



Universiteit Leiden

2017-2018

## Faculty of Archaeology

### **Rules and Regulations of the Board of Examiners of the Archaeology programmes**

as referred to in Article 7.12(b) paragraph 3 of the Dutch Higher Education and Research Act  
(WHW)

Adopted on 17.08.2017

## **Chapter 1            General provisions**

### **Article 1.1        Application**

These rules apply for the preliminary and final examinations of the Archaeology (MA, MSc and RMA) programmes of Leiden University, referred to in the remainder of this document as ‘the programmes’.

### **Article 1.2        Definitions**

**Part-examination** A test that, in addition to one or more other part-examinations or practical exercises, forms part of a preliminary examination and contributes towards the final grade for the preliminary examination. The weighting is recorded in the Education and Examination Regulations (OER) and the e-Study Guide

**Fraud:** every (instigation to take) action (including perpetration of plagiarism), omission or intention that makes it partially or entirely impossible to correctly form a view of the knowledge, insight and skills of the student is regarded as fraud within the meaning of Article 7.12(b) of the WHW.

**OER:** the Education and Examination Regulations set for the programmes by the Faculty Board;

**Practical exercise:** a practical exercise as (part of) a preliminary or final examination, within the meaning of Article 7.13(2)(d) of the Act, in one of the following forms:

- writing a thesis/final paper/graduation report,
- producing a paper or test design,
- performance of a research assignment,
- participation in field work or an excursion,
- completing a training placement, or
- participating in another training activity aimed at the acquisition of certain skills;

**Invigilator** the person assigned responsibility by or on behalf of the Faculty Board for the actual supervision or order during an examination.

**First assessor:** the examiner who supervises, reads and assesses the thesis/final paper/graduation report

**Second assessor:** the (second) examiner who reads and assesses the thesis/final paper/graduation report

**Third assessor:** The third examiner appointed by the Board of Examiners, if the first and second assessors are not able to reach a single judgment on the thesis/final paper/graduation report

**Act** Higher Education and Research Act (WHW)

In other respects, the definitions of the terms are consistent with those of the WHW or the OER.

## **Chapter 2    Tasks and working method of the Board of Examiners**

### **Article 2.1        Tasks and powers of the Board of Examiners**

2.1.1 The Board of Examiners is the body that is mandated to determine in an objective and expert manner whether a student complies with the conditions set by the OER with regard to the knowledge, insight and skills necessary to obtain a degree.

2.1.2 Without prejudice to the Act and the regulations based on it, the tasks of the Board of Examiners in

any event include:

- a. assurance of the quality of preliminary and final examinations;
- b. bearing responsibility for the assurance of the quality of the organisation and procedures relating to preliminary and final examinations;
- c. adopting regulations and instructions, in relation to the OER, for the assessment and determination of the results of preliminary and final examinations (including the pass-fail regulations);
- d. granting a student permission, by the most appropriate Board of Examiners, to follow a programme compiled by that student, within the meaning of Article 7.3(d) of the Act, the examination for which leads to a degree, with the Board of Examiners also stating the course of the institution to which that programme is deemed to belong for the purpose of the application of that Act;
- e. granting exemption from sitting one or more examinations on the grounds set forth in the OER;
- f. where appropriate, extending the term of validity of examination passes laid down in the OER;
- g. in exceptional cases, determining whether an examination will be sat orally, in writing or in another manner, by way of derogation from the relevant provisions of the OER;
- h. in exceptional cases, determining whether an examination will be sat in public, by way of derogation from the relevant provisions of the OER;
- i. granting exemption from the obligation to participate in practical exercises with a view to permission to sit the relevant examination, subject to replacement requirements or otherwise;
- j. approval of the choice of educational units that form part of the course in individual cases;
- k. granting permission, at the request of the student and in observance of the relevant provisions of the OER, to sit one or more parts of the final examination before the student has passed the first-year examination for the relevant course;
- l. determining, in as far as the Faculty Board has set this as a condition for sitting examinations or parts of examinations, that evidence has been provided of sufficient mastery of the Dutch language to be able to successfully follow the course by a person to whom an exemption has been granted from the preliminary education requirements referred to in Article 7.24 of the Act on the grounds of the possession of a diploma awarded outside the Netherlands, or in the event of an exemption from the admission requirement for the post-first-year phase of the course;
- m. issuing, on behalf of the Faculty Board, of the (binding) study advice referred to in Article 7.8(b) of the Act and the Binding Study Advice Regulations of Leiden University;
- n. issuing a certificate and a supplement, within the meaning of Article 7.11(4) of the Act in evidence that a student has passed an examination;
- o. issuing a declaration that in any event lists the examinations that the student has passed, if a student has passed more than one examination but cannot be issued a certificate as referred to in n;
- p. taking measures and imposing sanctions if a student or external student commits fraud.

## **Article 2.2 Working method**

2.2.1 The working method of the Board of Examiners has been recorded in the Regulations.

2.2.2 The Board of Examiners may mandate its members or other persons who qualify for this on the basis of their job to take certain decisions. The Board may issue instructions to the mandated persons in relation to the exercise of the mandated powers.

2.2.3 Mandated persons take decisions on the basis of the OER, these Rules and Regulations and previously formed policy. Mandated persons or institutions must account for their actions. The manner of such accounting will be recorded. In the event of departures from previous policy, the full Board of Examiners shall take a decision.

2.2.4 The Board of Examiners has in any event established the following:

- a. the membership of the Board of Examiners;
- b. the tasks, powers and responsibilities of the President, the Vice President, other members and the official secretary;
- c. tasks that are mandated and the officer to whom those tasks are mandated, including the method of accounting for decision-making;
- d. the frequency of meetings, disclosures and confidentiality;
- e. the method of reporting and archiving minutes of meetings and decisions;
- f. the internal working method with regard to:

- appointment of examiners;
  - quality assurance of examinations;
  - requests for exemptions;
  - fraud;
  - Binding Study Advice;
- g. registration of the signatures of the members.

2.2.5 Requests must be addressed to the Board of Examiners and submitted to the official secretary. Requests must contain the name (and student number) and a clear description of the request. The Board of Examiners takes a decision within a term of 30 working days of the receipt of the request, unless other terms apply on the basis of the OER and/or the Rules and Regulations of the Board of Examiners. The official secretary will notify the parties concerned of the decision, stating the possibilities for appeal.

## **Chapter 3 Appointment of examiners**

3.1.1 Before the start of each academic year and in addition, as often as necessary, the Board of Examiners appoints examiners to conduct preliminary examinations and determine the results thereof, and shall notify the examiners of this in writing.

3.1.2 An examiner must possess professional skills and examining expertise in accordance with the quality assurance standards referred to in article 4.2.

3.1.3 The Board of Examiners may appoint more than one examiner for a preliminary examination.

3.1.4 The Board of Examiners may appoint external examiners. The Board of Examiners shall ensure that these examiners comply with the quality requirements set. External examiners will receive an appointment letter from the Board of Examiners, stating that they have been appointed as an external examiner and the examinations for which they have been appointed.

3.1.5 The Board of Examiners notifies the students and the employees concerned of the appointed examiners. The notification takes place through publication on the website for the relevant course.

3.1.6 The Board of Examiners may cancel an appointment for serious reasons.

3.1.7 The examiners provide the Board of Examiners with the requested information.

## **Chapter 4 Examinations**

### **Article 4.1 Form of the preliminary examinations**

4.1.1 The form of the preliminary examinations is recorded in the OER and the E-study guide.

4.1.2 In exceptional cases, by agreement with the examiner, the Board of Examiners may decide that the preliminary examination will take place in a different form from the form stated. At least 25 working days before the preliminary examination is conducted, the examiner gives notice on behalf of the Board of Examiners of the way in which it will be conducted.

4.1.3 In response to a request from the student, stating the reasons, the Board of Examiners may allow a preliminary examination to be sat in a different way from that laid down in the OER and the e-Study Guide. The Board of Examiners will take a decision within 10 working days of the receipt of the request, by agreement with the examiner.

4.1.4 Oral preliminary examinations are not permitted as an examination form in the programmes of the Faculty of Archaeology.

### **Article 4.2 Quality assurance for preliminary examinations**

4.2.1 Every preliminary examination includes an examination of the knowledge, insight and skills of the student, as well as an assessment of the results of that examination. The preliminary examination may consist of part-examinations. The weighting of part-examinations is shown in the e-Study Guide.

4.2.2 The questions and assignments of a preliminary examination must be clear and unambiguous and contain adequate instructions for the required level of detail of the answers.

4.2.3 The preliminary examination must be suitable and serves solely to examine whether the student has acquired the qualities set in advance as the objective of the relevant educational unit and recorded in the e-Study Guide.

4.2.4 The preliminary examination must be specific enough to ensure that only the students who have adequately mastered the material will be able to answer the questions well. The preliminary examination must be tailored to the level of the educational unit.

4.2.5 The questions and assignments in the preliminary examination must be spread over the subject matter examined in the most balanced manner possible.

4.2.6 The questions and assignments in the preliminary examination must relate solely to the examination material notified in advance. It must be clear to students in advance how and for what they will be assessed.

4.2.7 The questions and assignments in a preliminary examination will be designed by at least two examiners (four-eyes principle).

4.2.8 The duration of each preliminary examination will allow students a reasonable amount of time to answer the questions and/or complete the assignments.

4.2.9 The assessment of written examinations will take place on the basis of written standards adopted in advance (answer model and/or assessment criteria).

4.2.10 A maximum of 30% of the questions and assignments in preliminary examinations may be re-used.

4.2.11 The working method relating to the quality assurance of preliminary examinations is recorded in the preliminary examination protocol.

4.2.12 The Board of Examiners assesses the validity, reliability and usability of the preliminary examinations on a random sample basis. The result of the assessment is discussed with the examiner or examiners concerned and with the management of the course.

4.2.13 The Board of Examiners may also conduct an investigation into the validity, reliability and usability of the preliminary examination if evaluations or results provide grounds for this.

4.2.14 The Board of Examiners may provide for expert support in the assessment referred to in paragraphs 4.2.112 and 4.2.133.

#### **Article 4.3 Entrance requirements for preliminary examinations and practical exercises**

4.3.1 The examiner shall ensure that the conditions for admission to the preliminary examination laid down in the OER or applying by law or according to a university regulation have been met.

4.3.2 A request as referred to in Article 4.2.2 of the OER will be processed only if it is accompanied by a study plan and an overview of secondary activities in which the student has participated and/or intends to participate, and which are recognised by the Executive Board.

4.3.3 The programme has conditions for participation in and/or the assessment of research training placements. These are described in the e-Study Guide.

4.3.4 The programme has additional conditions relating to prior knowledge for participation in educational units, preliminary examinations or practical exercises. These are described in the e-Study Guide.

#### **Article 4.4 Dates for the preliminary examinations**

4.4.1 In as far as these are not recorded in the OER and the e-Study Guide, the dates on which written examinations will be held will be fixed and announced on behalf of the Board of Examiners at least one month before the start of the academic year.

4.4.2 Derogation from the provisions of paragraph 4.4.1 is possible in the event of circumstances beyond the university's control, after receiving advice from the Education Committee and if the interests of students are not unreasonably harmed by this. Notification takes place at least 15 working days before the fixed date of the preliminary examination.

## **Article 4.5 Registration for and withdrawal from preliminary examinations [WITHDRAWN]**

### **Article 4.6 Conducting the examinations**

4.6.1 If necessary, the Faculty Board will ensure that invigilators are appointed for written preliminary examinations, who will ensure that the examinations proceed in good order.

4.6.2 Students must provide proof of identity at the request of or on behalf of the examiner, with a student card and a valid identity document.

4.6.3 Students will be admitted to the room in which the preliminary examination is held for up to 45 minutes after the set starting time, and may not leave the examination room before 45 minutes after the set starting time, provided that the attendance has been fully recorded.

4.6.4 Communication equipment, including mobile telephones, smart watches, smart phones, ear plugs and smart glasses must be out of reach and switched off while the examination is conducted. Wearing digital watches is not permitted. Other electronic appliances may not be used without the consent of the examiner.

4.6.5 The student is required to follow the instructions of the Board of Examiners or the examiner published before the start of the preliminary examination, as well as instructions issued during and immediately after the end of the examination.

4.6.6 If a student fails to follow one or more instructions, as referred to in paragraphs 4.6.2 to 4.6.5, the examiner may exclude the student from further participation in the relevant preliminary examination. Before the examiner takes a decision to exclude a student, the examiner will give the student an opportunity to provide a brief explanation.

4.6.7 The examiner will notify the Board of Examiners immediately, in writing, of a measure taken on the grounds of the provisions of paragraph 4.6.6.

### **Article 4.7 Order during a practical exercise**

4.7.1 If necessary, the practical exercise supervisors will ensure that assistants are appointed for practical exercises, who will ensure that the practical exercise proceeds in good order.

4.7.2 Students are required to provide proof of identity at the request of or on behalf of the examiner, with a student card and a valid identity document.

4.7.3 Students are required to follow the instructions issued by the supervisors before or during the practical exercise without delay.

4.7.4 The examiner may exclude a student who fails to comply with the obligations imposed in paragraphs 4.7.2 or 4.7.2 from further participation in the relevant practical exercise. As a result of an exclusion, the student will be deemed not to have taken part in the practical exercise. Before the examiner takes a decision to exclude a student, he/she will give the student an opportunity to provide a brief explanation.

4.7.5 The examiner will notify the Board of Examiners immediately, in writing, of a measure taken on the grounds of the provisions of paragraph 4.7.4.

### **Article 4.8 Assessment of preliminary examinations**

4.8.1 In addition to the provisions of Article 4.6.3 of the OER, the assessment terms for training placement reports and final papers differ as a standard procedure. The assessment term for training placement reports is six weeks; the assessment term for final papers is four weeks.

4.8.2 Individual assessments take place in the case of presentations, research, reports or other educational assignments performed in groups.

4.8.3 Further to Article 4.1.4 of the OER, partial grades attained for the first preliminary examination can be counted for the re-sit, unless the e-Study Guide states that this is not possible. However, partial grades lapse at the start of the new academic year.

### **Article 4.9 Assessment of final papers**

4.9.1 The Board of Examiners determines the criteria for the assessment of final papers, the procedure for the appointment of first and second assessors, the assessment form and the allocation of responsibilities to

the first and the second assessors.

4.9.2 The final paper is assessed by two examiners, independently of each other. The first examiner is appointed by the Board of Examiners and is the supervisor responsible for the final thesis. The second examiner is appointed by the Board of Examiners. The second examiner is not involved in the thesis research. The final grade is determined by agreement.

4.9.3 If the examiners cannot reach agreement, the Board of Examiners will appoint a third assessor. This third assessor will determine the grade.

4.9.4 If the grade assigned for the thesis is 5.0 or less, the student is entitled to one possibility to improve the thesis. The student must re-submit the thesis within six weeks of being informed of the grade. The grade for this thesis cannot exceed 7.0. If this thesis fails, the student must write a new thesis on a new subject.

#### **Article 4.10 Re-sits**

4.10.1 The possibility of a re-sit is offered for every examination. Re-sits of practical exercises, i.e. material practical exercises, laboratory practical exercises, field practical exercises, excursions and training placements, are not possible within the same academic year.

4.10.2 Re-sits are similar in form and level to the first examination. Re-sits of written assignments involve a new assignment with a new subject.

4.10.3 Participation in re-sits is subject to the following conditions:

- a fail for the first examination;
- failure to sit the first examination because the student was sitting a preliminary examination in order to comply with a Binding Study Advice;
- failure to sit the first examination due to illness, reported to the Education Secretariat;
- failure to sit the first examination due to non-registration in uSis.

4.10.4 In the event of an attendance obligation, in addition to the provisions of paragraph 4.10.3, participation in the re-sit is possible only if the attendance obligation has been met.

4.10.5 If additional conditions are imposed for participation in a re-sit, these will be described in the e-Study Guide.

4.10.6 Only for a final subject in order to complete the programme can the Board of Examiners allow an extra re-sit at the student's request, on condition that all other required programme units, including the final paper, have been passed and the first and second opportunities to sit examinations have been taken up. A grade of at least 4.0 must be attained. Practical exercises, as referred to in paragraph 4.10.1., do not qualify for this.

#### **Article 4.11 Term of validity of preliminary examinations**

At the request of the student, the Board of Examiners may, after consulting the examiner concerned, extend the term of validity of passed preliminary examinations that are recorded in the OER for a period to be determined by the Board in the event of personal circumstances and if the learning targets for the educational unit have not changed significantly.

#### **Article 4.12 Access and follow-up talks**

4.12.1 During the term referred to in the OER, the questions and assignments of the relevant preliminary examination and the standards on the basis of which the assessment took place may be viewed. The questions and assignments may be viewed on one occasion at a location to be designated by the examiner.

4.12.2 Students are not permitted to take away, copy, circulate or publish examination questions and assignments or assessment criteria in any way whatsoever.

4.12.3 If ten or more examination candidates sat a written preliminary examination at the same time, the examiner may arrange a group follow-up meeting at a location and time that he/she determines.

## **Article 4.13 Exemption from sitting examinations and from participation in practical exercises**

4.13.1 Students must submit requests for exemption from sitting one or more preliminary examinations or from an obligation to participate in one or more practical exercises, as referred to in the OER, in writing to the Board of Examiners, stating the reasons.

4.13.2 The Board of Examiners will make a decision, stating its reasons, within 20 working days of the submission of the request. If the Board of Examiners considers rejecting the request, the student may be heard. If the Board of Examiners has not taken a decision within the said term, the request is deemed to have been granted.

## **Article 4.14 Scope for free choice**

4.13.1 The realisation of the scope for free choice is subject to the following requirements:

- Bachelors: scope for 30 EC with sufficient consistency, at least 15 EC of which are at level 300 or above
- Masters: scope for 10 EC at level 400 or above
- Research Masters: scope for 10 EC at level 400 or above

4.13.2 In exceptional cases, the Board of Examiners may vary from the requirements referred to in 4.13.1.

## **Article 4.15 Terms for keeping information**

4.12.1 Examination assignments and answer models will be kept for a term of at least seven years. Work by examination candidates will be kept for at least two years.

4.12.2 Students' final papers, including the assessment form, will be kept for a term of at least seven years.

4.12.3 The decisions of the Board of Examiners, as well as the results of preliminary and final examinations sat, will be properly recorded. Only persons who have been granted consent for this by the Board of Examiners will have access to the recorded data.

## **Chapter 5 Attendance obligation**

### **Article 5.1 Attendance obligation**

5.1.1 If attendance is mandatory for a course, this is stated in the course description in the e-Study Guide. Attendance means that the student must be present and ready to participate in the educational activity on time.

5.1.2 The lecturer records attendance for every educational activity in the attendance list. The student signs for attendance individually. The attendance list is signed by the lecturer and submitted to the Education Office, together with the grades and the course material, for filing.

### **Article 5.2 Missed educational activities**

5.2.1 If a student misses one or more educational activities when there are no recognised and documented exceptional circumstances, the student will fail the course. The grade for the course will be recorded as Non-Participation (NP). The student has no right to a re-sit.

5.2.2 A student who misses more than 20% of the educational activities, regardless of recognised and documented exceptional circumstances, does not comply with the attendance obligation and will fail the course. The result will be entered in uSis as 'NP', showing that the student has not participated (sufficiently) in the course.

5.2.3 If a student arrives more than 15 minutes late or leaves without the lecturer's consent, the student will be recorded as absent.

5.2.4 Students must notify the lecturer at all times if they know that they will miss an educational activity.

5.2.5 If a student misses one educational activity due to recognised and documented exceptional circumstances, the lecturer will issue an alternative assignment in compensation for the missed educational

activity.

### **Article 5.3 Exceptional circumstances**

Exceptional circumstances are defined as well-documented and recorded circumstances of a serious nature beyond the student's control, which demonstrably influence his or her academic performance. Medical visits must be planned so that they do not conflict with the teaching timetable.

## **Chapter 6 Examinations and certificates**

### **Article 6.1 Sitting the examination**

In compliance with Article 4.10.2 of the OER, the Board of Examiners may decide that the examination includes an investigation, as referred to in paragraph 4.2.1, to be conducted by the Board itself.

### **Article 6.2 Compensation**

Every preliminary examination must have been taken successfully. There is no compensation.

### **Article 6.3 Approval of examination programmes**

A request for approval of an examination programme, as referred to in Article 7.3(d) of the Act, must be submitted to the Board of Examiners in writing, stating the reasons. The Board of Examiners will take a decision within 30 working days of the receipt of the request. In the absence of a decision within this term, the Board of Examiners will be deemed to have granted the requested consent.

### **Article 6.4 Certificate and diploma supplement**

6.4.1 In evidence that the examination has been passed, the Board of Examiners will issue a certificate after the Executive Board has declared that the procedural requirements for the issue have been met. This certificate will contain the details described in Article 7.11(2) of the Act.

6.4.2 The certificate will be drawn up in Dutch or English and in Latin. The certificate will be signed on behalf of the Board of Examiners with a wet ink signature of at least one of the Board members.<sup>1</sup>

6.4.3 The Board of Examiners adds a diploma supplement to a certificate for a final examination pass. The purpose of the supplement is to provide an insight into the nature and content of the completed course, partly with a view to the international recognition of study courses. The Leiden diploma supplement complies with the agreed European standard format. The final page of the diploma supplement will be signed on behalf of the Board of Examiners with a wet ink signature of at least one of the members of the Board of Examiners. The Board of Examiners may also opt to initial each page of the diploma supplement.

6.4.4 A student who has passed more than one preliminary examination but to whom no certificate, as referred to in paragraph 6.4.1 can be issued, will receive a declaration issued by the Board of Examiners on request, which in any event states the preliminary examinations that the student has passed.

### **Article 6.5 Judicium**

6.5.1 The Board of Examiners may attach a final classification to the result of the examination regarding the candidate's performance. This 'judicium' is based on the average grades attained for the educational units included in the examination, weighted according to the number of credits per course.

6.5.2 The Board of Examiners will assign the classification 'cum laude' or 'summa cum laude' in accordance with the relevant provisions of the OER.

### **Article 6.6 Terms for keeping information**

The results of examinations are public. The examination registers in which the results of the examinations are recorded are kept permanently.

### **Article 6.7 Exclusion from the programme or from certain parts of the programme**

6.7.1 If a student, in accordance with Article 7.42(a) of the Act, has shown himself or herself by his/her

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<sup>1</sup> A 'wet ink' signature is a signature made with an ink pen.

conduct or expressions to be unsuitable to practice one or more professions for which the course he or she followed provides training or practical preparation, the Board of Examiners will issue advice to the Executive Board on request concerning the rejection or cancellation of that student's registration for the course.

6.7.2 If a student, as referred to in Article 6.7.1, is registered for another course in which he or she follows a programme for a major that is consistent with or, in view of the practical preparation for the practice of the profession, is related to the course for which the registration was cancelled with the application of Article 7.42(a)(1) of the Act, the Board of Examiners will issue advice to the Executive Board on request regarding whether the student can be permitted to take that major or other parts of that programme.

6.7.3 The Board of Examiners will issue an advisory report, as referred to in paragraph 6.7.1 or 6.7.2, within 10 working days of the request to do so by the Executive Board.

## **Chapter 7                      Fraud, irregularities and plagiarism**

### **Article 7.1                      More detailed definitions**

7.1.1 'Fraud' in any event refers to:

- a. possession during the preliminary examination of appliances (mobile telephone, dictionaries, books, syllabi, notes, etc.), consultation of which is not explicitly permitted;
- b. peeking at and copying (parts of) another examination candidate's answers to examination questions during a written preliminary examination;
- c. exchanging information in or outside the examination room during the preliminary examination, including consulting books or the use of mobile telephones, smart phones, smart watches, other electronic or digital appliances, etc.);
- d. allowing third parties to sit preliminary examinations in the name of the student concerned;
- e. pretending to be someone else during the preliminary examination;
- f. obtaining possession of the assignments for a preliminary examination before the date or time at which the relevant preliminary examination will take place;
- g. allowing third parties to prepare a written individual assignment;
- h. adjusting a preliminary examination that has already been handed in during the viewing period;
- i. all forms of plagiarism.

7.1.2 'Plagiarism'<sup>2</sup> refers to:

- a. the use or copying of another person's texts, data or ideas without full and accurate citation of the source;
- b. failure to clearly state in the text, for example with quotation marks or a particular design, that literal or almost literal quotations are included in the work, even if a correct acknowledgement of the source is used;
- c. the presentation of the structure or key concepts from third party sources as the student's own work or own ideas, even if a reference to other authors is included;
- d. the submission of a text that has already been submitted previously for assignments for other programme units;
- e. copying the work of fellow students and presenting this as the student's own work;
- f. copying (parts of) texts from written assignments of fellow students.

7.1.3 Both the perpetrator of fraud and plagiarism and the person who aids and abets this person will be penalised. Aiding and abetting takes place if the copying of the work of fellow students takes place with the consent and/or assistance of the fellow students or if the co-authors of a joint paper could or should have known that the other person was committing plagiarism.

7.1.4 Electronic detection programmes may be used for the detection of plagiarism in texts. With the submission of the text, the student implicitly grants consent for inclusion of the text in the database of the relevant detection programme.

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<sup>2</sup> <http://www.reglementen.leidenuniv.nl/gedragcodes/plagiaat.html>

## **Article 7.2 Reporting and handling of fraud and plagiarism**

7.2.1 If an examiner, lecturer or invigilator has a suspicion of fraud or plagiarism, as referred to in Article 7.1, this will be reported to the Board of Examiners. In the case of a written assignment, a reporting term of five weeks following the deadline for the submission of the assignment applies. In the event of fraud during a preliminary examination, the fraud or irregularity must be reported immediately to the Board of Examiners.

7.2.2 At the examiner's request, students are required to surrender objects in their possession that could be of importance for the assessment of fraud or plagiarism, for the purpose of that assessment. The confiscated objects will be returned to the student within a reasonable term.

7.2.3 If necessary, the parties concerned shall make documents such as examinations, papers, assignments and reports available to the Board of Examiners.

7.2.4 The procedure is as follows:

- a. The Board of Examiners confirms receipt of the report of a suspicion of fraud in writing to all parties concerned.
- b. The Board of Examiners gives all parties concerned an opportunity to be heard within four weeks.
- c. Hearings take place separately and in person.
- d. Hearings are not conducted in public, and a report of the hearing is produced.
- e. After hearing the parties concerned, the Board of Examiners decides whether or not fraud or plagiarism has occurred, as referred to in Article 7.1, and on the measures to be taken.
- f. The Board of Examiners notifies the parties concerned in writing, within six weeks of the processing of the report, of the measures that the Board of Examiners has decided to take.
- g. The term within which the parties concerned can respond to the measures taken is five working days following the date of the notice. The Board of Examiners may decide to hear the parties again if the responses provide grounds for this.

7.2.5 The report should not be handled by members of the Board of Examiners who were themselves involved in the facts to which the report relates.

## **Article 7.3 Measures in the event of fraud**

7.3.1 In the event of fraud, as described in Articles 7.1.1 and 7.1.2, the Board of Examiners may impose the following measures:

- a. declaring the result of the preliminary examination and/or assignment invalid;
- b. exclusion from sitting the preliminary examination regarding which fraud was detected for a period of up to one year;
- c. exclusion from sitting one or more other preliminary examinations for a period of up to one year;
- d. exclusion from sitting preliminary and final examinations for one or more programmes provided by the faculty for a period of up to one year;
- e. preliminary examinations that are passed during the period of exclusion in another faculty or another institute of higher education, including assignments, papers and theses, can in no way form part of the final examination for the programme.

7.3.2 In the event of well-founded suspicions of irregularities, in this case fraud during a preliminary examination, without it being possible to determine which individual students were involved, the Board of Examiners may decide to declare the relevant examination invalid for all candidates. In such a case, the preliminary examination must be conducted again. The Board of Examiners will set a new preliminary examination date at the earliest opportunity.

7.3.3 If sanctions have already been imposed on the student previously in connection with the detected fraud or plagiarism, the Board of Examiners may impose the following measures: full exclusion from sitting

all preliminary examinations, final examinations or other forms of testing for the programme, or for the entire institution, for a maximum period of 12 months.

7.3.4 In the event of serious fraud, the Board of Examiners may propose to the Executive Board that the registration of the student concerned for the programme be cancelled. The Executive Board will decide on this.

#### **Article 7.4 Registration of fraud**

7.4.1 The Board of Examiners will record the number of reports, the decisions and the measures taken.

7.4.2 The Board of Examiners reports on fraud and plagiarism in its annual report.

### **Chapter 8 Binding study advice**

#### **Article 8.1 Dossier formation**

8.1.1 The Board of Examiners maintains a Binding Study Advice (BSA) dossier for every student who is registered for the Bachelors programme and qualifies on the basis of the Leiden University Binding Study Advice Regulations.

8.1.2 The dossier includes an indication of the student's personal circumstances, as referred to in Article 7.8(b)(3) of the Act, as well as, where applicable, the study plan adapted to the personal circumstances which the student has recorded by agreement with the study advisor.

8.1.3 Each student has the right to view his or her dossier, as referred to in paragraph 8.1.1, and if required, to add his or her objections to the contents of that dossier.

#### **Article 8.2 The advice**

The Board of Examiners issues the advice on behalf of the Faculty Board, in observance of the relevant provisions of the Leiden University Binding Study Advice Regulations<sup>3</sup>.

### **Chapter 9 Complaints and appeals**

#### **Article 9.1 Submission**

9.1.1 A student may submit a complaint or an administrative appeal, as referred to in Article 7.61(1) of the Act, against a decision taken by the Board of Examiners or by one or more of its appointed examiners, to the Board of Appeal for the examinations.

9.1.2 The term for the submission of a written administrative appeal, as referred to in paragraph 8.1.1, is within six weeks of the written announcement of the decision against which the administrative appeal is directed.

#### **Article 9.2 Handling complaints**

Complaints are handled in accordance with the existing procedures, as laid down in the Ombudsman Regulations, the Other Complaints Regulations, the Rules of Order of the Board of Appeal for the examinations and the General Administrative Law Act.

#### **Article 9.3 Handling appeals**

Administrative appeals are handled in accordance with the existing procedures. These are laid down in the Rules of Order of the Board of Appeal for the examinations and in the Student Charter.

### **Chapter 10 Annual reporting**

#### **Article 10.1 Reporting**

10.1.1 The Board of Examiners prepares a report on its work each year. The Board of Examiners presents the report to the Faculty Board.

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

10.1.2 The report complies with the requirements set by the Executive Board and in any event includes the main decisions of the Board of Examiners and a description of the way in which the Board of Examiners performed its task relating to quality assurance for preliminary examinations, as referred to in Article 4.2.

## **Chapter 11 Final provisions**

### **Article 11.1 Exceptional circumstances**

11.1.1 The Board of Examiners decides in cases for which these Rules and Regulations do not provide.

11.1.2 If full application of the provisions of these Rules and Regulations leads to evident unfairness in exceptional cases, the Board of Examiners is authorised to decide otherwise.

### **Article 11.2 Changes**

11.2.1 In the event of changes to these Rules and Regulations relating to the current academic year, or that have serious consequences for those who were already registered for the course, harm to the interests of the students concerned will be avoided as far as possible.

### **Article 11.3 Entry into force**

These Rules and Regulations enter into force on 01.09.2017.