



Mandate Regulations for Administration and Central Services and the Expertise Centres

Article 1.

1. The Executive Board's management duties within Administration and Central Services are carried out, on behalf of the Board and under its responsibility, by the Managing Director/Secretary to the Executive Board of the Administration and Central Services Department.
2. The Executive Board's management duties within the Expertise Centres are carried out, on behalf of the Board and under its responsibility, by the Director of the relevant Expertise Centre, which also includes the Director of the General Services Department and the University Librarian, in the context of these Mandate Regulations. The internal rules established by the Executive Board must be complied with at all times in the execution of the aforementioned management duties.

Article 2

The Board extends to the authorised representatives referred to in Article 1 the mandate with respect to matters that are, by their nature and/or content, not of sufficient importance that they must be dealt with and signed by the Executive Board, or, alternatively, that they should be decided upon by the Executive Board.

Article 3

1. The Executive Board retains at all times the management duties relating to:
 - a. the structure of the organisation;
 - b. giving approval for reorganisations;
 - c. entering into an employment contract with and dismissing the Directors of Administration and Central Services, the Secretary to the Executive Board and the Directors of the Expertise Centres, which also includes the Director of the General Services Department and the University Librarian, as well as the employment conditions of these officers.
 - d. entering into an employment contract with members of staff at salary scale 14 or higher, and promoting staff members to such a salary scale;
 - e. entering into an employment contract with staff members in management positions relating to human resources policy and management, finance, ICT, faculty policy officers, education administration, legal positions, positions in strategic communications and marketing, and the position of institute manager above salary scale 10, except where a selection procedure as defined by the Executive Board is followed;
 - f. imposing measures that affect legal status;
 - g. issuing monetary loans and monetary investments;
 - h. accepting gifts and legacies, except insofar as such gifts and legacies concern the University Library, which gifts and legacies may be accepted by the University Librarian, subject to relevant policy approved by the Executive Board; the establishment of premises, the acquisition, alienation, encumbrance, letting or renting of real estate, or making real estate available to others, including giving permission to terminate mortgage registrations and attachments, or any other act of ownership;
 - i. entering into financial obligations and validating invoices/expense claims, relating to new-build constructions, or the extension or renovation of existing buildings, as well as entering into financial obligations and validating invoices/expense claims relating to renting, letting and lease agreements with regard to real estate;
 - j. ownership maintenance and replacement of real estate;
 - k. setting up/terminating legal entities related to the university;
 - l. entering into and defending lawsuits, referring disputes to arbitrators, entering into settlements, acceding to agreements or accepting judicial rulings and rulings made by arbitrators;
 - m. deciding on letters of objection and appeal lodged with the Executive Board, withholding approval for and suspension or quashing of decisions made by other administrative bodies;



- n. entering into or extending contracts, insofar as these are of significant importance and/or have a value exceeding €450,000 excl. VAT;
 - o. agreements relating to the waiver or transfer of intellectual property rights belonging partially or in full to Leiden University, regardless of any quid pro quo;
 - p. establishing Leiden University's general house style, which is compulsory for all entities/management units within Leiden University.
2. The caveat identified in the first paragraph under n. does not apply when entering into the following agreements:
- a. agreements with the Netherlands Organisation for Scientific Research (NWO) that are based on the NWO Grant Rules (*Subsidieregeling NWO*) if no parties other than NWO and Leiden University are involved;
 - b. agreements entered into in connection with Horizon Europe 2020.

Article 4

1. The General Director/Secretary to the Executive Board of the Administration and Central Services Department must, with due regard for the stipulations of paragraph 2, sub-delegate the general mandate referred to in Article 2 to the Directors of the Administration and Central Services Department. The General Director/Secretary to the Executive Board sets out the sub-delegation in sub-delegation regulations after approval by the Executive Board. The sub-delegated management duties of the Executive Board are carried out, on behalf of the Board and under its responsibility, by the relevant Director of the Administration and Central Services Department. The General Director/Secretary to the Executive Board sets out the basic principles for sub-delegating the mandate in the Administrative Organisation Guidelines of the Administration and Central Services Department, and ensures that the relevant administrative processes and systems are structured in such a way as to satisfy the principles for the sub-delegation of a mandate that have been established by or on behalf of the Executive Board.
2. The following duties of the general mandate issued by the Executive Board to the General Director/Secretary to the Executive Board of the Administration and Central Services Department are exclusively reserved to the General Director/Secretary to the Executive Board; these cannot be sub-delegated to the Directors of the Administration and Central Services Department:
 - i. Substitution in the event of absence;
 - ii. Withholding periodic pay rises and declaring that a claim for remuneration has expired;
 - iii. Granting special benefits;
 - iv. Entering into an employment contract with persons who have reached the statutory pension age;
 - v. Granting involuntary dismissal;
 - vi. Suspensions;
 - vii. Denying provisional access to Leiden University's grounds and buildings, as specified in the Regulations governing the use of University Buildings, Grounds and Other Facilities.
 - viii. Making available for indirect or direct commercial use knowledge and/or results from research that enjoys full or partial public funding, regardless of whether this knowledge is protected by intellectual property rights and regardless of any quid pro quo arrangement or lack thereof;
 - ix. Issuing indirect rights to make information available in cases as referred to in viii, for example through the use of option agreements.
 - x. Administration of the Rapenburg cluster premises and related technical infrastructure, distribution of accommodation over the directorates and staff departments and provision of accommodation to entities or legal entities that are not part of the University.



Article 5

1. The Directors of the Expertise Centres are authorised to further delegate the general mandate as referred to in Article 2 to officers of their administrative unit in so far as this pertains to duties that belong to the work field of said officers and the duties concern matters that are, by their nature and/or content, not of sufficient importance to require that they be dealt with and signed by the Directors of Expertise Centres, or, alternatively, that they should be decided upon by the Directors of the Expertise Centres. The Director of an Expertise Centre shall lay down the basic principles for subdelegating the mandate in the unit's Administrative Organisation Guidelines and shall ensure that the relevant administrative processes and systems are structured in such a way as to satisfy the principles for the sub-delegation of a mandate that have been established by or on behalf of the Executive Board.
2. In all cases, the Directors of the Service Centres must themselves retain the management duties relating to:
 - a. substitution in the event of absence;
 - b. the structure of the organisation;
 - c. giving approval for reorganisations;
 - d. withholding periodic pay rises and declaring that a claim for remuneration has expired;
 - e. granting special benefits;
 - f. entering into an employment contract with persons who have reached the statutory pension age;
 - g. issuing involuntary dismissal;
 - h. suspensions;
 - i. denying provisional access to Leiden University's land and buildings, as specified in the Regulations governing the use of university buildings, land and other facilities;
 - j. making available for indirect or direct commercial use knowledge and/or results from research that enjoys full or partial public funding, regardless of whether this knowledge is protected by intellectual property rights and regardless of any quid pro quo arrangement or lack thereof;
 - k. issuing indirect rights to make information available in cases as referred to in j., for example through the use of option agreements.

Article 6

When exercising a mandated or sub-delegated power, the authorised representative or his or her sub-delegated representative shall sign "on behalf of the Executive Board", stating his or her name and job title.

Article 7

The Executive Board may issue instructions to the authorised representatives relating to exercising the mandate.

Article 8

Regarding the extent to which and the way in which the authorised representatives shall exercise the powers assigned them under these regulations, the authorised representatives are accountable to the Executive Board.



**Universiteit
Leiden**

The regulations were amended in a decision dated 22 April 2014.
The regulations were amended in a decision dated 26 May 2015.
The regulations were amended in a decision dated 15 October 2019.
The regulations were amended in a decision dated 24 November 2020.