

**Frequently Asked Questions (FAQ)
about
Examinations, Course Exemptions, Elective Space and Plagiarism**

Board of Examiners
Institute of Political Science
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This document answers a number of frequently asked questions related to examinations, course exemptions, electives and plagiarism summarized in the following four sections:

- About contacting the Board of Examiners;
- About examinations;
- About course exemptions of compulsory courses;
- About rules regarding electives;
- About plagiarism and fraud;
- About rules and regulations in general;

About contacting the Board of Examiners

- ***Why would I want to contact the Board of Examiners?***

You can get in touch with the Board of Examiners if you have a question or request regarding possible or necessary changes in your curriculum or exams. For instance, if you are unable to attend exams due to force majeure, or if you need an extension of the deadline for a paper due to personal circumstances, you can submit a request (with due motivation) to the Board of Examiners.

- ***How do I contact the Board of Examiners and what do I need to provide?***

The Board of Examiners can be contacted through its secretary, Caroline Remmerswaal, via the official email address: examencommpol@fsw.leidenuniv.nl. It is not necessary to send hardcopies of letters, but we ask you to contact us via your **uMail** account and not some third party account. Please make sure your request is specific, and includes all relevant documents (also your student number), otherwise the Board of Examiners might not be able to help you properly.

- ***What happens if I submit a request to the Board of Examiners?***

The Board of Examiners receives many requests from students. In most cases the requests cannot be addressed immediately. The reason for this is that instructors, study advisors and/or the SSC (Student Service Centre) need to be consulted about your request. This can take some time. Keep in mind that a reply to your request can take up to 6 weeks.

About examinations

- ***Can I still take an exam if I missed the registration deadline?***

Each student has two opportunities to sit for the examination of a course per academic year. Advance registration is required to take part in an exam. Registration opens 100 days prior to the exam and closes after the 11th day prior to the exam. Under exceptional circumstances, the Board of Examiners can request that the Student Services Center (SSC) enrolls you for an examination even if you failed to register for the exam on time. Generally, if it is still possible to make use of the second examination opportunity, this permission will not be granted.

- ***Can I still take an exam if I unexpectedly arrive too late?***

You can enter the exam up to 45 minutes after the start of the exam, regardless of the circumstances. Note that this also means that no one can leave the room of an exam during the first 45 minutes. If you have not arrived within the first 45 minutes of the exam, you may no longer participate.

- ***Can I use a dictionary during the exam?***

Yes, it is allowed to use a dictionary, as long as it contains no additional written notes. Please be aware that your dictionary might be checked for other notes and papers during an exam.

- ***Can I retake a course?***

During the academic year, every course offers two opportunities to take an exam. If you fail the first attempt, you always have a second chance. It is not possible to retake a final exam for a course that has already been successfully completed. If you are not able to do the exam, for example due to illness, you will have a second opportunity to take the exam. It is not possible to retake an exam if you fail the first and second attempt. In this case you have a new opportunity to do the exam in the following academic year.

The above applies to courses which can be completed by taking one exam. In case the final grade of the course is composed of partial grades based on different assignments/exams the following rules apply:

- A retake of an exam is not possible if the exam or assignment weighs less than 50% for the final grade.
- A retake of an exam or assignment contributing 50% or more to the final grade is possible but only if a full first version is submitted by the student and assessed as insufficient by the instructor.
- If the final grade is composed of several partial grades, you have the possibility to retake the exam as long as you did not pass the full course. In this situation you are allowed to retake an exam for which you passed because your final grade is still a fail. Please note that in such a case the last grade obtained counts.
- If the final grade is composed of several partial grades, a partial grade counting for 50% or more must be at least a 5.0 (unrounded).

- ***Is it possible to inspect my exam?***

You have the right to inspect your exam within 30 days after your grade has been announced. The instructor determines whether the inspection of the exam is collective or individual. The date and time of inspection will be announced by the instructor via blackboard. If you are not able to attend on the specified date and time it is not possible to inspect the exam except in case of force majeure.

- ***What should I do if I have questions about my grade?***

When you have questions about your grade, please contact your instructor. Make sure your questions are specific and well explained otherwise the instructor is not able to address your question properly. Without a good justification your question will not be addressed. It is not possible to address questions about your grade to the Board of Examiners because the Board of Examiners cannot change a grade given by the instructor.

About course exemptions of compulsory courses

- ***Can I get an exemption from a compulsory course if I have already taken a similar course?***

Exemptions for courses can be granted by the Board of Examiners after consultation with the instructor of the course. Exemptions are not granted for components of a course (for example workgroups).

When you submit a request for permission to replace a compulsory course by an equivalent but different course, please make sure to include detailed information about this course such as the course syllabus in either English or Dutch. You also have to submit a certified transcript of records unless you have done the course at Leiden University. The Board of Examiners may request additional information. Requests for exemptions for courses should be submitted via **uSis**.

- ***What do I have to take into consideration if I request an exemption for a compulsory course?***

It is not possible to apply for an exemption for core courses which are essential for the first year curriculum of Political Science. For other courses it is possible to apply for an exemption. Please contact the study advisor for more information about these courses.

About rules regarding electives

- ***How do I submit a request for approval of electives?***

Requests for electives always have to be submitted via **uSis**. Please provide more information about the content of this course. You can provide the information in an attachment or link. The Board of Examiners then evaluates these requests.

- ***What are the requirements for attending electives?***

When selecting electives, please consider the following requirements:

- Electives should not overlap with the compulsory curriculum of Political Science.
- Courses taken at an Honours College or a Summer school can never be part of the elective space. These are activities outside the curriculum of Political Science.
- Courses attended at Leiden University or another university should always award credits.

- ***When do I have to submit my request in order to add electives to my curriculum?***

With the start of the second year students can submit a request to add electives to their curriculum. Students who want to follow an elective in the first year do this at their own risk. First year students cannot ask for permission to add an elective to their curriculum, the Board of Examiners will not address these requests.

- ***What is the difference between elective and extra-curricular space?***

The elective space consists of 30 EC. It is possible to choose electives for more than 30 EC. These extra electives will be part of the extra-curricular space and will be mentioned on the Diploma Supplement. However, they do not count towards the grade point average (GPA).

About plagiarism and fraud

- ***What happens if I am suspected of committing plagiarism?***

If your instructor believes that there is sufficient evidence that you committed plagiarism in a written assignment, the Board of Examiners is informed. The Board of Examiners will investigate the suspicion. If the Board finds that there is sufficient evidence that you committed plagiarism the Board of Examiners may impose sanctions, for example revoking your right to participate in exams for a period of up to 12 months. The sanction depends on the gravity of the case. In exceptionally grave cases of fraud, the Board can request that your enrollment in the University be terminated.

About the rules and regulations in general

- ***Where can I find all the rules and regulations that apply to the program?***

All of the above rules, rights, and regulations can be found in the following documents via the site of the Board of Examiners:

<https://www.organisatiegids.universiteitleiden.nl/en/faculties-and-institutes/social-and-behavioural-sciences/institutes/political-science/board-of-examiners> (see the "Programme rules and regulations Political Science").

If you have any questions regarding these rules, please contact the secretary of the Board of Examiners, Caroline Remmerswaal at examencommpol@fsw.leidenuniv.nl.