

Faculty of Sciences and Bio-engineering Sciences

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Chapter I. Task and organisation of the Faculty

The Sciences and Bio-engineering Sciences (WE-BIR) Faculty's first **core business** is to provide **education** in the various science subdisciplines (computer science, maths, physics, chemistry, biology, geography), the Bio-engineering sciences (cell and gene biotechnology, chemistry and bioprocess technology) and the engineering sciences (computer science). In these fields, bachelor's and master's curriculums are offered and science or Bio-engineering PhDs are issued.

Education is based on scientific **research**, the Faculty's second **core activity**. Both core activities are inextricably linked, which implies that the faculty conducts research in all the aforementioned fields.

Lastly, the Faculty contributes to **services to the community**, and this in various forms, going from activities involving the popularisation of science to services for the government, society and industry.

The Faculty is one of the **eight faculties** making up VUB and its status in the VUB's organisational chart is described in the Organic Statute.

The Faculty offers education, carries out scientific research and provides scientific services in IT, maths, physics, chemistry, biology, Bio-engineering sciences, geography and geology.

The Faculty organises its core activities through seven departments:

DINF	Computer sciences department
DWIS	Maths department
DNTK	Physics department
DSCH	Chemistry department
DBIO	Biology department
DGGF	Geography department
DBIT	Bio-engineering sciences department

which are in charge of the general policy on education, research, human resources in the relevant science discipline, the associated departments specifically responsible for research and a number of programme boards (one for each bachelor's and master's course and a coordinating board for bachelor's courses). A number of administrative and technical staff (ATP) are categorised in the departments and research groups, in addition to ZAP, AAP and BAP. A Central Faculty Secretariat has also been set up. Each department is administered by a department council, which plays an advisory role vis-à-vis the Faculty Management, which features a multi-stage structure.

- Daily administration (DB) (Dean, Vice Dean, Pro Dean, academic secretary, ZAP representative on Board of Directors)
- Faculty administration (FB) (DB + chairpersons of departments, presidents or representatives of Faculty and Central Committees and representatives of the various departments and students).
- Faculty board (FR) (FB + all other ZAP members associated with the Faculty and representatives from the various departments and students).

A management model is used in compliance with general VUB regulations for the programme boards.

In addition to the departments there are a number of Faculty Committees (Education, Research, Resources and Personnel, Public Relations (PR) and "Appraisal and Promotions"), which play an advising role with respect to the Faculty Administration and/or Central Committees.

The Faculty carries out its core activities in terms of education in close collaboration with other VUB faculties and with various partners from the Flemish university world (UGent, UA, KULeuven), with the association partner EhB and the ULB. Support to students and remedial measures take place in close collaboration with the Study and Support Centre (SBC). Its scientific research has a wide international basis.

Chapter II: Mission of the Faculty

The Sciences and Bio-engineering Sciences Faculty aims to provide high-quality, student-orientated education and to conduct excellent research rooted in an international context. Both are inextricably linked whereby research represents the seed-bed for education. It aims to do so in a broad spectrum of sciences and Bio-engineering sciences.

It aims to impart to its students the knowledge, skills and attitudes in order to be able to function in society as a critical and responsible citizen in a variety of professions and responsibilities.

The Faculty's **core values** are fully in keeping with the VUB's seven core values.

1. Our policy and activities are permeated by the core values of critical, independent thinking and free research.
2. Openness, tolerance and respect for the individual and society are important basic values for the VUB.
3. Social commitment and sustainability can be found throughout the entire operation.
4. We strive for quality, innovation and creativity in our research, education and services.
5. We aim to develop a lifelong valuable and professional relationship with students, industry and society.
6. We provide an individual approach in education and for strong involvement of students in delineating the policy and operation of our institution.
7. We cherish our employees and provide them with maximum opportunities to develop and grow.

The Faculty wishes to add two, not explicitly mentioned, core values:

8. We wish to insert the deontology of scientific research (fraud issue, among others) at all levels, including education.
9. We aim to explicitly address major systemic challenges in our education and research.

Chapter III: Faculty regulations

III.1. Faculty community

The Faculty Community is made up of the ZAP, AAP, BAP and ATP members and students involved in scientific activities, education and services looked after by the seven study groups and related research groups.

Alumni, emeritus and honorary members of the ZAP can get involved in Faculty activities.

The delegation of the Faculty Community on faculty boards and councils is submitted to the Faculty board, after notice by the Faculty, at the latest by 31 October.

III.2. Faculty's governing bodies

III.2.1. Faculty board (FR)

III.2.1.1. Composition

The Faculty board is made up of:

- Dean, Vice Dean and academic secretary.
- All members of the ZAP.
- One member of the AAP or BAP per department, elected by and from among them.
- One student per department, elected by and from among them.
- Three members of administrative and technical personnel, elected by and from among them.
- Member of the academic support staff and the student representing the Faculty of Science and Bio-engineering Sciences on the Board of Directors.

The Faculty board can invite observers who only have an advisory role.

The VirBr (Association of Engineers from the Vrije Universiteit Brussel) representative Vrije Universiteit Brussel on the Faculty board can attend the meetings as an observer.

III.2.1.2. Operation

The Faculty board is chaired by the Dean, or in the latter's absence by the Vice Dean. The Dean and Vice Dean are elected as determined under Article 12 of the Organic Statute and should in principle be connected to the Faculty. The Academic Secretary is elected by all members of the FR for a period of two years. They belong to the ZAP department, in principle connected to the Faculty.

All members of this board take part in the final vote for all decisions.

Each member of the Faculty board is entitled to submit an item for the agenda at the latest 7 calendar days before a meeting.

III.2.1.3. Powers

The Faculty board (FR) makes all decisions submitted on behalf of the Sciences and Bio-engineering Sciences Faculty to the central governing bodies.

The Faculty board can delegate a number of powers to the Faculty administration.

These powers include:

- Appointments, extensions, dismissals of AAP, BAP, scientific staff, scholarship students or equivalent.
- Distribution of education and functioning credits.
- Distribution m² (not the criteria).
- Distribution ATP (not the criteria).
- Practical matters PR.
- Composition of PhD examination boards.

III.2.2. Faculty administration (FB)

III.2.2.1. Composition

The Faculty administration is made up of:

- Dean and Pro Dean
- Vice Dean and academic secretary
- Chairpersons of the Faculty Advisory Committee (see III.5)
- Representative of independent academic personnel on the Board of Directors
- Representative of the supporting academic personnel on the Board of Directors
- Representative of students on the Board of Directors
- Chairpersons of the departments
- Two members of the supporting academic personnel (or equivalent) from the Faculty board, elected by and from among them.
- Two students from the Faculty board, elected by and from among them.
- Two members of the administrative and technical personnel from the Faculty board, elected by and from among them.
- Two representatives on the research board.

If unable to attend a faculty administration meeting, the chairpersons of the departments can ask to be replaced.

III.2.2.2. Operation

The Faculty administration is chaired by the Dean and in his absence the Vice Dean. For all decisions, all members of the FB take part in the final vote.

III.2.2.3. Powers

The Faculty administration (FB) has the powers bestowed on it by the Faculty board.

III.2.3. Daily Management (DB)

III.2.3.1. Composition

The following form part of the daily management:

- Dean
- Pro Dean
- Vice Dean
- Academic secretary

- ZAP representative of the WE Faculty on the Board of Directors

III.2.3.2. Operation

The daily management is chaired by the Dean and in his absence by the Vice Dean. Decisions made by the DB are to be reported to the next FB meeting.

III.2.3.3. Powers

The daily management helps the Dean with the handling of current affairs and the taking of decisions on issues forwarded to them by the FR or FB, and in any case with:

- Preparation of FR and FB activities
- Implementation of FR and FB decisions
- Urgent issues
- Powers transferred by the Faculty administration

III.3. Department councils

III.3.1. Composition

Each Department determines in its internal regulations its composition and members' eligibility to vote on various items on the agenda.

Each ZAP, AAP and ATP member in principle belongs to a single department, for the ZAP at the suggestion of the governing body, for AAP and ATP based on the faculty allocation.

The Chair of the department is a ZAP member who is in principle associated with the department.

The AAP members and students who form part of the department are elected by and from among the members of their department, in principle associated with the department.

III.3.2. Operation

The department's recommendations and proposals are submitted electronically or in writing to the Dean. Depending on the nature of the proposal, the Dean will, after possible additional advice from one or more faculty committees submit the proposal to the FR or FB for approval.

Personnel proposals and PhD juries are to be submitted at least three working days before the meeting of the Faculty board or Faculty administration.

III.3.3. Powers

Each of the department councils referred to in Chapter I (Computer Sciences, Maths, Physics, Chemistry, Biology, Geography and Bio-engineering Sciences) is responsible for the long-term vision and practical implementation of education, research and services in the science fields covered by the Faculty.

They give advice/formulate proposals to the FR and its delegated bodies on the allocation of Faculty resources, personnel matters (ZAP, AAP and ATP) for both openings and appointments, vision of and regulation of education and research, composition of PhD juries, etc.

Proposals by the programme boards with which a department is connected in accordance with the table in III.4.2. are submitted for advice to the department, which tests them in terms of long-term vision and financial feasibility.

III.4. Programme boards

III.4.1.

This chapter should be read in conjunction with the Central Regulations for Programme boards.

In the following paragraphs, only those aspects are mentioned that are specific to the Sciences and Bio-engineering Sciences Faculty.

III.4.2.

The Faculty sets up a separate programme board for each Bachelor's and Master's course, which connects with the departments in accordance with the diagram below.

Connection Programme boards – Departments

Programme board	Department
Bachelor of Science in Maths	DWIS
Master of Science in Maths	DWIS
Master after Master in Actuarial Science	DWIS
Bachelor of Science in Physics and Astronomy	DNTK
Master of Science in Physics and Astronomy	DNTK
Bachelor of Science in Computer Sciences	DINF
Master of Science in Engineering Sciences: Computer Sciences	DINF
Master of Science in Applied Information Technology	DINF
Master of Science in Applied Sciences and Engineering: Computer Science	DINF
Bachelor of Science in Chemistry	DSCH
Master of Science in Chemistry	DSCH
Bachelor of Science in Biology	DBIO
Master of Science in Biology	DBIO
Master of Science in Biology	DBIO
Master of Science in Marine and Lacustrine Science and Management	DBIO
Bachelor of Science in Geography	DGGF
Master of Science in Geography	DGGF
Master of Science in Geography	DGGF
Master of Science in Urban Studies (4CITIES)	DGGF
Advanced Master of European Urban Cultures	DGGF
Bachelor of Science in Bio-engineering Sciences	DBIT
Master of Science in Bio-engineering Sciences: Cell and Gene biotechnology	DBIT
Master of Science in Bio-engineering Sciences: Chemistry and Bioprocess technology	DBIT
Master of Science in Biomolecular Sciences	DBIT

III.4.3. Composition of the programme boards

This composition must comply with Articles 3 and 4 of the Central Regulations for programme boards. The FR shall approve the composition of each of the programme boards at the latest on 31 October, while striving for as much homogeneity within the Faculty as possible, especially at the BA level and as regards the delegation of ZAP members who provide education for other departments. For MA courses organised as part of an interuniversity agreement, deviations are permitted from the provisions under the central regulations (Article 2 § 4)

III.4.4. Operation and powers

Here reference is made to Articles 5 to 11 of the Central VUB regulations for all programme boards.

III.5. Faculty Advisory Committee

The following permanent Advisory Committees are set up within the Faculty:

- Faculty education committee (OWC).
- Faculty research committee (OZC).
- Faculty committee for doctorates (CDO).
- Faculty committee for buildings, resources and personnel (CMP).
- Faculty committee for public relations (PR).
- Faculty committee for bachelor education (CBA).
- Faculty evaluation and promotion committee (EBC).

The Chair of these committees is the Dean or a ZAP member recommended by the latter after ratification by the Faculty board.

The full composition of the various committees is approved by the Faculty board every year before 30 November.

Each Faculty committee reports to the Faculty board at least once a year.

III.5.1. Faculty education committee

III.5.1.1. Composition

The Faculty education committee (OWC) is made up of:

- Dean
- Chair
- Chairs of the programme boards
- One AAP member (or equivalent) appointed by each of the departments
- One AP member of the SBC
- One student (at least 2nd bachelor) nominated by each of the departments
- ZAP and AAP representatives and students in OWR if not included in previous members
- One ATP member involved in educational activities

The members of the Faculty in the OWR theme groups can ask the Chair of the OWC - or be asked by the latter - to attend specific meetings.

III.5.1.2. Operation and powers

The Faculty education committee gives advice to the Faculty board on all general and Bachelor's- and Master's-related education matters (organisation, curriculum, examination regulations, reception, transitional education, course and examination schedules). In this context they can seek advice from the programme boards.

The OWC can take initiatives with respect to general education issues. The OWC also provides the necessary impetus to promote and coordinate international contacts with industrial and developing countries and international exchange programmes such as Erasmus.

The OWC can also take initiatives in consultation with the SBC.

Proposals are forwarded to the Dean, who will submit them to the FR or FB for approval.

III.5.2. Faculty research committee

III.5.2.1. Composition

The Faculty research committee (OZC) is made up of:

- Dean
- Chair
- Two representatives in the OZR and their replacements (elected by the Faculty board)
- Two AP members appointed by each of the departments
- AAP member of the Faculty in the Board of Directors
- One AAP member (or equivalent), recommended by the AAP members and in principle linked to the Science and Bio-engineering faculty.

III.5.2.2. Operation and powers

The task of the Faculty research committee is to develop a long-term vision for the Faculty's research policy, to ensure the broad base of the Faculty, give impetus to improve the quality of this research and assess the research quality of the research groups.

III.5.3. PhD monitoring commission (CDO)

III.5.3.1. Composition

The PhD Monitoring Commission is made up of:

- Dean
- Chair
- Chair or Vice Chair of the Doctoral School
- One ZAP member appointed by each of the departments

The CDO is complemented by at least one member of the AAP as a permanent observer.

III.5.3.2. Operation and powers

The PhD monitoring commission acts as an examination board for PhD follow-up. The CDO provides advice to the Dean on the acceptance of applications for the preparation of a PhD thesis and on the assessment of the annual science report. It controls the Faculty procedure for submitting and defending the thesis.

III.5.4. Faculty committee for buildings, resources and personnel (CMP)

III.5.4.1. Composition

The buildings, resources and personnel faculty committee is made up of:

- Dean
- Chair
- Representatives in the Oefenplein university buildings committee
- One AP member appointed by each of the departments
- Two ATP members elected from among and by ATP members

III.5.4.2. Operation and powers

The Faculty committee on buildings, resources and personnel monitors the allocation of resources and personnel (ATP) based on the criteria approved by the Faculty board (recurrent education and working credits, replacement heavy equipment, etc.). It can take initiatives to adjust these criteria to new needs and will forward these amendments to the Dean, who will submit them to the FB and subsequently to the FR. It provides advice in ATP promotion applications.

The Faculty resources committee also monitors the rightful distribution of m² across the departments and this based on criteria approved by the Faculty board.

These criteria may be amended at this committee's suggestion, depending on new needs. Said amendments are forwarded to the Dean, who submits them to the Faculty management.

The CMP also provides advice to the Dean in requests for maintenance and adjustments for rooms allocated to the Faculty.

III.5.5. Faculty committee public relations (CPR)

III.5.5.1. Composition

The faculty committee public relations (CPR) is made up of:

- Dean
- Chair
- PR coordinator
- Coordinator scientific information (the three latter elected by the Faculty board)
- One AP member appointed by each of the departments
- Three representatives of the student bodies, one for the Science area of study, one for the Applied Biological Sciences area of study and one from the Info Group.

III.5.5.2. Operation and powers

The public relations faculty committee coordinates PR initiatives and the activities of the departments (brochures, information days, visits to schools, teacher training, post-academic training, science Olympiad, etc.) and takes initiatives to promote this PR in order – among other things – to increase the intake of new students. The PR committee will also coordinate scientific information and in this area take suitable initiatives. All proposals are forwarded to the Dean, who submits them to the FB or FR for approval.

III.5.6. Bachelor's programme Faculty committee (CBA)

III.5.6.1. Composition

The bachelor's programme faculty committee is made up of:

- Dean who chairs the committee
- OWC Chair who is the acting Chair
- One ZAP member and one AAP member (or equivalent) actively involved in the education in the Bachelor's programme, appointed by each of the departments
- One student appointed by each of the departments
- Two members of the SBC

The Bachelor's programme Faculty committee formulates proposals for the FB or FR.

III.5.6.2. Operation and powers

The Bachelor's programme Faculty committee is tasked with permanently assessing and adapting the Bachelor's programme in the Faculty, for which, commencing with the academic year 2010-2011, greater flexibility was chosen, in consultation with the SBC, both as regards content and organisation, with special focus on the transition from secondary to university education and on flow (standard course). The quality assurance and testing aspect in particular will be examined in a coordinated way.

III.5.7. Faculty assessment and promotion committee

III.5.7.1. Composition

The Faculty assessment and promotion committee (EBC) is made up of:

- Dean who chairs the committee
- Seven members of the ZAP, one per department, who hold the rank of senior full professor. One member of the EBC can be emeritus, insofar as and provided that they are still entrusted with an academic task. In the event that no senior full professor is available (active or emeritus), a full professor can sit on the EBC.

The Committee composition is submitted for approval to the FR on a four-yearly basis, except should the need arise to replace members who no longer meet the relevant criteria.

III.5.7.2. Operation and powers

The Faculty Assessment and Promotion committee issues advice on every assessment of a ZAP member to be submitted to it by virtue of the provisions under the Central Regulations for the ZAP, Art. 85. It also issues an opinion for each promotion requested by a ZAP by virtue of the provisions under the Central Regulations for the ZAP, Art. 103. It forwards said opinion to the FR for promotions, and to the Senate for assessments.

III.6. Final clause

Each member of the FR can submit a proposal to amend the Faculty Regulations. Said proposal must be discussed in an FR meeting in the first reading. At the earliest seven calendar days later the proposal is voted on in the second reading and is approved by a simple majority of votes.