

**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, 2020-2021**

**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, practicals and final examination of the Industrial Ecology Master's degree 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 board of the Faculty of Science, Leiden University, and dean of 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 members, who are charged with dealing with the day-to-day operations of the BoE.
3. An official secretary may be assigned to the Board of Examiners.
4. In accordance with article 7.12a of the Higher Education and Research Act, the BoE has at least one external member not involved in the programme.
5. None of the members of the Board of Examiners carries any financial responsibility for the programme.
6. The Programme Director, 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 (including digital tests) 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, unless, due to force majeure, the date cannot be announced earlier than five working days in advance.
2. The times referred to in the first paragraph shall be set in such a way that examinations and practicals 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 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 practicals.

### **Article 5. Registering for study components and examinations**

1. Students are expected to make use of the first (partial) examination date. Students have to register for the study components as described in article 2.2 and article 2.8 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 or practical 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 6. Order during examinations**

1. The programme shall arrange for an invigilator to be present at written or online examinations, who will ensure that they proceed in a correct manner. Students must be monitored at all times throughout the examination, unless otherwise specified in advance by the examiner.
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.
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. In derogation from the provisions of 6.2 and 6.3, when examinations are conducted remotely online, the Board of Examiners can specify that the examinee must submit a fully completed 'Declaration of Own Work' before the examination.
5. In the case of written examinations that were conducted remotely online, the examiner(s) or invigilator(s) can subject the examinees to a short, non-graded oral test after the examination to verify the authenticity of the work they have done, including on the basis of a random sample. This test must be conducted in the presence of a witness or must be recorded. Examinees will be informed before the examination about whether such an oral authenticity check may take place and, if so, until how many days after the examination.
6. 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.
7. Any examinee who is in breach of or does not comply with the provisions of the second, third, fourth, fifth or sixth paragraph may be excluded by the BoE, the examiner or the invigilator from further participation in the examination 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.
8. 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.
9. If an examination is taken (including online or digitally) and a (technical) failure or calamity occurs which means that the examination cannot be

continued, the Board of Examiners will decide whether and when a new examination can be scheduled.

10. In the case of digital examinations that are conducted remotely, or simultaneously at multiple locations, if an examinee encounters problems with logging in, he/she must immediately contact the examiner. The examiner must inform the examinees in advance about how they can contact him/her during the remote online examination.
11. In the case of examinations that are conducted remotely online, the Faculty Boards can decide, on the advice of the Board of Examiners concerned, to permit intensive forms of online proctoring (i.e. in case of recording and temporarily storing of audio and video materials).
12. An examiner must clearly communicate more intensive forms of online proctoring to the examinees at least 14 days before the examination.
13. Examinees who refuse to participate in an examination with online proctoring must notify the Board of Examiners of this as soon as possible. The examinee can ask the Board of Examiners for an alternative assessment. The Board of Examiners can decide to allow an alternative assessment or decide that the examinee must wait until the examination can be taken in another form (e.g. on campus).
14. The duration of oral examinations shall be determined by the examiner on a case-by-case basis; examinees 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.
15. Examinees have to write their name and student ID on any assignment, paper, exam or any other work that is handed in.
16. During examinations at Leiden University, the regulations for the conduct of examinations of Leiden University apply. During examinations at TU Delft, the regulations for the conduct of examinations of TU Delft apply.

### **Article 7. Order during practicals**

1. The examiner responsible for the practical examination shall arrange, if necessary, for assistants to be appointed who will ensure that the practical 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 practical.
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 practical 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 8. 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 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 9. Examination 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 questions and assignments shall cover the prescribed reading material in equal measure.
3. The examination 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. Practicals 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 set by him/them to the BoE.

### **Article 10. Assessment of examinations**

1. Regarding all forms of examinations, the 'four eyes' principle applies. Any examination has to be reviewed at forehand by a staff member other than the appointed examiner of the study component.
2. Written examinations (including digital tests) shall be assessed on the basis of pre-set, or, depending on the nature of the work being assessed, modified norms.
3. The assessment method is such that the examinee will be able to find out how the result of her/his examination or practical has been arrived at.
4. The final grades are expressed by means of a figure between 1 and 10, rounded to the nearest half. The grade 5,5 cannot be granted. Grades between a 5,01 and 5,49 are rounded to 5,0 and grades between 5,50 and 5,99 are rounded to 6,0).
5. 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
6. 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
7. 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.
8. The conversion of examination results obtained abroad shall be determined on a case-by-case basis by the BoE.
9. The final examination (Thesis Research Project) shall be assessed as described in Article 11.
10. In the event that one or more components of the same examination 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 11. Assessment of the final examination (Master's Thesis Research Project)**

1. Master's Thesis Research Projects are always assessed by a primary and secondary examiner, both of whom are connected to one of the institutions.

The secondary examiner shall be from a different research group to that of the first examiner and shall not be directly involved with the day-to-day supervision of the student. At least one of the two examiners shall be on the list of core examiners as defined by the Board of Examiners. Further detailed procedures are given in the Thesis Research Protocol.

2. An IE core examiner needs to have at least an Associate professor or Assistant professor position (UD of UHD) at either Leiden University or TU Delft (in a relevant field of Industrial Ecology). In case of not having a (Associate/Assistant) professor position, an examiner needs to have a PhD. degree, obtained a BKO registration, have at least two years of research experience in his/her profile and have a permanent position at either Leiden University or TU Delft to become an IE core examiner.
3. In case of an individual Double Degree with TU Delft, as described in article 3.7 of the Course and Examination Regulations, at least one of the two examiners assessing the Thesis Research Project must *not* be involved in the assessment of the Thesis of the other master's programme. The examiners team for both theses cannot completely overlap.

### **Article 12. Exemptions**

1. Any request for an exemption from an examination or practical 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, including credits.
4. An exemption will not be granted on the basis of courses obtained on Bachelor's level (see Article 13. Deviations).
5. The BoE shall reach its decision within twenty working days of receipt of the request, and the examinee shall be informed of the decision immediately.

### **Article 13. 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 working days of receipt of the request.

### **Article 14. Application for Diploma's**

1. Students apply for their diploma via the Study Advisor, at least one month before graduation.

### **Article 15. 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 16. 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 17. Retention period**

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.
2. A student's final paper (Master's Thesis Research Report), including the assessment form, will be retained for a period of at least seven years.
3. The decisions of the Board of Examiners, together with the results of the examinations are properly recorded.
4. The results of the examination are retained for a period of at least thirty years.

### **Article 18. 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 19. Right of appeal**

1. 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.
2. 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 20. Report**

1. The Board of Examiners makes a yearly report of its activities. The Board of Examiners submits this report to the Faculty Board.
2. The report should in any case contain the most important decisions of the Board of Examiners, as well as a description of the manner in which the Board of Examiners has fulfilled its responsibilities with respect to ensuring the quality of examinations.

### **Article 21. 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 22. Amendments to these rules and guidelines**

Amendments to these Rules and Regulations that apply to the current academic year will only apply to the extent that this cannot reasonably be expected to harm the interest of the students. Amendments are established by the BoE through a simple majority of votes.

### **Article 23. Entering into force and publication**

These Rules and Guidelines are the result of the decision by the BoE and enter into force on 1 September 2020. 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.