

Faculty of Social and Behavioural Sciences

Rules and Regulations of the Board of Examiners of the Institute of Psychology

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

Adopted on 27 August 2019

Amended 8 October 2019

Chapter 1 General provisions

Article 1.1 Scope

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) of any Psychology degree programme of Leiden University, hereafter referred to as the programme.

Article 1.2 Definitions

constituent examination (<i>deeltentamen</i>)	a test which, in addition to one or more other constituent examinations or practicals, forms part of an examination (<i>tentamen</i>) and contributes to the final grade (<i>eindcijfer</i>) of the examination. The relative weighting of the constituent examinations is laid down in the OER and the Prospectus.
final examination (<i>examen</i>)	a test which, in addition to one or more other constituent examinations or practicals, forms part of an examination (<i>tentamen</i>) and contributes to the final grade (<i>eindcijfer</i>) of the examination. The relative weighting of the constituent examinations is laid down in the OER and the Prospectus.
fraud	any action (including plagiarism) that renders it fully or partially impossible to make a proper assessment of a student's knowledge, understanding or skills is considered to be fraud under Article 7.12b of the Act. This definition also includes the intention to commit such an action, inciting others to do so, or omitting an appropriate action.
OER	the Course and Examination Regulations (<i>Onderwijs- en examenregeling</i>) of the programme, as adopted by the Faculty Board.
course component	a study unit of the programme as defined in Article 7.3 of the Act. The study load of each course component is expressed as whole credits. Each course component is concluded with an examination (<i>tentamen</i>).
practical	a practical assignment as defined in Article 7.13(2)(d) of the Act, in one of the following forms: <ul style="list-style-type: none">- writing a thesis/final paper/graduation paper,- writing a paper or creating an experimental design,- conducting a research assignment,- participating in fieldwork or a study trip,- completing an internship, or- taking part in another educational activity aimed at acquiring specific skills.
invigilator	the person charged by or on behalf of the Faculty Board with actually ensuring that order is maintained during an examination.
examination (<i>tentamen</i>)	an investigation of the knowledge, understanding and skills of the student with respect to a specific course component, and an assessment of the results thereof (in accordance with Article 7.10 of the Act) by at least one examiner appointed for this purpose by the Board of Examiners. An examination can consist of several tests / constituent examinations.
first assessor	the examiner who is the first reader and who is responsible for reading, supervising and assessing a thesis/final paper/graduation report.
second assessor	the examiner who is the second to read and assess a thesis/final paper/graduation report.

third assessor	the third examiner appointed by the Board of Examiners if the first assessor and second assessor are unable to agree on a grade for the thesis/final paper/graduation report.
the Act	The Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek: WHW).

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

Chapter 2 Duties and procedures of the Board of Examiners

Article 2.1 Composition and appointment of members

- 2.1.1 The Board of Examiners has a chair and a deputy chair.
- 2.1.2 The Board of Examiners consists of six members from the academic staff, one from each of the six units, including the chair. It also includes a member from outside the institution (external member). This means that the Board has seven members in total. The external member is responsible among other things for monitoring the quality of the bachelor's and master's theses and examinations.
- 2.1.3 An official secretary is assigned to the Board of Examiners.
- 2.1.4 The members, chair and deputy chair are appointed according to the regulations of the Institute (Art. 23.2) and the Faculty (Art. 28.2 and 3).

Article 2.2 Duties 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 is in any case also responsible for:
- a. assuring the quality of the examinations and final examinations
 - b. assuring the quality of the organisation and procedures relating to examinations and final examinations
 - c. establishing guidelines and instructions within the framework of the OER to assess and determine the results of the examinations and final examinations (including the pass-fail rules)
 - d. granting permission – where it is the most appropriate Board of Examiners – for a student to compile and follow an individual curriculum, as referred to in Article 7.3d of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act
 - e. granting exemption from taking one or more examinations on one of the grounds specified in the OER
 - f. where applicable, extending the period of validity of pass results for examinations, as specified in the OER
 - g. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, notwithstanding the provisions of the OER
 - h. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER
 - i. granting exemption from the obligation to participate in practicals required for admission to the examination concerned, possibly with the imposition of alternative requirements
 - j. in individual cases, approving the choice of course components included in the programme
 - k. at the student's request, and subject to the relevant provisions of the OER, allowing the student to take one or more components of the final examination before passing the first-year (*propaedeuse*) examination of the programme concerned
 - l. verifying, insofar as this is stipulated by the Faculty Board as a condition for taking final examinations or components thereof, that evidence of a sufficient command of the Dutch language for successful participation in the courses has been provided by students who have been granted exemption from the prior education requirement as referred to in Article 7.24 of the Act on the ground of having a diploma awarded outside the Netherlands, or if exemption has been granted from the admission requirement for the post-first-year (*post-propaedeuse*) stage of the programme

- m. on behalf of the Faculty Board, issuing the (binding) study advice as referred to in Article 7.8b of the Act
- n. 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
- o. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in n. above, issuing a statement showing at least the examinations that the student has passed
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud

Article 2.3 Procedures

2.3.1 The Board of Examiners decides by simple majority of votes. If the votes are equally divided, the chair has the casting vote.

2.3.2 The Board of Examiners may mandate in writing its members or other persons who qualify for this in view of their position to take certain decisions. The Board can provide its mandataries with instructions on how to exercise their mandated authorities.

2.3.3 The mandated members take decisions on the basis of the OER, the present Rules and Regulations and previously formulated policy. The mandated persons or institutions are accountable for their actions. The method of rendering account will be established in advance. In the event of divergence from previously formulated policy, the full Board of Examiners will decide.

2.3.4 The Board of Examiners has in any case established the following:

- the composition of the Board of Examiners;
- the duties, powers and responsibilities of the chair, deputy chair, other members and official secretary;
- the duties that are mandated and to whom they are mandated, including the method of rendering account for decision-making;
- the frequency of meetings, public access and confidentiality;
- the method of reporting and archiving of meetings and decisions;
- internal procedures relating to:
 - o the appointment of examiners
 - o assuring the quality of examinations
 - o requests for exemption
 - o fraud
 - o the Binding Study Advice (BSA)
- the recording of the members' signatures

2.3.5 The standards

The Board of Examiners or the examiner takes the following standards as a guideline when making decisions, and weighs the interests of the criteria against each other:

- 1) Maintaining the quality requirements and selection requirements of a final examination or examination
- 2) Efficiency requirements, namely:
 - as far as possible ensuring that no time is wasted by students when preparing for a final examination or examination
 - encouraging students to give up their studies as soon as possible if it has become unlikely that they will pass an examination or final examination
 - protecting students from themselves if they wish to take on an excessive study load
 - being lenient to students who have experienced a delay in the progress of their studies due to circumstances beyond their control
 - ensuring that the examiners are not overworked

Chapter 3 Appointment of examiners

- 3.1.1 Before the start of each academic year and additionally as necessary, the Board of Examiners will appoint examiners for holding examinations and determining the results of those examinations and informs the examiners of this in writing. See Appendix 8.
- 3.1.2 An examiner must have the necessary expertise in terms of subject matter and assessment skills, in accordance with the requirements specified in Article 4.2.
- 3.1.3 The Board of Examiners can appoint more than one examiner for any examination.
- 3.1.4 The Board of Examiners can appoint external examiners. It will ascertain that these examiners meet the established quality requirements. The external examiners will receive a letter of appointment from the Board of Examiners, stating that they have been appointed as an external examiner, and for which examination they have been appointed.
- 3.1.5 The Board of Examiners will inform the students and relevant staff about the examiners who have been appointed.
- 3.1.6 The Board of Examiners can rescind the appointment, if there are serious grounds for doing so.
- 3.1.7 The examiners must provide the Board of Examiners with all information as requested.

Chapter 4 Assessments

Article 4.1 Form of the examinations

- 4.1.1 The form of the examinations is laid down in the OER and the Prospectus. In exceptional cases, the Board of Examiners can decide, in consultation with the examiner, that an examination will be held in a form other than that stated in the OER. On behalf of the Board of Examiners, the examiner will announce the form in which the examination will be held at least 25 working days before the examination date.
- 4.1.2 The Board of Examiners can agree to an examination being taken in a way other than that laid down in the OER and the Prospectus, if the student submits a reasoned request to this effect. The Board of Examiners will decide on this, after consultation with the examiner, within 25 working days after receiving the request.
- 4.1.3. The conditions under which constituent examinations can compensate for one another are specified in the Prospectus for the course components concerned.

Article 4.2 Quality assurance of examinations

- 4.2.1 Each examination will comprise an investigation of the knowledge, understanding and/or skills of the student, and also the evaluation of the outcome of this investigation.
- 4.2.2 The questions and assignments of an examination will be clear and unambiguous, and will contain sufficient instructions on the detail required in the answers.
- 4.2.3 The examination will be appropriate and will serve exclusively to investigate whether the student has developed the qualities that were determined in advance as the learning objectives of the course component concerned, and were laid down in the Prospectus.
- 4.2.4 The examination will be so specific that only the students who have a sufficient command of the material will be able to provide adequate answers. The examination will correspond to the level of the course component.
- 4.2.5 The questions and assignments of the examination will be distributed as evenly as possible over the prescribed examination material.
- 4.2.6 The questions and assignments of the examination will relate only to the written, digital and oral material that has been announced in advance as prescribed examination material (for example during lectures and work group sessions). It will be clear for students in advance how they will be assessed, and on what they will be assessed.
- 4.2.7 At least two examiners will be responsible for designing the questions and assignments of an examination (four-eyes principle).
- 4.2.8 The duration of each examination will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.

- 4.2.9 Written tests will be assessed on the basis of pre-determined, written criteria.
- 4.2.10 The procedures relating to the quality assurance of examinations will have been established by the Board of Examiners.
- 4.2.11 The Board of Examiners will evaluate on a random basis the validity, reliability and usability of the examinations, including the theses. The outcome of this evaluation will be discussed with the examiner(s) concerned.
- 4.2.12 In addition, the Board of Examiners can conduct an investigation into the validity, reliability and usability of the examinations, if evaluations or results give cause for this.
- 4.2.13 In making the evaluation referred to in 4.2.11 and 4.2.12, the Board of Examiners can request the assistance of experts.
- 4.2.14 The Board of Examiners will conduct a further investigation if for example the Programme Committee informs it of a potential problem with the quality of an examination.

Article 4.3 Admission requirements for examinations, practicals, internships and theses

- 4.3.1 The examiner will ascertain that the student fulfils the conditions for admission to the examination, as laid down in the OER or ensuing from the Act or University regulations.
- 4.3.2 A request as referred to in Article 4.2.2 of the OER will only be considered if it is accompanied by a study plan and a list of the extracurricular activities recognised by the Executive Board in which the student has participated or is intending to participate.
- 4.3.3 The programme has conditions for participation in resits. These are laid down in the Prospectus. If a student participates in a resit, the highest obtained result will count as the valid result. Students may not resit examinations that they have already passed.
- 4.3.4 The programme has conditions for participation in and/or assessment of internships. These are laid down in the Prospectus and in appendix 5.
- 4.3.5 The programme has additional conditions for participation in course components, examinations or practicals. These are laid down in the OER.
- 4.3.6 In view of the provisions of Article 4.1.7 of the OER, the Board of Examiners can, under verifiable personal circumstances, grant students permission to take an extra resit. Students can only submit a request for this if they have not completed just one part of the last course in the curriculum and no other regular opportunity to take the examination will be offered in the academic year concerned. They must have obtained a grade of 4,0 at least once for this remaining course and must have used all the opportunities to take the examination, unless there are valid reasons to explain why fewer opportunities have been used. Requests will only be considered when all other components of the curriculum are administered in uSis. Requests must be accompanied by supporting documentation. See the procedure request extra exam on the website of the Board of Examiners for more information.

Article 4.4 Dates of the examinations

- 4.4.1 Unless otherwise stipulated in the OER and Prospectus, the dates on which written examinations will be held will be determined and announced on behalf of the Board of Examiners no later than one month before the start of the academic year. These will be specified in the Prospectus.
- 4.4.2 There can be variation from the provisions of 4.4.1 in the event of *force majeure*, after advice has been given by the Programme Committee and if it can reasonably be expected not to harm the students' interests.
- 4.4.3 The dates for oral examinations will be determined by the examiner, if possible in consultation with the student.
- 4.4.4 The provisions of 4.4.3 will as far as possible apply equally to tests other than written or oral tests.

Article 4.5 Registration for and withdrawal from examinations

- 4.5.1 An examination can only be taken, and its result assessed, after the student has registered for participation in the manner determined and announced by the Faculty Board. See

<https://www.student.universiteitleiden.nl/binaries/content/assets/sociale-wetenschappen/faculteitsbureau/osc/regeling-aan--en-afmelding-tentamens/regulations-governing-registration-for-and-withdrawal-from-examinations.pdf>

4.5.2 In highly exceptional cases and after following the procedure below, the Board of Examiners can permit variation from the provisions of 4.5.1 regarding the latest registration date. Students can submit a written and reasoned request for this, accompanied by supporting documentation (see the procedure on the website of the Board of Examiners). Errors made when performing the registration procedure for an examination and/or not correctly completing this procedure and being unable to be present for a resit do not constitute exceptional circumstances.

Reasoned requests must be accompanied by supporting documentation and must be in the possession of the Board of Examiners no later than five working days before the date of the examination concerned. Requests that are received by the Board of Examiners later than five working days before the date of the examination concerned will not be considered.

Article 4.6 Holding of examinations and orderly conduct during an examination

4.6.1 The Faculty Board will, if necessary, see to it that invigilators are designated for written examinations to ensure that order is maintained during the examination.

4.6.2 At least one examiner must always be present at an examination.

4.6.3 A student must present valid proof of identity, by means of his/her student card and a valid form of ID, when requested to do so by or on behalf of the examiner.

4.6.4 Students will be admitted to the room where the examination is being held up to 45 minutes after the specified starting time, and may not leave the room until one hour after the specified starting time, unless the examiner gives permission.

4.6.5 During examinations, students are not allowed to use communication devices such as mobile phones, smart watches or smart phones. Such devices should be switched off and put away in the student's bag. Other electronic equipment, such as (programmable) calculators, may only be used with the permission of the examiner.

4.6.6 The use of an explanatory or translating dictionary is not permitted. In certain cases, permission may be granted for the use of a dictionary, provided that a reasoned request accompanied with an advice from a student counsellor has been submitted to the Board of Examiners.

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

4.6.8 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner or invigilator can ask the student to leave the room. The examiner will then write an official report, and will inform the student concerned that the examination will not be assessed until the Board of Examiners has reached a decision.

4.6.9 The examiner will immediately inform the Board of Examiners in writing of any measures taken pursuant to the provisions of 4.6.8.

Article 4.7 Different form of examination

4.7.1 A student who wishes to take an examination in a different form (for example, oral rather than written) must submit a request to the Board of Examiners, accompanied by a recommendation from the programme coordinator or study advisor.

Article 4.8 Oral examinations

4.8.1 Oral examinations are only held in highly exceptional cases. Oral examinations are preferably conducted by two members of teaching staff, at least one of whom must be an authorised examiner. If this is the case, then one of the two members of teaching staff will take brief notes during the examination, i.e. will write down point-by-point what topics are covered and will indicate whether the student has sufficient

understanding of these topics. If only one authorised examiner is present at the oral examination, then both written notes and an audio recording will be made.

4.8.2 The Board of Examiners can decide that a specific oral examination will be taken by several students together, if the candidates agree to this.

4.8.3 The date and time of oral examinations will be determined by the examiner(s) in consultation with the student.

Article 4.9 Assessment of examinations

4.9.1 Written examinations will be assessed on the basis of pre-determined, written criteria, which may be adjusted in the process of marking these examinations. With multiple-choice examinations, the examiner will use ICLON analyses to determine the grades and to improve the quality of the examination questions.

4.9.2 The result of an examination is considered to be a pass if it is 5.50 or higher. The rounding off rules for examinations are given in Appendixes 1 and 3. Students may not resit examinations that they have already passed. For some courses, the grades for a resit of a paper or a (workgroup) assignment may be limited. If this applies, this will be stated in the Prospectus.

4.9.3 Students who have passed a course may not resit any parts of the course that they failed. See Appendix 1.

Article 4.10 Assessment of the final paper (bachelor's and master's thesis)

4.10.1 Only an individual product can be submitted for assessment as a thesis.

4.10.2 Before students can start the master's thesis, they must submit a thesis proposal to the first assessor of the master's specialisation concerned, and this must be approved by the first assessor and the second assessor, at least one of whom possesses a PhD degree.

4.10.3 The thesis will be assessed by a first and second assessor from the Institute of Psychology. An external supervisor (i.e. from outside the Institute of Psychology), if there is one, will give advice on the assessment. See Appendix 4.

4.10.4 The assessment will be made independently by the first assessor and second assessor on the basis of standard assessment forms and procedures of the Board of Examiners. These must be signed by both the first and the second assessor and will be archived by the programme. The final grade will be determined by agreement between the first assessor and second assessor. If the assessors are unable to reach agreement, the Board of Examiners will appoint a third assessor. This third assessor will have the deciding vote.

4.10.5 Students have the right to inspect the final assessment.

4.10.6 Annulled

Article 4.11 Announcement of results of examinations and papers

4.11.1 The examiner will announce the result of an examination within 15 working days after the date of the examination.

4.11.2 The examiner will announce the grade of a written paper within 15 working days after it was submitted, on condition that the paper was submitted before the deadline set by the examiner.

4.11.3 If corrections need to be made, the examiner will announce the grade of the corrected version within 10 working days after it was submitted.

4.11.4 In the months of January, July and August, there can be variation from the said time limits, due to holidays. Examinations (including work submitted as an examination or constituent examination) that were held in January and August must be assessed before 15 February and 15 September respectively. The examiner must send these results to the Student Services Centre (SSC) immediately and in writing, to give students sufficient time to receive their degree certificate. Examiners must inform students promptly if they have failed an examination in Block 4 (in connection with the resit).

Article 4.12 Period of validity of examination results

The period of validity of pass results for examinations and for exemptions granted will be checked by the Board of Examiners. The period of validity of a pass result for an examination and for an exemption granted, as laid down in the OER, can only be limited if the examined or exempted knowledge, understanding and/or skills are demonstrably outdated. To have this evaluated, students who have not yet completed their programme and who passed examinations more than 8 years previously should contact the Board of Examiners. If the student receives a financial allowance from the Profiling Fund in connection with exceptional individual circumstances, as referred to in Article 7.51(2) of the Act, the Board of Examiners can extend the period of validity in individual cases for the duration of the financial allowance.

Article 4.13 Inspection and evaluation

4.13.1 During the period stated in the OER (30 days), the questions and assignments of the examination concerned are available for inspection, together with the criteria that were used in making the assessment. The questions and assignments can be viewed on a single occasion, at a location to be specified by the Board of Examiners. Only students who took part in the examination have a right to inspect the questions and assignments.

4.13.2 Students are not permitted in any way whatsoever to remove, copy, distribute or publish examination questions, assignments, assessment schemes/answer models and their own answers/notes.

4.13.3 If ten or more candidates have taken a written examination at the same time, the examiner can hold a collective evaluative discussion at a time and place to be specified by the examiner.

4.13.4 Students who do not agree with the assessment of an examination(question) can submit a reasoned request to the coordinator. The procedure for submitting the request must be done according to the instructions of the coordinator; in most cases this will be in writing during the inspection.

Article 4.14 Exemption from examinations and practicals

4.14.1 Students may submit to the Board of Examiners a reasoned, written request for exemption from taking one or more examinations or from the obligation to participate in one or more practicals, as referred to in the OER, via the computer system. (preferably before but no later than two weeks after the start of the course).

4.14.2 The Board of Examiners will reach a reasoned decision within 20 working days after the submission of the request.

4.14.3 It is possible to request an exemption for a specific course within the program. In addition, in the bachelor an exemption for the elective courses outside psychology can be requested on the basis of a previously completed study program. A request for 30 ec exemption in this elective courses can be submitted if a student has completed a HBO or a University degree. Based on a completed, university propaedeutic phase, an exemption can be requested for 25 ec. If another university program was started in the academic year prior to the start of the psychology program, but the propaedeutic phase of this program has not been fully completed, an application for exemption for part of the electives can be submitted. For this, however, no more than 20 ec exemption can be granted. See the website for the procedures.

Article 4.15 Retention periods

4.15.1 Examination assignments and answer models will be retained for a period of at least seven years. The examinations and constituent examinations completed by the candidates will be retained for a period of at least two years. If the SSC does not archive the examination papers, the coordinator of the relevant course unit is responsible for doing so.

4.15.2 A student's final paper, including the assessment forms, will be retained for a period of at least seven years.

4.15.3 The decisions of the Board of Examiners and the results of all examinations and final examinations taken will be carefully recorded. Access to the recorded information will be restricted to persons who have been authorised accordingly by the Board of Examiners.

Article 4.16 Records of the final examinations / final examination components

4.16.1 The Board of Examiners, in this case the Student Services Centre, is responsible for keeping a record of the results of final examinations or final examination components. The Board of Examiners is also responsible for keeping a record of the degree certificate awarded to the examinee.

4.16.2 No one other than the student, the study advisor, the head of the Institute Office, the study coordinator of the unit, the student counsellor, the competent authorities and the Examinations Appeals Board may be informed of the recorded information, with the exception of information about awarded degree certificates. Variation from the provisions of the preceding sentence is possible with the consent of the student.

4.16.3 If research is conducted that makes use of the recorded data, this will be done in accordance with the Personal Data Protection Act.

4.16.4 Psychology students do not receive proof that they have taken an examination. Instead, they can view their examination results via the computer system. They can request an overview of their results from the Student Services Centre. It is the students' own responsibility to check that their results have been included in uSis within 30 days after they have been announced.

4.16.5 If students are following elective courses or elective components elsewhere at Leiden University, the results will automatically be forwarded to the Student Services Centre. If students are following or have followed an elective course at another institution in the Netherlands or abroad, they themselves must submit original signed proof of this to the Student Services Centre. If students wish to follow part of the programme abroad, they must make an agreement with a member of the International Office before their departure regarding the assessment of the parts that they will follow abroad.

4.16.6 Examination results will be dated with the day on which the examination was taken. The grades of written papers will be dated with the day on which they were formally assessed.

Chapter 5 Final examinations and degree 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 investigation, as referred to in 4.2.1, which it will conduct itself.

Article 5.2 Compensation

Students do not have to pass all constituent examinations. This 'compensation arrangement' is established by the Board of Examiners and described in the OER and Prospectus.

Article 5.3 Approval of individual curricula for final examinations

5.3.1 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 30 working days after receipt of the request. See Appendix 2 for the regulations on combining courses and programmes in the Institute of Psychology.

5.3.2 A final examination curriculum represents 180 ECTS for the bachelor's, 60 ECTS for the master's and 120 ECTS for the research master's. If a student who has met the study requirements has completed more than the required number of ECTS credits, these credits are not included in the final examination curriculum and can be recorded on the diploma supplement as extracurricular courses. Extracurricular courses can only be recorded if they were followed during the Psychology bachelor's or (research) master's programme.

Article 5.4 Degree certificate and supplement

5.4.1 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.

5.4.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed on behalf of the Board of Examiners by at least one member of the Board of Examiners, with a so-called 'wet signature'.

5.4.3 The Board of Examiners will append a diploma supplement to a degree certificate relating to a passed final examination. The supplement is intended to give information about the nature and content of the completed programme, partly for reasons of international recognition of degree programmes. The Leiden University diploma supplement conforms to the agreed standard European format. The last page of the diploma supplement is signed on behalf of the Board of Examiners using a so-called wet signature by at least one member of the Board of Examiners. In addition the Board of Examiners may choose to initial every page of the diploma supplement.

5.4.4 A student who has passed one or more examinations but cannot be awarded a degree certificate, as referred to in 5.4.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that he/she has passed.

Article 5.5 Final examination grade

5.5.1 The Board of Examiners may award the examinee a final examination grade (*judicium*) for his/her work in the context of the final examination. This final examination grade is based on the average of the grades achieved for the course components covered by the final examination, weighted according to study load. Any extracurricular course units do not count towards the final examination grade. The Board of Examiners will grant the designation 'cum laude' or 'summa cum laude' in accordance with the relevant provisions of the OER.

5.5.2 The rules for awarding final examination grades are given in the OER.

Article 5.6 Retention periods

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

Article 5.7 Exclusion from the degree programme or some of its components

5.7.1 If a student, in accordance with Article 7.42 of the Act, has demonstrated by behaviour or remarks that he/she is unfit to practise one or more of the professions for which the programme that he/she is following provides training, or 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 programme.

5.7.2 If the student referred to in 5.7.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the 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 that specialisation or other components of that degree programme.

5.7.3 The Board of Examiners will issue its advice as referred to in 5.7.1 or 5.7.2 within 10 working days after this request has been made by the Executive Board.

Chapter 6 Fraud, irregularity and plagiarism

Article 6.1 Fraud and irregularities

6.1.1 Irregularities or fraud are understood to include the following:

- unauthorized consultation of smart phones, smart watches or other devices during the examination
- during an examination, using the answers of other students or unauthorised texts that have been brought into the examination room
- modifying submitted examination papers during inspection
- any other form of forgery of documents that gives an incorrect representation of the knowledge at the time of the exam
- showing a fake proof of registration
- unauthorised copying and/or distribution of examination questions
- facilitating fraud, for example by making one's own work available to others
- any other behaviour that is considered by the Board of Examiners to constitute fraud under the regulations established and communicated within the faculty or degree programme
- plagiarism, understood to refer to any action in breach of the Leiden University Code of Conduct on Plagiarism (see Appendix 7).

6.1.2 Students must abide by the rules of conduct, as stipulated in Appendix 6 and in the Leiden University Code of Conduct for Lecturers and Students

(<https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/reglementen/bestuur-en-organisatie/code-of-conduct-on-behaviour-okt-15.pdf>) throughout the period of their studies. Failure to do so may lead to disciplinary measures being taken.

Article 6.2 Documents brought into the examination by students

6.2.1 If a student is permitted to use a text that he/she has personally brought into the examination, this text may not contain any notes.

6.2.2 For the purposes of the previous paragraph, the term 'notes' is not understood to mean:

- underlining, highlighting or marking of the text with a fluorescent marker
- references to articles of law
- references to case law and other literature, provided that this is explicitly permitted for a specific examination
- marginal notes that have been added by the editor of a compendium of legislative texts

6.2.3 The above paragraphs apply mutatis mutandis to any legislative text brought into the examination by a student.

Article 6.3 Disciplinary measures to be taken by the examiner in the event of irregularities or fraud

6.3.1 In the event of observation or serious suspicion of any irregularity or fraud during the examination, the examiner will notify the student of this immediately. The student will be permitted to finish the examination. After the examination, the examiner and the student will fill in the official report form. This official report form will be submitted immediately to the Board of Examiners, and the student will also receive a copy. The examiner can confiscate any items in the student's possession that could be relevant in evaluating the irregularity or fraud.

6.3.2 At the examiner's request, a student is obliged to surrender to the examiner any items in his/her possession that could be relevant in evaluating an irregularity or act of fraud, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time after the examination.

6.3.3 The examiner will give the items that he/she has confiscated to the Board of Examiners. In the case of notes in a legislative text or other compendium of texts, the availability of aids that the examiner had not permitted (such as a book), and suchlike, the examiner can provide the Board of Examiners with photocopies

of the confiscated items, instead of the actual items. In all cases, the examiner can provide the Board of Examiners with an official report of the observed irregularity or fraud, signed by two examiners / invigilators, instead of confiscated items or the said photocopies.

6.3.4 If an invigilator observes an irregularity, act of fraud or disturbance during the examination, he/she must notify the examiner immediately.

6.3.5 The student's name and student number and the nature of the irregularity are recorded on the official report form. The student preferably signs the form as 'seen', below the description of the irregularity.

Article 6.4 Sanctions to be imposed by the Board of Examiners in the event of irregularities and fraud

6.4.1 In the event of observation or serious suspicion of any irregularity or fraud during an examination, the Board of Examiners can interview the examiner, the student, invigilators and others.

6.4.2 The Board of Examiners will decide on the basis of the official report and the findings from the interviews whether a sanction should be imposed and, if so, what the appropriate sanction is. The examination will only be assessed, as referred to in 6.3.1, after the Board of Examiners has reached a decision in which the examination is released for assessment.

6.4.3 The sanctions that can be taken by the Board of Examiners are:

- a. declaring the results of the examination invalid: giving a grade of 1 for the examination; requiring the student to retake the examination with the maximum possible grade being 5.5.
- b. excluding the student from participation in the examination with respect to which the irregularity or fraud was observed for a maximum period of one year;
- c. excluding the student from participation in one or more examinations for a maximum period of one year.
- d. and/or excluding the student from participation in the teaching, examinations and final examination of one or more degree programmes offered by the Faculty for a maximum period of one year.
- e. examinations of another faculty or higher education institution that are passed during the exclusion period, also including essays, papers and theses, cannot be included in the final examination of the degree programme in any way whatsoever.

If the decision is made to impose a sanction and the student has previously committed fraud, this circumstance can also be taken into consideration.

The programme will retain a note of the sanction in the student's file until the student's enrolment in the programme has ended.

6.4.4 In case of serious fraud, the Executive Board can, on the proposal of the Board of Examiners, definitively terminate the student's enrolment in the programme in accordance with Article 7.42(3) of the Act.

6.4.5 The examination assignments are subject to copyright. This means that students are prohibited from taking the examination questions away with them, or copying or in any other way reproducing and transferring the examination questions, in whole or in part, without the explicit permission of the responsible lecturers. The Board of Examiners can deal with such a violation in the same way as fraud.

Article 6.5 Procedure in case of plagiarism and accompanying disciplinary measures

6.5.1 If the examiner suspects plagiarism or facilitation of plagiarism in a essay, paper, thesis or (research) assignment, he/she documents this on the basis of evidence. The examiner informs the course coordinator about this suspicion of plagiarism and sends the evidence to him/her.

6.5.2 The examiner discusses the suspicion of plagiarism with the course coordinator. If they both share the opinion that plagiarism may have taken place, the student will be notified of this in writing/by e-mail. The evidence is enclosed or attached. The student is given the opportunity to respond in a meeting with the examiner and/or coordinator or by e-mail. Oral discussions with the student are always followed by an e-mail confirming what was said. This exchange of e-mails is archived. The student is also informed of the further procedure.

6.5.3 If the the coordinator has no more suspicion after receiving the student's response, the procedure is terminated.

6.5.4 If the coordinator still has a suspicion of plagiarism after receiving the student's response, the Board of Examiners is informed. In addition all evidence and e-mail exchanges are submitted to the Board of Examiners. The student is notified of the fact that the Board of Examiners has been informed of the suspicion of plagiarism.

6.5.5 In the event of suspicion of plagiarism or the facilitation of plagiarism, the Board of Examiners may hear the examiner, the lecturer, the student and others.

6.5.6 The measures that the Board of Examiners may impose include the following:

- a. giving an official warning and including this in the student file;
- b. declaring the essay, paper, thesis or research assignment to be invalid, with a possibility of retaking it during the current course. In this case, points can be deducted from the partial grade or final grade or a maximum is set to the partial or final grade, depending on the seriousness of the plagiarism;
- c. giving the completed work a grade of 1, without the possibility of retaking it during the current course;
- d. and/or exclusion from taking part in writing an essay, paper, thesis or research assignment with respect to which plagiarism was ascertained, for a period of maximum one year; during this period of exclusion, any essay, paper, thesis or research assignment similar to that for which plagiarism was ascertained that is completed by the student at another faculty or institution of higher education cannot in any case be included in the student's curriculum;
- e. and/or exclusion from taking part in one or more examinations for a period of a maximum of one year, and/or exclusion from taking part in courses, examinations or final examinations in one or more degree programmes offered by the Faculty for a period of maximum one year. Courses successfully completed by the student during this period of exclusion at another faculty or institution of higher education cannot in any way be included in the student's curriculum;
- f. in the case of serious fraud, the Executive Board may, on the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme, in accordance with Article 7.42(3) of the Act.

6.5.7 The Board of Examiners informs the student, examiner and/or coordinator in writing of the results of its investigation and the disciplinary measures it has taken.

6.5.8 All evidence of the plagiarism, the results of the investigation, and the disciplinary measures imposed are archived by the Board of Examiners. The disciplinary measure is included in the student's file.

Article 6.6 Irregularities prior to or during an examination

The Board of Examiners may, in case of reasonable suspicion of irregularities or fraud prior to or during an examination and if it is impossible to ascertain which students are guilty, declare the relevant examination to be invalid for all students. In such cases the examination will have to be retaken. The Board of Examiners sets a new date for the examination as soon as possible. Irregularities in this case may include technical faults, for example in digital examinations, by reason of which the Board of Examiners can declare the examination invalid for all students.

Chapter 7 The Binding Study Advice in the first year

Article 7.1 Student file

7.1.1 The Board of Examiners maintains a file on every student who is enrolled in the programme.

7.1.2 This file includes a description of the student's personal circumstances, as referred to in Article 7.8b(3) of the Act, and, if applicable, the study plan adapted to these personal circumstances, which the student has formulated 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 advice

The Board of Examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions of the Leiden University Regulations on the Binding Study Advice¹. Additional rules apply for the Psychology programme. For the Binding Study Advice (hereafter: BSA), students receive a negative BSA if they have obtained fewer than 45 credits and/or have not passed any of the three Research Methods and Statistics (*Methoden en Technieken*) courses during the first year of enrolment (before 15 August) in the first-year (*propaedeuse*) stage of the programme.

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(1) of the Act, regarding a decision taken by the Board of Examiners or by one or more of the examiners appointed by this Board, with the Examination Appeals Board. See the website for more information.

8.1.2 The time limit for lodging a written administrative appeal, as referred to in 8.1.1, is six weeks after the written notification of the decision that is the subject of the administrative appeal.

Article 8.2 Handling of complaints

Complaints are handled in accordance with the current procedures laid down in the Regulations relating to the Ombudsperson, the Regulation on Other Complaints, the Regulations of the Examination Appeals Board and the General Administrative Law Act (*Awb*).

Article 8.3 Handling of appeals

Administrative appeals are handled in accordance with the 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 Each year, the Board of Examiners will produce a report of its activities, and will submit this report to the Faculty Board.

9.1.2 The report will comply with the requirements set by the Executive Board and will in any case contain the most important decisions of the Board of Examiners and a description of how the Board of Examiners has fulfilled its duty with respect to the quality assurance of examinations, as referred to in Article 4.2.

¹ <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-bindend-studieadvies.html>

Chapter 10 Final provisions

Article 10.1 Exceptional circumstances

10.1.1 All cases for which these Rules and Regulations do not provide will be decided by the Board of Examiners.

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

Article 10.2 Changes

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

Article 10.3 Effective date

These Rules and Regulations will enter into effect on 1 September 2019.

APPENDIX 1 - REGULATIONS ON GRADE CALCULATION FOR BACHELOR'S COURSES 2019-2020

Weighting, rounding off, compensation, resits:

Weighting of assessment components:

In propaedeutic courses*):

The grade per course comprises two constituent grades: the first assessment component (the written examination), which counts for 70%, and the second assessment component (which may comprise multiple sub-components), which counts for 30%.

In compulsory second-year courses and specialisation courses**):

The grade per course comprises two constituent grades: the first assessment component (the written examination) and the second assessment component (which may comprise multiple sub-components). The weighting of the constituent grades varies per course and is indicated per course in the Prospectus.

In electives:

The grade per course consists of one single grade.

*) With the exception of the course 'Academic Skills Tutorial' (AST)

***) With the exception of the courses 'Perspective on Career Planning' (POCP) and 'Interpersonal Professional Skills' (IPS)

Rounding:

To calculate the final grade, uSis uses the two constituent grades (x% written examination; 100-x% second assessment component), both rounded to one decimal place. The final grade will be rounded to whole and half numbers, unless this would result in a final grade of 5.5. The current rule for a final grade between 5 and 6 remains in force: a calculated final grade of 5.5 or higher will be rounded up to 6.0.

Compensation between constituent grades:

Students can compensate for a (slight) fail in one assessment component with a higher grade in another assessment component. The Board of Examiners of the Institute of Psychology has determined that a constituent grade that is no lower than 5.0 can be compensated by a grade for another assessment component.

Resits:

Resits are not permitted if the final grade is 5.5 or higher. The other rules relating to resits are as follows:

- A resit must always be taken if the grade for an assessment component is lower than 5.0.
- A resit may not be taken if the grade for an assessment component is 5.5 or higher.
- A resit may be taken if the grade for an assessment component is equal to or greater than 5.0 but lower than 5.5, if:
 - the final grade (with the weighted average of x%/100-x%) is not equal to or greater than 5.5,
 - OR
 - if the grade for the other assessment component has not been published at the time at which the student must register to resit the assessment component. When, before the resit, it appears that the partial grade is 5.5 or higher, it is not permitted to take the resit.

The highest grade applies after a resit: if the resit results in a lower grade than the first grade for this assessment component, this first grade will remain in place in uSis.

One examination and one resit will be offered per academic year.

The opportunity to resit the second assessment component must be stated clearly in the course description in the Prospectus. This will also be offered once per academic year: either during or after the block, i.e. in the resit period for the block concerned (therefore not both!).

Compulsory attendance of work group sessions:

a. Attendance

Students are not offered any opportunity to catch up or compensate for missed work group sessions during the current course. However, students still need to catch up on the material covered in any missed work group sessions in order to attain the learning outcomes of the course. The work group tutor can set an alternative assignment for this. Students who attend less than 75% of the compulsory work group sessions, regardless of the reason for absence*, must follow the whole series of work group sessions again the next time the course is offered. Higher attendance requirements apply for the AST, IPS and POCP courses; these are specified per course in the Prospectus.

*) In the event of structural personal circumstances, students must contact the study advisor and not the work group tutor.

b. Compulsory assessment components

The constituent grade for the second assessment component is determined on the basis of the assessment of all compulsory assessment components (assignments, tests, presentations, participation in debates, etc.) that are stated in the course description in the Prospectus and that are completed within the duration of the course.

Absence from the work group sessions does not absolve students from the requirement to complete the aforementioned assessment components.

c. Grade calculation

Students whose attendance has been unsatisfactory will receive a constituent grade of 1 for the second assessment component, regardless of the grade given for the compulsory assessment components.

APPENDIX 2 - REGULATIONS ON COMBINING COURSES AND PROGRAMMES IN THE INSTITUTE OF PSYCHOLOGY

1 Following more courses than 60 ECTS or 120 ECTS in the Psychology master's programmes.

1.1. A student chooses more electives than required.

No permission is required for this. All courses will be listed on the diploma supplement. Electives from the bachelor's programme that are followed during the master's programme will be listed as extracurricular electives (e.g. in order to qualify for postgraduate training as a health psychologist or psychotherapist). These extracurricular courses do not count towards the 60 ECTS or 120 ECTS for the programme. They do not count towards the final examination grade (*judicium*) for the degree.

1.2. A master's student on the one-year programme wants to choose a course from the research master's programme.

The application procedure for this is as follows: the master's student must notify his/her mentor, and the mentor will consult the relevant lecturer from the research master's programme. The master's student then submits a reasoned request to the coordinator of the research master's programme. This request must be accompanied by a written recommendation from the mentor, the written agreement of the lecturer, a list of the student's grades for the bachelor's programme and, if applicable, an overview of the student's results so far in the master's courses.

1.3. A research master's student wants to follow a compulsory course from the one-year master's programme in a related² specialisation.

This is permitted, as long as there is room on the course and no overlap. With the research master's track in Clinical and Health Psychology, this is offered as a standard option to ensure that research master's students can meet the requirements for postgraduate training as a health psychologist. Students can always follow electives from the one-year master's programme.

1.4. A research master's student wants to do an extra internship.

This is only permitted for research master's students following the Clinical and Health Psychology and Developmental Psychology tracks who want to do a clinical practice internship in addition to a research internship.

1.5. A master's student on the one-year programme wants to follow extra compulsory courses from another specialisation.

- The student may be granted permission to follow the compulsory courses from another specialisation after two semesters of study.
- For this, the student needs to have passed the required specialisation course in the Leiden University bachelor's programme in Psychology. Otherwise, permission from the master's programme study advisor is required.
- The student can only receive permission to follow extra compulsory courses: permission will not be granted to write two theses or do two internships.
- The student must request permission from the master's programme study advisor before 15 June for courses in the first semester and before 1 December for courses in the second semester.

Only the first specialisation will be stated on the degree certificate and diploma supplement, together with the extra courses that the student has passed.

² Developmental Psychology & Child and Adolescent Psychology/School Psychology
Clinical and Health Psychology & Clinical Psychology/Health Psychology
Social and Organisational Psychology & idem
Cognitive Neuroscience & Applied Cognitive Psychology

2 Combining courses of master's specialisations and programmes

A. A student who has already graduated with a master's degree in Psychology

2.1 *A graduate with an MSc Psychology from Leiden University then wants to follow compulsory courses from another master's specialisation, but has not followed the compulsory specialisation course from the bachelor's programme.*

The student must follow the specialisation course before following the master's programme courses. The student will not receive a second degree certificate, but will receive a certificate listing the courses he/she has passed, together with the grades.

2.2 *A graduate with an MSc Psychology (Research) from Leiden University then wants to do the one-year master's programme.*

This is only permitted if the student wishes to follow an unrelated master's specialisation. The student will then receive a degree certificate for both specialisations (MSc Psychology and MSc Psychology (Research)). As these are two separate programmes, a second admission procedure is required, unless the student has a bachelor's degree in Psychology from Leiden University. The student will receive two degree certificates. If the student wishes to follow courses from a related specialisation, he/she will not receive a degree certificate for this, but a certificate listing the courses he/she has passed.

2.3 *A graduate with an MSc Psychology from Leiden University then wants to do the two-year master's programme MSc Psychology (Research).*

This is only permitted if it is an unrelated master's specialisation. The student will receive a degree certificate for both specialisations (MSc Psychology and MSc Psychology (Research)). As the second programme is a selective one, an admission procedure is always required. The student will receive two degree certificates.

B. A student who has not yet graduated

2.4 *A research master's student wants to follow a specialisation from the one-year master's programme at the same time.*

The student will receive one degree certificate for MSc Psychology (research), which lists all the courses he/she has passed, together with the grades, unless it is an unrelated specialisation, in which case the student will receive two degree certificates.

The compulsory courses from the one-year master's programme can count as electives for the research master's programme. To qualify for two degree certificates, the student must be enrolled in both programmes while following the courses.

APPENDIX 3 - REGULATIONS ON GRADE CALCULATION FOR MASTER'S COURSES

- 1) Written examinations will be held at times that have been set by or on behalf of the Board of Examiners at least one month in advance.
- 2) If an examination grade consists of a combination of partial grades (constituent grades), the rounding off rules below only apply to the final grade. This means that in calculating the final grade the actual constituent grades are used.
- 3) Candidates have passed an examination if they have been awarded a grade of 5.50 or higher. The programme awards only whole or half numbers as grades for course components, with the exception of 5.5: this grade is never awarded. The following rules apply for awarding a 5 or a 6:

- a grade higher than or equal to 4.75 and lower than 5.50 is rounded to 5
- a grade higher than or equal to 5.50 and lower than 6.25 is rounded to 6

For example: 5.71 becomes 6; 5.55 becomes 6; 5.499 becomes 5.

- 4) Rounding between the remaining whole and half numbers is as follows:
 - a grade lower than .25 is rounded down,
 - a grade of .25 or higher and lower than .75 is rounded to .5,
 - a grade of .75 or higher is rounded up.

Example: 6.24 becomes 6; 7.75 becomes 8

APPENDIX 4 - MASTER'S THESIS: STRUCTURE OF THE UNIVERSITY'S SUPERVISION AND PROCEDURE FOR A (REPEATED) FAIL

1. Structure of the University's supervision

The supervision that a student receives from the University when writing the master's thesis includes at least five feedback sessions. These sessions relate to the (interim) products submitted by the student:

1. Introduction
2. Method
3. *Research proposal, accompanied by a realistic time schedule; after approval has been given by the first (University) examiner, the second (University) examiner (second reader) is consulted.*
4. Results
5. Discussion
6. *Draft version of master's thesis; after approval has been given by the first examiner, the second examiner is consulted.*

The first examiner and the student must make agreements at the start of the master's thesis process about these feedback sessions. They must also agree on deadlines for the submission of interim and final products. These agreements must be set down in writing.

The examiner and the student will give attention to the student's time schedule during their meetings. The examiner will check whether the student is keeping up with the time schedule and will ensure that the student takes any necessary steps to catch up with or change the time schedule.

If there is a supervisor from outside the University (e.g. from the institution where the research is being conducted), he/she will have an advisory role in the assessment of the final version of the master's thesis. The examiner will determine the final grade on the basis of the University's own criteria, and after consultation with a second examiner. The assessment criteria have been agreed programme-wide, and are available in digital format on the website. The examiners (including the external supervisor, if applicable) will use an assessment form and follow an assessment procedure for the assessment.

2. Procedure in the event of a (repeated) fail

With regard to the research proposal:

- The research proposal will only be passed on to the second examiner after it has been approved by the first examiner.
- If the research proposal remains unsatisfactory in the view of the first examiner after two feedback sessions, the first examiner must inform the thesis coordinator of the master's specialisation concerned. The student will then be given a deadline to submit a satisfactory research proposal. In this case, the examiner will state *in writing* the minimum that must be changed to make the proposal satisfactory.
- If the research proposal is still unsatisfactory after the deadline, the thesis coordinator can decide that the student must start a new thesis with a new examiner.
- In cases where the research proposal is considered satisfactory by the first examiner but unsatisfactory by the second examiner, the examiners are advised to try to reach a mutual solution, if necessary with the intervention of the coordinator or a third examiner.
- In all cases, in addition to feedback on the content, a qualitative assessment will be made (in terms of satisfactory, good or excellent) and set down in writing at the time of approval of the research design. This interim grade is based on a (small) part of the total product, and offers no guarantee for a specific final grade.

With regard to the final product:

- The final product will only be passed on to the second examiner after it has been approved by the first examiner.
- If the final product remains unsatisfactory in the view of the first examiner after two feedback sessions, the first examiner must inform the thesis coordinator of the master's specialisation concerned. The student will then be given a deadline to submit a satisfactory final product (rewrite). In this case, the examiner will state *in writing* the minimum that must be changed to make the final product satisfactory. The grade for the rewrite will be a maximum of 6.
- If the final product remains unsatisfactory after the deadline, the thesis coordinator can decide that the student must start a new thesis with a new examiner.
- If there are grounds that lead the examiner to believe that the student will be unlikely to pass if he/she makes a new attempt, the examiner will discuss how to proceed from there with the thesis coordinator concerned.
- In cases where the final product is considered satisfactory by the first examiner but unsatisfactory by the second examiner, the examiners are advised to try reach a mutual solution, if necessary with the intervention of the Board of Examiners.

APPENDIX 5 – MASTER’S STUDENT INTERNSHIP: STRUCTURE OF SUPERVISION AND PROCEDURE IN THE EVENT OF (REPEATED) UNSATISFACTORY RESULTS

1. Structure of Supervision

The academic supervisor will be a member of the Institute of Psychology of Leiden University who is authorised to oversee testing. He or she is responsible for supervising, assessing and marking the internship. The supervision of the internship consists of overseeing proper compliance with the procedure to be followed. The day-to-day supervision within the framework of the internship will be carried out by an employee of the institution where the internship takes place; this person is designated as a ‘field supervisor’. A field supervisor (day-to-day supervisor) and an academic supervisor (the person who has ultimate responsibility and who assesses the internship) must also be appointed when the internship takes place internally within the university.

Before the internship begins, the intern, the academic supervisor and the field supervisor will all sign an internship contract which specifies:

- The start and end dates of the internship period and the number of hours to be worked per week, taking into consideration that the formal internship period must correspond with the number of ECs stated in the programme. The intern and field supervisor may agree to a longer internship period, but the academic supervision, assessment and marking will be based only on the formal internship period.
- The intern’s work-related activities during the formal internship period. The academic supervisor must assess the majority of these activities as being appropriate to both the level of an academic master’s degree programme and the content of the master’s degree specialisation.
- The nature and intensity of the field supervisor’s supervision.

Once the internship contract has been approved by the academic supervisor, the intern will draft a work plan specifying the following aspects of the internship:

- The learning objectives of the internship, including a description of at least one objective in each of the following categories: a) professional learning objectives, b) academic learning objectives, c) personal learning objectives, and d) career-oriented learning objectives.
- Activities during the formal internship period and the associated schedule, which must at least guarantee the possibility for the intern to make progress in relation to the established learning objectives.
- The intended concrete results (deliverables) of the internship.

The work plan must be approved by both the academic supervisor and the field supervisor within the first 80 hours of the internship.

The intern and field supervisor will schedule an interim evaluation halfway through the formal internship period; the results of this evaluation shall be sent to the academic supervisor if he or she is not present at the evaluation. On the basis of this interim evaluation, the academic supervisor shall decide whether any intervention is necessary for a satisfactory outcome of the internship and to ensure that the associated learning objectives are met.

This is also the ‘go/no-go moment’ at which it is decided whether there is sufficient likelihood that the intern will be able to successfully complete the internship. If this is in serious doubt, the field supervisor, academic supervisor and intern will discuss this in depth. If it is decided that there is no suitable solution, the internship will be halted and the intern will have to begin a completely new internship in close consultation with the internship coordinator.

The academic supervisor is responsible for ensuring that the interim evaluation takes place on time and is recorded in writing.

At the end of the formal internship period, the academic supervisor will ask the field supervisor to complete a final evaluation of the formal internship period and to send this evaluation to him or her if the academic

supervisor was not present at the final meeting.

The intern will produce an internship report in accordance with the requirements of the master's degree specialisation. Depending on the master's degree specialisation, other reports, such as a video report, may be required.

The intern has the right to receive feedback on a report from the academic supervisor before a final report is submitted. The academic supervisor will assess the internship on the basis of the internship report in relation to the work plan, supported by the assessment format used within the institution. The report must be checked for plagiarism. The final marks for the internship will take the field supervisor's final evaluation into account.

For some internships, the internship coordinator of the master's degree specialisation acts as a second assessor by awarding an independent final mark for a random sample of internships at the end of the internship period. This final mark is based on the work plan, the field supervisor's final evaluation and the internship report. If there is a discrepancy of more than one point between the assessments of the academic supervisor and the internship coordinator, these assessors will discuss whether the assessment criteria should be adjusted going forward. The second assessor's assessment will no longer affect the marks for the internship in question.

2. When should the internship be considered satisfactory, and the code of practice in the event of (repeated) unsatisfactory results

The primary learning objective of the internship is for the intern to gain relevant experience in the practice of psychology, as specified in the work plan. The activities to be carried out during the internship must be agreed in advance, and halfway through the internship the academic supervisor will check whether any adjustments are needed. In exceptional cases, the internship may have to be halted at that point, as a result of unsatisfactory work by the intern and if it is determined that this work is unlikely to improve over the second half of the internship.

A final assessment of 'satisfactory' may only be made if the agreed activities or later updated internship activities have been carried out, if the intern has worked towards the learning objectives and if all associated reports, always including the final report on the internship, meet the minimum requirements. If the interim evaluation causes the internship to be extended, the internship may only be assessed as 'unsatisfactory' based on an inadequate completion of the second half of the formal internship period or on the quality of the required report(s).

If an intern receives an 'unsatisfactory' mark based on the inadequate completion of the second half of the formal internship period, the academic supervisor will discuss with the field supervisor and the intern the possibility of repairing the internship at the same institution. If this is not possible, the academic supervisor will recommend a short substitute internship with comparable learning objectives and activities. A new final evaluation and a new internship report must be completed for this substitute internship. On the basis of the substitute internship, the academic supervisor will decide whether the intern has achieved a 'satisfactory' mark. The mark for a substitute internship may not be higher than 6. If no suitable substitute internship can be agreed upon, the intern must start a completely new internship in close consultation with the internship coordinator.

If an intern receives an 'unsatisfactory' mark based on inadequate internship reports, the academic supervisor must specify which sections require improvement, and by what deadline these improvements must be made. The intern and the academic supervisor will discuss whether the nature of the required improvement is clear, and the intern will submit a summary of the improvement to the academic supervisor. Once the university supervisor has approved the summary of the required improvement, the intern will then have one final opportunity to improve the report. The report will then be assessed by the academic supervisor and the internship coordinator of the master's degree specialisation. If both these assessors decide that the report is still unsatisfactory, the student must complete a new internship within the framework of the master's degree programme; the final mark for this new internship may not be higher than 6.

APPENDIX 6 - PROPER CONDUCT IN CLASS

- 1) No students will be admitted to the room once a class has started.
- 2) Students who need to leave the room before the end of the class due to special circumstances must request permission to do so from the lecturer in advance. Otherwise, they are not permitted to leave the room until the class has finished.
- 3) Rules 1 and 2 also relate to the resumption of class following any breaks.
- 4) Students are not permitted to drink or eat during classes.
- 5) Students are not permitted to do anything that is unrelated to the class (read the paper, make phone calls, listen to music, etc.) during the class.
- 6) Mobile phones and suchlike must be kept switched off during the class.
- 7) Students are not permitted to disrupt the class, prevent the lecturer from carrying out his/her work or prevent other students from participating in the class (e.g. by chatting, walking around, etc.).
- 8) In the case of compulsory classes, students are required to participate and are obliged to follow the rules of conduct specified above. In the case of non-compulsory classes, the student's choice relates only to the decision whether or not to attend. If a student chooses to attend a class, he/she is obliged to follow the rules of conduct specified above. Students who do not comply with these rules can be told to leave by the lecturer. If this happens again, they can be excluded from the course for the rest of the academic year and cannot obtain any credits for that course.

APPENDIX 7 - LEIDEN UNIVERSITY CODE OF CONDUCT ON PLAGIARISM

Plagiarism

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

Quoting sources

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

Internet texts

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

Dos and Don'ts

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

1. When copying someone else's texts, pictures, graphs, etc., obey the rules set out by your Department, for example, in the thesis regulations. Sometimes you have to put them between quotes, or use a clearly different lay-out. Always mention their author and origin, using one of the common or prescribed ways to indicate references.
2. If you want to reproduce someone else's thoughts, considerations, ideas, etc., in your own words without using literal quotes, make unambiguously clear who is the source of these ideas and avoid giving the impression they may be attributed to you.
3. Be even more cautious when copying texts from the internet. Take Wikipedia as an example: the author is usually unknown, but the article may well be plagiarised, in part or in full. Avoid copying texts from unknown authors, even if you mention the source you used.
4. When you partially copy texts, be careful not to change their meaning by leaving out sentences or parts of sentences, or by turning them around, etc. If you do not have the original version of a text and therefore must rely on a reproduction by someone else, make this clear as well; if it turns out the original author has been quoted incorrectly, it will then be clear who made the mistake.
5. If others have contributed to your work, for instance by carrying out experiments, preparing illustrations, etc., you should mention this too. This does not apply to advice and comments from your supervisor, nor if someone proofreads your text for style, grammar and spelling errors. In some cases, relevant rules are set out in departmental regulations.
6. In some cases, even citing your own work may be considered plagiarism (sometimes called 'autoplagerism'). When you largely copy a paper you have produced for a prior assignment and then submit it again for another assignment, you deliver only one performance instead of the required two. This will not always be considered problematic, but you should discuss it with the lecturer involved.
7. Strictly speaking, composing a thesis, for example, largely from acknowledged quotations does not result in plagiarism. Yet, few teachers will accept your paper if your contribution is limited to cutting and pasting

texts. Moreover, very long quotations may violate copyrights. If work by others in its entirety is essential for your paper, then refer to it, possibly with a short summary of its contents, without quoting from it.

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

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

Combatting Plagiarism

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

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

APPENDIX 8 - APPOINTMENT OF EXAMINERS 2019-2020

In accordance with Article 3.1.1 of the Rules and Regulations of the Board of Examiners of the Institute of Psychology, the Board of Examiners will appoint examiners each academic year. All professors, associate professors, assistant professors and senior (skills) lecturers employed by the Institute of Psychology have been appointed as examiners in the academic year 2017-2018. PhD candidates and junior (skills) lecturers employed by the Institute of Psychology can also be appointed as examiners.

If lecturers with little teaching experience (research assistant, junior lecturer and new assistant professor) teach courses, it is expected that they will receive support from the unit (from a senior assistant professor, associate professor or professor) in writing project proposals and assessing the students' work.

External lecturers with a responsibility in a course are competent to act as an examiner for that specific course.