



# Leiden Law School

## Leiden Law School Rules of Procedure

*Translated from:*

*Reglement van de Faculteit der Rechtsgereerdheid* (Dutch) adopted at the meeting of the Faculty Board on 18 December 2018 and approved by the Executive Board on 22 January 2019.

**January 2019**



**Universiteit  
Leiden**  
Leiden Law School

Discover the world at Leiden University

# **Contents**

**Chapter 1 General**

**Chapter 2 Faculty management and organisation**

**Chapter 3 Academic institutes**

**Chapter 4 Teaching**

**Chapter 5 Research**

**Chapter 6 Support staff**

**Chapter 7 Participation and co-determination**

Section 1 Faculty Council

Section 2 Staff members on the Faculty Council

**Chapter 8 Advisory committees, advisory boards and ad hoc committees**

Section 1 General

Section 2 Planning and Budget Committee

Section 3 University Teaching Qualification Examination Committee

Section 4 Advisory Board

Section 5 Ethics and Data Committee

**Chapter 9 Planning and Control**

**Chapter 10 Other provisions**

Section 1 Complaints

Section 2 Final provisions and transition provisions

**Explanatory Notes**

**Appendices**

**Organograms**

Informal translation of *Reglement van de Faculteit der Rechtsgeleerdheid*. In the event of differences between the Dutch text and this translation, the Dutch text prevails.

# **Chapter 1. General**

## **Article 1. Faculty name**

1. The name of the Faculty is: *Faculteit der Rechtsgeleerdheid*.
2. The English name of the Faculty is: Leiden Law School.

## **Article 2. Definitions**

1. In these Rules of Procedure and the provisions based on these, the following definitions will apply:
  - a. WHW: the Dutch Higher Education and Research Act;
  - b. University: Leiden University;
  - c. Executive Board: the University's Executive Board as referred to in Article 9.2 WHW;
  - d. Management: the sum of the decisions and the dispositions, operations and activities through which the Faculty Board implements Faculty policy relating to the acquisition and provision of financial resources, the procurement, supervision and maintenance of material resources, including the deployment of staff, and the efficient and legitimate application of these resources.
2. In the event that the terms appearing in these regulations also appear in the WHW Act or in the Management and Administration Regulations, these terms shall have the meaning as ascribed to them in the WHW Act or in the Management and Administration Regulations respectively. There are two appendices attached to these Rules of Procedure, in addition to explanatory notes on selected articles (indicated with an asterisk [\*]).

## **Chapter 2. Faculty management and organisation**

### **Article 3. The Faculty Board**

1. The Faculty Board is responsible for the management and organisation of the Faculty with respect to teaching and to academic and scholarly practice.
- 2\*. The Faculty Board is responsible for the management and administration of the Faculty. The Executive Board has provided the Faculty Board with a mandate with regard to personnel, financial and general administration in accordance with the requirements of the Management and Administration Regulations and the mandate regulations applicable to the Faculty Board. The Faculty Board may proceed to provide the Academic Directors (see Art. 11) with a mandate with regard to the management and administration of the academic institutes (see Art. 10). The Faculty Board will establish a specific mandate for this purpose.
3. The Faculty Board may set guidelines for the Academic Directors concerning the general management of the Faculty.
4. The Faculty Board consults regularly with the Academic Directors collectively. The Faculty Board fulfils its responsibilities in close collaboration with the Academic Directors, and strives to obtain the broadest possible support for its decisions.
5. The Faculty Board will take into account the guidelines formulated by the Executive Board in accordance with Article 9.5 WHW.
6. The Faculty Board is accountable to the Executive Board. It provides the Executive Board with information concerning the Faculty as and when requested.

### **Article 4. Implementation of the tasks of the Faculty Board**

In carrying out the responsibilities listed in the previous article, the primary tasks of the Faculty Board can be considered to be:

- a. Structuring the academic institutes, the Meijers Research Institute and Graduate School (see Art. 28) and the Department of Operational Management (see Art. 36);
- b\*. The strategy and strategic policy of the Faculty, including the long-term plan (see Art. 62);
- c. Annually adopting or amending the Faculty's research programme, referred to in Article 9.15, paragraph 1c WHW. This programme will take into account the guidelines for academic and scholarly practice referred to in Article 9.5 WHW;
- d. Annually adopting or amending the Faculty's teaching programme;
- e. Balancing the teaching and research policy;
- f\*. The financial policy, including the long-term budget plan and personnel policy;
- g. Policy regarding students;
- h. Determining the academic institute to which each member of the Faculty's academic staff belongs. With regard to students and members of the support and administrative staff, the Faculty Board may ascertain that they are part of an academic institute providing they contribute to the activities in the relevant academic field or fields.
- i. Promoting co-operation with other universities and faculties in the area of teaching and research;
- j. Determining the contribution of the Faculty to the administration and division of resources if the Faculty participates in a joint programme with an interfaculty or interuniversity research institute, or research school;
- k. Promoting co-operation with other partners in society in the field of teaching and research;
- l. Promoting the societal relevance of the Faculty;
- m. Observing the rules with regard to co-participation rights and effective co-operation with the Faculty Council and its representative sections.

## **Article 5. Composition of the Faculty Board**

- 1.\* The Faculty is supervised by a Faculty Board, composed of the Dean, who is also the chairperson, and a maximum of four other members, namely the Director of Education, the Director of Research, the Director of Operational Management and a student member. The appointment of the other members requires the approval of the Dean. The Director of Education and the Director of Research also fulfil the position of Vice-Dean and replace the Dean during his or her absence.
2. Unless otherwise indicated by the Executive Board, the appointment of board members is for one year in the case of the student member and for four years in the case of the other members, with the provision that the appointment of all board members ends at the end of the Dean's term. Reappointment is permitted. Only a professor, with an appointment at the Faculty, may be appointed as Dean or Vice-Dean unless the Executive Board decides otherwise.
3. Before appointing or dismissing a member of the Faculty Board, the Executive Board will consult confidentially with the Academic Directors and the Faculty Council concerning the proposed appointment or dismissal. With the exception of the appointment of the Dean, the Executive Board can instruct the Dean to consult with the Academic Directors and Faculty Council on behalf of the Executive Board.
4. Notwithstanding the responsibility of the Faculty Board as a whole for its decisions and actions, the Faculty Board, taking into account the portfolio distribution as noted in paragraph 1 above, determines the areas of responsibility for each of the members of the Faculty Board individually. The Faculty Board will notify the Executive Board of the division of areas of responsibility.
5. If the Dean steps down, the entire Faculty Board is also required to step down.
6. Being a member on the Faculty Board is incompatible with the position of Academic Director of a research institute or membership of the staff delegation on the Faculty Council.
7. The student member of the Faculty Board cannot be part of the student delegation on the Faculty Council.
8. The Department of Operational Management provides the secretary of the Faculty Board, who supports and provides advice to the Faculty Board.

## **Article 6. Special responsibilities of the Dean**

1. The Dean is chairperson of the Faculty Board.
2. The Dean is responsible for coordinating and integrating the decision-making process of the Faculty Board. In the event of differences of opinion within the Faculty Board, the Dean has the deciding vote.
3. The Dean is responsible for the recruitment, selection and influx of students for the study programmes.
4. The Dean is a member of the University's governing body and as such participates at regular meetings of the deans with the Executive Board, without prejudice to any consultation of the Executive Board with the Faculty Board on matters which specifically concern the Faculty.
5. The Dean nominates candidates for honorary doctorates to the Doctorate Board.

## **Article 7. Other members of the Faculty Board**

1. The Director of Education is responsible for education and teaching at the Faculty, and monitoring the quality of the educational programmes and the study progress of the students. Based on his or her proposals, and after consultation with the Programme Directors, the Faculty Board sets further regulations and guidelines on the aforementioned subjects, taking into account these Rules of Procedure.

2. The Director of Research is responsible for the quality of the research programmes at the Faculty, the admission of PhD Candidates to the Graduate School, as well as monitoring the quality of the results of the PhD Training Programme. Based on his or her proposals, and after consultation with the Programme Coordinators of the relevant research programmes, the Faculty Board sets further regulations and guidelines on the aforementioned matters, taking into account these Rules of Procedure.
3. The Director of Operational Management is responsible for the operational management of the Faculty, unless otherwise indicated by the Faculty Board and to the extent that other organisations within the University have not been charged with such responsibilities.
4. The student member, together with the other members of the Faculty Board, is responsible for student affairs, e.g. student facilities, provision of information, the handling of complaints, maintaining contact with the student associations. He acts as an intermediary between students and the Faculty Board on matters relating to teaching, research and organisation.

#### **Article 8. Working procedures of the Faculty Board**

1. The Faculty Board coordinates the procedures for:
  - a. Convening the meetings of the Faculty Board;
  - b. The term for the distribution of documents for the meetings referred to in a. above;
  - c. The method of consultation and decision-making within the Faculty Board, including the quorum;
  - d. The frequency of the meetings of the Faculty Board;
  - e. The way in which decisions are communicated.
2. The Faculty Board can only take decisions if all members have been invited to the meeting and at least two members are present.
3. Meetings of the Faculty Board are closed.
4. The Faculty Board will arrange for a replacement in the event of the absence of one of its members. A member of the Faculty Board can be replaced by another member of the Faculty Board, or, if desired, by an Academic Director.
5. The Faculty Board regularly provides the Academic Directors, Programme Directors (see Art. 19), Programme Coordinators (see Art. 29), and the Faculty Council (see Art. 37) with an overview of the topics discussed and decisions adopted at the meetings of the Faculty Board, except where this would lead to a serious conflict of interest for the University, Faculty, or party concerned.
6. The meeting documents provided to or distributed by the Faculty Board, are public unless marked confidential by the sender or are considered as such by the Faculty Board.

#### **Article 9. Relationship to other bodies**

1. The Faculty Board appoints the members of the following bodies:
  - a. The Academic Directors (see Art. 11); having consulted with the Faculty Council;
  - b. The members of the Education Boards (see Art. 20), having consulted with the Academic Directors;
  - c. The members of the Teaching Committees (see Art. 24);
  - d. The members of the Board of Examiners (see Art. 25);
  - e. The members of the Research Board (see Art. 30), having consulted with the Academic Directors;
  - f. The members of the Advisory Committees (see Art. 50);
  - g. The members of the Advisory Board (see Art. 58), having consulted with the Faculty Council.

2. Concerning the relation to the Faculty Council:
  - a. The Faculty Board strives to attend the meetings of the Faculty Council with full representation when possible;
  - b. The members of the Faculty Board have an advisory role at the meetings of the Faculty Council;
  - c. The Faculty Board may request advice and assistance during meetings with the Faculty Council from anyone it appoints for this purpose.
3. The members of the Faculty Board may attend meetings of the Advisory Committees.

## **Chapter 3. Academic Institutes**

### **Article 10. Academic Institutes**

1. The Faculty has five institutes, the aim of which is to facilitate the coordination of the activities in the various academic fields at the Faculty as well as to promote the cohesion between teaching and research in these academic fields,
2. The scope of an institute can extend to more than one area of academic interest.
3. The Faculty has the following academic institutes:
  - a. Leiden Institute of Private Law;
  - b. Leiden Institute of Public Law;
  - c. Leiden Institute of Criminal Law and Criminology;
  - d. Leiden Institute for the Interdisciplinary Study of the Law;
  - e. Leiden Institute of Tax Law and Economics;
4. To facilitate the coordination of teaching and research, the Faculty Board, acting on proposals from the Academic Directors, has divided the institutes into departments. The Faculty has the following departments:

#### Leiden Institute of Private Law

- Department of Civil Law
- Department of Notarial Law
- Department of Company Law
- Department of Child Law
- Department of Financial Law<sup>1</sup>

#### Leiden Institute of Public Law

- Department of Constitutional and Administrative Law
- Europa Institute
- Department of Public International Law<sup>2</sup>
- Department of Labour Law and Social Security
- International Institute of Air and Space Law<sup>3</sup>
- Institute of Immigration Law<sup>4</sup>

#### Leiden Institute of Criminal Law and Criminology

- Department of Criminal Law and Criminal Procedure
- Department of Criminology

#### Leiden Institute for the Interdisciplinary Study of the Law

- Department of Jurisprudence
- Department of Philosophy of Law
- Department of Legal History
- Van Vollenhoven Instituut voor Recht, Bestuur en Samenleving (Van Vollenhoven Institute for Law, Governance and Society)

---

1. The department is also known as *Hazelhoff Centre for Financial Law*.
2. The department is also known as *Grotius Centre for International Legal Studies*.
3. The department is also known by the name of its institute.
4. The department is also known by the name of its institute.

- eLaw@Leiden, Centre for Law in the Information Society<sup>5</sup>
- Moot Court and Advocacy

Leiden Institute of Tax Law and Economics

- Department of Tax Law
- Department of Economics
- Centre for Business Studies

**Article 11. Academic Director**

1. Each institute is managed by an Academic Director
2. The Academic Director is appointed and dismissed by the Faculty Board, following consultation with the Faculty Council. The Faculty Board notifies the Executive Board of every appointment and every dismissal of an Academic Director.
3. The term of appointment of an Academic Director runs parallel to that of the Dean. He<sup>6</sup> is appointed from among the professors within the relevant institute. Re-appointment is permitted.

**Article 12. Responsibilities of the Academic Director**

1. The Academic Director is responsible for the management and organisation of the institute.
2. The Academic Director is responsible for monitoring the quality of the contributions made by the institute to the teaching of the Faculty in the various bachelor's and master's degree programmes.
3. The Academic Director is responsible for monitoring the quality of the contributions made by the institute to the research programmes of the Faculty and monitors the supervision of the institute's PhD candidates.
4. The Academic Director is responsible for the management of the institute. He determines the budget of the institute with due regard for the guidelines provided by the Faculty Board. With respect to the institute, he exercises the authority mandated to him or her by the Faculty Board in matters related to staff, finance and general management, taking into consideration the relevant stipulations laid down in the Management and Administration Regulations, the mandate regulation applicable to the Faculty Board, and the more detailed mandate regulation adopted by the Faculty Board as specified in Article 3, paragraph 2.
5. The Academic Director participates in the management of the Faculty as a whole and to this end attends the joint meetings of the Faculty Board with all Academic Directors referred to in Article 3, paragraph 4, besides the meeting of the Faculty Board, or its separate members, with the Academic Director concerning matters which affect the institute in particular.
6. The Academic Director represents the institute both within and outside the Faculty. He ensures that relations are maintained with alumni from the programmes and PhD programmes within the field of the institute.
7. The Academic Director promotes cooperation between the institute and the other Faculty institutes as well as cooperation between these institutes and other institutes throughout the University, in the fields of both teaching and research.
8. The Academic Director reports to the Dean and provides the Dean with information as and when requested.

---

5. The Centre for E-Law may use this name outside the University, but it is part of this department.

6. 'He' can be replaced by 'she' throughout the text.

## **Article 13\*. Allocation of responsibilities among institute staff**

1. The Academic Director is responsible for the personnel policy of staff employed at the institute.
2. The Academic Director may issue instructions to the Heads of Department and to staff employed at the institute.

## **Article 14. Composition of the institute consultative body**

Each institute has a consultative body which consists of at least:

- a. the Academic Director, as chairperson;
- b. Heads of Department of the institute, or their deputy;
- c. a student;
- d. the most relevant Programme Coordinator research;
- e. Programme Director who works at the institute.

## **Article 15. Working procedures of the institute consultative body**

1. The Academic Director determines the procedures with regard to:
  - a. convening and giving notice of the meetings of the institute consultative body;
  - b. the term for distributing the documents for the meetings referred to in a.;
  - c. the method of consultation and decision-making of the institute consultative body, including the quorum;
  - d. the frequency with which the institute consultative body meets;
  - e. the public or non-public nature of the meetings and documents of the institute consultative body, including the distribution of the agenda and the minutes of the meetings to all members of the relevant institute;
  - f. the secretarial support for the institute consultative body.
2. The Academic Director is responsible for the coordination and integration of the decisions adopted at the meetings of the institute consultative body. In close cooperation with the members of the institute consultative body, he carries out his or her duties and aims to achieve maximum support for his decisions. The members of the institute consultative body are bound to confidentiality with regard to the contents of confidential meeting documents and all that is disclosed to them in a closed meeting, unless the Academic Director decides to remove confidentiality. A similar obligation rests with the persons who are present at the meetings in a different capacity.

## **Article 16. Head of Department**

1. Each department is managed by a Head of Department.
2. The Head of Department is appointed and dismissed on the recommendation of the Academic Director of the department in question.
3. The term of appointment for the Head of Department is five years in principle. He<sup>7</sup> is appointed from among the professors working at the Institute. Re-appointment is permitted.
4. The Head of Department is responsible for the management and organisation of the Department.
5. The Head of Department cooperates in managing the Institute.
6. In consultation with the Head of Department, the Academic Director establishes the tasks of the Head of Department. These can include:
  - a. ensuring the quality of the Department's contribution to the faculty teaching in the various bachelor's and master's degree programmes.
  - b. ensuring the quality of the Department's contribution to the faculty research programmes and monitoring the correct supervision of the Department's PhD candidates.
7. 'He' can be replaced by 'she' throughout the text.

- c. the management of the Department. In observance of the guidelines provided in this respect by the Faculty Board and the Academic Director, he draws up the Department budget for requirements of the Academic Director.
  - d. representing the Department within the faculty/Institute and outside the faculty/Institute.
  - e. collaboration between the Department and the other faculty departments as well as the collaboration between the Department and other Departments within the University, both in the area of teaching as well as research.
7. The Academic Director can delegate powers in agreement with the Head of Department.
  8. The Head of Department is accountable to the Academic Director. He provides the Academic Director with any information requested.

## **Chapter 4. Teaching**

### **Article 17. Study Programmes**

1. The Faculty offers all bachelor's degree programmes which according to the *Leids Universitair Register Opleidingen* (Leiden University Register of Study Programmes) are part of Leiden Law School, jointly constituting the Faculty's "Undergraduate Studies".
- 2\*. The Faculty teaches the following accredited bachelor's degree programmes:
  - a. the bachelor's degree programme *Rechtsgeleerdheid* (Law);
  - b. the bachelor's degree programme *Notarieel recht* (Notarial Law);
  - c. the bachelor's degree programme *Fiscaal recht* (Tax Law);
  - d. the bachelor's degree programme *Criminologie* (Criminology).
3. The bachelor's degree programmes listed in a. to c. in section 2. above have a common first-year syllabus.
4. The Faculty teaches all master's degree programmes which according to the *Leids Universitair Register Opleidingen* (Leiden University Register of Study Programmes) are part of Leiden law School. The master's degree programmes together with the PhD programmes constitute the Faculty's "Graduate Studies".
5. The Faculty teaches the following accredited master's degree programmes:
  - a. the master's degree programme *Rechtsgeleerdheid* (Law);
  - b. the master's degree programme *Notarieel recht* (Notarial Law);
  - c. the master's degree programme *Fiscaal recht* (Tax Law);
  - d. the master's degree programme *Forensische Criminologie* (Forensic Criminology);
  - e. the master's degree programme *Criminaliteit en rechtshandhaving /* (Crime and Criminal Justice);
  - f. the master's degree programme *Jeugdrecht* (Child Law).
6. Besides the above, the Faculty teaches a number of accredited, but non-government funded, Advanced Master Studies degree programmes, including:
  - a. Advanced Studies in Air & Space Law;
  - b. Advanced Studies in European and International Business Law;
  - c. Advanced Studies in Public International Law;
  - d. Advanced Studies in International Tax Law;
  - e. Advanced Studies in International Civil and Commercial Law;
  - f. Advanced Studies in Law & Digital Technologies;
  - g. Advanced Studies in European Tax Law;
  - h. Advanced Studies in European and International Human Rights Law;
  - i. Advanced Studies in International Children's Rights;
  - j. Advanced Studies in Law & Finance;
  - k. Advanced Studies in International Dispute Settlement and Arbitration;
  - l. Advanced Studies in Global and European Labour.
7. In addition, the Faculty teaches the extra-curricular bachelor's programme Honours College Law and participates in the University Leiden Leadership Programme.
- 8\*. The Faculty also offers other types of education.

### **Article 18. Joint Programmes**

If the Faculty participates in a joint study programme with one or more other faculties, the Faculty Board will determine the contribution of the Faculty in the administration of the relevant programme and the division of resources.

## **Article 19. Programme Directors**

1. The Faculty has the following Programme Directors:<sup>8</sup>
  - a. the Programme Director for the first-year law programmes, and the *Rechtsgeleerdheid* Bachelor and Master specialisations;
  - b. the Programme Director for *Notarieel recht* (after the first year up to the master's phase);
  - c. the Programme Director for *Fiscaal recht* (after the first year up to the master's phase);
  - d. the Programme Director *Criminologie* (first year, bachelor's and master's phase);
  - e. the Programme Director for *Jeugdrecht* (master programme).
2. In addition, the Faculty has Programme Directors for each study programme listed in Article 17, paragraph 6.
- 3\*. The Programme Director, under the supervision of the Director of Education, is responsible for advancing the cohesion of the study programme, monitoring quality, as well as the general monitoring of the study progress of the students. He structures the programme to ensure it is a coherent entity of teaching units that aims to achieve the objectives set in the area of knowledge, insights and skills which the programme is intended to provide upon completion.
4. The Programme Director is directly responsible to the Director of Education and provides him or her with any information requested.
5. The Programme Director is supported in his or her work by the Department of Education or by the Office for International Education.
6. Where reference is made here to the Director of Education, read: the Director of International Education in relation to the Advanced Master Studies programmes referred to in Article 17, paragraph 6.

## **Article 20\*. Composition of the Education Boards**

1. The Education Board for the bachelor's and master's degree programmes comprises the Director of Education as chairperson, the Programme Director of the relevant programme and a student member.
2. The Programme Directors of the LL.M. advanced studies programmes together with the Director of International Education (chairperson), constitute the Education Board for the advanced master's programmes.
3. The members of the Education Boards, with the exception of the chairperson, are appointed and dismissed by the Faculty Board. The Programme Directors are appointed from among the professors and associate and assistant professors involved in the relevant programme. An appointment is given for three years on the understanding that the term of appointment terminates in any case upon the termination of the term of appointment of the Director of Education. The Academic Directors are consulted with regard to appointments. The appointment of the student member, referred to above, is for one year. The appointment of the members requires the approval of the Director of Education. Reappointment is possible.
4. The Education Boards are accountable to the Faculty Board. The Education Boards provide the Faculty Board with any information as and when requested.
5. The Department of Operational Management provides a secretary to support the Education Boards, who acts as advisor to the relevant Board.
6. Where reference is made to the Director of Education, read: the Director of International Education in relation to the Advanced Master Studies programmes referred to in Article 17, paragraph 6.

---

8. The Faculty makes use of the possibility provided by Art. 9.17 WHW, to opt for a Programme Director instead of a multimember board for a degree programme.

## **Article 21. Tasks of the Education Boards**

The Education Boards, within the scope of Faculty policy and subject to the approval of the Faculty Board, are specifically responsible for the following tasks:

- a. Preparing the Faculty teaching programme every year, including the Course and Examination Regulations;
- b. Preparing the teaching programme every year of each study programme;
- c. drawing up quality standards for teaching at the Faculty ;
- d. Evaluating teaching in view of the quality standards set;
- e. Providing advice to the Faculty Board on both performance with regard to quality assurance and the quality achieved in the teaching;
- f. Each year drawing up a report for each study programme;
- g. Providing advice on the necessary resources for each study programme for budget purposes and the strategic plan of the Faculty;
- h. Periodically informing the Faculty Board, the Academic Directors of the institutes and the Teaching Committees with regard to developments in education and teaching;
- i. Providing advice, whether requested or not, to the Faculty Board and the Academic Directors about any matters concerning education and teaching.

## **Article 22. Working Procedures of the Education Boards**

1. The Director of Education arranges the working procedures for the Education Boards in matters including:
  - a. convening meetings of the Education Board concerned;
  - b. setting the deadline for sending the documents required for the meetings referred to in a.;
  - c. the procedures for the deliberations and decisions of the relevant Education Board, including the quorum;
  - d. the frequency of the meetings of the relevant Education Board;
  - e. access to meetings and documents of the relevant Education Board.
2. The Director of Education acts as chairperson of the relevant Education Board, and is responsible for the coordination and integration within the relevant Education Board and aims to achieve maximum support for its decisions. In the event of a difference of opinion in the Education Boards, the Director of Education has the deciding vote.
3. Where reference is made to the Director of Education, read: the Director of International Education in relation to the Advanced Master Studies programmes referred to in Article 17, paragraph 6.

## **Article 23. Course and Examination Regulations**

After receiving advice from the relevant Education Board and with due observance of the advice and the right to endorse decisions of the Teaching Committee and the Faculty Council, the Faculty Board draws up Course and Examination Regulations which at the very least regulate the matters referred to in Article 7.13 WHW. The Faculty Board and the Teaching Committees are responsible for carrying out a regular review of these regulations.

## **Article 24. Teaching Committees**

1. For each study programme or group of programmes offered at the Faculty, the Faculty Board appoints a Teaching Committee. The Teaching Committee is responsible for the following tasks with regard to the Faculty Board and/or corresponding Education Board on matters concerning the study programme for which it has been set up:
  - a. To provide advice in relation to the adoption and amendments to the Course and Examination Regulations of the study programme in question in relation to the matters referred to in Article 9.18 paragraph 1 c. WHW.

- b. To agree with the adoption and the amendment of the Course and Examination Regulations of the programme in question in relation to the matters referred to Article 9.18 paragraph 1 a. WHW.
  - c. To advise each year on the assessment of the execution of the Course and Examination Regulations;
  - d. To advise on the design, the structure and repositioning of the study programme;
  - e. To advise on the criteria for quality to be met by the study programmes, including the course evaluations;
  - f. To provide advice, solicited and unsolicited, or to make proposals on all other matters concerning education and teaching in the study programmes.
2. The committee sends the advice referred to in paragraph 1. a. and e. to the Faculty Council, to be available for consultation by members of the Council. In response to the advice, the Council can put proposals to the Faculty Board and make its views known.
3. The Faculty Board establishes the following Teaching Committees:
- a. The Teaching Committee for the first year (propedeuse) of the (group of) bachelor's degree programmes for *Rechtsgeleerdheid* (Law) and *Notarieel recht* (Notarial Law) and *Fiscaal recht* (Tax Law), comprising at least four members, of which at least two are student members and two are teaching staff;
  - b. The Teaching Committee for the bachelor's degree programme *Rechtsgeleerdheid* (Law) (excluding the first year) comprising at least four members, of which at least two are student members and two are teaching staff;
  - c. The Teaching Committee for the master's degree programme *Rechtsgeleerdheid* (Law) comprising at least four members, of which at least two are student members and two are teaching staff ;
  - d. The Teaching Committee for the bachelor's degree programme *Notarieel recht* (Notarial Law) (excluding the first year) and for the master's degree programme *Notarieel recht* (Notarial Law) comprising at least four members, of which at least two are student members and two are teaching staff;
  - e. The Teaching Committee for the bachelor's degree programme *Fiscaal recht* (Tax Law) (excluding the first year) and for the master's degree programme *Fiscaal recht* (Tax Law) comprising at least four members, of which at least two are student members and two are teaching staff;
  - f. The Teaching Committee for the bachelor's degree programme *Criminologie* (Criminology) and for the master's degree programme *Criminologie* (Criminology) comprising at least four members, of which at least two are student members and two are teaching staff;
  - g. The Teaching Committee for the master's degree programme *Jeugdrecht* (Child Law) comprising at least four members, of which at least two are student members and two are teaching staff.
4. The Teaching Committee is chaired by the Programme Director of the study programme in question, who is not a member of the Teaching Committee.
5. The Faculty Board appoints the members of the Teaching Committee.
- a. The student members are invited from among the students enrolled on the study programme(s) in question. It is attempted to achieve a good spread of students from the various years of study and, if applicable, the various specialisations.
  - b. The teaching staff members are invited by the Faculty Board from among the staff who are responsible for organising the teaching of the study programme(s) in question.
  - c. The term of office of the student members on a Teaching Committee is one year, that of the other members is three years unless the Faculty Board decides otherwise in special circumstances. Reappointment is possible.
  - d. A term of office runs from 1 November until 1 November of the following year.

- e. Membership of a Teaching Committee is incompatible with membership of the Faculty Board or the Education Board.

The Faculty Board, having consulted with the Teaching Committee, evaluates each year together with the Faculty Council the method for the composition of the Teaching Committee as contained in paragraphs a. and b.

- 6. The Faculty Board permits the Teaching Committees to use the facilities that are available and can reasonably be deemed necessary to carry out its tasks. The members of the Committee are given the opportunity, as agreed by the Faculty Board and the Faculty Council, to receive a certain amount of time for instruction and training that is necessary to perform their tasks. The staff members of the Teaching Committees are given the opportunity to follow this training during paid working hours. The cost of such training and instruction is covered by the Faculty.
- 7. The Teaching Committee draws up rules concerning standing orders. These rules must cover at least the following matters:
  - a. Convening the meetings of the Teaching Committee;
  - b. Setting deadlines for the submission of documents for the meetings referred to in a.;
  - c. The procedures for the consultations and decisions of the Teaching Committee, including the quorum;
  - d. The frequency of the meetings of the Teaching Committee;
  - e. The public nature of the meetings of the Teaching Committee and meeting documents.
- 8. The Programme Director has regular meetings with the Teaching Committee on all matters concerning the teaching of the study programme in question. The Programme Director gives the Teaching Committee the opportunity to meet with him or her before the committee can issue advice or an assessment.
- 9. The above provisions apply to the Teaching Committee referred to in Article 17, paragraph 6, apart from certain exceptions which are related to the nature of the study programmes:
  - a. The Teaching Committee is chaired by one of the Programme Directors, who is not a member of the Teaching Committee;
  - b. The term of office of all members of the Teaching Committee is one year, unless the Faculty Board decides otherwise in special circumstances. Reappointment is possible;
  - c. The term of office runs from 1 November to 1 November of the following year.

## **Article 25. Board of Examiners**

- 1. The Faculty Board appoints a Board of Examiners for each study programme or group of study programmes. The Board of Examiners is the authority that determines in an objective and expert manner whether a student meets the requirements set by the Course and Examination Regulations with regard to knowledge, understanding and skills necessary to be awarded a degree.
- 2. The Faculty Board appoints the members of the Board of Examiners on the basis of their expertise in the field of the relevant study programme or group of study programmes. At least one member is a lecturer on the study programme or on one of the study programmes within a group of study programmes. At least one member comes from outside the study programme in question or the study programme that belongs to a group of study programmes. When appointing members, the Faculty Board also appoints the chairperson of the Board of Examiners. The members are appointed for a period of at least three years. A Board of Examiners has at least three members and no more than ten members.
- 3. Before appointing a member, the Faculty Board consults with the members of the Board of Examiners in question.

4. Membership of a Board of Examiners is incompatible with membership of the Faculty Board, the Board of the study programme in question and in the case of a master's degree programme, with membership of the Admissions Board for that particular degree programme.
5. The Board of Examiners is independent and members are not restrained in the performance of their tasks.
6. The Board of Examiners draws up:
  - a. The rules for performing its tasks and exercising its powers and concerning the measures it can take in this regard;
  - b. An annual report on its activities. The Board of Examiners sends the report to the Faculty Board.
7. Notwithstanding that which is laid down by law (WHW) and contained in the Course and Examination Regulations, the Board of Examiners has the following tasks and powers:
  - a. Monitoring the quality of tests and examinations;
  - b. Monitoring the quality of the organisation and procedures with regard to tests and examinations;
  - c. Establishing guidelines and instructions within the scope of the Course and Examination Regulations to assess and determine the results of tests and examinations;
  - d. Providing permission, from the applicable Board of Examiners, to a student to follow a particular study programme that is compiled by the student pursuant to article 7.3 d. WHW and the examination of which leads to the attainment of a degree, and where the Board of Examiners must also indicate to which degree programme of an institution the programme in question is considered to belong for the application of this Act (WHW);
  - e. Providing an exemption from taking one or more exams on the basis of one of the grounds stated in the Course and Examination Regulations;
  - f. When required, extending the validity of passed examinations according to the Course and Examination Regulations;
  - g. In special cases, determining whether an examination will be held orally or in writing or in another manner, contrary to that stipulated in the Course and Examination Regulations;
  - h. In special cases, determining whether an examination will be held in public, contrary to that stipulated in the Course and Examination Regulations;
  - i. Providing an exemption, stating replacement conditions or not, from the obligation to take part in practical exercises required for admission to take the exam in question;
  - j. Approval in individual cases of the choice of study programme components which are part of a study programme;
  - k. At the request of a student and duly observing the stipulations applicable in the Course and Examination Regulations, granting permission to take one or more parts of the final examination before the foundation year (*propedeuse*) examination of the degree programme in question has been passed;
  - l. Establishing, in so far as laid down by the Faculty Board as a condition for taking examinations or parts of examinations, that proof has been provided of sufficient command of the Dutch language to successfully follow education by a person who has been given an exemption for the educational entry requirement as referred to in article 7.24 WHW on the grounds of a diploma issued outside the Netherlands, or in the case exemption has been granted from the entry requirement for the post-foundation year phase of the degree programme;
  - m. Issuing on behalf of the Faculty Board the (binding) study advice referred to in article 7.8 b. WHW;
  - n. Issuing a diploma and supplement, as referred to in Article 7.11 WHW, as evidence that the examination was passed;

- o. Issuing a statement listing the examinations that were passed by a student in the event a student has passed one or more examinations but to whom no certificate referred to under m. can be awarded;
- p. Taking measures and implementing sanctions if a student or extraneus commits fraud, plagiarism or any kind of irregularity.

## **Article 26. Admissions Board bachelor's and master's programmes**

- 1. The Faculty Board appoints an Admissions Board for each bachelor's programme or group of bachelor's programmes.
  - a. The Faculty Board establishes one or more boards, that are responsible for carrying out the assessment referred to in Article 7.25, fourth paragraph WHW, the additional assessment referred to in Article 7.28, third and fourth paragraphs WHW, and the admissions assessment referred to in Article 7.29 WHW (colloquium doctum). In the resolution establishing the Admissions Board, the Faculty Board sets out further provisions relating to the size and composition of the boards.
  - b. The Faculty Board sets out further provisions with regard to the manner in which an exemption as referred to in Articles 7.25, fourth paragraph, Article 7.28, second, third and fourth paragraphs, and 7.29, first paragraph WHW can be granted.
- 2. The Faculty Board appoints an Admissions Board for each master's programme or group of master's programmes.
  - a. An Admissions Board is comprised of at least three and no more than seven members. The members are lecturers who are responsible for teaching the programme or programmes in question. Membership on an Admissions Board is incompatible with membership of the Board of Examiners of the master's programme or groups of master's programmes in question. The Faculty Board appoints the members of the Admissions Board for a period of two years. Reappointment is permitted. In the resolution establishing the Admissions Board, the Faculty Board provides further rules on the scope and composition of the Admissions Board.
  - b. The Admissions Board is charged with the tasks attributed to it in or pursuant to the Regulations on the Admission of Master Students of Leiden University. The Board's advice is accompanied by a reason and submitted to the Faculty Board according to the procedure established for this by the Faculty Board. When drawing up its decisions, the Admissions Board observes the statutory regulations and the University and Faculty guidelines on the admission of students to the degree programme. The Admissions Board sends its decision to the Faculty Board within a reasonable period of time. The Faculty Board then proceeds to issue a decision on the admission request.
  - c. If a student appeals against an admissions decision, the Faculty Board will seek advice from the Admissions Board in question. The Admissions Board observes in this case the contents of paragraph 2.b.
- 3. The Faculty Board appoints an Admissions Board for each Advanced Master's programme.
  - a. An Admissions Board is comprised of at least three members. The members are lecturers who are responsible for teaching the programme in question. Membership on an Admissions Board is incompatible with membership of the Board of Examiners of groups of advanced master's programme in question. The Faculty Board appoints the members of the Admissions Board for a period of two years. Reappointment is permitted. In the resolution establishing the Admissions Board, the Faculty Board provides further rules on the scope and composition of the Admissions Board.
  - b. The Admissions Board which is responsible for assessing which applicants will be admitted to the advanced master's programmes, acts on account of and on behalf of the Faculty Board.

### **Article 27. Student conduct in relation to future professional practice**

At the request of and upon the advice of the Board of Examiners, the Faculty Board can in special cases propose that the Executive Board terminates the enrolment of a student for the study programme concerned or refuse enrolment if the student through his or her conduct has demonstrated that they are unsuitable for practising one or more professions for which the study programme trains the student, or for the practical preparation for professional practice. The Faculty Board provides the advice from the Board of Examiners in its proposal.

## **Chapter 5. Research**

### **Article 28. E.M. Meijers Institute (“the Meijers Research Institute and Graduate School”)**

- 1.\* The E.M. Meijers Institute also includes the Faculty Graduate School of Legal Studies. The Graduate School organises the training for the Faculty's PhD candidates and the Pre-PhD Programme. The PhD candidates are part of the Graduate School.
2. The E.M. Meijers Institute, incl. the Graduate School, is supervised by the Director of Research on the Faculty Board who is also the Dean of the Graduate School.  
The academic research is structured in research programmes. Each research programme has a Programme Coordinator. The position of Programme Coordinator is not compatible with the position of Academic Director or Head of Department of an Institute.  
The Programme Coordinators provide advice via the Research Board to the Faculty Board about all matters concerning research.

### **Article 29. Programme Coordinators**

1. The Programme Coordinators are responsible for:
  - a. The organisation, quality, coordination and further development of the research programmes and for ensuring a stimulating research climate;
  - b. Drawing up, in consultation with the supervisor in question, clear (written) agreements with the fellows concerning publications and other relevant research activities;
  - c. Involving the institute's PhD candidates in the research programmes.
  - d. Drawing up an annual report on the research output and research activities of the research programme, as referred to in Article 9.15, paragraph 1 c. WHW. This will be done in observance of the guidelines for scientific practice, as referred to Article 9.15 paragraph 1 b. WHW.
  - e. Stimulating the active acquisition of second flow (research council) and third flow (contract) funding.
2. The Programme Coordinator is directly responsible to the Director of Research and provides the Director of Research with information as and when requested.

### **Article 30\*. Research Board**

1. The Research Board is responsible for the following activities:
  - a. Providing advice on the organisation, integration and coordination of academic research at the Faculty;
  - b. Monitoring the quality of the academic research;
  - c. Developing the strategic research policy of the Faculty;
  - d. Developing the training programme for PhD candidates;
  - e. Providing advice on the spending of resources necessary to perform the research of the Faculty within the framework of the long-term plan and the budget plan of the Faculty;
  - f. Providing advice on the Faculty's share in participating on interfaculty or interuniversity research and at other research institutes or research schools;
  - g. Monitoring the application of the guidelines for scientific practice as referred to in Article 9.15, paragraph 1 b. WHW;
  - h. Overseeing the adequate performance of the position of Dean of PhD Studies;
  - i. Organising the training for the Faculty's PhD students;
  - j. Deciding on policy and the framework in relation to acquiring second flow (research council) and third flow (contract research) funding;

- k. Applying and evaluating the policy and criteria contained in the Leiden Law School Research Assessment Framework and providing advice on admission to the research programmes.
  - l. All other matters pertaining to research.
2. The Research Board is accountable to the Faculty Board. It provides information requested to the Faculty Board.

### **Article 31. Composition of the Research Board**

1. The Research Board comprises the Director of Research (chairperson) and the Programme Coordinators of the research programmes.
2. A representative of the PhD candidates attached to the Graduate School attends the meetings of the Research Board concerning matters related to the doctorate degree and policy on the PhD candidates.
3. The members of the Research Board (with the exception of the chairperson) and the representative of the PhD candidates are appointed and dismissed by the Faculty Board. The Academic Directors are consulted with regard to appointments. The appointment of the other members requires the approval of the Director of Research.
4. The Director of Research appoints the representative of the PhD candidates, on the recommendation of the current representative of the PhD candidates having consulted those represented and after consultation with the Research Board. The appointment of the representative of the PhD candidates as referred to in the third paragraph above is for a period of two years; the appointment of other members is for three years. The period of appointment of the members other than the chairperson terminates upon the termination of the chairpersonship. Reappointment is possible.
5. Notwithstanding the responsibility of the Research Board as a whole for its decisions and actions, the Research Board determines the research programme for which each member of the Research Board is specifically responsible. The Director of Research notifies the Faculty Board of this division.
6. The Department of Operational Management provides a secretary to support the Research Board, who acts as advisor to the Board.

### **Article 32. Working Procedures of the Research Board**

1. The Research Board organises the working procedures in relation to:
  - a. Convening the meetings of the Research Board;
  - b. The term for distributing the documents for the meetings referred to above under a.;
  - c. The method of consultation and decision-making of the Research Board, including the quorum;
  - d. The frequency of the meetings of the Research Board;
  - e. The public nature of the meetings of the Research Board and the meeting documents.
2. The Director of Research acts as chairperson of the Research Board. He strives to achieve maximum support for the decisions of the Board. In the event of a difference of opinion in the Research Board, the chairperson has the deciding vote.

### **Article 33. Admission to the PhD Programmes**

1. In his or her capacity as Dean of the Graduate School, the Director of Research decides on the admission of a PhD candidate to a PhD programme. In this decision he observes the regulations set by the Faculty Board with regard to the admission of PhD candidates to be employed as well as the admission of PhD candidates who are not employed by the Faculty (external PhD candidates).
2. The Graduate School facilitates and registers the admission to the PhD programmes.

#### **Article 34. Dean of PhD Studies**

1. The Faculty has a Dean of PhD Studies.
2. The Dean of PhD Studies monitors the progress of the individual PhD candidates and provides the PhD candidates with advice and guidance, solicited or unsolicited. The Dean of PhD Studies reports to the Dean of the Graduate School about progress.
3. On behalf of the Dean, the Dean of PhD Studies ensures that a Training and Supervision Plan is drawn up for each PhD candidate who has been admitted to a PhD programme. This Training and Supervision Plan is set up so that the PhD programme can be completed with the achievement of a doctorate degree within the agreed period. In addition, the Dean of PhD Studies ensures that the annual review is held as referred to in the Leiden University Doctorate (PhD) Regulations 2015.
4. The Dean of PhD Studies is directly responsible to the Dean of the Graduate School concerning the performance of his or her tasks in relation to the training of PhD candidates and he provides advice to the Faculty Board about policy concerning the PhD candidates.
5. Upon the request of a PhD candidate, the Dean of PhD Studies can act as a confidential advisor in relation to issues which cannot be discussed with a supervisor, co-supervisor or some other staff member.
6. The Dean of PhD Studies has an advisory role on the Research Board.

## **Chapter 6. Support Staff**

### **Article 35. Central Faculty staff services**

To support teaching, research and operational management, the Faculty has central support staff. These staff include all members of the support and management staff of the Faculty who are not part of an academic institute.

### **Article 36. Department of Operational Management (*Faculteitsbureau*)**

1. The Department of Operational Management is responsible for coordinating the activities of the Faculty listed below, monitoring the quality of these activities and contributing towards the strategy of the Faculty in this regard:
  - a. Support with regard to education and teaching and the related processes (Cleveringa Institute);
  - b. Support with regard to research (E.M. Meijers Institute);
  - c. Marketing & communication;
  - d. Post-graduate education;
  - e. International education;
  - f. Financial and economic affairs;
  - g. Personnel and organisation affairs;
  - h. All matters related to the facilities;
  - i. All matters related to accommodation;
  - j. ICT;
  - k. Management support;
  - l. Information services and planning and control.
2. With regard to the subjects referred to in paragraph 1. above, the Department of Operational Management also has tasks related to framework development, policy development and implementation, the provision of advice, monitoring and administration.
3. The Department, managed by the Faculty Board, performs tasks for the Faculty Board, the (members of the) Education Boards, the (members of the) Research Board, the Academic Directors and the Faculty Council.

## **Chapter 7. Participation and co-determination**

### **Section 1. Faculty Council**

#### **Article 37. Tasks and competences of the Faculty Council**

1. The Faculty has a Faculty Council.
2. The Faculty Council is authorised to put forward proposals and to make its position known on all matters for which the Dean or the Faculty Board are authorised to take decisions.
3. Within three months the Faculty Board will give a reasoned response to a proposal as referred to in paragraph 2. above. The Faculty Board provides the Faculty Council with the opportunity for consultations on the matter in advance.
4. The Faculty Board provides the Faculty Council in good time and if so requested with information on all matters relating to the Faculty, which the Faculty Council can reasonably be expected to need in order to fulfil its tasks, unless there are serious reasons, substantiated by the Faculty Board, for not doing so.
5. At the start of the academic year the Faculty Council is provided information on:
  - a. The organisation of the Faculty;
  - b. The key points of the policy adopted by the Faculty;
  - c. The policy implemented in the previous year, and the future policy;
  - d. External consultation assignments;
  - e. Developments with regard to staffing.

#### **Article 38. The right of consent of the Faculty Council**

The Faculty Board requires the prior consent of the Faculty Council for all decisions to adopt or amend:

- a. The long-term plan, as referred to in Article 4 under b.;
- b. The further organisation of and policy related to quality assurance at the Faculty;
- c. The Faculty Rules of Procedure;
- d. The Course and Examination Regulations of each study programme at the Faculty with the exception of:
  - regulations concerning the content of the study programmes and the examinations,
  - the final qualifications,
  - the structure of practical exercises,
  - the study load,
- e. The main elements of the Faculty budget;
- f.\* The organisation of matters indicated in the regulations of the University Council.

#### **Article 39. The right of the Faculty Council to be consulted**

1. The Faculty Board should obtain the advice of the Faculty Council in good time before reaching a decision on:
  - a. The Faculty long-term budget plan, as referred to in article 4 under f.;
  - b. The reorganisation of the Faculty;
  - c. Structural collaboration with partners within or outside the university;
  - d. The adoption or amendment of the Course and Examination Regulations of each study programme at the Faculty in so far as this relates to:
    - the regulations on the content of the study programmes and of the examinations,
    - the attainment targets,
    - the structure of practical exercises,
    - the study load.

2. The advice should be obtained at such a point in time that it can have substantial influence on the decision to be taken. If the advice is not or only partially followed, the Faculty Council will be informed as to why the advice in question was not applied.
3. Contrary to paragraph 1 c. above, the Faculty Board can decide to enter into new Erasmus agreements and similar exchange agreements with law faculties in other countries or to extend existing agreements, without having received prior advice from the Faculty Council. In such a case the Faculty Board will inform the Faculty Council at the next meeting.

#### **Article 40. Composition of the Faculty Council**

1. The Faculty Council is made up of fourteen members. Half the members are elected by and among the staff of the Faculty and half by and among the students of the Faculty.
2. The election of the members of the Faculty Council takes place according to the electoral regulations for the Faculty and staff committees established by the Executive Board, using a list system contained in those regulations.

#### **Article 41. Term of office of the Faculty Council**

1. The term of office for the Faculty Council starts on 1 September and ends on 31 August of the following year.
2. The student members are elected for one term of office, the staff members for two terms.
3. In the case of an interim replacement, the newly-elected member serves only the remainder of the term of the member he is replacing.
4. Following a term of office, resigning members retain their seats until such time as the result of new elections becomes effective.
5. Resigning members are immediately eligible for re-election.
6. If in the year in which no regular elections are held for the staff members of the Faculty Council, at least one month before the reference date, as referred to in Article 5, paragraph 1, of the electoral regulations, due to a lack of sufficient candidates one or more seats in the Faculty Council have become vacant, interim elections will be held for these vacant seats. These members are elected for one term of office.
7. If an interim election, as referred to in paragraph 6, has taken place, vacancies in the Faculty Council, referred to in Article 47 of the electoral elections, are first filled on the basis of the report establishing the result of the regular elections and subsequently - if a vacancy cannot be filled on the basis of this report - on the basis of the report establishing the result of the interim election.

#### **Article 42. Working procedures of the Faculty Council**

1. The Faculty Council may convene at any time to deliberate.
2. The Faculty Council convenes at least four times a year and at most ten times a year and further as often as the Faculty Board or at least four members of the Faculty Council so request, written confirmation having been given of the issues to be considered, to discuss the general state of affairs at the Faculty in a consultation meeting with the Faculty Board.
3. If at least four members of the Faculty Council have requested that the Faculty Council convene for a consultation meeting, the meeting will be held within five days after receipt of the request by the Faculty Board.
4. The consultation meeting between the Faculty Board and the Faculty Council is chaired by the Dean.
5. Each year the Faculty Council draws up a report of its activities and ensures that all those involved at the Faculty are able to consult the report.

### **Article 43. Rules of Procedure**

1. In compliance with the provisions of these Rules of Procedure, the Faculty Council adopts its own rules of procedure for its meetings. These rules contain rules with regard to at least:
  - a. The appointment of a chairperson of the Faculty Council;
  - b. The convening of meetings;
  - c. The term for distributing the meeting documents;
  - d. The method of deliberating and taking decisions, including the quorum;
  - e. The consultation procedure with regard to the appointment and dismissal of the Faculty Board;
  - f. The signing of resolutions;
  - g. How minutes of the meetings are structured and adopted;
  - h. Acquiring information, either during the meetings or outside;
  - i. The public and closed meetings.
2. The rules of procedure of the Faculty Council apply equally to the meetings of the staff section of the Faculty Council.

### **Article 44. Provision of advice to the Faculty Council**

1. The Faculty Council may invite one or more experts to attend its meetings for the purpose of discussing a particular subject.
2. The Faculty Council may request an expert to provide a written advisory report.
3. If this advice gives rise to costs which the Faculty Council cannot cover from the funding provided to it, the invitation to provide advice will not be given until the Faculty Board has first agreed to this.

### **Article 45. Provision of support to the Faculty Council**

1. The Faculty Board is responsible for providing the necessary administrative and secretarial support to the Faculty Council.
2. The Faculty Board ensures that the agendas and minutes of the meetings of the Faculty Council are digitally accessible to all interested persons.
3. The members of the Faculty Council are given the opportunity to receive training needed to carry out their tasks, in accordance with an amount of time determined by the Faculty Board and the Faculty Council. The staff members of the Faculty Council are given the opportunity to follow this training in working hours and with retention of salary.
- 4\*. The costs which can reasonably be expected to be necessary for the Faculty Council to fulfil its tasks, including the support and training referred to in this Article, are paid by the faculty.

### **Article 46. Legal protection of the members of the Faculty Council**

1. With regard to the Faculty Council, the Faculty Board ensures that members of the Council are not prejudiced on account of their membership, in their position with regard to the Faculty. The same duty applies in the case of candidate members and former members of the Faculty Council.
2. The Faculty Board ensures that the members of the Faculty Council who are part of the staff section, are provided the opportunity by the department where they work to carry out their tasks on the Faculty Council properly.
3. If during a certain meeting or part of a meeting an overwhelming personal interest of one of the members of the Council is at stake, the Council can decide that the member involved does not attend the meeting or that part of the meeting. The Council then also decides that the matter in question will be dealt with at a closed meeting.

## **Section 2. Staff section of the Faculty Council**

### **Article 47. Right to be consulted of the staff section of the Faculty Council**

The Faculty Board provides the staff section of the Faculty Council with sufficient opportunity to provide advice and to be consulted on a proposed policy decision or amendment that concerns:

- a. The way in which the conditions of employment and service are observed by the Faculty;
- b. The way in which general personnel policy is implemented by the Faculty;
- c. Security, health and welfare in relation to work at the Faculty;
- d. The organisation and working methods within the Faculty;
- e. The provision of technical and economic services within the Faculty.

### **Article 48. Right of Consent of the staff section of the Faculty Council**

The Faculty Board requires prior consent from the staff section of the Faculty Council for every proposed measure it or the Dean takes to implement the policy decision or amendment, on which the staff section provided advice, as referred to in Article 46.

### **Article 49. Proposals from the staff section of the Faculty Council**

The staff section of the Faculty Council may put proposals to the Faculty Board concerning the subjects referred to in Article 46. Within four weeks the Faculty Board will provide a motivated response. The staff section is given the opportunity to consult with the Faculty Board beforehand.

# **Chapter 8. Advisory Committees, Advisory Board and Ad Hoc Committees**

## **Section 1. General**

### **Article 50. Advisory Committees**

1. The Faculty Board appoints advisory committees.
2. The Faculty Board appoints and dismisses the members of the Advisory Committees. Re-appointment is always permissible.
3. The Faculty has the following Advisory Committees:
  - a. The Planning and Budget Committee;
  - b. The University Teaching Qualification Examination Committee.
4. The Faculty Board may appoint ad hoc committees, whether or not at the proposal of the Faculty Council. On the appointment of such a committee, the Board determines the tasks, authorities, reporting, size, composition, as well as the public nature of the meetings and the duration of the committee.

### **Article 51. Confidentiality**

The members of an Advisory Committee and of an Advisory Board are obliged to observe the stipulations relating to non-disclosure of the content of confidential meeting documents and any information they acquire during a closed meeting, unless the relevant Advisory Committee or Advisory Board decides to lift the confidentiality obligation. The same obligation applies to persons who attend such meetings in any other capacity.

## **Section 2. Planning and Budget Committee**

### **Article 52\*. Tasks and competences of the Planning and Budget Committee**

The Planning and Budget Committee provides the Faculty Board whether requested or at their own initiative with advice on planning and budget matters, upon request or on its own initiative. The Committee is consulted in any event in relation to the annual budget drawn up by the Faculty Board and with regard to the achievement of the budget.

### **Article 53. Composition of the Planning and Budget Committee**

1. The Planning and Budget Committee is composed of no more than three members, two of which are academic staff members.
2. The Faculty Board appoints one of the members as chairperson.
3. The members are appointed for a term of three years. If at the time of appointment a member is a member of the Faculty Council, they can only be appointed for the period that they serve on said Council.
4. The Department of Operational Management of the Faculty provides support to the Committee.

### **Article 54. Working procedures of the Planning and Budget Committee**

The meetings of the Committee are closed, unless the Committee decides otherwise with reason.

## **Section 3. University Teaching Qualification Examination Committee (BKO)**

### **Article 55. Tasks and competences of the University Teaching Qualification Examination Committee**

The University Teaching Qualification Examination Committee assesses the records of the candidates based on the attainment targets of the committee.

### **Article 56. Composition of the University Teaching Qualification Examination Committee**

1. The University Teaching Qualification Examination Committee is comprised of at least three members who are appointed by the Faculty Board from among the academic staff.
2. The Faculty Board appoints one of the members as chairperson.
3. The members are appointed for a term of two years.
4. The Committee is supported by a staff member from the Department of Education at the Department of Operational Management.

### **Article 57. Working procedures of the University Teaching Qualification Examination Committee**

1. The meetings of the Committee are closed, unless the Committee decides otherwise with reason.
2. The Committee convenes three to four times a year.

## **Section 4. Advisory Board**

### **Article 58. Advisory Board**

1. The Faculty has an Advisory Board.
2. The Advisory Board is responsible for providing advice to the Faculty Board concerning the principal points of Faculty policy with regard to:
  - a. Education and Teaching;
  - b. Academic Research;
  - c. Operational Management.
3. The Advisory Board is made up of a maximum of ten members from outside the University community.
4. The members of the Advisory Board are appointed for a term of three years by the Faculty Board; reappointment is possible.
5. The members of the Advisory Board resign at their own request.
6. The Advisory Board meets at least twice a year.

### **Article 59. Tasks and competences of the Ethics and Data Committee**

1. The task of the Ethics and Data Committee is to guarantee that scientific research is conducted in an ethically responsible manner within the Faculty.
2. To this end the Committee reviews proposed research.
3. The Committee provides advice to the principal investigator or researcher on the ethical admissibility of the research. This advice is not binding.
4. The scientific quality of the research is primarily the responsibility of the researcher. The review of the scientific quality of the research is the responsibility of the Board of Research of Leiden Law School.
5. The Committee reports annually to the Board of Research and the Faculty Board. On the initiative of the Board of Research and the Faculty Board, the performance and working procedures of the Committee is periodically evaluated.

## **Article 60. Composition of the Ethics and Data Committee**

1. The Committee is comprised of at least three members appointed by the Faculty Board from among the academic staff at the Faculty.
2. The Information Manager is a member of the Committee.
3. The Faculty Board appoints one of the members as chairperson.
4. The members are appointed for a four-year term. The term of appointment runs concurrently to that of the Dean. Reappointment is possible.
5. The Committee has administrative support from a secretary.

## **Article 61. Faculty Regulations on Ethical Issues**

1. With a view to the correct performance of its tasks, the Committee draws up Regulations stating what proposed research can or should be submitted to the Committee for review.
2. These Regulations also contain the application procedure to be followed by staff and the working procedure to be followed by the Committee.
3. Prior to these Regulations being adopted, they are put to the Research Board and Faculty Board for consent.
4. Once the Regulations have been adopted, they are made public by the Faculty Board.

## **Chapter 9. Planning and control**

### **Article 62. Strategic long-term plan and planning figures**

1. At least once every four years, the Faculty Board draws up a strategic long-term plan after consultation with the Academic Directors and taking account of the current strategic plan.
2. With a view to the four-year period, the plan includes at least:
  - a. the plans with regard to the various tasks of the faculties and
  - b. a long-term estimate of Faculty resources.
3. The plan comprises a personnel plan.
4. Each year the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the framework policy document.

### **Article 63. Budget and financial accountability**

1. Each year, on the basis of the strategic long-term plan, the Faculty Board draws up a long-term budget after consultation with the Academic Directors and with due observance of the guidelines of the Executive Board.
2. When allocating the resources within the Faculty, the Faculty Board acts in accordance with a system adopted after consultation with the Academic Directors.
3. Three times a year, the Faculty Board draws up a statement of income and expenditure. This statement includes the financial figures - anticipated and achieved - for the current year. In addition, the measures taken in order to comply with the budget are specified. The last quarterly financial account also serves as a financial report for the whole year.

### **Article 64. Quality assurance**

1. The Faculty Board ensures that the frameworks and protocols established by the Executive Board with regard to the organisation and implementation of quality assurance concerning teaching and research are implemented within the Faculty.
2. It is the responsibility of the Faculty Board to ensure at regular intervals that it is in possession of reports on both the functioning of the quality assurance and the quality achieved in the teaching and research within the Faculty. The Faculty Board conveys the content of these reports to the Faculty Council.
3. On the grounds of the reports referred to in paragraph 2 above, the Faculty Board, having consulted with the relevant Academic Directors, draws up a plan to remedy any shortcomings in the quality of the teaching and research identified in the reports.

# **Chapter 10. Other provisions**

## **Section 1. Complaints**

### **Article 65. Complaints**

1. All students can submit a complaint via the digital complaints desk. More information is available on the website: <https://www.student.universiteitleiden.nl/en/study--studying/guidance--advice/complaints/complaints/law/law-llb?cf=law&cd=law-llb>.
2. The Faculty also has its own Complaints Committee. <https://www.student.universiteitleiden.nl/studie-en-studeren/begeleiding-en-advies/klachten/overige-klachten/rechtsgeleerdheid/rechtsgeleerdheid-llb?cf=rechtsgeleerdheid&cd=rechtsgeleerdheid-llb#tab-2>

For complaints that are sent to the Faculty complaints coordinator the procedure for dealing with these complaints is provided in the ‘Regeling ter behandeling van individuele schriftelijke klachten van studenten binnen de Faculteit der Rechtsgeleerdheid van de UL’.

## **Section 2. Final and transitional provisions**

### **Article 66. Interpretation of these Rules of Procedure**

1. In the event of a difference of opinion on the interpretation of one of more Articles in these Rules of Procedure, the Faculty Board has the final decision.
2. In cases relating to any matters which are not covered by these Rules of Procedure, the Faculty Board has the final decision.

### **Article 67. Validity and publication**

1. These Rules of Procedure, as well as amendments to these Rules of Procedure, take effect on 1 January 2019. These Rules of Procedure were adopted by the Faculty Board on 18 December 2018 and were approved by the Executive Board on 22 January 2019.
2. The Faculty Board will immediately inform the Faculty Council, the Academic Directors of the institutes, the Education Boards and the Research Board in writing of the approval of these Rules of Procedure. The Faculty Board is responsible for the further distribution of the Faculty Rules of Procedure.
3. Following approval as referred to in paragraph 1 above, these Rules of Procedure will be published on the University website, both in Dutch and in English.

### **Article 68. Official title**

1. The official title of these Rules of Procedure is: Leiden Law School Rules of Procedure.

### **Explanatory notes to the Leiden Law School Rules of Procedure**

Further explanation is provided below on certain Articles of the Rules of Procedure.

#### **Article 3, paragraph 2**

The Executive and Management and Regulations contain the regulations adopted by the University concerning the management and administration of the university. The regulations and the Mandate Regulations to the Faculty Boards can be found on the University website: <https://www.organisatiegids.universiteitleiden.nl/reglementen/algemeen/bestuurs--en-beheersreglement-universiteit-leiden>

#### Article 4, paragraph b

As part of the Institutional Plan of the University, every two years the Faculty Board draws up a long-term plan. With regard to the four-year period, for the upcoming budget year the long-term plan contains in any case:

- a) the plans in relation to the separate Faculty tasks;
- b) a long-term estimate of Faculty resources.

#### Article 4, paragraph f

Each year the Faculty Board adopts a long-term budget plan which is based on the long-term plan and takes into account the guidelines provided by the Executive Board. It meets in advance with the Academic Directors of the institutes, the Education Boards and the Research Board. The budget plan gives separate estimate figures for the institutes, the study programmes and the (international) teaching, the E.M. Meijers Institute and the research and supporting department operational management.

#### Article 5, paragraph 1

The Executive and Management Regulations of Leiden University state the following: "The Faculty is headed by a Board, consisting of the Dean, also chairperson, and no more than four other members, including a student."

#### Article 13

This Article states the lines of hierarchy within the institute. Each member of staff is directly responsible to their immediate superior: the immediate superior is directly responsible to the Head of Department, the Head of Department is directly responsible to the Academic Director of the institute.

#### Article 17, paragraph 2

There are four specialisations possible within the bachelor's programme:

*Rechtsgeleerdheid* (Law), International Business Law, *Recht en Economie* (Law and Economics) and *Recht en Bedrijfswetenschappen* (Law and Business Studies).

#### Article 17, paragraph 8

Training courses for graduates such as : a) post-graduate training courses (PAO) and b) contract courses.

More information is available on the website: <http://paoleiden.nl/cms3/> and <https://studiegids.leidenuniv.nl/en/>

#### Article 19, paragraph 3

Tasks and working agreements of the Programme Directors of the Education Board responsible for government-funded study programmes, supported by the Department of Education:

1. Member of the Education Board;
2. Have a good knowledge and clear overview of the entire curriculum of the study programme;
3. Prepare and implement improvement initiatives based on signals or problems;
4. Convene and chair the Teaching Committee;
5. Responsible for the content of the self-evaluation report for the external education review and the final editing of this;
6. Responsibility for the mid-term reviews;
7. At least every six months convene and chair the meetings of the Programme Coordinators;
8. In the case of the master's programme *Rechtsgeleerdheid* (Law): every six months convene and chair the meeting of the thesis coordinators;

9. Meet with the chairperson of the Board of Examiners every three months;
10. Writing the annual study programme report, including an analysis of student intake and completion figures.

#### Articles 20 and 30

Neither the Education Boards nor the Research Board can take decisions that have implications for the management of the Academic Institutes and the tasks of the Academic Directors. Accordingly, they provide advice directly to the Faculty Board which in turn discusses this advice with the Academic Directors together.

#### Article 28, paragraph 2

The objectives of the University Graduate Schools are set out in the policy document “Leiden University and its Graduate Schools – Advisory Report Task Force Graduate Studies” dated 25 January 2008.

The multiple objectives to which the Graduate Schools must contribute are:

- Enlarging the power to attract students and staff on the national and international market;
- Stimulating interaction and collaboration between students, PhD candidates and researchers, and between students among themselves, both in relation to their own discipline as well as inter-disciplinary and interfaculty (utilising the full breadth of the university);
- Promoting coherence in education and/or the research programmes in terms of content and the possibilities to further streamline these;
- Creating more flexibility in the master’s programmes, for example in the area of interdisciplinary teaching;
- Better monitoring of the programming, structure and implementation of high-quality (research) master’s programmes and PhD training courses, and fostering the yield from these;
- Improving efficiency by creating sufficient numbers of students, lecturers and research (supervision) capacity;
- Improving the level of facilities by making use of common facilities;
- Fostering the international orientation of students and staff by facilitating interaction between Dutch and international students and staff.

#### Article 38, paragraph f

The Rules of Procedure for the University Council (see <http://reglementen.leidenuniv.nl/bestuur-beheer/medezeggenschap/reglement-voor-de-universiteitsraad.html>) state:

##### **“Article 10**

1. The Executive Board requires, notwithstanding the provisions of Article 9.33 WHW, prior approval from the University Council for all decisions to be taken by the Executive Board that concern:
  - a. the regulations on facilities concerning employee representation as referred to in Article 26, second paragraph;
  - b. the guidelines with regard to ethical aspects related to the work performed at the university.
2. The Institutional Plan, referred to in Article 2.2 WHW, contains the profile and profiling of the University, the proposed strategic policy on education and students, research, staff, finance and housing. The Plan can also contain other topics that are of strategic importance.”

#### Article 45, paragraph 4

In a meeting dated 16 October 2003, the Executive Board adopted the “Regulations on the remuneration for Faculty Councils and employee consultative bodies”. This sets out the expense allowance for the members of the Faculty Council. (Letter Executive Board dated 22 October 2003 (2003/29790 SCvB).

#### Article 52

The Planning & Budget Committee provides advice, upon request or otherwise, to the Faculty Board and therefore not to the individual Academic Directors.

## **Appendix 1:**

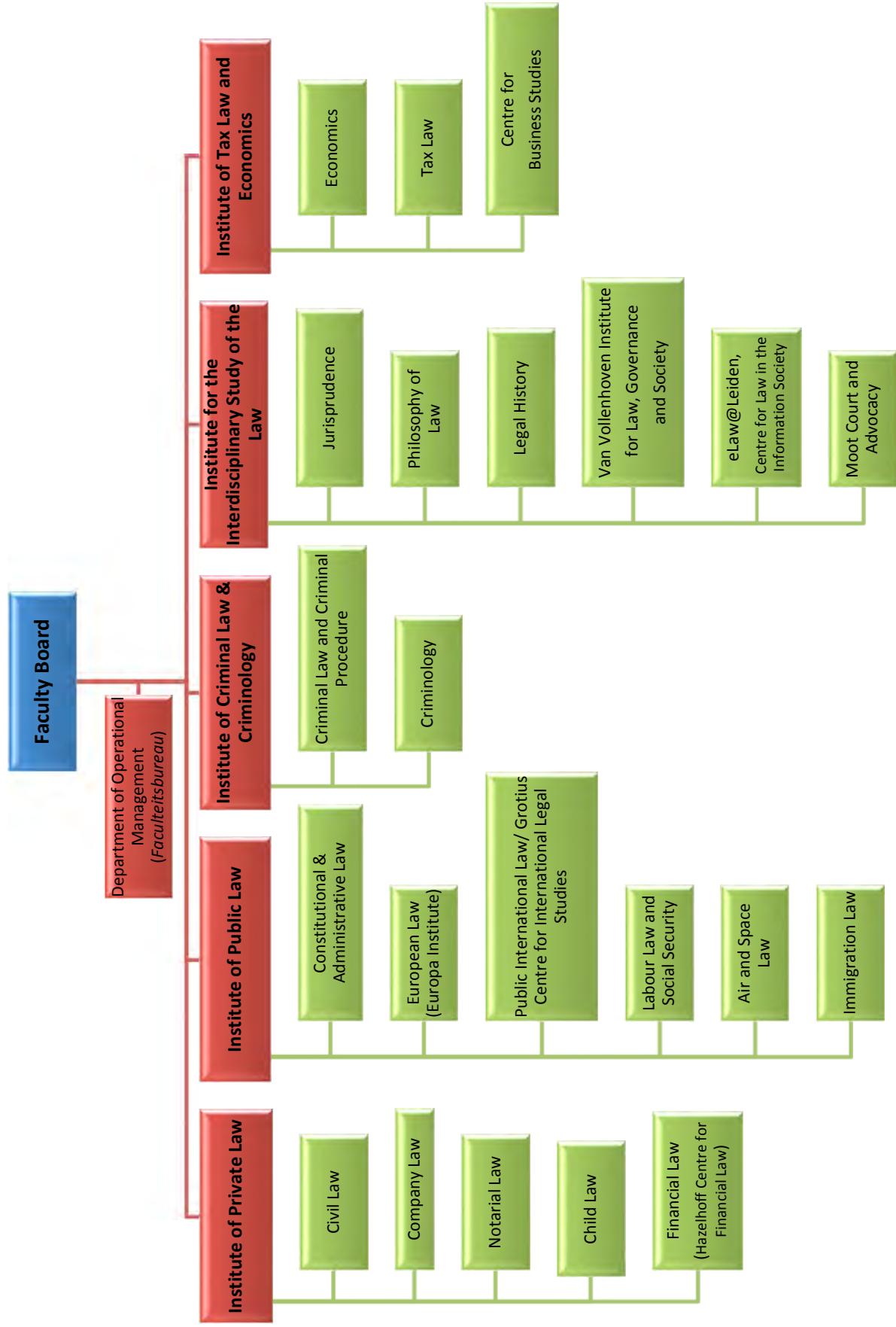
The Department of Operational Management of the Faculty (known as the *Faculteitsbureau*) includes the following departments:

- Education (called the Cleveringa Instituut) which includes the departments General Education; Education Policy and Education Information Centre (OIC); Study Advisors and ICT & O (incl. Blackboard);
- Research (called the Meijers Research Institute and Graduate School);
- Operational Management Support & Information Services;
- Office for International Education;
- Finance;
- PAO Law;
- Marketing & Communication;
- P&O.

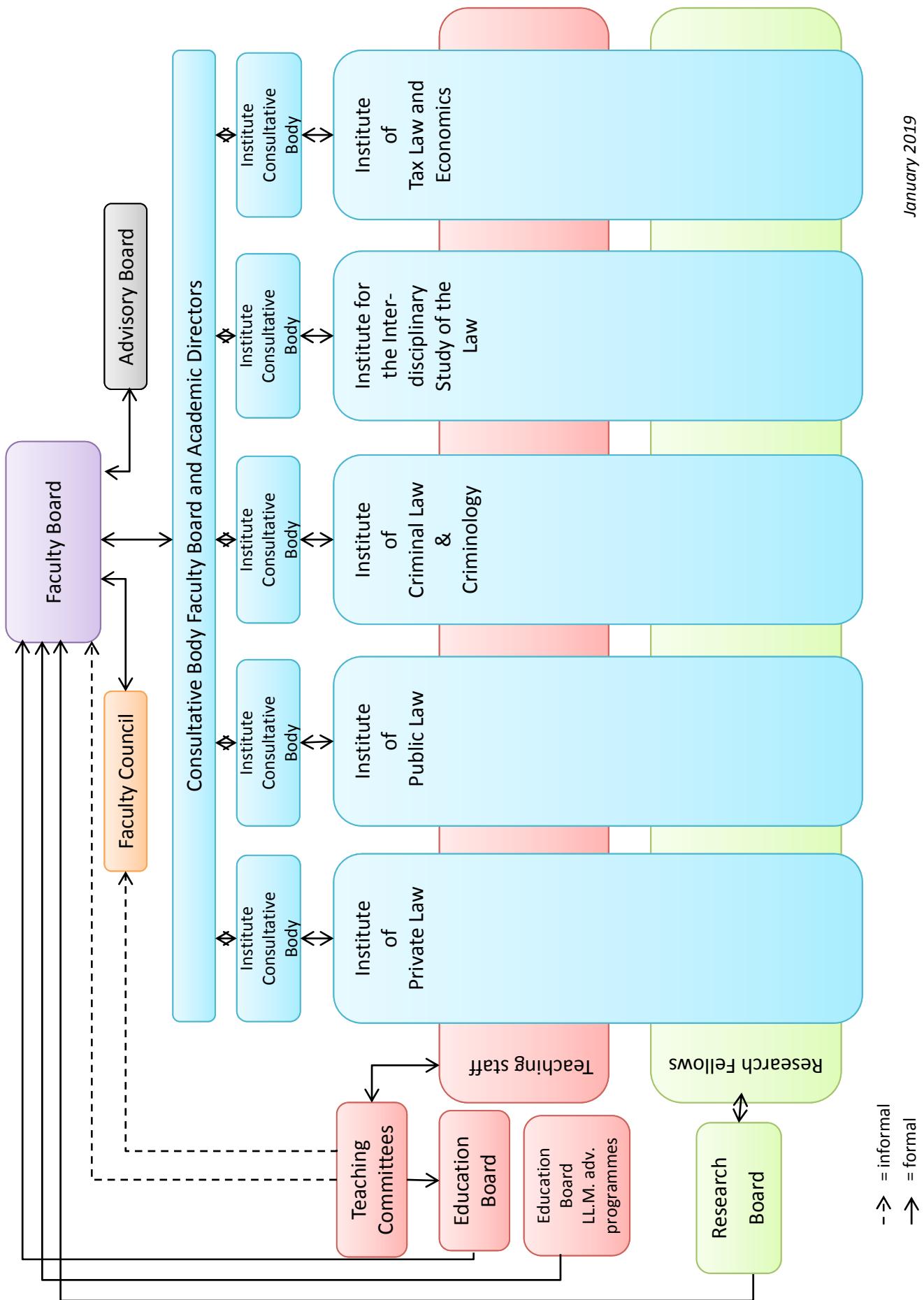
## **Appendix 2**

- The Faculty has the following research programmes:
- The Legitimacy and Effectiveness of Law & Governance in a World of multilevel jurisdiction
- The Progression of EU law: Accommodating change and upholding values
- Effective protection of fundamental rights in a pluralist world
- Exploring the Frontiers of International Law
- Criminal Justice: Legitimacy, Accountability, and Effectivity
- *Coherent privaatrecht* (Coherent Private Law)
- *Hervorming van sociale regelgeving* (Reform of Social Legislation)
- *Grenzen van fiscale soevereiniteit* (Limits of Tax Jurisdiction)

# Organisation Chart Leiden Law School



# Organisation Chart Administrative Structure of Leiden Law School



January 2019



**Universiteit  
Leiden**  
Leiden Law School