

## **Rules of Procedure Dispute Advisory Committee HZ**

### **Stichting Hogeschool Zeeland**

The Executive Board of the Stichting Hogeschool Zeeland (HZ University of Applied Sciences);

Taking into consideration the provisions of article 7.63a of the Wet op het hoger onderwijs en wetenschappelijk onderzoek (Dutch Higher Education and Scientific Research Act);

Taking into consideration the Regulations Legal Protection Students and Externals;

Enacts the following Rules of Procedure of the Dispute Advisory Committee HZ.

## Rules of Procedure Dispute Advisory Committee HZ

### Stichting Hogeschool Zeeland

#### Article 1. Definitions

The following definitions are used in this regulation:

1. **HZ:** the Stichting HZ;
2. **GAC:** the Dispute Advisory Committee as within the meaning of article 7:63a WHW;
3. **Party Concerned:** a prospective, current, or former student of the HZ, or a prospective, current, or former external of the HZ;
4. **Complaint:** a (verbal or written) complaint as within the meaning of article 7:59b WHW;
5. **Appeal:** written appeal as within the meaning of article 7:61 WHW;
6. **Objection:** written objection as within the meaning of article 7:63a WHW;
7. **Facility HZ:** facility as within the meaning of article 7:59a WHW;
8. **AWB:** Algemene wet bestuursrecht meaning General Administrative Law Act;
9. **WHW:** Wet op het hoger onderwijs en wetenschappelijk onderzoek (Dutch Higher Education and Scientific Research Act).

#### Article 2. Composition, Appointment, Term of Office

- 2.1 The GAC consists of three members.
  - 2.2 The Executive Board appoints the members of the GAC.
  - 2.3 The members of the GAC are functionally impartial.
  - 2.4 The Executive Board appoints one of the members of the GAC as chairperson.
  - 2.5 The chairperson of the GAC is not a member of and does not work under the responsibility of the Executive Board.
  - 2.6 The Executive Board appoints a substitute for each of the members of the GAC, to exercise that member's duties for the GAC in the event of absence.
  - 2.7 The Term of Office for the members of the GAC is three years. At the end of the Term of Office, members may be reappointed.

#### Article 3. Termination of Membership

- 3.1 Termination of the membership of the GAC occurs:
  - automatically when the Term of Office expires;
  - as of the start of the month following the day on which the member reaches the age of seventy years old;
  - by dismissal;
  - upon death.
- 3.2 The Executive Board may dismiss a member in the following circumstances:
  - at the request of that member;
  - on the basis of unsuitability;
  - on the basis of (long-term) sickness or infirmity;

- in the event of conviction for a crime upon final judicial decision.
- 3.3 In the event the Executive Board intends to dismiss a GAC member, that member shall be given opportunity to be heard.

#### Article 4. Secretariat

- 4.1 The Executive Board appoints a secretary for the benefit of the GAC.
- 4.2 The secretary provides correspondence, collects the required documents, safeguards the procedure, takes minutes for meetings, and takes care of any archiving.

#### Article 5. Verbal Proceedings, Absence

- 5.1 In the event of one of the (substitute) members of the GAC being absent or impeded within the framework of verbal proceedings, the chairperson shall adjourn these proceedings until a date and time to be determined by the chairperson.
- 5.2 In the event of the chairperson's absence, the substitute chairperson shall adjourn the verbal proceedings and in the event they too are absent, the member with most seniority in the CBE adjourns the verbal proceedings until a date and time to be determined.
- 5.3 The GAC may, in deviation from the provisions in the preceding sections, assign the hearing to the chairperson or a member who is not part of or working under the responsibility of the Executive Board.

#### Article 6. Other Provisions

- 6.1 In the performance of its activities, the GAC adheres to the Regulations Legal Protection Students and Externals.

#### Article 7. Final Provisions

- 7.1 These regulations enter into force on 31 October 2010.
- 7.2 These regulations will be published on the website of the HZ.
- 7.3 These regulations should be referenced as "reglement van orde geschillenadviescommissie HZ" ("Rules of Procedure Dispute Advisory Committee").

Vlissingen, 13 October 2010

Drs. P.C.A. van Dongen