

Regulation Confidential Advisor Theses and Dissertations TST

Tasks Confidential Advisor

1. The duty of the confidential advisor theses and dissertations is to make problems regarding theses or dissertations that individual students and PhD researchers present to him/her discussible (again) through contact and intermediary services and, by doing so, to help solve these problems.
2. The confidential advisor does not take the place of regular responsible officers and procedures, does not interfere in the normal course of justice and does not act as legal counsel.
3. If a student or PhD researcher presents a problem regarding a thesis or dissertations to the confidential advisor, the advisor must find out as soon as possible if the problem is already being handled by the responsible bodies/officers. If that is the case, he/she will take a restrained attitude.
4. The duty of the confidential advisor is to actively find out the extent to which a solution has been found for the problems regarding theses or dissertations presented to him/her.

Procedure

5. The confidential advisor will examine the problem presented by the student or PhD researcher and judge which body or bodies or persons can best handle it. On this basis, he/she will advise the student or PhD researcher on the further course of action to be taken.
6. Before he/she gives the advice referred to in 5., the confidential advisor must collect all information necessary to gain good insight into the nature and extent of the problem. In principle, the involvement of the confidential advisor can be threefold, namely:
 - A. Advises the student or PhD researcher, who attempts to solve his/her problem without engaging the confidential advisor, on the basis of this advice or not.
 - B. Presents the problem to the person/body which in his/her opinion should handle it further and also provides for the initial contact between this person/body and the student or PhD researcher.
 - C. Also continues to act as an intermediary during the handling of the issue by another person/body.
7. The confidential advisor must always determine his/her involvement with the consent of the student or PhD researcher and consult with the relevant responsible staff members.
8. If the confidential advisor establishes that his/her advice/intermediation have not led to an adequate solution of the problem regarding the thesis or dissertation, he/she must report

this, provided the student or PhD researcher consents to this, to the place where he/she is of the opinion that this report can best be made.

9. If the confidential advisor cannot complete his/her intermediation in such a way that it has the consent of the student or PhD researcher, he/she must discontinue his/her intermediation and notify the student or PhD researcher to this effect.
10. If the confidential advisor handles a problem regarding a thesis or dissertation that concerns the Dean, or if the Dean does not cooperate sufficiently to solving the problem, the confidential advisor will advise the student or PhD researcher to contact a confidential advisor on university level.

Obtainment of information

11. The confidential advisor is authorized to obtain all information which is reasonably necessary to gain good insight into the nature, extent and possible solution of a problem regarding a thesis or dissertation presented to him/her. The explicit permission of the student or PhD researcher will always be needed before the confidential advisor can obtain information from other persons/bodies.
12. The persons and bodies the confidential advisor approaches to provide the information referred to in 11. must provide it, unless they are of the opinion that this is impossible in connection with protection of the privacy of third parties and/or contrary to essential interests of the School.
13. If the confidential advisor is of the opinion that he/she is essentially hindered in performing his/her job in a certain case because in his/her opinion a person or body unjustifiably refuses to provide the requested information, he/she can submit a reasoned, written request to the Dean to instruct that person or body to release that information.

Confidentiality

14. The confidential advisor must handle the problems regarding theses or dissertations presented to him/her with the greatest possible caution. He/she must therefore treat all information that reaches him/her in relation to the problem presented with confidentiality.
15. If, at his/her request, the confidential advisor obtains information about third parties which is confidential or personal in nature, he/she must spare the interests of these third parties as far as possible. The confidential advisor may not disclose confidential or personal information about third parties to his/her client or others.
16. The confidential advisor will be informed by the persons/bodies that handle a problem further on the basis his/her advice about the results of that handling. This is on condition that the student or PhD researcher who presented the problem consents to this.

Appointment of the Confidential Advisor

17. The Dean appoints a confidential advisor for three years. The Dean also relieves a confidential advisor of his/her duty (see 18).

18. The Dean may not give the confidential advisor any further instructions for the performance of his/her duty. At any time, of course, there will be a possibility of informative consultation at the request of the confidential advisor or the Dean.
19. If a confidential advisor does not meet the high requirements that may be set on him/her with respect to confidentiality, care and independence, the Dean may call him/her to account and if necessary relieve him/her of his/her duty.

Reports

20. The confidential advisor must make a written report of his/her activities to the Dean at least once a year. Each year, this report must contain an account of the complaints submitted, as far as possible in the same way on the basis of an adopted framework. The report must also contain an account of the bottlenecks experienced in the performance of his/her duty. Individual problems, of course, must not be recognizable in this report.

November 2020