



**Universiteit  
Leiden**  
The Netherlands

**Mandate Regulation for Faculty Boards, the ASCL, the Honours  
Academy, ICLON and IIAS**

**Article 1.**

1. The management tasks of the Executive Board within the faculties of Leiden University are carried out by the boards of the respective faculties on behalf of and under the responsibility of the Executive Board. The Executive Board grants a mandate to the Faculty Boards to that effect. The mandataries must at all times observe the (internal) rules established by the Executive Board.
2. The management tasks of the Executive Board within the ASCL are carried out by the board of the ASCL on behalf of and under the responsibility of the Executive Board. The Executive Board grants a mandate to the board to this effect.
3. The management tasks of the Executive Board within the Honours Academy are carried out by the board of the Honours Academy on behalf of and under the responsibility of the Executive Board. The Executive Board grants a mandate to the board to this effect.
4. The management tasks of the Executive Board within ICLON are carried out by the management board of ICLON on behalf of and under the responsibility of the Executive Board. The Executive Board grants a mandate to the management board to this effect.
5. The management tasks of the Executive Board within IIAS are carried out by the board of IIAS on behalf of and under the responsibility of the Executive Board. The Executive Board grants a mandate to the board to this effect.
6. It is not possible to mandate with respect to circumstances which, in nature and/or in content, are of such consequence that they should be settled or decided by the Executive Board.

**Article 2.**

1. The Executive Board retains responsibility in any case for management tasks with relation to:
  - a. appointments, changes to working hours, dismissal, remuneration, and chairs / teaching and research obligations with respect to professors, such matters as indicated in the Overview of Authorities for Alterations to Personnel Matters relating to Professors, which is included as an appendix with this mandate regulation;
  - b. entering into an employment agreement with staff members in management roles in the domain of personnel policy and administration, finances, ICT, faculty policy officers, teaching administration, legal roles, roles in strategic communication and marketing and institute manager roles above salary scale 10, except insofar as a selection procedure specifically defined by the Executive Board is being followed;
  - c. the enforcement of legal measures;
  - d. the borrowing of money and the investment of funds;
  - e. the acceptance of donations and bequests;
  - f. the establishment of buildings, the acquisition, disposal, encumbering, leasing and rental and granting use of immovable property, including the authorisation for cancellation of mortgage registrations and costs, along with any other deed of property;
  - g. the conclusion of financial obligations and the validation of invoices/expense claims relating to the construction, extension, conversion or renovation of buildings, as well as the conclusion of financial obligations and the validation of invoices/expense claims in relation to lease/rental and lease arrangements with respect to immovable property;
  - h. the owner maintenance of the immovable property along with the replacement of these properties;
  - i. the establishment/liquidation of legal persons associated with the university;



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- j. entering into and conducting defence in legal proceedings, entrusting disputes to arbitrators, entering into settlements, acceding to an agreement, accepting legal decisions and the decisions of arbitrators;
  - k. decisions on letters of objection and appeal submitted to the Executive Board, the withholding of approval of and the suspension or cancellation of decisions of another managing body;
  - l. the conclusion or extension of agreements on behalf of Leiden University, also including grant applications if these entail that Leiden University enters into obligations, insofar as these exceed a material interest and/or a contract value of € 750,000, relating to Leiden University's project size, including any in-kind contribution ('matching element'), during the period of the agreement, exclusive of VAT;
  - m. agreements concerning the transfer or licensing of intellectual property rights that already belong entirely or partially to Leiden University when the agreement is signed, regardless of the consideration received in return;
  - n. grant-related agreements, where the grant provider has stipulated as a condition that they must be signed by the Executive Board;
  - o. agreements that relate not only to the specific faculty or expertise centre to which the agreement pertains, but also entail rights and/or obligations for one or more other faculties or expertise centres, or relate to the University as a whole;
  - p. the establishment of the general house style of Leiden University, which is binding for all divisions/administrative units of Leiden University.
2. The reservation stipulated in the first paragraph under 1. does not hold for the following agreements, which can therefore be signed by the relevant mandataries referred to in Article 1, regardless of the monetary value:
- a. agreements with NWO, ZonMw and KNAW relating to the projects funded by these organisations on the basis of the grant schemes used by these organisations, where no parties other than Leiden University and NWO are involved;
  - b. agreements, such as consortium agreements and 'grant agreements' in the context of European research grants, which are based on a non-negotiable 'model grant agreement'.

### **Article 3.**

The mandataries are authorised to sub-mandate the general mandate referred to in article 1 to those employed within their administrative unit with regard to circumstances that fall within the domain of work of the respective employees, and which, in nature and/or content, are not of such consequence that they should be settled and signed by the mandataries, or should be decided by the mandataries. The mandatory establishes the basic principles for granting a sub-mandate in the Administration Guide of the unit and ensures that the respective administrative processes (systems) are implemented in such a way that they comply with the principles established by or on behalf of the Executive Board for implementing a sub-mandate.

### **Article 4.**

The mandataries should retain responsibility in any case for management tasks with relation to:

- a. the provision of a substitute in case of absence;
- b. the structure of the organisation;
- c. the approval of reorganisations;
- d. the withholding of annual salary increments along with clarification regarding the forfeiture of entitlement to remuneration;
- e. the granting of special allowances;
- f. the appointment of persons who have reached the age of entitlement to state pension (AOW) or older;



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- g. involuntary dismissal;
- h. suspensions;
- i. the denial of access to the buildings and grounds of Leiden University, with the exception of the provisional restrictions stipulated in the Regulations on the Use of University Buildings, Grounds and Other Facilities;
- j. the provision of access to knowledge and/or results arising from (partially) publicly funded research for direct or indirect commercial use, whether or not protected by intellectual property rights, regardless of the consideration received in return;
- k. the conferral of indirect rights to the provision of access, as referred to under j., for example through option agreements;
- l. the conclusion or extension of agreements, as referred to in Article 2, first paragraph, subparagraph 1., insofar as the contract value exceeds € 450,000, including any in-kind contribution ('matching element'), during the period of the agreement, exclusive of VAT.
- m. the agreements referred to in Article 2, second paragraph.



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### **Article 5**

When exercising a mandated or sub-mandated power, the mandatory or sub-mandatory, respectively, shall sign "on behalf of the Executive Board" together with his or her name and position.

### **Article 6**

The Executive Board may issue instructions to the mandataries with respect to the implementation of the mandate.

### **Article 7**

In terms of the extent to which and the way in which the mandataries make use of the powers conferred on them by this regulation, the mandataries shall be accountable to the Executive Board.

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This regulation was laid down by the Executive Board in the meeting of 23 April 1998 and last amended by the decision of 3 July 2007.

This regulation was amended by the decision of 15 December 2008.

This regulation was amended by the decision of 1 March 2011.

This regulation was amended by the decision of 28 February 2012.

This regulation was amended by the decision of 22 April 2014.

This regulation was amended by the decision of 26 May 2015.

This regulation was amended by the decision of 12 January 2016.

This regulation was amended by the decision of 26 September 2017.

This regulation was amended by the decision of 15 October 2019.