **BAP paid with operational resources:** appointment, renewal of the appointment, reduction of the assignment, grading and dismissal – advice to Faculty Board;
- **ATP paid with operational resources:** profile description, proposition of job vacancy text and composition of the selection committee, reduction of the assignment, dismissal – advice to Faculty Board;
- **ATP:** determination of the task allocation of the ATP members attached to the department - decision;
- **Emeriti:** yearly permission to granting facilities for emeriti without assignment or activities, in line with the end-of-career regulations - decision;
- **Emeriti:** yearly permission to carry out occasional activities or a paid assignment, in line with the end-of-career regulations – advice to Faculty Board.

§2. The Departmental Board can delegate authorities to the Department Bureau and to the research groups' spokespersons.

Article 37. Composition of Departmental Board

§1. The Departmental Board is composed of the following members:

- all full time ZAP members of the department, both tenured and non-tenured;
- one representative of the part time ZAP members and the paid guest professors;
- a representation of the AAP and paid BAP, their number is a maximum of 1/6 of the number determined in item 1, with at least two representatives;
- a representation of the ATP, their number is a maximum of 1/8 of the number determined in item 1, with at least two representatives;
- the department is allowed to appoint additional permanent members with advisory capacity, for example associated members.

§2. Notwithstanding art. 37 §3, the duration of the mandates of the elected members is three years. These terms are renewable.

§3. A person who is no longer affiliated to the echelon that elected him/her, legally stops being a member of the Departmental Board. The chair takes the initiative for the echelon in question to replace the member for the remainder of the mandate. The same applies when a representative resigns from the Departmental Board.

Article 38. Department Bureau

§1. The Department Bureau is composed of members of the Departmental Board:

- the chair and vice chair of the Departmental Board;
- three full time ZAP members;
- two members of the AAP/BAP;
- one or two members of the ATP.

§2. The bureau can carry out the following tasks:

- prepare the Departmental Board's meeting;
- carry out the decisions made by the Departmental Board;
- exercise the authorities delegated by the Departmental Board.

§4. The bureau's minutes are presented to the complete Departmental Board for information purposes and if necessary for ratification.

§5. The dean's office receives an e-copy of each of the bureau's minutes.

Article 39. Chair

§1. The academic and day-to-day management of a department is the chair's responsibility.

The vice chair assists the chair and substitutes him/her when the chair is absent or prevented from

attending.

§2. The tasks of the chair include:

- presiding the Departmental Board and the Departmental Board's bureau;
- representing the department within and outside the university;
- managing the approved departmental budget within the framework of the decisions of the Departmental Board and applicable regulations;
- supervising the presence and availability of the department's members and the execution of the tasks that are allocated within the department;
- attending the goal setting interviews with ZAP members upon the dean's invitation;
- setting up and following up on improvement processes imposed by the FEC to ZAP members with a non-favourable assessment in consultation with the dean;
- drawing up the departmental policy documents that are requested by the higher academic authority.

§3. For the duration of the mandates of chair and vice chair, the same rules apply as for the dean's mandate, i.e. three years and renewable once. An outgoing mandate holder can only be eligible again after an interruption of at least three years. For the renewability of the mandate, a mandate of less than half of a normal mandate does not count as a first mandate.

Article 40. Relationship with the research groups

§1. Research groups are not seen as administrative bodies, but as academic bodies that are established as a temporary or permanent cooperation between academic staff who conduct research around a certain topic.

§2. A research group can be established in order to organise, coordinate and/or stimulate scientific research. A research group can be established within a faculty or department, or across several faculties or departments when a research topic exceeds the boundaries of one entity. The research group is established by a faculty, upon the proposition by one or more departments, one or more faculties or the central administrative level. If more than one department is involved, the research group is established in mutual agreement.^{xiii}

§3. The research groups choose a spokesperson among their ZAP members, who will report to the department(s) they were established in and to the higher administrative bodies.

Chapter 2 – The faculty’s advisory bodies

Selection committees for (TT)ZAP

Cf. BOF-internal regulations for the composition of advisory committees for (TT)(ZAP)BOF^{xiv}

Article 41. Composition^{xv}

§1. The Faculty Board always appoints an ad hoc selection committee, simultaneously with the approval of a ZAP job vacancy and upon the advice from the department where the member of staff will be attached as an effective member. Simultaneously with the approval of the selection committee at the Faculty Board, a convenor shall be appointed who shall act as contact person for the dean’s office. For non statutory recruitments the convenor shall also take on an organizational and communications role, including reporting.

§2. The faculty’s selection committee consists of at least five full time and tenured ZAP members of the Faculty of Science including the dean, the chair of the receiving department and one member from a concerned Education Committee.

If the vacancy refers to a teaching assignment that is part of the study area of another faculty, at least two representatives from that other faculty must participate in the selection committee.

The dean is ex officio chair of the selection committee.

The Faculty Board proposes a member from another faculty.

In the selection committee for a ZAP vacancy with a structural assignment (= combination of the three core tasks and appointed for >50%), at least two academic experts who are not members of the University of Antwerp must participate. They will be appointed by the Faculty Board. For a part time assignment of 50% or less, the Faculty Board can choose whether or not to appoint external experts.

The faculty director shall take part in the preselection and selection meetings for statutory ZAP appointments as an advisory member and rapporteur (for BOF appointments, a RIVA staff member shall write the minutes).

Article 42. Authority

§1. The selection committee has the following binding advisory authority:

- advise the Faculty Board on the appointment of (TT)ZAP.

§2. The selection committee’s motivated minutes with the proposed appointment, including the proposed grade, shall be presented to the Faculty Board. The Faculty Board takes the proposal into consideration and takes a decision in the form of a binding advice to the Board of Governors with, if relevant, a nomination for the appointment.

Article 43. Mission^{xvi}

§1. The selection committee expresses its opinion regarding the formal admissibility of the applications that were entered. The competences of the candidates are balanced against each other in a comparative manner, taking into account the function’s requirements that are mentioned in the job vacancy text, and checked against the function profile in question and the criteria applicable for each grade as stipulated in the assessment table. The candidates who, according to the selection

committee, comply best with all job requirements, will be invited to present their vision and plans regarding education, research and service to the selection committee during an interview.

Teaching a trial lesson is a compulsory part of the selection procedure for a ZAP member with a structural assignment.

The modalities of the trial lesson, i.e. subject, duration, language and level of the target audience, are determined in advance, are identical for all candidates (with the possible exception of the language) and are communicated in a timely manner to the invited candidates.

The trial lesson is attended by a number of students who will afterwards communicate their assessment to the selection committee. They do not take part in the further deliberations of the committee.

§2. The selection committee ranks the most suitable candidates in a first group. The committee can distinguish a second group of suitable candidates it does not wish to rank and a third group of candidates that are not deemed suitable. The selection committee's minutes also contain the proposed grade of appointment for the ranked candidates, as well as a motivation why the other candidates are not eligible for the vacant position.

§3. The selection committee's activities are confidential. The selection committee has the right to obtain all additional relevant information for the assessment of the candidacies.

At the termination of their activities, the faculty director/convenor delivers minutes that have been approved by the members, and that are presented to the Faculty Board for ratification.

Faculty Committee Academic Personnel (CAP)

Article 44. Composition^{xvii}

§1. The CAP members are appointed by the Faculty Board, after nomination by the respective Departmental Boards.

§2. The CAP is composed of the dean, the faculty's representative in the Central Assessment Committee and one ZAP member of each department, nominated by the Departmental Board and with a Full Professor's degree and with a structural assignment. At least two external experts with advisory capacity are added.

The CAP members are appointed for a renewable maximum term of four years. In the composition of the CAP, it is ensured that not all members are replaced at the same time, in order to guarantee a continuity to a subsequent promotion round.

§3. The dean is ex officio chair of the CAP. Exceptionally, the dean may be replaced by a vice dean after approval by the central evaluation committee ("*centrale beoordelingscommissie (CBC)*").

§4. For the CAP's composition, the Faculty Board guards the gender balance, the balanced distribution between disciplines and the competence with regards to the three core tasks.

Article 45. Authority

The CAP has the following binding advisory authority:

- Give advice to the Faculty Board regarding the ZAP promotions.

Article 46. Mission^{xviii}

§1. The CAP assesses the files according to the result areas from the ZAP function profile, based on the

ZAP evaluation criteria and a preparatory technical analysis of the files. For the assessment, the actual time that was spent on assignments in the fields of education, research and service as determined in the goal-setting interview is taken into account. For each candidate, the CAP presents a thoroughly motivated advice on whether or not the candidate should be nominated for promotion. They will provide a motivated ranking of the candidates nominated for promotion.

§2. For files of candidates who are attached to a discipline that is not the scientific core task of the administrating faculty, the CAP needs to request a motivated advice from the CAP of the faculty this discipline belongs to in advance, if this is possible within the academic structure.

For the files of candidates who are active in an interfaculty institute or centre, a motivated advice needs to be requested at the competent body of said institute or centre.

§3. The CAP's activities are confidential. The CAP has the right to obtain all additional relevant information for the assessment of the files.

At the end of their activities, the chair hands in an advice approved by the members, that will be presented to the Faculty Board for ratification. This faculty advice shall then be processed by the CBC and the Board of Governors has a decision-making authority.

Faculty Evaluation Commission (FEC)

Article 47. Composition^{xix}

§1. The Faculty Evaluation Commission is composed of:

- the dean (chair);
- the chairs of the Education Committees¹;
- the CIKO-coordinator;
- one ZAP member with an appointment of at least 50% per department, nominated by the resp. Departmental Board (see art. 6 §3 re. guarding the gender balance);
- a member of the central administration can attend the meetings to provide legal or administrative advice (with advisory capacity).

§2. The Education Committees' chairs may be substituted by the vice chair, only when it is indispensable for reaching the gender balance.

§3. The FEC members are appointed by the Faculty Board for a renewable maximum term of four years. In the composition of the FEC, it is ensured that not all members are replaced at the same time, in order to guarantee a continuity to a subsequent evaluation round.

§4. FEC members do not take part in the discussion regarding their own case. When the dean's case is on the agenda, the eldest member shall take the lead in the discussion of said case.

Article 48. Authorities

§1. The FEC has the following binding advisory authority:

- Give advice to the Faculty Board regarding the evaluation of ZAP members;

¹ The department of Bioscience engineering shall delegate one of the two Education Committee chairs and if needed shall take into account the gender balance of the entire FEC for this choice.

- For members of the ZAPBOF or TTBOF, the procedure stipulated in the BOF regulations is followed.

§2. The FEC's minutes with the motivated proposition on the evaluation to be given, are presented to the Faculty Board. The Faculty Board discusses the proposition and takes a final decision in the case of a statutory evaluation or formulates an advice to the Board of Governors in the case of an evaluation for tenure.

Article 49. Mission^{xx}

§1. For the evaluation, the FEC weighs the achievements and performance against:

- the generic function profile;
- the evaluation table;
- the given assignment and the agreements made during the goal-setting interviews;
- the evaluation file.

All information needed for the evaluation, is made accessible to the FEC members. The FEC has the right to obtain all additional relevant information for the evaluation of the file.

§2. The evaluation contains a summary appreciation of the educational, research and service activities of the ZAP member in question and of the activities in the field of management and organisation.

§3. The evaluation must have a directing character for the ZAP member and must form a guideline for the further development of his/her career.

§4. For a statutory evaluation the FEC gives one of the following evaluations: "favourable", "substandard" or "unsatisfactory". In case of an evaluation for tenure or for renewal of appointment, the FEC gives an evaluation "favourable" or "unfavourable".

§5. The ZAP statute contains an appeal procedure for statutory evaluations if the end result is "substandard" or "unsatisfactory"^{xxi}.

Faculty Commission Scientific Information (FCWI)

Article 50. Composition

§1. The Faculty Commission Scientific Information is composed of:

- the (vice) dean (acts as chair)
- the departmental library advisors (ZAP members)
- one ZAP member appointed by the IMDO Board

The members and chair are appointed by the Faculty Board after nomination by the Faculty Bureau for a (renewable) term of three years.

§2. The chief librarian, the campus librarian CDE/CMI/CGB and the chief e-info can attend the meetings of the Faculty Commission Scientific Information with advisory capacity. Depending on the agenda, other experts may be invited to join the commission with advisory capacity.

The faculty director attends the meetings with advisory capacity.

Article 51. Authorities

The Faculty Commission Scientific Information has the following non-binding advisory authorities toward the Faculty Board:

- Give advice on documentary information supply (book, journal, electronic information);
- Formulate propositions regarding the main priorities of the Faculty of Science's library policy;
- Give advice on the amount and use of the faculty's library budget;
- Give advice on the management of scientific data (among others with regards to the GDPR legislation);
- Give advice on other subjects regarding scientific information at the request of the Faculty Board (or another faculty body).

Article 52. Operation

The Faculty Commission Scientific Information works as a consultative body between the faculty and the Library Department and meets at least once per academic year. The Commission is convened by the chair.

Chapter 3 – Faculty meeting regulations

Article 53. Invitation and agenda

§1. The administrative bodies meet on dates determined by the body itself, but which guarantee an efficient flow of advice to higher decision making bodies and the timely conclusion of decisions. A meeting calendar per semester or per year is a useful tool to reach this objective.

§2. At least five working days before the meeting, an electronic invitation is sent to the members containing:

- day, location and time of the meeting;
- the agenda
- preparatory documentation.

The agenda and preparatory documentation is preferably only made available electronically, on Pintra or via e-mail.

§3. The agenda is set by the meeting's chair. Each member can have items added to it, on the condition that they are handed in to the chair in a timely manner and in writing, including any preparatory documentation.

No decision can be taken with regards to items that were not included in the meeting's agenda. Exceptionally, an urgent item can be added at the start of the meeting, provided that the majority of the present and represented members agree.

§4. Electronic surveys are kept to a minimum by careful planning of the meeting calendar. If an item is highly urgent, the chair can decide to organise an electronic survey among its members. The minimum time frame for the voting process is 24 hours. In addition art. 54-56 apply without prejudice.

Article 54. Meeting

§1. The administrative bodies (Faculty Meeting, Faculty Board, Faculty Bureau, Education Committee and Departmental Board) can only meet in a valid way and take decisions when at least half of the voting members are present at a first convocation or are represented by proxy. The quorum must also be met for the discussion and decision regarding a separate item on the agenda; if not, the decision is void.

If at a first convocation of a meeting, the quorum is not met, the meeting can only validly debate and take decisions at the earliest after three working days at a second convocation with an identical agenda, regardless of the number of members present or represented.

§2. The ex officio members can let their substitute ex officio members replace them in administrative bodies (EC's chair or department's chair by resp. vice chair). Each member of an administrative body can ask another member to represent him/her, in possession of a signed proxy. Nobody is allowed to represent more than one voter. A written proxy is only valid for one meeting. Each proxy must mention the names of the voter and the representative, the date of the meeting for which the proxy is valid, and be signed by both the voter and the representative.

§3. If the members of the CAP, FEC or ZAP selection committee are unable to attend the meeting, they are requested to hand in their written advice to the chair before the start of the meeting. This advice will be added to the minutes of the meeting.

§4. The members will leave the meeting, without breaking the quorum, when debates start regarding appointments, tenures, evaluations and promotions that are of personal interest to themselves, their spouses and/or life partners or their relatives up to the fourth degree.

§5. The chair of the meeting guards over the discretion and serenity of the discussion regarding personal matters.

Article 55. Decisions

§1. For the decisions of the Faculty of Science's advisory and decision making bodies, the objective is to reach a consensus. If a member of a body requests the vote, the decisions are taken by majority of votes cast. Abstentions, invalid and blank votes shall be deemed not to have been cast. The chair decides on the additional modalities of the vote.

§2. Votes on decisions regarding people shall always be held by secret ballot if a member of the meeting requests it so. The content of discussions regarding people shall be deemed strictly confidential. This is not the case for the respective passages in the final minutes.

Article 56. Reporting

§1. Of each meeting of an administrative body minutes shall be made which contains:

- The list of members present and represented (including voters and representatives) and excused members;
- The agenda, with possible addition of items that were added with high urgency;
- Regarding each item on the agenda, as well as those of the any other business section, the elements that were taken into consideration and a mention of the decisions that were taken including, if a vote would have taken place, the voting proportions.

During the meeting, each member can request that his/her own opinion or position, presented at the meeting, be summarised in the final minutes.

§2. The draft minutes, drawn up by the secretary or minutes secretary, are sent to the members. The draft minutes are approved during a next session unless the low frequency of meetings justifies an electronic approval.

If remarks are formulated regarding the draft minutes, these remarks are communicated to the members during the next meeting, and the amended minutes are presented to the meeting for approval. In high urgency decisions can already be executed pending approval.

§3. The approved minutes are made available to the members electronically and also made available to the faculty's personnel on the web pages. The dean's office organises an electronic archive of all minutes for each faculty administrative body.

Chapter 4 – Electoral provisions

Election of the (vice) chair of Departmental Boards and Education Committees

Article 57.

The chair and vice chair of the Departmental Boards are appointed by all voting members with simple majority among the tenured full time ZAP members or those equated by the university administration who can still complete their term before retirement.

The chair and vice chair of the Education Committees are appointed by all voting members with simple majority among the ZAP members or those equated by the university administration who can still complete their term before retirement. The chair of the Education Committee shall always be a tenured ZAP member with a structural appointment (>50%).

Article 58.

If no admissible candidacies are received for the mandate of chair and/or vice chair, the following are candidates: all members of the tenured, full time ZAP or those equated by the university administration who can still complete their term before retirement and who comply with the conditions stipulated in article 57.

Article 59.

The ballot for the election of the chair or team of chairs takes place first if applicable, followed by the ballot for the election of the vice chair. All voting members of the newly composed board take part in the election. The elected (vice) chair is the candidate who obtains a simple majority. This implies that the candidate has obtained more than half of the votes, not counting void and blank votes.

If none of the candidates reach the set quorum, a second ballot is organised for those candidates who obtained the most and second most votes in the first round. The elected candidate is the one who obtains a simple majority in this second ballot.

In case of an equal number of obtained votes, the candidate that is deemed elected is the one belonging to the gender that has the lowest number of members in the body as a whole at the start of the mandate. If both candidates are of the same gender, priority is given to the candidate with the highest seniority.

Article 60.

The mandates of chair and vice chair have a term of three years and are renewable once.

The mandate of the elected chair and vice chair starts on the first day of the academic year as stipulated in the academic calendar of the University of Antwerp.

Thereafter, he/she is only eligible for re-election after an interruption of at least three years. Mandates of less than a year and a half do not count as a first mandate. If the mandate of the chair and/or vice chair ends prematurely, the administrative body elects a successor to terminate the vacant mandate, using the same method as stipulated in articles 54 and 55.

Article 61.

The mandate of chair or vice chair of a Departmental Board is not compatible with the mandate of chair or vice chair of an Education Committee and vice versa.

Article 62.

The election result of the elected chairs and vice chairs of the Education Committees and Departmental Boards are presented as binding advice to the Faculty Board before the start of the academic year.

Election of the representatives in the Faculty Meeting, Departmental Boards and Education Committees

Article 63.

The election of the representatives is done among and by the members of echelon in question.

Article 64.

The faculty's dean draws up the electoral registers. These electoral registers are made public at least one week before the start of the term for candidature. The candidatures are deposited at the competent electoral committee within the foreseen term for candidature. The candidates are published ad valvas at the latest on the third working day after the term for candidature.

The electoral committee is made up of three members of the full time ZAP and is composed by the body for which it will organise the election.

Article 65.

The elected staff representatives are elected among and by the members of the different personnel categories using the electoral procedure as stipulated for the echelon at the Board of Governors of the University of Antwerp^{xxii}.

In derogation from this electoral procedure, it is foreseen that members of staff can vote by proxy. Each voter can let another member from the same faculty represent him/her in case of absence, with a written proxy. Nobody can represent more than one principal. The proxy is given with a designated form that is provided by the electoral committee. This form must at least mention the names of the principal and representative, the date of signature, and the date of the ballot, and must be signed by the principal.

The proxy contains the right to vote. The representative casts his vote and the one of the principal at the polling station as stipulated in article 22 of the electoral procedure foreseen for the echelon in question at the Board of Governors of the University of Antwerp.

Article 66.

In case of an equal number of votes, priority is given to the candidate of the least represented gender at the body as a whole or in second order to the one who most recently entered into service.

Article 67.

The meeting is composed in a valid manner even if the number of elected candidates is lower than the number of mandates available.

Article 68.

If a person no longer belongs to the echelon that elected him/her, this person legally stops being a member in that capacity of the faculty body. Upon gaining knowledge, the chair immediately takes the initiative to replace the member for the further duration of the mandate. The same applies when a representative resigns from the faculty body.

Annex – End notes with reference to relevant passages from the source documents (in Dutch)

Source documents which are referred to with indication of the consulted version:

- *Basisnota Academische Structuur* (BAS, approved RvB 20.11.2020)
- *ZAP-statuut* (approved RvB 28.06.2022)
- *Onderwijs- en examenreglement* (OER 2023-2024; approved RvB 28.03.2023)
- *BOF-intern reglement m.b.t. de toewijzing van middelen* (version 2023; approved BC 04.07.2023)
- *Reglement verkiezing geledingen Raad van Bestuur* (approved RvB 22.01.2013)
- *Beheersovereenkomst Raad van Bestuur-IMDO-Faculteit Wetenschappen en Faculteit Sociale Wetenschappen* (approved RvB 12.12.2023)
- *Beleidstekst CIKO* (Education Board 06.07.2004)

ⁱ **BAS art 85**

De faculteiten zijn de bestuurlijke eenheden die (i) het academisch onderwijs in de hen toegewezen opleidingen én (ii) het wetenschappelijk onderzoek en de wetenschappelijke dienstverlening in de vakgebieden waarvoor ze bevoegd zijn organiseren, coördineren, realiseren en stimuleren.

Faculteiten bestrijken binnen het hen door de raad van bestuur toegewezen (geheel van) studiegebied(en) de drie pijlers van de universitaire opdracht én (kunnen) in elk van de drie pijlers alle activiteiten ontwikkelen ter realisatie van de universitaire opdrachten: (i) onderwijs: academische en voortgezette academische opleidingen,

bachelor- en masteropleidingen, doctoraatsopleidingen en doctoraten, lerarenopleiding, postacademische vorming, ... (ii) onderzoek gefinancierd met de eerste, tweede, derde en vierde geldstroom én (iii) wetenschappelijke en maatschappelijke dienstverlening.

ⁱⁱ **BAS art. 133**

Een faculteit bepaalt in haar reglement op de interne academische structuur de wijze waarop de leden van het academisch personeel en ATP-leden met een academische opdracht kunnen toetreden tot een van haar departementen, en welke rechten en plichten dit lidmaatschap inhoudt. Een personeelslid kan slechts lid zijn van één departement. Wel bestaat de mogelijkheid om als geassocieerd lid toe te treden tot een ander departement. Het lidmaatschap van een departement is geen administratieve aanhechting. De administratieve aanhechting geschiedt enkel op het niveau van een faculteit en een autonoom centrum of instituut.

ⁱⁱⁱ **Beleidstekst CIKO**

Een CIKO-coördinator: de CIKO-coördinator is een, bij voorkeur, voltijds ZAP-lid van de faculteit. De functie van coördinator wordt bij voorkeur niet gecombineerd met een mandaat van decaan of voorzitter van een onderwijscommissie. De CIKO-coördinator is verantwoordelijk voor het overleg met de onderwijscommissies en de rapportering aan de faculteit.

...

De CIKO-coördinator wordt aangewezen door de faculteitsraad. De leden worden eveneens aangewezen door de faculteitsraad.

De duur van de mandaten bedraagt 3 jaar en voor studentleden 1 jaar. Deze mandaten zijn hernieuwbaar.

^{iv} ZAP-statuut art. 35

Er wordt een doelgesprek gehouden tussen het lid van het ZAP en de leiding van het faculteitsbestuur na aanstelling, evaluatie, bevordering, hernieuwing, reductie, uitbreiding en wijziging van opdracht. In dit gesprek worden de individuele doelstellingen geformuleerd en opgevolgd. Tevens wordt een afspraak gemaakt over de tijdsverdeling tussen de kerntaken onderwijs, onderzoek en dienstverlening. Ook bijzondere opdrachten in leiderschap of organisatie in deze drie domeinen worden besproken. De resultaatgebieden en competenties die in het functieprofiel en het competentiewoordenboek zijn opgenomen vormen samen met het evaluatierooster het kader voor deze doelgesprekken. Als een voorafgaande evaluatie beschikbaar is, wordt het doelgesprek gebaseerd op het resultaat hiervan. Rekening houdend met de budgettaire en organisatorische mogelijkheden, legt het Bestuurscollege het vormings- en opleidingsbeleid vast dat de leden van het ZAP ondersteunt in de ontwikkeling van hun loopbaan.

^v BAS art. 123-125

(123) De onderwijscommissies hebben de opdracht doelgerichte en consistente opleidingsprogramma's te ontwikkelen (integratie) en de betrokken eenheden in een op het onderwijs gericht samenwerkingsverband te brengen (coördinatie). Deze opdracht houdt in dat zij op de eerste lijn verantwoordelijk zijn voor de curriculumherzieningen, de implementatie en organisatie van de studieprogramma's en de kwaliteitszorg van het onderwijs met inbegrip van het toezicht op de realisatie van de opleidingsonderdelen.

(124) Met het oog op het realiseren van de opdracht van de onderwijscommissie(s), delegeert de faculteit aan de onderwijscommissie(s) de nodige beslissings- resp. adviesbevoegdheden en kent de faculteit de nodige middelen toe.

(125) Indien een faculteit overgaat tot de oprichting in haar schoot van departementen en/of vakgroepen, legt die faculteit in haar reglement op de interne academische structuur een evenwichtige bevoegdheidsverdeling vast tussen haar onderwijscommissie(s) enerzijds en haar departementen en/of vakgroepen anderzijds, zodanig dat de onderwijscommissie(s) over voldoende autonomie beschikt om haar opdracht te realiseren, in het bijzonder wat betreft:

- de aanwending van het werkingsbudget voor de betrokken opleiding(en)*
- de ontwikkeling, uitwerking en wijziging van de curricula van de opleiding(en) waarvoor de betrokken onderwijscommissie bevoegd is en binnen de grenzen bepaald door de betrokken faculteit*
- de invulling van de onderwijsinhouden en onderwijsvorm van de opleidingsonderdelen van de opleiding(en) waarvoor de betrokken onderwijscommissie bevoegd is en binnen de grenzen bepaald door de betrokken faculteit*
- de toewijzing van de onderwijsopdrachten aan leden van het academisch personeel*
- de opvolging van haar aandeel in de centraal en facultair gestuurde kwaliteitszorg op het vlak van onderwijs.*

^{vi} BAS art. 126

De betrokken faculteit regelt in haar reglement op de interne academische structuur de samenstelling van haar onderwijscommissie(s), voor zover dat ten minste de personeelsgeledingen ZAP en AAP en de studenten van de opleiding(en) waarvoor de onderwijscommissie bevoegd is erin zijn vertegenwoordigd en dat ten hoogste twee

derde van de leden behoren tot hetzelfde geslacht. Voor het bepalen van de duur van de mandaten van de leden van de onderwijscommissie(s) gelden dezelfde regels als die voor de leden van de faculteitsraad.

vii OER art. 16.3

16.3 Samenstelling van de examencommissies voor de opleidingen

16.3.1 De faculteit stelt jaarlijks bij het begin van het academiejaar voor de in artikel 16.1 vermelde opleidingen en programma's de examencommissie samen.

16.3.2 De faculteit bewaakt bij de aanwijzing van de leden de representativiteit van de examencommissie voor de opleiding. Enkel leden van het academisch personeel, onderwijscoördinatoren of onderwijsbegeleiders, met een onderwijsopdracht in de betrokken opleiding of het betrokken programma kunnen aangewezen worden als lid van die examencommissie. Het aantal leden van die examencommissie is ten minste vijf en ten hoogste tien leden. De faculteit kan een examencommissie van een domeinmasteropleiding bevoegd maken voor de educatieve masteropleiding. Voor de beslissingen over studenten uit de educatieve master wordt die examencommissie uitgebreid met 2 leden van de Antwerp School of Education.

16.3.3 Elk lid van de examencommissie van de opleiding is stemgerechtigd voor elke bij die examencommissie geregistreerde student en beschikt over één stem.

16.3.4 De facultaire ombudspersoon en de facultaire studietrajectbegeleider hebben het recht de vergaderingen van de examencommissie van de opleiding bij te wonen met raadgevende stem.

16.3.5 De voorzitter van de examencommissie kan ook andere leden van het personeel die betrokken zijn bij het onderwijs en/of bij de evaluatie de toestemming geven tot het bijwonen met raadgevende stem van de vergaderingen van de examencommissie.

viii OER art. 16.4

16.4 Beslissingen

16.4.1 De leden van de examencommissie zijn verplicht de vergaderingen bij te wonen. Indien zij verhinderd zijn, verwittigen zij de voorzitter van de examencommissie hiervan vooraf en schriftelijk.

16.4.2 De examencommissie neemt slechts bindende beslissingen ten aanzien van een student zo ten minste de helft van de leden aanwezig is. De beraadslagingen zijn geheim.

16.4.3 Wanneer er geen consensus wordt bereikt over het slagen van een student, beslist de examencommissie bij meerderheid van stemmen van de aanwezige leden, blanco's, onthoudingen en ongeldige stemmen niet inbegrepen. Wanneer een lid of de ombudspersoon erom vraagt wordt geheim gestemd. Bij staking van stemmen wordt in het voordeel van de student beslist.

16.4.4 Alle beslissingen van de examencommissie worden afdoende gemotiveerd en genoteerd in een verslag.

ix OER art 15.5

15.5 Beslissingen op het gebied van fraude en plagiaat

15.5.1 De fraudecommissie onderzoekt de feiten en oordeelt binnen een vervaltermijn van vijftien kalenderdagen na de melding of het fraude of plagiaat betreft. In dat geval legt zij één van de volgende sancties op:

- 1. de student krijgt in de betrokken zittijd geen creditbewijs voor het betrokken opleidingsonderdeel of voor het betrokken deel van het opleidingsonderdeel en kan in het betrokken academiejaar niet meer slagen voor de opleiding op basis van eerder behaalde examenresultaten voor dit opleidingsonderdeel;*
- 2. de student krijgt in het betrokken academiejaar geen creditbewijs voor het betrokken opleidingsonderdeel of voor het betrokken deel van het opleidingsonderdeel en kan in het betrokken academiejaar niet meer slagen voor de opleiding op basis van eerder behaalde examenresultaten voor dit opleidingsonderdeel;*
- 3. de student krijgt geen creditbewijs toegekend voor meerdere opleidingsonderdelen in het betrokken semester of in de betrokken tweede zittijd;*

-
4. *de student mag in het betrokken semester of in de betrokken tweede zitting niet meer deelnemen aan de examens en behaalt in dat semester of in de betrokken tweede zitting geen creditbewijzen;*
 5. *de student mag in geen enkele examenzitting van het lopende academiejaar nog deelnemen aan de examens en behaalt in het lopende academiejaar geen creditbewijzen meer.*
 6. *de student wordt uitgesloten van verdere inschrijving in de instelling in ernstige, uitzonderlijke gevallen (bijvoorbeeld recidive).*

15.5.2 In afwachting van de beslissing van de fraudecommissie, kan de student het examen waar de onregelmatigheid werd vastgesteld afwerken en andere examens afleggen.

15.5.3 Wie heeft meegewerkt aan het plegen van een onregelmatigheid zoals bedoeld in artikel 15.2, stelt zich bloot aan een tuchtprocedure op grond van artikel 33 en 34 van het Statuut van de Student UAntwerpen. Indien de fraudecommissie tot de bevinding komt dat een student medeplichtig is aan plagiaat vraagt ze aan de decaan klacht neer te leggen bij de studentenbemiddelaar overeenkomstig artikel 33, 34 en 36 van het Statuut van de Student – UAntwerpen.

x OER art. 15.1

15.1 Fraudecommissie

15.1.1 De faculteit stelt bij het begin van het academiejaar vast op welke wijze de fraudecommissie wordt samengesteld. Van de fraudecommissie zijn ambtshalve lid de voorzitter en de secretaris van de examencommissie waarbij de student is geregistreerd.

15.1.2 De facultaire ombudspersoon heeft het recht de vergaderingen van de fraudecommissie bij te wonen met raadgevende stem.

xi OER art. 19.2

19.2 Indien een student na één academiejaar minder dan 60% van de studiepunten van zijn/haar studieprogramma heeft verworven krijgt deze bij de eerstvolgende inschrijving voor dezelfde opleiding of voor sterk verwante opleidingen volgende bindende voorwaarden opgelegd.

De verdere inschrijving van een student in een bachelor- of masteropleiding, in een sterk verwante opleiding, of in een schakel- of een voorbereidingsprogramma wordt geweigerd indien die student in elk van de twee voorafgaande academiejaren voor die opleiding of dat programma was ingeschreven en daarin telkens minder dan 60% van de studiepunten van zijn/haar studieprogramma heeft verworven.

Kandidaat-studenten kunnen na inschrijving dezelfde bindende voorwaarden opgelegd krijgen op basis van hun studieverleden aan andere instellingen.

19.3 Onverminderd de bepalingen van artikel 19.2 geldt dat indien een student die zich voor de eerste keer inschrijft voor een bacheloropleiding aan de UAntwerpen, na de eerste inschrijving minder dan 30% van de studiepunten van zijn/haar studieprogramma heeft verworven, hij/zij enkel opnieuw kan inschrijven voor dezelfde opleiding na een voorafgaand gesprek met de studietrajectbegeleider of een andere door de faculteit aangeduide studiebegeleider. Het gesprek kan pas plaatsvinden indien de student bij de aanvraag van het gesprek een schriftelijke reflectie indient. De onderwijsraad bepaalt de minimale inhoud en het format van de reflectie en het gesprek.

xii BAS art. 143, 144, 147

(143) De faculteit bepaalt in haar reglement op de interne academische structuur de opdracht en de bevoegdheden van haar departementen. Voor de bevoegdheden die aan een departement worden toegekend, blijft de eindverantwoordelijkheid ten aanzien van het centrale niveau echter berusten bij de betrokken faculteit.

De departementen kunnen enkel via de delegerende faculteit rapporteren aan het centrale niveau, behalve over de bevoegdheden die eventueel rechtstreeks door het centrale niveau aan hen zijn gedelegeerd.

(144) De faculteit oefent de controle uit over de wijze waarop haar departementen de hen toegekende opdrachten vervullen. Wanneer binnen de eventueel toegekende beslissingsbevoegdheid op het departementsniveau geen beslissing kan worden getroffen, wordt het betreffende file aan de faculteit voorgelegd.

(147) Indien een departement binnen de door de faculteit gedelegeerde beslissingsbevoegdheid niet tot een beslissing kan komen over een file, met name enkel indien zelfs na een tweede lezing in een nieuwe zitting van de betrokken departementsraad het betreffende file niet met de in het reglement voorziene meerderheid van stemmen wordt aanvaard of verworpen, of indien over een departementsoverschrijdend file geen overeenstemming kan worden bereikt tussen de betrokken departementen wordt het file voorgelegd aan de betrokken faculteitsraad die dan kan beslissen. Leden van de faculteitsraad die lid zijn van het betrokken departement kunnen niet deelnemen aan de stemming over het betreffende file.

^{xiii} **BAS art. 155**

Een onderzoeksgroep kan worden opgericht om het wetenschappelijk onderzoek te organiseren, te coördineren en/of te stimuleren. Een onderzoeksgroep kan worden opgericht binnen een faculteit of een departement, of over meerdere faculteiten of departementen heen wanneer een onderzoeksthema de grenzen van één eenheid overstijgt. De onderzoeksgroep wordt opgericht door een faculteit, op voorstel van een of meerdere departementen, van een of meerdere faculteiten of van het centrale bestuursniveau.

^{xiv} **BOF-intern reglement m.b.t. de toewijzing van middelen art. 83**

Het Bestuurscollege stelt op voorstel van de betrokken faculteit en na advies van de Onderzoeksraad, voor elk vacant mandaat een selectiecommissie samen, rekening houdende met de bepalingen in het ZAP-statuut en met het volgende:

- *als covoorzitters treden ambtshalve de voorzitter van de Onderzoeksraad en de decaan van de faculteit op. Deze kunnen zich respectievelijk laten vervangen door een ondervoorzitter of een vicedecaan;*
- *vier interne leden van het ZAP Universiteit Antwerpen. Hieronder bevindt zich hoogstens één lid dat tot de onderzoeksgroep behoort waaraan de vacature wordt gehecht en minstens één lid dat behoort tot een andere faculteit dan deze waarbinnen het mandaat vacant is;*
- *drie externe leden verbonden aan binnen- of buitenlandse universiteiten of wetenschappelijke instellingen*
- *De Ondervoorzitter Onderzoeksraad uit het wetenschapsgebied van de vacature of een lid van het Bureau van de Onderzoeksraad uit het domein van de Vicerector Onderzoek indien het een aanstelling in dit domein betreft treedt op als waarnemend lid.*

De interne leden van de selectiecommissie hebben bij voorkeur minstens de graad van hoogleraar.

Bij de samenstelling van de selectiecommissie wordt erover gewaakt dat ten hoogste twee derden van de aangeduide leden van hetzelfde geslacht zijn.

^{xv} **ZAP-statuut art. 100**

§1 Bij de samenstelling van de selectiecommissie wordt een evenwichtige verdeling nagestreefd tussen specialisten in de in te vullen vacature en andere leden met deskundigheid op het vlak van de drie kerntaken. 35

§2 In de selectiecommissie voor een ZAP-functie met een structurele opdracht zetelen ten minste twee externe experts aan te duiden door de faculteit en een door het Bestuurscollege aan te duiden lid uit een andere faculteit dan die waarvoor de vacature werd geopend.

§3 Als de vacature betrekking heeft op een onderwijsopdracht die behoort tot het studiegebied van een andere faculteit, dan moeten in de selectiecommissie ten minste twee afgevaardigden uit die andere faculteit zetelen.

§4 Als de leden bedoeld in de paragrafen 1 en 2 verhinderd zijn om aan de vergadering(en) deel te nemen, worden zij verzocht hun schriftelijk advies over te maken. Dit advies wordt desgevallend toegevoegd bij de notulen van de vergadering.

§5 De decaan/voorzitter van de administrerende faculteit/instituut zit de selectiecommissie voor.

§6 De samenstelling van de selectiecommissie voor een ZAPBOF- of een TTBOF-mandaat wordt beschreven in het ZAPBOF-reglement.

§7 Bij de samenstelling van de selectiecommissie wordt een genderevenwicht gerespecteerd in de zin dat ten hoogste twee derde van de mandatarissen tot hetzelfde geslacht behoort.

^{xvi} **ZAP-statuut art. 14**

De selectiecommissie spreekt zich uit over de formele ontvankelijkheid van de ingediende kandidaturen. Van de kandidaten van wie de kandidatuur formeel ontvankelijk is verklaard, vergelijkt de selectiecommissie de competenties om bij te dragen tot het academisch onderwijs, het wetenschappelijk onderzoek en de academische dienstverlening in de resultaatgebieden uit het generieke functieprofiel.

Een onderzoek kan gedaan worden naar andere, meer algemene competenties (zoals gedrags- of leidinggevende competenties, ...).

De competenties van de kandidaten worden vergelijkenderwijs afgewogen, rekening houdend met de functievereisten die in het vacaturebericht vermeld zijn, en getoetst aan de in artikel 4 omschreven functieprofielen en aan de criteria per graad zoals vastgelegd in het evaluatierooster.

De kandidaten die naar het oordeel van de selectiecommissie het meest aan de functievereisten voldoen, worden uitgenodigd om tijdens een interview hun visie en plannen inzake academisch onderwijs, wetenschappelijk onderzoek en academische dienstverlening toe te lichten aan de selectiecommissie. Het geven van een proefles vormt een verplicht onderdeel in de selectieprocedure van een lid van het ZAP met een structurele opdracht.

De selectiecommissie rangschikt de geschikt bevonden kandidaten en formuleert ten behoeve van de faculteit een gemotiveerd voorstel voor aanstelling of benoeming, inclusief de graad van aanstelling of benoeming. Het verslag van de selectiecommissie bevat eveneens de motivering waarom de overige kandidaten niet in aanmerking komen voor de vacante betrekking.

^{xvii} **ZAP-statuut art. 102**

Onverminderd het bepaalde opgenomen in het interne reglement van de faculteit, gelden in het kader van de bevorderingen, volgende bepalingen met betrekking tot de CAP's.

De CAP's worden samengesteld uit leden van het ZAP van de betrokken faculteit met de graad van gewoon hoogleraar en ten minste twee externe experts met raadgevende stem. De experts worden uitgenodigd om een advies uit te brengen over de onderzoeksactiviteiten van de betrokken kandidaat.

Het aantal leden is minimaal vijf. Als dit minimum niet wordt gehaald, worden leden van het ZAP met een graad van gewoon hoogleraar uit andere faculteiten betrokken.

In de samenstelling wordt een evenwichtige verdeling nagestreefd tussen specialisten in de te beoordelen files en andere deskundige leden binnen de faculteit. Zo wordt een zo groot mogelijke deskundigheid binnen de disciplines en de drie kerntaken gegarandeerd en een zo groot mogelijke onafhankelijkheid ten aanzien van de kandidaten.

Bij de samenstelling van de CAP wordt een genderevenwicht gerespecteerd in de zin dat ten hoogste twee derde van de mandatarissen tot hetzelfde geslacht behoort.

De CAP kiest onder haar leden een voorzitter of coöpteert een voorzitter die niet betrokken is in de bevorderingsronde.

^{xviii} **ZAP-statuut art. 49 §3**

De faculteit stelt een CAP samen. De CAP beoordeelt de files volgens de resultaatgebieden uit het ZAP-profiel, op basis van de evaluatiecriteria en een voorbereidende technische analyse van de files. Bij het beoordelen van de files wordt tevens rekening gehouden met de effectieve tijd die werd besteed aan opdrachten van onderwijs, onderzoek en dienstverlening zoals vastgelegd in afspraak tijdens het doelgesprek. Zij brengt per kandidaat van de eigen faculteit een grondig gemotiveerd advies uit over de al dan niet voordracht voor bevordering.

Over de files van kandidaten die tot een discipline behoren die niet de wetenschappelijke kernactiviteit uitmaakt van de administrerende faculteit, dient vooraf een gemotiveerd advies ingewonnen te worden van de CAP van de faculteit waarin deze discipline thuis hoort, zo dit binnen de academische structuur mogelijk is.

Over de files van de kandidaten die actief zijn in een interfacultair instituut of centrum dient vooraf een gemotiveerd advies ingewonnen te worden van het bevoegde orgaan van dit instituut of centrum.

^{xix} **ZAP-statuut art. 101**

§1 Elke faculteit richt één of meerdere FEC(s) op. De samenstelling ervan gebeurt binnen volgende krijtlijnen:

- de leiding van het faculteitsbestuur, of de door hem aangeduide afgevaardigde, zit de vergadering voor;*
- enkel leden van het ZAP kunnen deel uitmaken van de FEC;*
- de voorzitter(s) van de Onderwijscommissie(s) en de CIKO-coördinator zijn lid van de FEC;*
- de leden van de FEC worden aangeduid voor een maximale hernieuwbare termijn van vier jaar;*
- een lid van de centrale administratie kan de vergaderingen van de FEC bijwonen met het oog op juridisch of administratief advies.*
- er wordt een genderevenwicht gerespecteerd in de zin dat ten hoogste twee derde van de mandatarissen tot hetzelfde geslacht behoort.*

§2 De faculteit stelt één of meerdere FEC(s) samen, in functie van de structuur van de faculteit, maar met dien verstande dat eenzelfde evaluatiebeleid wordt gevoerd. In de samenstelling van de FEC(s) wordt ermee rekening gehouden dat de zetelende leden niet allen tegelijk worden vervangen, zodat een continuïteit naar een volgende evaluatieronde is gewaarborgd.

§3 Al naargelang het interne reglement van de faculteit kan de evaluatie met het oog op vaste benoeming gebeuren, hetzij door de FEC, hetzij door de selectiecommissie die het betrokken lid van het ZAP beoordeelde in functie van zijn of haar aanstelling of benoeming.

xx ZAP-statuut art. 36-40

Artikel 36

§1 Elk lid van het ZAP wordt ten minste geëvalueerd op de volgende momenten:

- volgens de periodiciteit die decretaal wordt bepaald, ten minste om de vijf jaar. Deze termijn wordt teruggebracht tot drie jaar bij een evaluatie na de eerste aanstelling in het tenure-track stelsel;*
- bij de vaste benoeming, tegen het einde van de eerste aanstelling;*
- bij de hernieuwing van de aanstelling;*
- bij een bevordering.*

De procedure wordt bij voorkeur zes maanden voor de einddatum van de evaluatieperiode opgestart.

§2 Voor de deeltijdse leden van het ZAP, die tevens zijn aangesteld tot lid van het AAP, wordt op het moment van hernieuwing van hun aanstelling tot lid van het ZAP hun volledige academische opdracht als lid van het AAP en ZAP geëvalueerd.

§3 Als resultaat van een doelgesprek en na motivering kan de leiding van het faculteitsbestuur een bijkomend evaluatiemoment voorstellen aan het faculteitsbestuur, die deze nieuwe evaluatiedatum vastlegt. Deze valt ten vroegste op het einde van het volgende academiejaar.

Artikel 37

§1 Het evaluatiefile omvat ten minste:

- het verslag van de doelgesprekken;*
- een overzicht van de onderwijs- en onderzoeksprestaties en activiteiten inzake dienstverlening;*
- voor de evaluatie nuttige documenten aangeleverd door de leiding van het faculteitsbestuur of het betrokken lid van het ZAP.*

Deze gegevens hebben betrekking op een termijn lopende vanaf de datum van de vorige evaluatie of vanaf de eerste aanstelling, de benoeming of de bevordering tot op de datum waarop het evaluatiefile wordt ingediend.

§2 Aanvullend bij het bepaalde in paragraaf 1, omvat het evaluatiefile van de leden van het ZAPBOF ook het advies van de Onderzoeksraad over het wetenschappelijk onderzoek.

§3 Het volledige evaluatiefile wordt door het betrokken lid van het ZAP elektronisch ingediend vanuit de voorziene module. De FEC kan bijkomende documenten, die relevant zijn voor de evaluatie, toevoegen aan het evaluatiefile. Deze worden vooraf ook aan het betrokken lid van het ZAP overgemaakt.

Artikel 38

De FEC beoordeelt het file op de wijze zoals hierna in artikel 39 beschreven en doet een gemotiveerd voorstel over de uit te brengen evaluatie aan het faculteitsbestuur dat beslist.

De leden van de FEC en van het faculteitsbestuur nemen niet deel aan de behandeling van hun eigen file.

Voor leden van het ZAPBOF of TTBOF wordt de procedure gevolgd conform het ZAPBOF-reglement.

Artikel 39

§1 De FEC weegt bij de evaluatie de prestaties en het functioneren af aan de hand van:

- *het generieke functieprofiel,*
- *het evaluatierooster,*
- *de toegewezen opdracht en de afspraken gemaakt in de doelgesprekken,*
- *het evaluatiefile.*

Alle informatie die voor de evaluatie noodzakelijk is, wordt ter beschikking gesteld van de leden van de FEC. De FEC heeft het recht alle bijkomende relevante informatie in te winnen voor de beoordeling van het file.

De evaluatie omvat een samenvattende waardering over de onderwijs, onderzoeks- en dienstverleningsactiviteiten van het betrokken lid van het ZAP en over de activiteiten op het vlak van leiding en organisatie.

§2 Bij het evalueren van de files houdt de evaluerende instantie rekening met de kwaliteit van de prestaties, de tijd die het lid van het ZAP besteedt aan opdrachten van onderwijs, onderzoek en dienstverlening zoals vastgelegd in de doelgesprekken en met eventuele afwijkende periodes omwille van zwangerschap of langdurige en ernstige ziekte. Voor leden van het ZAPBOF en TTBOF omvat de evaluatie in hoofdzaak een beoordeling van de onderzoeksactiviteiten.

§3 Het eindresultaat van de evaluatie wordt opgenomen in het personeelsfile en vormt de basis voor het eerstvolgende doelgesprek.

Artikel 40

§1 De decretale evaluatie gebeurt conform de artikelen 36 tot en met 39. Ze omvat de periodieke evaluatie die minstens om de vijf jaar plaatsvindt. Ze omvat ook de evaluatie drie jaar na eerste aanstelling.

§2 Het resultaat van de evaluatie is 'gunstig', 'ondermaats' of 'onvoldoende'.

De beoordeling is 'gunstig' wanneer de prestaties en het functioneren beantwoorden aan de verwachtingen, afgemeten tegenover de standaarden die gelden binnen de betrokken discipline en rekening houdend met:

- *de toegewezen opdrachten en de afgesproken doelstellingen,*
- *het profiel van de graad die betrokkene bekleedt,*
- *het evaluatierooster.*

Bij het oordeel 'gunstig' kunnen aandachtspunten geformuleerd worden. Zij doen geen afbreuk aan de gegeven beoordeling. Deze punten kunnen aanleiding geven tot een persoonlijk ontwikkelingsplan dat in het volgende doelgesprek wordt afgesproken.

Het oordeel 'ondermaats' wordt toegekend wanneer de prestaties en het functioneren globaal gezien onder de verwachtingen blijven. Bij dit oordeel worden steeds verbeterpunten geformuleerd en wordt een remediëringstraject gestart. De afspraken hiertoe maken deel uit van het volgende doelgesprek.

Het oordeel 'onvoldoende' wordt toegekend wanneer de prestaties en het functioneren globaal gezien ernstige tekortkomingen vertonen. Bij dit oordeel worden steeds verbeterpunten geformuleerd en wordt een remediëringstraject gestart. De afspraken hiertoe maken deel uit van het volgende doelgesprek.

§3 Elk lid van het ZAP heeft het recht om gehoord te worden, alvorens het voorstel van evaluatie van de FEC aan het faculteitsbestuur wordt overgemaakt. Een lid van het ZAP richt hiertoe een verzoek aan de leiding van het faculteitsbestuur binnen een termijn van tien kalenderdagen volgend op de kennisgeving van het besluit van FEC. Wanneer de FEC meent de beoordeling 'ondermaats' of 'onvoldoende' te moeten voorstellen, moet zij de betrokkene horen. Het eindresultaat moet uitdrukkelijk worden gemotiveerd in overeenstemming met de draagwijdte van de evaluatie 'ondermaats' of 'onvoldoende'.

§4 De faculteit beslist over het eindresultaat van de evaluatie.

De leiding van het faculteitsbestuur deelt het eindresultaat van de evaluatie per aangetekend schrijven mee aan het betrokken lid van het ZAP indien de beoordeling 'ondermaats' of 'onvoldoende' is. Als het eindresultaat van de evaluatie 'ondermaats' of 'onvoldoende' is, wordt dit per aangetekend schrijven aan het betrokken lid van het ZAP gemeld.

§5 Als het eindresultaat 'ondermaats' of 'onvoldoende' is, kan het faculteitsbestuur op advies van de FEC hieraan een maatregel koppelen zoals gespecificeerd in de Codex Hoger Onderwijs. Deze maatregelen kunnen zijn: 1) de anciënniteitopbouw met het oog op de volgende salaristrap gedurende één jaar halveren, 2) de anciënniteitopbouw met het oog op de volgende salaristrap gedurende één jaar stopzetten, 3) het ontslag. Het faculteitsbestuur stelt een advies op over de te nemen maatregelen, de Raad van Bestuur beslist hierover.

§6 Bij een beoordeling 'gunstig' waarbij aandachtspunten zijn aangegeven, kan het lid van het ZAP opnieuw worden geëvalueerd op een tijdstip dat vooraf door de FEC wordt vastgesteld.

§7 Bij een beoordeling 'onvoldoende' of 'ondermaats' wordt het lid van het ZAP opnieuw geëvalueerd, op een tijdstip dat vooraf door de FEC wordt vastgesteld.

§8 Een nieuwe evaluatieperiode moet ten minste één volledig academiejaar bestrijken.

^{xxi} ZAP-statuut art. 41-42

Artikel 41

§1 Een lid van het ZAP kan bij de CBC enkel beroep aantekenen tegen het eindresultaat van de decretale evaluatie wanneer die 'ondermaats' of 'onvoldoende' is.

§2 Dit beroep moet bij de voorzitter van de CBC worden ingediend binnen een termijn van tien kalenderdagen na de kennisgeving van het eindresultaat aan het lid van het ZAP, conform artikel 40, paragraaf 4. Deze beroepstermijn wordt opgeschort in de periode van 15 juli tot en met 31 augustus, en tussen Kerstmis en Nieuwjaar. De globale beroepsprocedure wordt afgerond binnen een termijn van maximaal zes maanden, te rekenen vanaf het ogenblik van indienen van het beroepsschrift.

§3 Als de CBC oordeelt dat de uitgebrachte evaluatie geen afdoende en deugdelijke motivering bevat, gerelateerd aan de opdracht en het profiel van het lid van het ZAP, kan de CBC het evaluatiefile terugsturen naar de faculteit. Zij hoort achtereenvolgens de voorzitter van de FEC en het betrokken lid van het ZAP, dat zich kan laten bijstaan door een raadsman. De CBC formuleert een gemotiveerd advies over het al dan niet toekennen van de evaluatie 'ondermaats' of 'onvoldoende' en over de maatregelen zoals voorgesteld door de FEC in eerste aanleg.

§4 Leden van de CBC en/of het Bestuurscollege die eerder reeds als lid van de FEC of van het faculteitsbestuur het file hebben beoordeeld, kunnen niet deelnemen aan de behandeling, beraadslaging en de stemming over het betrokken file binnen de CBC en/of het Bestuurscollege.

§5 In beroep mogen geen andere feiten in aanmerking worden genomen dan deze die in de evaluatie in eerste aanleg zijn aangebracht.

§6 Aan de brief die aan de betrokkene wordt toegestuurd om te worden gehoord in zijn of haar verdediging, wordt het evaluatiefile in beroep toegevoegd. Dit file omvat het initiële evaluatiefile en het evaluatieverslag van

de FEC. Betrokkene en zijn of haar raadsman beschikken over een termijn van ten minste vijftien kalenderdagen volgende op de postdatum van de oproepingsbrief om hun verdediging voor te bereiden. Zij kunnen, indien gewenst, hun verweer schriftelijk meedelen aan de CBC.

§7 Deze beroepsprocedure is niet van toepassing op het resultaat van de evaluatie over de klinische dienstverleningsactiviteiten aan een partnerinstelling.

Artikel 42

Het advies van de CBC over het beroep wordt voorgelegd aan het Bestuurscollege dat ten gronde beslist over de uit te brengen evaluatie en de eraan te koppelen maatregelen.

xxii **Reglement verkiezing geledingen Raad van Bestuur**



Reglement verkiezing
geledingen Raad van