

INSTITUTE OF MEDICAL EDUCATION RESEARCH ROTTERDAM ARTICLES OF ASSOCIATION

Article 1 - Establishment of Research Institute

The Executive Board of Erasmus University Rotterdam established the institute of Medical Education Research Rotterdam (iMERR) in accordance with Section 9.21 of the Higher Education and Research Act (WHW), hereinafter referred to as: the research institute. The research institute was established as a joint initiative of Erasmus MC and the Faculty of Social Sciences of Erasmus University Rotterdam. The field of research covered by the research institute iMERR is medical education in the broadest sense, including the education provided to medical students, the specialist medical training of physicians, the education of other healthcare professionals and all forms of assessment that are used in medical education. The research fields are hereinafter referred to as: Medical Education.

Article 2 - Mission

The research institute has been established to:

1. Improve the quality of research in the field of Medical Education in general.
2. Coordinate and facilitate basic and applied scientific research in the field of Medical Education.
3. Build and maintain active collaborative relationships with other research groups at home and abroad and create exchange and study placement opportunities for researchers, guest researchers, and PhD candidates.
4. Train researchers in the field of research on Medical Education.

Article 3 - Coordinator

Erasmus MC of Erasmus University Rotterdam will be the coordinator of the research institute, hereinafter referred to as coordinating faculty. The Dean of the coordinating faculty is the managing director of the research institute. The research institute is a sub-management unit within the coordinating faculty.

Article 4: Management

(in accordance with Article 24 of EUR's Administrative and Management Regulations)

1. A Scientific Director is entrusted with the management of the research institute.
2. The Scientific Director is responsible for the strategy needed to enable the research institute to achieve its mission as defined in Article 2.
3. The Scientific Director should preferably be a professor.
4. The Scientific Director shall be appointed for a period of four years by the Dean of the coordinating faculty, after consultation with the Dean of the Faculty of Social Sciences, hereinafter referred to as the Dean of the other faculty.
5. The Scientific Director will be assisted by an Associate Director.
6. The Associate Director shall be appointed for a period of two years by the Dean of the coordinating faculty, on the recommendation of the Dean of the other faculty, and after consultation with the Scientific Director. The Associate Director should preferably not be from the same faculty as the Scientific Director.
7. The Associate Director is accountable to the Scientific Director.
8. The Scientific Director shall take strategic decisions in consultation with the Advisory Council (These decisions include: the opening of new or the closure of existing scientific programs and changing the admission and other procedures for Fellows, Members, and PhD students). See Articles 6 and 8 for a description of the duties and power of the Advisory Council.

Article 5 - Responsibilities of the Scientific Director

(Articles 24.1, 24.2, 24.4, and 25 of EUR's Administrative and Management Regulations)

1. The Scientific Director is responsible for the management of the research institute.
2. As sub-manager of the coordinating faculty, the Scientific Director is responsible for managing the research institute's funds.
3. The Scientific Director shall establish the research institute's programs, which include the five-year research program and the annual research program. Article 8 sets out additional rules pertaining to these matters.
4. The Scientific Director is responsible for implementing the approved programs or seeing to their implementation.
5. The Scientific Director is responsible for the internal quality assurance system and for taking measures in response to internal quality assurance and external quality control.
6. Notwithstanding the responsibilities of the Executive Board of Erasmus University Rotterdam, and taking into account the appointment resolution, the Scientific Director shall allocate the duties of those working at the research institute and in doing so determines the working relationship between the employees working at the research institute (also see Article 7).
7. The Scientific Director has the power to mandate duties at the research institute.
8. The Scientific Director has the authorization to lay down further regulations at the research institute (such as a Membership Charter and bylaws).
9. The Scientific Director gives advice, both on request and on their own initiative, to the Deans of the faculties that collaborate in the research institute, and provides the Deans with the requested information.

Article 6 - Advisory Council

(Article 24.3 of EUR's Administrative and Management Regulations)

1. The research institute has an Advisory Council, which provides advice upon request or unsolicited to the Scientific Director about scientific policy and strategic decisions at the research institute (see Article 8).
2. The Advisory Council consists of at least five members, preferably one coordinator (Fellow) from each of the research programs of the research institute.
3. The chairperson of the Advisory Council must be a professor.
4. The chairperson and members of the Advisory Council shall be appointed for a period of two years by the Dean of the coordinating faculty, in consultation with the Scientific Director and the Dean of the other faculty.
5. Membership on the Advisory Council shall end upon expiry of the appointment period, upon voluntary resignation, in the event of no longer being coordinator, upon termination of employment, or on death.
6. The Scientific Director attends the Advisory Council meetings.

Article 7 - Staff

(Article 23.2 of EUR's Administrative and Management Regulations)

Notwithstanding the responsibilities of the Executive Board with regard to the human resources policy and management, and taking into account the appointment resolution, the Dean of the faculties concerned determines, on the proposal of the Scientific Director of the research institute, which staff members (from each of the faculties concerned) will be employed at the research institute, as well as which PhD students will be affiliated with the research institute (also see Article 5.6).

Article 8 - Research program

(Article 25 of EUR's Administrative and Management Regulations)

1. The Scientific Director shall put forward a research program for the research institute once every five years, including a budget plan. This will be done in consultation with the Advisory Council and in accordance with the guidelines defined by the Deans (of the faculties that collaborate in the research institute) for research activities. Once the five-year research program has been adopted it shall be sent to the Deans of the faculties that collaborate in the research institute and the Advisory Council.
2. The Scientific Director shall also draw up a more specific research program every year, including a budget plan. The program shall be adopted in consultation with the Advisory Council. Once the annual research program has been adopted it shall be sent to the Deans of the faculties that collaborate in the research institute and to the Advisory Council.

Article 9 - Budget

1. The Scientific Director is responsible for drawing up the annual budget plans of the research institute.
2. The budget plan is part of the budget plan of the coordinating faculty.
The Scientific Director shall take into account the procedures and regulations set by the coordinating faculty when drawing up the budget plan.
The budget plan gives a good indication of the income and expenditure for research, the PhD program, and other activities carried out by the research institute.
3. The budget plans of the research institute shall be subject to approval by the Dean of the coordinating faculty, after consultation with the Dean of the other faculty.

Article 10 - Reporting and accountability

1. The Scientific Director has annual reporting requirements and must produce a report of the activities of the research institute to the Dean of the coordinating faculty.
2. The Scientific Director is accountable yearly to the Dean of the coordinating faculty about how he/she governed and how the institute was operated.
3. The Dean of the coordinating faculty shall inform the Deans of the other faculties and the Executive Board of Erasmus University Rotterdam accordingly.

Article 11 - Cases not provided for in the regulations

In cases not provided for in the regulations, the Dean of the coordinating faculty shall decide on the situation, after consulting the Dean of the other faculty and the Scientific Director.

Article 12 - Entry into force of the regulations

The regulations enter into force on 1 November 2013.

The regulations may be cited as: Articles of Association of iMERR.

The official title can be abbreviated as: St.iMERR.

These regulations will be published in Dutch and English on the websites of Erasmus MC and Erasmus University Rotterdam.

An English translation of these regulations will be available. In the event of discrepancies, the Dutch version of these regulations shall prevail.

Adopted by the Executive Board at its meeting of 16 January 2014.