Dear colleague,

The Board of Examiners of the Faculty of Archaeology, Leiden University, guarantees the quality of the three programmes (BA/MA and RMA) in the Faculty of Archaeology. Her tasks, role and independent position are laid down in the Higher Education and Research Act (WHW). One of its statutory duties is to appoint examiners (article 7.12c, paragraph 1, WHW). The Board appoints examiners for specific courses and not for the study programme as a whole, according to the following criteria:

- In order to be appointed as examiner for courses, internships and theses in the bachelor’s programme, the staff member must have an appointment of at least 0.4 fte and a BKO certificate.
- In order to be appointed as examiner for courses, internships and theses in the (research) master’s programme, the staff member must have an appointment of at least 0.4 fte, have obtained a PhD and a BKO certificate.
- In order to be appointed as first examiner for theses in the research master’s programme, the staff member must have an appointment as professor or UHD (associate professor) of at least 0.4 fte, have obtained a PhD and a BKO certificate.
- Professors without a BKO certificate can be appointed as examiner for theses in their specific area of expertise.

These criteria are laid down in the Handbook for Examiners.

The Board of Examiners has appointed you as an examiner as of 1st September 2021 until 31st August 2022 for the designated courses, and if applicable also for the theses. You can find your designated courses in the list of appointed examiners for the education programme 2021-2022, as published on the website of the Board of Examiners, right column.

You can find the appointed examiners for the thesis in the overviews (BA, MA, RMA) of appointed first examiners for the thesis, which are also published on the website of the Board of Examiners, right column.
For the examination of theses (if applicable) you have been given access to the corresponding Bright Space modules (Click tab Archaeology, and then at the bottom of the page under “Submitting your thesis”, open Step 1: uploading your thesis). Assessment forms for the thesis can be found on the website for thesis and paper writing and in this folder on the faculty’s network: J:\Workgroups\ARCH\Onderwijs\00 Info for Examiners.
Please note that as of September 2021 new thesis guidelines have been established, conform the APA7. These, as well as the accompanying explanatory notes, will be accessible on both the website and the above mentioned folder as well.

The information concerning appointed examiners is available at the website of the Board of Examiners. The faculty and study programme regulations such as the course and examination regulations (OER), and the Rules and Regulations of the Board of Examiners can be found at this website.

This more detailed clarification on the existing regulations is derived from the wish of the Board to make the implicit explicit. If you have any suggestions for improvement, do not hesitate to contact us.

Please note the following:

- As an examiner you are responsible for the course as a whole: for the structure, the instruction, for implementing the “four eye-principle” (peer reviewing of the exam), the quality of the exam and the assessments.
- Your course is part of learning lines of the programme, the contribution to the learning line is visible through the set learning objectives and as such also contributes to the end qualifications of the programme. The learning line document for the BA is enclosed as an appendix.
- As examiner you oversee if fraud or plagiarism is detected in your course and you are responsible for reporting it to the Board of Examiners.
- Only the appointed examiner of the course can pass the obtained grades to the Education Administration. Please hand in your answer model and graded exams as well at the Education Administration.
- The course description in the e-studyguide is binding.
- If a student does not agree with the grade, for whatever reason, the student is allowed to appeal the grade through the Examination Appeals Board of Leiden University. The examiner will have to defend the grade.
- The examiner must have knowledge of the OER, the Rules and Regulations of the Board, the assessment policy.

Kind regards,

Corijanne Slappendel MPhil (secretary)
On behalf of the Board of Examiners
Faculty of Archaeology