



REGULATIONS OF LEIDEN UNIVERSITY INSTITUTE FOR HISTORY (LUIH)

Chapter 1. General

Article 1. Name of the Institute

The name of the Institute is Leiden University Institute for History (LUIH).

Article 2. Definitions

1. In these Regulations, the term “the Act” refers to the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek; WHW*).
2. If the terms used in these Regulations are also used in the Act or in the Management and Administration Regulations (*BBR-Leiden University*), these terms have the meaning assigned to them in the Act or in the Management and Administration Regulations.

Chapter 2. Management Team

Article 3. Management team

1. Unless the Faculty Board decides otherwise, each academic institute is managed by a management team consisting of the Academic Director, the Director of Education, and the Institute Manager. At the Institute for History the management team includes the Director of Research.
2. The Academic Director is appointed, suspended and dismissed by the Faculty Board, in consultation with the Advisory Board and the Institute Board. The Faculty Board will inform the Executive Board of every appointment, suspension and dismissal of a Academic Director.
3. The Academic Director is appointed for three years from among the professors working at the institute. Re-appointment is possible.
4. The Director of Education is appointed and dismissed by the Faculty Board, at the recommendation of the Academic Director, and in consultation with the Advisory Board and the Institute Board. The Institute Manager is appointed to the position.

Chapter 3. Academic Director

Article 4. Responsibilities of the Academic Director

1. The Academic Director is responsible for the coordination and integration of the decisions made by the management team. In the event of differences of opinion within the management team, the Academic Director has the deciding vote.
2. The Academic Director is responsible for the administration and organisation of the Institute. It is his or her task, after consulting with the Institute Board, to establish institutional regulations providing details of the Institute's administration and organisation. These regulations must be approved by the Faculty Board.
3. The Academic Director bears final responsibility for the personnel policy regarding the members of staff working at the Institute. To this end the Academic Director works in close collaboration with the Institute Manager.
4. The Academic Director bears final responsibility for the academic quality of the employees who contribute to the teaching of the individual bachelor's and master's programmes. To this end the Academic Director works in close collaboration with the Director of Education.
5. The Academic Director bears final responsibility for the quality of the doctoral programmes and the research conducted at the Institute. To this end the Academic Director works in close collaboration with the Director of Research.
6. The Academic Director bears final responsibility for the management of the Institute. He or she determines the budget of the Institute, with due regard to the guidelines provided by the Faculty Board. With respect to the management of the Institute's budget, the Academic Director works in close collaboration with the Institute Manager. He/she exercises the powers mandated to him/her by the Faculty Board in matters relating to the personnel, financial and general management, with due observance of the relevant stipulations of the Management and Administration Regulations, the mandate regulations applicable for the Faculty Board, and the further mandate regulations for Academic Directors established by the Faculty Board.
7. The Academic Director participates in the management of the Faculty as a whole, to which end he or she attends the meetings in which the Faculty Board convenes with all Academic Directors. This in addition to the meetings the Faculty Board holds with the Academic Director on issues specific to the Institute.
8. The Academic Director represents the Institute both within and outside the Faculty.
9. The Academic Director promotes cooperation between the Institute and other institutes within the Faculty, as well as between these institutes and other institutes within the University, both for teaching and research.
10. The Academic Director is responsible for structuring cooperation in the field of teaching and research in national graduate schools, as well as in national institutes and schools of research, with due observance of the parameters of the University and the Faculty.
11. The Academic Director reports to the Dean and provides the Dean with information as requested.

Article 5. Substitution in the event of absence

The Academic Director will arrange for a substitute in the event of his/her absence.

Article 6. Decisions

The Academic Director will regularly provide both the Institute's Advisory Board and the Institute Board with a summary of the decisions that he/she has taken, unless this would be against compelling interests of the University, the Faculty or one of the parties involved.

Chapter 4. The staff

Article 7. Allocation of tasks among Institute staff

1. The Academic Director defines the supporting, teaching, research and administrative tasks of the Institute's staff members and determines under whose supervision individual staff members fall. The Academic Director determines, in agreement with the Chair of the relevant Programme Board or the Academic Coordinator of the relevant minor and/or other study component, which members of academic staff are assigned to which study component, minor, bachelor's programme or master's programme respectively. To this end the Academic Director works in close collaboration with the Director of Education and the Institute Manager.
2. In organising the work activities referred to in the first paragraph, the Academic Director takes into account the confirmation of appointment of the members of staff involved. In supervising these work activities, the Academic Director also takes into account the contribution that has to be made by the Institute's staff to teaching the relevant programme according to the agreement reached with the relevant Departmental Board.
3. The Academic Director may issue instructions to staff working at the Institute.

Article 8. Research

1. The Academic Director is responsible for the organisation and integration of research within the Institute. He or she determines the Institute's research programme with due observance of the guidelines set out in Article 6 of the Regulations of the Faculty of Humanities, third paragraph.
2. The Academic Director is responsible for ensuring that the contribution made by the Institute to the relevant inter-faculty or inter-university research school is in line with the agreements made.

Chapter 5. Consultation

Article 9. The Advisory Board

1. Each Institute has an Advisory Board. The Advisory Board consists of representatives of the staff, external PhD candidates and contract PhD candidates affiliated with the Institute.
2. The Advisory Board consists of an uneven number of members, with a minimum of five members and a maximum of 15 members.
3. Membership of the Advisory Board is incompatible with the position of Academic Director, Director of Education, and Institute Manager.
4. The Academic Director regularly meets with the Advisory Board to confer on institute-related matters. The Board is in any case given the opportunity to see the Academic Director concerning the Institute's financial policy, personnel policy in the

broadest sense, any planned reorganisation of the Institute, and structural cooperation with partners from outside the Institute.

5. The Advisory Board can be granted no authorities that belong to the Faculty Board or the Personnel Department of the Faculty Board.
6. The members of the Advisory Board are appointed by the Dean from the staff of the Institute, on the recommendation of the Academic Director. In this context, the Dean will ascertain that the Advisory Board has a balanced and representative composition. The members of the Advisory Board are appointed for two years, after which re-appointment is permitted.

Article 10. Proposals

1. The Advisory Board is authorised to make proposals and to state its viewpoint regarding all matters on which the Academic Director is authorised to take a decision.
2. The Academic Director will issue a written response to a proposal, as referred to in the first paragraph, within six weeks, stating the reasons. The Academic Director will give the Advisory Board the opportunity to discuss the matter with him/her in advance.

Article 11. Information

1. The Academic Director will provide the Advisory Board with any information about affairs in the Institute that it needs in order to perform its tasks. This information will be provided in due time and if so requested – if possible – in writing.
2. At least once a year, the Advisory Board will be provided with information about:
 - the Institute's financial policy,
 - the personnel policy in the broad sense,
 - any planned reorganisation of the Institute,
 - the structural collaboration with partners outside the Institute.

When relevant, the following subjects will be discussed:

- *the organisation of the institute*
- *research policy*
- *policy concerning quality assurance of research in the institute*
- *requests for external advice initiated by the scientific director*
- *the strategic planning*

Article 12. Other tasks of the Advisory Board

1. To the best of its ability, the Advisory Board will promote openness, accessibility and mutual consultation within the Institute.
2. Within the Institute, the Advisory Board will guard against discrimination and will promote equal treatment and participation of staff members, irrespective of their religion, personal beliefs, nationality, race, age, gender, sexual orientation, disability or any other characteristic or background.

Article 13. The Institute Board

1. Each Institute has an Institute Board. Members of the Institute Board include all staff members, external PhD candidates and contract PhD candidates affiliated with the Institute.
2. Membership of the Institute Board is incompatible with the position of Academic Director, Director of Education, and Institute Manager.
3. The Academic Director will inform the Institute Board at least twice a year about:
 - the Institute's financial policy,
 - the personnel policy in the broad sense,
 - any planned reorganisation of the Institute,
 - the structural collaboration with partners outside the Institute.

When relevant, the following subjects will be discussed:

- *the organisation of the institute*
 - *research policy*
 - *policy concerning quality assurance of research in the institute*
 - *requests for external advice initiated by the scientific director*
 - *the strategic planning*
4. The Institute Board is authorised to state its viewpoint regarding all matters on which the Academic Director is authorised to take a decision.

Article 14. The PhD Council

1. The Institute has a PhD Council for the purpose of consulting with and advising the Academic Director about all matters relating to the admission, training and supervision of the Institute's PhD candidates. The PhD council represents all employee, contract and external PhD candidates who are associated with the Institute.
2. The PhD Council has five members, who are appointed for a period of two years by the Academic Director.
3. The PhD Council elects a Chair and a Secretary from among its members.
4. The PhD Council will meet at least twice a year.
5. The PhD Council can provide the Academic Director with advice, both on request and on its own initiative, about matters relating to the admission, training and supervision of PhD candidates.
6. The PhD Council organises activities that promote the exchange of experiences and ideas among the Institute's PhD candidates.

Chapter 6. PhD programmes

Article 15. PhD programmes

1. The Academic Director bears ultimate responsibility for the promotion and coherence of PhD programmes offered within the Institute, i.e. monitoring the quality and output of the PhD programmes and the progress of the PhD candidates. In this context, wherever possible, cooperation will be sought with the relevant national research schools.
2. On behalf of the Dean, the Academic Director makes decisions regarding admission to PhD programmes. In doing so, he or she must observe the PhD Regulations and the PhD track guidelines of the University.
3. On behalf of the Dean, the Academic Director ensures that a training and supervision plan is drawn for each person admitted to a PhD programme.
4. The training and supervision plan is structured in such a way that the PhD track can be successfully completed within the agreed period.
5. The Graduate School is responsible for providing PhD candidates with access to one or more confidential counsellors.
6. The stipulations of the previous paragraphs apply mutatis mutandis to external PhD candidates and contract PhD candidates.

Chapter 7. Planning and control

Article 16. Strategic Long-Term Plan and planning figures

1. At least every four years, the Management Team will establish a Strategic Long-Term Plan, after consultation with the Advisory Board and taking account of the current Institutional Plan and the Faculty's Strategic Plan.
2. With regard to the four-year period, the Plan will comprise at least: the intentions concerning the various tasks of the Institute and a multi-annual estimate of the Institute's funding.
3. The Plan will include a personnel plan.
4. The Management Team will provide the Faculty Board with a forecast of the relevant planning figures for the Faculty Budget.

Article 17. Budget and financial accounts

1. Every year the Management Team will establish a Long-Term Budget on the basis of the Strategic Long-Term Plan, after consultation with the Advisory Board and with due observance of the Faculty Board's guidelines.
2. Every trimester, the Management Team will draw up a statement of income and expenditure, showing the expected financial figures for the current year and also the measures taken in order to comply with the budget. The financial account for the last trimester also serves as the financial account for the whole year.

Article 18. Quality assurance

1. The Academic Director is responsible for ensuring that the frameworks and protocols established by the Faculty Board with regard to the organisation and application of quality assurance for the research in the Institute are implemented within the Institute.
2. The Academic Director is responsible for ensuring that the Faculty Board is regularly provided with reports about both the functioning of the quality assurance system and

- the actual quality of the research in the Institute. The Academic Director will communicate the content of these reports to the Advisory Board.
3. On the basis of the reports referred to in the second paragraph, and after consultation with the Advisory Board, the Academic Director will draw up an action plan to remedy any shortcomings in the quality of the research that have been identified in the reports.

Chapter 8. Final and transitional provisions

Article 19. Cases not provided for in these Regulations

In cases for which these Regulations do not provide, the Academic Director will decide, within his/her mandate according to these Regulations and with due observance of higher regulations.

Article 20. Official title

The official title by which these Regulations can be cited is: “Regulations of Leiden University Institute for History (LUIH)”

Article 21. Effective date and publication

1. These Regulations enter into effect on the day on which their approval by the Faculty Board is notified to the Academic Director.
2. Following the approval referred to in the first paragraph, these Regulations will be published on the University website.

These Regulations were adopted and approved by the Faculty Board on 8-8-2017.