

Regulations Student Staff Council Wageningen University¹

These regulations enter into force on 19 December 2022



¹ In case of any inconsistency between the original Dutch version of these regulations and the English translation, the original Dutch version will prevail.

I Definitions

Article 1 Definitions

WUR	Wageningen University & Research, the partnership between Wageningen University (WU) and Stichting Wageningen Research (WR);
university	Wageningen University;
entrepreneur	Wageningen University;
director	the person who individually or jointly with others directly exercises the highest control in the management of the work in an enterprise, all this to be determined by the entrepreneur within the applicable statutory framework. At the time of adoption of these regulations, the members of the Executive Board of the WU act as the director;
enterprises	the enterprises maintained jointly by Wageningen University and Stichting Wageningen Research, namely: - Corporate Staff+ - Facilities & Services - Agrotechnology & Food Sciences Group - Animal Sciences Group - Environmental Sciences Group - Plant Sciences Group - Social Sciences Group as well as the enterprise maintained by Stichting Wageningen Research, namely: - Wageningen Food Safety Research (WFSR);
works council	a (joint) works council set up for an enterprise pursuant to the Works Councils Act;
Central Works Council	the central works council set up for the aforesaid enterprises;
OR WU	the standing committee for the joint meeting, which is composed of WU employees from the works councils who have a seat on the Central Works Council, supplemented by two WU employees directly elected by employees of WU and two PhD candidates directly elected by PhD candidates of WU. The OR WU acts as the works council of the university within the meaning of Article 9.30a, paragraph 1 of the Higher Education and Scientific Research Act (WHW);
SSC	the joint meeting as referred to in Article 9.30a of the Higher Education and Scientific Research Act (WHW), consisting of the members of the works council of the university (OR WU) and the student council of the university;
SC	student council of the university;
WU employee	person working at the university, other than a PhD candidate;
PhD candidate	person enrolled in a Graduate School of the university;

electoral groups	for the purpose of electing the directly elected SSC members, the university consists of two electoral groups. One electoral group consists of all WU employees. One electoral group consists of all PhD candidates;
WHW	Higher Education and Scientific Research Act;
WOR	Works Councils Act.

These regulations arise from and are in accordance with the 'Agreement concerning the composition of the Student Staff Council which, in accordance with Article 9.30a sub-article 1 WHW, is associated to Wageningen University after entry into force of a new participation structure for WUR' ([Appendix 1](#)).

II Composition, election and delegation, replacement of members

Article 2 Composition

- 1 The SSC consists of the members of the OR WU and at least six members of the SC.
- 2 The OR WU consists persons working at the university and is composed as follows:
 - a five seats are reserved for WU employees from the works councils of the Sciences Groups (one per Sciences Group). The WU members of the Central Works Council delegate these members to the SSC;
 - b two seats are reserved for two directly elected WU employees who have been working at the university for at least 3 months on the date of the election. Elections are organised for this purpose by an election committee (set up by the SSC);
 - c two seats are reserved for two directly elected PhD candidates who have been employed by the university for at least 3 months on the date of the election. Elections are organised for this purpose by an election committee (set up by the SSC).

For the purpose of the manner and organisation of the elections referred to under b. and c., the SSC draws up election regulations.

- 3 If a works council does not delegate a WU member to the Central Works Council, or if a seat intended for directly elected WU employees is not filled, the relevant seat will be filled in accordance with the procedure referred to in Article 5.2. Seats reserved for directly elected PhD candidates will not be filled if no candidates are nominated.
- 4 The SC members have the same number of votes as members of the OR WU. In connection with determining a majority or outcome of a vote (see Articles 8.8 and 9.5), the SC indicates when taking office how many and which of its members are formal members of the SSC (at least six to all twelve SC members, this at the discretion of the SC).

Article 3 Delegation, retirement, re-election

- 1 The delegation of WU members from the Central Works Council to the SSC takes place within one month after the start of the office of the works councils.
- 2 The members of the OR WU who are WU employees retire simultaneously every three years. Members of the OR WU who are PhD candidates retire simultaneously each year. Members of the SC retire simultaneously each year.
- 3 Directly elected WU employees and PhD candidates are immediately eligible for re-election and WU employees from the works councils of the Sciences Groups who have been delegated by the Central Works Council can immediately be re-delegated, with due observance of Article 2.2.

Article 4 Temporary replacement

- 1 With due observance of Article 5 of these regulations, a temporary deputy may be elected for a OR WU member of the SSC who will be absent for at least three months during the term of office of the SSC, which deputy will have the same rights and obligations as the member replaced.
- 2 With due observance of Article 2, paragraph 4 of these regulations, a deputy may be temporarily delegated by the SC for an SC member of the SSC who will be absent during the term of office of the SSC for at least 3 months, but no more than 6 months. The temporary deputy has the same rights and obligations as the replaced member.
- 3 Members of the SSC are under a moral obligation to resign as a member of the SSC if they are unable to participate in the SSC for more than 6 months (for PhD candidates and SC members) or 12 months (for WU works council members).

Article 5 Provision for interim vacancies

- 1 In the event of an interim vacancy for an OR WU member of the SSC, a successor will be appointed with due observance of paragraph 2 of this article, by delegation via the Central Works Council from a works council or from the list of candidates of the electoral group where a vacancy in the SSC has arisen.
- 2 In the event of an interim vacancy (or a seat not filled within the term of Article 2, paragraph 3) of an OR WU member not directly elected, a general call will be made to the works councils to nominate candidates within one month. The seat is filled based on this order:
 - a by the candidate of the works council who delegated the person whose place has become vacant;
 - b the candidate of the works council of which no member has been delegated to the SSC via the Central Works Council;
 - c the works council that represents the most WU employees per SSC member.
- 3 The successor of directly elected OR WU members will be the person who received the most votes after the originally directly elected PhD candidate or WU employee. If, as a result of the foregoing, no successor is available, this seat will remain vacant.
- 4 In the event of an interim vacancy of an SC member of the SSC, the SC will provide a successor. If it does not, the seat will remain vacant.

III Topics and working language

Article 6 Topics and working language

- 1 The SSC discusses all topics it deems necessary to represent WU employees, PhD candidates and students, as well as possible. Topics that fall to the SSC pursuant to the powers under the WHW are guiding.
- 2 The working language of the SSC is English. The SSC will only consider documents that are drawn up in the English language.

IV Procedure and structure

Article 7 Executive Committee

- 1 The SSC elects a chairperson from among its number. The chairperson legally represents the SSC and acts as the direct point of contact at the SSC for the director.
- 2 The SSC elects a secretary from among its number.
- 3 The chairperson and the secretary, together with the chairperson of the SC and a member of the SC, form the Executive Committee of the SSC. The Executive Committee plays a supporting role in the functioning of the SSC and its committees and in preparing the consultation meetings. The Executive Committee ensures that tasks are delegated to the committees as much as possible.
- 4 If the chairperson or secretary does not function properly due to prolonged absence, lack of commitment or acts that damage the purpose or work of the SSC, the SSC may decide to remove the chairperson or secretary from this role. Article 8 applies to this decision, on the understanding that the person in respect of whom a decision is taken cannot vote.

Article 8 SSC meeting

- 1 The SSC meets in the following cases:
 - a at the request of the chairperson; or
 - b at a reasoned request of at least one-quarter of the sitting members.
- 2 The chairperson determines the time and place of the meeting. A meeting at the request of the members of the SSC is held within 14 days after the chairperson having received their request.
- 3 Meetings are convened by the secretary by written notification to the members. Meetings must be convened at least seven days in advance, except in urgent cases.
- 4 A meeting can only take place if the majority of the members of the SSC are present, unless it has been decided during a meeting at which a majority of SSC members were present, that an exception is made with regard to a specific topic or for a specific period.
- 5 If there is no majority, as referred to in paragraph 4 of this article, the Executive Committee convenes a new meeting, which will be held at least one week and at most two weeks later.
- 6 In the absence of the chairperson, the SSC elects a chairperson for the meeting from among the members present.
- 7 SSC meetings are public. Interested parties who wish to sit in the public gallery as an observer must register with the secretary no later than 8 days before the relevant SSC meeting. By way of derogation, the SSC may decide that a meeting, or part thereof, will not be public, if public access could disproportionately harm the interests of those involved in the matter, the organisation or third parties.
- 8 When determining a fourth part, as referred to in paragraph 1 of this article, or the majority, as referred to in paragraph 4 of this article, of the members of the SSC, a member from the OR WU counts for 1/1, and a member from the SC, for the fraction obtained by dividing the number of members of the OR WU by that of the number of SC members in the SSC. This provides for equal influence on decision-making within the SSC (see Article 9.30a, paragraph 3 WHW).

Article 9 Decision-making

- 1 The SSC decides by a simple majority of votes. To determine this, blank votes do not count.
- 2 Matters are voted on orally, unless a member requests a vote by ballot. Votes on persons are cast by ballot.
- 3 If, in a decision regarding the appointment of a person, none of the candidates obtains a simple majority on the first ballot, a second ballot will be held between the two candidates who received the most votes on the first ballot. In this second ballot, the person who has then gathered the most votes is elected. If the votes are tied, lots will be drawn to decide.
- 4 In the event of a tied vote on a proposal for a decision to be passed that does not relate to a person to be appointed, this proposal will be brought up again at the next meeting. If the votes are tied again, the proposal is deemed to have been rejected.
- 5 A vote of an SSC member from the OR WU counts for 1/1. A vote of an SSC member from the SC counts for the fraction obtained by dividing the number of OR WU members by that of the number of SC members in the SSC. This provides for equal influence on decision-making within the SSC (see Article 9.30a, paragraph 3 WHW).

Article 10 Consultation meeting

The SSC consults the entrepreneur in a consultation meeting through the director. The SSC and the entrepreneur jointly make agreements about the course of affairs at the consultation meeting and about the manner in and time at which the agenda and the minutes of the consultation meeting are distributed among the persons working in the enterprise. The agreements will be appended to these regulations for information purposes and do not form part of the regulations (Appendix 2).

Article 11 Confidentiality

- 1 Members of the SSC, members of the committees and consulted experts (for the latter: regardless of whether they are working within an enterprise) are bound to confidentiality with regard to all business and trade secrets that they learn in their capacity as SSC member, committee member or expert. The same applies to matters that are discussed in a consultation meeting, SSC meeting or committee meeting and of which the entrepreneur, SSC or the relevant committee imposes confidentiality or of which they should have understood the confidential nature.
- 2 The intention to impose confidentiality will be communicated before dealing with the relevant matter, as far as possible.
- 3 The duty of confidentiality referred to in paragraph 1 does not expire through termination of membership of the SSC or the relevant committee, nor if the person concerned ceases to be working in an enterprise.

Article 12 Secretariat

- 1 The secretary draws up an agenda for each meeting in consultation with the chairperson. Any member may submit a proposal to the secretary in order to have the item placed on the agenda.
- 2 The secretary announces the agenda to the members, the entrepreneur (through the director), and to WU employees, PhD candidates and students enrolled at the university. Except in urgent cases, the announcement will be made at least seven days before the SSC meeting.
- 3 The secretary is charged with convening the SSC, drawing up the agenda, drawing up the minutes of the meeting, as well as conducting correspondence and managing documents intended for and issued by the SSC.
- 4 The secretary may be supported by an executive secretary in the performance of the aforesaid tasks.

Article 13 Facilities

For the fulfilment of duties by the SSC, the entrepreneur must ensure that, among other things:

- a the SSC has a meeting and work space at its disposal;
- b the SSC is allocated a budget that includes training and organising special meetings; and
- c official support is provided.

Article 14 Reporting SSC meeting and annual report

- 1 As soon as possible after each SSC meeting, the secretary draws up the minutes of that meeting and distributes them among the members of the SSC. If confidential matters have been discussed at a meeting, separate confidential minutes will be drawn up and sent in confidence exclusively to the members of the meeting.
- 2 The minutes of the SSC meeting are adopted in the subsequent SSC meeting. The secretary distributes the adopted minutes to the entrepreneur (through the director) and, unless the provisions of the second sentence of paragraph 1 apply, among WU employees and PhD candidates and to students enrolled at the university.
- 3 Before 1 March of each year, the secretary draws up a report on the activities of the SSC and committees in the past calendar year. This report requires the approval of the SSC before 1 April. The secretary distributes the annual report among the members, to the entrepreneur (through the director), to WU employees and PhD candidates, as well as to students enrolled at the university, as soon as possible after approval.
- 4 The (annual) report does not contain any data with regard to which confidentiality must be observed pursuant to the provisions of Article 11 of these regulations.
- 5 Separate, confidential minutes of a non-public meeting or a non-public part of a meeting will be distributed among the members of the meeting.

Article 15 Committees

- 1 The SSC can set up committees it reasonably needs for the performance of its duties. The SSC submits its intention to set up a new standing committee to the entrepreneur in writing, stating the task, composition, powers and working method of the committee to be set up by it.
- 2 Topics covered in the SSC are prepared in committees. To this end, the SSC has set up the following standing committees that will act as preparatory committees:
 - a Housing, Working Conditions and Environment Committee
 - b Personnel Committee;
 - c Finance Committee;
 - d Management and Organisation Committee;
 - e Communication Committee;
 - f Education and Research Committee.

The SSC may decide to set up ad-hoc committees for specific topics.

- 3 The SSC will use joint committees together with the Central Works Council as much as possible and desirable.
- 4 In addition to members of the SSC, other persons working in the enterprise and students enrolled at the university can sit on a committee as well.
- 5 The members of a committee elect a committee chairperson from among its number.

Article 16 Code of order

The SSC draws up a code of order for its working method and the order of the meetings, which may not conflict with the law and these regulations.

V Powers

Article 17 Approval (Article 9.30a, paragraph 2 of the Higher Education and Scientific Research Act)

- 1 The entrepreneur requires the prior endorsement of the SSC for any decision to be taken by the entrepreneur on or for the amendment of:
 - a the institutional plan as specified in Article 2.2 WHW;
 - b the structure of the quality assurance system in accordance with Article 1.18, paragraph 1 WHW, as well as the proposed policy in the light of the results of the quality assessment, as referred to in Article 2.9, paragraph 2, second sentence WHW;
 - c the administrative and management regulations as referred to in Article 9 WHW;
- 2 Institutional plan is in any case taken to mean:
 - 1 Specific institutional policy
 - 2 Education policy
 - 3 Research policy
 - 4 Chair plan
 - 5 Student policy
 - 6 Personnel policy
 - 7 Financial policy
 - 8 Housing policy and infrastructure provisions
 - 9 Environmental policy

Within these themes, attention is paid to internationalisation, emancipation and ethical guidelines. Proposed decisions that are not provided for in the institutional plan and that lead to significant cutbacks and reorganisation require an amendment to the institutional plan and must therefore be approved by the meeting.

ad 1. This includes the mission, positioning and entering into strategic partnerships insofar as these are (partly) related to Wageningen University. Documents that serve as a basis for the institutional plan (such as a strategic vision) are submitted to the SSC for discussion.

ad 2. This includes matters such as study duration differentiation and work-study programmes.

ad 4. A decision to establish/abolish a chair is regarded as an amendment to the Chair Plan, as is an amendment to a chair's teaching and research remit if and insofar as this change is expected to have a material effect on the cohesion of the Chair Plan. Such decisions will be presented to the SSC for endorsement.

ad 7. This includes the Financial Long-Term Plan, the distribution methodology for educational resources.

- 3 The entrepreneur requires the prior endorsement of the SSC on the long-term plan with regard to the use of study advance funds up to and including 2024.²
- 4 The entrepreneur requires the prior endorsement of the SSC on the main elements of the annual budget, as part of which attention is in any case paid to the intended distribution of the resources across the policy areas of education, research, housing and administration, investments and personnel and the share of the annual budget that concerns study advance funds.³ Article 9.36, paragraph 2 WHW applies mutatis mutandis.

² See Sector agreement for university education, 9 April 2018 (p. 3) and its further elaboration in the Protocol for Assessment of Quality Agreements for Higher Education 2019-2024, May 2018.

³ See Footnote 1.

- 5 The entrepreneur requires the prior endorsement of two-thirds of the number of members of the SSC for the decision to be taken by the entrepreneur to adopt or amend the regulations for the SSC.
- 6 Article 8, paragraph 8 applies mutatis mutandis to the determination of the number of members of the SSC.

Article 18 Period for endorsement or withholding of endorsement

- 1 An intended decision that requires the endorsement of the SSC as referred to in Article 17 is submitted by the entrepreneur to the SSC in writing, at such a time that the processing thereof by the SSC can be of material influence on the decision-making.
- 2 The entrepreneur motivates the proposed decision and indicates, insofar as possible, what consequences this will have for the institution in its opinion and what measures it believes must be taken to implement the decision.
- 3 The director ensures that the SSC is given the opportunity to consult him or her before endorsement can be granted.
- 4 As soon as possible and in any event within 6 weeks after the proposed decision has been submitted to the SSC for endorsement, the SSC will notify the entrepreneur whether the requested endorsement has been granted. If the SSC is of the opinion that this period is too short, the entrepreneur can extend this period on the basis of a reasoned request from the SSC.
- 5 The periods referred to in paragraph 4 of this article may be deviated from if the entrepreneur and the SSC agree so.

Article 19 Provision of information

- 1 The director ensures that the SSC has access to basic information regarding the composition of the Executive Board, the Supervisory Board, the organisation within the university and the main points of the policy that has already been adopted. If this basic information cannot be provided by reference to the WUR website, the director will provide this in writing.
- 2 The SSC and the director hold state-of-affairs meetings at least twice a year, in which the proposed policy is discussed on the basis of an agenda drawn up by the SSC. Basic principle is that this consultation is held as an agenda item for a consultation meeting.
- 3 The entrepreneur immediately notifies the SSC of intentions with regard to matters described in the institutional plan.
- 4 The entrepreneur timely provides the SSC with all information and information that it reasonably needs for the performance of its task, when prompted or otherwise.

VI Final provisions

Article 20 Changes to the regulations

These regulations are adopted by the entrepreneur and require the endorsement of two-thirds of the number of members of the SSC. Article 8, paragraph 8 applies mutatis mutandis to the determination of two-thirds of the number of members of the SSC.

Article 21 Entry into force of the regulations

These regulations enter into force on 19 December 2022.