



Regulations of ICLON, Leiden University School of Teaching

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Chapter 1 General

Article 1 Definitions

1. In these regulations, ‘the Act’ refers to the Higher Education and Research Act (WHW).
2. In the event that the terms appearing in the regulation also appear in the Act or in the Executive and Management Regulations respectively, these terms have the meaning ascribed to them in the Act or in the Executive and Management Regulations respectively.

Article 2 Teaching at ICLON

ICLON is responsible for bachelor and master education aimed at the professional aspects of teaching and leading to teaching qualifications. ICLON is not responsible for bachelor and master education with regard to subject content.

Chapter 2 Management and organisation

Article 3 ICLON Executive Board

1. The ICLON Executive Board is responsible for the general management of ICLON.
2. The meetings of the ICLON Executive Board are not public. The meeting papers of the ICLON Executive Board are not public unless the Board decides otherwise.

Article 4 Responsibilities of the Scientific Director

1. The Scientific Director is responsible for the daily management of ICLON.
2. The Scientific Director is appointed and dismissed by the ICLON Executive Board. The ICLON Executive Board informs the Leiden University Executive Board of either occurrence. The Scientific Director must hold professorial rank.
3. The Scientific Director is accountable to the ICLON Executive Board. He will provide the Board with information regarding ICLON, as and when requested.
4. The Scientific Director is advised by a management team consisting of the Heads of Departments as mentioned in article 6 and the director of Operational Management as mentioned in article 13.

Article 5 Teaching and Examination Regulation and ICLON programmes

On the advice of the Scientific Director, the ICLON Executive Board establishes a Teaching and Examination Regulation for the one year master teacher training programmes. The Teaching and Examination Regulation for all other teacher training programmes are established by the Boards of the faculties concerned in so far as these regulations pertain to the teacher training programmes as specified in article 2.



In that case, the Scientific Director's agreement is required. The ICLON Executive Board will make a decision if an agreement cannot be reached within a reasonable period of time.

2. The Scientific Director establishes the research programme, PhD programmes and the in-service training programmes as well as the programme of the Department of Higher Education (article 6. 1b) (a survey of the support programmes for internal, i.e. Leiden University faculties, and external clients). These programmes need to be approved by the ICLON Executive Board.
3. The ICLON Executive Board is responsible for the administration of ICLON. In accordance with the stipulations of the Executive and Management Regulations, authority for the management of personnel, financial and other matters is mandated to the ICLON Executive Board. The ICLON Executive Board may pass on this mandate to the Scientific Director. To this end the ICLON Executive Board will establish a further mandate regulation.

Article 6 Departments

1. Within ICLON there are two departments:
 - a. the Department of Secondary Education consisting of units for the pre-service and in-service teacher training, the research unit and the unit VWO-WO (including Pre-University);
 - b. the Department of Higher Education
2. The Scientific Director determines to which department members of the scientific staff are assigned to, taking into consideration the confirmation of appointment of the person concerned. The Scientific Director may also allocate members of the support and administrative staff to either department.
3. Each of the departments mentioned above (1a and 1b) is managed by a Head of Department. The Head of Department is accountable to the Scientific Director and will provide the Scientific Director with information when requested.

Article 7 Responsibilities of the Head of Department

1. The Head of Department organizes the activities of those working in the department concerned and ensures that the activities carried out by staff members demonstrate affinity in terms of content.
2. The Head of Department may set up a staff committee for consultation and advice.

Article 8 Special responsibilities of the Head of the Department of Secondary Education

1. The Head of the Department of Secondary Education is Programme Director for the one year teacher training master programmes and therefore responsible for
 - a. the organization and integration of the teaching provided by the department in implementing the relevant Teaching and Examination Regulation;
 - b. advising on the establishment or amendment of the Teaching and Examination Regulations;
 - c. following consultation with the Teaching Committee, the development each year of the provisions of the Teaching and Examination Regulation into the departmental teaching programme.



2. The Head of the Department of Secondary Education is furthermore responsible for:
 - a. the quality and performance of the teaching staff and may also instruct staff on teaching methods;
 - b. maintaining relations with those faculties offering bachelor and master programmes for students wanting to enter the teacher training programme. The Head of the Department is also responsible for all subject –matter–didactics–staff to maintain those relations carefully.

Article 9 Department Teaching Committee

1. The Scientific Director appoints a department teaching committee for the one-year master programmes.
2. Half the members of the department teaching committee are students, elected for a one-year term by and from the students of the programme in question. The other members are appointed by the Scientific Director for a two-year term from the teaching staff involved with the programmes in question. At least one of the staff members is a specialist in educational theory and at least two members are subject matter specialists. The Scientific Director formulates further rules regarding the scope and composition of the committee in the Institute's statute.
3. The Department Teaching Committee is responsible for:
 - a. advising on annual adoption of and any amendment to the Teaching and Examinations Regulation of the relevant teaching programmes;
 - b. the annual implementation of the Teaching and Examination Regulation and the evaluations of the relevant teaching programmes;
 - c. advising, either on request or on its own initiative, on any other issues relating to the teaching programmes.
4. The programme director as referred to in article 8, under 1, holds regular meetings with the Department Teaching Committee on all matters relating to the teaching of the department. The programme director gives the Department Teaching Committee the opportunity to hold discussions with him/her before making recommendations or delivering an assessment. The Scientific Director is informed of any advice given by the Department Teaching Committee.
5. The Scientific Director offers the Department Teaching Committee the use of any facilities it may reasonably need in order to be able to fulfill their tasks. The members of the committee will be given the opportunity by the Scientific Director to spend a certain amount of time, to be determined after consultation with the programme director, on necessary schooling and training. Staff members of the Department Teaching Committee will be given the opportunity to participate in any training necessary during office hours with full pay. Any costs for schooling and training will be borne by the department.

Article 10. Boards of Admission and Examiners

1. The Scientific Director appoints the members of the Admission Board and the members of the Board of Examiners for the one-year master teacher training programmes.
2. The Scientific Director appoints a Board of Examiners for each of the teacher training programmes or group of programmes. The Board of Examiners determines in an objective and expert manner whether a student meets the requirements as laid out in the Teaching and Examination Regulation regarding knowledge, understanding and skills necessary for obtaining a degree.



3. The Scientific Director appoints the members of the Board of Examiners based on their expertise in the relevant programme or group of programmes. At least one of the members is a member of the teaching staff of the programme or group of programmes concerned.
4. Before appointing a member to the Board of Examiners, the Scientific Director consults the members of the Board of Examiners¹.
5. Membership of the Board of Examiners is incompatible with the membership of ICLON management² and, in the case of a master programme, with the membership of the Board of Admissions.
6. The Board of Examiners is independent and members fulfill their duties without impediments.
7. The Board of Examiners issues regulations with regard to the execution of its tasks and authority and the decisions taken in connection herewith.
8. The Board of Examiners issues an annual report of its activities. The Board of Examiners will provide the Scientific Director with this report.
9. Without prejudice to the provisions of the Act and the Teaching and Examination Regulation, it is the responsibility of the Board of Examiners:
 - a. to ensure the quality of the (preliminary) examinations;
 - b. to issue guidelines and instructions within the scope of the Teaching and Examination Regulation to assess and determine the results of (preliminary) examinations;
 - c. to approve the choice of flexible components of the teaching programme, as referred to in article 7.3c of the Act, made by an individual student with the aim of obtaining a degree. The assessment will be made by the member of the Board of Examiners on the basis of his expertise as a member of the teaching staff of the relevant teaching programme. In his advice to the Board of Examiners the member will also indicate to which of the department's programmes the proposed programme belongs in compliance with the Act;
 - d. to grant exemption from one or more (preliminary) examinations in accordance with the Teaching and Examination Regulation
 - e. to decide, in individual cases, on the extension of validity of examinations passed;
 - f. to decide, in exceptional cases, whether a(n) (preliminary) examination will be taken orally, in writing or in any other manner otherwise than prescribed by the Teaching and Examination Regulation;
 - g. to decide, in exceptional cases, whether an (preliminary) examination will be held in public, thereby deviating from the stipulations made in the Teaching and Examination Regulation;
 - h. to grant exemption from the obligation of carrying out practical exercises with a view of being admitted to the examination of the relevant part of the programme. Additional requirements may be set by the Board of Examiners;
 - i. to approve, in individual cases, the choice of optional components of the teaching programme;

¹ For the application of this article, members of the Board of Examiners having been appointed as a member of the Board by the Scientific Director on the day before article 1, part BH of the law of 4th February 2010 (Stb. 119) coming into force, are considered to be members of the Board of Examiners as meant in this article.

² The ICLON management consists of the Scientific Director and the management team (as referred to in art.4.4)



- j. to decide, in so far as the Scientific Director has determined it a requirement for taking part in examinations or parts there of, if sufficient proof has been given of an adequate command of the Dutch language so that the person to whom exemption from the preparatory entry requirement as referred to in article 7.24 of the Act on the basis of a diploma issued outside The Netherlands. has been granted may be able to successfully complete the teacher training programme;
- k. to award diplomas and accompanying supplements as referred to in article 7.11 of the Act as proof that the examination has been passed;
- l. to issue a statement that in any case records those examinations passed by the student in the event that the student has passed more than one examination but who cannot be awarded a diploma as referred to above, under k;
- m. to take steps and disciplinary action against a student or external student in case of fraud.

Article 11. Student behaviour in relation to future vocation

On the proposal/advice the ICLON Executive Board the Scientific Director may, in specific cases, propose to the Leiden University Executive Board to terminate the enrolment of a student in the teacher training programme or refuse enrolment if the student has shown an inadequacy for the teaching profession or the practical preparation for the teaching profession through his behaviour or expressions.

The Scientific Director will also include in his proposal the advice of the Programme Director and the Board of Examiners. When preparing the proposal, The ICLON Executive Board will take into account the Protocol Iudicium Abeundi as laid down by Leiden University's Executive Board and the prevailing professional ethics of the teaching profession.

Article 12. The digital complaints box

1. Any student may file a complaint (category: other) at the digital complaints box. The digital complaints box can be found at <http://organisatie.leidenuniv.nl/stroomschema/over-het-digitaal-klachtenloket-1-1.html>. The digital complaints box shows students where and in which manner an objection, administrative appeal or a complaint about sexual harassment may be lodged. Students who wish to lodge a complaint in the category 'other' should click on 'Klachtencoördinator' and subsequently on ICLON and e-mail the complaint to the ICLON complaints coordinator.
2. The procedure on how these complaints will be dealt with has been laid down in the Regulations Other Complaints Leiden University (<http://media.leidenuniv.nl/legacy/regeling-overige-klachten-universiteit-leiden.pdf>).

Chapter 3 Support services

Article 13 Support Services

1. ICLON has central support services to support the ICLON Board of Executives, the Scientific Director, the departments and ICLON management team.
2. The support services are under the management of the director of Operational Management. The director of Operational Management is appointed by the Scientific Director.
3. The Scientific Director further determines the organization of the Support Services.



Chapter 4 Planning and control

Article 14. Strategic long-range-plan and planning figures

1. Based on a proposal by the Scientific Director, the ICLON Executive Board will determine a strategic long-range-plan, at least every four years.
2. Each year, through the ICLON Executive Board, the Scientific Director provides the Leiden University Executive Board, with a forecast of the relevant planning figures for the framework document.

Article 15. Budget and accountability

1. Each year, based on a proposal by the Scientific Director, the ICLON Executive Board will determine a long-term budget in compliance with the directives issued by the Leiden University Executive Board. The budget comprises in any case separate items for each of the Departments as referred to in article 6.
2. Each quarter the Scientific Director draws up a statement of income and expenditure, indicating the provisional figures for the current year. This statement also includes the measures taken to comply with the budget. The financial statement of the last quarter of the year also serves as the annual financial account.

Article 16. Quality assurance

1. The ICLON Executive Board ensures that the frameworks and protocols established by the Leiden University Executive Board with regard to the organization and implementation of quality assurance of teaching and research, are implemented within ICLON.
2. It is the responsibility of the ICLON Executive Board to ensure it has regular reports on the functioning of the quality assurance system as well as on the actual quality of the teaching and research within ICLON.
3. On the basis of the reports referred to in paragraph 2 and a proposal by the Scientific Director, the ICLON Executive Board decides on a plan of action to remedy any shortcomings in the quality in the teaching and research as identified in the reports.

Chapter 5 Staff council

Article 17. Staff Council

1. The ICLON Staff Council consists of five members.
2. The election of members the Staff Council takes place according to the electoral regulations for the Leiden University Faculty and Staff Committees and according to the electoral regulations for the Leiden University Faculty and Personnel Committees.
3. The Regulation Faculty Councils as established by the Leiden University Executive Board is applicable to the ICLON Staff Council.

Chapter 6 Final and transitional provisions

Article 18. Interpretation

The ICLON Executive Board is competent to take a decision in the case of a disagreement on the interpretation of these regulations.



Article 19. Official title

These regulations are cited as the “Regulations of ICLON, Leiden University School of Teaching”.

Article 20. Validity and publication

1. These regulations become valid on the day that the ICLON Executive Board receives the notification of approval of the Leiden University Executive Board.
2. Following the approval referred to under 1, these regulations will be published on the website of the University, in Dutch as well as in English.

Article 21. Previous regulations

The Regulations of ICLON, Leiden University School of Teaching issued in June 2009 are withdrawn.