



Universiteit Leiden

Honours Academy

Pre-University College

Honours College (incl. Honours Classes)

Leiden Leadership Programme

International Leiden Leadership Programme

Master's Honours Classes

Rules and Regulations of the Honours Academy Board of Examiners

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

Established on 1 May, 2021

Chapter 1 General provisions

Article 1.1 Scope

The Pre-University College, Honours College (including Bachelor's Honours Classes), Leiden Leadership Programme, International Leiden Leadership Programme and Master's Honours Classes are extracurricular and do not constitute a study programme as understood in Article 7.3a of the Higher Education and Research Act (WHW). These programmes do not culminate in an academic degree as understood in the WHW. The present Rules and Regulations were nevertheless established according to the model used for Boards of Examiners in regular programmes. Despite these similarities, students enrolled in the Honours programmes can derive no rights from the WHW, the regulations associated with the WHW, or obligations arising from the WHW. However, students who take part in Honours programmes can derive rights from the present Rules and Regulations.

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) offered in the context of the Pre-University College, the Honours College (including Bachelor's Honours Classes), the Leiden Leadership Programme, the International Leiden Leadership Programme, and Master's Honours Classes. Where these Rules and Regulations refer to the Board of Examiners, this means both the Honours Academy Board of Examiners and the Faculty Honours Board of Examiners, unless specified otherwise.

Article 1.2 Definitions

Bachelor's Honours Classes	Bachelor's Honours Classes are stand-alone modules worth 5 EC each, which are offered by faculties and the Honours Academy within the framework of the Honours College.
Certificate/ Diploma	The certificate / diploma awarded to students who have met all the conditions of a specific Honours programme.
Course Regulations	The Honours Academy Course Regulations as established by the members of the respective Faculty Boards responsible for teaching.
Assessment	Depending on the content and context of a given article: <ul style="list-style-type: none">- All forms of examinations- The point in time at which an examination is taken
Prospectus	The electronic prospectus containing specific and binding information about a study programme.
Examiner	Person appointed by the authorised Board of Examiners to conduct examinations, in accordance with Article 7.12c of the WHW.
Fraud	Fraud is understood as any action (including plagiarism) that fully or partially obstructs the correct evaluation of a student's knowledge, understanding or skills. This includes the intention or enticement to engage in such actions, as well as omission (see also Leiden University Code of Conduct on Plagiarism).
HC Coordinator	The Honours Academy staff member specifically charged with organising and fine-tuning HC teaching in collaboration with the faculties.
HC Faculty Coordinator	The contact person for the HC designated by the Faculty Board.
Honours College (HC)	A two or three-year extracurricular academic programme (consisting of faculty and supra-faculty components) for selected very talented and

	motivated bachelor's students, which leads to a certificate provided at least 30 EC have been completed. The additional courses are listed on the student's diploma supplement. Admission to the HC is based on a faculty selection procedure.
International Leiden Leadership Programme (ILLP)	An academic extracurricular programme for selected very talented and motivated international master's and advanced master's students, leading to a certificate worth 5 EC. The additional courses are listed on the student's diploma supplement. Admission to the ILLP is based on a university selection procedure.
Leiden Leadership Programme (LLP)	An academic extracurricular programme for selected very talented and motivated master's students, which leads to a certificate worth 20 EC. The additional courses are listed on the student's diploma supplement. Admission to the LLP is based on a university selection procedure.
LLP/ILLP Course Coordinator	The Honours Academy employee specifically charged with organising the LLP/ILLP courses and guiding and advising LLP/ILLP students.
Master's Honours Classes	Stand-alone interdisciplinary, extracurricular modules worth 5 or 10 EC which are offered by faculties and the Honours Academy to talented and motivated Master's students.
PRE Course Coordinator	The Honours Academy staff member specifically charged with organising the PRE programme and guiding and supervising PRE students.
Pre-University College	Curriculum offered by Leiden University faculties and the LUMC that encompasses the University's specific programme for selected very talented and motivated pupils in preparatory secondary education (VWO) who are willing and able to take on a greater challenge. The Pre-University College (PRE-College) is a two-year pre-university curriculum worth 15 EC. Admission to the Pre-University College is based on a university selection procedure.
Student	A person enrolled at Leiden University for the purpose of taking courses and/or sitting examinations and final examinations in a specific study programme, and who has also been admitted to the PRE, HC, or LLP.
The Act	The Higher Education and Research Act [<i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i>] (WHW)

Other terms have the meaning assigned to them in the Act or the OER.

Chapter 2 Duties and procedures of the Honours Academy Board of Examiners and Faculty Honours Board of Examiners

Article 2.1 Appointment of the Chair and Secretary

- 2.1.1 The members of the Honours Academy Board of Examiners are appointed by the Dean of the Honours Academy. The Honours Academy Board of Examiners has a chair and a deputy chair. An administrative secretary may be appointed to support the Honours Academy Board of Examiners.
- 2.1.2 The members of the Faculty Honours Board of Examiners are appointed by the Faculty Board.

Article 2.2 Duties and powers of the Honours Academy 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 Course Regulations regarding the knowledge, understanding, and skills required for obtaining an Honours certificate.

- 2.2.2 Without prejudice to the Act or any regulations arising from it, the Board of Examiners is in any event also responsible for:
- a. Monitoring and safeguarding the quality of tests and examinations in the HC tracks, the Bachelor's Honours Classes and Master's Honours Classes, the ILLP and LLP, and the PRE;
 - b. Ascertaining whether the programme followed by the student is in line with the requirements laid down in the Course Regulations;
 - c. Deciding whether and when to apply the requirement that only students with no study delay can be awarded an Honours certificate as specified in the Course Regulations (nominal study tempo requirement);
 - d. Establishing guidelines and instructions within the framework of the Course Regulations which all Honours components must comply with;
 - e. Monitoring and safeguarding the quality and award of the Honours College Certificate (HC Certificate), Bachelor's Honours Classes Certificate, Leiden Leadership Programme Certificate (LLP Certificate), International Leiden Leadership Certificate (ILLP Certificate), Master's Honours Classes Certificate, or PRE diploma. To this end:
 - The Board ascertains that all Honours College courses fall under the responsibility of one of the faculty or programme Boards of Examiners.
 - The Board takes over the duties of every other Board of Examiners for any courses that do not fall under the responsibility of the faculty or programme.
 - The Board ensures the uniformity of exemption regulations as they apply to HC students.
 - The Board plays a role in consolidating the quality of tests and examinations across the Leiden University Honours programmes.
 - The Board carries out a marginal assessment to determine whether the programme followed by the student is in line with the requirements laid down in the Course Regulations.
 - f. Where applicable, prolonging the validity of successful examination results with respect to the period of validity defined in the Course Regulations;
 - g. Awarding a certificate, or, in the case of PRE, a diploma, as evidence that the student successfully completed the final examination;
 - h. Taking measures and imposing sanctions if a student commits fraud in the honours programmes, with the exception of those situations defined in Article 2.3.1.d. The Board will inform other relevant Boards of Examiners.

Article 2.3 Duties and powers of Faculty Honours Boards of Examiners

- 2.3.1 Without prejudice to the Act or any regulations arising from it, Faculty Honours Boards of Examiners are in any event responsible for:
- a. Granting exemptions from compulsory components of the Faculty Honours College programme.
 - b. Granting permission for a student to follow a programme that he/she has designed.
 - c. Approving, in individual cases, the choice of course components that make up the Faculty Honours College programme. Assessing whether the level of a component is sufficiently demanding or whether it needs to be raised in accordance with the requirements set by the Faculty Board.
 - d. Taking measures and imposing sanctions if a student commits fraud in course components offered by the relevant faculty. The Board of Examiners dealing with the case of fraud will inform other relevant Boards of Examiners, including those of the regular programme and the Honours Academy Board of Examiners.

Article 2.4 Procedures

- 2.4.1 The Board of Examiners decides by simple majority of votes. In the event of an equal division of votes, the Chair has the casting vote.
- 2.4.2 The Board of Examiners may mandate some of its decisions in writing to one of its members, the

Secretary, or another person whose position makes them a suitable candidate for the purpose. This is established by the Board in a mandate decision. The Board may instruct its mandatary regarding the proper way to exercise the power mandated to them. The Board is free to rescind the mandate at any time, but must do so in writing. The Board of Examiners retains its authority to perform the mandated tasks.

- 2.4.3 Mandataries reach decisions on the basis of the Course Regulations, the present Rules and Regulations, and any policy formulated previously. All mandataries and institutions are accountable for their actions. It is agreed beforehand what form this accountability will take. In the event of divergence from previously formulated policy, the entire Board must decide.
- 2.4.4 The Board of Examiners in any case establishes the following:
- a. The composition of the Board of Examiners
 - b. The duties, powers and responsibilities of the Chair, Vice Chair, other members, and Secretary
 - c. The tasks to be mandated and to whom they are mandated, including the manner in which accountability and decision-making take place
 - d. Meeting frequency, public availability and confidentiality
 - e. How the minutes of meetings and decisions are taken and archived
 - f. Internal procedures concerning the following
 - Quality assurance of examinations
 - Requests for exemptions, nominal study tempo requirement, delayed certification
 - Fraud
- 2.4.5 Prior to taking a decision based on the present Rules and Regulations, the Board of Examiners will consult the PRE/LLP course coordinator or the HC track coordinator.

Chapter 3 Examiners

Article 3.1 Appointment of examiners

- 3.1.1 The Board of Examiners respects the examination powers of university lecturers, senior university lecturers and professors as assigned by their study programme or faculty.
- 3.1.2 Honours programme examiners who are not appointed by the Board of Examiners of a regular Leiden University study programme are appointed by the HA Board of Examiners.

Chapter 4 Assessments

Article 4.1 Form of the examinations

- 4.1.1 The form of the examinations is laid down in the Course Regulations and the E-prospectus (and in the case of PRE in the PRE Course and Examination Regulations).
- 4.1.2 The Board of Examiners may agree on an alternative method of examination than that laid down in the Course Regulations, the E-prospectus or the PRE Course and Examination Regulations, if a student submits a reasoned request to this effect. Honours College students must direct their request to the Faculty Board of Examiners.
- 4.1.3 In cases of force majeure, the Board of Examiners reserves the right to have an examination administered in an alternative form than that indicated in Article 4.1.1.

Article 4.2 Quality assurance of examinations

The Board of Examiners takes a random sample of 10% and evaluates for each student dossier whether the programme the student follows is in line with the requirements set out in the Course Regulations, in particular with respect to curriculum content and quality.

Article 4.4 Period of validity of examinations

At the student's request and having consulted the relevant examiner, the Board of Examiners may extend the period of validity of positive examination results, as established in the Course Regulations (Article 4.5), for a

period of one year at a time in response to personal circumstances, and provided there are no radical changes in the learning objectives of the course in question.

Article 4.5 Inspection and evaluation

Students have the right to inspect examination questions and assignments, as well as the norms on which assessment is based, during a period of time specified in the Course Regulations.

Article 4.6 Retention periods

Examination assignments and answer models are retained for a period of at least seven years. The work of examination candidates is retained for a period of at least two years.

Chapter 5 Final examinations and certificates

Article 5.1 Certificate and diploma supplement

5.1.1 The HA Board of Examiners issues a certificate once it has ascertained that the student meets the requirements listed in Article 2.5 of the Course Regulations.

5.1.2 As proof that the final examination has been completed successfully, the HA Board of Examiners issues a certificate (HC, Bachelor's Honours Classes, LLP, ILLP and Master's Honours Classes) or diploma (PRE). In the case of HC, this certificate specifies the details of the track completed.

5.1.3 The HC, Bachelor's Honours Classes, LLP, ILLP or Master's Honours Classes certificate is issued in English. The PRE diploma is issued in English and Latin. The certificate or diploma is signed by hand by the Chair on behalf of the Board of Examiners. If the Chair is absent, the certificate or diploma is signed by the Vice Chair.

5.1.4 HC: Any person who successfully completes more than one examination but does not qualify for a certificate may list the completed HC courses as extracurricular on their diploma supplement.

Article 5.2 Retention periods

The results of final examinations are open to public inspection. The registers listing the results of final examinations are retained indefinitely.

Chapter 6 Fraud, irregularities and plagiarism

Article 6.1 Fraud

Fraud is defined as:

- a. Consulting smartphones, smartwatches or other devices or information sources during the examination without permission
- b. Cheating by looking at other students' examinations
- c. Talking to third parties without permission
- d. Having an examination taken by a person other than the relevant student
- e. Using crib sheets
- f. Modifying submitted examination papers during inspection
- g. Showing a fake proof of registration
- h. Any other behaviour that the Board of Examiners considers to be fraud on the basis of the rules established and communicated by the Faculty, department or programme
- i. Plagiarism is defined as any action that infringes on the Leiden University Code of Conduct on Plagiarism (see appendix)

Article 6.2 Permitted texts

- 6.2.1 If students are allowed to use their own texts, these texts may not contain any notes.
- 6.2.2 Notes as referred to in the previous paragraph do not include the following:
- a. Underlying, shading and marking with a fluorescent marker
 - b. References to sections of the law
 - c. References to jurisprudence and other literature where this is explicitly permitted in the examination in question
 - d. Conditions included by the publishers of a volume of legal decisions

Article 6.3 Measures to be taken by the examiner

- 6.3.1 The Board of Examiners ensures the quality of invigilation, and pays attention to the following aspects:
- Whether sufficient measures have been 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 set time frame
- 6.3.2 In the event of the detection or serious suspicion of any irregularity or fraud during the examination, the examiner will immediately notify the student of this. 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 student's possession that could be relevant in assessing the irregularity or fraud.
- 6.3.3 At the examiner's request, a student is obliged to surrender to the examiner any items in his or her possession that could be relevant in assessing an irregularity or act of fraud, for the purpose of making this assessment. The confiscated items will be returned to the student within a reasonable period of time after the examination.
- 6.3.4 The examiner will pass the items that he or she has confiscated on 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.
- 6.3.5 If a student disturbs the order during an examination, they will receive a warning. If the student continues to disrupt the order, the examiner or the invigilator may ask the student to leave the examination room. The examiner will then draw up an official report. The examiner will inform the student in question that the examination will not be assessed until the Board of Examiners has made a decision.
- 6.3.6 If the invigilator observes an irregularity, fraud or disturbance of order during the examination, they will immediately report this to the examiner. The official report must state the student's name, the student number and the nature of the irregularity. Preferably, the student should sign the description of the irregularity to indicate that they have read it.
- 6.3.7 The above provisions also apply to online assessments.

Article 6.4 Sanctions taken by the Board of Examiners in the event of irregularities

and fraud

- 6.4.1 In the event of an irregularity or fraud during an examination or practical, the Board of Examiners may hear the examiner, the student, and any invigilators or other parties involved.
- 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 graded after the Board of Examiners has made a decision in which the examination is released for grading.
- 6.4.3 The Board of Examiners may impose the following disciplinary measures:
- Declaring the results of the examination null and void, or awarding the student a grade of 1;
 - Excluding the student from taking part in the examination in which the irregularity or fraud was observed for a maximum period of one year;
 - Excluding the student from taking part in one or more examinations for a maximum period of one year;
 - Excluding the student from taking part in the programme's examinations and final examinations for a maximum period of one year;
 - Examinations from another faculty or higher education institution that are passed during the exclusion period, including assignments, paper and theses, may not be included in the final examination of the programme in any way whatsoever.
 - If the decision is made to impose a sanction, and the student has previously committed fraud, this circumstance will also be taken into consideration.
- 6.4.4 In the event of fraud or irregularity, the HA Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the Honours programme.
- 6.4.5 In the event of fraud or irregularity, the Board of Examiners of the HA will inform the Board of Examiners of the faculty HC track and the Board of Examiners of the regular study programme where the student is enrolled.

Article 6.5 Measures in the event of plagiarism

- 6.5.1 If the examiner detects plagiarism in an assignment, paper, thesis or research assignment, he or she will notify the Chair of the Board of Examiners of this as soon as possible.
- 6.5.2 The examiner will provide the Board of Examiners with the assignment, 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 other relevant parties.
- 6.5.4 The Board of Examiners may impose the following disciplinary measures:
- Give an official warning and include this in the student file (electronic or otherwise);
 - Declare the written assignment, paper, thesis or research assignment null and void;
 - Refuse to accept any written assignments, papers, theses or research assignments from the student found guilty of plagiarism for a maximum period of one year, including any written assignments, etc. that are successfully completed for another faculty or higher education institution, and exclude the student in question from taking part in preparing or writing such written assignments, papers, theses or research assignments;
 - And/or exclude the student from taking part in one or more assignments for a maximum period of one year, and/or exclude the student from taking part in examinations and final examinations for a maximum period of one year.
Examinations from another faculty or higher education institution that are successfully completed during the period of exclusion may in no way be included in the final examination of the programme.
- 6.5.5 In the event of fraud, the HA Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the Honours programme.

Article 6.6 Irregularities

If there are reasonable grounds to suspect irregularities or fraud prior to or during an examination, and it is not possible to identify the individual students involved, the Board of Examiners may declare the entire examination null and void. In such cases, the examination has to be conducted anew. The Board of Examiners will set a new examination date as soon as possible. In this context, irregularities may also be taken to mean technical faults, for instance in the case of digital examinations, on the basis of which the Board of Examiners may declare the examination null and void for all participants.

Chapter 7 Requests

Article 7.1 Submitting a request

- 7.1.1 Students should send their reasoned requests to the HA Board of Examiners by email. For Honours College students, requests must be submitted either by the student directly or by the programme coordinator on behalf of the student. If the student submits the request directly, the coordinator must be sent a copy in CC.
- 7.1.2 Requests addressed to the Faculty Honours Board of Examiners must be submitted in accordance with the procedure established by that Board.

Article 7.2 Handling of requests submitted to the Honours Academy Board of Examiners

- 7.2.1 A joint decision is made by the members of the Board of Examiners regarding whether to approve or reject the request. The Board of Examiners is in principle willing to approve requests concerning exemption from the nominal study duration requirement in the following cases:
- Personal circumstances (including chronic or lasting illness, psychological symptoms, and death of a close relative);
 - Study-related activities that contribute to the quality of the student's academic education (for example a semester or year spent studying abroad, or an internship that is in line with the student's degree programme);
 - Timetable problems that arise when students take on additional courses: students are required to motivate their decision to follow the courses in question;
 - administrative activities for a study association or student association: each request will be assessed on the basis of the administrative duties involved and their value from the perspective of the Honours programme. The Leiden University policy on grants for student board members will be taken into account when assessing such requests. The Board of Examiners may decide to impose the condition that the student must write a reflection report;
 - Top-level performance in sports or culture
- 7.2.2 The student will receive a decision within three weeks. During the Christmas and summer period, this time limit can be extended by two weeks.

Article 7.3 Retention periods

The decisions of the Board of Examiners are duly registered. The registered information is only accessible to persons who are authorised access by the Board of Examiners.

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, first paragraph, of the Act against a decision taken by the Board of Examiners or one or more examiners

appointed by the Board of Examiners, should lodge this complaint or appeal with the Examination Appeals Board.

- 8.1.2 The period for lodging a written administrative appeal as referred to 8.1.1 is six weeks after the written announcement of the decision in question.

Article 8.2 Handling of complaints

Complaints are handled in accordance with current procedures as 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 current procedures. These are laid down in the Regulations of the Examination Appeals Board and the Student Charter. In case of a negative decision by the Examination Appeals Board, appellants are barred from lodging an appeal with the Higher Education Appeals Board [*College van Beroep voor het Hoger Onderwijs*].

Chapter 9 Annual report

Article 9.1 Reporting

- 9.1.1 Each year, the Board of Examiners produces a report of its activities. The Board of Examiners submits this report to the Board of the Honours Academy.
- 9.1.2 The report complies with the requirements set out by the Executive Board and contains in any case an overview of the most important decisions taken by the Board of Examiners and a description of how the Board of Examiners has fulfilled its duty with respect to the quality assurance of examinations as referred to in Article 4.2.

Chapter 10 Final provisions

Article 10.1 Exceptional circumstances

- 10.1.1 All cases for which these Rules and Regulations do not provide are decided by the Board of Examiners.
- 10.1.2 If, in exceptional cases, the strict application of the provisions in these Rules and Regulations would result in evident unfairness, the Board of Examiners is authorised to reach an alternative decision.

Article 10.2 Changes

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

Article 10.3 Entry into force

These Rules and Regulations enter into force on 1 May 2021.