



Universiteit Leiden

2020 - 2021

Faculty of Archaeology

Rules and Regulations of the Board of Examiners of the degree programmes in Archaeology

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

Adopted on 24-08-2020

Chapter 1 General provisions

Article 1.1 Scope

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) of the degree programme(s) Archaeology (BA, MA and RMA) of Leiden University, hereafter referred to as: the degree programme.

Article 1.2 Definition

Act	Higher Education and Research Act (<i>WHW</i>)
First assessor:	the first examiner, who supervises, reads and assesses the thesis / final paper / final report.
Fraud:	any action (including plagiarism) which entirely or partly prevents the correct assessment of a student's knowledge, understanding and skills is considered to be fraud in the sense of Article 7.12b WHW. This also includes the intention and/or incitement to take such an action or the omission of an action.
Invigilator:	a person who is charged by or on behalf of the Faculty Board with ensuring that order is maintained during an examination, on campus as well as online.
Constituent examination (<i>deeltentamen</i>):	a test which, in addition to one or more other constituent examinations or practical assignments, forms part of an examination (<i>tentamen</i>) and contributes to the final grade (<i>eindcijfer</i>) of the examination. The relative weighting of the constituent examinations is laid down in the Course and Examination Regulations (OER) and in the Prospectus.
OER	the Course and Examination Regulations (<i>Onderwijs- en examenregeling</i>) of the degree programme, as adopted by the Faculty Board.
Practical assignment:	a practical assignment as (a component of) an examination or final examination, as referred to in Article 7.13(2d) of the Act, which takes one of the following forms: <ul style="list-style-type: none">- writing a thesis / final paper / final report- completing a writing assignment or an artistic outcome- carrying out a research assignment- taking part in fieldwork or an excursion- completing an internship- taking part in an alternative learning activity aimed at acquiring particular skills (such as a practical lab assignment).
Second assessor:	the second examiner, who reads and assesses the thesis / final paper / final report.
Third assessor	A third examiner who is appointed by the Board of Examiners in the event that the first and second assessors are unable to agree on the assessment of the thesis / final paper / final report.

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 chair and secretary

- 2.1.1 The Board of Examiners has a chair and a deputy chair.
- 2.1.2 An official secretary may be assigned to the Board of Examiners.
- 2.1.3 The Board of Examiners has an external member.

Article 2.2 Duties and powers of the Board of Examiners

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

2.2.2 Without prejudice to the Act and the regulations based thereon, the Board of Examiners is in any event 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 examinations and final examinations, including the pass/fail regulation;
- d. granting permission, given by the most appropriate Board of Examiners, for a student 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. where 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 in another way, notwithstanding the provisions of the OER;
- h. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
- i. granting exemption from the obligation to participate in practical assignments required for admission to the examination concerned, possibly with the imposition of alternative requirements;
- j. in individual cases, approving the choice of course components 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. verifying, insofar as this is stipulated by the Faculty Board as a condition for taking final examinations or components thereof, that evidence of an adequate command of the Dutch language for successful participation in the courses has been provided by students who have been granted exemption from the prior education requirement as referred to in Article 7.24 of the Act. This exemption is on the ground of having a diploma awarded outside the Netherlands, or if exemption has been granted from the admission requirement for the post-first-year (*post-propaedeuse*) stage of the degree programme;
- m. on behalf of the Faculty Board, issuing the (binding) study advice as referred to in Article 7.8b of the Act;
- n. presenting the student with a degree certificate and supplement as referred to in Article 7.11(4) 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 n. above, issuing a statement showing at least the examinations that he/she has passed;
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud.

Article 2.3 Procedures

- 2.3.1 The working methods of the Board of Examiners are laid down in the by-laws.
- 2.3.2 The Board of Examiners decides by simple majority of votes. If there is an equal division of votes, the chair has the casting vote.
- 2.3.3 The Board of Examiners can mandate its members, or other parties whose position qualifies them to do this, in writing to take certain decisions. The Board of Examiners can provide the mandated

member(s) with instructions on how to exercise the mandated power.

2.3.4 Mandated members take decisions on the basis of the OER, the present Rules and Regulations and previously formulated policy, and render account for their actions. The method of rendering account will be established in advance. Where there is any divergence from previously formulated policy, the full Board of Examiners will decide.

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 official secretary;
- c. the duties that are mandated to the various members and to whom these duties have been mandated, including the method of rendering account for decision-making;
- d. the frequency of meetings, public access and confidentiality;
- e. the method of reporting and archiving of meetings and decisions
- f. internal procedures relating to:
 - the appointment of examiners;
 - assuring the quality of examinations;
 - requests for exemption;
 - fraud;
 - the binding study advice (BSA);
 - the recording of the members' signatures.

2.3.5 Petitions and requests should be addressed to the Board of Examiners and submitted to the secretary. The petition/request contains the name of the student, the student number) and a clear description of the request. The Board of Examiners decides within a period of 30 working days after receipt of the petition, unless other periods apply on the basis of the OER and/or the Rules and Guidelines of the board of examiners. The decision will be communicated to the persons concerned by the secretary, stating the possibilities of appeal.

Chapter 3 Appointment of examiners

3.1.1 Before the start of each academic year, and further as often as necessary, the Board of Examiners will appoint examiners for conducting examinations and determining the results of those examinations, and will inform the examiners of this in writing.

3.1.2 An examiner must have the necessary expertise in terms of subject matter and assessment skills, in accordance with the requirements specified in Article 4.2.

3.1.3 The Board of Examiners may appoint more than one examiner for any examination.

3.1.4 The Board of Examiners may appoint external examiners. The Board will ascertain that these examiners meet the established quality requirements. The external examiners will receive a letter of appointment from the Board of Examiners, stating that they have been appointed as an external examiner, and for which examination they have been appointed.

3.1.5 The Board of Examiners will inform the students and relevant staff regarding the examiners who have been appointed. This information will be published on the website of the programme in question.

3.1.6 The Board of Examiners can rescind the appointment if there are serious grounds for doing so.

3.1.7 The examiners will provide the Board of Examiners with all information as requested.

Chapter 4 Assessments

Article 4.1 Format of the examinations

4.1.1 The format of the examinations is laid down in the OER and the Prospectus.

4.1.2 In exceptional cases, the Board of Examiners may decide, in consultation with the examiner, that an examination will be held in a format other than that stated in the OER. On behalf of the Board of Examiners, the examiner will announce the format in which the examination will be held at least 25 working days before the examination date.

4.1.3 The Board of Examiners may agree to an alternative method of examination than that laid down in

the OER and in the Prospectus, if the student submits a reasoned request to this effect. The Board of Examiners will decide on this, after consultation with the examiner, within ten working days after receipt of the request.

4.1.4 Within the Faculty of Archaeology oral exams are not permitted.

Article 4.2 Quality assurance of examinations

4.2.1 Each examination will comprise an assessment of the student's knowledge, understanding and skills, and also the evaluation of the outcome of that assessment.

4.2.2 The questions and assignments of an examination will be clear and unambiguous, and will contain sufficient instructions for the answers to be given in the required detail.

4.2.3 The examination will be appropriate and will serve exclusively to assess whether the student has developed the qualities that were determined in advance as the objectives of the course component concerned, and were laid down in the Prospectus.

4.2.4 The examination will be so specific that only those students who have a sufficient command of the material will be able to provide adequate answers. The examination will correspond to the level of the course component.

4.2.5 The questions and assignments of the examination will be distributed as evenly as possible over the prescribed reading material.

4.2.6 The questions and assignments of the examination will relate only to the material announced in advance as prescribed reading material. It will be clear for students in advance how they will be assessed, and on what material they will be assessed.

4.2.7 The questions and assignments of an examination should be devised by at least two examiners (the four eyes principle).

4.2.8 The duration of each 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 examinations or online held examinations will be assessed on the basis of pre-determined, written criteria.

4.2.10 A maximum of 30% of the questions of assessments is allowed to be re-used.

4.2.11 The procedures relating to the quality assurance of examinations has been established by the Board of Examiners in the assessment protocol.

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

4.2.13 The Board of Examiners can also conduct an investigation into the validity, reliability and usability of the examination, if evaluations or results give cause for this.

4.2.14 In completing the evaluation referred to in 4.2.11 and 4.2.12, the Board of Examiners can request the assistance of experts.

4.2.15 The Board of Examiners is responsible for managing the quality of the invigilation, during online and on campus exams and takes into account the following:

- Are there taken enough measurements to prevent fraude during the examinations
- To confirm that the identity of each student taking part in the examination, can be verified
- To confirm that the examination has been finished within the set time frame.

Article 4.3 Admission requirements for examinations and practical assignments

4.3.1 The examiner will ascertain that the student fulfils the conditions for admission to the examination, as laid down in the OER or ensuing from the Act or University regulations.

4.3.2 A request as referred to in Article 4.2.2 of the OER will only be processed if it is accompanied by a study plan and a list of subsidiary activities recognised by the Executive Board in which the student has

participated or is intending to participate.

4.3.3 The degree programme sets certain conditions for participation in resits. These conditions are laid down in the Prospectus.

4.3.4 The degree programme sets certain conditions for participation in and/or assessment of research internships. These are laid down in the Prospectus.

Article 4.4 Dates of the examinations

4.4.1 Unless otherwise stipulated in the OER and the Prospectus, the dates on which written examinations will be held will be determined and announced on behalf of the Board of Examiners no later than one month before the start of the academic year.

4.4.2 There may be variation from the provisions of 4.4.1 in the event of *force majeure*, after advice has been given by the Education Committee and if it can reasonably be expected not to harm the interests of the students.

Article 4.5 Registration for and withdrawal from examinations

4.5.1 An examination can only be taken, and its result assessed, after the student has registered for participation in a manner that has been determined and announced by the Faculty Board.

4.5.2 In exceptional cases, the Board of Examiners may permit variation from the provisions of 4.5.1 regarding the latest date and the manner of registration.

4.5.3 During the period in which it is possible to register for an examination, withdrawal is also permitted, by the same means.

4.5.4 Withdrawal from an examination during the period between the registration deadline and the start of the examination will only be possible in the event of *force majeure*, to be decided at the discretion of the Board of Examiners.

4.5.5 If a student who has registered for and has not withdrawn from an examination does not take that examination, the examination will nevertheless be deemed to have been taken, except in the event of *force majeure*, to be decided at the discretion of the Board of Examiners.

Article 4.6 Conducting examinations and orderly conduct during an examination

4.6.1 The Faculty Board will arrange that for written and online examinations, if necessary, invigilators are appointed to ensure that order is maintained during the examination.

4.6.2 Always one of the appointed examiners is present during the examination.

4.6.3 A student must provide proof of identity, in the form of a student ID card and legally valid ID, when so requested by or on behalf of the examiner.

4.6.4 Students will be admitted to the room where the examination is being held up to 45 minutes after the specified starting time, and may not leave the room earlier than one hour before the specified ending time of the examination, unless permitted to do so by the examiner.

4.6.5 If an examination is held on campus or online and there is a (technical) disturbance with the result that the examination will be cancelled, the Board of Examiners will decide if and when a new examination is scheduled.

4.6.6 Communication equipment, including mobile telephones, smartwatches and smartphones must be switched off while the examination is taking place. Other electronic equipment may not be used, except with the permission of the examiner.

4.6.7 Students are required to comply with all instructions of the Board of Examiners or the examiner that were published before the start of the examination, and all instructions that are given during and immediately after the examination.

4.6.8 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner or invigilator can ask the student to leave the room or the online examination. The examiner will then write an official report, and will inform the student concerned that the examination will not be assessed until the Board of Examiners has reached a decision.

4.6.9 The examiner will immediately inform the Board of Examiners in writing of any measure taken pursuant to the provisions of 4.6.6.

Article 4.7 Orderly conduct during a laboratory practical

4.7.1 The supervisor(s) of the practical will arrange that for the practical experiments, if necessary, laboratory assistants are appointed to ensure that order is maintained during the practical.

4.7.2 A student must provide proof of identity, in the form of a student ID card and legally valid ID, when so requested by or on behalf of the examiner.

4.7.3 Students are required to immediately comply with all instructions given by the practical supervisor(s) before or during the practical.

4.7.4 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner can ask the student to leave the practical room. The examiner will then write an official report, and will inform the student concerned that the practical will not be assessed until the Board of Examiners has reached a decision. The examiner will immediately inform the Board of Examiners of this measure.

Article 4.8 Assessment exams

4.8.1 In addition to what is stated in Article 4.6.3 of the Teaching and Examination Regulations (OER), the period for grading of internship reports and theses deviate from the standard. The grading period for internship reports is 6 weeks; the verification period for theses is 4 weeks.

4.8.2 In the case of presentations, research, reports or other assessments carried out in groups, an individual assessment is made.

4.8.3 De assessment of written examinations shall be made on the basis of written standards drawn up in advance for the assessment, and possibly adjusted as a result of the correction of the examination, and need to be checked and signed by two examiners. In multiple choice examinations, the examiner uses ICLON analyses to determine the marks and to improve the quality of the examination questions.

4.8.4 In addition to the OER, Article 4.1.4, partial marks obtained for the first examination may count towards the resit, unless the e-study guide states that this is not possible. However, any partial marks obtained will lapse at the start of the new academic year.

Article 4.9 Assessment of final paper or thesis

4.9.1 The Board of Examiners establishes the criteria for the assessment of the final paper (*eindwerkstuk*), the procedure for the appointment of the first and second examiner, the assessment form and the division of responsibilities between the first and second examiner.

4.9.2 The assessment by the first and second examiners is done independently on the basis of standard assessment forms and procedures of the Board of Examiners, which, signed by the first and second assessors, are archived by the programme. The final grade will be determined in consultation with the student. If the assessors are unable to reach agreement, the Board of Examiners will appoint a third assessor. The third assessor shall have the casting vote.

4.9.3 Only the final thesis assessment will be sent to the student.

4.9.4 Insufficient grade final paper or thesis

4.9.4.1 If the thesis is graded at 5.0 or lower, the student is entitled to one opportunity to improve the thesis. The thesis must be resubmitted no later than 6 weeks after the student has been informed of the grade. The assessment of this thesis cannot be higher than 7.0. If this thesis is insufficient, the student must write a new thesis on a new subject.

4.9.4.2 A new thesis subject may be written with the same supervisor. In that case, the thesis proposal must be approved in advance by the supervisor as well as by a second independent examiner, appointed by the board of examiners. Both examiners shall assess the thesis proposal within 15 working days. The thesis proposal must meet the requirements set out in the subject description in the e-study guide. If the thesis proposal is rejected by the examiners, a new thesis may not be started and the student may therefore not graduate.

Article 4.10 Resits

4.10.1 A resit option is offered for each assessment. Practical exercises, i.e. material, laboratory, field, excursions and internships, cannot be resit in the same academic year.

4.10.2 Resits are as much as possible similar in form and level to the first opportunity. The resit of a written piece of work consists of a new assignment with a new subject.

4.10.3 Participation in resits is subject to the following conditions:

- insufficient for the first opportunity;
- Non-participation in the first opportunity due to participation in examinations in order to be able to meet the BSA;
- non-participation in the first opportunity due to illness, reported to the Education Office (onderwijs@arch.leidenuniv.nl) before the start of the exam;
- non-participation in the first opportunity due to non-enrolment in uSis.

4.10.4 In the event of compulsory attendance, participation in the resit, in addition to the provisions of Article 4.10.3, is only possible if the compulsory attendance has been met.

4.10.5 If additional conditions are set for participation in the resit, they are described in the e-study guide.

4.10.6 The Board of Examiners may only grant an additional resit at the student's request for a final subject in order to complete the study programme, on the condition that all other required course units, including the final paper, have been obtained and that both the first and second examination opportunities have been used. The mark obtained must be at least a 4.0. Practical exercises as referred to in 4.10.1 do not qualify for this.

Article 4.11 Period of validity of examinations

The period of validity of pass results for examinations and for exemptions granted will be checked by the Board of Examiners. The period of validity of a pass result for an examination and for an exemption granted, as laid down in the OER, can only be limited if the examined or exempted knowledge, understanding and/or skills are demonstrably outdated. If the student receives a financial allowance from the Profiling Fund in connection with exceptional individual circumstances, as referred to in Article 7.51(2) of the Act, the Board of Examiners can extend the period of validity in individual cases for the duration of the financial allowance.

Article 4.12 Inspection and evaluative discussion

4.21.1 During the period stated in the OER, i.e. 30 working days, the questions and assignments of the examination concerned are available for inspection, together with the criteria that were used in making the assessment. The questions and assignments can be viewed on a single occasion, at a location to be specified by the Board of Examiners. Students are only permitted to this inspection if they have participated in the examination.

4.12.2 Students are not permitted to make copies of, distribute or publish the questions and assignments or marking keys in any manner whatsoever.

4.12.3 If ten or more candidates have taken a written or online examination at the same time, the examiner will hold a collective evaluative discussion at a time and place to be specified by the examiner.

Article 4.13 Exemption from examinations and practical assignments

4.13.1 Students may submit to the Board of Examiners a reasoned, written request for exemption from taking one or more examinations or from the obligation to participate in one or more practical assignments, as referred to in the OER.

4.13.2 The Board of Examiners will reach a reasoned decision within twenty working days after the submission of the request. If the Board of Examiners is considering refusing the request, the student may be given the opportunity to state his/her case. If the Board of Examiners has not given a decision within the stated period, the request will be deemed to have been granted.

Article 4.14 Electives

4.14.1 The filling in of the free choice space is subject to the following requirements:

- Bachelor: size of 30 ec with sufficient coherence, of which at least 15 ec at level 300 or higher.
- Master: size of 10 ec at level 400 or higher
- Research Master: size of 10 ec at level 400 or higher

4.14.2 In special cases, the Examining Board may deviate from the requirements referred to in 4.14.1.

Article 4.15 Retention periods

4.15.1 The examination and model answers will be retained for a period of at least seven years. The work carried out in the context of an examination will be retained for at least two years.

4.15.2 A student's final paper (*eindwerkstuk*), including the assessment form, will be retained for a period of at least seven years.

4.15.3 The decisions of the Board of Examiners and the results of all (final) examinations taken will be carefully recorded. Access to the recorded information will be restricted to persons who have been given such permission by the Board of Examiners.

Article 4.15 Registration exams and partial exams

4.16.1 The Board of Examiners, i.e. the Education Office, is responsible for recording the results of examinations or examination components. The Board of Examiners is also responsible for the registration of the certificate issued to the student.

4.16.2 No information will be provided to anyone other than the student, the student advisor, the head of the Education Office, the student counsellor, the competent authority or the Examination Appeals Board about registered data, with the exception of data about certificates issued. With the student's permission, it is possible to deviate from the provisions of the previous sentence.

4.16.3 If an investigation is carried out using the registered data, it will be carried out in accordance with the Dutch Data Protection Act (*Wet bescherming persoonsgegevens*).

4.16.4 Archaeology students who have taken an examination will not be provided with any written evidence except for the email from uSis, stating the grade. Instead, students have access to their examination results via the computer system. On request, students can obtain a summary of their study results from the Education Office. It is the student's responsibility to check whether the grades have been processed in uSis within 30 days of the announcement of the results.

4.16.5 In the case of elective subjects and elective parts that are followed elsewhere within Leiden University, the result is automatically passed on to the Education Office. If a student follows an elective course or has followed an elective course at another institution or an institution abroad, then the student must submit an original, signed, supporting document to the Education Office. If a student is following a part of the programme abroad, it is a condition of departure to make an appointment with the *exchange officer* about the valuation of the parts that will be followed abroad.

4.16.6 The results of examinations will be dated on the day on which they were taken. The assessments of written papers and internship reports are dated on the day on which they are formally assessed. The thesis is dated on the day on which the graduation file, including plagiarism check, is completed. Exception forms a thesis, which has been handed in in the months of July, August and January, without permission of the Board of Examiners. In this case the thesis will be dated in September or February.

Chapter 5 Obligatory attendance

Article 5.1 Obligatory attendance

5.1.1 If attendance at a course is obligatory, this will be stated in the course description in the e-study guide. Attendance means that the student arrives at the educational activity on time and is ready to participate.

5.1.2 Attendance is recorded on the attendance list for each educational activity by the lecturer. The student individually signs for attendance. The attendance list is signed by the lecturer and submitted with the grades and the course material for archiving by the Education Office.

Article 5.2 Missed educational activities

5.2.1 If a student misses one or more educational activities without recognized and documented exceptional circumstances, the student will not pass the course. The grade for the course is registered as Not Participated (ND). The student is not entitled to a resit.

5.2.2 A student who misses more than 20 % of the educational activities, regardless of recognized and documented exceptional circumstances, has failed to comply with the attendance requirement and fails the course. The result is entered in uSis as an ND, the student has not (sufficiently) participated in the course.

5.2.3 If a student is more than 15 minutes late or if the student leaves without permission of the lecturer, the student will be considered absent.

5.2.4 A student must inform the lecturer at all times if he/she knows that an educational activity will be missed.

5.2.5 If a student misses one educational activity due to recognised and documented exceptional circumstances, the lecturer will give an alternative assignment to compensate for the missed educational activity.

Article 5.3 Exceptional circumstances

Exceptional circumstances are defined as well-documented and recorded circumstances of a serious nature and beyond the student's control and control that have a demonstrable impact on their academic performance. Medical visits should be planned in such a way that they do not conflict with the schedule.

Chapter 6 Final examinations and degree certificates

Article 6.1 Taking the final examination

Pursuant to Article 4.10.2 of the OER, the Board of Examiners can decide that the final examination will include an additional test, as referred to in 4.2.1, which it will conduct itself.

Article 6.2 Compensation

Students do not have to pass every examination in order to be awarded a pass in the final examination. This 'compensation arrangement' will be determined by the Board of Examiners and included in the OER and the Prospectus.

Article 6.3 Approval of individual curricula for final examinations

6.3.1 A reasoned, written request for approval of an individual curriculum for a final examination, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will decide within thirty working days after receipt of the request. If a decision has not been given within this period, the Board of Examiners will be deemed to have given the requested approval.

6.3.2 Only extracurricular courses followed during the course of Archaeology can be registered on the diploma supplement, with the approval of the Board of Examiners.

Article 6.4 Degree certificate and diploma supplement

6.4.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been fulfilled, the Board of Examiners will present a degree certificate, as evidence that the student has passed the final examination. This degree certificate will show the information stipulated in Article 7.11(2) of the Act.

6.4.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed with a 'wet signature' by at least one of the members of the Board of Examiners.¹

¹ A wet signature is a signature with lightfast ink.

6.4.3 The Board of Examiners will add a diploma supplement to the certificate stating that the student has passed the final examination. The aim of the supplement is to provide insight into the nature and content of the completed degree programme, also with a view to international recognition of degree programmes. The Leiden University diploma supplement conforms with the standard European diploma supplement. The final page of the diploma supplement will be signed with what is known as a wet signature by at least one of the members of the Board of Examiners. In addition, the Board of Examiners may choose to initial each page of the diploma supplement.

5.4.4 A student who has passed one or more examinations but cannot be awarded a degree certificate, as referred to in 5.4.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that he/she has passed.

Article 6.5 Final examination grade

6.5.1 The Board of Examiners may award the examination candidate a final grade (*judicium*) for his/her work in the context of the final examination. This final grade is based on the average of the grades achieved for the course components covered by the final examination, weighted according to course load.

6.5.2 The Board of Examiners will grant the designation “*cum laude*” or “*summa cum laude*” in accordance with the relevant provisions of the OER.

Article 6.6 Retention periods

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

Article 6.7 Exclusion from the degree programme or certain of its components

6.7.1 If, in accordance with Article 7.42a of the Act, a student has demonstrated by behaviour or remarks that he/she is unfit to practise one or more of the professions for which he/she is being trained in the degree programme that he/she is following, or is unsuited to engage in practical preparation for professional practice, the Board of Examiners will, on request, issue advice to the Executive Board regarding the refusal or termination of that student’s enrolment in the degree programme.

6.7.2 If the student referred to in Article 6.7.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the degree programme for which the enrolment has been terminated pursuant to Article 7.42a(1) of the Act, the Board of Examiners will, on request, issue advice to the Executive Board regarding whether the student can be permitted to follow this specialisation or other components of this degree programme.

6.7.3 The Board of Examiners will issue advice as referred to in 5.7.1 or 5.7.2 within ten working days after this request has been made by the Executive Board.

Chapter 7 Fraud, irregularities and plagiarism

Article 7.1 Fraud

7.1.1 Fraud is understood to mean:

- the unauthorised use of smartphones, smartwatches or other devices during the examination
- copying the work of other students
- use of a cribsheet
- modifying the submitted examination paper during the inspection
- presenting false proof of enrolment
- any other behaviour that the Board of Examiners considers to be fraudulent on the basis of the rules and regulations established and communicated within the faculty
- plagiarism, this being conduct that contravenes the Leiden University Code of Conduct on

Plagiarism (appended)

7.1.2 Plagiarism² is understood to mean:

- the use or copying of other people's texts, data or ideas without full and correct acknowledgement of the source;
- failure to indicate clearly in the text, for example by means of quotes or a certain design, that literal or almost literal quotations have been included in the work, even if a correct source reference has been used;
- presenting the structure or central ideas from third party sources as one's own work or one's own thoughts, even if a reference to other authors has been included;
- the submission of a previously submitted text for assignments of other course units;
- taking over work from fellow students and having this pass for one's own work;
- copying (parts of) text from written assignments of fellow students.

7.1.3 Both the perpetrator and the accomplice of fraud and plagiarism can be punished. Aiding and abetting is defined as taking over work from fellow students with the consent and/or cooperation of the fellow student or if the co-authors of a joint piece of work could or should have known that the other person was committing plagiarism.

7.1.4 Electronic detection programmes may be used to detect plagiarism in texts. By submitting the text, the student implicitly consents to the inclusion of the text in the database of the detection programme concerned.

Article 7.2 Disciplinary measures to be taken by the examiner in the event of irregularities or fraud

7.2.1 In the event of observation or serious suspicion of any irregularity or fraud during the examination, the examiner will notify the student of this immediately. The student will be permitted to finish the examination. After the examination, the examiner and the student will fill in the official report form. This official report form will be submitted immediately to the Board of Examiners, and the student will also receive a copy. The examiner may confiscate any items in the possession of the student that could be relevant in assessing the irregularity or fraud.

7.2.2 If the examiner requests this, a student is obliged to surrender to the examiner any items in his/her possession that could be relevant in assessing an irregularity or act of fraud, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time after the examination.

7.2.3 The examiner will give the items that he/she has confiscated to the Board of Examiners. In the case of notes in a legislative text or other compendium of texts, the availability of aids that the examiner had not permitted (such as a book), and suchlike, the examiner can provide the Board of Examiners with photocopies of the confiscated items, instead of the actual items. In all cases, the examiner can provide the Board of Examiners with an official report of the observed irregularity or fraud, signed by two examiners / invigilators, instead of confiscated items or the said photocopies.

7.2.4 If an invigilator observes an irregularity, act of fraud or disturbance during the examination, he/she must notify the examiner immediately.

7.2.5 The student's name and student number and the nature of the irregularity are recorded on the official report form. The student preferably signs the form as 'seen', below the description of the irregularity.

Article 7.3 Sanctions to be imposed by the Board of Examiners in the event of irregularities or fraud

7.3.1 In the event of observation or serious suspicion of any irregularity or fraud during an examination

² <http://www.reglementen.leidenuniv.nl/gedragcodes/plagiaat.html>

or practical assignment, the Board of Examiners can interview the examiner, student, invigilators and other persons.

7.3.2 The Board of Examiners will decide on the basis of the official report and the findings from the interviews whether a sanction should be imposed and, if so, what the appropriate sanction is. The examination will only be assessed, as referred to in 6.3.1, after the Board of Examiners has reached a decision in which the examination is released for assessment.

7.3.3 The sanctions that can be imposed by the Board of Examiners are:

- a. declaring the results of the examination invalid;
- b. excluding the student from participation in the examination regarding which the irregularity or fraud was observed for a maximum period of one year;
- c. excluding the student from participation in one or more other examinations for the maximum period of one year;
- d. excluding the student from participation in examinations and the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year;
- e. examinations of another faculty or higher education institution that are passed during the exclusion period, also including essays, papers and theses, cannot be included in the final examination of the degree programme in any way whatsoever;
- f. if the decision is made to impose a sanction and the student has previously committed fraud, this circumstance can also be taken into consideration.

7.3.4 In the case of serious fraud, the Executive Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme, in accordance with Article 7.42(3) of the Act.

Article 7.4 Disciplinary measures to be taken as a result of plagiarism

7.4.1 If the examiner detects plagiarism in an essay, paper, thesis or research assignment, he/she will notify the chair of the Board of Examiners of this as soon as possible, by sending an email to the Board of Examiners. In this email the following is included: name of examiner, name of student and student number, description of assessment and plagiarism/fraud, evidence, the exam and answering model, and a proposal for handling by the board of examiners (warning, "clumsiness" of the student, seriousness of plagiarism, etc).

7.4.2 The examiner will provide the Board of Examiners with the essay, paper, thesis or research assignment concerned.

7.4.3 In the event of suspected plagiarism, the Board of Examiners may interview the examiner, the lecturer, the student and others.

7.4.4 The disciplinary measures that may be imposed by the Board of Examiners are:

- a. giving an official warning and including this in the student file;
- b. declaring an essay, paper, thesis or research assignment to be invalid;
- c. for a maximum period of one year, refusing to accept from the student concerned any essay, paper, thesis or research assignment of the kind regarding which plagiarism was detected, including essays etc. from another faculty or higher education institution that are completed with a pass result, and excluding the student concerned from participation in preparing or conducting such essays, papers, theses or research assignments;
- d. and/or excluding the student from participation in one or more examinations for a maximum period of one year, and/or excluding the student from participation in examinations and the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year. Examinations of another faculty or higher education institution that are passed during the exclusion period cannot be included in the final examination of the degree programme in any way whatsoever;
- e. In the case of serious fraud, the Executive Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme, in accordance with Article 7.42(3) of the Act.

Article 7.5 Irregularities

If there are reasonable grounds to suspect irregularities or fraud prior to or during an examination but it is not possible to identify the individual students to which this relates, the Board of Examiners may declare the examination in question invalid for all students. In such an instance, the examination will need to be conducted again. The Board of Examiners will set a new examination date as soon as possible. In this respect, irregularities can also be taken to mean technical faults, for instance in the case of digital examinations, and the Board of Examiners may declare the examination invalid on these grounds.

Chapter 8 The binding study advice

Article 8.1 Student file

8.1.1 The Board of Examiners maintains a BSA file on every student who is enrolled in the bachelor's degree programme and to whom this applies on the basis of the Leiden University Regulation on the Binding Study Advice.

8.1.2 The file includes a description of the student's personal circumstances, as referred to in Article 7.8b(3) of the Act, and, if applicable, the study plan adapted to these personal circumstances, which the student has formulated, together with the study adviser.

8.1.3 All students have the right to inspect their personal file, as referred to in 7.1.1, and, if they so wish, to have their objections to its contents included in the file.

Article 8.2 The advice

The Board of Examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions of the Leiden University Regulation on the Binding Study Advice.³

Chapter 9 Complaints and appeals

Article 9.1 Lodging a complaint or appeal

9.1.1 A student who wishes to lodge a complaint or administrative appeal, as referred to in Article 7.61(1) of the Act, regarding a decision taken by the Board of Examiners or by one or more of the examiners appointed by the Board of Examiners, should lodge this complaint or appeal with the Examination Appeals Board.

9.1.2 The time limit for lodging a written administrative appeal, as referred to in 8.1.1, is six weeks after the written notification of the decision that is the subject of the administrative appeal.

Article 9.2 Handling of complaints

Complaints are handled in accordance with the current procedures laid down in the Regulations relating to the Ombudsperson, the Regulation on Other Complaints, the Regulations of the Examination Appeals Board and the General Administrative Law Act (Awb).

Article 9.3 Handling of appeals

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

Chapter 10 Annual report

Article 10.1 Reporting

10.1.1 Each year, the Board of Examiners will produce a report of its activities, and will submit this report to the Faculty Board.

10.1.2 The report will comply with the requirements set by the Executive Board and will in any case contain the most important decisions of 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.

3. <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-bindend-studieadvies.html>

Chapter 11 Final provisions

Article 11.1 Exceptional circumstances

11.1.1 All cases for which these Rules and Regulations do not provide will be decided by the Board of Examiners.

11.1.2 If, in exceptional cases, the strict application of the provisions of these Rules and Regulations would result in evident unfairness, the Board of Examiners is authorised to reach an alternative decision.

Article 11.2 Changes

11.2.1 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 degree programme, every possible effort will be made to prevent the interests of the students concerned being harmed in any way.

Article 11.3 Effective date

These Rules and Regulations will enter into effect on 01-09-2020.

Appendices

APPENDIX 1

MODEL FORM FOR OFFICIAL REPORT

Notification by the examiner of irregularity, fraud or disturbance pursuant to Articles 4.6, 4.7 and 6.3 of the Rules and Regulations

LEIDEN UNIVERSITY

OFFICIAL REPORT OF IRREGULARITY – FRAUD – DISTURBANCE

Examination:	Date and time:		
Practical:	Date and time:		
Location:			
DETAILS			
NAME AND INITIALS OF EXAMINER: Course/Practical: Study programme: Faculty:		NAME AND INITIALS OF STUDENT: Student number: Study programme and year: Faculty:	
IRREGULARITY – FRAUD – DISTURBANCE			
NOTIFICATION OF IRREGULARITIES			
DESCRIPTION			
TIME			
COMMENTS			
CONFISCATED ITEMS			
This form has been completed truthfully by:			
Examiner	Signature	Date:	
Invigilator (if present)	Signature	Date:	
Student	Signature (as 'seen')	Date:	

APPENDIX 2

LEIDEN UNIVERSITY CODE OF CONDUCT ON PLAGIARISM

Plagiarism

On these pages, Leiden University will explain its views on plagiarism, how it is defined, and what consequences may be faced by students who commit this offence. Generally, plagiarism is understood as presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work. Most students will understand that cutting and pasting is not allowed without mentioning the source of the material, but plagiarism has a wider meaning. Paraphrasing someone else's texts, e.g. by replacing a few words by synonyms or interchanging some sentences is also plagiarism. Even reproducing in your own words a reasoning or analysis made by someone else may constitute plagiarism if you do not add any content of your own; in so doing, you create the impression that you have invented the argumentation yourself while this is not the case. The same still applies if you bring together bits of work by various authors without mentioning the sources.

Quoting sources

Plagiarism is always a violation of someone else's intellectual property rights. Obviously, each discipline advances by building on the knowledge and understanding gained and published earlier. There is no objection at all if you refer to previous work and quote it while mentioning the source. It must, however, remain clear where existing knowledge ends and where you start presenting the results of your own thinking or research. As long as you are not capable of contributing to the discipline by adding something essential to what others have already found, it is misleading and therefore wrong to pretend you have reached that level. It is very important for both the teacher and the student to have a correct impression of the knowledge, understanding and skills of the latter.

Internet texts

The rules concerning plagiarism apply to all data sources, not just books; extracts from internet pages may not be used without mentioning the source either. Contrary to what some people may think, internet texts are not public property; it is equally important here that you never present someone else's work as your own.

Dos and don'ts

To help you to avoid committing plagiarism or related offences, we indicate below some dos and don'ts.

1. When copying someone else's texts, pictures, graphs, etc., obey the rules set out by your department, for example, in the thesis regulations. Sometimes you have to put them between quotes, or use a clearly different lay-out. Always mention their author and origin, using one of the common or prescribed ways to indicate references.
2. If you want to reproduce someone else's thoughts, considerations, ideas, etc., in your own words without using literal quotes, make unambiguously clear who is the source of these ideas and avoid giving the impression they may be attributed to you
3. Be even more cautious when copying texts from the internet. Take Wikipedia as an example: the author is usually unknown, but the article may well be plagiarised, in part or in full. Avoid copying texts from unknown authors, even if you mention the source you used.
4. When you partially copy texts, be careful not to change their meaning by leaving out sentences or parts of sentences, or by turning them around, etc. If you do not have the original version of a text and therefore must rely on a reproduction by someone else, make this clear as well; if it turns out the original author has been quoted incorrectly, it will then be clear who made the mistake.
5. If others have contributed to your work, for instance by carrying out experiments, preparing illustrations, etc., you should mention this too. This does not apply to advice and comments from your supervisor, nor if someone proofreads your text for style, grammar and spelling errors. In some cases, relevant rules are set out in departmental regulations.

6. In some cases, even citing your own work may be considered plagiarism (sometimes called 'autoplagerism'). When you largely copy a paper you have produced for a prior assignment and then submit it again for another assignment, you deliver only one performance instead of the required two. This will not always be considered problematic, but you should discuss it with the lecturer involved.

7. Strictly speaking, composing a thesis, for example, largely from acknowledged quotations does not result in plagiarism. Yet, few teachers will accept your paper if your contribution is limited to cutting and pasting texts. Moreover, very long quotations may violate copyrights. If work by others in its entirety is essential for your paper, then refer to it, possibly with a short summary of its contents, without quoting from it.

8. If a paper or thesis was written in co-operation between several students, make clear, as far as possible, who authored the various parts.

9. In principle, the same set of rules applies to copying computer programmes. Using standardised procedures that are common to many applications, there is no question of plagiarism; in such cases, the original author is often unknown. It is a different matter if you copy the underlying idea or the approach of a whole programme, even if it is developed somewhat differently. When comparing it to ordinary language, the use of words and common sentences is not plagiarism, but copying whole paragraphs or the underlying ideas and thoughts is.

Combatting plagiarism

Plagiarism is a form of fraud and is therefore an offence. For some time now, the University has been taking active steps to combat plagiarism. Computer software is often used to analyse papers and theses. If plagiarism is proven, the relevant Board of Examiners will, as a rule, impose penalties. Their severity will depend on the seriousness of the offence, and may be influenced by previous infringements. The heaviest penalty that may be imposed is exclusion from all examinations for one full year. This might mean that you would have to wait for a year for your thesis to be marked; as a consequence, you cannot graduate during that year. The penalty may also relate to just one or a few examinations, or may apply for a shorter period.

We hope to have clarified what is considered plagiarism, and also to have made clear that the University considers this a serious offence which may incur severe penalties.

<http://media.leidenuniv.nl/legacy/Plagiarism.pdf>

APPENDIX 3

Format for the Annual Report of the Board of Examiners

ANNUAL REPORT OF ACADEMIC YEAR <add date>

of the BOARD OF EXAMINERS of the degree programme(s) in:

Composition of Board of Examiners (as of dd/mm/yyyy) Chair elected by the Board of Examiners: Member 1: Member 2: Member 3: Member 4: External member: Official secretary: Term of appointment of the members:	... years
Number of meetings of the Board of Examiners in 2014-15	
Rules and Regulations of the Board of Examiners	Adopted on Published on
Training followed	
Procedure on how the Board of Examiners appoints examiners	
Approach and results of quality assurance (review of activities in annual report year: <ul style="list-style-type: none">• Tests and examinations• Final assignments Which issues call for further investigation and more specific policy?	
Conclusions and actions points for the subsequent academic year. Also reflect on matters that appear on the programme cards such as degrees awarded and BSAs issued. <ul style="list-style-type: none">• What will the Board of Examiners tackle in the current academic year?• Which topics require attention in the longer term?• Desired training and/or support	

Plagiarism prevention by: Number of cases of plagiarism detected: Measures taken: Number of decisions concerning the enforcement of sanctions:	
Other fraud Number of cases: Types of fraud: Measures taken: Number of decisions concerning the enforcement of sanctions:	
Number of complaints lodged by students with the Board of Examiners: <i>NB please also list complaints submitted to a separate complaints board.</i>	
Number of students who lodged an objection/appeal with the Examination Appeals Board:	
Number of students who were granted exemption from one or more examinations and/or from practicals and assignments. Other decisions concerning exemptions:	
Number of students who were granted an extension of the period of validity of a pass result for an examination:	
Number of students who were granted permission to take an examination in a way other than that laid down in the Course and Examination Regulations (OER):	
Number of students for whom the Board of Examiners: a. verified that evidence had been supplied of an adequate command of the Dutch language, and b. granted exemption from this entry requirement:	
Number of students provided with a statement showing the number of examinations passed (= students who dropped out of the programme and do not receive a degree certificate):	
Number of students who were granted permission to follow an individual curriculum compiled by the student him/herself:	

This annual report of the Board of Examiners was:	
Drawn up by:	The official secretary of the Board of Examiners
Discussed by the Board of Examiners on:	..
Adopted by the Board of Examiners on:	..

APPENDIX 4

Action Points of the Board of Examiners

Action point/Task	Completed?*	Documented	Further explanation
Examiners			
Examiner(s) appointed for each component of the degree programme	yes/no		
List of examiners recorded in writing	yes/no		
Students informed of examiners	yes/no		
Quality of the final papers			
Documented procedure for second examiner of BA final paper	yes/no		
Documented procedure for second examiner of MA final paper	yes/no /not applicable		
Assessment criteria for BA final paper documented and communicated	yes/no		
Assessment criteria for MA final paper documented and communicated	yes/no /not applicable		
Assessment form for BA final paper documented and communicated	yes/no		
Assessment form for MA final paper documented and communicated	yes/no /not applicable		
Procedure to check that the assessment form has been completed correctly when establishing whether the student has met the requirements for the degree	yes/no		
Random evaluation of the assessment of the BA final papers by the Board of Examiners	yes/no		
Random evaluation of the assessment of the MA final papers by the Board of Examiners	yes/no /not applicable		
Quality of examinations			
Quality requirements for examinations	yes/no		

communicated			
Answer form/model introduced	yes/no		
Assessment of assignments and model answers for a number of BA examinations	yes/no		
Further investigation of the quality of the assessment of a course on the basis of achieved results (grades, number of fails, and so on), for instance in the event of complaints from students or a great divergence in results (positive or negative)	yes/no		
Answer or assessment form to help examiners establish assessment criteria	yes/no		
Examiners helped one or more colleagues when establishing examination and assessment criteria	yes/no		
Registration and archiving			
Agreements on the retention of students' written examination papers	yes/no		
Agreements on the retention of digital copies of final papers and assessment forms	yes/no		
Written record of decisions made by the Board of Examiners in the form of a decision list	yes/no		
Agreements on recording decisions made by a member of the Board of Examiners mandated to take such decisions	yes/no		
Annual report of the Board of Examiners to the Faculty Board	yes/no		