



Universiteit Leiden

## Faculty of Humanities

Rules and Regulations of the Board of Examiners  
of the bachelor's degree programmes

*African Languages and Cultures*

*Chinese Studies*

*German Language and Culture*

*English Language and Culture*

*Film and Literary Studies*

*Philosophy*

*French Language and Culture*

*History*

*Classics*

*International Studies*

*Italian Language and Culture*

*Japanese Studies*

*Korean Studies*

*Art History*

*Latin American Studies*

*Middle Eastern Studies*

*Dutch Studies*

*Dutch Language and Culture*

*Ancient Near Eastern Studies*

*Religious Studies*

*Russian Studies*

*Linguistics*

*Urban Studies*

*South and Southeast Asian 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)*  
*European Politics and Society (120 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)*  
*Dutch Studies (Neerlandistiek) (60 EC)*  
*North American Studies (60 EC)*  
*Philosophy (60 EC)*  
*Philosophy (120 EC)*  
*Russian and Eurasian Studies (60 EC)*  
*Theology and Religious Studies (60 EC)*

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

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## **Chapter 1      General provisions**

### **Article 1.1      Applicability**

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.

### **Article 1.2      Definitions**

Awb:            the General Administrative Law Act (Algemene wet bestuursrecht, Awb).

thesis:         for bachelor's programmes: the bachelor's thesis, for master's programmes: the master's thesis;

fraud:          any act or omission (including plagiarism) that renders it fully or partially impossible to make a proper assessment of the student's knowledge, understanding and skills is considered to be 'fraud' (cheating) under Article 7.12b of the Act. This definition also includes the intention to commit such an act, inciting others to do so, or omitting an appropriate action. It is also considered fraud to gain access to teaching or a constituent examination, practical assignment or examination on improper grounds. For plagiarism, see also the Leiden University Code of Conduct on Plagiarism;

OER:            the Course and Examination Regulations (Onderwijs- en examenregeling, OER) of the programme, as drawn up by the Faculty Board

practical:      a practical assignment that contributes to (a component of) an examination or final examination, as referred to in Article 7.13(2)d of the Act, taking one of the following forms:

- writing a thesis/final paper/final report,
- writing a paper or creating an experimental design,
- conducting a research assignment,
- participating in fieldwork or an excursion,
- completing an internship, or
- participating in another educational activity aimed at acquiring particular skills (participating in education);

proctoring:    the use of online surveillance software during online examinations

invigilator:    the person charged by or on behalf of the Board of Examiners 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**

ARTICLE REPEALED; SEE IMPLEMENTING REGULATIONS FOR ADMINISTRATIVE BODIES OF STUDY PROGRAMMES OF THE FACULTY OF HUMANITIES.

### **Article 2.2      Duties and powers of 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          Without prejudice to the Act and the regulations derived from these, the Board of Examiners is in any case also responsible for:

- 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 the examinations and final examinations;
- d. executed by the most appropriate Board of Examiners: granting the student permission to compile and follow an individual curriculum, as referred to in Article 7.3d 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;
- e. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- f. if applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- g. in exceptional cases, deciding whether an examination must be taken orally, in written form or other, contrary to the provisions of the OER;
- h. in exceptional cases, deciding whether an examination must be held in public, contrary to the provisions of the OER;
- i. granting exemption from the obligation to participate in practicals that are required for admission to the examination concerned, possibly with the imposition of alternative requirements;
- j. in individual cases, approving the choice of components that are included in the degree programme;
- k. 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;
- l. 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.
- m. issuing the (binding) study advice as referred to in Article 7.8b of the Act and the Regulations on binding study advice Leiden University on behalf of the Faculty Board;
- n. 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;
- o. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in m. above, issuing a statement showing at least the examinations that the student has passed;
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate commits fraud.

### **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 Subject to Articles 10.1 up to and including 10.12 of the Awb, the Board of Examiners can mandate the members or the official secretary of the Board of Examiners to take decisions on its behalf. The Board of Examiners will set this down in a mandate decision, which stipulates

the conditions under which mandataries can exercise their powers; sub-mandating is not possible. The Board of Examiners can withdraw the mandate at any time; this must be done in writing. The Board of Examiners will continue to have authority to exercise the mandated power.

- 2.3.3 Mandataries take their 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 mandataries 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, 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 duties that are mandated to the various members and the official secretary, including the way in which they render account for their decision-making;
  - b. internal procedures relating to:
    - the appointment of examiners;
    - assuring the quality of examinations;
    - requests for exemption;
    - fraud;
    - the BSA (binding study advice);
    - handling requests for final examinations;
  - c. the recording of the members' signatures;
  - d. 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 in accordance with article 2.3.4 and of the decisions it has taken regarding students' requests.
- 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.
- 2.3.7 REPEALED
- 2.3.8 Before making a decision on the basis of these Rules and Regulations, the Board of Examiners will seek advice from the coordinator of studies and/or student counsellor.

## **Chapter 3 Appointment of examiners**

- 3.1.1 At the start of the academic year, the Board of Examiners establishes which of the staff members whose duties include teaching will have the status of examiner for that academic year. In this appointment decision, the Board of Examiners can authorize the individual staff members who are examiners differently.
- 3.1.2 The Board of Examiners can decide to withdraw the authority of both paid and unpaid staff members to act as an examiner for the programme for which the Board of Examiners is competent. The staff member, his/her manager, the Academic Director of the institute where the staff member 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 his/her manager.
- 3.1.3 Persons other than those who have the authority to act as an examiner on the basis of the first paragraph can be granted this authority by the Board of Examiners on the basis of their substantive and didactic expertise. In this case, the Board of Examiners indicates the programme components to which this authority relates. The chair of the Programme Board

will receive a copy of this decision.

3.1.4 The examiners must provide the Board of Examiners with all the requested information.

## **Chapter 4 Examinations**

### **Article 4.1 Form of the examinations: special facilities**

4.1.1 The form of the examinations is laid down in the OER (more specifically the relevant information 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 exceptional cases, 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.

### **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 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.

4.2.8 Written or online examinations will be assessed on the basis of criteria that are pre-determined in writing.

4.2.9 The examiner(s) has to submit the designed examination to another examiner for advice on its validity, reliability, transparency and usability ('four-eyes' or 'dual control' principle).

4.2.10 The Board of Examiners evaluates the validity, reliability and usability of the examinations on a random basis. The outcome of this evaluation will be discussed with the examiner(s) concerned.

4.2.11 The Board of Examiners can conduct an investigation into the validity, reliability and usability of the examinations, if the evaluations or results give cause to do so.



- 4.2.12 In making the evaluation referred to in 4.2.10 and 4.2.11, the Board of Examiners can request the assistance of experts.

### **Article 4.3 Admission requirements for examinations and practicals**

- 4.3.1 Participation in an examination or practical 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. 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 REPEALED
- 4.3.3 REPEALED
- 4.3.4 The programme has conditions for participation in and/or assessment of internships. These conditions are published in the faculty's internship regulations that can be found on the Internships webpage.
- 4.3.5 The programme has additional conditions with regard to prior knowledge for participation in certain programme components, examinations or practicals. These additional conditions are listed 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 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 or has obtained exemption from participation.

### **Article 4.4 Examination dates**

- 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 force majeure 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 or oral examinations.

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

REPEALED

## **Article 4.6      Holding of examinations**

- 4.6.1 Invigilators<sup>1</sup> are responsible for ensuring that order is maintained during written or online examinations. If possible, preferably two invigilators should be present at written or online examinations; 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 written or online examinations. The invigilators other than the examiner will perform their duties under the responsibility and instruction of the examiner/invigilator.
- 4.6.2 When requested to do so by or on behalf of the examiner, 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 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 immediately.
- 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 he/she 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 and that were published before the start of the 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 examinations.
- 4.6.9 Additionally the following is also considered an irregularity and/or fraud:
- 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

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<sup>1</sup> There are University and Faculty protocols for invigilating examinations, to ensure that order is properly maintained during those examinations

- 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 your screen;
  - i. Toilet visits are not possible during the examination.

#### **Article 4.7 Examinations using proctoring**

- 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 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.
- 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 The assessment of written examinations and constituent examinations is expressed in numbers from 1.0 to 10.0 inclusive, rounded to a maximum of one decimal place. An examination has been passed if the final mark for a course component is higher than or equal to 6.0, subject to the provisions of paragraph 6. The highest possible fail mark is 5.0; final marks between 5.0

and 6.0 cannot be given. It is possible to receive a mark between 5.0 and 6.0 for constituent examinations, with the exception of the bachelor programme Japanese Studies.

- 4.9.4 Contrary to the previous paragraph, it can be sufficient for the examiner to only decide whether or not the candidate meets the examination requirements.
- 4.9.5 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.
- 4.9.6 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>2</sup>
- 4.9.7 Constituent marks expire at the end of each academic year. Students who have obtained one or more constituent marks, but have not completed the programme component as a whole, can no longer invoke these previously obtained marks in the next academic year. In very exceptional circumstances the Board of Examiners can decide to extend the validity of constituent marks by one year.
- 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, he/she cannot complete the programme component and will not receive a final mark for this programme component during the academic year concerned.

#### **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 Board of Examiners and, if applicable, guidelines established by the Board of Examiners; the student will be given a copy of the completed form. The Faculty's Regulations concerning the procedure of the bachelor's thesis or the Regulations concerning the procedure of the Master's thesis apply. If the examiners are unable to reach agreement, the Board of Examiners will appoint a third examiner. The third examiner will then have the casting vote.
- 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, he/she can write one thesis for both programmes (a 'double thesis') under the following conditions:

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<sup>2</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.

- 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**

REPEALED

#### **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 REPEALED
- 4.13.3 Students are not allowed to take home, copy, distribute or publish any examination questions and assignments or answer keys in any possible way.

#### **Article 4.14      Exemption from examinations and/or practicals**

- 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 practicals as referred to in the OER, not later than thirty working days before the examination, constituent examination or practical.
- 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 to have been granted, unless the Board of Examiners has notified the student that they need more time to consider the request due to its complexity.
- 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 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 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 on submitting marks (in progress). 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:
- The student will be notified of final marks via uSis.
  - The student will be notified of the results of written or online constituent examinations and oral constituent examinations taken in a group via uSis.
  - 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.
  - Any publication of (constituent) marks that can be accessed by people other than the individual student consists only of the student numbers of the participating students and under no circumstances their names.

## **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**

REPEALED.

**Article 5.3 Compensation**

REPEALED.

**Article 5.4 Approval of examination programmes**

A reasoned, written request for approval of an examination programme, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will reach a decision within fifteen 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 have been correctly registered in the university's student information system.
- 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. The chair or member of the Board of Examiners signs the degree certificate and diploma supplement with a so-called 'wet signature'; they can also choose to initial each page of the supplement.
- 5.5.4 A student who has passed more than one examination 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 he/she has passed.

**Article 5.6 Degree classification**

REPEALED

**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 behaviour or remarks that he/she is unfit to practice one or more of the professions for which the programme that he/she 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 REPEALED**

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

- 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 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 Board of Examiners will be informed of the report immediately. The student will receive a copy.
- 6.2.4 The examiner can confiscate any items in the student's possession that could be relevant for the evaluation of the irregularity or fraud. At the examiner's request, every student is obliged to surrender any items in his or her possession that could be relevant for the evaluation of an irregularity, plagiarism or another form of fraud to the examiner for the purpose of this evaluation. The confiscated items will be returned to the student within a reasonable period of time. The examiner 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, he or she 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, he/she 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, he or she 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 his/her 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 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.

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.

- 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. 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**

### **Article 7.1 Student file**

- 7.1.1 For the implementation of the Leiden University's Regulations on the Binding Study Advice, the coordinator of studies, 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 recorded by the student, if applicable.
- 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 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.

## **Chapter 8 Complaints and appeals**

### **Article 8.1 Lodging a complaint or 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 is within six weeks after the written notification of the decision that is the subject of the administrative appeal. Information about

the procedure is given in the Regulations of the Examination Appeals Board and the Student Charter.

### **Article 8.2 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, the Regulations of the Examination Appeals Board, and the General Administrative Law Act (Awb).

### **Article 8.3 Handling of appeals**

REPEALED

## **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**

- 10.2.1 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 Binding version**

In the case of disagreement about the content or purpose of these rules and regulations the Dutch text will be binding.

### **Article 10.4 Effective date**

These Rules and Regulations enter into effect on 1 September 2021.

# Appendix I

LEIDEN UNIVERSITY  
REPORT OF IRREGULARITY-FRAUD-DISTURBANCE

Examination:		Date and time:	
Practical:		Date and time:	
Location:			
<b>DETAILS</b>			
Name and initials examiner:		Name and initials student:	
Course/practical:		Student number:	
Study programme:		Study programme and year:	
Faculty:		Faculty:	
<b>IRREGULATORY-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:	