



Universiteit Leiden

Faculty of Social and Behavioural Sciences

Rules and Directives set by the Board of Examiners of the Degree Programme Psychology

Pursuant to Article 7.12b, paragraph 3 of the Higher Education and Research Act (WHW)

Established August 2013

Chapter 1 General Provisions

Article 1.1 Scope

These rules apply to the examinations of the degree programme(s) in psychology of Leiden University, hereinafter referred to as the programme.

Article 1.2 Definitions

fraud:	Any action (including plagiarism), omission or intention (including inciting a third party) which partially or completely impedes the valid assessment of a person's knowledge, insight, skills, (professional) attitude and reflection.
OER:	The Course and Examination Regulations of the programme as set out by the Faculty Board;
invigilator	Person entrusted by or on behalf of the Board of Examiners with the factual supervision of order during an examination.

Other terms have the meaning given to them by the Higher Education and Research Act (henceforth the Act) or the OER.

Chapter 2 Responsibilities and procedure of the Board of Examiners

Article 2.1 Appointment of the chairman and secretary

- 2.1.1 The Board of Examiners has a chairman and a deputy chairman.
- 2.1.2 The Board of Examiners consists of five members (scientific staff) from the five sections.
- 2.1.3 The Board of Examiners also has an official secretary.
- 2.1.4 Appointment of the members and (deputy) chairman is according to the directives of the Institute (art 23.2) and the Faculty (art 28.2 en 3).

Article 2.2 Responsibilities and authority of the Board of Examiners

- 2.2.1 The Board of Examiners is the body which is charged with objectively and competently assessing whether a student fulfils the qualifications laid down in the OER regarding the knowledge, insight and skills required for completing a degree.
- 2.2.2 Without prejudice to the Act and the regulations based on it, it is at least the further responsibility of the Board of Examiners: (summary: see Regulations of the Institute Psychology art. 23.3 en Regulations of the Faculty of Social and Behavioural Sciences art. 28.8 for details).
 - to guarantee the quality of the examinations;
 - to take decisions on atypical study programmes (e.g.: exemptions; flexible degree programmes, etc);
 - to issue a (binding) study recommendation;
 - to take measures and impose sanctions if fraud is committed;
 - to function as the primary arbitration board where conflicts over examinations, examination requirements or curricula exist;
 - to put forward provisions to the faculty concerning the Teaching and Examination Regulations, including annual amendments of the appendices; it ensures compliance with the regulations;
 - to supervise the regulations for examination requirements and procedures.

Article 2.3 Procedure

- 2.3.1 The Board of Examiners decides by simple majority. In case of an equal division of the votes, the chairman has the casting vote.

2.3.2 Members can be mandated for certain tasks. This is determined by the Board of Examiners.

2.3.3 Mandated members take their decisions on the basis of the OER and previously formulated policy, and are accountable for their actions. The form this accountability takes is determined beforehand. In case of divergence from previously formulated policy, the entire Board decides.

2.3.4 The Board of Examiners decides in any case on the following:

- The composition of the Board of Examiners;
- The tasks, authority and responsibilities of the chairman, deputy chairman, members and official secretary;
- The tasks that are mandated to the various members, including the manner in which they are accountable for their decision-making;
- The frequency of meetings, the public nature of the meetings and confidentiality;
- The manner of reporting on and archiving the meetings and decisions;
- The internal procedure with respect to
 - o The appointment of examiners;
 - o Guaranteeing the quality of the examinations;
 - o Requests for exemption;
 - o Fraud;
 - o The binding study recommendation (BSA).
 - o The registration of the signatures of the members.

2.3.5 Criteria

The Board of Examiners or the examiner will use the following criteria as guidelines, and will weigh up the importance of each criterion in turn:

- 1) to maintain quality requirements and selection requirements regarding final examinations and examinations;
- 2) efficiency requirements including:
 - to limit the time lost by students in preparing for an examination, as much as possible;
 - to induce students to cease with their studies if they are unlikely to pass their examinations or final examinations;
 - to protect students who plan to take on too large a study load;
 - to treat students who have fallen behind with their studies as a result of circumstances beyond their control with a proper degree of leniency;
 - to prevent overburdening of the examiners.

Chapter 3 Appointment of examiners

3.1.1 Prior to the beginning of each academic year, and if and when necessary, the Board appoints examiners for setting examinations and determining the results of these examinations, and informs the examiners of this in writing.

3.1.2 An examiner must be in possession of competences relating to the field of study and relating to the setting of examinations in accordance with the requirements of Article 4.2.

3.1.3 The Board of Examiners can appoint more than one examiner for a given examination.

3.1.4 The Board of Examiners can appoint external examiners. They must ensure that these examiners fulfil the specified quality requirements. The external examiners receive a letter of appointment from the Board of Examiners which specifies that they have been appointed as external examiners and for which examination.

3.1.5 The Board of Examiners makes the appointment of the examiners known to the students and the staff members concerned.

3.1.6 The Board of Examiners may withdraw the appointment if there are important reasons for doing so.

3.1.7 The examiners must provide the Board of Examiners with information if requested to do so.

Chapter 4 Examinations

Article 4.1 Form of the examinations

4.1.1 The form of the examinations is specified in the OER. In special cases, the Board of Examiners may, in consultation with the examiner, decide to offer the examination in a different form than that specified. The examiner must on behalf of the Board of Examiners inform all relevant parties of how the examination will be offered a minimum of 25 working days prior to the examination.

4.1.2 At the motivated request of a student, the Board of Examiners may allow an examination to be taken in a different manner than specified in the OER. The Board of Examiners makes its decision following consultation with the examiner, and within ten working days after receiving the request.

4.1.3 Essay questions should indicate how extensive the student's answers should be.

4.1.4 Every examination is graded with a mark.

4.1.5 The examination shall take place in the language (Dutch or English) depending on the official language of instruction of the course.

Article 4.2 Quality assurance of examinations

4.2.1 Every examination tests the knowledge, insight and skills of the student, as well as assessing the results of this testing.

4.2.2 The questions and assignments of an examination are clear and unambiguous, and contain enough indications for the required detailing of the answers.

4.2.3 The examination is appropriate and serves solely to establish whether the student has acquired the qualities determined beforehand to be the aim of the relevant component and which are specified in the OER.

4.2.4 The examination is so specific that only students who have sufficient command of the material are able to answer the questions correctly. The examination is in tune with the level of the component.

4.2.5 The questions and assignments of the examination are spread as evenly as possible over the possible examination material.

4.2.6 The questions and assignments of the examination only relate to examination material that has been announced in advance. Students are clearly informed beforehand of how and what will be tested.

4.2.7 The duration of each examination is such that the student can reasonably be expected to have enough time to answer the questions and carry out the assignments.

4.2.8 The evaluation of written examinations takes place on the basis of norms that have been specified in writing beforehand.

4.2.9 The procedure relating to the quality assurance of examinations is determined by the Board of Examiners.

4.2.10 The Board of Examiners assesses the validity, reliability and workability of the examinations on a random basis. The result of this assessment is then discussed with the relevant examiner or examiners.

4.2.11 The Board of Examiners may request an investigation into the validity, reliability and workability of examinations if evaluations or results indicate reasons for doing so.

4.2.12 In the assessment referred to in 4.2.10 and 4.2.11, the Board of Examiners can request assistance from experts.

4.2.13 The Board of Examiners may request an investigation when the programme committee points out a possible problem concerning the quality of an examination.

Article 4.3 Access to examinations and practicals

4.3.1 The examiner must ascertain whether the conditions for admission to the examination as specified in the OER or that arise from the Act or a University regulation have been met.

4.3.2 A request as specified in the OER Articles 4.2.2 and 4.2.3 will only be considered if it is accompanied by a study plan and an overview of the extra-curricular activities recognised by the Executive Board in which

the student has participated or is planning to participate.

4.3.3 The programme department applies certain conditions for admission to resits. These can be found in the e-prospectus.

4.3.4 The programme department applies certain conditions for participating in and assessing research traineeships. These can be found in the e-prospectus.

4.3.5 The programme department applies additional conditions with respect to prior knowledge required for participating in certain components, examinations or practicals. These can be found in the e-prospectus.

Article 4.4 Examination dates

4.4.1 Insofar as they have not been specified in the OER, the dates of the written examinations will be set and announced on behalf the Board of Examiners no later than one month before the start of the academic year. These can be found in the e-prospectus.

4.4.2 The dates as specified in 4.4.1 can be modified only in case of circumstances beyond the control of the Board, following the advice of the Degree Programme Committee and if the interests of the students cannot reasonably said to have been harmed.

4.4.3 The dates for oral examinations are set by the examiner, if at all possible by mutual agreement with the student.

4.4.4 The provisions of 4.4.3 also apply in as far as possible to all examinations that take a form other than written nor oral.

4.4.5 When a study unit is completed with an examination, this examination will be set within 10 working days.

Article 4.5 Registration for and withdrawal from examinations

4.5.1 Students must register for each examination they want to take. Students are not allowed to sit an examination without being registered. It is possible to register up to 10 calendar days before the examination takes place. Final registration dates can be found on uSis. It is not possible to register after these dates.

4.5.2 Students must register for examinations through uSis. Otherwise, students may register by post (postal date stamp) or by sending an e-mail to the Student Information Desk (ondwerwijsbalie@fsw.leidenuniv.nl). Students may only register by telephone in cases of sickness or exceptional circumstances beyond their control.

4.5.3 In case the student didn't register one week in advance of the exam, there is the possibility to register after payment of handling costs of €20,-. This paid registration can be personally done at the Student Information Desk until two working days in advance up till exactly 12.00 am

Day of Exam	Paid registration possible until
Monday	Thursday 12.00 am
Tuesday	Friday 12.00 am
Wednesday	Monday 12.00 am
Thursday	Tuesday 12.00 am
Friday	Wednesday 12.00 am

4.5.4 In special cases, the Board of Examiners may allow an exemption from the provisions in 4.5.1 with respect to the deadline and the manner of registration.

4.5.5 Students who have already registered for, but subsequently decide not to sit an examination, may withdraw up 10 calendar days before the sitting. Students can cancel their registration via uSis, or in writing to the Student Information Desk.

4.5.6 Withdrawal from an examination after the registration deadline but prior to the beginning of the examination session is only possible in case of circumstances beyond a student's control, as assessed and established by the Board of Examiners.

4.5.7 Examination marks of students who have not registered with the Student Information Desk or are not listed on the examination candidate list will not be recorded on the students' progress reports or students' transcripts.

Article 4.6 Conducting an examination

4.6.1 The examiner or examiners involved must ensure that, if needed, invigilators are appointed for a written examination, who see to it that the examination takes place in the proper manner.

4.6.2 At least one examiner is present at an examination.

4.6.3 At the request of or on behalf of the examiner a student must present certificate of registration at the university and a valid ID.

4.6.4 Students are allowed to enter the room where the examination is conducted until 30 minutes after the established starting time. They may not leave the room earlier than one hour before the established finishing time of the examination.

4.6.5 Students are not permitted to have mobile telephones, buzzers and message-watches visible on their person, desk or elsewhere during examinations. These devices must be switched off during the examination. Other electronic devices such as (programmable) calculators may not be used without the consent of the examiner.

4.6.6 Dictionaires are not allowed. At the motivated request of a student, the study advisor may grant permission in special cases.

4.6.7 The student is bound to follow the instructions of the Board of Examiners or the examiner as published prior to the examination, as well as the instructions given during and immediately after the end of the examination session.

4.6.8 If a student fails to follow one or more of the instructions as referred to in paragraph 4.6.2 to 4.6.5, the examiner may exclude him from further participation in the examination. The consequences of such an exclusion are that the examination will be graded as 1 (out of 10). Before an examiner decides to exclude a student, he or she must give the student an opportunity to give a brief explanation.

4.6.9 The examiner informs the Board of Examiners in writing and without delay of any measure taken in pursuance to Article 4.6.8.

Article 4.7. Alternative examination formats

4.7.1. In order to make use of the option of an alternative examination format, i.e. an examination format that is different from the original format, the student, after having consulted the director of studies or student counsellor, must submit a request to the Board of Examiners

4.7.2. Any student who has sat a particular examination twice may ask the examiner to be allowed to sit the examination using an alternative examination format, provided that the marks from the first two occasions add up together to at least a '9'. This request will only be considered acceptable if the failures are thought to be the result of the choice of format. Any such request should be supported by a recommendation of one of the student counsellors. The responsible lecturer should only depart from the recommendation made in exceptional cases.

Article 4.8 Oral examinations

4.8.1 Oral examinations are generally heard by one examiner only. At the request of the student, the oral examination may be heard by two or more examiners.

4.6.2 The Board of Examiners may decide that a given oral examination may be taken by more than one

student simultaneously if the candidates agree to this.

4.8.3 Oral examinations are to be held at a date and time which has been decided by the examiner or examiners after consulting the student.

Article 4.9 Disabilites/functional disorders

4.9.1 Wherever reasonable, possible and not in conflict with the academic objectives, students with a disability or chronic illness are offered the opportunity to adjust their study programme in accordance with their limitations.

4.9.2 The Board of Examiners, by delegation the student counsellors, decides for every educational component of the programme, in cooperation with the concerning staff, which adjustments are reasonable and achievable. In order to make use of the option of an alternative examination format the student has to consult the student counsellor. The student counsellor will pass the information concerning the alternative conditions on to Fenestra after the students consent. After approval of the student counsellor the student has to announce at the Student Information Desk when he wants to take the exam under this alternative conditions. This is to be done not later than 10 calender days before the examination. If the student fails to announce his wish for an alternative examination, the possibility of an alternative examination for this date expires.

Article 4.10 Assessment of examinations

4.10.1 The marks for written examinations must, wherever possible, be awarded on the basis of marking criteria determined prior to the examination, or – should this apply – on the basis of retrospectively adjusted marking criteria, i.e. new marking criteria established after the marking of the examination.

4.10.2 The manner of the assessment must be so transparent that the student can see how the examination results have been arrived at.

4.10.3 To pass an examination the student must acquire a mark of 5.50 or higher. The provisions for the rounding off of examination marks can be found in Appendix 2. Rounding off applies only to the final combined mark.

4.10.4 Students may not resit examinations which they have already passed.

4.10.5 In subjects where the final result is dependent on several results, and where the failure of an examination nevertheless results in an overall pass, the student may not resit the failed examination.

Article 4.11 Assessment of the thesis (bachelor- and masterthesis)

4.11.1. Only individual products may be put forward for assessment as a thesis.

4.11.2. A thesis proposal should be submitted to and approved by an examiner of the master's degree programme (master thesis) or the examiner bachelor thesis, before. proceeding with the thesis. At least one of the supervisors must have a PhD.

4.11.3 Both a thesis supervisor of the specialisation and a second assessor are involved in the assessment of a thesis. An external supervisor has a consultative voice in the assessment of a thesis.

4.11.4. After the assessment and discussion of the draft thesis, the student has the opportunity to rework his thesis into a final and definitive version.

4.11.5. The final assessment – the mark for the thesis – will be based on the definitive version of the thesis. The final assessment is made by the supervisor of the specialisation. An external supervisor has a consultative voice in the assessment in figures.

4.11.6. The assessment will be made on the basis of the assessment forms. The forms will be signed by both supervisors.

4.11.7. Each student has the right to consult the assessment forms.

4.11.8. The assessment procedure (4.11.3-4.11.6) is made more explicit in the procedure "assessment

procedure bachelor thesis" and "assessment procedure master thesis".

4.11.9. In the event of disagreement between the thesis supervisor and the second assessor, the Board of Examiners will arrange for an expert lecturer or a qualified member of the board to give his opinion.

Article 4.13 Period of validity of results

At the request of the student, and after having discussed this with the examiner involved, the Board of Examiners may extend the period of validity of successfully completed examinations as specified in the OER by a maximum of one year, if personal circumstances demand this and the learning objectives of the study component have not changed in any significant way.

Article 4.14 Inspection and final evaluation

During the period specified in the OER, the questions and assignments of the relevant examination are open for inspection, together with the standards applied for marking the examination. The questions and assignments may be inspected once in a location specified by the Board of Examiners. Any copying of the questions or assignments is prohibited.

Article 4.15 Exemption from examinations and practical assignments

A request for exemption from taking one or more examinations and/or participating in one or more practicals as referred to in the OER must be submitted by the student to the Board with valid reasons one month prior to the first examination date. The deadline for examinations in January is December 1. The Board of Examiners will come to a decision within one month after submitting the request. The Board may choose to hear the student.

Article 4.16 Retention period

4.6.3 The examination and the work carried out in the context of this examination are kept for a period of at least five years.

4.6.4 The final assignment of a student, including the evaluation form, is kept for a period of at least five years.

4.6.5 The decisions of the Board of Examiners, together with the results of the examinations are properly recorded. Access to the registered data is restricted to persons mandated by the Board of Examiners.

Article 4.17 Registration of student progress

4.17.1 The Board of Examiners, in this case the Psychology Office, is responsible for the registration of the results of examinations and examination components. The Board of Examiners is also responsible for the registration of the degree certificates.

4.17.2 No information on registered details, with exception to those concerning degree certificates issued, will be given to anyone except the student, the student counsellor, the head of the Psychology Office, and the director of studies of the section, the appropriate authorities and the Examinations Appeals Board. It is possible to differ from the provisions in subsection 13.1 above with permission of the student.

4.17.3 Psychology students do not receive any form of evidence after taking an examination. Instead, students can view their exam results via the computer system. Students can request an overview of their results at the Students Information Desk.

4.17.4 For course components for which examinations are taken in stages, different examinations that form part of a larger examination or examinations assessed in conjunction with other written work, no credits are registered until the entire course component has been assessed as sufficient. Exceptions may apply.

4.17.5 If electives are attended in another institute of the University of Leiden, the results are automatically passed on to the administration office of the Institute of Psychology. If a student takes an option at another institution or abroad, it is their own responsibility to ensure that an authentic and signed document is produced in evidence at the Student Information Desk. If a student attends a course in another country it is advisable, prior to leaving the country, to make agreements about the assessment of the course component(s) taken abroad.

4.17.6 Examinations are dated the same day they are sat. Written work is dated on the day the work was formally approved;

Chapter 5 Final examinations and diplomas

Article 5.1 Final examinations

In contravention of Article 4.10.1 of the OER, the Board may decide that the final examination must also comprise an investigation conducted by the Board as referred to in Article 4.2.1.

Article 5.2 Compensation

Not all tests that form part of the examination have to be successfully completed. This compensation regulation can be found in the e-prospectus.

Article 5.3 Approval of final examination programmes

A request for approval of a final examination programme as referred to in Article 7.3d of the Act must be submitted to the Board of Examiners in writing and with a motivation. The Board will reach a decision within thirty working days after receiving the request. If the Board fails to make a decision within this period, the Board is deemed to have granted the approval as requested.

Article 5.4 Certificate and diploma supplement

5.4.1 As proof that the final examination was successfully completed, and once the Executive Board has declared that all relevant procedural requirements have been met, the Board of Examiners issues a degree certificate. This certificate contains the data as described in Article 7.11, second paragraph of the Act.

5.4.2 The certificate is drawn up in Dutch or English and in Latin. The certificate is signed by the chairman on behalf of the Board of Examiners. In the absence of the chairman, the deputy chairman will sign the certificate.

5.4.3 Any person who has successfully completed more than one examination but who cannot be granted a degree certificate as referred to in 5.4.1, will receive upon request a statement by the Board of Examiners which specifies in any event the examinations that he or she has completed successfully.

5.4.4 A document accompanying the degree certificate (a transcript referred to as the diploma supplement) will list the names of the examination components passed.

5.4.5 The degree certificate or the diploma supplement (the document accompanying the degree certificate, i.e. the transcript or list of marks) will cite the final grade achieved. The rules for awarding final marks can be found in Appendix 1.

5.4.6 The registration for the issuing of a degree certificate is arranged by the Student Information Desk of the relevant institute, in compliance with the relevant statutory regulations, no later than 30 days before the degree certificate is due to be issued, in accordance with Article 5.10 of the Teaching and Examination Regulations.

5.4.7 The procedure for the examinations can be found in appendix 3.

Article 5.5 Final examination result

5.5.1 The Board of Examiners attaches to the result of the final examination a final grade of the achievements of the candidate. This grade is based on the average of the grades obtained for the study components included in the final examination, weighed according to the course load.

5.5.2 If the result is 8.5 or higher, the Board of Examiners may choose to confer the designation 'cum laude' [with distinction]. In highly exceptional cases, the designation 'summa cum lauda' [with the highest distinction] may be conferred.

5.5.3 In special cases, the Board of Examiners may deviate from the regulations in Article 5.6.2. to the advantage of the candidate.

5.5.4 The rules for awarding final grades can be found in appendix 1.

Article 5.6 Retention periods

The results of final examinations are public. The examination registers containing the results of final examinations are kept indefinitely.

Article 5.7 Exclusion from the programme or certain parts of it

5.7.1 If a student demonstrates by his behaviour or remarks that he or she is unfit to practise one or more of the professions for which the programme provides training, or for the practical preparation for the execution of his or her professional duties, the Board of Examiners may on request offer advice to the Executive Board regarding the refusal or termination of the enrolment of the relevant student in the programme.

5.7.2 If the student as referred to in Article 5.7.1 is enrolled in another degree programme, and in that context follows courses within a specialisation which corresponds to, or - in view of the practical preparation for the execution of professional duties - is related to a programme from which the student was excluded on the basis of Article 7.42a, paragraph one of the Act, the Board of Examiners will, upon request, advise the Executive Board on whether the student should be allowed to follow this specialisation or other components of the programme in question.

5.7.3 The Board of Examiners issues its advice as referred to in 5.7.1 and 5.7.2 within ten working days after being requested to do so by the Executive Board.

Chapter 6 Fraud, irregularities and plagiarism

Article 6.1 Fraud and irregularities during examinations

Irregularities or fraud is understood when a student uses the examination results of other students at an examination, uses a text which is not permitted, or other disrupting the reasonable order of proceedings during an examination.

Article 6.2 Disciplinary actions taken by the examiner

6.2.1 In case of irregularities or fraud the examiner can immediately exclude a student from further participation in the examination. The examiner can confiscate any objects which the student may have in his or her possession and which may be important in assessing the irregularity or fraud.

6.2.2 A student is obliged upon request to hand over to the examiner any objects in his or her possession which might be important for the assessment of an irregularity or fraud. The confiscated items will be returned to the student within a reasonable period of time.

6.2.3 If the examiner, without prejudice to the specifications of paragraph one of this article, is of the opinion that on the basis of an established irregularity or fraud, a disciplinary action must be taken against the student other than immediate exclusion from further participation in the examination, the examiner will contact the Board of Examiners.

Article 6.3 Disciplinary actions taken by the Board of Examiners

6.3.1 In case of an irregularity or fraud in the course of an examination, the Board of Examiners may choose to hear the examiner, the student, the invigilators and other parties.

6.3.2 The disciplinary actions which can be taken by the Board of Examiners are:

- a. Annulment of the results of the examination;
- b. Exclusion from participation in the examination in which the irregularity or fraud has been established for a duration of a maximum of one year and/or exclusion from participation in one or more examinations for a duration of a maximum of one year and/or exclusion from participation in courses, examinations or final examinations of one or more programmes offered by the Faculty for a maximum period of one year. Courses which are successfully completed at another faculty or higher education institution during the exclusion period (including essays, papers and theses which are successfully completed) can in no way be added to the curriculum.
- c. In the event of serious fraud, the Institutional Board may, following a proposal of the Board of Examiners, choose to permanently end the student's enrolment in the programme.

- d. The Board of Examiners keeps a copy of the decision of the disciplinary actions in the students file until the enrolment in the programme is terminated.

Article 6.4 Further provisions regarding the relation between the disciplinary actions taken by the examiner and the Board of Examiners in case of irregularity or fraud

6.4.1 If an irregularity or fraud consists primarily of disrupting the reasonable order of proceedings during an examination, it is generally sufficient for the examiner to remove the student from the examination and exclude him or her from further participation in the examination. The examiner does not collect the student's examination paper, so that it cannot be claimed that the student participated in the examination. The examiner does not give the student a grade.

6.4.2 If the irregularity or fraud does not consist primarily of a disturbance of the proper order of proceedings during an examination, the examiner can choose from the following two options:

- a. The examiner can deal with the fraud or irregularity himself by giving the student a grade of 1 (out of ten);
- b. The examiner can ask the Board of Examiners to take disciplinary action. Should the examiner choose this option, he can still give the student a grade of 1 (out of ten); the disciplinary actions taken by the Board of Examiners will then be supplementary.

6.4.3 If as a result of an irregularity or fraud, the examiner asks the Board of Examiners to take disciplinary action the examiner will make the objects which he has confiscated under Article 6.3 available to the Board of Examiners. If the irregularity or fraud on the basis of which the examiner requests the Board of Examiners to take a disciplinary action consists of notes in a legal textbook or other volume of text, the use of tools which were not allowed by the examiner (for instance a book), etc., the examiner may make photocopies of the confiscated objects available to the Board of Examiners instead of the objects themselves. The examiner may in all cases choose, instead of the confiscated objects or photocopies, to hand to the Board of Examiners a testimony signed by two examiners of the established irregularity or fraud.

6.4.4 If an examiner chooses to deal with an irregularity or fraud in the manner described in paragraph 1 or in paragraph 2 under (a), he or she will inform the chairman of the Board of Examiners of this fact as soon as possible.

Article 6.5 Disciplinary action in case of plagiarism¹

6.5.1 The examiner/lecturer may declare invalid any examination, thesis, 'take-home' examination, research report, essay or such like, or any part thereof, which has not been produced by the student, and yet he or she has presented the work for marking claiming to be the author. If the examiner/lecturer chooses to deal with a case of plagiarism in this manner, he will immediately inform the chairman of the Board of Examiners of this fact.

6.5.2 Copyright law applies to exam assignments. This means that it is not permitted to take home, copy, either wholly or in part, or in any other way reproduce or transfer examination questions without the express permission of the responsible lecturers, and that violation of this provision, i.e. infringement of the copyright on exam questions, will be dealt with in the same manner as academic fraud.

6.5.3 If the examiner/lecturer is of the opinion that, in addition to declaring the work invalid, an additional disciplinary action must also be taken against the student, he or she will contact the Board of Examiners.

6.5.4 If the examiner/lecturer requests the Board of Examiners to take disciplinary action as a result of plagiarism, the examiner will submit to the Board of Examiners the relevant essay, paper, thesis or research assignment.

6.5.5 In case of suspicion of plagiarism, the Board of Examiners may choose to hear the examiner/lecturer, the student, and other parties.

6.5.6 The disciplinary actions which the Board of Examiners can take are:

- a. Declaring the essay, paper, thesis or research assignment invalid;
- b. Excluding the student from participation in writing the essay, paper, thesis or research assignment for

¹ <http://regulations.leiden.edu/education-students/plagiarism.html>

which plagiarism was established for a duration of maximum one year; in which case, within this period of exclusion, if an essay, paper, thesis or research assignment of the same nature as that for which plagiarism was demonstrated is successfully completed at another faculty or higher education institution, this work can in no way be added to the student's curriculum;

- c. And/or exclusion from participation in one or more examinations for a duration of a maximum of one year, and/or exclusion from participation in programmes, examinations and final examinations from one or more programmes offered by the Faculty for a duration of a maximum of one year. Courses which are successfully completed at another faculty or other higher education institution during the period of exclusion can in no way be included in the student's curriculum.
- d. In the event of serious fraud, the Institutional Board may, at the suggestion of the Board of Examiners, choose to permanently terminate the relevant student's enrolment in the programme.
- e. In addition, from January 1, 2006 the Faculty of Social Sciences has instituted the Ephorus system to be used by instructors for the systematic detection of plagiarism in students' written work. Ephorus compares texts submitted by students with an extensive database of source documents, including papers and theses of other students and electronic documents on the internet, and evaluates the texts for similarities. For each text submitted by a student, the instructor receives a report from Ephorus on identified similarities and can on this basis take any necessary action. For the student, the establishment of the Ephorus system means that from this point each written assignment must be submitted both in printed form to the instructor and in electronic form on Blackboard. Students will be notified via the instructor's blackboard site on the details of the electronic submission process.
- f. The Board of Examiners keeps a copy of the decision of the disciplinary actions in the students file until the enrolment in the programme is terminated.

Chapter 7 The Binding Study Recommendation

Article 7.1 Student file

- 7.1.1 The Board of Examiners keeps a file on every student who is enrolled in the first-year phase.
- 7.1.2 This file includes a specification of the student's personal circumstances as referred to in Article 7.8b, third paragraph, of the Act, as well as a study plan adapted to personal circumstances which the student has formulated, if applicable.
- 7.1.3 Each student has the right to consult his file, as referred to in 7.1.1, and if required to add his or her objections to the contents of said file.

Article 7.2 The recommendation

7.2.1 The Board of Examiners issues its advice on behalf of the Faculty Board, in observance with that which is specified on this subject in the Leiden University Regulations on the Binding Study Recommendation.² For additional rules see zie 7.2.2 and 7.2.3.

7.2.2 General provisions regarding full-time students

- 1) Throughout the first and second academic year, each (full-time) first-year student receives study advice at five intervals, i.e.:
 - a) First progress advice (December)
 - b) Second progress advice/final advice (August). A student receives a negative study advice if he/she has achieved less than 45 credits in the first year of enrolment (before 31 August) for the first-year examination, and if he/she has passed none of the three Research Methods and Technique courses. A negative study advice is binding. If the student has met the requirements obliged in the first year, this advice is also the final advice.
 - c) Third progress advice (December, second year)
 - d) Final advice. student receives a negative study advice if he/she has not passed the final examination of the first year within the first two academic years and/or when he/she achieved less than 90 credits.
- 2) The study advice is binding; if the binding study advice is negative it is not possible to continue the degree programme during four academic years at the University of Leiden.

² <http://regulations.leiden.edu/education-students/regulation-on-the-binding-study-advice.html>

- 3) A student who requests to be deregistered before 1 February of the first year of registration receives no study advice. This student may enrol again in the same programme, the next academic year.
- 4) Under certain circumstances a study advice may be postponed or the Board of Examiners may, by applying the hardship clause, refrain from issuing a negative advice. A final study advice can be appealed against. More information is contained in the Student Charter.

7.2.3 *General provisions regarding part-time students.*

- 1) Throughout the first three academic years, each (part-time) first-year student receives study advice at four intervals, i.e.:
 - a) First progress advice (December, the first year of enrolment)
 - b) Second progress advice/final advice (August, the second year of enrolment). A student receives a negative study advice if he/she has achieved less than 45 credits in the second year of enrolment (before 31 August) for the first-year examination, and if he/she has passed none of the three Research Methods and Technique courses. A negative study advice is binding. If the student has met the requirements obliged in the second year, this advice is also the final advice.
 - c) Third progress advice
 - d) Final advice. student receives a negative study advice if he/she has not passed the final examination of the first year within the first two academic years and/or when he/she achieved less than 90 credits.
- 2) If the binding study advice is negative it is not possible to continue the degree programme during four academic years at the University of Leiden.
- 3) A student who requests to be deregistered before 1 February of the first year of registration receives no study advice. This student may enrol again in the same programme, the next academic year.
- 4) Under certain circumstances a study advice may be postponed or the Board of Examiners may, by applying the hardship clause, refrain from issuing a negative advice. A final study advice can be appealed against. More information is contained in the Student Charter.

Chapter 8 Complaints and appeals

Article 8.1 Lodging a complaint or appeal

8.1.1 A student can lodge a complaint or administrative appeal as referred to in Article 7.61, first paragraph, of the Act, to the Examination Appeals Board, in response to a decision taken by the Board of Examiners or by one or more examiners appointed by this Board.

8.1.2 The term for lodging a written appeal as referred to in 8.1.1 is six weeks after the written announcement of the decision against which the administrative appeal is lodged.

Article 8.2 Handling complaints

Complaints are handled in accordance with the existing procedures as laid down in the Regulations on the Ombudsperson, the Regulations on Other Complaints, the Rules of Procedure of the Examination Appeals Board and the General Administrative Law Act.

Article 8.3 Handling appeals

Administrative appeals are handled in accordance with the existing procedures. These are included in the Rules of Procedure of the Examination Appeals Board and the Student Charter.

Chapter 9 Annual report

Article 9.1 Report

9.1.1 The Board of Examiners makes a yearly report of its activities. The Board of Examiners submits this report to the Faculty Board.

9.1.2 The report must fulfil the requirements set by the Executive Board, and should in any case contain the most important decisions of the Board of Examiners, as well as a description of the manner in which the Board of Examiners has fulfilled its responsibilities with respect to ensuring the quality of examinations as referred to in Article 4.2.

Chapter 10 Final provisions

Article 10.1 Special circumstances

10.1.1 In cases not covered by these rules and regulations, the Board of Examiners has the final decision.

10.1.2 If in specific cases full application of these rules and regulations were to lead to an obvious injustice, the Board of Examiners is authorised to take a different decision.

Article 10.2 Amendments

10.2.1 In case of amendments to these rules and regulations that apply to the current academic year, or that may have important consequences for students already enrolled in the programme, any possible harm to the interests of the students involved will be avoided as far as possible.

Article 10.3 Entry into force

These rules and regulations will enter into force on September 1, 2013.

Appendixes

APPENDIX 1 – REGULATIONS FOR AWARDING FINAL GRADES

First-year certificate and Bachelor degree

1) The following two degree classifications may be awarded with regard to **first-year certificates**, and **Bachelor's degrees**, pass [*geslaagd*] and with honours (with distinction) [*cum laude*]

2) Pass [*geslaagd*]:

For the calculation of the grade point average, course components are weighed in accordance with the number of study points. The weighted average of a pass degree is between 6.00 and 8.50.

- For this classification all subjects of the programme must have been passed.

3) With Honours [*cum laude*]:

If a candidate has shown exceptional competency during an examination, the degree certificate will cite the words 'with honours' or 'distinction'. To ascertain exceptional competency, an average mark of at least 8.50 needs to be awarded. The following rules apply to first-year certificates and bachelor's degrees:

- All subjects of the programme must have been passed.
- The calculation is done with all the subjects on the supplement of the diploma, except for subjects earning a V ('Pass') and designated extra curricular subjects.
- The calculation must cover at least two-thirds of the number of study points.
- For the calculation of the grade point average, course components are weighed in accordance with the number of study points.
- To be awarded a *cum laude* degree, a bachelor student is not allowed to have passed more than two course components by taking a resit.
- For bachelor's degrees counts that the student has no more than two subjects with a mark lower than 7.0.
- For bachelor's degrees, first-year subjects are not included in the calculation of the grade point average.

Master's degree

1) The following two degree classifications may be awarded with regard to **Master's degrees**, pass [*geslaagd*] and with honours (with distinction) [*cum laude*]

2) Pass [*geslaagd*]:

For the calculation of the grade point average, course components are weighed in accordance with the number of study points. The weighted average of a pass degree is between 6.00 and 8.50.

- For this classification all subjects of the programme must have been passed.

3) With Honours [*cum laude*]:

The degree certificate will cite the words 'with honours' or 'distinction' which can be awarded by the Board of Examiners in the case of an average mark of at least 8.50. The following rules apply to Master's degrees:

- All subjects of the programme must have been passed.
- The calculation is done with all the subjects on the supplement of the diploma, except for designated extra curricular subjects.
- When at least one-third of the subjects is earning a V ('Pass') the degree classification 'with honours' or 'cum laude' is not applicable.

- For the calculation of the grade point average, course components are weighed in accordance with the number of study points.
- To be awarded a *cum laude* degree, a master student is not allowed to pass any course components by taking a resit.
- For master's degrees the fact is taken into account that the student has not finished any subject with a mark lower than 7.0.
- The master's thesis has achieved a mark of 8.0. or higher.

APPENDIX 2 – ROUNDING RULES

1) A student passes an examination if a mark of 5.50 or higher is achieved. The institute awards whole numbers and .5 marks, with the exception of 5.5; this mark is not awarded.

2) For a 5 or 6 to be awarded the following rules apply:

- marks higher than 4.75 and lower than 5.50 are rounded to 5;
- marks higher than or equal to 5.50 and lower than 6.25 are rounded to 6.

3) The rounding off of other marks using decimal figures is as follows:

- decimal figures lower than .25 round down,
- .25 and decimal figures lower than .75 round to .5,
- .75 and higher round up.

Example: 6.24 becomes 6

5.71 becomes 6

5.55 becomes 6

7.75 becomes 8

4) If an examination mark is arrived at by combining marks from a number of parts, then the provisions pertaining to rounding off marks apply only to the final combined mark.

APPENDIX 3 Examinations in Psychology

SECTION 1 PROCEDURE FOR FIRST YEAR

- 1) Procedure for full-time students successfully completing their first year [*propedeuse*] and for part-time students successfully completing the first year [*propedeuse*] in two years. The date for the official handing out of the first-year diplomas will be pronounced on the website www.psychology.leidenuniv.nl
- 2) All examination results are verified by the Education Division [*Onderwijsdienst*].
- 3) If the student has met the requirements of the first year, (i.e. total of 60 ECTS points attained and compulsory subjects completed) he will receive an invitation to attend the first-year diploma ceremony, advising date, time and place of the ceremony and containing two admission tickets (1 for the student and 1 for an invitee).
- 4) If any results are missing the first-year examination [*propedeuse-examen*] will be postponed until the results are complete.
- 5) If a student is unable to attend the diploma ceremony, he/she must report this to the Student Information Desk. In such cases the first-year diploma can be collected from the Student Information Desk as of the day after the official first-year diploma ceremony.
- 6) Procedure for students who have satisfied the requirements for the completion of the first year (i.e. total of 60 ECTS points attained, compulsory subjects completed, registration and payment requirements fulfilled): student must report to the Student Information Desk of the Institute of Psychology to apply for the first-year examination. If, after verification, it is established that the student has satisfied the above requirements, he/she will receive a letter advising when the first-year diploma certificate can be collected at the Student Information Desk of the Institute of Psychology.

SECTION 2 – PROCEDURE FOR BACHELOR’S EXAMINATIONS IN PSYCHOLOGY

- 1) The Bachelor’s degree certificate is dated the last (work) day of the month in which the student has produced his/her last work. Bachelor diploma ceremonies are held at least twice yearly, in August, and in March.
- 2) If a student expects to complete his/her Bachelor studies in Psychology in the near future, he/she must submit a ‘Bachelor Examination Application Form’ to the Student Information Desk of the Institute of Psychology, on the 2nd floor of the Pieter de la Court building, or forward a request by post or email.
- 3) The student must apply for the Bachelor’s examination at least two months before graduation ceremony. After receiving the application the Student Information Desk prepares a provisional file listing any missing academic results (if applicable) and will forward the file to the student. The student will subsequently be given the opportunity to submit any missing result(s) to the Student Information Desk of the Institute of Psychology until the last (work) day of the month in which he/she wishes to graduate.
- 4) The Student Information Desk will process the academic results in the student progress system. A student is able to graduate if he/she has passed the first-year examination, completed all compulsory subjects, achieved 180 registered ECTS credits, and met the registration and payment requirements. The Student Information Desk will verify, on the last (work) day of the month in which the student wishes to graduate, that all above requirements have been satisfied.
- 5) The student will receive an invitation to attend the official degree ceremony no later than two weeks before the ceremony.
- 6) If a student does not wish to attend the official degree ceremony, he/she must report this to the Student Information Desk of the Institute of Psychology at least 2 weeks before the ceremony. In this case the student can collect their degree certificate from the Student Information Desk as of the day after the official degree ceremony.

SECTION 3 – PROCEDURE FOR MASTER’S EXAMINATIONS IN PSYCHOLOGY

- 1) The Master’s degree certificate is dated the last (work) day of the month in which the candidate has produced his/her last academic result. The official degree ceremony in the academic year 10-11 will be held four times (please refer to the ‘overview of master’s examination dates 2012/2013’)
- 2) The student who expects to complete his/her final academic work reports to the Student Information Desk of the Institute of Psychology no later than six weeks in advance (to graduation, not to the degree ceremony; please refer to ‘final date for the application for graduation’). He/she must submit an ‘Master’s Examination Application Form’ with the Student Information Desk of the Institute of Psychology, on the 2nd floor of the Pieter de la Court building, or forward a request by post or email (for the address, please refer to the bottom of page).
- 3) After receiving the application the secretariat of the Student Information Desk will prepare a provisional file listing any missing academic results (if applicable), and will forward this file to the student. The student will subsequently be given the opportunity to submit the missing results to the Student Information Desk of the Institute of Psychology until the last (work) day of the month in which he/she wishes to graduate (please refer to ‘final date for handing in academic results’).
- 4) The Student Information Desk will process the academic results in the student progress system. A student is able to graduate if he/she has completed all compulsory subjects, achieved 60 registered ECTS credits, and has met the registration and payment requirements.
- 5) The Student Information Desk will verify on the last (work) day of the month in which the student wishes to graduate and which students will qualify for graduation.
- 6) At least two weeks before the official ceremony the invitations will be sent out advising the time of the graduation ceremony.
- 7) If a student does not wish to attend the official degree ceremony, he or she must report this to the Student Information Desk of the Institute of Psychology at least 2 weeks before the ceremony. In such cases the student can collect their Master’s degree certificate from the Student Information Desk as of the day after the official degree ceremony.

Appendix 4 – Regulation on combining specialisations and programmes at the Institute of Psychology

1 Taking more courses than 60 EC, or 120 EC respectively in the master's programme in Psychology.

1.1. A student chooses more courses than required.

No permission is required for this. All courses are specified on the diploma supplement. Courses from the bachelor's programme taken during the master's programme will be mentioned as extra-curricular minors (for example, with a view to qualification for the post-master's training programme as psychologist or psychotherapist in the healthcare sector). They do not count towards the 60 EC or 120 EC stipulated for the programme. They also do not contribute to determining the final grade for the diploma.

1.2. A master's student from the one-year programme wishes to choose a research master's subject.

The application procedure is as follows: the master's student notifies his/her mentor. The mentor will discuss the issue with the appropriate lecturer and the track leader of the research master's programme. The master's student then has to submit a request, with a letter of motivation, to the co-ordinator of the research master's programme. This request will be accompanied by a written recommendation by his/her mentor, a grade list from the bachelor's programme and – if applicable – a summary of the results achieved to date from the master's subjects.

1.3. A research master's student wishes to take an intensive course from the one-year master's programme of a related specialisation.

The approval of the senior instructor or the lecturer or co-ordinator of the course is sufficient (provided there are enough places available). For the Clinical and Health Psychology track, this option is offered as a standard so that research master's students can meet the requirements for the post-master's programme leading to qualification as a psychologist in the healthcare sector. Students are always free to opt for electives from the one-year master's programme.

1.4. A student wishes to take an extra internship.

This only applies if the student chooses a second master's specialisation. See 2 for further details.

2 Combining master's specialisations and programmes.

A. A student who has already graduated from a master's programme in Psychology.

2.1 A graduate with a Leiden MSc in Psychology wishes to take a second MSc specialisation, but lacks the required advanced-level subject from the bachelor's programme.

In discussion with the senior instructor of the specialisation, the student may follow the advanced subject before or during the master's programme. The student will not receive a second diploma, but a certificate that stipulates the courses and grades achieved.

2.2 A graduate with a Leiden MSc. Diploma in Psychology (RM) subsequently wishes to take the one-year master's.

This is only permitted if it is an unrelated master's specialisation. Such a student will receive two diplomas (MSc. in Psychology and MSc. in Psychology (research)). As these are two separate programmes, a second admission procedure is required, unless the student holds a Leiden bachelor's diploma in Psychology. The student will receive two diplomas. If the student wishes to take subjects from a related specialisation, he/she will not receive a diploma, but a certificate specifying the subjects passed.

2.3 *A graduate with a Leiden MSc. Psychology diploma subsequently wishes to take the two-year master's programme (RM).*

This is only permitted if this is an unrelated master's specialisation. The student will receive two diplomas from two different subjects (MSc. Psychology and MSc. Psychology (research)). As the second programme is a selective programme, an application procedure will always be required. Students receive two diplomas.

B. A student has not yet graduated

2.4 *A master's student of the MSc programme in Psychology wishes to take a second master's specialisation.*

A student can only start a second master's if he/she meets the following conditions:

The student must have obtained a minimum of 20 EC of compulsory subjects in the first master's specialisation. In addition, the student must have obtained the appropriate advanced-level subject (that gives access to the second master's specialisation). The student then requests the permission of the study adviser, who verifies that the student has met these requirements. On graduation, a student who has taken two master's specialisations will receive a single diploma with a supplement that stipulates the two specialisations. The second master's specialisation is only mentioned if all the conditions of the second master's specialisation have been met. The following conditions apply:

- The theses for both master's specialisations can be combined if the senior instructors of both master's specialisations give their approval. Both senior instructors should agree with the proposal for a combined thesis (administrative note: a grade will be given for the first specialisation and an exemption for the second specialisation). If permission is not given, the student will write a separate thesis for each master's specialisation.
- The internships for both master's specialisations may be combined if the senior instructors give their approval. Both senior instructors should agree with the proposal for a combined internship (administrative note: a grade will be given for the first specialisation, and an exemption for the second specialisation). If permission is not given, the student will take a separate internship for each master's specialisation.
- The compulsory courses of the first master's specialisation may count as minors for the second master's specialisation.

2.5 *A research master's student wishes to take a master's specialisation and a one-year master's programme simultaneously.*

The same rule applies here as that described above for a master's student who wishes to take a second master's specialisation, i.e. the student has obtained a minimum of 20 EC in compulsory subjects. The student will receive one MSc diploma in Psychology (research) specifying all the courses and grades passed, unless the specialisation in question is unrelated. In this case, the student will receive two diplomas.

The compulsory subjects of the one-year master's specialisation may count as minors for the research master's programme. In order to be considered for two diploma's, the student must be enrolled for both programmes while following the programmes.

APPENDIX 5

1. Structure of Supervision within the University

There are a minimum of five feedback occasions in the supervision provided by the University to students writing a master's thesis. These occasions relate to the (interim) products submitted:

1. Introduction
2. Method
3. *Research proposal, supported by a realistic time plan; once this has been approved by the University supervisor, a second reader will be consulted.*
4. Results
5. Discussion
6. *Draft version of the master's thesis; once this has been approved by the University supervisor, a second reader, also from the University, will be consulted.*

Agreements on these feedback occasions will be made between the University thesis supervisor and the student at the start of the process of the master's thesis. Deadlines will also be agreed for the submission of the interim and final products. These agreements will be confirmed in writing.

The discussions between the University thesis supervisor and the student will focus attention on the time plan. The supervisor will monitor whether the planning is being met and, if necessary, will see that the student takes measures to ensure the plan is still met or makes any modifications to the plan that are necessary.

A supervisor from outside the University (for example, the institution where the research is being conducted) will play an advisory role in assessing the final version of the master's thesis. The University thesis supervisor will determine the final grade on the basis of our specific University criteria, following consultation with the second reader (also from the University). The assessment criteria apply across the whole department and are available on the website of our master's programmes.

2. Procedure in the event of a (repeatedly) unsatisfactory result

As regards the research proposal:

- Only once the first (i.e. University) supervisor has approved the research proposal will this be forwarded to the second reader (also from Leiden University).
- If, after two feedback occasions, the first supervisor considers the research proposal still unsatisfactory, the thesis co-ordinator of the relevant master's specialisation will be notified. A deadline will then be set for the student to submit a satisfactory research proposal. In this event, the supervisor will indicate in writing what has to be rectified as a minimum in order for the proposal to be considered satisfactory.
- If the research proposal is still unsatisfactory after the deadline, the thesis co-ordinator can determine that the student has to start a new thesis with a new supervisor.
- In the event that the research proposal is assessed as satisfactory by the first supervisor but as unsatisfactory by the second reader, the parties are advised to make every effort to find a solution through mutual discussion, if necessary with the mediation of the co-ordinator or a second (University) reader.
- In all events, once approval has been given, in addition to feedback on the content of the thesis, a qualitative evaluation will also be given (in terms of adequate, more than adequate, or good) and confirmed in writing. This interim assessment is based on a (small) part of the total product and does not offer any guarantee of a particular final grade.

As regards the final grade:

- Only once the first (i.e. University) supervisor has approved the final product will this be passed to the second reader (also from within the University).
- If, after two feedback occasions, the first supervisor considers the research proposal still unsatisfactory, the thesis co-ordinator of the relevant master's specialisation will be notified. A deadline will then be set for the student to submit a satisfactory final product (a second attempt). In this event the supervisor will indicate *in writing* what has to be rectified as a minimum in order for the final product to be considered satisfactory. The grade for a second attempt should be a maximum of a 6.
- If the final product is still unsatisfactory after the deadline, the thesis co-ordinator can determine that the student has to start a new thesis with a new supervisor.
- If there are grounds for the supervisor to believe that a new attempt has little likelihood of success, he or she will discuss with the senior lecturer of the relevant master's specialisation the measures to be taken.
- In the event that the final product is assessed as satisfactory by the first supervisor, but as unsatisfactory by the second reader, the parties are advised to make every effort to find a solution through mutual discussion, if necessary with the mediation of the co-ordinator or a second (University) reader.

APPENDIX 6 - ORGANISATION OF SUPERVISION AND COACHING WITHIN THE INSTITUTE OF PSYCHOLOGY

- 1) In September, every student is assigned a university supervisor or mentor. Each tutor/mentor group has 12 students, and the tutor/mentor will have an introductory meeting with each individual member of the university supervisor group in September. There will be 12 university supervisor group meetings throughout the course of the year. In these meetings, four issues that are important for the successful completion of a university degree programme will be discussed: studying, planning experiments, giving presentations, and writing essays. The topics and assignments dealt with in university supervisor group meetings are closely related to the courses that students are taking at that moment.
- 2) The courses of the degree programme are scheduled in such a way that the first examinations take place in October. This means that students will receive feedback and will learn about the requirements of the degree programme at an early stage of their studies. The second examination round is in January, giving students the opportunity to resit examinations. The study results obtained will form the basis of the progress advice in December.
- 3) Throughout the first year, information will be collected with regard to the students' study progress. (see chapter 7)

APPENDIX 7 – BACHELOR COURSE REGISTRATION

- 1) Students must register for all courses and course activities, for example lectures and work group meetings, in the second and subsequent years through uSis, within the registration period stipulated by the institute. Only students who have registered in time have the right to attend courses.
- 2) Courses which are not compulsory for certain degree programmes may have a limited number of participants. Students will be admitted according to their order of registration.
- 4) There is a registration period for bachelor students preceding each semester, in which students can sign up for courses. There is an enrolment day preceding each semester, in which master students can sign up for courses.
- 5) When there is limited capacity in non compulsory courses, bachelor or master psychology students registered at Universiteit Leiden are given priority.
- 6) In exceptional circumstances the student counsellor has the discretion to permit a student to register for a course after the regular registration for the course has closed, in consultation with the lecturer concerned. The Student Information Desk [*Onderwijsbalie*] will issue a new participants list. Only students on the participants list may be given marks for the course concerned.
- 7) Course registration is separate from examination registration. Students registered for a course are not automatically registered for the examination. In other words, students wishing to sit a course examination must register for that examination even though he or she has registered for the course itself.

APPENDIX 8 – ORDER AND CONDUCT DURING STUDY ACTIVITIES

- 1) Once the study activity has begun, no more students are admitted to the hall or room. The lecturer will announce at the first meeting whether or not account is to be taken of an ‘academisch kwartiertje’, i.e. whether or not the study activity will start fifteen minutes later than indicated on the original timetable.
- 2) A student who has to leave the lecture room prior to termination of the study activity for an extraordinary reason must request permission to do so from the lecturer. In all other cases it is not permitted to leave the room prior to the end of the activity.
- 3) Rules 1 and 2 also apply to the entering/leaving of the lecture hall or room before or after a break.
- 4) It is not permitted to consume any beverages or foods in the hall or study room.
- 5) During a study activity it is not permitted to be engaged with any activity bearing no relation to the study activity (e.g. reading newspapers, making phone calls, listening to music, etc.).
- 6) Mobile phones and the like must be switched off during all study activities.
- 7) It is not permitted to behave in a disruptive manner or obstruct the lecturer in performing his/work, or hindering other students in participating in the study activity (e.g. chatting, moving about the room, and so on.)
- 8) With regard to compulsory course components students are obliged to participate and behave in accordance with the rules of conduct described above. With regard to non-compulsory course component students are free to choose whether or not to attend. If they choose to attend, students are obliged to observe the rules of conduct described above. The lecturer may remove a student, who does not abide by the rules, from the activity. If a student has been removed twice he may be expelled from the activity for the remainder of the academic year. In that case the student will not be able to earn credits for the activity concerned.

APPENDIX 9

Annual Report Academic Year 20..-20.. Of the Board of Examiners of the Programme

CROHO number(s) of the programme(s) which fall under the authority of the Board of Examiners
Composition of Board of Examiners: Chairman chosen by the Board Member 1 Member 2 Member 3 Member 4 Official Secretary: Term of appointment of members:	Article ... Faculty Regulations Three years
Number of sessions of Board of Examiners	..
Course and Examination Regulations of the programme(s)	Established by Faculty Board on 24 June 2010
‘Rules and regulations’ of the Board of Examiners (see Article 7.12 Higher Education and Research Act)	Established on ... Published in
Total number of students:	See Programme’s Annual Report 20..-..
Number of issued diplomas: CROHO .. CROHO
Appointment procedure for programme examiners	..
Faculty test policy is established by Faculty Board na FR on: Core elements of test policy:	..
Test plan for programme CROHO is established by Institutional Board on: Core elements:	
Plagiarism prevention by: Number of demonstrable cases of plagiarism: Overview of measures taken:	Compulsory use of Ephorus.
Other fraud: number of cases: Forms: Overview of measures taken:
Number of complaints filed by students against the Board of Examiners (see Art. 7.12 b paragraph 4 of the Higher Education and Research Act)	..
Number of students who were granted permission to follow a study programme put together by the student himself:	..
Number of students who lodged a complaint or appeal to the Examination Appeals Board as a result of a complaint about an examination or final examination	
Number of students who were granted an exemption from taking one or more examinations	..
Number of students who were granted an extension of the period of validity of a successfully completed examination:	..
Number of students who were granted permission to	..

take an examination in a different form from that specified in the Course and Examination Regulations:	
Number of students for whom it was decided that they would take a public examination, in contravention with what was specified in the Course and Examination Regulations:	..
Number of students who were granted exemption from compulsory participation in practical assignments:	..
Number of students who were granted access to certain components of the final examination before they successfully completed the first-year examination:	..
Number of students for whom the Board of Examiners was able to establish that their command of the Dutch language was sufficient, or who were granted exemption from this entry requirement for the post-first-year phase of the programme(s):	..
Number of students to whom a statement was issued with a specification of the number of successfully completed examinations, students who were not issued a certificate for the final examination:	..
Number of negative BSA recommendations, issued on behalf of the Board of Examiners: CROHO: CROHO:	... negative recommendations (= ..%) ... negative recommendations (= ..%)
Retrospective of points of focus of the Board of Examiners from the past academic year 20..-20... (Main theme: care with respect to assuring quality of examinations and final examinations in the programme(s); establishing guidelines and instructions (within the framework of the Course and Examinations Regulations) with respect to evaluating and determining results of examinations. Retrospective:	
Conclusions and points of action for the current academic year 20..-20... (What the Board of Examiners will be focusing on in the current academic year, which points require further research and further policy, and which topics demand attention in the long run). Conclusions and action points:	

This annual report of the Board of Examiners was:	
Drafted by:	The official secretary of the Board of Examiners ..
Discussed by the Board of Examiners on:	..
Established by the Board of Examiners on:	