

# CvB stukken voor agenda Universiteitsraad

Overlegvergadering d.d. : 24 april 2019  
Commissievergadering : OOS  
Agendapunt : Transition relevant staff General Affairs (AZ) tot TGS  
Bijgevoegde stukken : - MEMO: Organizational change: transition support staff (2,7 fte) from General Affairs to Twente Graduate School (TGS), 22 January 2019  
- Faculty Council Science & Technology (S&T) advice, 6 March 2019

Betrokken dienst: General Affairs (AZ)

Secretaris: Wichman

Portefeuillehouder: Palstra

paraaf: 

paraaf: 

paraaf: 

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## 1. Status agendapunt:

Rol URaad:

- Ter informatie
- Ter advisering
- Ter instemming
- Anders:

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## 2. Eerder behandeld in:

Naam gremium: CvB

Datum behandeling: 11 February 2019

Naam agendapunt: Transition staff General Affairs to TGS

Conclusie toen:

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## 3. Toelichting/samenvatting (engelstalig):

In the light of quality improvement, the collaboration between the staff of General Affairs supporting the academic ceremonies PhD-defences and inaugural lectures and the support staff of TGS has intensified. This process started at the end of 2016. As of April 2018 the relevant support staff of General Affairs has joined the team of TGS in Ravelijn.

This transition to Ravelijn has worked out to everyone's satisfaction. The staff supporting TGS functions more and more as a team. The main reason for joining forces is the improvement of services and monitoring as part of quality assurance.

Results so far as of end 2016:

- streamlined procedures from entry via monitoring progress to completion and PhD-ceremony;
  - the availability of complete dossiers is for each candidate when the ceremony is scheduled, including 30EC education;
  - Regular exchange of experience between staff and mutual temporary replacement;
- This will be better facilitated by a new system: Hora Finita, which is being implemented now. This system supports the whole trajectory of PhD from admission to graduation.

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**4. (Voorgenomen) besluit CvB (11 February):**

*Gezien*

The EB acknowledges the importance of continuity and efficiency of supporting the whole trajectory of PhD from admission to graduation, in the context of quality assurance. For this purpose a joint team is preferable independent of the renewed vision on TGS, which is under preparation.

*Gehoord*

The Faculty Board of S&T is positive about this transition and has discussed the matter with the Faculty Council on the 7th of February (see appendix)

*Overwegende*

-The transition comprises no consequences for the legal status of employees or for the budget.

-The transition informally took place in April 2018 and has worked out to everyone's satisfaction.

-The FC of S&T advised positively.

-Given the limited scope of this transition and in consultation with HR and chair UC (also in accordance with the regulations on organizational change), it is proposed to ask the UC for advice and consent at the same time.

*Besluit het CvB:*

The Executive Board (EB) intends to transition the relevant staff (2,7fte) of General Affairs (AZ) to TGS and asks the University Council (UC) for advice on classifying this organizational change as 'category 2' and asks for consent on the transition.

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**GRIFFIE URaad: (door griffie UR in te vullen)**

**Eerder in URaad aan de orde geweest?**

- Nee.
- Ja, op

Conclusie toen:

**Nadere toelichting:** (Voor als presidium/griffier vindt dat één van bovengenoemde punten nadere toelichting behoeft)

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## MEMO

To: Executive Board, Faculty Board TNW  
From: Susanne Wichman (General Affairs) Paul van Dijk (director TGS).  
Date: 22 January 2019  
Subject: Organizational change: transition support staff (2,7 fte) from General Affairs to Twente Graduate School (TNW)

### Introduction

Since the end of 2016 the collaboration between the staff of General Affairs supporting the academic ceremonies PhD-defences and inaugural lectures and the support staff of TGS has intensified. As of April 2018 the relevant support staff of General Affairs has joined the team of TGS in Ravelijn.

This transition to Ravelijn has worked out to everyone's satisfaction. The staff supporting TGS functions more and more as a team. The main reason for joining forces is the implementation of a new system: Hora Finita, which supports the whole trajectory of PhD from admission to graduation.

### Goal

The goals to be achieved, are to:

- ensure continuity and efficiency of support;
- encourage exchange of knowledge and experience, broaden the scope;
- enhance job satisfaction.

### Scope

The transition concerns the following:

- 2,7 fte: 4 employees: 1,5 fte secretary staff; 1,2 fte beadle staff
- No consequences for the legal status of employees.
- No financial consequences. The transition of employees to TGS includes the related UT-budget currently allocated at General Affairs.

The described organizational change can be classified as 'category 2' according to the 'regeling organisatiewijzigingen Universiteit Twente', February 2018.

### Process

Twente Graduate School is a cross-faculty unit, although embedded within TNW, directly attached to the Executive Board (EB) / Rector. The same applies to General affairs. Consequently, the EB decides on the described transition whereas the University Council (UC) has the right of consent in this matter. Nevertheless it is important to inform the faculty TNW and ask for advice. Accordingly, the following process is suggested:

- Executive Board decides to ask the UC for advice on classifying this organizational change as 'category 2' and informs the Faculty Board (FB) TNW;
- The FB of TNW informs the Faculty Council (FC) of TNW and asks for advice;
- Executive Board decides on the described transition and asks the UC to approve.

To: Faculty Board S&T  
From: Faculty Council S&T  
  
Mark: TNW/FR/TM20190306  
E-mail: t.vandermeer@student.utwente.nl  
  
Date: 06-03-2019



Subject: Advise Organization change TGS

Dear Faculty Board,

The Faculty Council of Science & Technology discussed on the 7<sup>th</sup> of February the document titled "proposal organisation change 01222019".

Having seen that;

- The transition of 2.7 fte is merely an organizational structural procedure
- There are no financial consequences associated with this transition.
- The legal status of each employee remains unchanged.

Having commented on;

- In the future, such requests for organizational changes should be in accordance and correctly reasoned following all criteria stipulated in CvB UIT – 2826 "Univerity of Twente Regulations for organizational changes"

The Faculty Council of Science & Technology advises positive regarding the organization change as mentioned in the above-mentioned document.

Sincerely,

On behalf of the Faculty Council of Science & Technology

Thomas van der Meer  
Chairman