

Faculty of Science, Leiden University

and

**Faculty of Technology, Policy and Management,
Delft University of Technology**

**Board of Examiners Rules and Guidelines
for the Industrial Ecology Master's programme, 2017-2018**

**Corresponding to the Course and Examination Regulations
of the Industrial Ecology Master's programme**

Article 1. Area of application

These Rules and Guidelines apply to the examinations and final examination of the Industrial Ecology Master's programme, referred to hereinafter as 'the programme'.

Article 2. Definition

The definitions of the terms used in these Rules and Guidelines are those used in the 'Course and Examination Regulations' and the 'Implementation Regulations' of the Master's Programme on Industrial Ecology, referred to hereinafter as 'exam regulations'.

Article 3. Composition of the Board of Examiners and the day-to-day operations of the Board of Examiners

1. The Board of Examiners for the programme (referred to hereinafter as 'the BoE') shall be appointed jointly by the faculty boards of the Faculty of Science, Leiden University, and the Faculty of Technology, Policy and Management, Delft University of Technology.
2. The BoE shall appoint a chairman and a vice-chairman from among its number who are charged with dealing with the day-to-day operations of the BoE.
3. In accordance with article 7.12a of the Higher Education and Research Act, the BoE has at least one external member.
4. The Director of Education, Study Advisor, and Programme Coordinator may act as advisors to the BoE.

Article 4. Times and dates of examinations

1. The BoE shall ensure that written examinations are held at the times laid down by the BoE no later than the start of the academic year in question, in consultation with the examiners concerned.
2. The times referred to in the first paragraph shall be set in such a way that examinations and tests will not be held simultaneously.
3. Any alterations to the times referred to in the first paragraph shall only be made in the event of unavoidable circumstances. Oral examinations and tests shall be held at a time to be determined by the examiner or examiners concerned, in consultation with the examinee.
4. The provisions in the third paragraph shall apply mutatis mutandis to non-written and non-oral examinations and tests.

Article 5. Registering for study components and examinations

1. Students have to register in uSis for the study components as described in article 2.2 of the Implementation Regulations. Registration for examinations is compulsory in all cases and must be arranged through the Leiden University registration system, uSis, at least two weeks before the date on which the examination in question is to be held.
2. Students may withdraw at any time from an examination, test or practical course for which they have already registered, until 14 days before the examination via uSis or until 8 days before the examination via the programme coordinator.

Article 6a. Order during examinations and tests

1. The programme shall arrange for an invigilator to be present at written examinations and tests, who will ensure that they proceed in a correct manner.
2. Examinees must be able to show their proof of enrolment at Leiden University and Delft University of Technology to the examiner or invigilator before the start of the examination or test.
3. Examinees must be able to show proof of their identity using their student card or other legal identity document if requested to do so by or on behalf of the BoE.
4. Examinees must comply without delay with any instructions that are issued by the BoE, the examiner, or the invigilator before, during or immediately after the examination or test.
5. Any examinee who is in breach of or does not comply with the provisions of the second, third or fourth paragraph may be excluded by the BoE, the examiner or the invigilator from further participation in the examination or test concerned. Any such exclusion shall result in no mark being given to the student. Before the BoE, the examiner or the invigilator decides to exclude an examinee, they shall give him or her the opportunity to explain his or her position.
6. Written examinations are generally of three hours' duration, although the examiner may deviate from this, in which case he or she should inform the students at the start of the course. The duration of every examination shall be such that the examinee has reasonably sufficient time to answer the questions.
7. The duration of oral examinations shall be determined by the examiner on a case-by-case basis; students shall be informed of the duration before they start. The duration of every examination shall be such that the examinee has reasonably sufficient time to answer the questions.
8. Examinees have to write their name and studentID on any assignment, paper, exam or any other work that is handed in.

Article 6b. Order during laboratory courses

1. The laboratory course teacher shall arrange, if necessary, for assistants to be appointed who will ensure that the course proceeds in a correct and safe manner.
2. Examinees must be able to show proof of enrolment at Leiden University and Delft University of Technology to the supervisor or examiner.
3. Examinees must comply without delay with any instructions issued by the supervisor before or during the laboratory course.
4. Any examinee who is in breach of or does not comply with the provisions of the second or third paragraph may be excluded by the BoE from further participation in the laboratory course concerned. Any such exclusion shall result in no mark being given to the student. Before the BoE decides to exclude an examinee, they shall give him or her the opportunity to explain his or her position.

Article 7. Cheating

1. Cheating is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Cheating includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his/her own when that is not the case.
2. If cheating is discovered or suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and record the incident in writing as quickly as possible. The examiner or invigilator may request the student to make available any evidence. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted to the BoE immediately.
3. If cheating is discovered or suspected other than while an examination is being taken, the examiner will record the incident in writing as quickly as possible. The report and any evidence will be submitted to the BoE immediately.
4. The BoE will give the student an opportunity to add written comments to the report that was prepared by the examiner or invigilator.
5. The BoE will make a decision with respect to the case of cheating and can impose the following sanctions on the student depending on the gravity of the case, including repeated incidents of cheating:
 - a reprimand;
 - a decision that a mark will not be issued for the examination or practical work in question;
 - exclusion from the examination or practical in question for a maximum period of one year;
 - exclusion from one or more examination periods for a maximum period of one year; or
 - a combination of the measures listed above.
 - If a student is implicated in a serious case of cheating, then the BoE may recommend to the Executive Board that the student's registration in the programme be revoked indefinitely.
6. The BoE will not make a decision as referred to in subsection 5 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the BoE determines that there was no cheating.

Article 8. Examination and test questions and assignments

1. The sources from which prescribed reading material is taken will be announced in outline before the start of each course. The scope of the prescribed reading material will be definitively announced no later than one month before the date of the examination to which said course relates.
2. The examination or test questions and assignments shall cover the prescribed reading material in equal measure.
3. The examination or test shall be representative of the aims of the course in terms of form and content.

4. The questions and assignments will be clearly worded in accordance with the university's language code; the questions will be asked in such a way that the examinee will know how detailed his or her answers should be.
5. Practical courses (including research projects) shall be assessed on the basis of a written report and/or an oral presentation, on the results of the practical work carried out and/or on the basis of the practical skills demonstrated during the course. The provisions in the third paragraph shall apply mutatis mutandis.
6. The examiner or examiners shall provide a copy of the questions and assignments of every written examination or test set by him/them to the BoE.

Article 9. Assessment of examinations and practical courses

1. Written examinations and tests shall be assessed on the basis of preset or, depending on the nature of the work being assessed, modified norms.
2. The assessment method is such that the examinee will be able to find out how the result of his examination or practical course has been arrived at.
3. The results of examinations and practical courses are expressed by means of a figure between 1 and 10, rounded to the nearest half (with the exception of 5½).
4. The meaning of the figures is as follows:

1 = very poor	6 = sufficient
2 = poor	7 = well above sufficient
3 = nowhere near sufficient	8 = good
4 = insufficient	9 = very good
5 = not quite sufficient	10 = outstanding
5. In the case of interim examinations, marks to one decimal point may be given. Assessments may also be marked in word form:
 - participated / did not participate
 - passed / failed
 - good / pass / fail
6. If an examination takes the form of a number of interim examinations, the examiner can decide if a minimum mark for each is required. For the examination as a whole, the average mark of all the interim examinations should meet the criteria contained in paragraph 3 and 4.
7. The conversion of examination results obtained abroad shall be determined on a case-by-case basis by the BoE.
8. The Thesis Research Project shall be assessed as described in Article 4.6 of the Course and Examination Regulations.
9. In the event that one or more components of the same examination, test or practical course are assessed, whether at the same time or not, by more than one examiner, the BoE shall ensure that the examiners in question carry out their assessments on the basis of the same norms. If necessary, the BoE shall assign primary responsibility to one examiner.

Article 10. Exemptions

1. Any request for an exemption from an examination or practical course should be submitted by the examinee to the BoE, via BoE-IE@cml.leidenuniv.nl. The request must include:
 - a motivation letter, stating the reasons for the exemption request;
 - documented evidence (such as a course description);
 - a recommendation of the examiner concerned.
2. The BoE shall, if it considers it necessary, acquaint itself with the opinions of the examiner or examiners in question and with the reasons put forward by the student before deciding whether or not to accede to the request.
3. A complete or partial exemption will result in no mark being assigned to the relevant subject, or part thereof – instead, the word 'vrijstelling' (exemption) shall be entered onto the diploma supplement.
4. The BoE shall reach its decision within twenty days of receipt of the request, and the examinee shall be informed of the decision immediately.

Article 11. Deviations from the regular programme.

1. Any request for any deviation from the programme described in the Implementation Regulations must be submitted in writing, together with the reasons for the request, to the BoE, via BoE-IE@cml.leidenuniv.nl. The BoE shall reach its decision within twenty days of receipt of the request.

Article 12. Application for Diploma's

1. The procedure for the application for a diploma can be found on Brightspace.

Article 13. Final Examination

1. Examinees shall be deemed to have passed their final examination if the BoE, taking any exemptions that have been granted into account, has determined that every component of the master's programme has been passed.
2. The date of the Master's degree shall be the last working day of the month in which the last component of the master's programme has been successfully completed.
3. Students may request the BoE to determine the result of the final examination at a time other than this audit's date; any request to this effect must be submitted by the examinee to the student administration at least thirty days before the desired examination date.

Article 14. The diploma and the supplement

1. As proof that the final examination has been completed successfully, the BoE shall issue a diploma.
2. A supplement to the diploma shall be issued stating the marks obtained by the student and the final achievement levels of the programme in question.
3. In the event that an examinee has shown evidence of exceptional ability before and during the final examination, this will be indicated on the degree certificate with the words 'cum laude' or 'summa cum laude', in accordance with the provisions of Course and Examination Regulations article 4.12.

Article 15. Criteria

In deciding on guidelines, the BoE or examiner shall consider the following criteria and, in the event of any conflicting interests, shall balance the importance of any one criterion against another:

- upholding the quality and selection requirements of an examination;
- accreditation requirements, expressed in part in terms of preventing, as much as possible, students from losing time unnecessarily during their examination or preparation work;
- leniency towards students whose study progress has been delayed as a result of circumstances beyond their control.

Article 16. Right of appeal

- Any formal complaint relating to the implementation of the Rules and Guidelines for examinations should be directed to the BoE of the programme in question.
- Decisions taken by the BoE of the programme may be appealed to the Examination Appeals Board of Leiden University. This must be done within six weeks of the date of issue of the decision.

Article 17. Mandate

All the powers vested in the BoE, whether by law, the Course and Examination Regulations or these Rules and Guidelines, may be delegated to individual members or sub-committees, subject to the consent of the whole BoE.

Article 18. Amendments to these rules and guidelines

No amendments shall be made that apply to the current academic year unless it may reasonably be assumed that such amendments will not harm the interests of examinees. Amendments may be made by the BoE on a simple majority of votes.

Article 19. Entering into force and publication

These Rules and Guidelines are the result of the decision by the BoE. The full text of these Rules and Guidelines will be placed on the websites of the Faculty of Science, Leiden University and the Faculty of Technology, Policy and Management, Delft University of Technology.