



Universiteit Leiden

2023 - 2024

Faculty of Governance and Global Affairs

Rules and Regulations of the Board of Examiners of the degree programmes:

Public Administration (BSc)

Management van de Publieke Sector (MSc)

Public Administration (MSc)

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

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 degree programme Public Administration (BSc), Management van de Publieke Sector (MSc) and Public Administration (MSc) 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

Act	Higher Education and Research Act (<i>WHW</i>)
AI Software	Artificial or artificial intelligence (AI) is the ability of a machine to exhibit human-like skills such as reasoning, learning, planning and creativity. ¹ Forms of AI software include virtual assistance, image analysis software, search engines, voice and facial recognition systems, chatbots such as ChatGPT;
First assessor	The first examiner, who supervises, reads and assesses the thesis / final paper / final report.
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.
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 (in line with article 7.10 of the Act). The investigation can take place in written, oral or digital form, or a combination of these. An examination can consist of several constituent examinations. Study credits are only awarded for examinations. The investigation is carried out in line with the method determined by the Board of Examiners to safeguard the quality of the tests and examinations. The relative weighting is set out in the OER and 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 / 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).

¹ https://www.europarl.europa.eu/news/nl/headlines/society/20200827STO85804/wat-is-artificiele-intelligentie-en-hoe-wordt-het-gebruikt?at_campaign=20234-Digital&at_medium=Google_Ads&at_platform=Search&at_creation=DSA&at_goal=TR_G&at_audience=&at_topic=Artificial_Intelligence&gclid=Cj0KCQjw7uSkBhDGARIsAMCZNJtvmvZiYs2g9giVER1E3cc7On7XCNWrWQZ9kIC5kZVhru7tURsuBfsaAqqpEALw_wcB

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 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, whose duties are as follows:
1. the external member must visit for one day at least twice a year, and attend a meeting of the Board of Examiners;
 2. the external member is given access to an overview of all the courses, including the learning outcomes, as listed in the e-Prospectus and the relevant OER, and all the examinations, answer guidelines and grade lists of the courses;
 3. the external member takes a random sample of written constituent examinations and bachelor's and master's theses;
 4. the external member reports on the quality of the assessment (without the right to influence actual grading) to the chair of 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

- e. 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 7.3j of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act;
- f. in individual cases, approving the choice of course components included in the degree programme; granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- g. 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;
- h. 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;
- i. 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 the student has passed;

III. Examinations and exemptions

- j. 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;
- k. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- l. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- m. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, notwithstanding the provisions of the OER;
- n. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
- o. 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, deciding whether an examination must be taken orally, in written form or in another way, the provisions of the OER;
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud;
- q. 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;
- r. appointing examiners.

Article 2.3 Procedures

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;
 - the binding study advice (BSA);
 - the recording of the members' signatures.

Chapter 3 Appointment of examiners

Article 3.1 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. 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.

4.1.2 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.

4.1.3 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.

4.1.4 The conditions under which constituent examinations can compensate for one another are stipulated in article 4.11 of these Rules & Regulations.

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 or online tests will be assessed on the basis of pre-determined, written criteria.

4.2.10 The procedures relating to the quality assurance of examinations will have been established by the Board of Examiners.

4.2.11 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.

4.2.12 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.

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

4.2.14 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 student is not required to take part in the regular examination (first opportunity) in order to take part in the resit (second opportunity). 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 programme 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. 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.

4.3.4 A student must have attended all the compulsory working groups of the relevant programme element, have prepared for these meetings and taken an active part in the meetings. For programme elements of 5 EC, an exception may be made for no more than one meeting. In this case, the examiner may impose a substitute assignment. Any student who is absent more frequently may be excluded by the examiner from further participation in the course.

4.3.5 A student who still needs to complete one course of his/her degree programme may be granted one additional opportunity to take an examination by the Board of Examiners if no examination for this course is scheduled during the block concerned, the student has participated in the examination for the course before and the student has completed the bachelor or master thesis. This additional opportunity does not apply to bachelor's and master's theses.

4.3.6 The degree programme has conditions for participation in and/or assessment of research internships. These are set down in the e-Prospectus.

4.3.7 The degree programme has additional conditions regarding prior knowledge for participation in course components, examinations or practical assignments. These are set out in the e-Prospectus.

4.3.8 The student who wishes to resit an exam for which they received a passing grade, as referred to in Article 4.1.8 of the OER, may resit one eligible constituent grade if the final grade is composed of constituent grades, in order to improve the passing final grade.

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.

4.4.3 The dates for oral examinations will be determined by the examiner, if possible in consultation with the students.

4.4.4 The deadlines for submitting practical assignments (if relevant) will be set by the examiner and communicated to the students at the start of the course component. The deadline for submitting practical assignments cannot be more than one week after the end of the examination period of the block in which the course component concerned was taught. Resits of practical assignments are subject to the same time period for the examination period in which the resits for the block concerned take place. This does not apply to bachelor's and master's theses, for which separate deadlines are set by the Board of Examiners.

Article 4.5 Registration for and withdrawal from examinations

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 3.4 OER).

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, 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 30 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 2 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 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 4.6.10.

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 student dean or the study adviser.

Article 4.8 Orderly conduct during a laboratory practical

4.8.1 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.

4.8.2 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.

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

4.8.4 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 4.9 Oral examinations

4.9.1 Oral examinations are preferably conducted by two members of teaching staff, at least one of whom must be an authorised examiner. If this is the case, then one of the two members of teaching staff will take brief notes during the examination, i.e. will write down point-by-point what topics are covered and will indicate whether the student has sufficient understanding of these topics. If only one authorised examiner is present at the oral examination, then both written notes and an audio recording will be made.

4.9.2 The Board of Examiners may decide that a specific oral examination will be taken by several students together, if the students who are to be examined agree to this.

4.9.3 Article 4.6.2 and Articles 4.6.8 up to and including 4.6.11 also apply to oral examinations.

Article 4.10 Assessment and compensation

4.10.1 Examinations will be assessed on the basis of pre-determined, written criteria, which may be adjusted in the process of marking these examinations. The assessment method must be so transparent that students can understand how the points for their examination were reached.

4.10.2 Papers, presentations, research studies, reports and other course activities that require students to work entirely or partly in groups are assessed on the basis of each student's individual contribution.

4.10.3 In accordance with Article 4.6.4 of the OER, a grade of 6.0 or higher is considered to be a pass; a grade of 5.0 or lower is considered to be a fail. The examiner can specify in the course guide/manual a maximum mark that can be obtained for the resit. This maximum can only be determined for a resit and not for a first or new chance. The maximum mark cannot be less than 7.0. Examination (tentamen) grades between 5 and 6 can be rounded off according to the rule: 5.50 or higher is rounded up and 5.49 or lower is rounded down. Other than this, whole grades (1 to 10) and half grades are used.

4.10.4 When a practical assignment or constituent examination is not submitted, the student will not receive a grade for this component. This means that a passing final grade cannot be awarded for the course, even if it is a compensable assignment.

4.10.5 Grades for constituent examinations and practicals are not rounded off, and a grade of 5.5 or higher is considered to be a pass. If an examination (tentamen) consists of two or more constituent examinations and/or practicals, the rounded-off final grade will be calculated on the basis of the non-rounded constituent grades. In this context, the following rounding rules apply: 6.01 to 6.24 is rounded down to 6.0; 6.25 to 6.74 is rounded off to 6.5; 6.75 to 6.99 is rounded up to 7.0, and so on.

4.10.6 The number and form of the individual constituent examinations as well as the weight of each of the constituent examinations in the determination of the final grade and the method of compensation are announced in the e-Prospectus prior to the start of the course. The examiner determines whether compensation between partial grades is allowed.

4.10.7 If, after an examination and a resit, one of the two constituent grades is a pass and the other a fail, the constituent grade that is a pass also loses its validity and the entire course will have to be taken again. An exception can be made to this rule if the nature of the course so requires. However, this must be directly related to the course itself and announced in the e-Prospectus before the start of the course.

Article 4.11 Assessment of final paper

4.11.1 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. The final paper will always be assessed independently by two examiners, and 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.

4.11.2 The assessment of papers, 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.

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.

Article 4.13 Inspection and evaluative discussion

4.13.1 During the period stated in the OER, 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.

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. The evaluation discussion can either be held online or offline.

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. The request must be submitted at the start of the academic year, or at least before the start of the relevant course.

4.14.2 The Board of Examiners will reach a reasoned decision within six weeks 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 rejected.

4.14.3 An application for exemption from all or part of the elective credits when a student has obtained credits (EC) for a second bachelor's programme is only possible if the programme element in question has added value for the study programme and provided there is no substantial overlap with the compulsory components of the programme. The course must also be followed and examined while the student is enrolled in the Public Administration programme, and in any event while the student is still enrolled in the programme of which the previously obtained ECTS forms part. The courses must meet the conditions set out in Article 4.15.1.

4.14.4 Students are not permitted to follow courses that are a compulsory part of their programme at another department, unless prior permission is obtained from the Board of Examiners. No exemptions will be agreed for courses passed at another department without this permission.

4.14.5 A maximum of 30 ECTS of exemptions can be awarded in the bachelor's programme.

4.14.6 Exemptions cannot be awarded in the master's programme(s).

Article 4.15 Elective courses and extracurricular courses

4.15.1 To include external courses in the elective space in the Public Administration bachelor programme, the following criteria must be met:

- The course must be part of an accredited programme at a Dutch university or an international university; - In terms of content, competences, and assessment, the course must correspond with the learning outcomes of the programme;
- The course must be of an equivalent level; this means that the courses must on average be taught on at least level 200, of which at least 1 course is at the level 300 or higher..
- The content of the course may not overlap with compulsory elements of the programme;
- The course is not be used for another programme that the student in question is following;
- The course must be followed and examined while the student is enrolled in the programme.

4.15.2 To include external courses as extracurricular components to the programme, permission by the Board of Examiners is required. The Board of Examiners will assess whether the course corresponds sufficiently with the learning outcomes of the programme based on its content, competences and assessment. The course must be followed and examined while the student is enrolled in the programme.

4.15.3 To include external courses obtained during an exchange programme at a partner university in the elective space in the Public Administration bachelor programme, prior permission by the Board of Examiners is required. The Board of Examiners will assess whether the level, content, competences and assessment of the courses correspond sufficiently with the learning outcomes of the programme and will establish that the courses do not overlap with the compulsory elements of the programme.

Article 4.16 Retention periods

4.16.1 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.

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

4.16.3 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.

Chapter 5 Final examinations and degree certificates

Article 5.1 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 5.2 Approval of individual curricula for final examinations

A reasoned, written request for approval of an individual curriculum for a final examination, as referred to in Article 7.3j 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. The final examination curriculum must be sufficiently different from the regular final examination curricula of the University.

Article 5.3 Degree certificate and diploma supplement

5.3.1 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.

5.3.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed by at least one of the members of the Board of Examiners.

5.3.3 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 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.

5.3.4 A student who has passed one or more examinations but cannot be awarded a degree certificate, as referred to in 5.3.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that the student has passed.

Article 5.4 Final examination grade

5.4.1 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.

5.4.2 The Board of Examiners will grant the designation “*cum laude*” or “*summa cum laude*” in accordance with the relevant provisions of the OER. Additionally, the bachelor final examination requires that no more than 10 ECTS of exemptions have been granted.

Article 5.5 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 5.6 Exclusion from the degree programme or certain of its components

5.6.1 If, in accordance with Article 7.42a of the Act, a student has demonstrated by behaviour or remarks that the student is unfit to practise one or more of the professions for which the student is being trained in the degree programme that the student 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.

5.6.2 If the student referred to in Article 5.6.1 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.

5.6.3 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 6 Fraud, irregularities and plagiarism

Article 6.1 Fraud

6.1.1 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, software such as unauthorised AI software 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, or through software such as unauthorised AI software;
- 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;

6.1.2 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.

6.1.3 Any other behaviour that the Board of Examiners considers to be fraud under the regulations established and communicated within the Faculty or programme;

Article 6.2 Documents brought into the examination by students

6.2.1 If a student is permitted to use a document that the student has personally brought into the examination, this document must not contain any notes.

6.2.2 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.

6.2.3 The above paragraphs apply equally to any legal text brought into the examination by a student.

Article 6.3 Disciplinary measures to be taken by the examiner in the event of irregularities or fraud

6.3.1 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.

6.3.2 If the examiner requests this, a student is obliged to surrender to the examiner any items in the student's 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.

6.3.3 The examiner will give the items that the examiner 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.

6.3.4 If an invigilator observes an irregularity, act of fraud or disturbance during the examination, the

invigilator must notify the examiner immediately.

6.3.5 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 6.4 Sanctions to be imposed by the Board of Examiners in the event of irregularities or fraud

6.4.1 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.

6.4.2 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 6.3.1, after the Board of Examiners has reached a decision in which the examination is released for assessment.

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

- a. declaring the results of the examination invalid (this is a remedial sanction aimed at removing the consequences of the offence);
- 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.

6.4.4 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.

Article 6.5 Disciplinary measures to be taken as a result of plagiarism

6.5.1 If the examiner detects plagiarism in an essay, paper, thesis or research assignment, the examiner will notify the chair of the Board of Examiners of this as soon as possible, by filling in and sending a plagiarism form.

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

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

6.5.4 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.

Article 6.6 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 7 The binding study advice in the bachelor's programme

Article 7.1 Student file

7.1.1 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.

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

7.1.3 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 7.2 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.²

Chapter 8 Complaints and appeals

Article 8.1 Lodging a complaint or appeal

8.1.1 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.

8.1.2 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 8.2 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 8.3 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 9 Annual report

Article 9.1 Reporting

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

9.1.2 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

² <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-binding-study-advice>

fulfilled its duty with respect to the quality assurance of examinations, as referred to in Article 4.2.

Chapter 10 Final provisions

Article 10.1 Exceptional circumstances

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

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

Article 10.2 Changes

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

Article 10.3 Effective date

These Rules and Regulations will enter into effect on 1 September 2023.

APPENDIX 1

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's else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc. as your own work - including generated texts or programming codes by software such as AI software without indicating the source. This includes not only 'cutting and pasting' digital sources such as encyclopaedias, digital magazines without inverted commas and reference.

Most students will understand that cutting and pasting is not allowed without mentioning the source of the material, but plagiarism has a wider meaning. This also applies to presenting AI software-generated text or programming code - as by ChatGPT - as your own text in an exam or thesis, without proper citation of the source. 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. Plagiarism is the act of copying data or sections of text from others in a thesis or other work without citing the source.

The use of language models such as ChatGPT offers all kinds of new possibilities for creating texts. Realise that if you do this and present it as your own work, it will be considered fraud. Therefore, use ChatGPT in your studies only when the lecturer approves it and when you mention it.

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., including texts generated via software such as AI software, obey the rules set out by your department, for example, in the thesis regulations. As a rule, you should generally put the text between quotes. In certain cases, a clearly different lay-out may be used.. 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. In general, avoid copying texts from unknown authors, even if you mention the source you used. Also, texts generated via AI software, such as ChatGPT, you cannot just copy as your own.

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 'autoplagiarism'). 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. After all, teachers will hold you to the learning objectives of a unit of study. 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.

The University of Leiden considers plagiarism a serious offence for which severe penalties may follow.

<https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/plagiarism>

APPENDIX 2

House Rules for Students during Written Examinations, Faculty of Governance and Global Affairs

- ✓ Please put jackets and bags under your table or chair.
- ✓ Your official ID & LU-Card is on the corner of the table.
- ✓ Drinking and eating is allowed, if done quietly.
- ✓ All digital and all communication devices must be switched off and stored in your bag (not in your pockets).
- ✓ You will be admitted to the examination room no later than 45 minutes after the start of the examination.
- ✓ You may not leave the examination room or visit the toilet within the first 45 minutes of the examination.
- ✓ Raise your hand if you want to make use of the toilet, to get permission from the invigilator.
- ✓ Once you have left the room you may not re-enter the location.
- ✓ Not following the rules may lead to exclusion from the examination.
- ✓ If an examiner discovers fraud, he or she shall take steps according to the rules and procedures detailed in the Rules and Regulations of the Degree Programme.

Digital exam

- ✓ You must leave the room via the invigilator's table to allow the invigilator to register that you has sat the examination. All papers must be handed in.

Paper exam

- ✓ You must write your student registration number and name on each answer sheet.
- ✓ You must leave the room via the invigilator's table to allow the invigilator to register that you has sat the examination.
- ✓ All papers must be handed in.