



Universiteit Leiden

2025-2026

Faculty of Social Sciences

Rules and Regulations of the Board of Examiners of the degree programmes of the Institute of Political Science

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

Adopted on September 1, 2025

Chapter 1 **General provisions**

Article 1.1 Applicability

These rules apply to the exams and final exam of the programmes provided by the Institute of Political Science of Leiden University, hereafter referred to as the programme.

Article 1.2 Definitions

AI software Artificial intelligence (AI) is the ability of a machine to exhibit human-like skills such as reasoning, learning, planning, and creativity. Forms of AI software include virtual assistance, (self-learning) applications that are independently able to discover existing or new connections and/or patterns in (big) data and make decisions independently, chatbots such as ChatGPT;

Exam an investigation into the student's knowledge, insight and skills with regard to a specific teaching unit, as well as the assessment of the results of that investigation (in accordance with Article 7.10 of the Act). The investigation may be in writing, orally or digitally, or a combination of these. An exam may consist of several constituent exams. Credits are only linked to an exam. The investigation is carried out in accordance with the procedure determined by the board of examiners for the quality assurance of exams and tests; The mutual weighting is laid down in the OER and the Prospectus;

Constituent exam: a test that, in addition to one or more other constituent exams or practical assignments, forms part of an exam and contributes to the final grade for the exam. The mutual weighting of the constituent exams is laid down in the OER and the Prospectus.

Fraud: any action (including plagiarism) that makes it wholly or constitutively impossible to form a correct assessment of the student's knowledge, insight and skills is considered fraud within the meaning of Article 7.12b WHW. This also includes the intention or incitement to such action and the omission of an action.

OER: the Education and Examination Regulations of the programme as established by the Faculty Board;

Practical assignment:	a practical assignment as (a component of) an exam or final examination as referred to in Article 7.13(2d) of the Act, which takes one of the following forms: <ul style="list-style-type: none"> - writing a thesis/final paper/final report, - writing a paper (such as an assignment), - carrying out a research assignment, - participating in fieldwork or an excursion, - completing an internship, or - participating in another educational learning activity aimed at acquiring certain skills.
Invigilator:	a person who is charged by or on behalf of the Faculty Board with ensuring that order is maintained during an examination, whether this is on campus or online, for example by making use of proctoring.
First assessor:	the examiner who (first) supervises, reads and assesses the thesis/final paper/final report.
Second assessor:	the examiner who (second) reads and assesses the thesis/final paper/final report.
Third assessor:	third examiner appointed by the board of examiners in the event that the first and second examiners cannot reach a common judgment on the thesis/final paper/final report.
Act:	Higher Education and Research Act (WHW).
Working day:	Monday through Friday, excluding recognized holidays.
Student:	a person registered with Leiden University for the purpose of taking courses, and/or sitting for exams and the final examination of a programme.
Final examination:	includes the exams associated with the teaching units belonging to the programme or the propaedeutic phase of the programme, including an investigation to be conducted by the board of examiners itself as referred to in Article 7.10, paragraph 2, of the Act.
Examinee:	the person who submits to an exam or test.

Other terms have the meaning assigned to them in the WHW or the OER.

Chapter 2 Composition, tasks and working methods of the board of examiners

Article 2.1 Chair, secretary and external member

2.1.1 During the first meeting of each academic year, the committee elects a chair from among its members; this chair is responsible for the day-to-day affairs of the committee. The chairperson may delegate day-to-day affairs relating to an individual programme to members designated by the committee. At the beginning of the academic year, the chair and members make agreements about the division of the tasks of the board of examiners

among the members and the chair.

- 2.1.2 The other members of the board of examiners are vice-chair and may act as substitutes for the chair.
- 2.1.3 The board of examiners is supported in its daily tasks by a secretary. All correspondence with the board of examiners is handled by the secretary.
- 2.1.4 The board of examiners has one or more external members. The external members participate in meetings where possible and report on their activities to the chair of the committee.

Article 2.2 Tasks and powers of the 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 OER regarding the knowledge, understanding and skills required for obtaining a degree.
- 2.2.2 Without prejudice to the Act and the regulations based thereon, the board of examiners has the following tasks and powers.

I. General tasks

- a. ensuring the quality of the exams and final examinations;
- b. ensuring the quality of the organization and the procedures surrounding exams and final examinations;
- c. in the bachelor's programme, issuing the (binding) study advice on behalf of the Faculty Board, as referred to in article 7.8b of the Act and the Leiden University Regulation on the Binding Study Advice;
- d. in the bachelor's and master's programmes, issuing the decision on study progress on behalf of the Executive Board to students with a residence permit as referred to in the Aliens Decree 2000 and the Regulation on study progress for international students (MoMi) 2024 of Leiden University;
- e. drawing up an annual report of its activities for the Faculty Board;

II. Degree programme and final examination

- f. the granting by the most appropriate board of examiners of permission to a student to follow a programme composed by that student as referred to in Article 7.3j) of the Act, the final examination of which leads to the obtaining of a degree, whereby the board of examiners also indicates to which programme of the institution that programme is deemed to belong for the purposes of this Act;
- g. approving in individual cases the choice of teaching units belonging to the programme;
- h. determining, insofar as the faculty board has determined this as a condition for taking exams or parts thereof, that proof has been provided of sufficient command of the Dutch language to be able to successfully follow the education by the person who has been granted an exemption from the prior education requirement as referred to in Article 7.24 of the Act on the basis of possession of a diploma issued outside the Netherlands, or in the event that an exemption has been granted from the admission requirement for the post-propaedeutic phase of the course;
- i. presenting the student with a degree certificate and supplement as referred to in Article 7.11(4) of the Act, as evidence of having passed the final examination;
- j. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in i. above, issuing a statement showing at least the examinations that he/she has passed;

III. Exams and exemptions

- k. establishing guidelines and instructions within the framework of the OER for assessing and determining the results of exams and final examinations (including the pass/fail regulations);
- l. granting an exemption from taking one or more exams on one of the grounds stated in the OER;
- m. extending, where appropriate, the validity period of successfully completed exams as specified in the OER;
- n. determining in special cases whether an exam will be taken orally, in writing, digitally, physically or in some other way, in deviation from the provisions in the OER;
- o. determining in special cases whether an exam will be held in public, in deviation from the provisions on this matter in the OER;
- p. granting exemption from the obligation to participate in practical assignments with or without the imposition of alternative requirements with a view to admission to take the relevant exam;
- q. taking measures and imposing sanctions if a student or external examination candidate (extraneus) is found to have committed fraud.
- r. granting effective measures for following a programme and taking exams to students with a functional disability as referred to in the Equal Treatment Act on the grounds of handicap or chronic illness;
- s. the appointment of examiners.

Article 2.3

Method

- 2.3.1 The board of examiners decides by simple majority of votes. In the event of a tie, the chair's decision shall prevail.
- 2.3.2 The board of examiners may mandate its members or others who are eligible in view of their function, in writing, to take certain decisions. The committee may give the mandated person instructions regarding the exercise of the mandated authority.
- 2.3.3 The mandated person makes decisions based on the OER, the current Rules and Regulations and previously formed policy. The mandated persons or bodies are accountable for their actions. It is recorded how this accountability takes place. In the event of deviations from previously formed policy, the entire board of examiners decides.
- 2.3.4 The board of examiners has at least established the following:
 - a. the composition of the board of examiners;
 - b. the duties, powers and responsibilities of the chair, deputy chairs, other members and administrative secretary;
 - c. tasks that are mandated and to whom those tasks are mandated, including the manner of accountability for decision-making;
 - d. meeting frequency, publicity and confidentiality;
 - e. method of reporting and archiving meetings and decisions;
 - f. internal procedure regarding:
 - designation of examiners;
 - assuring the quality of exams;
 - requests for exemptions;
 - fraud;
 - BSA;
 - study progress decisions (Momi).

g. the recording of the members' signatures.

- 2.3.5 The board of examiners and the examiners will take the following into consideration when making their decisions:
- a positive exam result must be sufficient guarantee that the examinee has acquired the intended final qualifications;
 - decisions must be taken with the utmost objectivity;
 - unnecessary study delays should be avoided as much as possible;
 - exams also serve to give the examinee insight into his or her capabilities and insufficiencies.

Chapter 3 Instructions for examiners

- Article 3.1** Before the start of each academic year and as often as necessary, the Board of examiners shall appoint examiners to conduct exams and determine the results thereof and shall notify the examiners of this in writing.
- Article 3.2** An examiner shall have professional expertise and testing expertise in accordance with the quality assurance standards referred to in Article 4.2.
- Article 3.3** The board of examiners may appoint more than one examiner for an exam.
- Article 3.4** The board of examiners may appoint external examiners. It shall ensure that these examiners meet the quality requirements. The external examiners shall receive a letter of appointment from the board of examiners stating that they have been appointed as external examiners and the exam for which they have been appointed.
- Article 3.5** The board of examiners announces the appointed examiners to the students and employees involved. The announcement is made by publication on the website of the relevant program.
- Article 3.6** The board of examiners may revoke the designation for important reasons.
- Article 3.7** The examiners shall provide the board of examiners with the requested information.

Chapter 4 Keys

- Article 4.1 Format of the exams**
- 4.1.1. The form of the exams is laid down in the OER and the Prospectus. An exam can consist of open questions (or essay questions) or multiple choice questions. The assessment plan of the programme is leading when determining the form of the exam questions.
- 4.1.2. In special cases, the board of examiners may decide, in consultation with the examiner, that the exam will take place in a different form than indicated. At least 25 working days before the exam is to be held, the examiner will announce on behalf of the board of examiners how the exam will be held, unless, due to force majeure, the date cannot be announced earlier than 5 days in advance.
- 4.1.3. The board of examiners may, upon a motivated request from the student, allow an exam to be taken in a manner other than that specified in the OER and the Prospectus. The board of examiners will decide after consultation with the examiner, within ten working days of receipt of the request.
- 4.1.4. Exams can take place in groups. An individual assessment takes place if a presentation, research, report or other educational performance is carried out in a group.

Article 4.2 Quality assurance of exams

- 4.2.1. Each exam includes an assessment of the student's knowledge, understanding and skills, as well as a numerical evaluation of the results of that assessment.
- 4.2.2. The questions and assignments in an exam are clear and unambiguous, and will contain sufficient instructions for the answers to be given in the required detail.
- 4.2.3. The exam is appropriate and serves exclusively to investigate whether the student has acquired the qualities that have been previously established as the objectives of the relevant teaching unit and that are laid down in the Prospectus.
- 4.2.4. The exam is so specific that only students who have mastered the material sufficiently can answer the questions correctly. The exam is tailored to the level of the teaching unit.
- 4.2.5. The questions and assignments of the exam are spread as evenly as possible over the exam material.
- 4.2.6. The questions and assignments of the exam relate exclusively to the previously announced exam material. It is clear to students in advance how and on what they will be assessed.
- 4.2.7. The questions and assignments of an exam are assessed by at least two examiners (four-eyes principle).
- 4.2.8. The duration of each exam is such that the student has sufficient time to answer the questions and/or complete the assignments.
- 4.2.9. Written tests are assessed on the basis of previously established written standards.
- 4.2.10. The procedures for quality assurance of exams has been established by the board of examiners.
- 4.2.11. The board of examiners assesses the validity, reliability and usability of the exams by random selection. The result of the assessment is discussed with the examiner or examiners concerned.
- 4.2.12. In addition, the board of examiners may conduct an investigation into the validity, reliability and usability of the exam if evaluations or results give reason to do so.
- 4.2.13 In the assessment referred to in 4.2.11 and 4.2.12, the board of examiners may be assisted by experts.

Article 4.3 Entry requirements for exams and practical assignments

- 4.3.1. The faculty ensures that the conditions for admission to the exam as laid down in the course regulations or arising from the Act or a university regulation have been met.
- 4.3.2. Twice per academic year, students are given the opportunity to take the exam associated with each of the teaching units offered that year. For teaching units for which the exam consists of multiple constituent exams and/or practical assignments, the respective results of which together determine the final grade, students may resit the exam as long as they have not passed the teaching unit, regardless of the grade of the exam.
- 4.3.3. If the grade for a teaching unit is composed of multiple constituent exams, the course description in the Prospectus may stipulate that not all constituent exams have a resit. In that case, the student must at least be given the opportunity to complete the course with a pass in the second exam opportunity by taking a test that is representative of the course taken.
- 4.3.4. For practical assignments that cannot be retaken in the same academic year, the examiner may, in special cases, determine that a retake assignment is possible in the same academic year. A retake assignment must do justice to the learning objectives that were tested in the original assignment.
- 4.3.5. The programme has conditions for participation in and/or assessment of research internships. These are described in the Prospectus.
- 4.3.6. During the Bachelor's and Master's programmes, students have one opportunity to retake an exam that has been successfully completed, without prejudice to the provisions of Article 4.1.1 of the OER and subject to the authority of the board of examiners to deviate from this in exceptional, individual cases at the student's request. This means that a sufficient result

can only be retaken in the same academic year in which this result was achieved. In this one-off resit, the highest result achieved applies. The option to retake an exam that has been passed once does not apply in the following cases: an oral exam, a practical assignment, a minor or parts thereof (according to the recognized minors offered in the Prospectus), and an exam that has been successfully completed at an institution other than Leiden University.

- 4.3.7. A request as referred to in Article 4.2.2 of the OER will only be processed if it is accompanied by a study plan and an overview of secondary activities recognized by the Executive Board in which the student has participated and/or intends to participate.
- 4.3.8. The degree programme sets certain conditions for participation in resits. These conditions are laid down in the Prospectus. If a student participates in a resit, the most recently obtained result will count as the valid result.
- 4.3.9. The committee may, upon request, grant students access to take one or more parts of the third year of the Bachelor's programme before they have successfully completed the propaedeutic phase of the programme.
- 4.3.10. A request as referred to in 4.3.9 will only be processed if it is accompanied by a study plan showing which exams the student intends to take and which extracurricular activities relevant to the programme and secondary activities recognised by the Executive Board the student intends to participate in.

Article 4.4 Dates of the exams

- 4.4.1. Unless otherwise specified in the OER and the Prospectus, the dates on which written exams are to be taken will be determined and announced by the board of examiners no later than one month before the start of the academic year, unless, due to force majeure, the date cannot be announced earlier than 5 days before the start of the academic year.
- 4.4.2. The provisions of 4.4.1 may be deviated from in the event of force majeure, after receiving advice from the education committee and if the interests of the students are not reasonably harmed as a result.
- 4.4.3. The dates for oral exams are determined by the examiner, if possible in consultation with the student.
- 4.4.4. The provisions of 4.4.3 apply as much as possible to assessments that take place other than in writing (physically or digitally) or orally.

Article 4.5 Registration and withdrawal from exams

- 4.5.1. An exam cannot be taken or its result assessed until the student has registered for participation in accordance with the procedure in the applicable registration Protocol as referred to in the OER.
- 4.5.2. During the period in which registration for an exam is possible, withdrawal is permitted in the same way.
- 4.5.3. Only in the event of force majeure, to be assessed and determined by the board of examiners, is withdrawal possible between the expiry of the registration period and the start of the exam.

Article 4.6 Conducting exams and orderly conduct during an exam

- 4.6.1. The Faculty Board will ensure that, if necessary, invigilators are appointed for the written exam to ensure that the exam runs smoothly.
- 4.6.2. At least one of the examiners designated for the relevant teaching unit pursuant to Article 3.1.1 shall be present during the exam. The committee may allow replacement by another examiner with relevant expertise.
- 4.6.3. The examiner shall ensure that a knowledgeable examiner is present at the special-provisions exam.
- 4.6.4. At the request of or on behalf of the examiner, the student must properly identify himself

or herself with his or her student card and legal identification.

- 4.6.5. Students will be admitted to the room where the exam is being held no later than 45 minutes after the scheduled start time and may not finish the exam earlier than one hour before the scheduled end time of the exam, unless the examiner gives permission to do so.
- 4.6.6. If an exam is taken online or digitally and there is a (technical) malfunction that prevents the exam from continuing, the board of examiners will decide whether and when a new exam will be scheduled.
- 4.6.7. The student may refuse to participate in a digital exam with online proctoring due to serious privacy concerns. The student must inform the board of examiners of this as soon as possible. The student 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 student must wait until the exam can be taken physically or digitally in another way.
- 4.6.8. Communication equipment, including mobile phones, smart watches, and smart phones must be switched off during the exam. Other electronic equipment may not be used without the permission of the examiner.
- 4.6.9. The student is obliged to follow the instructions of the board of examiners or the examiner that are published before the start of the exam, as well as instructions that are given during and immediately after the exam.
- 4.6.10. If a student disrupts the order, he or she will receive a warning. If the student continues to disrupt the order, the examiner or invigilator may ask the student to leave the room. The examiner will then draw up a report. The examiner will inform the student in question that the exam will not be graded until the board of examiners has reached a decision.
- 4.6.11. The examiner shall immediately inform the board of examiners in writing of any measure taken on the basis of the provisions of 4.6.10.

Article 4.7 Exams using proctoring

- 4.7.1. Students will be informed via Brightspace at least 10 working days in advance of the conditions for participation in a proctored exam and the maximum duration of the exam.
- 4.7.2. By participating in the exam, the student agrees to the recording and collection of data by the proctoring system used.

Article 4.8 Effective provision in the event of disability

- 4.8.1. A student with a functional disability as referred to in the Equal Treatment on the Grounds of Disability or Chronic Illness Act has the right to effective provisions during an exam.
- 4.8.2. The Board of examiners decides on a request for an effective provision in accordance with the statutory rules and the procedure as laid down in the Protocol for Studying with a Disability of Leiden University.
- 4.8.3. A request for an effective provision for an exam is submitted via the 'studying with a disability' tile in uSis (<https://usis.leidenuniv.nl/>).
- 4.8.4. A student with a disability may submit a request for an exam provision for an extension of time of 10 minutes extra time per hour for taking an exam, via the tile 'studying with a disability' in uSis (<https://usis.leidenuniv.nl/>). A student is obliged to submit adequate supporting documents regarding his or her disability.
- 4.8.5. Requests and supporting documents for an exam provision for an extension of 10 minutes extra time per hour for taking an exam will be assessed by the student dean.
- 4.8.6. The student dean has a mandate to decide on these requests on behalf of the board of examiners, insofar as the requested exam provision is for an extension of time of 10 minutes extra time per hour for taking an exam.

Article 4.9 Oral exams

- 4.9.1 An oral exam shall preferably be administered by two teachers, at least one of whom shall be a qualified examiner. If this is the case, one of the two teachers shall take short notes during the exam, i.e. the topics covered shall be listed point by point and the student shall indicate whether he or she has sufficiently mastered these topics. If only one qualified examiner is present at the oral exam, notes and an audio recording shall be made.
- 4.9.2 The board of examiners may decide that a specific oral exam will be taken by more than one person if the persons to be examined agree to this.

Article 4.10 Due dates and resit for written work

- 4.10.1. For written papers (assignments) that jointly and/or by means of cumulative weighting determine the final grade of a teaching unit, and where each individual paper determines that final grade for less than 50%, these papers will not be retaken, unless the course description of the relevant teaching unit or the examiner indicates otherwise in writing and/or via Brightspace at the start of the relevant education.
- 4.10.2. The conditions under which constituent exams and/or written papers (and/or other practical assignments) can compensate each other are as follows:
- If the exam of a course consists of several written papers (and/or practical assignments) or a combination of written papers (and/or practical assignments) and an exam, the weighting of each part of the exam must be clear.
 - If a component counts for 50% of the final grade, at least a five must be obtained for that component to pass the course. An exception to this is the bachelor project; the grade for the final thesis must be at least a 5.5.
- 4.10.3. If a written paper determines the final grade of a teaching unit for 50% or more, a student may only submit a second, improved version if the following condition is met: the student has submitted a complete, full-fledged first version before the deadline set for this purpose, and has failed this first version.
- 4.10.4. The examiners will announce the submission dates for all written papers (including any first and second submission dates as referred to in Article 4.10.3) at the start of the teaching unit in the course description and/or on Brightspace.

Article 4.11 Assessment of theses

- 4.11.1. The board of examiners determines the criteria for the assessment of theses (or the final thesis of the bachelor project or the master thesis), the procedure for the appointment of a first and second assessor, the assessment form and the division of responsibilities between the first and second assessor.
- 4.11.2. The thesis (BSc) or dissertation (MSc) is always assessed by two examiners. They do this independently of each other. The final assessment is determined in consultation. If the numerical assessment of the first and second assessor differs by more than 2.0 and they cannot reach agreement, the board of examiners will appoint a third assessor.
- 4.11.3. Only an examiner appointed by the board of examiners may be considered for the role of third assessor. A third assessor will never be assigned at the request of a student.
- 4.11.4. The third assessor assesses the thesis independently and without having taken note of the previous assessments. If the final numerical assessment of the third assessor is within the range of the grades given by the first and second assessors, this will become the final grade of the thesis. If the final numerical assessment of the third assessor is outside the range of the grades given by the first and second assessors, the grade given by the first or second assessor that is closest to the final numerical assessment of the third assessor will become the final grade. If the second reader has given a range, the middle of the range will be considered the proposed grade.
- 4.11.5. If papers, presentations, reports or other educational achievements are carried out in

groups, the student will be assessed on the basis of his/her individual contribution.

Article 4.12 Period of validity of exams

The validity of the results of successfully completed exams and of exemptions obtained is checked by the board of examiners. The validity of the result of a successfully completed exam and an exemption obtained as laid down in the OER can only be limited if the knowledge, insight and/or skills examined or exempted are demonstrably outdated. If the student receives financial compensation from the profiling fund ('profleringsfonds') in connection with individual, special circumstances as referred to in Article 7.51 paragraph 2 of the Act, the board of examiners can extend the validity in individual cases for the duration of the financial compensation.

Article 4.13 Inspection and evaluative discussion

- 4.13.1. During the period mentioned in the OER, the questions and assignments of the relevant exam, as well as the standards on the basis of which the assessment was made, may be consulted. The questions and assignments can be viewed on a single occasion. The examiner determines where and when the inspection and evaluative discussion will take place on behalf of the Board of Examiners.
- 4.13.2. Inspection and evaluative discussion of the exam can take place both collectively and individually.
- 4.13.3. Students are not permitted to take, copy, distribute or publish exam questions and assignments or assessment keys in any way whatsoever.

Article 4.14 Exemption from exams and practical assignments

- 4.14.1. The student must submit a reasoned request for exemption from taking one or more exams or from the obligation to participate in one or more practical assignments as referred to in the OER to the Board of examiners, via a petition in uSis.
- 4.14.2. The board of examiners will make a reasoned decision within six weeks of the submission of the request. If the board of examiners considers refusing the request, the student can be heard. If the board of examiners has not made a decision within the stated period, the request is deemed to have been rejected.

Article 4.15 Retention periods

- 4.15.1. Work produced by students will be retained for two months after the publication of the results of the examinationa in uSis. The Board of Examiners will retain a representative selection of work produced by students for quality assurance purposes for a period of two years. Exam papers and answer models shall be kept for a period of at least seven years.
- 4.15.2. A student's final thesis, including the assessment form, shall be kept for a period of at least seven years.
- 4.15.3. The decisions of the board of examiners are properly recorded. Only those who have been granted permission by the board of examiners have access to the recorded data.

Chapter 5 The final examination and certificates

Article 5.1 Taking the final examination

Pursuant to Article 4.10.2 of the OER, the Board of Examiners can decide that the final examination will include an additional test, as referred to in 4.2.1, which it will conduct itself.

Article 5.2 Approval of individual curricula for final examinations

A reasoned, written request for approval of an individual curriculum for a final examination, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will decide

within thirty working days after receipt of the request. If a decision has not been given within this period, the board of examiners will be deemed to have given the requested approval.

Article 5.3 Degree certificate and diploma supplement

- 5.3.1. 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 7.11(2) of the Act.
- 5.3.2. The certificate is drawn up in Dutch or English. A Latin translation shall be issued with the degree certificate. The degree certificate will be signed with a 'digital signature' by the chair of the Board of Examiner.
- 5.3.3. The Board of examiners adds a diploma supplement to a certificate of the successfully completed final examination. One supplement is added per certificate. The supplement aims to provide insight into the nature and content of the completed programme, also with a view to the international recognisability of programmes. The Leiden diploma supplement complies with the European agreed standard format. The final page of the diploma supplement will be signed with a 'digital signature' by the chair of the Board of Examiners.
- 5.3.4. A student who has successfully passed one or more exams and to whom no certificate as referred to in 5.4.1 can be issued will, upon request, receive a statement issued by the board of examiners stating at least the exam(s) that he or she has successfully completed.

Article 5.4 Final examination grade

- 5.4.1. The board of examiners may award the examinee a final grade (judicium) for his/her work in the context of the final examination. This final grade is based on the average of the grades achieved for the course components covered by the final examination, weighted according to course load.
- 5.4.2. The Board of examiners awards the predicate "*cum laude*" or "*summa cum laude*" in accordance with the relevant provisions in the OER.

Article 5.5 Retention periods

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

Article 5.6 Exclusion from the degree programme or parts thereof

- 5.6.1. If, in accordance with Article 7.42a of the Act, a student has demonstrated by behaviour or remarks that he/she is unfit to practise one or more of the professions for which he/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.
- 5.6.2. If the student referred to in Article 5.7.1 is enrolled in another degree programme, and within that programme is following teaching units 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(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.
- 5.6.3. The Board of examiners shall issue advice as referred to in 5.7.1 or 5.7.2 within ten working days of a request to do so by the Executive Board.

Chapter 6 **Fraud, irregularity and plagiarism**

Article 6.1 Fraud

6.1.1. Fraud means:

Any action or omission that makes it completely or partly impossible to form a proper assessment of an individual's knowledge, insights, skills, professional attitude or reflection, including in any event:

- a) having unauthorized communications equipment, software such as AI software or unauthorized documents available during a (digital) exam or practical assignment;
- b) the presence during a (digital) exam or written exercise of unauthorized notes (cheat sheets) in the permitted material;
- c) taking over answers from another person, in whole or in part, during a (digital) exam or practical assignment, or using software such as AI software;
- d) exchanging information with another person during a (digital) exam or practical assignment;
- e) pretending to be someone else during a (digital) exam or practical assignment;
- f) plagiarism (acting contrary to the Leiden University Code of Conduct on Plagiarism, see appendix);
- g) self-plagiarism: incorporating text written by the student himself from another, previously submitted assignment into an assignment, without citing the source and without permission from the teacher;
- h) using fictitious research data, graphs, literature and references;
- i) adjusting the submitted (digital) exam during inspection.

6.1.2. Fraud also includes gaining or attempting to gain access to education or a constituent exam, practical assignment or exam on improper grounds.

6.1.3. Other behaviour that the board of examiners considers to be fraud on the basis of the rules established and communicated within the faculty or programme.

Article 6.2 Documents brought into the exam by students

When a student is allowed to use a text he/she has brought to an exam, this text may not contain any unauthorized notes. Underlining, shading, and marking with fluorescent marker are permitted.

Article 6.3 Measures to be taken by the examiner in case of irregularities or fraud

6.3.1. In the event of an irregularity or fraud being detected or seriously suspected during the exam, the examiner shall immediately inform the student. The student may complete the exam. After the exam, the examiner and preferably the student shall complete the report form, otherwise the examiner will report the suspected irregularity or fraud in writing. The completed report form or written report shall be brought to the attention of the board of examiners immediately. The student shall receive a copy. The examiner may take possession of any objects that the student has with him/her that may be relevant to the assessment of the irregularity or fraud.

6.3.2. A student is obliged to hand over any objects taken along that may be relevant to the assessment of an irregularity or fraud, at the request of the examiner for the purpose of that assessment. The objects taken along will be returned to the student within a reasonable period after the end of the exam.

6.3.3. The examiner shall make the objects that have been confiscated available to the board of examiners. In the case of notes in a law book or other text book, the possession of aids that were not permitted (for example a book), etc., the examiner may make photocopies of the confiscated objects available to the board of examiners instead of the confiscated objects. In all cases, the examiner may, instead of the confiscated objects or the photocopies in

question, provide the board of examiners with a report of the irregularity or fraud that has been observed if it is signed by two examiners/invigilators.

- 6.3.4. The invigilator who notices an irregularity, fraud or disruption of order during the exam must immediately report this to the examiner.
- 6.3.5. The official report form or written report will include the student's name, student number and the nature of the irregularity. The student should preferably sign for 'seen' when describing the irregularity.

Article 6.4 Sanctions to be imposed by the board of examiners in the event of irregularities or fraud

- 6.4.1. In the event of a finding or serious suspicion of an irregularity or fraud during an exam or practical assignment, the board of examiners may hear the examiner, the student, invigilators and others.
- 6.4.2. The board of examiners decides on the basis of the report and the hearing whether a sanction is appropriate and, if so, what the appropriate sanction is. The assessment of the exam as referred to in 6.3.1 will only follow after a decision by the board of examiners, in which it releases the exam for assessment.
- 6.4.3. The sanctions that the board of examiners can impose are:
 - a. declaring the result of the exam invalid; this is a remedial sanction aimed at removing any beneficial consequences of the violation;
 - b. the exclusion from participation in the exam in respect of which the irregularity or fraud has been established for a period of no more than one year;
 - c. the exclusion from participation in one or more other exams for a period of no more than one year;
 - d. the exclusion from participation in exams and exams of one or more courses provided by the faculty for a maximum period of one year;
 - e. Exams that have been successfully completed during the period of exclusion at another faculty or another institution of higher education, including papers and theses, may in no way form part of the exam of the programme;
 - f. When determining a sanction, the circumstance of fraud previously committed by the student may also be taken into account.
- 6.4.4. In the event of serious fraud, the Executive Board may, at the proposal of the board of examiners, definitively terminate the registration for the course of the student concerned , in accordance with Article 7.42, third paragraph, of the Act.

Article 6.5 Measures and sanctions to be taken in case of plagiarism

- 6.5.1. If the examiner suspects plagiarism in a paper, thesis or research assignment, the examiner must inform the secretary of the board of examiners as soon as possible by sending a completed plagiarism form (see appendix).
- 6.5.2. Before submitting the plagiarism form to the board of examiners (see art. 6.5.1.), the examiner informs the student or students concerned of the suspicions of plagiarism that have arisen. If possible, the response of the student(s) is included in the plagiarism form.
- 6.5.3. The examiner can make a proposal in the plagiarism form for handling by the board of examiners (see appendix).
- 6.5.4. The examiner makes the relevant paper, thesis or research assignment available to the board of examiners.
- 6.5.5. In case of suspicion of plagiarism, the board of examiners may hear the examiner, the teacher, the student and others.
- 6.5.6. The board of examiners decides on the basis of the plagiarism form and the hearing whether a sanction is appropriate and, if so, what the appropriate sanction is.
- 6.5.7. The sanctions that the board of examiners can impose are:

- a. to issue an official warning and include it in the student file;
- b. declaring a paper, thesis or research assignment invalid;
- c. not to accept from the student concerned for a period of up to one year any paper, dissertation or research assignment in respect of which plagiarism has been found, including papers etc. that have been successfully completed at another faculty or institution of higher education, and to exclude the person concerned from participating in the preparation or execution of such papers, dissertations or research assignments;
- d. and/or exclusion from participation in one or more exams for a period of no more than one year, and/or exclusion from participation in exams and final examinations of one or more programmes provided by the faculty for a period of no more than one year. Exams that have been successfully completed at another faculty or another institution of higher education during the period of exclusion may in no way form part of the final examination of the programme.
- e. In the event of serious fraud, the Executive Board may, on the proposal of the board of examiners, definitively terminate the registration for the programme of the student concerned, in accordance with Article 7.42, third paragraph, of the Act.

Article 6.6 Irregularities

In the event of well-founded suspicions of irregularities such as fraud prior to or during an exam, without it being possible to determine which individual students are involved, the board of examiners may declare the exam invalid for all. In such a case, the exam must be conducted again. The board of examiners will then set a new exam date as soon as possible. In this context, irregularities may also be understood to mean a technical defect, including in the case of digital testing, on the basis of which the board of examiners may declare the exam invalid for all.

Chapter 7 The binding study advice and the study progress decision

Article 7.1 Student file

- 7.1.1. The Board of examiners maintains a BSA file for every student who is enrolled in the Bachelor's programme and who qualifies under the Leiden University Binding Study Advice Regulations.
- 7.1.2. The file shall include a description of the student's personal circumstances as referred to in Article 7.8b, third paragraph, of the Act, as well as, if applicable, the study plan adapted to the personal circumstances that the student has drawn up in consultation with the study advisor.
- 7.1.3. All students have the right to inspect their personal file, as referred to in 7.1.1, and, if they so wish, to have their objections to its contents included in the file.

Article 7.2 The binding study advice

The Board of examiners issues its advice on behalf of the Faculty Board, taking into account the relevant provisions of the Leiden University Binding Study Advice Regulations.

Article 7.3 The decision on the study progress of international students (MoMi)

The Board of examiners issues the study progress decision on behalf of the Executive Board, taking into account the relevant provisions in the Regulations on Study Progress for International Students (MoMi) 2024 Leiden University.

Chapter 8 Complaints and appeals

Article 8.1 Lodging a complaint or appeal

- 8.1.1. A student who wishes to lodge a complaint or administrative appeal, as referred to in Article 7.61(1) of the Act, regarding a decision taken by the Board of Examiners or by one or more of the examiners appointed by the Board of Examiners, should lodge this complaint or appeal with the Examination Appeals Board.
- 8.1.2. The time limit for submitting an administrative appeal in writing as referred to in 8.1.1 is six weeks after the written notification of the decision against which the administrative appeal is directed.

Article 8.2 Handling of complaints

Complaints are handled in accordance with the existing procedures as included in the Regulations relating to the Ombudsperson, the Regulations 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.

Chapter 9 Annual report

Article 9.1 Reporting

- 9.1.1. The board of examiners draws up an annual report on its activities. The board of examiners provides the report to the Faculty Board.
- 9.1.2. The report shall meet the requirements set by the Executive Board and shall in any case include the main decisions of the board of examiners as well as a description of the manner in which the board of examiners has fulfilled its task with regard to the quality assurance of exams as referred to in Article 4.2.

Chapter 10 Final provisions

Article 10.1 Deadlines

All terms mentioned in these Rules and Regulations refer to working days in the academic year, excluding public holidays.

Article 10.2 Special circumstances

- 10.2.1. In cases not provided for in these Rules and Regulations, the board of examiners will decide.
- 10.2.2. If in special cases the full application of the provisions of these Rules and Regulations would lead to obvious unfairness, the board of examiners is authorised to decide otherwise.

Article 10.3 Changes

In the event of changes to these Rules and Regulations that relate to the current academic year or that have significant consequences for those who were already registered for the course, the interests of the students concerned will be prevented from being harmed as much as possible.

Article 10.4 Entry into force

These Rules and Regulations come into effect on September 1, 2025.

Examiner	Signature	Date:	
Invigilator (if present)	Signature	Date:	
Student	Signature for 'seen'	Date:	

APPENDIX 2
MODEL FORM FOR REPORTING SUSPECTED FRAUD/PLAGIARISM

For the reporting of plagiarism or fraud by the examiner under Article 6.5 of the Rules and Regulations

<https://fd24.formdesk.com/universiteitleiden/polsci-fraud-report>

APPENDIX 3

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's else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc. as your own work - including generated texts or programming codes by software such as AI software without indicating the source. This includes not only 'cutting and pasting' digital sources such as encyclopaedias, digital magazines without inverted commas and reference.

Most students will understand that cutting and pasting is not allowed without mentioning the source of the material, but plagiarism has a wider meaning. This also applies to presenting AI software-generated text or programming code - as by ChatGPT - as your own text in an exam or thesis, without proper citation of the source. 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. Plagiarism is the act of copying data or sections of text from others in a thesis or other work without citing the source. The use of language models such as ChatGPT offers all kinds of new possibilities for creating texts. Realise that if you do this and present it as your own work, it will be considered fraud. Therefore, use ChatGPT in your studies only when the lecturer approves it and when you mention it.

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., including texts generated via software such as AI software, obey the rules set out by your department, for example, in the thesis regulations. As a rule, you should generally put the text between quotes. In certain cases, a clearly different lay-out may be used. 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. In general, avoid copying texts from unknown authors, even if you mention the source you used. Also, texts generated via AI software, such as ChatGPT, you cannot just copy as your own.

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. After all, teachers will hold you to the learning objectives of a unit of study. 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.

The University of Leiden that considers plagiarism a serious offence for which severe penalties may follow.

These Code of conduct comes into effect on 1 September 2023.

Established by the Executive Board on 11 July 2023