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Regulations of the Faculty of Medicine at Leiden University

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Regulations of the Faculty of Medicine at Leiden University

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INTRODUCTION

ARTICLE 1

These faculty regulations establish further rules pertaining to the administration of the academic programmes within the Faculty of Medicine.

In these regulations, “the WHW” refers to: the Higher Education and Academic Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW, Stb. 593, 1992).

Any other concepts that appear in the WHW or in Leiden University’s Management and Administration Regulation [*bestuurs- en beheersreglement*] (BBR) have the meaning assigned to them by the WHW or the BBR.

Scope

Academic programmes
Education

CHAPTER 1: Management and composition of the Faculty of Medicine

Paragraph 1: Management of the Faculty of Medicine

ARTICLE 2

1. The Faculty of Medicine of Leiden University forms part of the partnership with Leiden University Hospital. This partnership is referred to as Leiden University Medical Center (LUMC).
2. The faculty is managed by a Faculty Board consisting of the dean, together with the chair and the members of the Executive Board of Leiden University Hospital. The Faculty Board will hereafter be referred to as the LUMC Executive Board.
3. The appointment of the dean is made by the Executive Board of Leiden University (LEI) on the recommendation of the LUMC Supervisory Board. Unless the LEI Executive Board determines otherwise, the appointment is made for four years. It is possible for the dean to be reappointed. Only lecturers who have been appointed to the faculty are eligible for the position of dean.
4. Meetings of the LUMC Executive Board are chaired by the chair of the LUMC Executive Board.
5. Without prejudice to the responsibility of the LUMC Executive Board in its entirety for its decisions and actions, and taking into consideration the priority areas of education and research that are among the dean’s responsibilities, the LUMC Executive Board will determine the priority areas for which each member of the board is specifically responsible.

The dean will inform the Executive Board of Leiden University of the distribution of the priority areas among the members of the LUMC Executive Board, as well as any change to this distribution.

6. The dean will assist in the administration of the university as a whole and will therefore take part in the consultation into which the deans jointly enter with the Executive Board, without prejudice to the consultation entered into by LEI Executive Board with the LUMC Executive Board regarding matters specifically affecting the faculty.
7. The LUMC Executive Board will take into consideration the guidelines laid down by the LEI Executive Board in accordance with Article 9.5 of the WHW.
8. The LUMC Executive Board is accountable to the LEI Executive Board, and will provide this Board with the requested information about the faculty with respect to education and research.
9. The LUMC Education and Programmes Director is mandated by the LUMC Executive Board as a member of Leiden University's Education Council and reports on the activities of this Council to the dean.
10. In accordance with Article 12(2) of the BBR, the LUMC Executive Board will appoint an LUMC student assessor. This appointment is valid for 1 year. The student assessor will take part, in an advisory role, in the duties of the LUMC Executive Board insofar as these relate to the faculty administration. The student assessor will therefore consult periodically with the dean.
11. The members of the LUMC Executive Board will strive to achieve consensus in the decision-making process.
In the event of differences of opinion in the LUMC Executive Board, if these relate to faculty administration, the dean will have the deciding vote.
12. The LUMC Executive Board will provide for the substitution of its members in the event of absence. A member of the LUMC Executive Board may only be substituted by another member of the LUMC Executive Board.
13. Meetings of the LUMC Executive Board are not open to the public.

ARTICLE 3

The (legal) authorisations of the LUMC Executive Board in terms of university education are:

- a. to establish and to regularly assess the relevant Course and Examination Regulations [*onderwijs- en examenregelingen*] (OER);
- b. to monitor the implementation of the Course and Examination Regulations and to report on this to the Executive Board;
- c. to establish a Board of Examiners for each programme and to appoint the members of these boards. At the request of a Board of Examiners, the LUMC Executive Board may establish subcommittees of the Board of Examiners to be charged with advising the Board of Examiners. The chair of such a committee will be a member of the Board of Examiners;
- d. to establish a programme committee for each programme and to appoint the chair and the members of these committees;

- e. to appoint a Programme Director for each programme;
- f. to establish other committees than are provided for in the WHW, either for a programme or to carry out particular duties for a programme;
- g. to issue the binding study advice.

ARTICLE 4

1. Unless otherwise determined by the LEI Executive Board, the LUMC Executive Board is responsible for the management and administration of the Faculty of Medicine, and the LEI Executive Board will grant the LUMC Executive Board a mandate regarding the personnel, financial and other management on the basis of relevant decisions reached by the BBR and in particular agreements made between the Executive Board of Leiden University and the LUMC Executive Board.
2. The LUMC Executive Board is responsible for establishing the proposal made by the Programme Director regarding the contributions to be made by the divisions and departments to the implementation of the degree programmes as recorded in the OER of the various programmes.

ARTICLE 5

1. If the faculty takes part in a joint programme with one or more other faculties or universities, the LUMC Executive Board will determine the faculty's contribution to that programme's administration and distribution of resources.
2. The provisions contained in (1) apply accordingly to participation in an interfaculty or interuniversity research institute or in an interfaculty or interuniversity research school.

Paragraph 2: Composition of the Faculty of Medicine

ARTICLE 6 Programmes

1. The LUMC provides the following academic programmes:
 - BSc in Biomedical Sciences
 - BSc in Medicine
 - BSc in Clinical Technology (together with Erasmus University Rotterdam and Delft University of Technology, coordinator)
 - MSc in Biomedical Sciences
 - MSc in Medicine
 - MSc in Vitality and Ageing
 - MSc in Pharmacy (in collaboration with the Faculty of Science)
 - MSc in Technical Medicine (together with Erasmus University Rotterdam and Delft University of Technology, coordinator)
 - MSc in Statistical Science for the Life and Behavioural Sciences (in collaboration with the Faculty of Science, coordinator, and Natural Sciences and Social Sciences)
2. All programmes are recorded in the Leiden University Register of Study Programmes.

3. The LUMC Executive Board is responsible for the duties with which the WHW or the LEI Executive Board has charged the LUMC Executive Board.
4. In the event of a joint course, the institutional boards in question are jointly responsible for compliance with the articles mentioned in Article 7.3d(1) of the WHW. To comply with requirements other than those referred to in Article 7.3d(1) under the WHW which relate to a programme, the institutional boards in question will set out in an agreement which institutional board is responsible for this.
5. In the event that a programme is offered in cooperation with one or more deans of other faculties, rules have been established in the joint regulations referred to in the opening lines of Article 9.15 of the WHW, under (i), regarding the department administration, programme committee(s), Board(s) of Examiners, other committees and other topics relevant to the programme(s).

ARTICLE 7 Administration of the programmes

- Every programme has a Programme Director who is appointed and dismissed by the LUMC Executive Board. This appointment is valid for 4 years. The Programme Director may be reappointed. The Programme Director is responsible for the programme and manages the programme together with a programme coordinator.
- The Programme Directors are accountable to the management of the department under which the relevant programme(s) fall(s). A portfolio holder for education is attached to each division administration.
- Either upon request or of their own volition, the Programme Directors will advise the LUMC Executive Board regarding the content and design of their programmes.
- The Programme Directors are responsible for drafting the course and examination regulations each year (including the degree programmes and assessment plans), taking into consideration the provisions in the WHW with respect to the Programme Committee's right to consent and to consultation.
- The Programme Directors will make proposals for the allocation of teaching duties (coordinators for the year, line and block and clinical internships) in the divisions and departments, assign the teaching duties and consult with the Department of Education and Research about allocating the support and coordination duties.
- The Programme Directors are responsible for monitoring the organisation and integrating the curricula, implementing these curricula in accordance with the OER, implementing the testing plans and ensuring the quality of the programmes.
- The Programme Directors will appoint the programme coordinators for the year, line, block and medical internships, only after consulting the head of department.
- The course directors are responsible for ensuring that the mid-term review, the internal assessment before an audit and, once a year, an annual report for each programme are drawn up for endorsement by the LUMC Executive Board.

Paragraph 3: Programme Committees and Boards of Examiners

ARTICLE 8 Programme Committees

1. The LUMC Executive Board will establish a Programme Committee for each programme or group of programmes.
2. The Programme Committee will carry out the duties established in the WHW, which are also stated in the Programme Committee's house rules.

3. The number of members of a Programme Committee is determined by the LUMC Executive Board; there must be no fewer than six and no more than 12. The Programme Committees for the master's degree programmes in Vitality and Ageing and Pharmacy must have no fewer than four and no more than 12 members.
4. Half the members of a Programme Committee will be students. They will be appointed for one year by the LUMC Executive Board on the recommendation of the incumbent administration of the Medical Faculty of Leiden Students. The student members may be reappointed for a single term.
5. The other half of the members of a Programme Committee will be teachers. They will be appointed by the LUMC Executive Board for a period of four years, on the recommendation of the Programme Director of the relevant programme(s), from the staff responsible for providing the educational aspects of the relevant programme(s). These members may be reappointed for a single term.
6. Each year, the composition of the Programme Committee referred to in (4) and (5) will be included in the student council's agenda. Each year, the LUMC Executive Board and the student council will determine whether it is desirable to continue with the current composition.

ARTICLE 9 Boards of Examiners

1. The LUMC Executive Board will establish a Board of Examiners for Medicine (bachelor's and master's degrees combined), Biomedical Sciences (separate Boards for bachelor's and master's degrees) and the master's degree programmes in Vitality and Ageing and Pharmacy. The Board of Examiners is the body that establishes, in an objective and expert manner, whether a student meets the conditions set out in the Course and Examination regulations as regards the knowledge, understanding and skills necessary to obtain a particular degree.
 2. The LUMC Executive Board will appoint (and dismiss) the chair and members of the Board of Examiners on the basis of their expertise in the relevant programme or group of programmes.
The chair and members will preferably hold a University Teaching Qualification (BKO) and have expertise in the field of assessment. At least one member will also be a teacher within the programme or within one of the programmes which make up the group of programmes. At least one member will also be drawn from outside the relevant programme or from outside the programmes which make up the group of programmes.
 3. The Board of Examiners will consist of at least three members. The members are appointed for a period of four years. The members may be reappointed for a single term.
 4. Before a member is appointed, the LUMC Executive Board will consult the members of the relevant Board of Examiners.
 5. Membership of the Board of Examiners is incompatible with membership of the LUMC Executive Board, the position of Programme Director and, in the case of a master's degree programme, with membership of the Board of Admissions for that programme.
 6. The Board of Examiners is independent and the members will carry out their duties without hindrance.
 7. The Board of Examiners will establish rules governing the implementation of its duties and authorities and the measures it is permitted to take in this regard.
 8. Each year, the Board of Examiners will draw up a report of its activities and will provide the LUMC Executive Board with a copy of this report.
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9. As a subcommittee, the Board of Examiners will establish an examination review committee [*toetsbeoordelingscommissie*] (TBC) for the Medicine, Biomedical Sciences and Pharmacy programmes. The Board of Examiners will grant the TBC authorisation to evaluate the examinations, which is a legal duty of the Board of Examiners. The TBC will also advise the examiners, by way of explanatory notes attached to the examination evaluation, in such a way that the examiner will be in a position to formulate an improved test in future.
10. The Board of Examiners is assigned the tasks and authorities laid down in the WHW, the Course and Examination Regulations and the rules and regulations.

Paragraph 4: Other committees

ARTICLE 10 Extraordinary Admissions Committee

1. The LUMC Executive Board will establish an Extraordinary Admissions Committee and appoint the members of this committee who, being granted authorisation by the LUMC Executive Board, will take decisions with respect to requests relating to the application of Article 7.25(5), Article 7.28(2)(3)(4), Article 7.29 and Article 7.30(2) of the WHW regarding admission to the bachelor's degree programmes in Medicine and Biomedical Sciences within the faculty. Where necessary and relevant, detailed rules will be set out in the decisions.
2. The members of the extraordinary admissions committee will be appointed for a period of four years. It is possible for them to be reappointed.

ARTICLE 11 Board of Admissions for Master's degrees

1. The LUMC Executive Board will establish a Board of Admissions for the master's degree programmes and appoint the members thereof who, being authorised by the LUMC Executive Board, will take decisions regarding admission to those master's degree programmes.
2. A Board of Admissions for a master's degree programme will consist of no fewer than three and no more than five members appointed by the LUMC Executive Board. These members will be drawn from among the teachers responsible for teaching the programme in question.
3. Membership of the Board of Admissions is incompatible with membership of the Board of Examiners of the programme in question.
4. The members of the Board of Admissions will be appointed for a period of four years. It is possible for them to be reappointed.

ARTICLE 12 Professional Conduct Committee

1. The LUMC Executive Board will establish a professional conduct committee and appoint the members thereof. This appointment is valid for four years. It is possible for members to be reappointed.
2. Unprofessional conduct on the part of a student will be reported to the professional conduct committee. This committee will advise the Board of Examiners on possible and mandatory supervision programmes that offer the student the opportunity to improve his or her professional conduct.

ARTICLE 13 Other

With respect to particular research topics or research fields, the LUMC Executive Board may establish units or partnerships for implementation and collaboration within the respective topic or field.

CHAPTER 2: Participation

ARTICLE 14

1. The faculty will have a student council consisting of at least five members, including the chair. The members will be selected by and from the students on the programmes within the faculty, and in accordance with the Election Regulations for Faculty and Staff Councils established by the Executive Board. The members of the student council will be elected for the period of a single term of office. The term of office of the student council begins on 1 September and ends on 31 August of the following calendar year.

CHAPTER 3: Student Conduct in Relation to Future Professional Activity

ARTICLE 15

1. In exceptional cases the LUMC Executive Board may, having consulted either the Board of Examiners or the dean and following careful consideration of the relevant interests, recommend that the Executive Board terminate or refuse a student's registration for the programme if that student has shown in his/her conduct or statements that he/she is unsuitable to fulfil one or more professions for which the programme he/she is following prepares him/her, or for the practical preparation for the professional activity. The LUMC Executive Board will attach the advice of the Board of Examiners or the dean to its recommendation.
2. In drafting the recommendation to terminate or refuse registration to a programme, the LUMC Executive Board will be guided by the Protocol Iudicium Abeundi – established by the Executive Board – and by the standard of professional norms of the professions for which the programme prepares students.
3. In the case of the Clinical Technology and Technical Medicine programmes, following consultation with the Executive Boards of both other institutions, the Executive Board of the TU Delft will establish procedural rules with respect to the implementation of Article 7.42a of the WHW. Following consultation with the Executive Boards of both other institutions, the Executive Board of the TU Delft will make the determinations referred to in Article 7.42a(1)(2)(3) of the WHW.

CHAPTER 4: The online complaints desk

ARTICLE 16

1. Any student can submit a complaint (category: other) to the online complaints desk. This online complaints desk is available by clicking on <https://www.organisatiegids.universiteitleidennl/universitaire-commissies/commissie-voor-beroep-en-bezwaar> or <https://www.student.universiteitleidennl/studie-en-studeren/begeleiding-en-advies/klachten/niet-eens-met-een-besluit/universiteit/gast?cf=universiteit&cd=gast>
2. In the event that a complaint is received from a student of the Clinical Technology bachelor's degree programme, the deans/faculty boards will inform each other of the outcomes of processing that complaint.

These regulations were approved by the Executive Board of Leiden University on 28 November 2017 and established by the Executive Board of the LUMC on 22 November 2017.