



Universiteit Leiden

## **Faculty of Social and Behavioural Sciences**

### **Rules and Regulations of the Board of Examiners of the degree programmes in Political Science**

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

Effective of August 31, 2018

## Chapter 1 General provisions

### Article 1.1 Scope

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) of the degree programme(s) the Institute of Political Science of Leiden University, hereafter referred to as: the degree programme.

### Article 1.2 Definitions

In these regulations the following definitions apply:

|                     |   |
|---------------------|---|
| board of examiners: | the board of examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;   |
| student:            | a person registered with Leiden University for the purpose of taking courses, and/or sitting examinations and final examinations of the programme;  |
| fraud:              | pursuant to art. 7.12b.2 WHW fraud is understood as any action or omission by students purposefully obstructing the correct determination of their knowledge, understanding and skills or their fulfilment of the requirements for participating in courses or examinations. This includes at least the following: <ul style="list-style-type: none"><li>- the use of unauthorized material during examinations;</li><li>- plagiarism, this being conduct that contravenes the Leiden University Code of Conduct on Plagiarism (appended);</li><li>- passivity in the execution of group assignments or practical assignments;</li><li>- the falsification of research findings;</li><li>- the falsification of records of grades and emails generated by uSis;</li></ul> |
| OER:                | the Course and Examination Regulations ( <i>Onderwijs- en examenregeling</i> ) of the degree programme, as adopted by the Faculty Board;  |
| working day:        | Monday to Friday, excluding recognized holidays;  |
| 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 Composition, duties and procedures of the Board of Examiners

### Article 2.1 Duties and powers of the Board of Examiners

2.1.1 The board of examiners, as established by the faculty board, is the body charged with objectively and competently determining whether a student fulfils the conditions laid down in the OER regarding the knowledge, understanding, and skills required for obtaining a degree.

2.1.2 Without prejudice to the Act and the regulations based thereon, the board of examiners is in any event also responsible for:

- a. assuring the quality of the examinations and final examinations, without prejudice to art. 7.12c of the Act;

- b. establishing guidelines and instructions within the framework of the OER to assess and determine the results of examinations and final examinations; and
- c. granting exemption from taking one or more examinations or participating in one or more practical assignments.

## **Article 2.2 Appointment of the chair and secretary**

2.2.1 The faculty board appoints the members on account of their knowledge of the designated program or group of programmes for a term set by the faculty board. At least one member is connected, as examiner, to one of the programmes belonging to the group. At least one member is not a faculty member at Leiden University.

2.2.2 Before appointing a new member, the faculty board consults the sitting members of the board of examiners. The members respond to the faculty board within ten days of consultation. If one of the members objects to the proposed appointment the faculty board takes the appointment into reconsideration. The faculty board then consults the sitting members of the board of examiners again, either with a new or the same proposal. The members respond to the faculty board within ten days of consultation. Subsequently the faculty board decides.

2.2.3 The board of examiners is assisted by a secretary. All correspondence with the board is to be addressed to the secretary.

2.2.4 The board of examiners has an external member whose task is to assess the quality of examinations.

## **Article 2.3 Procedures**

2.3.1 The board of examiners elects one of its members as chairman of the board. The chairman is responsible for managing the day-to-day affairs of the board. The chairman can delegate the day-to-day affairs concerning a particular programme to a deputy-chair who is appointed by the board for that purpose. The chairman takes decisions on behalf of the board and is accountable to the board for his actions. The board is informed of the chairman's actions as soon as possible and at least once every six months. Difficult cases are decided by the full board of examiners.

2.3.2 The day-to-day affairs at least include:

- a. in urgent cases, deciding upon students' requests for provisions that can be taken in deviation from current regulations; decisions are taken after consultation of the appropriate examiner;
- b. when specified by the OER, approving the choice of course components by the student;
- c. issuing the (binding) study advice;
- d. taking appropriate measures in cases of disruption of examinations or fraud, in so far as immediate action is determined necessary by the chairman of the board.

2.3.3 The board of examiners decides by simple majority of votes. If there is an equal division of votes, the chairman has the casting vote.

2.3.4 The board of examiners and the examiners observe the following when taking decisions:

- a positive result of the examination must provide sufficient guarantee that the student has developed the qualities that were determined in advance as the objectives of of the course component concerned;
- decisions must be taken as objectively as possible;
- unnecessary study delays must be avoided as much as possible;
- examinations also serve the purpose of informing students of their capabilities and insufficiencies.

## **Article 2.4 Appointment of examiners, guidelines**

- 2.4.1 Before the start of each academic year, and further as often as necessary, the board of examiners appoints examiners for conducting examinations and determining the results of those examinations.
- 2.4.2 Ph.D.-holding instructors listed in the e-prospectus are appointed examiners in the terms of the previous article. Non-Ph.D.-holding instructors who teach within a component are not appointed as examiners, but teach under the responsibility of the appointed examiner for that component.
- 2.4.3 The board of examiners informs students of the appointed examiners.
- 2.4.4 The board of examiners can rescind the aforementioned appointment if there are serious grounds for doing so.
- 2.4.5 The examiners will provide the board of examiners with all information as requested.

## **Chapter 3 Assessments**

### **Article 3.1 Form of the examinations**

- 3.1.1 Each examination will comprise an assessment of the student's knowledge, understanding and skills, and also the evaluation of the outcome of that assessment.
- 3.1.2 The examination will be appropriate and will serve exclusively to assess whether the student has developed the qualities that were determined in advance as the objectives of the course component concerned.
- 3.1.3 The questions and assignments of the examination will relate only to the material announced in advance as prescribed examination material. The substance and scope of the examination material will be made known before the start of the course or part of the course preparing students for the examination, or at such a time to allow sufficient preparation, in writing and/or via blackboard. The questions and assignments of the examination will be distributed as evenly as possible over the prescribed reading material. At its request the questions and assignments will be submitted to the board of examiners.
- 3.1.4 An examination can consist of open (i.e. essay) questions or multiple choice questions. The type of exam question applicable to a particular exam is determined on the basis of the examination plan of the relevant program.
- 3.1.5 Cancelled
- 3.1.6 The questions and assignments of an examination will be clear and unambiguous, and will contain sufficient instructions for the answers to be given in the required detail. The duration of each examination will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.
- 3.1.7 If and to the extent that the form of examination is not determined in the OER, the board of examiners or otherwise the appointed examiner will announce, in writing and/or via blackboard, the form in which the examination will be held. This announcement will take place no later than the start of the part of the course preparing students for the examination.
- 3.1.8 The board of examiners may agree to an alternative method of examination than that laid down in the OER, if the student submits a reasoned request to this effect. Possible grounds include a recognized disability. The board of examiners will decide within five working days after receipt of the request.
- 3.1.9 The examiner will ascertain that the student fulfills the conditions for admission to the examination, as laid down in the OER or ensuing from the Act or University regulations.

### **Article 3.2 Dates of the examinations**

3.2.1 Examinations are held twice during the academic year for each component offered in that year.

3.2.2 If a student has successfully completed a course, he/she may no longer participate in the examinations for that course.

3.2.3a For courses consisting of more components of which the respective results count towards a final grade, students may retake the examination as long as they have not passed the course, regardless of the grade for the examination.

3.2.3b If a student sits for both examinations offered for a component in the same academic year, the final passing grade will be registered as the result of that examination.

3.2.4 Unless otherwise stipulated in the OER, the dates on which written examinations will be held will be determined and announced on behalf of the board of examiners before the start of the academic year. These dates may only be changed in the event of *force majeure* or after advice has been given by the Department Teaching Committee.

3.2.5 The dates for oral examinations will be determined by the examiner, if possible in consultation with the students.

### **Article 3.3 Submission and resubmission of papers and written assignments**

3.3.1 Papers and written assignments that count for less than 50% of a weighted cumulative final grade cannot be resubmitted unless the course description of the respective component states otherwise or the examiner announces deviations from this rule in writing and/or via blackboard at the start of the course.

3.3.2 Papers counting for more than 50% of the final grade of a component can be revised and resubmitted once if and only if a completed first draft has been submitted before the submission deadline.

3.3.3 Examiners announce the submission deadlines of all papers and written assignments (including the dates for submission and resubmission mentioned in 3.3.2) at the start of the course, or at least at the first course meeting, in the course description and/or via blackboard.

### **Article 3.4 Admission to examinations**

In exceptional circumstances and at the motivated request of students, the board of examiners, in deviation from the terms of the OER, can grant permission for an examination to take place before completion of a preliminary practical or before an exemption has been granted for the practical. Granted such permission proof of successful completion of the examination will not be presented before completion of the respective practical or prior to the decision to grant an exemption for the practical.

### **Article 3.5 Admission to examinations before passing the first-year examination**

3.5.1 At the student's request the board of examiners can allow the student to take one or more third year components of the final examination before completing all components of the first-year (propaedeuse) of the degree programme concerned.

3.5.2 The request mentioned in 3.5.1 will be taken into consideration if and only if it is accompanied by a study plan stipulating which examinations the student will take and which extra-curricular activities, being relevant to the programme and having been approved by the Executive Board as legitimate extra-curricular activities, the student plans to participate in.

### **Article 3.6 Registration for and withdrawal from examinations**

3.6.1 An examination can only be taken, and its result assessed, after the student has registered for participation in the manner stipulated in the faculty Regulations Governing Registration For and Withdrawal

From Examinations.

3.6.2 Withdrawal from an examination is governed by the faculty Regulations Governing Registration For and Withdrawal From Examinations.

### **Article 3.7 (Cancelled)**

### **Article 3.8 Conducting examinations**

3.8.1 At least one of the examiners appointed for a component pursuant to 2.4.1 is present during examinations of said component. The board of examiners can allow the replacement of the appointed examiner by an examiner with sufficient knowledge of the course matter.

3.8.2 The examiner is responsible for the presence of a knowledgeable examiner at the special-provisions examination.

3.8.3 The examiner(s) concerned will arrange that for written examinations, if necessary, extra invigilators are appointed to ensure that order is maintained during the examination.

3.8.4 A student must provide valid proof of identity when so requested by or on behalf of the examiner.

3.8.5 In principle, students will be admitted to the room where the examination is being held up to 45 minutes after the specified starting time.

3.8.6 All communication equipment, including mobile telephones, must be switched off while the examination is taking place. Other electronic equipment may not be used, except with the permission of the examiner. Wearing smart watches or similar devices is not permitted during exams.

3.8.7 Students may use an unmarked dictionary (Dutch-English or English-Dutch) during the examination. Dictionaries must be presented to the examiner for inspection prior to the examination.

3.8.8 Unless stated otherwise by the examiner students may not end the examination, or at least exit the room where the examination is being held, prior to the last hour of the examination.

3.8.9 Students are required to comply with all instructions of the board of examiners or the examiner that were published before the start of the examination, and all instructions that are given during and immediately after the examination.

3.8.10 Any student who fails to comply with one or more of the instructions referred to in paragraphs 3.8.4 and 3.8.6 through 3.8.9 may be excluded by the examiner from further participation in the examination concerned. This exclusion will result in a grade of 1 being given for the examination. Before deciding to exclude a student, the examiner will offer the student the opportunity to give a brief explanation.

3.8.11 The examiner will immediately inform the board of examiners in writing of any measure taken pursuant to the provisions of 3.8.10.

### **Article 3.9 Oral examinations**

3.9.1 An oral examination may involve only one student at a time.

3.9.2 The examination is public unless the examiner, having heard the student, decides otherwise.

3.9.3 A second examiner will be present during the examination. In the absence of a second examiner an audio recording of the examination will be made; said audio recording will be retained until the result of the examination has been published and the term of appeal has expired.

### **Article 3.9a Evaluation of theses**

3.9a.1 The Board of Examiners establishes the criteria for the assessment of the final thesis (*eindschrift*), the procedure for the appointment of the first and second examiner, the assessment form and the division of responsibilities between the first and second examiner.

3.9a.2 The final paper will always be assessed independently by two examiners, and the grade will be determined by agreement between the examiners.

3.9a.3 If the examiners are unable to reach agreement, the Board of Examiners, after consulting with the first and second examiners, will appoint a third examiner as third assessor.

## **Article 3.10 Fraud [Cancelled, replaced by chapter 4]**

## **Article 3.11 Evaluation and publication of results**

3.11.1 The results of an examination will be published within fifteen working days after the date of the examination unless the board of examiners decides otherwise at the request of the examiner. Written or electronic notification of their results are provided to students by or on behalf of the examiner(s).

3.11.2

- a. The result of the examination shall be expressed as a whole or fractional number between 1.0 and 10 (rounded to .0 or .5), including both limits. The result shall not be expressed as a number between 5.0 and 6.0.
- b. Except for average grades between 5,24 and 5,49, when an average grade ends in .25 or .75 the final grade must be determined by rounding upwards to the nearest multiple of .5. For example, a 6.25 will become a 6.5, a 6.75 will become a 7.0, etc.
- c. Average grades between 5,24 and 5,49 are rounded downwards.

3.11.3 If the final grade of an examination is determined on the basis of a weighted average of partial results, each separate result that counts for more than 50% of the final result must be no lower than 5.0 (unrounded).

3.11.4 The examination is considered to be successfully completed if the result is 6.0 or higher.

3.11.5 In deviation from the above the board of examiners can determine simply whether the student has met the requirements necessary to pass an examination.

3.11.6 In the case that a given examination is evaluated by more than one examiner, the board of examiners makes sure that the examiners apply the same or in any case equivalent norms.

3.11.7 Guidelines for the evaluation of an examination are established by or under the auspices of an examiner, who presents these to the board of examiners upon her request.

## **Article 3.12 Period of validity of examinations**

3.12.1 At the request of the student and after consultation of a knowledgeable examiner, the board of examiners can extend the period of validity of positive examination results, provided there have been no radical changes to the substance and the learning objectives of the respective course components.

3.12.2 In other cases the board of examiners decides, after consultation of the appointed examiner, whether an examination must be taken in substitution of the prior (invalidated) examination, or whether it is sufficient for the student to take a supplementary examination.

3.12.3 Non-passing grades remain valid until a new grade for the same course component has been submitted by the appointed examiner and registered in uSis.

3.12.4 If the final grade of an examination is determined on the basis of a weighted average of partial results, the validity of each partial result terminates at the end of the academic year unless the component has been successfully completed or the partial result is registered as a separate grade in uSis.

### **Article 3.13 Inspection and evaluative discussion**

3.13.1 Students have the right to inspect their marked examination script during the thirty days following the publication of the results of the written examination.

3.13.2 The examination questions and assignments may be inspected during the period referred to above.

3.13.3 The marked examination can be discussed with the examiner if the student so requests. An opportunity for such evaluative discussion will be announced together with the examination results.

3.13.4 The examiner is authorised to decide whether the inspection and/or evaluative discussion will take place collectively or individually.

3.13.5 The examiner determines where and when the view will take place on behalf of the board of examiners, within the time limit set in 3.13.1.

3.13.6 If the student demonstrates that *force majeure* will prevent or has prevented him from attending the inspection and evaluative discussion pursuant to 3.13.4, he/she shall be granted a new opportunity for either or both, if possible within the same time limit.

### **Article 3.14 Exemption from examinations and practical assignments**

3.14.1 Students may submit, through the appropriate form in uSis a motivated, written request for exemption from taking one or more examinations or from the obligation to participate in one or more practical assignments, as referred to in the OER.

3.14.2 The board of examiners will reach a reasoned decision within fifteen working days after the submission of the request, after consulting with the most appropriate examiner.

3.14.3 The abovementioned request mentions both the component for which the student seeks an exemption and the completed corresponding component on the grounds of which the petitioner seeks the exemption. The following documents must be annexed to the request:

- A substantive course description of each completed corresponding component;
- A list of the literature studied for that component;
- A certified list of results of the programme in which the corresponding component was completed.

### **Article 3.15 Quality assurance of examinations**

3.15.1 The board of examiners evaluates the validity, reliability, and representativity of examinations through a periodic review of the examinations of a randomly selected sample of components. The board of examiners can submit its findings to the director of studies. The results of the evaluation are discussed with the examiners concerned.

3.15.2 If the board of examiners decides not to appoint an examiner in future as a result of its findings, this decision is made known to the examiner in question and to the director of studies.

3.15.3 The board of examiners can engage the support of experts in executing its tasks pursuant to 3.15.1.

### **Article 3.16 Retention periods**

3.16.1 An examination and the work carried out in the context of said examination are retained for a period of at least two years.



3.16.2 The questions and assignments of examinations as referred to in 3.1.3 and the guidelines for the evaluation of an examination as referred to in art. 3.11.7 are retained for a period of at least seven years.

3.16.3 The results of examinations are retained for a period of at least thirty years.

3.16.4 The decisions of the board of examiners and the results of all (final) examinations taken will be carefully recorded. Access to the recorded information will be restricted to persons who have been given such permission by the board of examiners.

## **Chapter 4 Fraud, irregularity and plagiarism**

### **Article 4.1 Fraud**

Fraud is considered to be:

- the unauthorized consultation of smartphones, smartwatches or other equipment during the exam
- cheating during an exam, *inter alia* by cribbing using cheat sheets
- making changes in the submitted exam during the inspection
- presenting false proof of registration
- other behavior that is regarded as fraudulent on the basis of rules established and promulgated within the faculty or the program
- plagiarism in the sense of a violation of the Leiden University Code of Conduct on Plagiarism (see Appendix I)

### **Article 4.2 Dictionaries and other permitted texts**

If a student is allowed to bring a text for use during the examination this text should not contain any notes, unless this is explicitly approved by the examiner.

### **Article 4.3 Measures to be taken by the examiner**

4.3.1 In case of an irregularities, fraud, or disruptive behavior during an examination the examiner can immediately exclude a student from further participation in the examination. The examiner can confiscate objects that are being carried by a student and that can be relevant for assessing the irregularity or alleged fraud.

4.3.2 The proctor who signals an irregularity, fraud or disruption of the order during the examination immediately reports this to the examiner.

4.3.3 At the request of the examiner a student is obliged to hand over any objects that may be relevant for the assessment of the irregularity or alleged fraud to the examiner for that purpose. The seized objects will be given back to the student within a reasonable period of time.

4.3.4 If the examiner, after having observed an irregularity or alleged commitment of fraud by a student and regardless of action taken under 4.3.1, thinks that other measures are necessary, he/she should contact the Board of Examiners.

4.3.5 The examiner is obliged to report irregularities and fraud during an examination to the chair of the Board of Examiners.

### **Article 4.4 Measures to be taken by the Board of Examiners in case of irregularities and fraud**

4.4.1 In case of an irregularity or fraud during an examination or concerning a practical assignment the Board

of Examiners can hear the examiner, student, proctors and others.

4.4.2 The Board of Examiners can take the following measures:

- a. nullification of the result of the examination or determining the result of the exam to be a 1;
- b. exclusion of the student from the examination regarding which the irregularity or fraud was observed for a maximum period of one year;
- c. exclusion of the student from participation in one or more examinations for a maximum period of one year;
- d. exclusion of the student from participation in examinations and the final examination of one or more degree programs provided by the Faculty for a maximum period of one year;
- e. examinations of another faculty or higher education institution that have been passed during the exclusion period - also including assignments, papers and theses - cannot be included in the final examination of the degree program in any way whatsoever.

4.4.3 In case of serious fraud, the Executive Board can, at the proposal of the Board of Examiners, terminate the student's enrollment in the degree program indefinitely, according to article 7.42, third paragraph of the law.

#### **Article 4.5. Measures to be taken in the case of plagiarism**

4.5.1 The examiner can declare an essay, paper, thesis or research assignment invalid if plagiarism has been established. When the examiner settles plagiarism in this way he/she has to inform the chair of the Board of Examiners as soon as possible.

4.5.2 If the examiner, having established plagiarism, thinks that a sanction needs to be imposed, regardless any action taken under 4.5.1, he/she has to contact the Board of Examiners.

4.5.3 If the examiner, having established plagiarism, asks the Board of Examiners to impose a sanction he/she must submit the relevant essay, paper, thesis or research assignment as well as any materials necessary to substantiate the established plagiarism to the Board of Examiners.

4.5.4 In case of a suspicion of plagiarism brought to the attention of the Board of Examiners, the Board can hear the examiner, the instructor, the student and others.

4.5.5 The Board of Examiners can take the following measures and impose the following sanctions:

- a. Invalidation of an essay, paper, thesis or research assignment with regards to which plagiarism has been established;
- b. Denial of permission to hand in an essay, paper, thesis or research assignment for the course or program requirement in which plagiarism has been established, including papers that have been successfully completed at another faculty or other institute of higher education and exclusion of the student involved from participating in the preparation or implementation of such essays, papers, theses or research assignments;
- c. Exclusion of the student involved from taking part in one or more examinations for a maximum period of one year, and/or exclusion of the student involved from participating in examinations and the final examination in one or more degree programs provided by the Faculty for a maximum period of one year. Exams that are taken successfully during the period of exclusion at another faculty or another higher

education institution cannot in any way be part of the examination of the educational programme;

- d. In case of serious fraud the Executive Board, at the proposal of the Board of Examiners, can terminate the student's enrollment in the degree program indefinitely, in accordance with article 7.42, third paragraph of the law.

## **Article 4.6 Irregularities**

If there are reasonable grounds to suspect irregularities regarding fraud prior to or during an examination but it is not possible to identify the individual students to which this relates, the Board of Examiners may declare the examination in question invalid. In such an instance, the examination will need to be conducted anew. The Board of Examiners will set a new examination date as soon as possible. In this respect, irregularities can also be taken to mean technical faults, for instance in the case of digital examinations, and the Board of Examiners may declare the examination invalid on these grounds.

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

### **Article 5.1 Taking the final examination**

The final examination will have been passed if and when the components of the programme have been successfully completed.

### **Article 5.2 Approval of individual curricula for final examinations and electives**

N/A

### **Article 5.3 Exclusion from the degree programme or certain of its components**

5.3.1 If a student has demonstrated by behaviour or remarks that he/she is unfit to practise one or more of the professions for which he or she is being trained in the degree programme that he/she is following, or is unsuited to engage in practical preparation for professional practice, the board of examiners will, on request, issue advice to the Executive Board regarding the refusal or termination of that student's enrolment in the degree programme.

5.3.2 If the student referred to in 4.3.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the degree programme for which the enrolment has been terminated pursuant to Article 7.42a, paragraph 1, of the Act, the board of examiners will, on request, issue advice to the Executive Board regarding whether the student can be permitted to follow this specialisation or other components of this degree programme.

5.3.3 The board of examiners will issue advice as referred to in 4.3.1 or 4.3.2 within fifteen working days after this request has been made by the Executive Board.

### **Article 5.4 Compensation**

N/A

### **Article 5.5 Degree certificate and diploma supplement**

5.5.2 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been fulfilled, the board of examiners will present a degree certificate, as evidence that the student has passed the final examination. This degree certificate will show the information stipulated in Article 7.1, paragraph 2, of the Act.

5.5.3 One degree certificate is awarded per program, even if more than one specialization has been completed.

- 5.5.4 The degree certificate for the Bachelor program will be drawn up in Latin and in Dutch. The degree certificate for the Master's program will be drawn up in Latin and in English. The degree certificate will be signed with a wet signature by one of the members of the Board of Examiners.<sup>1</sup>
- 5.5.5 A student who is entitled to a degree certificate may request the board of examiners not to present the certificate yet, in accordance with rules to be stipulated by the Executive Board.
- 5.5.6 The board of examiners attaches a supplement to the degree certificate. A degree certificate has only one supplement.
- 5.5.7 The supplement is drawn up in Dutch and/or in English and complies with the European standard format.
- 5.5.8 A student who has passed more than one examination but cannot be awarded a degree certificate, as referred to in 4.5.1, will on request be given a statement issued by the board of examiners, showing at least the examinations that he/she has passed.

### **Article 5.6 Final examination grade (*judicium*)**

Cancelled; see art. 4.12 of the Course and Examination Regulations of the relevant programme.

### **Article 5.7 Retention periods**

The results of the final examinations are open to public inspection. The registers containing the results of the examinations will be retained indefinitely.

## **Chapter 6 The binding study advice**

### **Article 6.1 Student file**

6.1.1 The board of examiners maintains a file on every student who is enrolled in the degree programme. This file contains a concise written report of each formal contact between student and board of examiners.

6.1.2 The file includes a description of the student's personal circumstances, as referred to in Article 7.8b(3) of the Act, and, if applicable, the study plan adapted to these personal circumstances, as drawn up by the student and approved by the study adviser.

6.1.3 All students have the right to inspect their personal file, as referred to in 5.1.1, and, if they so wish, to have their objections to its contents included in the file.

### **Article 6.2 The advice**

The board of examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions of the Leiden University Regulation on the Binding Study Advice.<sup>2</sup>

## **Chapter 7 Complaints and appeals**

### **Article 7.1 Lodging a complaint or appeal**

A student who wishes to lodge a complaint or administrative appeal regarding a decision taken by the board of examiners or by an examiner appointed by the board of examiners, should lodge this complaint or appeal with the Examination Appeals Board.

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<sup>1</sup> A wet signature is a signature with lightfast ink.

<sup>2</sup> <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-bindend-studieadvies.html>

## **Article 7.2 Handling of complaints**

Complaints are handled in accordance with the current procedures 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 7.3 Handling of appeals**

Administrative appeals are dealt with in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board and the Student Charter.

## **Chapter 8 Annual report**

### **Article 8.1 Reporting**

8.1.1 Each year, the board of examiners will produce a report of its activities, and will submit this report to the Faculty Board on its request.

8.1.2 The report will comply, in so far as possible, with the requirements set by the Executive Board and will in any case contain an overview of the most important decisions of 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 pursuant to article 3.15.

## **Chapter 9 Final provisions**

### **Article 9.1 Time limits**

All time limits mentioned in these Rules and Regulations consist of working days in the academic year. Officially recognized holidays are not counted as working days.

### **Article 9.2 Exceptional circumstances**

9.2.1 In exceptional cases deviations from the educational programme or from transitional arrangements that have not been included in the OER can be authorized by or with the approval of the board of examiners.

9.2.2 All cases for which these Rules and Regulations do not provide will be decided by the board of examiners.

9.2.3 If, in exceptional cases, the strict application of the provisions of these Rules and Regulations would result in evident unfairness, the board of examiners is authorised to reach an alternative decision.

### **Article 9.3 Changes**

If changes to these Rules and Regulations relate to the current academic year, or have serious consequences for students who were already enrolled in the degree programme, every possible effort will be made to prevent the interests of the students concerned being harmed in anyway.

### **Article 9.4 Effective date**

These Rules and Regulations will enter into effect on August 31, 2018.

# Appendix 1

## LEIDEN UNIVERSITY CODE OF CONDUCT ON PLAGIARISM

### Plagiarism

On these pages, Leiden University will explain its views on plagiarism, how it is defined, and what consequences may be faced by students who commit this offence. Generally, plagiarism is understood as presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work. Most students will understand that cutting and pasting is not allowed without mentioning the source of the material, but plagiarism has a wider meaning. Paraphrasing someone else's texts, e.g. by replacing a few words by synonyms or interchanging some sentences is also plagiarism. Even reproducing in your own words a reasoning or analysis made by someone else may constitute plagiarism if you do not add any content of your own; in so doing, you create the impression that you have invented the argumentation yourself while this is not the case. The same still applies if you bring together bits of work by various authors without mentioning the sources.

### Quoting sources

Plagiarism is always a violation of someone else's intellectual property rights. Obviously, each discipline advances by building on the knowledge and understanding gained and published earlier. There is no objection at all if you refer to previous work and quote it while mentioning the source. It must, however, remain clear where existing knowledge ends and where you start presenting the results of your own thinking or research. As long as you are not capable of contributing to the discipline by adding something essential to what others have already found, it is misleading and therefore wrong to pretend you have reached that level. It is very important for both the teacher and the student to have a correct impression of the knowledge, understanding and skills of the latter.

### Internet texts

The rules concerning plagiarism apply to all data sources, not just books; extracts from internet pages may not be used without mentioning the source either. Contrary to what some people may think, internet texts are not public property; it is equally important here that you never present someone else's work as your own.

### Dos and don'ts

To help you to avoid committing plagiarism or related offences, we indicate below some dos and don'ts.

1. When copying someone else's texts, pictures, graphs, etc., obey the rules set out by your department, for example, in the thesis regulations. Sometimes you have to put them between quotes, or use a clearly different lay-out. Always mention their author and origin, using one of the common or prescribed ways to indicate references.
2. If you want to reproduce someone else's thoughts, considerations, ideas, etc., in your own words without using literal quotes, make unambiguously clear who is the source of these ideas and avoid giving the impression they may be attributed to you
3. Be even more cautious when copying texts from the internet. Take Wikipedia as an example: the author is usually unknown, but the article may well be plagiarised, in part or in full. Avoid copying texts from unknown authors, even if you mention the source you used.
4. When you partially copy texts, be careful not to change their meaning by leaving out sentences or parts of sentences, or by turning them around, etc. If you do not have the original version of a text and therefore

must rely on a reproduction by someone else, make this clear as well; if it turns out the original author has been quoted incorrectly, it will then be clear who made the mistake.

5. If others have contributed to your work, for instance by carrying out experiments, preparing illustrations, etc., you should mention this too. This does not apply to advice and comments from your supervisor, nor if someone proofreads your text for style, grammar and spelling errors. In some cases, relevant rules are set out in departmental regulations.

6. In some cases, even citing your own work may be considered plagiarism (sometimes called 'autoplagerism'). When you largely copy a paper you have produced for a prior assignment and then submit it again for another assignment, you deliver only one performance instead of the required two. This will not always be considered problematic, but you should discuss it with the lecturer involved.

7. Strictly speaking, composing a thesis, for example, largely from acknowledged quotations does not result in plagiarism. Yet, few teachers will accept your paper if your contribution is limited to cutting and pasting texts. Moreover, very long quotations may violate copyrights. If work by others in its entirety is essential for your paper, then refer to it, possibly with a short summary of its contents, without quoting from it.

8. If a paper or thesis was written in co-operation between several students, make clear, as far as possible, who authored the various parts.

9. In principle, the same set of rules applies to copying computer programmes. Using standardised procedures that are common to many applications, there is no question of plagiarism; in such cases, the original author is often unknown. It is a different matter if you copy the underlying idea or the approach of a whole programme, even if it is developed somewhat differently. When comparing it to ordinary language, the use of words and common sentences is not plagiarism, but copying whole paragraphs or the underlying ideas and thoughts is.

### **Combatting plagiarism**

Plagiarism is a form of fraud and is therefore an offence. For some time now, the University has been taking active steps to combat plagiarism. Computer software is often used to analyse papers and theses. If plagiarism is proven, the relevant Board of Examiners will, as a rule, impose penalties. Their severity will depend on the seriousness of the offence, and may be influenced by previous infringements. The heaviest penalty that may be imposed is exclusion from all examinations for one full year. This might mean that you would have to wait for a year for your thesis to be marked; as a consequence, you cannot graduate during that year. The penalty may also relate to just one or a few examinations, or may apply for a shorter period.

We hope to have clarified what is considered plagiarism, and also to have made clear that the University considers this a serious offence which may incur severe penalties.

<http://media.leidenuniv.nl/legacy/Plagiarism.pdf>