



Universiteit Leiden

## Faculty of Humanities

### Rules and Regulations of the Board of Examiners of the Bachelor's degree programmes

African Studies  
Ancient Near Eastern Studies  
Art History  
Chinese Studies  
Classics  
Dutch Language and Culture  
Dutch Studies  
English Language and Culture  
Film and Literary Studies  
French Language and Culture  
German Language and Culture  
History  
International Studies  
Italian Language and Culture  
Japanese Studies  
Korean Studies  
Latin American Studies  
Linguistics  
Middle Eastern Studies  
Philosophy  
Religious Studies  
Russian Studies  
South and Southeast Asian Studies  
Urban Studies

### and of the master's degree programmes

African Studies (60 EC)  
African Studies (120 EC / Research MA)  
Arts and Culture (60 EC)  
Arts and Culture (120 EC / Research MA)  
Asian Studies (60 EC)  
Asian Studies (120 EC)  
Asian Studies (120 EC / Research MA)  
Classics and Ancient Civilizations (60 EC)  
Classics and Ancient Civilizations (120 EC / Research MA)

Dutch Studies (Neerlandistiek) (60 EC)  
History (60 EC)  
History (120 EC / Research MA)  
International Relations (60 EC)  
Latin American Studies (60 EC)  
Latin American Studies (120 EC / Research MA)  
Linguistics (60 EC)  
Linguistics (120 EC / Research MA)  
Literary Studies (60 EC)  
Literary Studies (120 EC / Research MA)  
Media Studies (60 EC)  
Middle Eastern Studies (60 EC)  
Middle Eastern Studies (120 EC / Research MA)  
North American Studies (60 EC)  
Philosophy (60 EC)  
Philosophy (120 EC)  
Religious Studies (60 EC)  
Russian and Eurasian Studies (60 EC)

pursuant to Article 7.12b(3) of the Higher Education and Research Act (WHW)

valid from 1 September 2024

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## Chapter 1      General provisions

### Article 1.1      Applicability

- 1.1.1    These rules apply to the examinations (tentamens) and final examinations (examens) of the degree programmes of Leiden University listed on the title page, hereinafter referred to as the programme.
- 1.1.2    These rules and regulations are adopted in Dutch and English. In the unlikely event of differences between both versions, the Dutch version is binding.

### Article 1.2      Definitions

- AI software:      Artificial intelligence (AI) is the ability of a machine to perform human-like tasks such as to give arguments, to learn, to plan and creativity. Forms of AI software are, for example, virtual assistance, software for image analysis, search engines, systems for speech and facial recognition, (self-learning) applications that are able to detect existing or new connections and/or patterns in (big) data and to take autonomous decisions, chatbots like ChatGPT;
- Awb:              Algemene wet bestuursrecht – Dutch General Administrative Law Act
- Third reader:    A third reader appointed by the Board of Examiners in case the first and second reader cannot come to a mutual assessment on the thesis/final paper/final report/final programme assignment, or in case the grades given by the first and second reader differ on two points or more.
- OER:              the Course and Examination Regulations (Onderwijs- en examenregeling, OER) of the programme, as drawn up by the Faculty Board;
- invigilator:      the one who is charged by or on behalf of the Faculty Board with actually ensuring that order is maintained during an examination, both physically and online;
- the Act:           The Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek: WHW).

Other terms have the meaning assigned to them in the Act or the OER.

## Chapter 2 Duties and procedures of the Board of Examiners

### Article 2.1 Appointment of the members

See the [Regulations of the Faculty of Humanities](#) and the [Implementing regulations for administrative bodies of study programmes of the Faculty of Humanities](#).

### Article 2.2 Duties and powers of the Board of Examiners

2.2.1 The Board of Examiners is the body charged with objectively determining in a competent manner whether a student fulfils the conditions laid down in the OER regarding the knowledge, understanding and skills that are required for obtaining a degree.

2.2.2 The Board of Examiners has the following duties and responsibilities:

#### I. General duties

- a. assuring the quality of the examinations and final examinations;
- b. assuring the quality of the organisation and procedures relating to examinations and final examinations;
- c. establishing guidelines and instructions within the framework of the OER to assess and determine the results of examinations and final examinations;
- d. to announce the (binding) study advice in the bachelor's degree programme as described in Article 7.8b of the Act and the Regulations on binding study advice Leiden University on behalf of the Faculty Board;
- e. to release a decision on study progress on behalf of Executive Board to students with a residence permit as referred to in the Aliens Decree 2000 (Vreemdelingenbesluit) and the Regulation/Guideline study progress international students (MoMi) 2024 Leiden University<sup>1</sup> in the bachelor's programme, the pre-master, the educational module and in the master's programme;
- f. to annually prepare a report of their activities to the Faculty Board;

#### II. Degree programme and examination

- g. executed by the most appropriate Board of Examiners: granting the student permission to compile and follow an individual curriculum, as referred to in Article 7.3j of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act;
- h. in individual cases, approving the choice of components that are included in the degree programme;
- i. insofar as the Faculty Board has stipulated this as a condition for taking final examinations or components thereof: verifying that evidence of a sufficient command of the Dutch language for successful participation in the courses has been provided by students who have been granted an exemption from the prior education requirement as mentioned in article 7.24 of the Act, on the ground of having obtained a degree outside of the Netherlands, or who have been granted exemption from the admission requirement for the post-first-year (post-propaedeuse) stage of the degree programme;
- j. presenting the student with a degree certificate and supplement as referred to in Article 7.11 of the Act, as evidence of having passed the final examination;
- k. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in i. above, issuing a statement showing at least the examinations that the student has passed;

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<sup>1</sup> The regulation/guideline study progress international students (MoMi) 2024 Leiden University is in the trajectory of the administrative decision-making. The university strives for this regulation to take effect on 1 September 2024 or as soon as possible after.

### III. Examinations and exemptions

- l. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- m. if applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- n. in exceptional cases, deciding whether an examination must be taken orally, in written form or other, contrary to the provisions of the OER;
- o. in exceptional cases, deciding whether an examination must be held in public, contrary to the provisions of the OER;
- p. granting exemption from the obligation to participate in practical assignments that are required for admission to the examination concerned, possibly with the imposition of alternative requirements;
- q. taking appropriate measures and imposing sanctions if a student or external examination candidate commits fraud.
- r. at the student's request, and subject to the relevant provisions of the OER, allowing the student to take one or more components of the final examination before passing the first-year (propaedeuse) examination of the degree programme concerned;
- s. granting effective facilities to students with a disability to participate in education and examinations referred to in the Act on the Equal Treatment of People with Disabilities ('Wet gelijke behandeling op grond van handicap of chronische ziekte');
- t. appointing examiners.

#### Article 2.3 Procedures

- 2.3.1 The Board of Examiners takes decisions by a simple majority of votes. If the votes are equally divided the chair will have the casting vote.
- 2.3.2 The Board of Examiners can mandate its members or others who are qualified due to their function in writing to take certain decisions. The Board of Examiners can give the mandated person instructions regarding the execution of the mandated power. The Board of Examiners can withdraw the mandate at any time; this will be done in writing. The Board of Examiners will continue to have authority to exercise the mandated power.
- 2.3.3 The mandated person takes decisions on the basis of the OER, these Rules and Regulations and previously determined policy, and in compliance with the conditions attached to the given mandate. The mandated persons or institutions have to render account for their actions. The method of rendering account must be established in advance. In the event of divergence from previously determined policy, or topics for which the OER or this document are insufficient, decisions will be taken by the full Board of Examiners.
- 2.3.4 The Board of Examiners has in any case established the following:
  - a. the composition of the Board of Examiners
  - b. the duties, powers and responsibilities of the chair, deputy chair, other members and the board secretary
  - c. the duties that are mandated, and to which officer or authority those duties are mandated including the way in which they render account for their decision-making;
  - d. internal procedures relating to:
    - the appointment of examiners;
    - assuring the quality of examinations;
    - requests for exemption;
    - fraud;
    - the BSA (binding study advice);
    - decision study progress (Momi);
    - handling requests for final examinations.
  - e. the recording of the members' signatures;

- f. the frequency of meetings and public access or confidentiality of the matters covered and discussed by the Board of Examiners.
- 2.3.5 The Board of Examiners must keep a proper archive of the decisions it has taken.
- 2.3.6 The Board of Examiners does not have the authority to determine the result of examinations, including theses, in the event of a dispute about their assessment.

### **Chapter 3 Appointment of examiners**

- 3.1.1 At the start of the academic year, and as often as necessary, the Board of Examiners establishes which persons will have the status of examiner for that academic year and communicates this in writing to the examiners. In this appointment decision, the Board of Examiners can authorize the individual staff members who are examiners differently.
- 3.1.2 An examiner has expertise of the topic and for the examination in agreement with the norms for quality assurance as mentioned in Article 4.2.
- 3.1.3 The Board of Examiners can appoint external examiners. They will make sure that the examiners meet the quality requirements that are set.
- 3.1.4 The Board of Examiners can appoint external examiners. They will make sure that the examiners meet the quality requirements that are set. The external examiners will receive an appointment letter which states that they have been appointed as an external examiner and for which examinations to be taken they have been appointed.
- 3.1.5 The Board of Examiners announce the appointed examiners to the students and staff members concerned. This is announced by a publication on the website and/or in the Prospectus for the study programmes concerned.
- 3.1.6 The Board of Examiners can cancel the appointment for serious reasons. The examiner, their supervisor, the academic director of the institute where the examiner is appointed, and the chair of the Programme Board of the programme(s) for which the Board of Examiners has been established will receive a copy of this decision. The Board of Examiners will not withdraw this authority until it has shared its doubts about the examiner's competence with the examiner concerned and their manager.
- 3.1.7 The examiners provide the Board of Examiners with all the requested information.

### **Chapter 4 Examinations**

#### **Article 4.1 Form of the examinations**

- 4.1.1 The form of the examinations is laid down in the OER (more specifically in the prospectus). The form of the examination will be announced by the examiner at least 25 working days before the examination date. In exceptional cases and in consultation with the examiner, the Board of Examiners can decide that the examination can be held in another form than prescribed. In case of emergencies, the examiner will announce the form in which the examination will be held at least 5 working days before the examination date.
- 4.1.2 The Board of Examiners can allow for an examination to be taken in another form than as is prescribed in the OER (Prospectus) if an individual student submits a reasoned request to this effect. The Board of Examiners will make a decision within 30 working days after receiving the request, after consultation with the examiner.
- 4.1.3 Not applicable
- 4.1.4 In appendix II of these Rules and Regulations includes the regulations for the form of constituent examinations and examinations during a second examination option and/or resit.



## **Article 4.2 Quality assurance of the examinations**

- 4.2.1 Each examination includes a test of the student's knowledge, understanding and skills, and also the evaluation of the outcome of this investigation.
- 4.2.2 The questions and assignments of an examination are clear and unambiguous, and provide sufficient instructions on the amount of detail that is required in the answers.
- 4.2.3 The examination is appropriate and serves exclusively to test whether the student has acquired the qualities that were determined in advance as the learning objectives of the programme component concerned, and are laid down in the OER (Prospectus).
- 4.2.4 The examination is so specific that only the students who have a sufficient command of the required reading are able to answer the questions satisfactorily. The examination corresponds to the level of the programme component.
- 4.2.5 The questions and assignments of the examination are distributed as evenly as possible over the prescribed reading for the examination.
- 4.2.6 The questions and assignments of the examination relate only to the required reading that has been announced in advance. It will be clear to students in advance how and on the basis of what they will be assessed.
- 4.2.7 The examiner(s) has (have) to submit the designed examination to another examiner for advice on its validity, reliability, transparency and usability ('four-eyes' or 'dual control' principle).
- 4.2.8 The duration of the examination will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.
- 4.2.9 Written or online examinations will be assessed on the basis of criteria that are pre-determined in writing.
- 4.2.10 The procedure for quality assurance of the examinations has been established by the Board of Examiners.
- 4.2.11 The Board of Examiners can carry out an investigation into the validity, reliability and usability of the examinations, either at random or not. The outcome of this evaluation will be discussed with the examiner(s) concerned.
- 4.2.12 In addition, the Board of Examiners can set an investigation into the validity, dependability and usefulness of the examination when evaluations or results give cause to this. For the investigation referred to in Article 4.2.11 or 4.2.12, the Board of Examiners can request the assistance of (external) experts.
- 4.2.13 The Board of Examiners ensure the quality of the way in which the invigilation takes place both in person and digitally, and pays attention to at least the following aspects:
  - whether sufficient measures are taken to prevent fraud from taking place during the examination;
  - whether the identity of the student who takes the examination can be verified;
  - whether it can be confirmed that the examination will be completed within the set period.
- 4.2.14 If online proctoring is not applied to digital online examinations, the order of questions must be randomised where possible and the possibility to go or scroll back will be disabled.
- 4.2.15 If online proctoring is not applied to digital online examinations, the order of answers in multiple-choice questions must be randomised where possible.
- 4.2.16 For examinations that are held in person and/or on location, it is preferred to use two or more versions with questions in a different order, where applicable.

- 4.2.17 For digital examinations, a check is applied to open questions and uploaded documents, preferably by using Turnitin.

#### **Article 4.2a. Effective facilities in case of a disability**

- 4.2a.1 A student with a disability as referred to in the Act on the Equal Treatment of People with Disabilities ('Wet gelijke behandeling op grond van handicap of chronische ziekte') has the right to effective facilities during an examination.
- 4.2a.2 The Board of Examiners decides on a request for effective facilities in compliance with the legal regulations and the procedure as is recorded in the Protocol on studying with a disability at Leiden University.
- 4.2a.3 A request for effective facilities during an examination is submitted via the tile 'studying with a disability' in uSis (<https://usis.leidenuniv.nl/>).
- 4.2a.4. A student with a disability can submit a request for a time extension examination facility of 10 minutes extra time per hour to take an examination, via the tile 'studying with a disability' in uSis (<https://usis.leidenuniv.nl/>). It is mandatory for a student to submit adequate evidence regarding their disability.
- 4.2a.5. Requests and evidence for a time extension examination facility of 10 minutes extra time per hour to take an examination are assessed by the student counsellor.
- 4.8.6. The student counselor is mandated to decide on these requests on behalf of the Board of Examiners, in case the requested examination facility regards a time extension of 10 minutes extra time per hour to take an examination.

#### **Article 4.3 Admission requirements for examinations and practical assignments**

- 4.3.1 Participation in an examination or practical assignment is only allowed when the student has met the conditions for admission to the examination that are laid down in the OER (Prospectus) or derive from the Act or University regulations. The examiner will verify that these requirements have been met. If the student has not met the admission requirements for the examination concerned, the student's examination will not be assessed and no result will be recorded for that student. The examiner will ascertain that these conditions have been met.
- 4.3.2 Not applicable
- 4.3.3 Not applicable
- 4.3.4 In accordance with Article 11 of the faculty's Regulation for internships, the programme can set conditions for participation in and/or assessment of internships. These conditions are published in the Prospectus.
- 4.3.5 The programme has additional conditions with regard to prior knowledge for participation in certain programme components, examinations or practical assignments. These additional conditions are included in the Prospectus.
- 4.3.6 Contrary to the provisions of the OER, the Board of Examiners can permit a student to take an examination before participating in a preceding practical assignment or obtaining exemption from participation, if the student submits a reasoned request to this effect. In that case, evidence that the examination has been passed will only be supplied after the student has participated in the practical assignment or has obtained exemption from participation.

#### **Article 4.4 Examination timetable**

- 4.4.1 Unless otherwise stipulated in the OER (Prospectus), the dates on which written or online examinations and oral examinations for groups of students are to take place will be announced on the student website no later than at the start of the academic year.
- 4.4.2 Deviation from the provisions of article 4.4.1 is possible in the event of emergencies up to 5 days prior to the examination, after advice has been given by the Programme Committee and if it can be reasonably expected not to harm the students' interests.
- 4.4.3 When the dates as referred to in 4.1.1 are determined, it will be prevented as much as possible

that examinations from the same year of the degree programme take place at the same time.

- 4.4.4 The chair of the Programme Board determines the dates for written and collective oral examinations; individual oral examinations are determined by the examiner, if possible in consultation with the student.
- 4.4.5 The provisions of Article 4.4 apply as equally as possible to tests other than written (physically or digitally) or oral examinations.

#### **Article 4.5 Registration for and withdrawal from programme components and examinations**

An examination cannot be taken or the result registered until after the student has registered to take part according to the procedure included in the enrolment protocol currently in force (as mentioned in the OER).

#### **Article 4.6 Holding of examinations**

- 4.6.1 Students must be under surveillance for the entire examination; unless otherwise determined in advance by the examiner. Invigilators<sup>2</sup> are responsible for ensuring that order is maintained during written examinations on location or online. If possible, two invigilators should be present at an examination on location or online; the examiner will always be one of the invigilators, except in exceptional situations. The Faculty Board will arrange that, if necessary, invigilators are available for examinations. The invigilators other than the examiner will perform their duties under the responsibility and instruction of the examiner.
- 4.6.2 When requested to do so by or on behalf of the examiner/invigilator, a student must provide proof of a university identity card (LU-card) or other legal means of identification. Students must also sign the list for participation in the examination.
- 4.6.3 Students can be admitted to the room where the examination is being held up to 45 minutes after the specified starting time, and may not end the examination any earlier than 60 minutes before specified ending time of the examination, unless the examiner/invigilator gives them permission to do so. For examinations that are held remotely in digital form, or at the same time at several locations, students can be admitted to the (digital) room where the examination is being held up to 30 minutes after the specified starting time. If the student has problems logging in they will contact the examiner/invigilator immediately. The examiner informs students in advance on how they can make contact with examiner/invigilator during the online remote examination.
- 4.6.4 During the examination, communication devices and other electronic equipment (such as smart phones and smart watches) must be switched off and stored away in a closed bag or outside of the examination room. Electronic equipment other than communication devices may only be used with the permission of the examiner, which must have been given prior to the examination.
- 4.6.5 If a student is permitted to use a text that the student has personally brought into the examination room, this text may not contain any notes. The examiner decides which texts a student is permitted to use during the examination. The term 'notes' does not mean or include underlining, highlighting or shading the text with fluorescent pen, and words in the margins that are included by the publisher of the textbook.
- 4.6.6 Students are required to comply with all the instructions that are given by the Board of Examiners or the examiner/invigilator and that were published before the start of the

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<sup>2</sup> There are University and Faculty protocols for invigilating examinations, to ensure that order is properly maintained during those examinations.

examination, as well as the instructions that are given during and immediately after the examination. The Board of Examiners can decide that the student has to submit a fully completed 'Declaration of originality' prior to the examination.

- 4.6.7 If an examination is held online or digitally and there is a (technical) failure that prohibits the examination to continue, the Board of Examiners will determine if and when a new examination will be planned.
- 4.6.8 In the event of any irregularities or suspicion of fraud, the provisions of Article 6.2 apply. Behaviour that is considered fraudulent for examinations on campus is also considered fraudulent for online, remote examinations.
- 4.6.9 Additionally, the following is also considered an irregularity and/or fraud for online, remote examinations:
- a. Repeated loss of the internet connection;
  - b. Looking at other objects or in other directions for a lengthy amount of time, and/or using sources other than those that have been specifically allowed;
  - c. Leaving your position behind the computer/webcam;
  - d. For the student not to be visible clearly during the entire examination. The student must be clearly visible and the room must be lit sufficiently;
  - e. The presence of additional people in the room where the examination is being taken;
  - f. Talking, singing or any other background noise during the examination;
  - g. Using media devices such as smart phones, earpieces, smart glasses, smart watches, etc.;
  - h. Making screenshots or taking pictures of the screen;
  - i. Toilet visits are not possible during the examination.

#### **Article 4.7 Examinations using proctoring<sup>3</sup>**

- 4.7.1 For examinations that are held on location or remotely in digital form, the Board of Examiners can give advice on the use of resources such as invigilators or proctoring to prevent fraud at the request of the Faculty Board.
- 4.7.2 Students are informed of the conditions for taking an examination with proctoring and of the maximum duration of the examination via Brightspace no later than 10 working days prior to the examination.
- 4.7.3 The student can refuse to take an online examination with proctoring on the basis of considerable privacy objections. If this is the case, the student has to inform the Board of Examiners as soon as possible. The student may ask the Board of Examiners for an alternative test. The Board of Examiners can decide to allow an alternative test or decide that the student has to wait until the examination way can be held in another form.
- 4.7.4 If the student takes the examination, the student agrees to the data being recorded and collected by the proctoring system used.
- 4.7.5 If an examiner/invigilator is unable to establish that all conditions laid down in this Article are met, the examiner cannot establish if the test has been held correctly. The test can then be declared invalid.

#### **Article 4.8 Oral examinations**

- 4.8.1 For oral examinations, the examiner and/or the Board of examiners decide if either a minimum of two examiners are present or if a sound recording of the examination will be made.

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<sup>3</sup> Online proctoring is not possible at the time that this regulation is adopted. If online proctoring will be an option again in the future then what is included in this Article applies.

- 4.8.2 If more than one examiner is present, one of the examiners will take short notes during the examination stating concisely what subjects are discussed and whether the student shows sufficient knowledge on the subjects.
- 4.8.3 The notes or the recording is retained by the examiner for two years, and if necessary the student who has taken the oral examination can inspect the notes or listen to the recording; for this, the provisions of Article 4.13 are applicable mutatis mutandis.
- 4.8.4 Unless otherwise specified by the examination timetable, oral examinations are held individually. The Board of Examiners can decide that an oral examination, which in principle is individual, will be taken by several candidates together, if the candidates agree to this.

#### **Article 4.9 Assessment in general**

- 4.9.1 The method of assessment must be clear and comprehensible.
- 4.9.2 Written and online examinations will be assessed on the basis of pre-determined criteria that are recorded in writing, which may be adjusted in the process of marking these examinations.
- 4.9.3 Contrary to that provided in Article 4.6.4 of the OER, it can be sufficient for the examiner, with the approval of the Board of Examiners, to decide whether or not the candidate meets the examination requirements.
- 4.9.4 If a course component is assessed by means of several constituent examinations, the end result for the course component is the weighted average of the constituent examinations. The Prospectus states how the final mark of the course component is determined if the examiner wants to set one or more additional requirements. The Board of Examiners can decide to provide the examiners with guidelines.
- 4.9.5 If a final mark is the result of the weighted average of various constituent marks, the first decimal is decisive in determining the final rounded mark. For a final mark ending in one decimal place, the second decimal is decisive. In both cases, decimals of 5 or higher are rounded up and 4 or lower are rounded down.<sup>4</sup>
- 4.9.6 For examinations that consist of multiple-choice questions for a significant part, a correction for the odds of giving the correct answer is applied.
- 4.9.7 Paper and digital examinations are preferably assessed anonymously, unless this leads to an unfair workload.
- 4.9.8 The period between notifying the student of the result of an examination and the resit of the examination concerned is at least 5 working days.

#### **Article 4.10 Assessment of constituent examinations**

- 4.10.1 The number and form of the constituent examinations and the weighting of each of the constituent examinations in determining the final mark are listed in the course description in the Prospectus. If a student has not taken part in various constituent examinations, the student cannot complete the programme component and the student will not receive a final mark for this programme component during the academic year concerned.
- 4.10.2 For papers, presentations, research, reports or other educational achievements that have been carried out in a group, the assessment will be based on the individual contribution.

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<sup>4</sup> Two examples:

- a. The arithmetic result is 5.49. No decimal places are given between 5.0 and 6.0, so the mark must be rounded to a whole number. A 5.49 is rounded to 5.0: the first decimal is decisive.
- b. The arithmetic result is 6.45. Final marks for examinations are given with one decimal place (except for 5.0 to 6.0). When rounded to one decimal place, a 6.45 is rounded to 6.5 (not to 7); a 6.44 is rounded to 6.4.

#### **Article 4.11 Assessment of thesis**

4.11.1 The thesis will always be assessed by two examiners (the first assessor and second assessor), and the mark will be determined by mutual agreement. In making the assessment, the examiners will use a grading form drafted by the Faculty Board and, if applicable, guidelines established by the Board of Examiners; the student will be given a copy of the completed form. The Regulations concerning the procedure of the bachelor's thesis or the Regulations concerning the procedure of the Master's thesis (see attachments Faculty's [Course and Examination Regulations](#)) apply.

If the examiners are unable to reach agreement, or the assessments of the first and second reader differ two points or more, the Board of Examiners will appoint a third examiner. The third examiner will then decide the final grade, after weighing the assessments of all three readers.

4.11.2 In principle, if students take part in two different programmes they will write an independent thesis for each programme that are to be assessed separately by each of the two programmes.

4.11.3 However, if the student so wishes, they can write one thesis for both programmes (a 'double thesis') under the following conditions:

- a. the student can demonstrate with the intention and problem statement that the double thesis will satisfy the learning objectives and learning outcomes of both programmes;
- b. the number of words of the double thesis is equal to the number of words required for each of the two programmes added up;
- c. the student has received written permission in advance to write a double thesis from *both* of the concerned Boards of Examiners.

4.11.4 Each of the two Boards of Examiners can decide not to grant permission to write a double thesis.

4.11.5 The double thesis is assessed separately by the designated examiners of each of the two programmes, on the basis of the requirements in terms of form and content that apply to that programme. This can result in different final marks.

4.11.6 For each programme, the awarded mark will be recorded by its own Education Administration Office, stating the number of credits that applies to the thesis of that programme.

#### **Article 4.12 Period of validity of examinations**

The period of validity of the results of examinations passed and exemptions granted are checked by the Board of Examiners. The period of validity of the results of examinations passed and exemptions granted that has been referred to in the OER can only be restricted in case the tested and exempted knowledge, understanding and/or skills can be demonstrated to be outdated. If the student receives a financial compensation from the Profile Fund because of individual, special circumstances as mentioned in Article 7.51 paragraph 2 of the Act, the Board of Examiners can extend the period of validity in individual cases for the duration of the financial compensation.

#### **Article 4.13 Inspection and feedback session**

4.13.1 During the period specified in the OER, the questions and assignments of the examination concerned are available for inspection, including the criteria that were used for the assessment. The questions and assignments can be viewed on a single occasion, at a time and location to be specified by the examiner. This can also be a collective review session.

4.13.2 Students are not allowed to take home, copy, distribute or publish any examination questions and assignments or answer keys in any possible way.

4.13.3 Not applicable

#### **Article 4.14 Exemption from examinations and/or practical assignments**

- 4.14.1 Students may submit a reasoned, written request to the Board of Examiners for exemption from taking one or more examinations or constituent examinations, or from the obligation to participate in one or more practical assignments as referred to in the OER, not later than thirty working days before the examination, constituent examination or practical assignment.
- 4.14.2 The Board of Examiners will reach a reasoned decision within thirty working days after receiving the request. If the Board of Examiners is considering to refuse the request, they can ask the student to state his/her case. If the Board of Examiners does not reach a decision within the aforementioned period, the request will be deemed rejected.
- 4.14.3 A reasoned request for exemption from the first-year examination must be submitted to the Board of Examiners no later than six months after enrolment for the concerned bachelor's programme.
- 4.14.4 Exemption from taking an examination or first-year examination entails that the student will be deemed to have passed that examination without a mark or other result.

#### **Article 4.15 Retention periods**

- 4.15.1 Examination questions and (model) answers will be retained for a period of at least seven years. Work by examinees is retained for at least two years.
- 4.15.2 A student's thesis, including the grading and assessment form, is retained digitally or on paper for a period of at least seven years.
- 4.15.3 Examination results (source documents) and copies of degree certificates are retained for at least thirty years.
- 4.15.4 The decisions of the Board of Examiners are carefully recorded. Access to the recorded information will be restricted to persons who have been authorised accordingly by the Board of Examiners.

#### **Article 4.16 Registration and publication of results**

- 4.16.1 If an examination has been held, the Board of Examiners will ensure that the examiner provides the Education Administration Office with a source document relating to the examination that shows the result, in accordance with the Faculty's Protocol for grade registration. This source document is signed by the examiner or a member of the Board of Examiners.
- 4.16.2 A source document is a written item of evidence signed by the examiner or a member of the Board of Examiners, which serves as the basis for the registration of the examination result in the university student information system (uSis). The source document states the last name and initials of the student(s), the student number, the programme component to which the result pertains, the number of credits, and the awarded mark. The source document can also pertain to results obtained at another institution. In that case, the document must also have been signed or authenticated by the institution concerned.
- 4.16.3 The Education Administration Office is responsible for registering the results of examinations and final examinations. The Board of Examiners does not communicate recorded information of individual students, with the exception of degree certificates, to anyone other than the examinee, the coordinator of studies, an examiner designated by the programme as a mentor, the student counsellor, the Examination Appeals Board, or institutions designated by or pursuant to the law. Variation from the provisions of the previous sentence is possible with the consent of the examinee.

- 4.16.4 Subject to the OER, the following rules apply to the publication of results:
- a. The student will be notified of final marks via uSis.
  - b. The student will be notified of the results of written or online constituent examinations, or of oral constituent examinations taken in a group via uSis.
  - c. In the case of an individual oral examination, the examiner will inform the student of the obtained result immediately after the examination. This will be confirmed to the student when the result is registered in uSis.

## **Chapter 5 Final examinations and degree certificates**

### **Article 5.1 Registration for final examinations: graduation form and date of final examination**

- 5.1.1 For the purpose of receiving the degree certificate, the student has to submit the Graduation Form Bachelor / (Research) Master to the Education Administration Office no later than the last day of the month preceding the month in which he/she is expected to pass the last examination.
- 5.1.2 The date of the final examination is considered to be the penultimate working day of the month in which the student passed his/her last examination, including the date on which the mark for the thesis is recorded in the administration.
- 5.1.3 The provisions of Articles 5.1.1 and 5.1.2 apply until the moment that Leiden University introduces the statutory 'supply-oriented graduation'. In view thereof, the Board of Examiners will amend the Rules and Regulations on this point no later than two months before its introduction.

### **Article 5.2 Taking the examination**

Pursuant to Article 4.10.2 of the OER, the Board of Examiners can decide that the examination also includes an investigation into the knowledge, understanding and skills of the examinee to be executed by the Board of Examiners.

### **Article 5.3 Compensation**

For compensation see the Prospectus of the study programme concerned.

### **Article 5.4 Approval of the examination programmes**

A reasoned, written request for approval of an examination programme, as referred to in Article 7.3j of the Act, must be submitted to the Board of Examiners. The Board of Examiners will reach a decision within thirty working days after receiving the request.

### **Article 5.5 Degree certificate and diploma supplement**

- 5.5.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been met, the Board of Examiners will present a degree certificate and diploma supplement as evidence that the student has passed the final examination. The information stipulated in Article 7.11(2) of the Act will be included on the degree certificate.
- 5.5.2 The diploma supplement indicates all the components of the final examination, including the results. It also shows the components that do not belong to the final examination, but were examined at the student's request, provided that those components are passed and passed as part of the registration to the study programme.
- 5.5.3 The degree certificate is drawn up in Dutch, English, and Latin. The degree certificate and diploma supplement are signed by the chair on behalf of the Board of Examiners. When the chair is absent, a member of the Board of Examiners will sign.



- 5.5.4 A student who has passed one or more examinations but cannot be awarded a degree certificate as referred to in 5.5.1, can request and be given a statement issued by the Board of Examiners including at least the examinations that the student has passed.
- 5.5.5 The person who has completed the educational module successfully and who cannot be given a degree certificate as referred to in 5.5.1, will receive a statement issued by the ICLON, if requested, that states that the educational module has been successfully passed. This statement also includes a mention of meeting the competence requirements as referred to in Article 7.10 of the Secondary education Act 2020 ('Wet voortgezet onderwijs 2020').

### **Article 5.6 Degree classification**

See the [Course and Examination Regulations](#).

### **Article 5.7 Retention periods**

The results of final examinations are open to public inspection. The examination registers containing the results of final examinations will be retained indefinitely.

### **Article 5.8 Exclusion from the degree programme or some of its components**

- 5.8.1 If a student has demonstrated by their behaviour or remarks that they are unfit to practice one or more of the professions for which the programme that the student is following provides training, the Board of Examiners will, upon request, issue advice to the Executive Board regarding the refusal or termination of the student's enrolment in the programme.
- 5.8.2 If the student, as referred to in Article 5.8.1, is enrolled in another degree programme, and is following courses within that programme that are part of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the programme for which the enrolment has been terminated pursuant to Article 7.42a(1) of the Act, the Board of Examiners will, upon request, issue advice to the Executive Board regarding whether the student can be permitted to follow that specialisation or other components of this degree programme.
- 5.8.3 The Board of Examiners will issue an advice as referred to in article 5.8.1 or 5.8.2 within ten working days after the Executive Board has requested them to do so.

## **Chapter 6 Fraud, irregularity and plagiarism**

This chapter applies fully to online or hybrid examinations and the use of proctoring.

### **Article 6.1 Fraud**

Fraud as referred to in Article 7.12b of the Act includes:

- 6.1.1 any activity or omission that completely or partially hinders a correct assessment of someone's knowledge, understanding, skills, (professional) attitude or reflection, including at least the following:
- to have unauthorised communication equipment and/or programmes during the (digital) examination or practical assignment such as unauthorised AI software or unauthorised documents;
  - to have unauthorised notes (crib notes) included in the allowed material during an examination or written assignment;
  - to fully or partially copy answers during a (digital) examination or practical assignment from another person or via programs such as unauthorised AI software;
  - exchanging information with someone else during the (digital) examination or practical assignment;
  - posing as someone else during a (digital) examination or practical assignment;

- f. plagiarism (acting contrary to the [Code of Conduct on Plagiarism Leiden University](#));
  - g. adapt a (digital) examination previously submitted during the inspection;
- 6.1.2 to gain access or attempt to gain access to the education or a constituent examination, practical assignment or examination.
- 6.1.3 other behaviour that the Board of Examiners considers to be fraud on the basis of the rules established and communicated within the faculty and/or study programme. This also includes the intention for or to incite this action and failing to act.
- 6.1.4 Using fictitious research data, diagrams, literature and bibliographical references are also considered fraud.

## **Article 6.2 Procedure in case of fraud and irregularities detection**

- 6.2.1 The examiner is responsible for ensuring that order is maintained during an examination. If an invigilator observes any irregularity, fraud or disturbance of order during the (constituent) examination, he/she must report this to the examiner. If an examination is supervised only by one or more invigilators, they will have the authority as defined for the examiner in this article.
- 6.2.2 In cases where a student (seriously) disturbs the order during an examination, the examiner will give him/her a warning. If the student continues to disturb the order the examiner or invigilator can ask the student to leave the room or online examination environment. The examiner will make a report (appendix 1) and will inform the Board of Examiners and student of this directly after the examination. The examiner tells the student involved that there will be no assessment of the examination pending the decision by the Board of Examiners.
- 6.2.3 If a student does not comply with one or more of the instructions as referred to in articles 4.6 and 6.2, or if the examiner and/or invigilator observe other forms of irregularities or suspect fraud, the examiner/invigilator will communicate this to the student immediately. The student can finish the examination, however the assessment will follow a decision by the Board of Examiners, in which the examination is released for assessment. The examiner/invigilator will draft a report. The Board of Examiners will be informed of the report immediately. The student will receive a copy.
- 6.2.4 The examiner/invigilator can confiscate any items in the student's possession that could be relevant for the evaluation of the irregularity or fraud. At the examiner/invigilator's request, every student is obliged to surrender any items in their possession that could be relevant for the evaluation of an irregularity, plagiarism or another form of fraud to the examiner/invigilator for the purpose of this evaluation. The confiscated items will be returned to the student within a reasonable period of time. The examiner/invigilator will place the items that have been confiscated pursuant to this article at the disposal of the Board of Examiners. In the case of notes in a statute/law book or another textbook, the availability of aids that the examiner did not permit (such as a book), and suchlike, the examiner can provide the Board of Examiners with photocopies instead of the confiscated items. In all cases, the examiner can provide the Board of Examiners with a report of the observed irregularity or fraud signed by two examiners/invigilators instead of the confiscated items or aforementioned photocopies.
- 6.2.5 In the case of an observed irregularity or fraud, or a (strong) suspicion thereof, the Board of Examination can hear the examiner, the student, invigilators and others. Based on the report and hearings, the Board of Examiners decides if a measure will be taken and if so which measure is suitable. The assessment of the (constituent) examination will follow the decision of the Board of Examiners by which the examination is released for assessment.

## **Article 6.3 Procedure in case of plagiarism**

- 6.3.1 The examiner checks all written assignments that serve as a constituent examination,

examination or thesis on plagiarism. For this purpose, the examiner uses a detection programme that has been made available to the university. Students are obliged to submit their written work digitally for it to be checked on plagiarism, and to submit it via this programme if so requested.

- 6.3.2 If the examiner detects or suspects plagiarism, the examiner will inform the Board of Examiners as soon as possible.
- 6.3.3 The examiner will provide the Board of Examiners with the relevant work and if available the report generated by the plagiarism detection programme, accompanied by the examiner's own findings.
- 6.3.4 In the event of suspected plagiarism, the Board of Examiners can hear the examiner, the student and others. Based on these hearings and the findings of the examiner, the Board of Examiners decides if a measure will be taken and if so which measure is suitable. The assessment of examination will follow the decision of the Board of Examiners by which the examination is released for assessment.

#### **Article 6.4 REPEALED**

#### **Article 6.5 Measures and sanctions to be taken by the Board of Examiners**

- 6.5.1 The measures and sanctions that the Board of Examiners can impose are:
  - a. giving an official warning and include this in the student file;
  - b. declaring the (constituent) examination, essay, paper, thesis or research assignment to be invalid (this is a recovery sanction which aims to eliminate the consequences of the violation) or to mark the result of the (constituent) examination a 1.0;
  - c. and/or excluding the student from participation in making or writing a (constituent) examination, for which the irregularity, the fraud and/or the plagiarism has been detected, for a maximum period of one year;
  - d. and/or excluding the student from participating in one or more other (constituent) examinations for a maximum period of one year;
  - e. and/or excluding the participation of classes and (final) examinations that are part of one or more of the faculty's study programmes for a maximum period of one year.
  - f. Courses that have been followed and successfully completed at another faculty or another higher education institution during the period of exclusion (including essays, papers and theses that have been successfully completed) cannot be included in the curriculum in any way.
  - g. The circumstance of an earlier committed fraud by the student can be taken into account when determining the sanction.
- 6.5.2 In the case of serious fraud, the Executive Board can terminate the student's enrolment in the programme definitively on the proposal of the Board of Examiners and considering article 7.42 (3) of the Act.

#### **Article 6.6 Register of plagiarism and fraud**

- 6.6.1 The Faculty has a register in which all measures imposed for irregularities, plagiarism and other forms of fraud are recorded. This register contains the following information: (i) name and student number of the student concerned, (ii) the student's study programme, (iii) the component of the examination to which the imposed measures pertain, (iv) the reference number of the file pertaining to the imposed measures and (v) a concise description of the imposed measures. The file pertaining to the imposed measures is held by the Board of Examiners concerned.
- 6.6.2 The register is maintained by the official secretariat of the Boards of Examiners of the Faculty

of Humanities. The Boards of Examiners report all measures that they have imposed themselves or that have been reported to them by examiners, as soon as these have become definitive. If the imposed measure is declared unfounded in appeal proceedings, the measure will be removed from the register.

- 6.6.3 The register is confidential. If Boards of Examiners are required to deal with a suspicion of irregularity, plagiarism or other form of fraud, they can inquire whether previous measures have been imposed on the student for irregularities, plagiarism or other forms of fraud. A student has the right to inspect the register with respect to the recording of their personal information. The register remains closed to all other parties.

### **Article 6.7 Irregularities**

In the case of reasonable suspicions of irregularities or fraud, and if it is impossible to ascertain which students are involved, the Board of Examiners can declare an examination to be invalid for all students (this also applies for irregularities in digital assessments) prior to, during or after the examination. In such cases the examination must be held again. The Board of Examiners will then establish a new examination date as soon as possible.

## **Chapter 7 The binding study advice and the decision study progress**

### **Article 7.1 Student file binding study advice**

- 7.1.1 For the implementation of the [Leiden University's Regulations on the Binding Study Advice](#), the study adviser/education coordinator, the coordinator of studies maintains a file on behalf of the Board of Examiners for every student that is included in the scope of the regulations.
- 7.1.2 The file includes a description of the student's personal circumstances, as referred to in Article 7.8b(3) of the Act, as well as a study plan adapted to these personal circumstances, if applicable, recorded by the student in consultation with the study adviser.
- 7.1.3 Every student has the right to inspect their file, as referred to in 7.1.1, and, if they so wish, to add their objections to the contents of the file.

### **Article 7.2 The binding study advice**

The Board of Examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions concerning this in the Leiden University's Regulations on the Binding Study Advice.

### **Article 7.3 The decision study progress international students (MoMi)**

The Board of Examiners releases the decision on study progress on behalf of Executive Board in compliance with what has been laid down regarding this in the Regulation/Guideline study progress international students (MoMi) 2024 Leiden University.

## **Chapter 8 Complaints and appeals**

### **Article 8.1 Handling of complaints**

Complaints are handled in accordance with the current procedures laid down in the [Regulations relating to the ombudsperson](#), the [Regulations on other types complaint](#), and the General Administrative Law Act (Awb).

## **Article 8.2 Lodge an administrative appeal**

- 8.1.1 A student can lodge a complaint or administrative appeal with the Examination Appeals Board, as referred to in Article 7.61(1) of the Act, against a decision made by the Board of Examiners or by one or more of the examiners appointed by this Board.
- 8.1.2 The time limit for lodging a written administrative appeal as referred to in 8.1.1 is within six weeks after the written notification of the decision that is the subject of the administrative appeal.

## **Article 8.3 Handling of appeals**

Administrative appeals are handled in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board and the Student charter.

## **Chapter 9 Annual report**

### **Article 9.1 Reporting**

- 9.1.1 Each year, the Board of Examiners will produce a report of its activities. The Board of Examiners will submit this report to the Faculty Board.
- 9.1.2 The report will meet the requirements set by the Executive Board, and will in any case contain the most important decisions made by the Board of Examiners and a description of how the Board of Examiners has fulfilled its duty with respect to the quality assurance of examinations, as referred to in Article 4.2.

## **Chapter 10 Final provisions**

### **Article 10.1 Exceptional circumstances**

- 10.1.1 All cases for which these Rules and Regulations do not provide will be decided by the Board of Examiners.
- 10.1.2 If, in exceptional cases, the strict application of these Rules and Regulations would result in evident unfairness, the Board of Examiners is authorised to reach an alternative decision.

### **Article 10.2 Changes**

If changes to these Rules and Regulations relate to the current academic year, or have serious consequences for students who were already enrolled in the programme, every possible effort will be made to prevent harm to the interests of the students concerned.

### **Article 10.3 Effective date**

These Rules and Regulations enter into effect on 1 September 2024.

## Appendix I Report

LEIDEN UNIVERSITY  
REPORT OF IRREGULARITY-FRAUD-DISTURBANCE

Examination:		Date and time:	
Practical assignment:		Date and time:	
Location:			
<b>DETAILS</b>			
Name and initials examiner:		Name and initials student:	
Name and initials invigilator:		Student number:	
Course/Practical assignment:		Study programme and year:	
Study programme:		Faculty:	
Faculty:			
<b>IRREGULARITY - FRAUD - DISTURBANCE</b>			
Report of irregularities			
Description			
Time			
Remarks			
Confiscated items			
Truthfully completed:			
Examiner	Signature	Date:	
Invigilator (if present)	Signature	Date:	
Student	Signature for 'seen'	Date:	

## **Appendix 2 Regulations for resits**

In addition to Article 3.6 of the Faculty of Humanities Assessment Framework ('Toetskader Faculteit Geestswetenschappen') below are a number of resit scenarios as a guideline for examiners.

### **Examinations without constituent examinations**

#### *Resit form 1*

In principle the resit (i.e. second examination option in the academic year) is held in the same form as the original examination (first examination option). The required reading and level of difficulty of the resit correspond to that of the original examination.

If another form of examination is applied to the resit than the original examination, this will be mentioned in the Prospectus explicitly.

### **Examinations with constituent examinations**

#### *Resit form 2*

In principle the resit (i.e. second examination option in the academic year) is held in the same form as the original examination (first examination option). The required reading and level of difficulty of the resit correspond to that of the original examination.

If another form of examination is applied to the resit than the original examination, this will be mentioned in the Prospectus explicitly.

#### *Resit form 3*

For part of the constituent examinations separate resits within the academic year are not possible. This can apply to for example the constituent examinations that are not (easily) suitable for a resit (for example a practical assignment, oral presentation, group assignment, etc.), or because the examiner cannot or does not want to offer a resit option for every constituent examination due to educational or organisational reasons or due to the format of the examination.

The resit can be organised in different ways by the examiner, in such a way that students can still pass the course with a sufficient mark during the second examination option. Where failed components cannot be compensated by other sufficient and passed components, the resit has to guarantee that unobtained course objectives are tested, and that the content of the required reading that is being tested and the level of difficulty correspond to the original examination.

For practical assignments (either constituent examination or not) the Board of Examiners decides which form of resit (see OER, Article 4.1.1).

The Prospectus mentions for which constituent examinations a resit is possible or not, and how students can still pass the programme component with a sufficient mark during the second examination option.

#### *Resit form 4*

No separate resit is possible for any of the constituent examinations. The resit (i.e. second examination option in the year) is held as a single final examination on all of the course subject matter. The results for constituent examinations from the first examination option will expire. The resit has to guarantee that all course objectives are tested, and that the content of the required reading that is being tested and the level of difficulty correspond to the original examination (i.e. the first examination option).

If this resit form applies it will be recorded in the Prospectus, including what kind of test format.

*The following applies to all forms of resits:*

1. If, for the resit of an examination or constituent examination, another form of examination is applied than the original constituent examination/examination, this will be mentioned in the Prospectus explicitly. (see also Article 4.1).
2. If the final mark within the academic year is not sufficient to pass, the results of all the constituent examinations will expire (see Article 4.7.4 of the OER).
3. It is the responsibility of the examiner to choose a compensation arrangement for an examination. In other words, an examiner can decide that one or more (specifically selected) constituent examinations do not have to be passed with a sufficient mark, as long as the weighted average results in a sufficient final mark. The examiner can set a minimum mark for all constituent examinations below which compensation is no longer possible. Also the compensation arrangement should be made transparent to students in advance.