Mandate Regulations for Administration and Central Services and the expertise centres

Article 1

1. The Executive Board’s duties within Administration and Central Services are carried out, on behalf of the Board and under its responsibility, by an Administration and Central Services Director appointed by the Executive Board. The Executive Board may designate this director, the Secretary to the Executive Board or one or more other Administration and Central Services Directors to carry out the management duties relating to the individual working budgets on behalf of the Board and under its responsibility.

2. The Executive Board’s duties within the expertise centres are carried out, on behalf of the Board and under its responsibility, by the director of the expertise centre in question. This also includes the director of the General Services Department and the University Librarian.

3. 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 or content, not of sufficient import as to require that they be dealt with and signed by the Executive Board, or that they must be decided by the Executive Board.

Article 3

1. At all times, the Executive Board retains the management duties relating to:
   a. 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 functions include the director of the General Services Department and the University Librarian, together with these employees’ employment conditions;
   b. entering into an employment contract with members of staff at salary scale 14 or higher, and promoting staff members to such a salary scale;
   c. 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 communication 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;
   d. the imposition of measures affecting legal status;
   e. the extension of monetary loans and monetary investments;
   f. the acceptance of 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;
g. 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;

h. 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;

i. ownership maintenance and replacement of real estate;

j. setting up/terminating legal entities related to the university;

k. entering into and defending lawsuits, referring disputes to arbitrators, entering into settlements, acceding to agreements or accepting judicial rulings and rulings made by arbitrators;

l. taking decisions on objections and appeals submitted to the Executive Board, withholding approval for and suspending or dismissing decisions taken by another management body;

m. entering into or extending agreements, insofar as these are of significant importance and/or have a value exceeding €450,000 excl. VAT;

n. 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;

o. establishing Leiden University’s general house style, which is compulsory for all entities/management units within Leiden University.

2. The caveat identified in (1)(m) 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 (if no parties other than NWO and Leiden University are involved);
   b. agreements entered into in connection with Horizon Europe 2020.

**Article 4**

The authorised representatives are empowered to delegate the general mandate referred to in Article 2 to officers within their management unit, insofar as this relates to matters which fall within the purview of the officer in question and which are, by their nature or content, not of sufficient import as to require that they be concluded and signed by the authorised representatives, or matters which must be decided by the authorised representatives. The authorised representative shall set out the basic principles for delegating 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 delegation of a mandate that have been established by or on behalf of the Executive Board.

**Article 5**

1. In all cases, the authorised representatives must themselves retain the management duties relating to:
   a. substitution in the event of absence;

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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. awarding special allowances;
f. entering into an employment contract with persons who have reached the statutory pension age;
g. issuing involuntary dismissal;
h. suspensions;
i. denial of access to Leiden University’s land and buildings, with the exception of the current denial of access specified in the Regulations governing the use of university buildings, land and other facilities.
j. making available for 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. extending indirect rights to make information available in cases as referred to in k., for example through the use of option agreements.

Article 6
When exercising a mandated or delegated power, the authorised representative or his or her delegated representative shall sign “on behalf of the Executive Board”, stating his or her name and job title.

Article 7
The Board of Directors may issue instructions to the authorised representatives relating to the exercising of 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.
These regulations were adopted by the Executive Board of the University in its meeting of 18 July 1999 and amended in its meeting of 3 July 2007.
The regulations were amended in a decision dated 28 February 2012.
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.