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Chapter 1: General

Article 1: Adequate facilities

1. In accordance with the provisions of the Higher Education and Research Act (WHW: *Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek*, Article 9.48), the University Council, the Faculty Councils and the Employee Councils will be provided with those facilities that are reasonably necessary and required for the performance of their duties. This includes at least training, meeting facilities and administrative, financial and legal support.
2. If legal support is needed, the chair of the respective participation body will contact the Head of Legal Affairs to discuss the possibilities.

Chapter 2: University Council

Article 2: Exemption of staff members

1. For the period of their membership, the members of the University Council



who are part of the staff section are exempted from 0.2 FTE of their normal duties.

2. In addition to the exemption referred to in the first paragraph, the chairs of the groups in the University Council who are part of the staff section, for the period in which they are working as such, are exempted from a further 0.05 FTE of their normal duties.
3. In addition to the exemption referred to in the first paragraph, the chairs of the standing committees of the University Council who are part of the staff section, for the period in which they are working as such, are exempted from a further 0.05 FTE of their normal duties.
4. The total exemption pursuant to paragraphs 1 to 3 inclusive may not exceed the amount of 0.3 FTE.
5. In addition to the exemption referred to in the first paragraph, the chair of the University Council who is part of the staff section and is also a member of the Council, for the period in which he/she is working as such, is exempted from a further 0.4 FTE of his/her normal duties.
6. The chair of the University Council who is part of the staff section and is not also a member of the Council, for the period in which he/she is working as such, is exempted from 0.6 FTE of his/her normal duties.

Article 3: Substitution of staff members

1. The persons who are exempted from their normal duties pursuant to the provisions of Article 2 can be substituted in their normal duties. For persons with a part-time appointment, this substitution can also take the form of a temporary increase in the hours of their appointment, at least insofar as this is permitted by the provisions of the Collective Labour Agreement (hereafter: CAO).
2. For persons in temporary employment in the staff category of PhD candidates and researchers, the substitution referred to in the first paragraph can also take the form of a temporary prolongation of their appointment after the term of office in the University Council, at least insofar as this is permitted by the provisions of the CAO.
3. The substitution referred to in the first paragraph takes place for the period and for the number of hours per week for which the substituted person has the right to exemption, and the salary level of the substituting person must not exceed that of the person substituted at the time of taking up duty.
4. The substitution referred to in the second paragraph takes place subject to the funding available for this according to the provisions of paragraph 3.
5. Requests for the reimbursement of costs incurred under the provisions of



paragraph 3 must be submitted to the clerk of the University Council no later than three months after the end of the calendar year in which the person substituted is a member of the University Council.

6. The department at which the person substituted is appointed will confirm in writing to the chair of the University Council the fact that and the way in which the financial compensation referred to in the third and fifth paragraphs will be used.

Article 4: Exemption of student members

1. For the period of their membership, the members and chair of the University Council who are in the student section are exempted from attending examinations, final examinations and (mandatory) study components, insofar as they take place at the same time as meetings of the Council or consultation meetings of the Council with the Executive Board.
The chairs of the standing committees of the University Council who are part of the student section are also given the aforesaid exemption if examinations, final examinations and (mandatory) study components take place at the same time as meetings of the committee concerned.
2. For the persons who are exempted pursuant to the provisions of the first paragraph, the faculties will make arrangements such that they can take the relevant examinations or final examinations at another time, or can follow the relevant study components at another time or are given equivalent substitute assignments such that the exemption does not lead to any delay in their studies.

Article 5: Allowance for student members

1. During the period of their membership, the members of the University Council who are part of the student section can claim an allowance per month of the amount associated with 0.2 FTE of salary number 2 of salary scale 6.
2. In addition to the claim referred to in the first paragraph, the chairs of the groups in the University Council who are part of the student section, for the period in which they are working as such, can claim an allowance per month of the amount associated with 0.05 FTE of salary number 2 of salary scale 6.
3. In addition to the claim referred to in the first paragraph, the chairs of the standing committees of the University Council who are part of the student section, for the period in which they are working as such, can claim an allowance per month of the amount associated with 0.05 FTE of salary



- number 2 of salary scale 6.
4. The total allowance pursuant to paragraphs 1 to 3 inclusive may not exceed the amount of 0.3 FTE.
 5. In addition to the claim referred to in the first paragraph, the chair of the University Council who is part of the student section and is also a member of the Council, for the period in which he/she is working as such, can claim an allowance of the amount associated with 0.4 FTE of the maximum salary of salary scale 11.
 6. The chair of the University Council who is part of the student section and is not also a member of the Council, for the period in which he/she is working as such, can claim an allowance of the amounts referred to in the first and fifth paragraphs.

Article 6: Expense allowance

1. The members of the University Council can claim an expense allowance, which is set at the fixed amount of € 300 per year.
2. With the permission of the chair of the Council, and insofar as related to their position as members of the University Council, such members can claim reimbursement of travel and accommodation costs in accordance with the regulations applicable within the University.

Article 7: Budget of the University Council

1. In the University's budget, the Executive Board will include a budget to which the costs incurred pursuant to these Regulations are charged.
2. Each year, the University Council will produce an estimate of the costs that it reasonably expects to have to incur pursuant to these Regulations, subject to the administrative guidelines given by the Executive Board in the context of preparing the University's budget.

Chapter 3: Faculty Councils

Article 8: Exemption of staff members

1. For the period of their membership, the members of the Faculty Council who are part of the staff section are exempted from 0.1 FTE of their normal duties.
2. In addition to the exemption referred to in the first paragraph, the chair of the Faculty Council who is part of the staff section and is also a member of the



Council, for the period in which he/she is working as such, is exempted from a further 0.05 FTE of his/her normal duties.

3. In addition to the exemption referred to in the first paragraph, the deputy chair of the Faculty Council who is part of the staff section and is also a member of the Council, for the period in which he/she is working as such, is exempted from a further 0.025 FTE of his/her normal duties.
4. In addition to the exemption referred to in the first paragraph, a member of the Faculty Council who is part of the staff section and is also the chair of a group is exempted from a further 0.025 FTE of his/her normal duties.

Article 9: Substitution of staff members

1. The persons who are exempted from their normal duties pursuant to the provisions of Article 8 can be substituted in their normal duties. For persons with a part-time appointment, this substitution can also take the form of a temporary increase in the hours of their appointment, at least insofar as this is permitted by the provisions of the Collective Labour Agreement (hereafter: CAO).
2. For persons in temporary employment in the staff category of PhD candidates and researchers, the substitution referred to in the first paragraph can also take the form of a temporary prolongation of their appointment after the term of office in the Faculty Council, at least insofar as this is permitted by the provisions of the CAO.
3. The substitution referred to in the first paragraph takes place for the period and for the number of hours per week for which the substituted person has the right to exemption, and the salary level of the substituting person must not exceed that of the person substituted at the time of taking up duty.
4. The substitution referred to in the second paragraph takes place subject to the funding available for this according to the provisions of paragraph 3.

Article 10: Allowance for student members

1. During the period of their membership, the members of the Faculty Council who are part of the student section can claim an allowance under the Regulations on Financial Support for Students (RFOS: *Regeling Financiële Ondersteuning Studenten*) amounting to two administrative months per year of service.
2. In addition to the allowance referred to in the first paragraph, a member of the Faculty Council who is part of the student section and is also the chair of



the Faculty Council can claim an additional allowance under the Regulations on Financial Support for Students (RFOS: *Regeling Financiële Ondersteuning Studenten*) amounting to one administrative month per year of service.

3. In addition to the allowance referred to in the first paragraph, a member of the Faculty Council who is part of the student section and is also the deputy chair of the Faculty Council can claim an additional allowance under the Regulations on Financial Support for Students (RFOS: *Regeling Financiële Ondersteuning Studenten*) amounting to half an administrative month per year of service.
4. In addition to the allowance referred to in the first paragraph, a member of the Faculty Council who is part of the student section and is also the chair of a group can claim an additional allowance under the Regulations on Financial Support for Students (RFOS: *Regeling Financiële Ondersteuning Studenten*) amounting to half an administrative month per year of service.

Article 11: Exemption of student members

1. For the period of their membership, the members of the Faculty Council who are in the student section are exempted from attending examinations, final examinations and (mandatory) study components, insofar as they take place at the same time as meetings of the Council or consultation meetings of the Council with the Faculty Board.
2. For the persons who are exempted pursuant to the provisions of the first paragraph, the faculties will make arrangements such that they can take the relevant examinations or final examinations at another time, or can follow the relevant study components at another time or are given equivalent substitute assignments such that the exemption does not lead to any delay in their studies.

Article 12: Expense allowance

1. The members of the Faculty Council can claim an expense allowance, which is fixed at 50% of the amount that members of the University Council receive on the basis of Article 6, first paragraph, of these Regulations (€ 150).
2. The costs incurred pursuant to Article 12, first paragraph, are borne by the faculty concerned.

Chapter 4: Employee Councils



Article 13: Exemption

1. For the period of their membership, the members of the Employee Council are exempted from their normal duties for at least 60 hours a year.
2. Article 13, first paragraph, does not apply to members of the Employee Councils of ICLON and the Real Estate directorate. For the period of their membership, they are exempted from their normal duties for at least 40 hours a year.
3. In addition to the exemption referred to in the first paragraph, the chair of the Employee Council, for the period in which he/she is working as such, is exempted from his/her normal duties for at least a further five hours per year.

Article 14: Expense allowance

3. The members of the Employee Council can claim an expense allowance, which is fixed at 33.33% of the amount that members of the University Council receive on the basis of Article 6, first paragraph, of these Regulations (€ 100).
4. The costs incurred pursuant to Article 14, first paragraph, are borne by the organisational unit concerned.

The Facility Regulations of the University Council, Faculty Councils and Employee Councils were adopted by the Executive Board by a decision of 12 July 2022 following approval by the University Council on 4 April 2022.