



## Faculty Regulations

### Article 1: Organs

The organs of the Faculty are:

- a) the Dean's Office
- b) the Faculty Council

### Article 2: Terms of Office

1. The term of office of the members of the Dean's Office shall be three years, renewable twice.
2. The term of office of the members of the Faculty Council shall be two years, renewable.

### Article 3: Dean's Office

The Dean's Office is composed of:

- a) a Dean
- b) Vice-Deans.

### Article 4: Dean

1. The Dean heads the Dean's Office and chairs the Faculty Council. He represents the Faculty and is responsible for its smooth running.
2. In the event of absence or impediment, he shall be replaced by a Vice-Dean appointed by the Dean's Office.

### Article 5: Appointment and Election of the Dean's Office

The appointment of the Dean is proposed to the Rectorate by the Faculty Council.

The members of the Faculty Council are elected by the Dean's Office on the proposal of the Dean.



#### Article 6: Responsibilities of the Dean's Office

The responsibilities of the Dean's Office are as follows, subject to delegation of powers:

- a) Proposing and implementing the general policy of the Faculty
- b) Financial planning
- c) Proposing academic planning to the Rectorate
- d) Submitting to the Faculty Council study plans and faculty regulations for approval
- e) Leading and directing the administration of the Faculty
- f) Proposing to the Rectorate to confer university degrees and honorary titles, in particular honorary doctorates
- g) Handling individual student requests
- h) Communicating the results of the examinations to the students
- i) Ensuring liaison with the other faculties
- j) Ensuring respect for professional deontology and ethics among all members of the Faculty and its partners, both inside and outside the said Faculty
- k) Representing the Faculty externally and establishing contacts with society.

#### Article 7: Sessions

The Dean's Office organizes the sessions.

#### Article 8: Decisions

1. Decisions are taken by the Dean's Office. In the event of a tie, the Dean has the casting vote.
2. Decisions are recorded.

#### Article 9: Faculty Council

The Faculty Council is composed of members as follows:

- a) 3 Faculty members
- b) 1 member of the administrative and technical staff
- c) 1 member of the Student Body

The Dean chairs the Faculty Council.

#### Article 10: Elections

The Dean's Office is in charge of organizing the elections.



Elections shall be by simple majority vote, in one round, in each body.

#### Article 11: Invited Persons

The Dean may invite persons who are not members of the Faculty Council to the sessions of the latter. They thus speak in an advisory capacity. They are subject to the obligation of secrecy when it is agreed upon by the Faculty Council.

#### Article 12: Responsibilities of the Faculty Council

The responsibilities of the Faculty Council are as follows:

- a) Proposing to the Rectorate the appointment of the Dean
- b) Electing the other members of the Dean's Office on the proposal of the Dean
- c) Deciding on the general policy of the Faculty, on the reports of the Academic Planning Commission, and on any other matter submitted by the Dean's Office
- d) Deciding on the management of the Dean's Office
- e) Deciding on the establishment of departments
- f) Pre-approving the regulations and study plans of the Faculty, subject to adoption by the Rectorate.

#### Article 13: Sessions

The schedule of ordinary sessions is set by the Faculty Council, which schedules the sessions of the next semester at the end of the current one.

At the request of the Dean's Office or of at least 3 members, an extraordinary session may be held.

#### Article 14: Agenda

The agenda is set by the Dean and sent to the members at least 3 days in advance.

It may be amended during the session by a decision taken by at least two thirds of the members present.

Any item of interest to the Faculty must also be placed on the agenda if four members of the Faculty Council so request at least two weeks in advance.

#### Article 15: Quorum

If the quorum of 50% is not reached, the Dean may convene a new session within twenty days. There is no quorum requirement for this second session.



#### Article 16: Decisions

Decisions shall be taken by a majority of the votes of the members present.

In the event of a tie, the Dean shall have the casting vote.

Amendments to these regulations require a majority of the members of the Faculty Council.

At the request of the Dean or of a member with voting rights, or in all cases regarding the appointment of a professor or of a senior teacher and researcher, voting shall be by secret ballot.

#### Article 17: Minutes

Minutes are kept of the decisions taken at each session of the Faculty Council.

They are signed by a secretary elected by the Faculty Council from among its members and countersigned by the Dean.

The minutes must be adopted at the latest at the following ordinary session.

#### Article 18: Faculty Departments

The organization of the departments of the Faculty may be the subject of a regulation proposed by the Dean's Office and adopted by the Faculty Council.

#### Article 19: Entry Into Force

This regulation shall enter into force on 1 January 2018.