



To all staff of Leiden University

<i>Number</i>	2007/1221 AZ	<i>Date</i>	January 2007
		<i>Telephone</i>	071 527 31 89
<i>Subject</i>	Academic integrity/independence	<i>Contact person</i>	f.los@bb.leidenuniv.nl

Dear sir, madam,

All staff of Leiden University, including those who do not hold an academic position, are required to observe the principles which apply within the work environment relating to academic integrity and independence. It is the duty of the employer, in this case the Executive Board, to bring this requirement to your attention.

Three documents will be addressed in this communication (two regulations and a code of conduct) which you can consult in case of doubt. Each of these documents contributes to independent and scrupulous academic practice. These documents also prescribe the response of the University management in concrete instances of complaints or misconduct. You can find the documents on the University website under www.leidenuniv.nl / research / important regulations. It is equally important to address the issue of academic integrity and independence in education. The final part of this letter concerns the revision of the Regulation on Activities for/with Third Parties which relates to commissioned research.

1. Subsidiary Activities

The 'Framework Agreement on Subsidiary Activities' has been in force within the University since 1999, and is aimed at preventing conflicts of interest which could lead to infringements of academic integrity. Subsidiary activities include all activities which an employee of Leiden University carries out which are *not* integral to his or her function within the University, and which may affect the interests of the University insofar as these are related to the execution of the person's functional duties.

The procedures relating to obtaining approval for carrying out subsidiary activities are included in the *CAO Nederlandse Universiteiten* (CAO of Dutch Universities) and are included in full in the framework agreement. Employees of the University are obliged to



notify their employer of all subsidiary activities, and to advise their employer of any changes in these activities, in part in order to allow monitoring of the compatibility of such activities with their function at the University. This notification should be made to the manager of the Faculty or Department where you are employed. He or she will give the necessary approval, or otherwise.

2. Netherlands Code of Conduct on Academic Practice

The 'Netherlands Code of Conduct on Academic Practice', which relates to *desirable conduct*, was published in January 2006 under the auspices of the VSNU (the *Association of Universities in the Netherlands*). The VSNU Code of Conduct and the Regulation on Academic Integrity complement one another. The reason for establishing the Code of Conduct is the widely held conviction that (employees of) institutions which fulfill a societal role are bound to a proper implementation of their tasks. Rules describing proper academic practice are committed to paper in the Code of Conduct so that they may be shared with colleagues within the academic world and, if necessary, so that persons can be held to account. Leiden University fully supports the Code of Conduct.

3. Leiden University Regulation on Academic Integrity

In 2001, the VSNU, KNAW (the Royal Netherlands Academy of Arts and Sciences) and NWO (the Netherlands Organisation for Scientific Research) published the 'Notice on Academic Integrity' ([www.vsnu.nl/publications/under brochures](http://www.vsnu.nl/publications/under_brochures)). This notice relates to preventing *undesirable conduct*. This has been further developed within Leiden University into the Leiden University Regulation on Academic Integrity' (2003) ([www.leidenuniv.nl/research/important regulations](http://www.leidenuniv.nl/research/important_regulations)). This regulation comprises a procedure for handling complaints about suspected infringements of academic integrity. Under this regulation a Committee on Academic Integrity has been established which will where necessary advise the Executive Board. This committee can be reached at the following address: Committee on Academic Integrity, Secretariat, P.O. Box 9500, 2300 RA Leiden, telephone 071 527 8118, fax 071 527 45 67).

Attention to Academic Integrity in Education

In relation to the Code of Conduct on Academic Practice, we would like to ask you and the Faculty Boards to pay structural attention to academic integrity and independence. In the bachelor's programmes this will relate primarily to basic rules of conduct relating to such issues as plagiarism, use of sources/responsibility and citation behaviour. In the post-graduate phase (master's and PhD programmes) the attention to this issue will be more directly related to academic practices and the reporting of these, for example through discussions on casuistry. The Graduate Schools bear primary responsibility here.

Commissioned Research for Third Parties

The report on 'Science to Order; on the relationship between academic researchers and their clients' was published in September 2005 by KNAW (www.knaw.nl). With commissioned research the client is able to exercise pressure on researchers to reach results



which are favourable for the client. KNAW indicates that this may endanger the academic independence / integrity of research.

Within Leiden University the administrative aspects of commissioned research were stipulated in 1995 in the University 'Regulation on Activities for/with Third Parties'. The 'General Delivery Conditions' of Leiden University (revised in 1999) form part of this regulation. The regulation no longer adequately reflects the issues arising from the current practice of commissioned research, including those relating to conflicts of interest, handling intellectual property, setting tariffs and compensation. The decision has been taken to update this regulation in 2007, and you will be kept informed of progress in due course.

Our intention with this letter is to advise you as to what may be expected of you in terms of academic integrity and independent and scrupulous academic practice. Our aim is to provide the necessary conditions to avoid any possible problems arising.

Yours sincerely,
The Executive Board

Prof. Dr D. D. Breimer,
Rector Magnificus & President

c.c. Faculty Boards