



Universiteit Leiden

# Honours Academy

*Pre-University College*

*Honours College*

*Bachelor's Honours Classes*

*Bachelor's Honours Programme in Sustainability (Leiden-Delft-Erasmus)*

*Impact Challenges*

*Leiden Leadership*

*Master's Honours Classes*

## **Rules and Regulations of the Honours Academy Board of Examiners and the Faculty Honours Boards of Examiners**

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

Entry into force: 1 November 2022

## **Chapter 1            General provisions**

### **Article 1.1            Scope**

The Pre-University College, the Honours College (including Bachelor's Honours Classes), the Bachelor's Honours Programme in Sustainability (LDE), Impact Challenges, the Leiden Leadership Programme, and the 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 Bachelor's Honours Programme in Sustainability (LDE), Impact Challenges, the 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**

For definitions, the reader is referred to Article 1.2 of the Honours Academy Course Regulations. Additional definitions are:

Assessment	Depending on the content and context of a given article: <ul style="list-style-type: none"><li>- All forms of examinations (partial examination and/or practical assignments) of a course component that jointly determine the final grade</li><li>- The point in time at which an examination is taken</li></ul>
Fraud	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)
Invigilator	Person charged by the Honours Academy Board with factually supervising and imposing order during in-person and/or online examinations

Other terms have the meaning assigned to them in the WHW or the Honours Academy Course Regulations.

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

### **Article 2.1            Appointments**

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 Boards 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 Honours Academy Course Regulations regarding the

knowledge, understanding, and skills required for obtaining an Honours certificate.

- 2.2.2 Without prejudice to the WHW 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 Pre-University College, the Honours College (including Bachelor's Honours Classes), the Bachelor's Honours Programme in Sustainability (LDE), Impact Challenges, the Leiden Leadership Programme, and Master's Honours Classes;
  - b. 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 Honours Academy Course Regulations;
  - c. Monitoring and safeguarding the quality and award of the Honours College Certificate (HC Certificate), Bachelor's Honours Classes Certificate, Impact Challenges Certificate, Leiden Leadership Programme Certificate (LLP Certificate), Master's Honours Classes Certificate, or PRE diploma. To this end:
    - The Board of Examiners ascertains that all Honours College courses fall under the responsibility of one of the faculty or programme Boards of Examiners.
    - The Board of Examiners 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 of Examiners ensures uniformity of exemption regulations for HC students.
    - The Board of Examiners plays a role in consolidating the quality of tests and examinations across the Leiden University Honours programmes.
    - The Board of Examiners carries out a marginal assessment as defined in Article 4.2 to determine whether the programme followed by the student is in line with the requirements laid down in the Honours Academy Course Regulations.
  - d. Where applicable, extending the validity of successful examination results with respect to the period of validity defined in the Honours Academy Course Regulations, in accordance with Article 4.3, with the exception of examinations for courses organised by the faculty, in which case, see Article 2.3.f.
  - e. Safeguarding the quality of the Bachelor's Honours Programme in Sustainability (Leiden Delft Erasmus) and issuing a certificate to students from Leiden University and Erasmus University Rotterdam. To this end, the Board of Examiners of the Leiden Honours Academy carries out a marginal assessment as defined in Article 4.2 to determine whether the programme followed by the student is in line with the requirements laid down in the Honours Academy Course Regulations. For students from Delft University of Technology, the Honours programme is part of the Bachelor's Honours Programme of their own university, and is therefore included on the certificate issued by the Delft University of Technology Honours Academy.
  - f. Taking measures to prevent fraud and irregularities as defined in Article 6.3 and taking measures and imposing sanctions as set out in Article 6.4, 6.5, and 6.6. when fraud or irregularities occur in the Honours programmes, with the exception of courses organised by the faculty. In that case, see Article 2.3.1.d. The Honours Academy Board of Examiners will inform other relevant Boards of Examiners.
  - g. Imposing alternative examination forms in accordance with Article 4.1, with the exception of examinations for courses organised by the faculty. See in that case Article 2.3.e.

### **Article 2.3 Duties and powers of Faculty Honours Boards of Examiners**

- 2.3.1 Without prejudice to the WHW or any regulations arising from it, Faculty Honours Boards of Examiners have in any event the following duties:
- a. Deciding whether and when to grant exemptions from compulsory components of the Faculty Honours College programme.
  - b. Deciding whether and when to grant permission for a student to follow a programme that he/she has designed.
  - c. Deciding whether and when to approve, 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 to prevent fraud, irregularities, and plagiarism as defined in Article 6.3 and taking measures and imposing sanctions as set out in Articles 6.4, 6.5, and 6.6 in case of fraud, irregularities or plagiarism during course components organised 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 student's regular programme and the Honours Academy Board of Examiners.
- e. Deciding whether and when to impose alternative examination forms as established in Article 4.1 when the relevant course components are organised by the faculty in question.
- f. Extending the duration of validity of examination results for successfully completed examinations in the context of the Honours programmes, as established in Article 4.3, when the relevant course components are organised by the faculty in question.

## **Article 2.4 Procedure followed by the Boards of Examiners**

- 2.4.1 The Boards of Examiners decide by simple majority of votes. In the event of an equal division of votes, the Chair has the casting vote.
- 2.4.2 The Boards of Examiners may mandate some of their 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 Honours Academy 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 Boards of Examiners must in any case have established 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 concerning decision-making is given form
  - 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
    - Fraud
    - Requests for exemptions from nominal study tempo requirement, delayed certification
- 2.4.5 Prior to taking a decision based on the present Rules and Regulations, the Board of Examiners will consult the course coordinator of the relevant Honours Programme or the Faculty HC track coordinator.

## **Chapter 3 Examiners**

### **Article 3.1 Appointment of examiners**

- 3.1.1 The Boards of Examiners take over 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 Honours Academy 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 Honours Academy Course Regulations and the Prospectus, and in the case of PRE in the PRE Course and Examination Regulations.
- 4.1.2 The Boards of Examiners may agree on an alternative method of examination than that laid down in the Honours Academy Course Regulations, the 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 Board of Examiners responsible, as set out in 2.2.2.g and 2.3.1.e.
- 4.1.3 In cases of force majeure affecting the educational organisation, 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 Honours Academy Board of Examiners verifies whether the quality, structure, and content of the programmes that fall under its responsibility on the basis of 2.2.2a are in line with the requirements laid down in the Honours Academy Course Regulations. In any case, the Honours Academy Board of Examiners has the following tasks:

- a. With respect to the PRE-University, to assess 10% of the student files to establish whether the programme meets the set requirements.
- b. With respect to the Honours College and the Bachelor's Honours Classes, to assess on the basis of the student files whether the assessment products and criteria meet the set learning objectives of the course, and whether the weighing of the various assessment criteria matches the objectives set and the required time commitment to the course. Where necessary in this context, the Board of Examiners will request additional information from the relevant Honours coordinator.
- c. With respect to the new design of the LLP, new Master's Honours Classes, and Impact Challenges, and the components of the Bachelor's Honours Programme in Sustainability (LDE), to assess whether the assessment products, assessment criteria and potential assessment matrices are of sufficient quality. In this context, the Board of Examiners will request additional information via the relevant coordinator where this is considered necessary for the proper performance of the Board's duties.

#### **Article 4.3 Period of validity of examinations**

- 4.3.1 The period of validity of examination results is established in the Honours Academy Course Regulations.
- 4.3.2 At the student's request, and having consulted the relevant examiner, the relevant Board of Examiners, as specified in 2.2.2.d and 2.3.1.f, may extend the period of validity of positive examination results 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 4.4 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 Honours Academy Course Regulations.

#### **Article 4.4 Retention periods**

- 4.4.1 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.
- 4.4.2 Results of investigations into and assessments of knowledge, understanding, and skills (grades) are registered in uSis. Grade lists are retained for seven years.

## **Chapter 5 Final examinations and certificates**

### **Article 5.1 Certificate and diploma supplement**

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

5.1.2 As proof that the final examination has been completed successfully, the Honours Academy Board of Examiners issues a certificate (HC, Bachelor's Honours Classes, Bachelor's Honours Programme in Sustainability, Impact Challenges, LLP, 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 certificates are 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. Certificates for Classes and Impact Challenges are signed by the Honours Academy Educational Director on behalf of the Board of Examiners.

5.1.4 Any person who successfully completes one or more examinations but does not qualify for a certificate may ask to have the completed HC courses listed as extracurricular on their diploma supplement.

### **Article 5.2 Retention periods**

The registers listing the results of final examinations are retained indefinitely.

## **Chapter 6 Fraud and irregularities**

### **Article 6.1 Fraud**

Fraud is understood to include in any case any action (including plagiarism) that partially or fully obstructs the correct assessment of the student's knowledge, understanding, and 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). This includes the following:

- 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, meaning any action that infringes on the Leiden University Code of Conduct on Plagiarism

### **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. Any conditions added by the publishers of a volume of legal decisions

### **Article 6.3 Measures to be taken by the Board of Examiners**

In case of well-founded suspicions of irregularities or fraud before or during an examination, without the possibility of establishing which individual students are involved, the relevant Board of Examiners as specified in 2.2.2.g and 2.3.1.d will declare the examination null and void for all students involved. In such cases, the examination will have to be administered again. At the first opportunity, the Board of Examiners will set a new examination date. Irregularities in this context may also include technical failures, for example in case of digital examination, on the grounds of which the Board of Examiners can declare the examination null and void for all.

### **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 observed instance of fraud, irregularity, or plagiarism or a serious suspicion of fraud, irregularity, or plagiarism during an examination, the relevant Board of Examiners (as specified in 2.2.2.f and 2.3.1.d) may decide to hear the examiner, the student, and any invigilators or other parties involved.
- 6.4.2 The relevant Board of Examiners will decide whether a sanction should be imposed and, if so, what the appropriate sanction is. The Board of Examiners may impose the following disciplinary measures:
- a. Issuing an official warning and including this warning in the student's file
  - b. Declaring the results of the examination to be null and void
  - c. Excluding the student from taking part in the examination for which the irregularity or fraud was observed and the course components that prepare for it
  - d. Excluding the student from taking part in other examinations of the relevant Honours programme and the course components that prepare for them
  - e. Excluding the student from taking part in examinations of other Honours programmes and the course components that prepare for them
  - f. In deciding on a disciplinary measure, the fact that the student has previously committed fraud can be taken to consideration

## **Chapter 7 Requests**

### **Article 7.1 Submitting a request**

- 7.1.1 Students should send their reasoned requests to the Honours Academy 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 of Examiners.
- 7.1.3 The request must be submitted to the Honours Academy Board of Examiners no later than two months prior to the period to which the request relates; from June up to and including August, this period is extended to three months.

### **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 can approve a request for exemption from the nominal study duration requirement in the following cases:
- a. Personal circumstances (including chronic or lasting illness, psychological symptoms, and death of a close relative)

- b. 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)
  - c. Timetable problems that arise when students take on additional courses: students are required to motivate their decision to follow the courses in question.
  - d. 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 Honours Academy Board of Examiners may decide to impose the condition that the student must write a reflection report.
  - e. Top-level performance in sports or culture
- 7.2.2 In case of medical and/or psychological reasons for requests for exemption from the nominal study duration requirement, the Board of Examiners will require a certain degree of insight into the personal circumstances of the student on the basis of a memo from a medical professional/psychologist, or a recommendation from the study adviser.
- 7.2.3 The student will receive a decision within three weeks of the date when the application is completed. During the Christmas and summer holiday, this time limit can be extended by two weeks. The student's Honours coordinator will be informed of the decision.

### **Article 7.3 Retention periods**

The decisions of the Board of Examiners are duly registered. The registered data are 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 can lodge an appeal against a decision of the Board of Examiners or an examiner appointed by the Board of Examiners to the Examination Appeals Board.
- 8.1.2 The period for lodging a written 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 Honours Academy Board of Examiners produces a report of its activities and 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 Honours Academy 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 Honours Academy 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 Boards of Examiners are 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 November 2022.