Regulations of the Leiden University Graduate School of Teaching (ICLON)

CHAPTER 1.   GENERAL

Article 1. Definitions

1. In these Regulations, the term 'the Act' refers to the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW).
2. In these Regulations, the term 'CER' refers to the Course and Examination Regulations of the master's Teacher Education Programme (secondary schools)[1] and the Course and Examination Regulations of the Educational Minor and Educational Module.
3. In these Regulations, the term 'master's education' refers to all master's Teacher Education Programmes (secondary schools) and the educational component of the 'Education' specialisation offered in the Faculty of Science in the second year of master's programmes. In these Regulations, the term 'bachelor's education' refers to the Educational Module (which can be followed by a student who has completed a bachelor's programme in a school subject or a subject closely related to the school subject), the Educational Minor (which can be followed by a student who is following a bachelor's programme at Leiden University and is considering becoming a school teacher) and the introductory elective courses that are offered at the request of the various faculties. The list of these terms is not intended to be exhaustive.
4. If the terms used in these Regulations are also used in the Act or in the Management and Administration Regulations (*BBR*, Leiden University), these terms have the meaning assigned to them in the Act or in the Management and Administration Regulations.

Article 2. The education for which the ICLON is responsible

The Leiden University Graduate School of Teaching (hereafter: ICLON) is responsible for the the didactic (i.e. not subject-related) aspects of the bachelor's education (Educational Minor and Educational Module) and master's education, leading to qualification as a teacher.

CHAPTER 2.   MANAGEMENT AND ORGANISATION

Article 3. The ICLON Board

1. The ICLON Board is responsible for the general management of the ICLON.
2. The meetings of the ICLON Board are not open to the public. The meeting documents of the ICLON Board are not open to public inspection, unless otherwise decided by the ICLON Board.

Article 4. The Academic Director

1. The Academic Director (also known as 'the Dean of the ICLON') is responsible for the day-to-day management of the ICLON.
2. The Academic Director is appointed and dismissed by the ICLON Board. The ICLON Board informs the Executive Board about the appointment and dismissal of the Academic Director. The Academic Director must have the capacity of professor (*hoogleraar*).
3. The Academic Director is accountable to the ICLON Board, and provides the ICLON Board with information about the ICLON as requested.

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[1] As from the 2018-2019 academic year this name will change to: Teacher Education Programme (secondary schools) in Language and Culture Studies; Teacher Education Programme (secondary schools) in Exact Sciences; and Teacher Education Programme (secondary schools) in Human and Social Sciences.

4. The Academic Director is advised by a Management Team, which consists of the Heads of the Departments referred to in Article 6 and the Director of Operational Management of the ICLON referred to in Article 13.

Article 5. CER and ICLON programmes

1. At the proposal of the Academic Director, the ICLON Board establishes the CER of the master's Teacher Education Programmes (secondary schools) and of the Educational Minor and Educational Module. The Course and Examination Regulations of other teacher education programmes,[2] insofar as those regulations relate to the education referred to in Article 2, will be established by the Faculty Board concerned, in agreement with the Academic Director of the ICLON. If this agreement is not reached within a reasonable period of time, the ICLON Board will decide.
2. The Academic Director establishes the ICLON's research programme, PhD programme and Professional Development for Teachers programme (a concise description of the projects to be started in the forthcoming academic year) and also the programme of the Higher Education Department referred to in Article 6, paragraph 1, subparagraph b (a summary of the planned faculty and external support projects). These programmes must be approved by the ICLON Board.
3. The ICLON Board is responsible for the management of the ICLON. Powers are mandated to the ICLON Board in matters relating to the staff, finances and general management, in accordance with the relevant provisions of the Management and Administration Regulations. Subject to the mandate regulations applicable for the ICLON Board, the ICLON Board can further mandate its mandated powers to the Academic Director. The ICLON Board will establish further mandate regulations for this purpose.

Article 6. The Departments

1. The ICLON comprises the following departments:
   a. The Secondary Education Department, consisting of the Teacher Education Programme, the Research section, the Professional Development for Teachers (also known as 'ICLONPlus') section and the Continuous Learning Institute;
   b. The Higher Education Department.
2. The Academic Director determines the Department to which each member of the ICLON's academic staff belongs, taking account of the appointment decision of the person concerned. The Academic Director can also decide that members of the administrative and support staff and students belong to a specific Department.
3. Each of the Departments referred to in the first paragraph is managed by a Head of Department, who is accountable to the Academic Director and provides the Academic Director with information as requested.

Article 7. Responsibilities of the Head of Department

1. The Head of Department organises the activities of the persons belonging to that Department and promotes the substantive coordination of the activities.
2. The Head of Department can establish a Departmental consultative body to provide him/her with advice.
3. The Head of the Secondary Education Department is also responsible for:

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[2] These programmes include in any case the educational component of the 'Education' specialisation offered by the Faculty of Science.

a. assuring the didactic quality of the staff who are responsible for delivering the teaching, and if necessary giving instructions about how the teaching must be delivered;

b. maintaining the relationship with the faculties that provide preparation for the programme concerned, and ensuring that all subject teaching instructors carefully maintain this relationship.

Article 8. The Programme Director and the Programme Boards

1. The ICLON Board appoints the Programme Director of the master's and bachelor's education within the meaning of these Regulations.
2. The Programme Director is the chair of the ICLON's Programme Boards.
3. The ICLON has the following Programme Boards:
   - **Programme Board 1** consists of the ICLON Programme Director, a school principal and a student. This Programme Board is responsible for the curricula of the one-year (educational) master's programme,1 the Educational Minor and the Educational Module, and is accountable for this to the ICLON Board. This Programme Board is responsible for providing the educational component of the 'Education' specialisation of the Faculty of Science (in consultation with the relevant Programme Directors of the Faculty of Science).
   - **Programme Board 2**[3] consists of the ICLON Programme Director, a school principal, a student and a representative of the Faculty of Humanities. This Programme Board is responsible for the two-year master's programme Education in Language and Culture Studies.
   - **Programme Board 3**[4] consists of the ICLON Programme Director, a school principal, a student and a representative of either the Faculty of Humanities or the Faculty of Social and Behavioural Sciences. This Programme Board is responsible for the two-year master's programme Education in Human and Social Sciences.
4. The Programme Boards are responsible for:
   a. the organisation and integration of the teaching that is provided to implement the relevant Course and Examination Regulations;
   b. giving advice on the adoption or amendment of the Course and Examination Regulations;
   c. each year, after consulting with the relevant Programme Committee, establishing the curriculum to further regulate the Course and Examination Regulations.

Article 9. The Programme Committee

1. The Academic Director appoints a Programme Committee for the master's programmes.
2. Half of the members of the Programme Committee are students. They are appointed for one year by the Academic Director on the recommendation of the current Programme Committee members. The other members are appointed by the Academic Director for two years from among the staff responsible for providing the teaching of the study programmes concerned, including in any case a general education specialist and at least two subject teaching instructors.
3. The Academic Director stipulates further rules for the size and composition of the Programme Committee in the resolution establishing that Committee.

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[3] Programme Board 2 is for the two-year master's programmes Education in Language and Culture Studies, which have not yet started. When these master's programmes are launched, this will be announced via the ICLON website.

[4] Programme Board 3 is for the two-year master's programmes Education in Human and Social Sciences, which have not yet started. When these master's programmes are launched, this will be announced via the ICLON website.

4. Every year, the method for appointing members, as referred to in the second paragraph, will be placed on the agenda for discussion in both the Staff Council and Programme Board 1.[5] In consultation with the Academic Director, it will be decided each year whether it is desirable to retain this method of appointing members.
5. The Programme Committee:
   a. has the task laid down in the Act of advising on improving and assuring the quality of the study programme.
   b. has the task of advising on the adoption and amendment of the CER of the study programme with regard to points a, f, h-u and x of Article 7.13(2) of the Act.
   c. consents to the adoption and amendment of the CER of the study programme with regard to points a1, b-e, g and v of Article 7.13(2) of the Act.
   d. discusses the teaching evaluations (both its own internal evaluations and external evaluations [National Student Survey]).
   e. advises on the Annual Report on the teaching.
   f. can advise the Programme Board and the Board of Examiners, on request or on its own initiative, about observed problems and possible improvement actions relating to the teaching quality.
   g. has a shared responsibility with the Programme Board for the communication to students and teaching staff about matters relating to the teaching quality.
6. The Programme Director referred to in Article 8, paragraph 1, regularly consults with the Programme Committee on any issues relating to the teaching of the relevant study programmes. The Programme Director gives the Programme Committee the opportunity to consult with him/her before issuing advice or an evaluation. The Committee's advice is sent to the Academic Director for information.
7. The Academic Director allows the Programme Committee to make use of the facilities which are available and which the Committee can reasonably be expected to require in the performance of its tasks. The members of the Committee are given the opportunity to receive training and education required for performing their tasks for a period to be determined by the Academic Director in consultation with the Programme Director. The staff members of the Programme Committee are given the opportunity to take part in this training and education during working hours without loss of salary. The costs for this training and education are covered by ICLON.

Article 10. Board of Admissions and Board of Examiners

1. The Academic Director appoints the members of the Board of Admissions and the Board of Examiners.
2. The Academic Director establishes a Board of Examiners for the study programme. The Board of Examiners is the body that determines, in an expert and objective manner, whether a student has met the requirements set by the Course and Examination Regulations regarding the knowledge, understanding and skills necessary for obtaining a degree.
3. The Academic Director appoints the members of the Board of Examiners on the basis of their expertise in the field of the study programme or group of study programmes concerned. At least one member of the Board of Examiners must provide teaching for the study programme or for one of the study programmes in the group of study programmes.
4. Before proceeding to appoint a member, the Academic Director consults with the members of the Board of Examiners.[6]

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[5] In view of the ICLON's special position as an interfaculty institute, the Programme Board can be regarded here as a student body.

[6] For the purposes of this article, the members of the Board of Examiners who had been appointed as such by the Academic Director on the day preceding the effective date of Article I, section BH, of the Act of 4 February 2010 (Bulletin of Acts and Decrees 119) are classed as members of the Board of Examiners within the meaning of this article.

5. Membership of the Board of Examiners cannot be combined with membership of the Programme Board of the study programme or group of study programmes concerned and, in the case of a master's programme, with membership of the Board of Admissions of that study programme.
6. The Board of Examiners is autonomous and the members of this Board can perform their tasks without interference.
7. The Board of Examiners establishes rules regarding the performance of its tasks and exercise of its powers and the measures it can take in this context.
8. The Board of Examiners produces an annual report of its activities. The Board of Examiners submits this report to the Academic Director.
9. Without prejudice to the provisions of the Act and the Course and Examination Regulations, the Board of Examiners has the following tasks and powers:
   a. assuring the quality of the examinations and final examinations;
   b. establishing guidelines and instructions within the framework of the CER to assess and determine the results of the examinations and final examinations;
   c. granting permission – where it is the most appropriate Board of Examiners – for a student to compile and follow an individual curriculum, as referred to in Article 7.3d of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's study programmes this curriculum is deemed to belong for the application of this Act;
   d. granting exemption from taking one or more examinations on one of the grounds specified in the CER;
   e. where applicable, extending the period of validity of pass results for examinations, as specified in the CER;
   f. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, notwithstanding the provisions of the CER;
   g. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the CER;
   h. granting exemption from the obligation to participate in practicals required for admission to the examination concerned, possibly with the imposition of alternative requirements;
   i. in individual cases, approving the choice of course components included in the study programme;
   j. verifying, insofar as this is stipulated by the Academic Director as a condition for taking final examinations or components thereof, that evidence of a sufficient command of the Dutch language for successful participation in the courses has been provided by students who have been granted exemption from the prior education requirement as referred to in Article 7.24 of the Act on the ground of having a diploma awarded outside the Netherlands, or if exemption has been granted from the admission requirement for the post-first-year (*post-propaedeuse*) stage of the study programme;
   k. presenting the student with a degree certificate and supplement as referred to in Article 7.11 of the Act, as evidence of having passed the final examination;
   l. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in k. above, issuing a statement showing at least the examinations that the student has passed;
   m. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have cheated ('committed fraud').

Article 11. Student's conduct in relation to future professional practice

On the proposal / advice of the Programme Board of a study programme, in exceptional cases the Academic Director can propose to the Executive Board that a student's enrolment in the study programme concerned should be terminated or refused if that student has demonstrated by behaviour or remarks that he/she is unfit to practise one or more of the professions for which the study programme that he/she is following provides training, or to

engage in practical preparation for professional practice. The Academic Director will append to his/her proposal the advice of the Programme Director and the advice of the Board of Examiners. In making the proposal, the Programme Board will be guided by the Protocol Iudicium Abeundi adopted by the Executive Board and by the code of professional standards applicable for the relevant professional group for which the study programme provides training.

Article 12. The online complaints desk

1. Students can submit a complaint (category: other) to the online complaints desk, which can be found via https://www.student.universiteitleiden.nl/studie-en-studeren/begeleiding-en-advies/klachten/overige-klachten/iclon
The online complaints desk clearly informs students of where and how they can submit an objection, an administrative appeal or a complaint relating to undesirable behaviour. Students with a complaint that is not covered by one of these categories should click on 'Complaints coordinator', which will redirect them to a page where they can send their complaint by email to the complaints coordinator of the relevant faculty.
2. The procedure for handling these complaints is laid down in the Leiden University Regulations on Other Complaints (http://media.leidenuniv.nl/legacy/regeling-overige-klachten-universiteit-leiden.pdf).

CHAPTER 3. THE SUPPORT OFFICE

Article 13. The Support Office

1. The ICLON has a Support Office to provide support for the ICLON's Board, Academic Director, Departments and Management Team.
2. The Support Office is managed by the ICLON's Director of Operational Management, who is appointed by the Academic Director after consulting with the ICLON Board.
3. The organisation of the Support Office is further arranged by the Academic Director.

CHAPTER 4. PLANNING AND CONTROL

Article 14. Strategic Multi-Annual Plan and planning figures

1. At least every four years, the ICLON Board will establish a Strategic Long-Term Plan, at the proposal of the Academic Director.
2. Every year the Academic Director will provide the Executive Board with a forecast of the relevant planning figures for the framework document.

Article 15. Budget and financial accounts

1. Every year the ICLON will establish a budget on the basis of the activity plans, with due observance of the Executive Board's guidelines, and will send this to the Executive Board for approval, through the intermediation of the ICLON Board.
2. Every quarter the Academic Director will draw up a statement of income and expenditure for the Executive Board, showing the expected financial figures for the current year and also the measures taken in order to comply with the budget. The financial account for the last quarter also serves as the financial account for the whole year.

Article 16. Quality assurance

1. The ICLON Board is responsible for ensuring that the frameworks and protocols established by the Executive Board with regard to the organisation and application of quality assurance for the ICLON's teaching and research are implemented within the ICLON.
2. The ICLON Board is responsible for ensuring that it is regularly provided with reports about both the functioning of the quality assurance system and the actual quality of the teaching and research within the ICLON.
3. On the basis of the reports referred to in the second paragraph, and on the proposal of the Academic Director, the ICLON Board will draw up an action plan to remedy any shortcomings in the quality of teaching and research that have been identified in the reports.

CHAPTER 5.   CO- PARTICIPATION

Article 17. The Staff Council

1. The Staff Council of the ICLON consists of five members.
2. The members of the Staff Council are elected pursuant to the Electoral Regulations for Faculty and Staff Councils adopted by the Executive Board, and according to the candidate system described in those Regulations.
3. The Regulations for Staff Councils adopted by the Executive Board are applicable to the Staff Council.

CHAPTER 7.   FINAL AND TRANSITIONAL PROVISIONS

Article 18. Interpretation

Should there be disagreement about the interpretation of one or more articles of these Regulations, the decision will rest with the ICLON Board.

Article 19. Official title

The official title by which these Regulations can be cited is: "Regulations of the Leiden University Graduate School of Teaching (ICLON)" (in Dutch: "Reglement van het ICLON").

Article 20. Approval, effective date and publication

1. These Regulations were approved by the Executive Board on 5 September 2017.
2. These Regulations enter into effect on the day on which their approval by the Executive Board is notified to the ICLON Board.
3. Following the approval referred to in the first paragraph, these Regulations will be published on the University website both in Dutch and in an English translation.

Article 21. Withdrawal of previous Regulations

The Regulations of the ICLON adopted in May 2011 have been withdrawn.