



Leiden Law School

Rules of Procedure of Leiden Law School

Translated from:

Reglement van de Faculteit der Rechtsgeleerdheid (Dutch) adopted at the meeting of the Faculty Board on 22 February 2022 and approved by the Executive Board on 13 September 2022.

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**Universiteit
Leiden**
Leiden Law School

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Unofficial 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. Name and location of the Faculty

1. The name of the Faculty is: *Faculteit der Rechtsgeleerdheid*. It is located in Leiden and The Hague.
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.
3. Finally, there are two appendices attached to these Rules of Procedure, in addition to explanatory notes on selected articles (indicated with an *).

Chapter 2. Faculty management and organisation

Article 3. Responsibilities of the Faculty Board

1. The general management of the Faculty as a whole rests with the Faculty Board. The Faculty Board is also 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 pass on the mandate to the Academic Directors (see Art. 12) with regard to the management and administration of the academic institutes (see Art. 11). 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.
7. The Faculty Board represents the Faculty within the University as well as outside the University.

Article 4. Performance of the tasks of the Faculty Board

In carrying out the responsibilities listed in the previous article, the Faculty Board counts among its tasks in particular:

- a. structuring the organisation of the academic institutes and the Central Faculty Support Department (see Art. 36);
- b*. the strategy and strategic policy of the Faculty, based on the University Strategic Plan, including the long-term plan (see also Art. 64);
- c. promoting co-operation with other partners in society in the field of teaching and research;
- d. 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;
- e. annually adopting or amending the Faculty's teaching programme;
- f. balancing the teaching and research policy;
- g*. financial policy, including the long-term budget plan;
- h. policy regarding staff;
- i. policy regarding students;
- j. 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.;
- k. promoting co-operation with other universities and faculties in the area of teaching, research, and impact;
- 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 bodies.

Article 5. Participation in joint educational programmes or institutes

1. If the Faculty participates in a joint educational programme with one or more other faculties within or outside the University, the Faculty Board determines the Faculty's share in the management and the resource allocation of the programme.
2. If the Faculty participates in an inter-faculty or inter-university institute, or in an inter-faculty or inter-university research school, the Faculty Board determines the Faculty's share in the management and the resource allocation of the institute or research school.

Article 6. 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 an assessor (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 when absent.
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 division referred to in paragraph 1 above, determines the areas of attention for which each of the members of the Faculty Board is particularly responsible. 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 Central Faculty Support Department provides the secretary to support the Faculty Board, who acts as advisor to the Faculty Board.

Article 7. 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, together with the Director of Education, 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 proactively contributes to it, 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 8. Other members of the Faculty Board

1. The Director of Education is responsible for education and teaching at the Faculty, in particular for the recruitment, selection, and influx of students for the bachelor's programmes, and monitoring the quality of these degree 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, and maintaining contact with the student associations. He or she acts as an intermediary between students and the Faculty Board on matters relating to teaching, research and organisation.

Article 9. Working procedures of the Faculty Board

1. The Faculty Board coordinates the procedures for:
 - convening the meetings of the Faculty Board;
 - the term for the distribution of documents for the meetings referred to in a. above;
 - the method of consultation and decision-making within the Faculty Board, including the quorum;
 - the frequency of the meetings of the Faculty Board;
 - the way in which decisions are communicated and archived.
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. The members of the Faculty Board shall strive to achieve consensus in decision making.
4. Meetings of the Faculty Board are closed.
5. The Faculty Board may 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.
6. The Faculty Board regularly provides the Academic Directors (see Art. 12), 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.
7. 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 10. Relationship to other bodies

1. The Faculty Board appoints the members of the following bodies:
 - a. the Academic Directors and the deputy Academic Director (see Art. 12), having consulted with the Faculty Council;
 - b. the Heads of Department of the Institutes, on the recommendation of the Academic Director in question (see Art. 17);

- c. the members of the Education Boards (see Art. 20), having consulted with the Academic Directors;
 - d. the members of the Teaching Committees (see Art. 24);
 - e. the members of the Board of Examiners (see Art. 25);
 - f. the members of the Research Board (see Art. 30), having consulted with the Academic Directors;
 - g. the members of the Advisory Committees (see chapter 8);
 - h. the members of the Advisory Board (see Art. 60), having consulted with the Faculty Council.
2. Concerning the relationship to the Faculty Council:
 - a. the Faculty Board strives to attend the consultation meetings with the Faculty Council with full representation when possible;
 - b. the members of the Faculty Board have an advisory role at the consultation meetings with the Faculty Council;
 - c. the Faculty Board may request advice and assistance during consultation 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 (see chapter 8).

Chapter 3 Academic Institutes

Article 11. 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 Law¹

Leiden Institute of Public Law

- Department of Constitutional and Administrative Law
- Europa Institute²
- Department of Public International Law³
- Department of Labour Law and Social Security
- International Institute of Air and Space Law⁴

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)
- Department of eLaw, Centre for Law and Digital Technologies
- Moot Court and Advocacy

1 The department is also known as *Hazelhoff Centre for Financial Law*.

2 The Europa Institute also includes the Institute of Immigration Law.

3 The department is also known as *Grotius Centre for International Legal Studies*.

4 The department is also known by the name of its institute.

Leiden Institute of Tax Law and Economics

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

Article 12. 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 or she is appointed from among the professors within the relevant institute – unless the Faculty Board decides to deviate from this procedure in certain cases, with justification. Re-appointment is permitted.

Article 13. Responsibilities of the Academic Director

1. The Academic Director is responsible for the management and organisation of the institute according to the strategy of the Faculty and the University.
2. The Academic Director is responsible for monitoring the quality of the contributions made by the institute to teaching at the Faculty in the various bachelor's and master's degree programmes.
3. The Academic Director shall cooperate and actively contribute to the management of the Faculty as a whole and, to this end, shall participate in the meetings referred to in Article 3, paragraph 4, which the Faculty Board shall hold with the Academic Directors collectively, without prejudice to the meetings that the Faculty Board, or its various members, shall hold with the Academic Director on matters concerning the institute in particular.
4. 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.
5. The Academic Director is responsible for the management of the institute. He or she determines the budget of the institute with due regard for the guidelines provided by the Faculty Board. With respect to the institute, he or she 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.
6. The Academic Director represents the institute both within and outside the Faculty.
7. The Academic Director promotes cooperation between the institute and the other institutes within the Faculty and the University, in the fields of both teaching and research.
8. The Academic Director reports to the Dean. He or she provides the Dean with information as and when requested.

Article 14*. Division of responsibilities among institute staff

1. The Academic Director is responsible for the personnel policy and regulation of the activities of the staff members working at the institute, taking into account the nature of the (employment) contract of those involved.
2. The Academic Director may issue instructions to the Heads of Department and to the staff of the institute.

Article 15. Composition of the institute consultative body

1. Each institute has a consultative body which as a rule consists of at least:
 - a. the Academic Director, as chairperson;
 - b. the Heads of each Department at the institute, or their deputy;
 - c. a student;
 - d. the most relevant Programme Coordinator for research of the institute;
2. The chairperson ensures proper coordination with the Programme Director who is responsible for teaching at the institute, This is also done via participation in the institute consultative body.

Article 16. 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. 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 or she carries out his or her duties and aims to achieve maximum support for his or her 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 17. 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 or she is preferably appointed from among the professors, in special cases they may also be an associate professor working at the Institute, unless the Faculty Board decides otherwise. Reappointment is permitted.
4. The Head of Department is responsible for the strategy, the development, the management and organisation of the Department in light of the strategy of the institute and the Faculty.
5. The Head of Department assists and proactively contributes to the management of 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.
 - c. the management of the Department. In observance of the guidelines provided in this respect by the Faculty Board and the Academic Director, he or she 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 or she provides the Academic Director with any information requested.

Chapter 4 Teaching

Article 18. 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).
 - g. the master's degree programme Law and Society – Governance and Global Development.
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 Civil and Commercial Law;
 - e. Advanced Studies in Law & Digital Technologies;
 - f. Advanced Studies in European Tax Law;
 - g. Advanced Studies in European and International Human Rights Law;
 - h. Advanced Studies in International Children's Rights; and
 - i. Advanced Studies in Law & Finance;
7. In addition, the Faculty teaches the extra-curricular bachelor's programme Honours College Law and participates in the University Leiden Leadership Programme and the Honours Academy.
8. The Faculty also offers post-graduate courses: the *Juridisch Postacademisch Onderwijs* (PAO)
- 9*. The Faculty also offers other types of education.

Article 19. Programme Directors

1. The Faculty has the following Programme Directors:⁵
 - a. the Programme Director for the first-year law programmes and the bachelor's degree programme *Rechtsgeleerdheid*;

5 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.

- b. the Programme Director for the master's specialisations *Rechtsgeleerdheid*;
 - c. the Programme Director for *Notarieel recht* (after the first year up to the master's phase);
 - d. the Programme Director for *Fiscaal recht* (after the first year up to the master's phase);
 - e. the Programme Director *Criminologie* (first year, bachelor's and master's phase);
 - f. the Programme Director for *Jeugdrecht* (master's programme);
 - g. the Programme Director for Law and Society – Governance and Global Development (master's programme).
2. In addition, the Faculty has Programme Directors for each Advanced Master Programme listed in Article 18, 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 or she 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. He or she 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. The Programme Director of the Advanced Master Programmes is supported in his or her work by the Office for International Education and the Department of Education.
 7. The Faculty Board appoints one of the Programme Directors of the Advanced Master Programmes as Coordinator of the Education Board of the Advanced Master Programmes.

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, the Coordinator of the Education Board of the Advanced Master Programmes, the Dean of the Leiden Law Academy (see appendix 1) and a student member.
2. The Education Board for the Advanced Master Programmes comprises the Programme Directors of the Advanced Master Programmes. The Coordinator referred to in Article 19, paragraph 7, is the Head of this Faculty Board.
3. The members of both 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 Central Faculty Support Department may provide a secretary to support the Education Boards, who acts as advisor to the relevant Board.

Article 21. Tasks of the Education Boards

The Education Boards, within the framework of Faculty policy and subject to the approval of the Faculty Board, are co-responsible for the following tasks in particular:

- a. the development of the faculty's strategic educational policy and the coherence of teaching and research, together with the Research Board;
- b. drawing up quality standards for teaching at the Faculty and evaluating teaching in view of the quality standards set;

- c. providing advice on the necessary resources for each study programme for budget purposes and the strategic plan of the Faculty;
- d. periodically informing the Faculty Board, the Academic Directors of the institutes and the Teaching Committees with regard to developments in education and teaching;
- e. providing advice, whether requested or not, to the Faculty Board and the Academic Directors about any matters concerning education and teaching;
- f. preparing the Faculty teaching programme every year, including the Course and Examination Regulations;
- g. preparing the teaching programme every year for each study programme;
- h. providing advice to the Faculty Board on both performance with regard to quality assurance and the quality achieved in the education;
- i. preparing the Faculty agenda every year and the report of each study programme.

Article 22. Working Procedures of the Education Boards

1. The Director of Education and the Coordinator of the Education Board of the Advanced Master Programmes shall establish the working procedures for the Education Boards in matters including:
 - a. convening and deciding on the frequency of the meetings of the relevant Education Board;
 - b. setting the deadline for sending the documents required for the meetings referred to above in a.;
 - c. the procedures for the deliberations and decisions of the relevant Education Board, including the quorum;
 - d. 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. The Coordinator of the Education Board of the Advanced Master Programmes is responsible for the coordination, integration and support within this Education Board. In the event of a tied vote, the Coordinator has the casting vote and presents this (by way of recommendation) to the Faculty Board.

Article 23. Course and Examination Regulations

On the basis of the guidelines for the University model education and examination regulations, and after receiving advice from the relevant Education Board and with due observance of the right to be consulted and the right of consent of the Teaching Committee and the Faculty Council, the Faculty Board draws up Course and Examination Regulations, in which at least the matters referred to in Article 7.13 WHW are regulated. 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 shall establish a Teaching Committee as referred to in Article 9.18 WHW. 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 established:
 - a. to provide advice each year in relation to the adoption and amendments to the Course and Examination Regulations of the study programme in question with regard to the matters referred to in Article 9.18 paragraph 1(c) WHW;
 - b. to agree each year 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 provide advice each year on the assessment of the implementation of the Course and Examination Regulations;
 - d. to provide advice on the design, the structure and repositioning of the study programme;
 - e. to provide advice on the criteria for quality to be met by the study programmes, including the course evaluations;
 - f. to provide advice or make proposals, solicited or unsolicited, on all other matters related to education and teaching in the study programme.
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 may put proposals to the Faculty Board and make its views known.
 3. The Faculty Board shall establish 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 half are student members and half 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 half are student members and half teaching staff;
 - c. the Teaching Committee for the master's degree programme *Rechtsgeleerdheid* (Law) comprising at least four members, of which at least half are student members and half 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 half are student members and half 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 half are student members and half 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 half are student members and half teaching staff;
 - g. the Teaching Committee for the master's degree programme *Jeugdrecht* (Child Law) comprising at least four members, of which at least half are student members and half teaching staff.
 - h. the Teaching Committee for the master programme Law & Society Governance and Global Development comprising at least four members, of which at least half are student members and half teaching staff
 - i. the Teaching Committee for the Advanced Master Programmes comprising at least four members, of which at least half student members and half 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. The Programme Director consults regularly with the Teaching Committee on all matters concerning the education of the programme in question. The Programme Director gives the Teaching Committee the opportunity to consult with it before that Committee issues a recommendation or an assessment
 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. An attempt is made 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 of procedure. These rules must cover at least the following matters:
 - a. the convening and frequency of the meetings of the Teaching Committee;
 - b. the 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 public nature of the meetings of the Teaching Committee and meeting documents.
- 8. The above provisions apply to the Teaching Committee of the Advanced Master Programmes, 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 from the Advanced Master Programmes, who is not a member of the Teaching Committee;
 - b. the term of office of all members of the Teaching Committee from the Advanced Master Programmes 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 relevant provisions of the Course and Examination Regulations, granting permission to take one or more parts of the final examination before he or she has passed the foundation year (*propedeuse*) examination of the degree programme in question;
 - 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 at least the examinations that were passed by a student in the event he or she has passed one or more examinations, but to whom a certificate as referred to under m. cannot be issued;
- 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 (Advanced) master's programmes

1. The Faculty Board shall appoint an Admissions Board for each bachelor's programme or group of bachelor's programmes.
 - a. The Faculty Board shall establish 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 decision establishing the Admissions Board, the Faculty Board shall lay down further rules concerning the size and composition of this board.
 - b. The Faculty Board shall establish further provisions with regard to the manner in which an exemption as referred to in Article 7.25, fourth paragraph, Article 7.28, second, third and fourth paragraphs, and Article 7.29, first paragraph WHW can be granted.
2. The Faculty Board shall appoint 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 decision 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 shall appoint an Admissions Board for each Advanced Master's programme.
 - a. An Admissions Board is comprised of at least three members. The majority of the members belong to the staff who have at least part-time responsibility 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 on 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 includes the advice from the Board of Examiners in its proposal.

Chapter 5 Research

Article 28. Department of Research E.M. Meijers Institute and Graduate School

- 1.* The Department of Research E.M. Meijers Institute also includes the Faculty Graduate School of Legal Studies and Criminology. The Graduate School organises training for the Faculty's PhD candidates and the Pre-PhD Programme. The PhD candidates are part of the Graduate School.
2. The Department of Research E.M. Meijers Institute, including the Graduate School, is managed 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;
 - f. promoting Open Access publishing.
2. The Programme Coordinator is directly responsible to the Director of Research and provides him or her with information as and when requested.

Article 30*. Research Board

1. The Research Board is co-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 and, together with the Education Boards, the connection between research and education;
 - 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. deciding on the policy and framework in relation to Open Access publishing;
 - l. 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;
 - m. 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 Central Faculty Support Department 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 arranges 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 or she shall strive 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 or she 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) and contract PhD candidates.
2. The Graduate School facilitates, registers, and monitors admission to the PhD programmes.

Article 34. Dean of PhD Studies

1. The Faculty has a Dean of PhD Studies. The Dean of the PhD Studies is the point of contact for the PhD candidates.
2. The Faculty Board appoints the Dean of the PhD Studies on the recommendation of the Director of Research. The period of appointment is at least two years and no more than four years. Reappointment is possible.
3. The Dean of PhD Studies monitors the progress of the individual PhD candidates and provide the PhD candidates with advice and guidance, solicited or unsolicited. The Dean of PhD Studies reports to the Director of Research.
4. On behalf of the Director of Research, 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, on behalf of the Director of Research, the Dean of PhD Studies ensures that the annual review is held as referred to in the most recent Leiden University Doctorate (PhD) Regulations.
5. The Dean of PhD Studies is directly responsible to the Director of Research concerning the performance of his or her tasks in relation to the training of PhD candidates and provides advice to the Faculty Board about policy concerning the PhD candidates.
6. The Dean of PhD Studies has an advisory role on the Research Board.

Article 35. Confidential counsellor for PhD candidates

1. The faculty has a confidential counsellor for PhD candidates.
2. The Faculty Board appoints the confidential counsellor for PhD candidates on the recommendation of the Director of Research.
3. The confidential counsellor is responsible for the following activities:
 - a. responding to PhD candidates who request a meeting, and advice and support from someone outside of Leiden University;
 - b. informing PhD candidates about the various options to resolve the problem in question;
 - c. assisting PhD candidates if they wish to have their case mediated or raised with the Complaints Committee, where the confidential counsellor does not act as the mediator;
 - d. if desired, referring the PhD candidate to professionals who can help resolve the problem in question;
 - e. registering notifications and complaints, and reporting them confidentially and anonymously to the Faculty Board every year;
 - f. providing information and ensuring awareness of the position of confidential counsellor;
 - g. consulting with the Graduate School, the Department of Research, and the Dean of the PhD Studies.

Chapter 6 Central Faculty Support Department

Article 36. Central Faculty Support Department

1. To support teaching, research and operational management, the Faculty has a central staff support department. This department includes all members of the support and management staff of the Faculty who do not belong to one of the academic institutes.
2. The staff department is responsible for coordinating and monitoring the quality of Faculty activities and contributing to the Faculty strategy in relation to framework setting, policy development and implementation, the provision of advice, review and administration.
3. The Faculty Office, 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.
4. The Central Faculty Support Department comprises the staff departments listed in appendix 1.

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 as referred to in Article 9.37 WHW.
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 to consult with it 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 g.;
 - 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.
 - e. nominations for appointments as referred to in Article 9.

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 comprises 14 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 or she 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 or, in case of absence of the Dean, by one of the Directors in the Faculty Board.
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. Subject to the provisions of these Rules of Procedure, the Faculty Council adopts rules of procedure for its meetings. These rules shall at least include rules regarding:
 - 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. Other tasks of the Faculty Council

1. The Faculty Council shall, to the best of its ability, promote openness, mutual consultation and balancing of interests at the Faculty.
2. The Faculty Council shall, to the best of its ability, promote equal treatment and participation of staff members, regardless of religion, belief, nationality, race, age, gender, sexual orientation, handicap or any other ground or background.

Article 46. 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 shall have the opportunity to receive the 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 shall have the opportunity to follow this training within 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 47. 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 members of the Faculty Council, belonging to the staff section, are given the opportunity by the departments to which they belong to properly perform their tasks on the Faculty Council.
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 48. 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 procedures within the Faculty;
- e. the provision of technical and economic services within the Faculty.

Article 49. 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 48.

Article 50. 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 48. Within four weeks the Faculty Board will provide a motivated response. The staff section will have the opportunity to consult with the Faculty Board beforehand.

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

Section 1 **General**

Article 51. Advisory Committees

1. The Faculty Board appoints advisory committees.
2. The Faculty Board appoints and dismisses the members of the Advisory Committees. Reappointment is always permissible.
3. The Faculty has the following Advisory Committees:
 - a. the Planning and Budget Committee;
 - b. the University Teaching Qualification Examination Committee;
 - c. the Academic 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 52. Confidentiality

The members of an Advisory Committee and of the 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 **Advisory Committees**

Article 53*. Tasks and competences of the Planning and Budget Committee

The Planning and Budget Committee provides the Faculty Board with advice on planning and budget matters, on request or on its own initiative. The Committee shall in any event be consulted in relation to the annual budget drawn up by the Faculty Board and with regard to the realisation of the budget.

Article 54. 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 Central Faculty Support Department provides support to the Committee.

Article 55. Working procedures of the Planning and Budget Committee

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

Article 56. 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 57. 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 of the Central Faculty Support Department.

Article 58. 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.

Article 59. The Faculty Academic Committee

1. The Faculty Board has an Academic Committee.
2. The Academic Directors (present) together form the Academic Committee.
3. The Academic Committee the Faculty Board on the following:
 - a. matters in the field of academic research and, specifically, concerning the appointment of new chairs and whether these are in line with faculty policy;
 - b. the recommendation report for the appointment of a new chair;
 - c. shortened appointment procedures and tenure track procedures of professors;
 - d. collaboration with external parties in the event of endowed and sponsored chairs.
4. The advice of the Academic Committee included in the appointment procedure as a standard appendix before the file on the chair is submitted to the Faculty Board.
5. When a request for advice is submitted to the Academic Committee, the Academic Director of the institute in question should refrain from issuing advice. This Academic Director may, of course, clarify the request if necessary.
6. The consultations of the Academic Committee may be done via email.

Article 60. 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. strategy;
 - b. education and scholarly research;
 - c. impact;
 - d. operational management;
 - e. good employment practices.
3. The members of the Advisory Board act as ambassadors for the Faculty.
4. The Advisory Board comprises maximum 12 members from outside the University community.
5. Members of the Advisory Board are appointed for a term of three years by the Faculty Board; reappointment is possible.
6. Members of the Advisory Board resign, if desired interim, at their own request.
7. The Advisory Board meets at least twice a year.

Article 61. 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 are periodically evaluated.

Article 62. Composition of the Ethics and Data Committee

1. The Committee comprises 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 is provided with administrative support from a secretary.

Article 63. 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 shall be submitted to the Research Board and Faculty Board for consent.
4. Once the Regulations have been adopted, they shall be published by the Faculty Board.

Chapter 9 Planning and control

Article 64. Strategic long-term plan and planning figures

1. At least once every five 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 five-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 based on the long-term staff planning.
3. Each year the Faculty Board provides the Executive Board with a forecast of the relevant planning figures for the framework policy document.

Article 65. 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, based on the long-term staff planning, 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 66. 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 education and research within the Faculty. The Faculty Board conveys the content of these reports to the Faculty Council.
3. On the grounds of the recommendations in the reports referred to in paragraph 2 above, the Faculty Board, having consulted with the relevant Academic Directors, draws up an administrative policy to remedy any shortcomings in the quality of the teaching and research identified in the reports.

Chapter 10 Other provisions

Section 1 Complaints

Article 67. Complaints and the University confidential counsellors

1. All students may submit a complaint via the digital complaints desk. More information is available on the student website: <https://www.student.universiteitleiden.nl/en/study--studying/guidance--advice/complaints/complaints/law/law-llb?cf=law&cd=law-llb>.
2. In addition, the Faculty also has its own Complaints Committee for complaints from students that do not fall under any other regulation. The committee can be reached via the following email address: studentenklachten@law.leidenuniv.nl.
The procedure for dealing with these complaints is contained in the '[Regeling ter behandeling van individuele schriftelijke klachten van studenten binnen de Faculteit der Rechtsgeleerdheid van de UL](#)'. For complains that reach the Faculty Complaint Coordinator in the "Individual Complaint Procedure FdR" (see Law tab):
3. There is an information point for staff members who require guidance and advice on problems at work. The staff website, under the tab 'Organisation structure', provides references to various contacts for e.g. medical complaints, confidential counsellors and complaints committees.

Section 2 Final and transitional provisions

Article 68. 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 69. Validity and publication

1. These Rules of Procedure, as well as amendments to these Rules of Procedure, take effect on 1 January 2022. These Rules of Procedure were adopted by the Faculty Board on 22 February 2022 and were approved by the Executive Board on 13 September 2022.
2. The Faculty Board shall 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 70. Official title

1. The official title of these Rules of Procedure is: *Reglement van de Faculteit der Rechtsgeleerdheid*.

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 Management and Administration Regulations contain the regulations adopted by the University concerning the management and administration of the University. These regulations and the Mandate Regulations to the Faculty Boards are available on the Dutch University website.

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 five-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 (international) teaching, the E.M. Meijers Institute and the Central Faculty Support Department.

Article 6, 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 14

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 18, paragraph 2

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

Rechtsgeleerdheid (Law), International Business Law, *Rechtsgeleerdheid en Economie* (Law and Economics) and *Rechtsgeleerdheid en Entrepreneurship and Management* (Law and Business Studies).

Article 18, paragraph 8

Training courses for graduates such as: contract courses and Summer Schools.

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 faculty has a Graduate School.

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 37, paragraph f

The [Regulations of the University Council](#) state:

Article 10

1. Without prejudice to the provisions of Article 9.33 of the Act, the Executive Board requires prior consent from the University Council for any decision it proposes to take with respect to the following:
 - a. Establishing or amending the main points of the University budget. In this context, the main points of the budget are understood to mean: the distribution of resources across the main positions within faculties/institutes, services, working budgets and housing, as referred to in the Executive Board Framework Memorandum. Consent is given on basis of the 'Allocation Results' and 'University Contribution' tables in the Framework Memorandum. The University Council also has right of consent for any amendment to the Allocation of Government Funding (AEG, Allocatie Eerste Geldstroom) to faculties (including any amendments to the budget factor), budget allocations to support services, and working budgets;

- b. Changes in University contribution with respect to the Framework Memorandum for which the budget is established;
 - c. Amendments to the budget factors;
 - d. Real estate investments that have an impact of more than €1 million on operations;
 - e. Investments in the field of educational quality based on funds from the student loan system;
 - f. Facilities for consultative participation as referred to in Article 26, paragraph two;
 - g. Guidelines concerning the ethical aspects of working for the University.
2. The institutional plan, referred to in Article 2.2 of the Act, includes the profile and identity of the University, its proposed strategic policy concerning education and students, research, staff, finances, and housing. The plan may also contain other topics of strategic importance.”

Article 46, paragraph 4

In a meeting held on 16 October 2003, the Executive Board adopted the [Regulations on the remuneration for Faculty Councils and employee consultative bodies](#) (text available in Dutch only). These Regulations set out the expense allowance for the members of the Faculty Council. (Letter Executive Board dated 22 October 2003 (2003/29790 SCvB)).

Appendix 1

The Central Faculty Support Department comprises the following departments:

- Department of Education: Cleveringa Institute composed of following departments/clusters:
 - Management/general (education manager, education projects and chair of the Board of Examiners);
 - Strategy and Education policy
 - Education Information Centre (OIC): timetables and selection and placement (cluster education administration office and preparation);
 - Learning and Teaching Community (LTC) and ICT & Teaching (cluster education support)
 - Study advice and career advice (cluster study support)
 - Honours College Law
- Department of Research: Meijers Research Institute and Graduate School;
- Resource Department (HRM, FEZ, and Facility Management);
- Marketing and Communication Department;
- Office for International Education
- Leiden Law Academy, including Juridisch PAO, managed by the Dean of Leiden Law Academy;

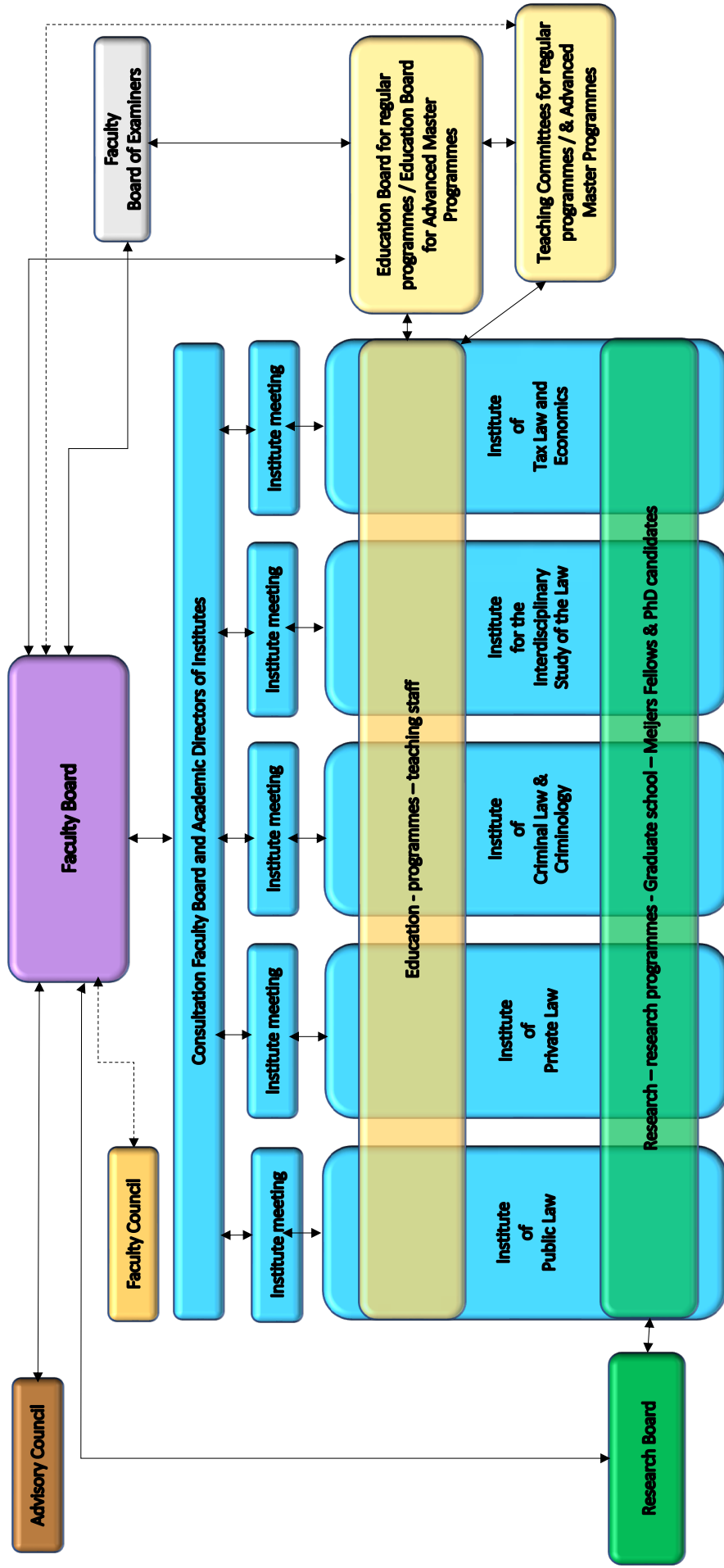
The Department of Management Support & Information Services provides assistance to the Faculty Board and the Central Faculty Support Department.

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)

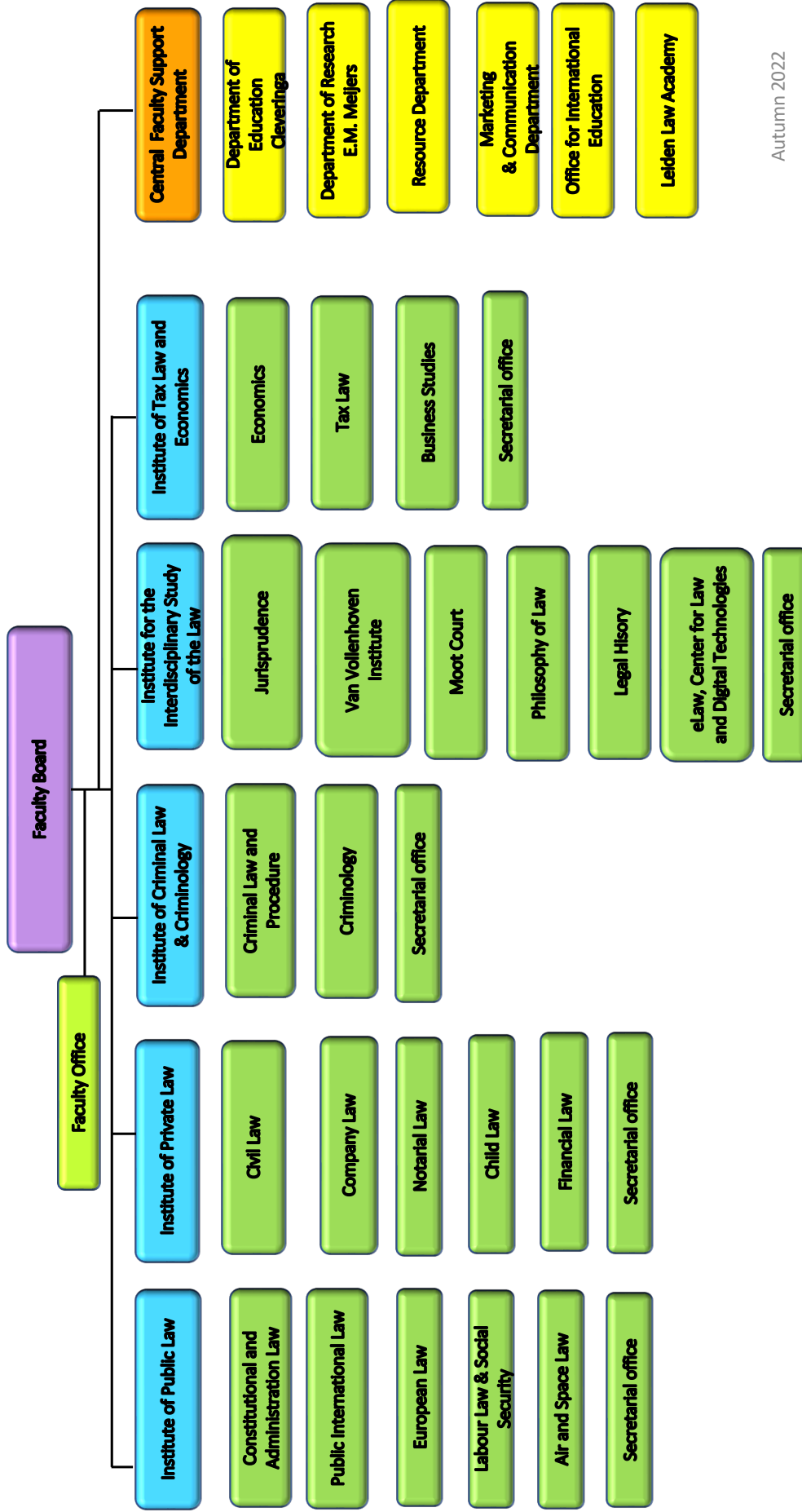
Organisational structure – Leiden Law School – Leiden University



Co-determination: Advice/consultation:

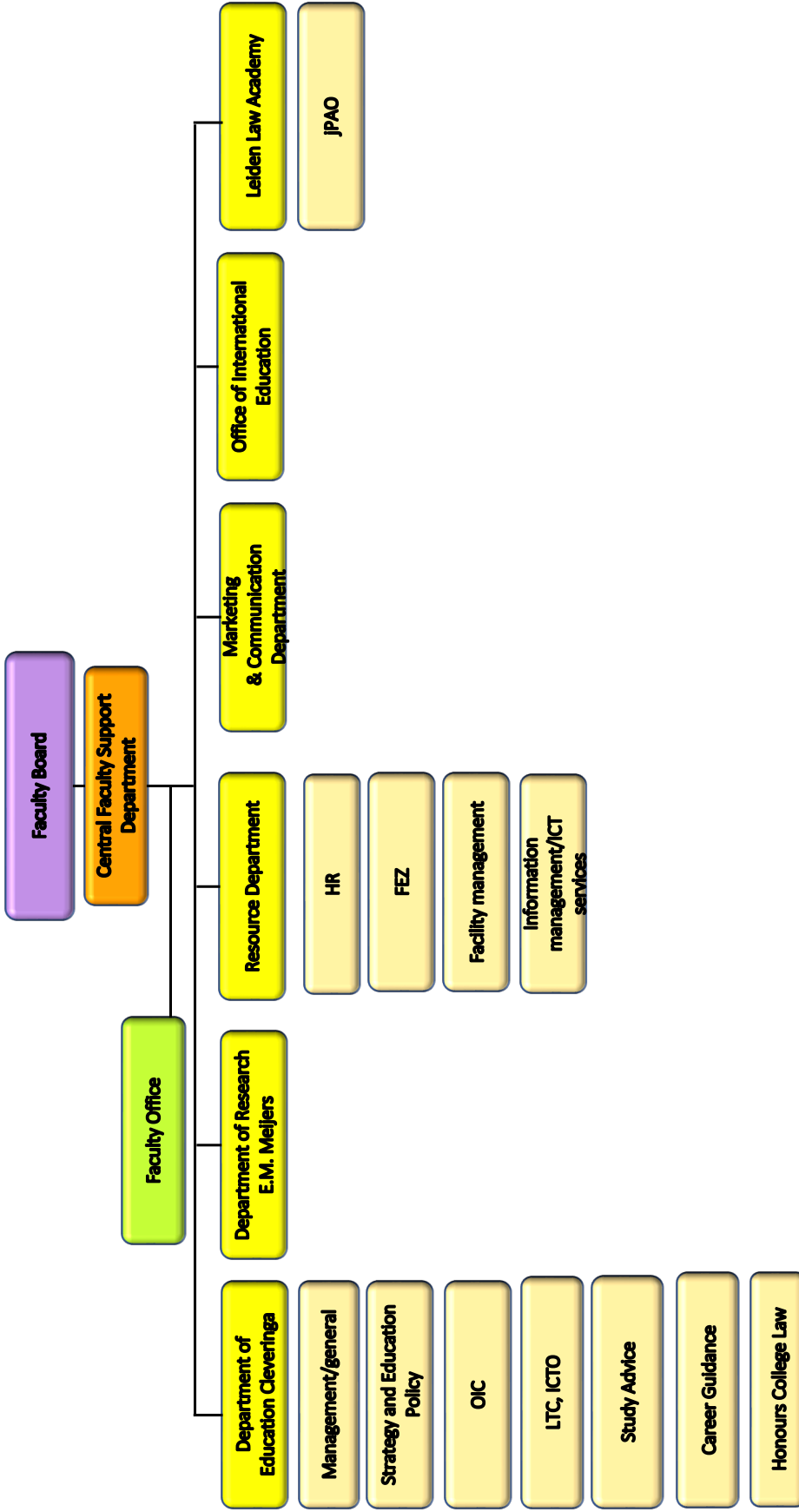
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