



Universiteit Leiden

**2022-2023**

## **Faculty of Archaeology**

### **Rules and Regulations of the Board of Examiners of the degree programme in Archaeology**

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

Pursuant to this article, the Board of Examiners determines rules for the execution of the tasks and authorities that are ascribed by law to the Boards of Examiners and the measures that the Board of Examiners can take in this respect. The rules must comply with the framework of the model Course and Examinations Regulation of Leiden University (OER).

Adopted on 1 September 2022

## Chapter 1            General provisions

### Article 1.1        Scope

- 1.1.1        These Rules and Regulations have been established by the Board of Examiners and apply to the examinations (*tentamens*) and final examinations (*examens*) of the Archaeology (MA, MSc and RMA) degree programme(s) of Leiden University, hereafter referred to as: the degree programme.
- 1.1.2        These Rules and Regulations have been established in Dutch and English. Should there be any unexpected differences between the two versions, the Dutch version prevails.

### Article 1.2        Definitions

- Constituent examination:        An investigation of the knowledge insights and competences of the student relating to a particular programme element, as well as the assessment of the outcome of this investigation. The examination can consist of one or multiple constituents or practical assignments. How the constituents are weighed is laid down in the OER and the Prospectus.
- Fraud:        The meaning assigned to fraud is referred to in Article 7.1, also see Article 7.12b of the Act.
- OER:        The Course and Examination Regulations (*Onderwijs- en examenregeling*) 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:
- writing a thesis / final paper / final report / final assignment for a programme
  - 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);
- Invigilator:        A person who is charged by or on behalf of the Faculty Board with ensuring that order is maintained during an examination, whether this is on campus or online, by making use of proctoring, for example.
- First assessor:        The first examiner, who supervises, reads and assesses the thesis / final paper / final report.
- 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.
- Exam        An examination into the knowledge, insight and skills of the student regarding a certain unit of study, as well as the rating of the results of that examination (corresponding to article 7.10 of the law). The examination can be written, oral, digital or a combination of these. An examination can consist of multiple constituent examinations. Credits can only be awarded to an examination. The examination will be executed according to the methods for quality assurance, created by the Board of Examiners.

Act: Higher Education and Research Act (*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**

### **Artikel 2.1 Chair, secretary and external member**

- 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. This member is the assessment specialist in the Board of Examiners.

### **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 The Board of has the following tasks and responsibilities:

#### **I. General tasks**

- 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. in the bachelor's programme, issuing the (binding) study advice on behalf of the Faculty Board, as referred to in article 7.8b of the Act and the Leiden University Regulation on the Binding Study Advice;
- d. compiling an annual report of its activities for the Faculty Board;

#### **II. Degree programme and examination**

- a. 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 7.3h 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;
- b. in individual cases, approving the choice of course components included in the degree programme;
- c. 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;
- d. 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;
- e. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in h. above, issuing a statement showing at least the examinations that he/she has passed;

#### **III. Examinations and exemptions**

- a. 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;
- b. granting exemption from taking one or more examinations on one of the grounds specified in the OER;

- c. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- d. in exceptional cases, deciding whether an examination must be taken orally, in written or digital form or in another way, notwithstanding the provisions of the OER;
- e. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
- f. granting exemption from the obligation to participate in practical assignments required for admission to the examination concerned, possibly with the imposition of alternative requirements in exceptional cases;
- g. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud;
- h. granting effective measures for following a programme and taking examinations to students with a functional disability as referred to in the Equal Treatment Act on the grounds of handicap or chronic illness;;
- i. appointing examiners.

### **Article 2.3            Procedures**

The Board of Examiners' procedures are established in the Standing Regulations.

- 2.3.1        The Board of Examiners decides by simple majority of votes. If there is an equal division of votes, the chair has the casting vote.
- 2.3.2        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.
- 2.3.3        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;
    - Binding Study Advice (BSA);
    - Momi
    - the recording of the members' signatures.
- 2.3.5        Requests need to be directed to the Board of Examiners, and should be submitted to the official secretary. The request should contain name and student number, and a clear specification of the request. The Board of Examiners decides within 30 office days after receiving the request, unless other rules apply on the basis of the OER and/or Rules and Regulations of the Board of Examiners. The official secretary communicates the decision to all involved and indicates the possible means for 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                      Examinations**

### **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 previously indicated. The examiner will inform the Board of Examiners of 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        Oral examinations are not allowed as an assessment method within the Faculty of Archaeology.
- 4.1.5        Examinations can take place in the form of group work. An individual assessment will be made in the event that a presentation, research project, report or other educational performance is carried out in a group context.

### **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. An examination may consist of constituent examinations. How the constituents are weighed is laid down in the Prospectus.
- 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 or online tests will be assessed on the basis of pre-determined, written criteria. (answer key and/or assessment criteria).
- 4.2.10       A maximum of 30% of the questions and assignments of an examination may be re-used for the successive year.
- 4.2.11       The procedures relating to the quality assurance of examinations will have been established in the examination 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 degree management.

- 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 4.2.12 and 4.2.13, the Board of Examiners can request the assistance of experts.
- 4.2.15 The Board of Examiners will guarantee the quality of the way invigilation is carried out, both on campus and online, and will pay particular attention to the following aspects:
- Whether sufficient measures are taken to prevent fraud during the examination;
  - Whether the identity of the student taking the examination can be verified;
  - Whether it can be confirmed that the examination has been completed within the time set.

#### **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 opportunity will be offered twice in each academic year to take the examination related to each of the programme components that are offered in that year. If the examination for a programme component comprises more than one constituent examination, it can be stipulated in the course description in the Prospectus that a resit is not possible for all constituent examinations. In this case, the student must at least be given the opportunity to pass the subject by means of an assessment that is appropriate for the subject in question.
- 4.3.4 For practical assignments for which a resit is not possible in the same academic year, the examiner can in exceptional cases decide that a resit assignment is possible in the same academic year. A resit assignment must meet the learning objectives that were assessed in the original assignment.
- 4.3.5 The degree programme has additional conditions regarding prior knowledge for participation in course components, examinations or practical assignments. These are stipulated 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 or online 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, unless, due to *force majeure*, the date cannot be announced earlier than five days in advance.
- 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 Department Teaching Committee and if it can reasonably be expected not to harm the interests of the students. The date(s) will then be communicated at least 15 office days before the examination date(s).

#### **Article 4.5 Registration for and withdrawal from examinations<sup>1</sup>**

- 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.

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<sup>1</sup> If the new registration system is operational, with effect from the second semester of the 2021-2022 academic year, article 4.5 will apply: An examination can only be taken and the result assessed if the student has registered to take the examination in line with the procedure in the relevant registration protocol (as referred to in article I 3.4 OER 2021-2022). Items 4.5.1 to 4.5.5 are then no longer applicable.

- 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 For examinations that are taken remotely, either on campus or online, at the request of the Faculty Board or with a view to safeguarding the quality of the assessment, the Board of Examiners can issue a recommendation regarding the use of such resources as invigilators or proctoring in order to prevent fraud.
- 4.6.2 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.
- 4.6.3 For examinations that are taken remotely online, deviating from what was established in 4.6.2., the Board of Examiners can stipulate that students submit a completed 'Statement of Authenticity' prior to an examination.
- 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 For examinations that are taken remotely online, students will be admitted up to 15 minutes after the specified starting time to the (online) environment where the examination is to be taken. In the event of problems with logging in, the student should immediately contact the examiner.
- 4.6.6 If an examination is taken online or digitally and a (technical) failure occurs within the university environment which means that the examination cannot be continued, the Board of Examiners will decide whether and when a new examination can be scheduled.
- 4.6.7 A student can refuse to take part in an online examination using proctoring on the grounds of serious privacy objections. The student must inform the Board of Examiners accordingly as soon as possible. The student can ask the Board of Examiners for an alternative assessment. The Board of Examiners can decide to allow an alternative assessment or decide that the student must wait until the examination can be taken in another form.
- 4.6.8 Communication devices, including mobile telephones, smartwatches and smartphones, must be switched off while the (digital) examination is taking place. Other electronic equipment may not be used, except with the permission of the examiner.
- 4.6.9 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.
- 4.6.10 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 environment. 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.
- 4.6.11 The examiner will immediately inform the Board of Examiners in writing of any measure taken



pursuant to the provisions of 4.6.11.

#### **Article 4.7      Effective provisions for examinees with a functional disability**

- 4.7.1      A student who has a functional disability as referred to in the Equal Treatment Act is entitled to effective modifications when taking an examination.
- 4.7.2      The Board of Examiners will decide on a request for effective modifications, taking into account the legal rules and the Leiden University protocol on studying with a functional disability.
- 4.7.3      A request for an effective modification will be submitted to the official secretary of the Board of Examiners.

#### **Article 4.8      Orderly conduct during a practical assignment**

- 4.8.1      The supervisor(s) of the practical will arrange that for the practical assignments, if necessary, assistants are appointed to ensure that order is maintained during the practical. 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.
- 4.8.2      Students are required to immediately comply with all instructions given by the practical supervisor(s) before or during the practical.
- 4.8.3      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.
- 4.8.4      The examiner will immediately inform the Board of Examiners of this measure on grounds of the article in 4.7.4.

#### **Article 4.9      Assessment of examinations**

- 4.9.1      In addition to what has been established in Article 4.6.3. of the OER, the grading periods of internship reports and thesis will deviate by default. The grading period for internship reports is 6 weeks; the grading period for theses is 4 weeks.
- 4.9.2      The assessment of presentations, research, reports or other products that are produced in a group context will be on the basis of the individual contribution made by the student.
- 4.9.3      The assessment of written examinations takes place on the basis of pre-determined and recorded norms, signed by 2 examiners. These norms may be adapted when correcting the written examination. In case of multiple choice-examinations, the examiner will use ICLON-analyses for the determination of the grades, and for the improvement of the quality of the examination questions.
- 4.9.4      In addition to the OER, Article 4.1.4, constituent grades obtained for the first examination can be used for the resit, unless the Prospectus indicates that this is not allowed. However, constituent grades will expire at the start of a new academic year.

#### **Article 4.10      Assessment of final paper**

- 4.10.1      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.
- 4.10.2      The final paper will always be assessed independently by two examiners on the basis of

standard forms for assessment and the procedures of the Board of Examiners. The forms are signed by the first and second examiner, and are archived by the department. The grade will be determined by agreement between the examiners. If the examiners are unable to reach agreement, the Board of Examiners will appoint a third examiner as third assessor. The third assessor will have the deciding vote.

4.10.3 Only the definitive thesis assessment will be communicated to the student.

#### 4.10.4 **Thesis fail**

4.10.4.1 If the thesis receives an assessment of 5.0 or lower, the student has 1 opportunity to make corrections. The thesis should be re-submitted within 6 weeks after the student has received the assessment. The grade of the re-submitted thesis cannot be higher than 7.0. If the re-submitted thesis receives a fail, the student needs to write a new thesis, with a new topic.

4.10.4.2 A new thesis topic can be supervised by the former supervisor. In that case the thesis proposal should be approved by the thesis supervisor and a second, independent examiner. This examiner will be appointed by the Board of Examiners. Both examiners will assess the thesis proposal within 15 office days. The thesis proposal should meet the requirements as stated in the Prospectus course description. If the thesis proposal is rejected by the examiners, the student is not allowed to start their new thesis, and is therefore unable to graduate.

#### 4.10.5 **Plagiarism**

4.10.5.1 A thesis in which plagiarism has been detected will be declared invalid by the Board of Examiners. If the nature and the extent of the plagiarism are minor and the student has not committed plagiarism before, the thesis may be resubmitted after the necessary changes. In such cases, the evaluation of the thesis cannot be higher than a 7.0.

4.10.5.2 When the plagiarism is severe and/or the student has committed plagiarism before, the student is required to write the thesis again. This thesis cannot be supervised by the same supervisor. The new thesis proposal needs to be approved by the supervisor, as well as a second independent examiner, appointed by the Board of Examiners. Both examiners need to assess this proposal within 15 work days. The thesis proposal needs to meet the requirements stated in the e-study guide and needs to differ enough from the rejected version. If this proposal is rejected, a new thesis cannot be written, meaning that the student will not be able to graduate.

### **Article 4.11 Resits**

4.11.1 For every examination, one resit will be offered. For practical components such as material practicals, laboratory practicals, field practicals, excursions, and internships, there will be no resit in the same academic year.

4.11.2 Resits will have the form and level comparable to the first examination opportunity. A resit for a paper consists of a new assignment with a new topic.

4.11.3 Participation in resits takes place under the following restrictions:

- The first examination opportunity resulted in a fail; According to article 4.1 from the OER the student has one opportunity during the whole programme to retake a pass.
- The first examination opportunity was not taken in order to be able to participate in

another examination needed to meet the BSA;

- The first examination opportunity was not taken due to illness. Students should call in sick to the Administration Office (onderwijs@arch.leidenuniv.nl) before the examination takes place;
- The first examination opportunity was not taken because the student was not registered in uSis.
- Essays that have not been submitted before the deadline or scored lower than a 3.0, will be counted as 'not participated the first time'. Students then need to send a well-argued request to the Board of Examiners to be considered for the resit.

4.11.4 If compulsory attendance applies to the course, participation in the resit is only possible, in addition to what is stated in 4.11.3., if attendance has been sufficient.

4.11.5 If additional requirements apply to participation in the resit, these will be stipulated in the Prospectus.

4.11.6 The Board of Examiners may decide to grant a student's request for an extra resit in case it concerns a final course needed to complete the degree, but on the condition that all other required study components have been obtained, including the thesis, and that both the first examination opportunity and resit were taken. One of the obtained grades for the course needs to be at least a 4.0. Practical assignments as mentioned in 4.10.1. are excluded from an extra retake.

#### **Article 4.12 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.

#### **Artikel 4.13 Inspection and evaluative discussion**

4.13.1 During the period stated in the OER, i.e. 30 office 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 examiner. Students are only allowed to inspect examinations they have actually taken.

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

4.13.3 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 4.14 Exemption from examinations and practical assignments**

4.14.1 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, at least 5 office days before the start of the course.

- 4.14.2 If a request for exemption is submitted fewer than 5 office days before the start of the course, the request will be automatically refused.
- 4.14.3 The Board of Examiners will reach a reasoned decision within 30 office 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 accepted.

#### **Article 4.15 Elective courses**

- 4.15.1 When choosing electives, the courses should meet the following requirements:
- Bachelor: 30 ec of correlating courses, of which at least 5 ec with a level 300 or higher.
  - Master: 10 ec of courses with a level 400 or higher, or comparable.
  - Research Master: 10 ec of courses with a level 400 or higher, or comparable.
- 4.15.2 In exceptional cases, the Board of Examiners may deviate from the requirements stated in 4.15.1.
- 4.15.3 Only courses taken while enrolled in the degree can be used as electives.

#### **Article 4.16 Double theses**

4.16.1 The Board of Examiners does not allow so-called double theses: one extra-large thesis that is submitted to two different degree programmes. A separate thesis needs to be submitted for each degree.

#### **Article 4.17 Retention periods**

- 4.17.1 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.
- 4.17.2 A student's final paper (*eindwerkstuk*), including the assessment form, will be retained for a period of at least seven years.
- 4.17.3 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 4.18 Registration of examinations/constituent parts**

- 4.18.1 The Board of Examiners is responsible for securing the quality of the education. The Education Office, is responsible for the registration of examination assessments and their constituent parts. The Board of Examiners is also responsible for the registration of the awarded certificate to the examination candidate.
- 4.18.2 No others but the student, study adviser, Head of Education Affairs, the student dean, authorised personnel and the Examinations Appeals Board will be informed of registered data, with the exception of awarded certificates. There can be exceptions to this, but only after consent of the student.
- 4.18.3 If research is conducted with the use of registered data, this is done in concordance with the Data Protection Regulation (GDPR).
- 4.18.4 When having completed an examination, Archaeology students will not receive an official document. Students can view their results in the appointed computer systems instead. Students can request a list of obtained study results at the Administration Office. It is the student's

responsibility to check if the grades are registered in uSis within 30 days after the grades have been communicated.

- 4.18.5 Assessments of elective courses and constituents taken at other faculties of Leiden University will be automatically communicated to the Administration Office. If a student has taken an elective at another national or international institute, the student should submit an original, signed document with the results to the Administration Office. If a student has taken part of the degree abroad, the student should make agreements with the exchange officer about the estimation of study components to be followed abroad, before the student's departure.
- 4.18.6 Examination results are dated on the day on which the examination was taken. The assessment of papers and internship reports are dated on the day on which they were formally assessed. The thesis is entered on the day on which the study file, including plagiarism check, is complete. An exception to this is a thesis submitted in the months of July and August, resp. January, without approval of the Board of Examiners. In that case the thesis will receive a date in September, resp. February.

## **Chapter 5                    Compulsory attendance**

### **Article 5.1            Compulsory attendance**

- 5.1.1        When a course has compulsory attendance, this will be stated in the Prospectus course description. Attendance means that a student arrives on time and ready to participate in the study activity.
- 5.1.2        For every study activity, the lecturer registers students' attendance on an attendance list. Every individual student signs this list to mark their attendance. The lecturer also signs the attendance list and submits it along with the grades and course materials, to be archived by the Education Office.

### **Article 5.2            Missed study activities**

- 5.2.1        If a student has missed one or more study activities without acknowledged and documented special circumstances, the student cannot pass the course. The grade for the course will be registered as *Niet Deelgenomen (ND)* (Not Participated). The student will have no right to take a resit.
- 5.2.2        A student who has missed more than 20% of a course's study activities, despite acknowledged and documented special circumstances, has not performed according to compulsory attendance rules, and will fail the course. The grade for the course will be registered as *Niet Deelgenomen (ND)* (Not Participated).
- 5.2.3        If a student is more than 15 minutes late to a study activity, or leaves without the lecturer's permission, this will count as 'not attended'.
- 5.2.4        A student should always notify the lecturer in advance when a study activity cannot be attended.
- 5.2.5        If a student misses 1 study activity due to acknowledged and documented special circumstances, the lecturer will set an alternative assignment to compensate for the missed study activity.

### **Article 5.3            Exceptional circumstances**

Exceptional circumstances are defined as well-documented and registered circumstances of a serious nature that a student cannot control, and that affect the student's academic achievements in a demonstrable manner. Medical appointments should be planned in such a way that clashes with education time schedules are avoided.

## **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**

Every examination should be passed, no compensation is possible.

### **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 30 office 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 extra-curricular courses taken while enrolled in the Archaeology degree can be registered on the diploma supplement, after 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.<sup>2</sup> 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.
- 6.4.3 A student who has passed one or more examinations but cannot be awarded a degree certificate, as referred to in 6.4.1, 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.

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<sup>2</sup> A wet signature is a signature with lightfast ink.

## **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 6.7.1 or 6.7.2 within 10 working days after this request has been made by the Executive Board.



## **Chapter 7                      Fraud, irregularities and plagiarism**

### **Article 7.1                      Definitions**

Fraud is understood to mean:

Any action or omission that makes it completely or partly impossible to form a proper assessment of an individual's knowledge, insights, skills, professional attitude or reflection, including in any event:

- a. during an examination, including an online examination, or practical assignment, having to hand unauthorised communication devices or documents;
- b. during an online or other examination or a written assignment, having available unauthorised notes (crib sheets) in the permitted material;
- c. during an online or other examination or a practical assignment, completely or partly copying the answers of another person;
- d. during an online or other examination or a practical assignment, exchanging information with another person;
- e. during an online or other examination or a practical assignment, impersonating another person;
- f. plagiarism (acting in contradiction of the Leiden University Code of Conduct on Plagiarism, attached);
- g. modifying the submitted examination (digital or otherwise) at the inspection.

Fraud is also taken to mean gaining access or attempting to gain access on improper grounds to the programme, or a constituent examination, practical assignment or examination.

Other behaviour that the Board of Examiners marks as fraud on the basis of established and communicated rules within the faculty c.q. department.

### **Article 7.2                      Documents brought into the examination by students**

- 7.2.1                      If a student is permitted to use a document that he/she has personally brought into the examination, this document must not contain any notes.
- 7.2.2                      For the purposes of the previous paragraph, notes are not understood to mean:  
underlining, highlighting and marking with fluorescent felt pen;
  - references to sections of the law;
  - references to case law and other literature, provided that this is explicitly permitted for a specific examination;
  - marginal notes added by the publisher of a compendium of legislative texts.
- 7.2.3                      The above paragraphs apply equally to any legal text brought into the examination by a student.
- 7.2.4                      Both the perpetrator and accomplice to fraud and plagiarism can face sanctions. Complicity means the act of letting students copy work of fellow students, with consent and/or cooperation of fellow students, or if co-authors of a group paper could have or should have known one of the authors was committing plagiarism.
- 7.2.5                      Digital detection programmes can be used to detect plagiarism in papers. By submitting their paper, a student gives implicit consent to check the text in the database of such a detection programme.

### **Artikel 7.3                      Disciplinary measures to be taken by the examiner in the event of irregularities or fraud**

- 7.3.1                      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.

- 7.3.2 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.
- 7.3.3 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.
- 7.3.4 If an invigilator observes an irregularity, act of fraud or disturbance during the examination, he/she must notify the examiner immediately.
- 7.3.5 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 7.4 Sanctions to be imposed by the Board of Examiners in the event of irregularities or fraud**

- 7.4.1 In the event of observation or serious suspicion of any irregularity or fraud during an examination or practical assignment, the Board of Examiners can interview the examiner, student, invigilators and other persons.
- 7.4.2 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 7.3.1, after the Board of Examiners has reached a decision in which the examination is released for assessment.
- 7.4.3 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 1 year;
  - c. excluding the student from participation in one or more other examinations for the maximum period of 1 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 1 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.
- 7.4.4 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.

#### **Artikel 7.5 Disciplinary measures to be taken as a result of plagiarism**

- 7.5.1 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 e-mail to

the Board of Examiners. This e-mail will state the following: name of person submitting the claim, student concerned, method of examination, description of the situation/type of suspected fraud/plagiarism, evidence, assessment and answer key, and a proposed handling of the situation by the Board of Examiners (warning, "inconvenient" actions by student, severity of the fraud, etc).

- 7.5.2 The examiner will provide the Board of Examiners with the essay, paper, thesis or research assignment concerned.
- 7.5.3 In the event of suspected plagiarism, the Board of Examiners may interview the examiner, the lecturer, the student and others.
- 7.5.4 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.

## **Artikel 7.6 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 in the bachelor's programme**

### **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 8.1.1, 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<sup>3</sup>.

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

## **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 9.1.1, is 6 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.

## **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**

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 1 September 2022.

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**





**MODEL FORM FOR NOTIFICATION OF PLAGIARISM**

**Notification by the examiner of plagiarism or fraud pursuant to Article 6.5 of the Rules and Regulations**

## Form for notification of detected plagiarism

The completed form must be sent (by email) to the Secretary of the Board of Examiners (include email address).

Please note: a student's product must be checked for plagiarism in a plagiarism programme (Turnitin, Ephorus) before an assessment of any kind is given or released.

|  |   |                           |  |
|--|---|---------------------------|--|
| Date   |   |                           |  |
| Person submitting the notification   |   | Email                     |  |
|  |   | Tel.                      |  |
| Student(s)   |   | Student number(s)         |  |
| Year of the study programme  |   | Bachelor's / Master's     |  |
| Type of examination assignment   |   | Study programme component |  |
| Summative test   | <input type="radio"/> Additional requirement<br><input type="radio"/> Counts towards the final grade (accounts for ... %) |                           |  |
| Relates to:  | <input type="radio"/> Fraud<br><input type="radio"/> Plagiarism   |                           |  |
|  |   |                           |  |
| Description of (suspected) fraud/plagiarism and, if applicable, the form of plagiarism (see explanation at the end). |   |                           |  |
|  |   |                           |  |
| If plagiarism: percentage plagiarism according to the programme used (if known):                                     | average ..... %, suspected section .... %   |                           |  |
| Reaction of the student(s) to being informed that suspected fraud / plagiarism has been detected.                    |   |                           |  |
|  |   |                           |  |
|  |   |                           |  |
| Method of handling   |   |                           |  |
| <input type="radio"/> Notification will be submitted to the Board of Examiners → further complete A and B            |   |                           |  |
|  |   |                           |  |

|  |          |
|--|----------|
| <b>A</b>   |          |
| Proposal for handling by Board of Examiners (more than one option can be selected)   |          |
| <input type="radio"/> Not serious plagiarism<br><input type="radio"/> First time this has been detected for this/these student(s)<br><input type="radio"/> Student was not aware of plagiarism<br><input type="radio"/> "Clumsiness" of the student<br><input type="radio"/> Cultural difference (for a student from a country other than the Netherlands)<br><input type="radio"/> Interview reveals that this is a learning moment for the student(s) and there will be improvement in the future<br><input type="radio"/> Seriousness of plagiarism<br><input type="radio"/> Second time this has been detected for this/these student(s)<br><input type="radio"/> Attitude of the student(s)<br><input type="radio"/> Other; i.e. .... |          |
| <input type="radio"/> Interview with the student about the (suspected) plagiarism<br><input type="radio"/> Other; i.e. ....  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
| If applicable, additional information that may be relevant for the Board of Examiners  |          |
|  |          |
| <b>B</b>   |          |
| The student has been informed of this notification   | Yes / No |
| Evidential material is appended  | Yes / No |
| If yes: this material is .....   |          |

This form has been completed fully and truthfully by:

Signature

City

Date

Name of person submitting the notification

## 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<br>(as of dd/mm/yyyy)<br>Chair elected by the Board of Examiners:<br>Member 1:<br>Member 2:<br>Member 3:<br>Member 4:<br>External member:<br>Official secretary:<br>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<br>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"> <li>• Tests and examinations</li> <li>• Final assignments</li> </ul> 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"> <li>• What will the Board of Examiners tackle in the current academic year?</li> <li>• Which topics require attention in the longer term?</li> <li>• Desired training and/or support</li> </ul> |                            |

|   |  |
|---|--|
| Plagiarism prevention by:<br>Number of cases of plagiarism detected:<br>Measures taken:<br>Number of decisions concerning the enforcement of sanctions:   |  |
| Other fraud<br>Number of cases:<br>Types of fraud:<br>Measures taken:<br>Number of decisions concerning the enforcement of sanctions:   |  |
| Number of complaints lodged by students with the Board of Examiners:<br><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.<br>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:<br>a. verified that evidence had been supplied of an adequate command of the Dutch language, and<br>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 |
|--|--|------------|---------------------|
| <b>Examiners</b>   |  |            |                     |
| Examiner(s) appointed for each component of the degree programme<br>List of examiners recorded in writing<br>Students informed of examiners  | yes/no<br>yes/no<br>yes/no   |            |                     |
| <b>Quality of the final papers</b>   |  |            |                     |
| Documented procedure for second examiner of BA final paper<br>Documented procedure for second examiner of MA final paper<br>Assessment criteria for BA final paper documented and communicated<br>Assessment criteria for MA final paper documented and communicated<br>Assessment form for BA final paper documented and communicated<br>Assessment form for MA final paper documented and communicated<br>Procedure to check that the assessment form has been completed correctly when establishing whether the student has met the requirements for the degree<br>Random evaluation of the assessment of the BA final papers by the Board of Examiners<br>Random evaluation of the assessment of the MA final papers by the Board of Examiners | yes/no<br>yes/no /not applicable<br>yes/no<br>yes/no /not applicable<br>yes/no<br>yes/no /not applicable<br>yes/no<br>yes/no<br>yes/no /not applicable |            |                     |
| <b>Quality of examinations</b>   |  |            |                     |
| Quality requirements for examinations communicated<br>Answer form/model introduced<br>Assessment of assignments and model answers for a number of BA examinations  | yes/no<br>yes/no<br>yes/no   |            |                     |

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|---|--------|--|--|
| 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 |  |  |
| <b>Registration and archiving</b>   |        |  |  |
| 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 |  |  |