

Lausanne Laboratory Lesson Study: Statutes

3LS

(translation of “Statuts du Laboratoire Lausannois Lesson study”
signed on the 13th January 2014)

The HEP (University of Teacher Education) Vaud takes the decision to set up a Laboratory dedicated to the subject of *lesson study* (hereafter the Laboratory), endowed with the following statutes:

Article 1 – Missions

1.1. From a regional, national and international point of view the Laboratory’s **missions** are:

- to work towards the improvement of teaching practices with the aim of successful learning outcomes for all pupils;
- to carry out research, development and intervention related to the topic of *lesson study* (hereafter LS) and to encourage joint projects between the Laboratory and its partners;
- to develop professional development and research projects with educational establishments interested in LS;
- to organise and participate in symposiums, seminars or conferences in order to communicate the results of research carried out under the aegis of the Laboratory;
- to circulate the results of the Laboratory’s research by means of scientific articles destined for journals or works with peer review committees;
- to encourage the transfer to the field of the results of research and development projects by means of articles or other works destined for professionals, also through training and activities popularising and enhancing the value of research conducted;
- to encourage in terms of methodology and technology approaches allowing interaction between practitioners in the field and researchers; research and development processes of a participative and collaborative nature are prioritized.

1.2. Within the HEP Vaud or as commissioned by the Management Committee of the HEP Vaud, the members of the Laboratory have as further mission:

- to coordinate LS-type training activities within the HEP and to report on the effects of these activities;
- to develop links between the research function of the LS, their training function and their function of dialogue both within teaching teams in a particular establishment and between teaching teams from different establishments;
- to actively further collaboration and shared activities between transversal and teaching UERs (Research and Teaching Units) of the HEP Vaud;
- to promote LS-type research projects bringing together students or teachers and researchers;
- to promote in teacher training the central position of knowledge in the teaching-learning process;

- to develop training processes placing the emphasis on teaching and its effects rather than on the person of the teacher.

Article 2 – Subjects and fields of research

The subjects and fields of research of the Laboratory are as follows:

- all types of LS processes (lesson study, learning study, micro-teaching, ...) during professional development, initial training and further training;
- the development of theoretical frameworks and research methodologies related to LS;
- training processes implemented through the LS and the analysis of their effects in terms of pupils' learning and also of the development of the professional skills of both students and teachers;
- links between teachers' relationship with knowledge and mastery of such knowledge and the teaching-learning process.

Article 3 – Collaboration

The Laboratory shall develop research collaboration at regional, national and international levels, in particular with:

- institutions responsible for teacher training;
- universities and institutions of higher education;
- educational establishments;
- research bodies and authorities working in the domain of LS.

Article 4 – Organisation and operation of the Laboratory

The constitutive elements of the Laboratory and their missions are stated below.

4.1. Laboratory committee

- The Laboratory committee (hereafter the committee) consists of four members, two from each of the UERs EN (Teaching, Learning and Evaluation) and MS (Math and Science Education). The team leader of the Laboratory (hereafter the team leader) is one of these four members. He/She is appointed by the committee for a two-year mandate, renewable once. The composition of the committee and the appointment of the team leader are ratified by the Management Committee of the HEP Vaud.
- The team leader assumes financial responsibility, with the support of the finance unit of the HEP Vaud and of the team leaders of the UERs, and MS. He/She is accountable to the Management Committee of the HEP Vaud.
- Should a vacancy arise, the committee in its previous form appoints a new member. The composition of the committee is approved by the scientific committee (see 4.2) and ratified by the Management Committee of the HEP Vaud whenever a change occurs, but at least every four years.
- The committee develops a strategic plan prioritising actions to be taken with reference to the missions, subjects and research fields of the Laboratory as

described in Article 1 (above). This strategic plan is submitted to the Scientific Committee of the Laboratory (CSL) and the relevant authorities of the partner institutions for ratification, in the case of the HEP Vaud this is the Management Committee.

- The committee accounts annually for its activities, producing an activity report for the UERs EN and MS and partner institutions, a report which is included in the annual report of the Management Committee of the HEP Vaud.
- The committee assumes working responsibility for the Laboratory and manages funds and resources allotted to achieve its missions.
- The committee meets on the initiative of the team leader at least once each year. Any committee member may also convene a meeting. Otherwise the committee is responsible for its own organisation.

4.2. Scientific Committee (CSL)

- The scientific committee of the Laboratory (CSL) sees to it that information is circulated and that scientific exchanges take place between the members of the Laboratory; it ratifies the strategic plan and the annual report and has the power to require a revision of these statutes; it establishes or ratifies a list of experts to be consulted; it thus performs the function of supervising the scientific activities of the Laboratory.
- The CSL consists of members of (or a delegation from) the Laboratory committee, delegates from research teams (one per team) and external experts. In the case of a collaboration agreement with a partner institution, the latter has the power to appoint one of its members as permanent guest member of the CSL.
- The CSL is convened (perhaps by remote connection) and presided over by the team leader of the Laboratory, who establishes the agenda in consultation with the members of the Laboratory committee and research teams. At each CSL meeting the team leader appoints a recorder who draws up the minutes to be added to the appendices of the annual Laboratory report.

4.3. Research teams

- Research teams are set up according to specific projects. Partner institutions of the Laboratory participate in the activities of a research team through one of their members.
- Within the HEP Vaud, members of research teams belong to the teaching or intermediate staff.
- Other members of research teams may be assistants recruited by a research team or by the Laboratory, persons belonging to an institution, Swiss or foreign, developing research activities linked to the LS, teachers, or students concerned by the Laboratory's field of research in the framework of their professional practice, classes or the production of a dissertation.

Article 5 – Members

All persons belonging to the Laboratory committee and to research teams are members of the Laboratory.

5.1. Laboratory members may be:

- regular researchers belonging to the teaching or intermediate body of the HEP Vaud partner institutions;
- teacher trainers of the HEP Vaud who carry out LS within the framework of their training courses;
- training practitioners involved in Laboratory activities;
- students whose dissertation or thesis project is related to the scientific programme of the Laboratory and is supervised or co-supervised by a researcher from the Laboratory;
- staff of services employers whose mandate includes the monitoring of LS projects;
- practitioners in the field: any person involved with or working in the field of education who devotes a proportion of his/her time to Laboratory activities.

5.2. Admissions and exclusions

- The Laboratory committee examines candidacies of new members and rules on their applications.
- If there are valid reasons the Laboratory committee has the power to decide the expulsion of a member.

Article 6 – Scientific output

The Laboratory encourages the dissemination of its work, in particular by means of the following:

- the organisation of symposiums bringing together all research teams, the Laboratory committee, members of the scientific committee and members of the UERs EN and MS;
- the participation of Laboratory members in scientific events;
- the organisation of scientific events. These events are the subject of specific organisation and a scientific committee is set up on a case-by-case basis;
- publication in scientific or professional journals and in other scientific publications;
- joint publications in transversal and educational fields;
- joint publications between researchers and teachers;
- publications in French in order to contribute to the development of research in the French-speaking world.

Article 7 – Budget

- The budget, by calendar year, is established by the committee in agreement with the UERs involved with the Laboratory and, if need be, in agreement with partner institutions and external financial investors. It will be submitted for approval to the relevant authorities of partner institutions, for the HEP Vaud the Management Committee.
- Expenses linked to activities of members of the Laboratory are met by the institutions to which they belong according to these institutions' own

regulations. This concerns salaries, travel costs, accommodation and other relevant costs.

- Where necessary and with the support of Laboratory resources, research teams and individual researchers may lodge requests for funding for their work, including publications and other communications, with the internal authorities of the HEP Vaud or partner institutions, and with external granting bodies.
- Conferences or other scientific events are the subject of a specific budget managed by the Laboratory committee in accordance with the budgetary procedure in force at the HEP Vaud.

Article 8 – Partnerships

- Internal partners at the HEP Vaud are those UERs of whom at least one member is also a member of the Laboratory.
- Collaborations or external partnerships are the subject of agreements established between the parties, aimed at fixing the participation in constituent bodies of the Laboratory and financial aspects. When a change arises in the team within an institution, collaboration agreements are submitted to revision.
- Partnerships external to the HEP Vaud are specified in additional clauses to the present statutes.
- These statutes are revised by the laboratory committee. Any possible changes are submitted for approval to the Management Committee of the HEP Vaud.

Lausanne, the 13th January 2014.

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