



Universiteit Leiden

## Faculty of Humanities

Rules and Regulations of the Board of Examiners  
of the bachelor's degree programmes

*African Languages and Cultures*  
*Chinese Studies*  
*German Language and Culture*  
*English Language and Culture*  
*Film and Literary Studies*  
*French Language and Culture*  
*History*  
*Theology*  
*Classics*  
*Hebrew and Jewish Studies*  
*Islamic Studies*  
*International Studies*  
*Italian Language and Culture*  
*Japanese Studies*  
*Korean Studies*  
*Art History*  
*Latin American Studies*  
*Middle Eastern Studies*  
*Dutch Studies*  
*Dutch Language and Culture*  
*Ancient Cultures of the Mediterranean World*  
*Russian Studies*  
*Linguistics*  
*Religious Studies*  
*Philosophy*  
*South and Southeast Asian Studies*

and of the master's degree programmes

*African Studies (60 EC)*  
*African Studies (120 EC / Research MA)*  
*Arts and Culture (60 EC)*  
*Arts and Culture (120 EC / Research MA)*

*Asian Studies (60 EC)*  
*Asian Studies (120 EC)*  
*Asian Studies (120 EC / Research MA)*  
*Classics and Ancient Civilizations (60 EC)*  
*Classics and Ancient Civilizations (120 EC / Research MA)*  
*History (60 EC)*  
*History (120 EC / Research MA)*  
*International Relations (60 EC)*  
*Latin American Studies (60 EC)*  
*Latin American Studies (120 EC / Research MA)*  
*Linguistics (60 EC)*  
*Linguistics (120 EC / Research MA)*  
*Literary Studies (60 EC)*  
*Literary Studies (120 EC / Research MA)*  
*Media Studies (60 EC)*  
*Middle Eastern Studies (60 EC)*  
*Middle Eastern Studies (120 EC / Research MA)*  
*Dutch Studies (60 EC)*  
*North American Studies (60 EC)*  
*Philosophy (60 EC)*  
*Philosophy (120 EC)*  
*Russian and Eurasian Studies (60 EC)*  
*Theology and Religious Studies (60 EC)*

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

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## Table of contents

Chapter 1	General provisions	5
Article 1.1	Scope	5
Article 1.2	Definitions	5
Chapter 2	Duties and procedures of the Board of Examiners	5
Article 2.1	Appointment of the chair and the deputy chair	5
Article 2.2	Duties and powers of the Board of Examiners	5
Article 2.3	Procedures	6
Chapter 3	Appointment of examiners	7
Chapter 4	Assessments	8
Article 4.1	Form of the examinations: special facilities	8
Article 4.2	Quality assurance of the examinations	8
Article 4.3	Admission requirements for examinations and practicals	8
Article 4.4	Examination dates	9
Article 4.5	Registration for and withdrawal from programme components and examinations	9
Article 4.6	Holding of examinations	9
Article 4.7	Order during practicals	10
Article 4.8	Oral examinations	10
Article 4.9	Assessment – general	11
Article 4.10	Assessment: constituent examinations	11
Article 4.11	Assessment of thesis	11
Article 4.12	Period of validity of examinations	12
Article 4.13	Inspection and feedback session	12
Article 4.14	Exemption from examinations and/or practicals	12
Article 4.15	Retention periods	13
Article 4.16	Registration and publication of results	13
Chapter 5	Final examinations and degree certificates	14
Article 5.1	Registering for a final examination: graduation form and date of final examination	14
Article 5.2	The final examination	14
Article 5.3	Compensation	14
Article 5.4	Approval of individual curricula for final examinations	14
Article 5.5	Degree certificate and diploma supplement	14
Article 5.6	Degree classification (judicium)	14
Article 5.7	Retention periods	15
Article 5.8	Exclusion from the degree programme or some of its components	15
Chapter 6	Fraud, irregularity and plagiarism	15
Article 6.1	Texts brought into the examination room by students, and legislative texts	15
Article 6.2	Measures to be taken by the examiner and Board of Examiners	15
Article 6.3	Disciplinary measures to be taken by the Board of Examiners	16
Article 6.4	Further specification of the relationship between the disciplinary measures to be taken by the examiner and the Board of Examiners in the case of irregularity or fraud	16
Article 6.5	Disciplinary measures in the case of plagiarism	16
Article 6.6	Register of plagiarism and fraud	17
Article 6.7	Irregularities	17
Chapter 7	Binding Study Advice	18
Article 7.1	Student file	18
Article 7.2	The advice	18
Chapter 8	Complaints and appeals	18
Article 8.1	Lodging an appeal	18
Article 8.2	Handling of complaints	18
Article 8.3	Handling of appeals	18
Chapter 9	Annual report	18
Article 9.1	Reporting	18
Chapter 10	Final provisions	19
Article 10.1	Exceptional circumstances	19
Article 10.2	Changes	19
Article 10.3	Binding version	19
Article 10.4	Effective date	19



## Chapter 1 General provisions

### Article 1.1 Scope

These Rules and Regulations apply to the examinations (tentamens) and final examinations (examens) of the degree programmes of Leiden University listed on the title page, hereinafter referred to as: the programme.

### Article 1.2 Definitions

- Awb: the General Administrative Law Act (*Algemene wet bestuursrecht, Awb*).
- thesis: for bachelor's programmes: the bachelor's thesis; for master's programmes: the master's thesis.
- fraud: any action (including plagiarism) that renders it fully or partially impossible to make a proper assessment of a student's knowledge, understanding and skills is considered to be 'fraud' (cheating) 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. For plagiarism, see also the Leiden University Code of Conduct on Plagiarism (PDF).
- OER: the Course and Examination Regulations (*Onderwijs- en examenregeling, OER*) of the programme, as drawn up by the Faculty Board, including the e-Prospectus.
- practical: a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13(2)d of the Act, taking one of the following forms:
- writing a thesis / final paper / final report,
  - writing a paper or creating an experimental design,
  - conducting a research assignment,
  - participating in fieldwork or an excursion,
  - completing an internship, or
  - participating in another educational activity aimed at acquiring particular skills (participating in education).
- invigilator: the person charged by or on behalf of the Faculty Board with actually ensuring that order is maintained during an examination.
- 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 Appointment of the chair and the deputy chair

Article annulled; now regulated by the Faculty Regulations and Implementing Regulations.

### 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;
- 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, contrary to the provisions of the OER;
  - h) in exceptional cases, deciding whether an examination must be held in public, contrary to 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 components included in the degree 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 degree 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 degree 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 7.1 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 takes decisions by a simple majority of votes. If the votes are equally divided, the chair will have the casting vote.
- 2.3.2 Subject to Articles 10.1 to 10.12 of the Awb, the Board of Examiners can mandate the members or the official secretary of the Board of Examiners to take decisions on its behalf. The Board of Examiners will set this down in a mandate decision, which stipulates the conditions under which mandataries can exercise their powers; sub-mandating is not possible. The Board of Examiners can withdraw the mandate at any time; this must then be done in writing. The Board of Examiners will continue to have authority to exercise the mandated power.
- 2.3.3 Mandataries take their decisions on the basis of the OER, these Rules and Regulations and previously determined policy, and taking account of the conditions attached to the mandate given. The mandataries have to render account for their actions. The method of rendering account must be established in advance. In the event of divergence from previously determined

policy, the full Board of Examiners must decide.

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

- the duties that are mandated to the various members and the official secretary, including the method of rendering account for the decision-making;
- internal procedures relating to:
  - o the appointment of examiners;
  - o assuring the quality of examinations;
  - o requests for exemption;
  - o fraud;
  - o the BSA;
  - o handling requests for final examinations;
- the recording of the members' signatures;
- the frequency of meetings and public access or confidentiality of the matters covered and discussed by the Board of Examiners.

2.3.5 The Board of Examiners must keep a proper archive of the decisions it has taken in accordance with 2.3.4 and of the decisions it has taken regarding students' requests.

2.3.6 The Board of Examiners does not have the authority to determine the result of examinations, including theses, in the event of a dispute about their assessment.

2.3.7 Annulled.

2.3.8 Before making a decision on the basis of these Rules and Regulations, the Board of Examiners will request the advice of the study coordinator and/or student counsellor.

## **Chapter 3 Appointment of examiners**

3.1.1 At the start of the academic year, the Board of Examiners will establish which of the staff whose duties include teaching will have the status of examiner for that academic year. In this appointment decision, the Board of Examiners can assign different authorities as an examiner to the various staff members. The Academic Director of the institute where the staff member is appointed and the chair of the Programme Board will receive a copy of this decision.

3.1.2 The Board of Examiners can decide to withdraw the authority of both paid and unpaid staff members to act as an examiner for the programme for which the Board of Examiners is competent. The staff member, his/her manager, the Academic Director of the institute where the staff member is appointed, and the chair of the Programme Board of the programme(s) for which the Board of Examiners has been established will receive a copy of this decision. The Board of Examiners will not withdraw this authority until it has shared its doubts about the examiner's competence with the examiner concerned and his/her manager.

3.1.3 Persons other than those who have the authority to act as an examiner on the basis of the first paragraph can be granted this authority by the Board of Examiners on the basis of their substantive and didactic expertise. In this case, the Board of Examiners will indicate the programme components to which this authority relates. The chair of the Programme Board will receive a copy of this decision.

3.1.4 The examiners must provide the Board of Examiners with all information as requested.

## **Chapter 4 Assessments**

### **Article 4.1 Form of the examinations: special facilities**

- 4.1.1 The form of the examinations is laid down in the OER (more specifically in the relevant information in the e-Prospectus). In exceptional cases, the Board of Examiners can decide, in consultation with the examiner, that the examination will be held in a form other than stated. 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 (e-Prospectus), if an individual student submits a reasoned request to this effect. The Board of Examiners will decide on this, after consultation with the examiner, within 30 working days after receiving the request.

### **Article 4.2 Quality assurance of the examinations**

- 4.2.1 Each examination will comprise an investigation of the student's knowledge, understanding and skills, 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 provide 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 acquired the qualities that were determined in advance as the learning objectives of the programme component concerned, and were laid down in the OER (e-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 answer the questions satisfactorily. The examination will correspond to the level of the programme 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 material that has been announced in advance as prescribed examination material. It will be clear to students in advance how they will be assessed, and on what they will be assessed.
- 4.2.7 The duration of the examination will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.
- 4.2.8 Written examinations will be assessed on the basis of pre-determined, written criteria.
- 4.2.9 The Examiner(s) submit(s) in any case the draft examination for advice on validity, reliability, transparency and usefulness to another examiner (four eyes principle).
- 4.2.10 The Board of Examiners will evaluate on a random basis the validity, reliability and usefulness of the examinations. The outcome of this evaluation will be discussed with the examiner(s) concerned.
- 4.2.11 The Board of Examiners can conduct an investigation into the validity, reliability and usefulness of the examination on occasion of evaluations or results.
- 4.2.12 In making the evaluation referred to in 4.2.10 and 4.2.11, the Board of Examiners can request the assistance of experts.

### **Article 4.3 Admission requirements for examinations and practicals**

- 4.3.1 Participation in an examination or practical is only allowed when the student has met the conditions for admission to the examination that are laid down in the OER (e-Prospectus) or that arise from the Act or University regulations. If the student is found not to have met the admission requirements for the examination concerned, the student's examination will not be

assessed and no result will be recorded for that student. The examiner will ascertain that these conditions have been met.

4.3.2 Annulled.

4.3.3 Annulled.

4.3.4 The programme has conditions for participation in and/or assessment of internships. These conditions are set down on the Regulations for Internships on the [Internships webpage](#).

4.3.5 The programme has additional conditions with regard to prior knowledge for participation in certain programme components, examinations or practicals. These additional conditions are set down in the e-Prospectus.

4.3.6 Contrary to the provisions of the OER, the Board of Examiners can permit a student to take an examination before participating in a preceding practical or obtaining exemption from participation therein, if the student submits a reasoned request to this effect. In that case, evidence that the examination has been passed will only be supplied after the student has participated in the practical or has obtained exemption from participation therein.

#### **Article 4.4 Examination dates**

4.4.1 Unless otherwise stipulated in the OER (e-Prospectus), the dates for written examinations are set and announced by the Board of Examiners at the start of the academic year.

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 When setting the times referred to in 4.4.1, it will be avoided as far as possible that examinations for the same year of a degree programme will coincide.

4.4.4 The chair of the Programme Board will determine the dates for written and collective oral examinations; for individual oral examinations, this is the responsibility of the examiner, if possible in consultation with the student.

4.4.5 The provisions of Article 4.4.4 will as far as possible apply equally to tests other than written or oral examinations.

#### **Article 4.5 Registration for and withdrawal from programme components and examinations**

4.5.1 Students must register for each programme component that they wish to follow via the university student information system (uSis). A limitation to the number of students allowed to register may apply to the programme components, in which case Article 3.4 of the OER applies.

4.5.2 Annulled.

4.5.3 In exceptional cases, the Board of Examiners can allow variation from the provisions of Article 4.5.1 concerning the latest date and the method of registration.

4.5.4 During the period in which students are permitted to register for an examination, they are permitted to withdraw in the same manner.

4.5.5 Annulled.

4.5.6 Annulled.

#### **Article 4.6 Holding of examinations**

4.6.1 Invigilators are responsible for ensuring that order is maintained during written examinations.<sup>1</sup>

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<sup>1</sup> There are University and Faculty protocols for invigilating examinations, to ensure that order is properly maintained during those examinations.

Two invigilators should preferably and if possible be present at written examinations; the examiner will always be one of the invigilators, except in exceptional situations; the Faculty Board will arrange that, if necessary, invigilators are available for written examinations. The invigilators other than the examiner will perform their duties under the responsibility and instruction of the examiner / invigilator.

- 4.6.2 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. Students must also sign the list for participation in the examination.
- 4.6.3 Students will be admitted to the room where the examination is being held up to 30 minutes after the specified starting time, and may not leave the room earlier than 30 minutes before the specified ending time in the case of examinations of less than 91 minutes, and one hour before the specified ending time in the case of examinations of 91 minutes or more, unless the examiner gives them permission to do so.
- 4.6.4 During the examination, communication devices and other electronic equipment (such as smart phones and smart watches) must be switched off and put away in a closed bag or outside the examination room. Electronic equipment other than communication devices may only be used with the permission of the examiner, which must have been given before the examination.
- 4.6.5 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.
- 4.6.6 In the event of any irregularities or suspicion of fraud, the provisions of Article 6.2 are applicable.
- 4.6.7 Annulled.
- 4.6.8 Annulled; moved to Article 4.3.5.

#### **Article 4.7 Order during practicals**

- 4.7.1 Annulled.
- 4.7.2 A student must present valid proof of identity, by means of his/her student card or another valid form of ID, when requested to do so by the examiner.
- 4.7.3 Students are required to comply immediately with all instructions given by the practical supervisors before and during the practical.
- 4.7.4 Any student who fails to comply with the obligations referred to in Article 4.7.2 or 4.7.3 can be excluded from further participation in the practical concerned by the Board of Examiners. This exclusion will result in the grade of 1.0 for the practical. Before deciding to exclude a student, the examiner will offer the student the opportunity to give a brief explanation.

#### **Article 4.8 Oral examinations**

- 4.8.1 At the choice of the examiner or the Board of Examiners, either a minimum of two examiners must be present at the examination or a recording of the examination must be made.
- 4.8.2 If more than one examiner is present, one of the examiners will take short notes during the examination, stating concisely what subjects are discussed and whether the student shows sufficient knowledge on the subjects.
- 4.8.3 The notes or the recording is retained by the examiner for two years, and if necessary the student who has taken the oral examination may inspect the notes or listen to the recording; for this, the provisions of Article 4.13 are applicable *mutatis mutandis*.
- 4.8.4 Unless otherwise specified by the examination timetable, oral examinations are held individually. The Board of Examiners can decide that an oral examination, which in principle is

individual, will be taken by several candidates together, if the candidates agree to this.

#### **Article 4.9 Assessment – general**

- 4.9.1 The method of assessment must be clear and comprehensible.
- 4.9.2 Written examinations will be assessed on the basis of pre-determined, written criteria, which may be adjusted in the process of marking these examinations.
- 4.9.3 The assessment of written examinations and constituent examinations is expressed in numbers from 1 to 10 inclusive, rounded to a maximum of one decimal place. An examination has been passed if the final grade for a programme component is higher than or equal to 6.0, subject to the provisions of paragraph 7. The highest possible fail grade is 5.0; final grades between 5.0 and 6.0 cannot be given. However, constituent examinations can receive a grade between 5.0 and 6.0, with the exception of the constituent examinations of the bachelor programme in Japanese Studies.
- 4.9.4 Contrary to the previous paragraph, the examiner can suffice with the decision whether or not the candidate meets the examination requirements.
- 4.9.5 If a programme component is assessed by means of several constituent examinations, the final grade for the programme component is the weighted average of the constituent examinations. If the examiner demands additional requirements the e-Prospectus states how the final grade for the programme component is established. The Board of Examiners can decide to give the examiners guidelines to this end.
- 4.9.6 If a final grade is the result of the weighted average of various constituent grades, the first decimal is decisive in determining the final rounded grade. For a final grade ending in one decimal place, the second decimal is decisive. In both cases, decimals of 5 or higher are rounded up and 4 or lower are rounded down.<sup>2</sup>
- 4.9.7 Constituent grades expire at the end of each academic year. Students who have obtained one or more constituent grades, but have not completed the programme component as a whole, can no longer invoke these previously obtained grades in the next academic year.
- 4.9.8 The period between the notification to the student of the result of an examination and the time of resitting the examination concerned will be at least 5 working days.

#### **Article 4.10 Assessment: constituent examinations**

- 4.10.1 The number and form of the constituent examinations and the weighting of each of the constituent examinations in determining the final grade are set down in the course description in the e-Prospectus. If a student has not taken part in various constituent examinations, he cannot complete the programme component and will not receive a final grade for this programme component during the academic year concerned.

#### **Article 4.11 Assessment of thesis**

- 4.11.1 The thesis will always be assessed by two examiners (the first assessor and second assessor), and the grade will be determined by agreement between them. In making the assessment, the examiners will use a grading form established by the Board of Examiners and, if applicable, guidelines established by the Board of Examiners; the student will be given a copy of the completed form. The Faculty's *Regulations concerning the procedure surrounding the bachelor's*

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<sup>2</sup> Two examples:

- a. The arithmetic result is 5.49. No decimal places are given between 5.0 and 6.0, so the grade must be rounded to a whole number. A 5.49 is rounded to 5.0: the first decimal is decisive.
- b. The arithmetic result is 6.45. Final grades for examinations are given with one decimal place (except for 5.0 to 6.0). When rounded to one decimal place, a 6.45 is rounded to 6.5 (not to 7); a 6.44 is rounded to 6.4.

*thesis* (PDF) or the *Regulations concerning the procedure surrounding the Master's thesis* (PDF) are applicable. If the examiners are unable to reach agreement, the Board of Examiners will appoint a third examiner. The third examiner will then make the final decision.

- 4.11.2 If students are taking two programmes, they will in principle write an independent thesis for each programme, to be assessed separately by each of the two programmes.
- 4.11.3 However, if the student so wishes, he can write just one thesis for both programmes (a 'double thesis') under the following conditions:
  - a. the student can demonstrate through the design and problem statement that the double thesis will satisfy the learning objectives and learning outcomes of both programmes;
  - b. the number of words of the double thesis is equal to the number of words required for each of the two programmes added together;
  - c. the student has obtained prior written permission to write a double thesis from both of the Boards of Examiners concerned.
- 4.11.4 Each of the two Boards of Examiners can decide not to grant permission to write a double thesis.
- 4.11.5 The double thesis is assessed separately by the designated examiners of each of the two programmes on the basis of the requirements in terms of form and content applicable for that programme. This can result in different final grades.
- 4.11.6 For each programme, the awarded grade will be recorded by its own student administration, stating the number of credits that the thesis accounts for within that programme.

#### **Article 4.12      Period of validity of examinations**

Annulled.

#### **Article 4.13      Inspection and feedback session**

- 4.13.1 During the period specified in the OER, the questions and assignments of the examination concerned are available for inspection, together with the criteria that were used in the assessment. The questions and assignments can be viewed on a single occasion, at a date /time and location to be specified by the Board of Examiners. This may be a collective feedback session.
- 4.13.2 Annulled.
- 4.13.3 Making copies of the questions and assignments or criteria is not allowed in any way whatsoever.

#### **Article 4.14      Exemption from examinations and/or 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 constituent examinations, or from the obligation to participate in one or more practicals, as referred to in the OER, at least six weeks before the examination, constituent examination or practical.
- 4.14.2 The Board of Examiners will reach a reasoned decision within thirty working days after receiving the request. If the Board of Examiners considers refusing the request, it can ask the student to state his/her case. If the Board of Examiners does not reach a decision within the aforementioned period, the request will be deemed to have been granted, unless the Board of Examiners notifies the student that it needs more time to consider the request due to its complexity.
- 4.14.3 A reasoned request for exemption from the first-year examination must be submitted to the Board of Examiners no later than six months after enrolment for the bachelor's programme concerned.

- 4.14.4 Exemption from taking an examination entails that the student will be deemed to have passed that examination without a grade or other judicium.

#### **Article 4.15 Retention periods**

- 4.15.1 The examination and any work done in the context of the examination, including the questions of the examination and (model) answers, will be retained digitally or on paper for a period of at least two years.
- 4.15.2 A student's thesis, including the grading form, is retained digitally or on paper for a period of at least seven years.
- 4.15.3 Examination results (source documents) and copies of degree certificates are retained for at least thirty years.
- 4.15.4 The decisions of the Board of Examiners are 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 Registration and publication of results**

- 4.16.1 If an examination has been held, the Board of Examiners will ensure that the examiner provides the student administration with a related source document that shows the result, in accordance with the Faculty's *Protocol on submitting grades* (in progress). This source document is signed by the examiner or a member of the Board of Examiners.
- 4.16.2 A source document is a written item of evidence signed by the examiner or a member of the Board of Examiners, which serves as the basis for the registration of the examination result in the university student information system (uSis). The source document states the last name and initials of the student(s), the student number, the programme component to which the result pertains, the number of credits, and the awarded grade. The source document can also pertain to results obtained at another institution. In that case, the document must also have been signed or authenticated by the institution concerned.
- 4.16.3 The student administration is responsible for registering the results of examinations and final examinations. The Board of Examiners does not communicate recorded information of individual students, with the exception of degree certificates, to anyone other than the examinee, the study coordinator, an examiner designated by the programme as a mentor, the student counsellor, the Examination Appeals Board, or institutions designated by or pursuant to the law. Variation from the provisions of the previous sentence is possible with the consent of the examinee.
- 4.16.4 With due observance of the OER, the following rules apply to the publication of results:
- a. Final grades are notified to the student via uSis.
  - b. Results of written constituent examinations and oral constituent examinations conducted in a group will be notified to the student either via uSis or in another way.
  - c. In the case of an individual oral examination, the examiner informs the student of the obtained result immediately after the examination. The student receives confirmation of this when the result is registered in uSis.
  - d. Any publication of (constituent) grades that is accessible to persons other than the individual student concerned shows only the student numbers of the students involved, and under no circumstances their names.

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

### **Article 5.1 Registering for a final examination: graduation form and date of final examination**

- 5.1.1 For the purpose of the degree certificate presentation, the student must hand in the Graduation Form Bachelor / (Research) Master (PDF) to the student administration no later than the last day of the month preceding the month in which he expects to pass the last examination.
- 5.1.2 The date of the final examination is considered to be the penultimate working day of the month in which the student passed his/her last examination, including the date under which the grade for the thesis is recorded in the administration.
- 5.1.3 The provisions of Articles 5.1.1 and 5.1.2 are applicable up to the time when Leiden University introduces the statutory 'supply-oriented graduation'. With a view to this, the Board of Examiners will amend the Rules and Regulations on this point no later than two months before its introduction.

### **Article 5.2 The final examination**

Annulled.

### **Article 5.3 Compensation**

Annulled.

### **Article 5.4 Approval of individual curricula for final examinations**

A reasoned, written request for approval of an individual curriculum for a final examination, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will reach a decision within fifteen working days after receiving the request.

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

- 5.5.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been met, the Board of Examiners will present a degree certificate and diploma supplement, 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.
- 5.5.2 The diploma supplement will show all the components of the final examination, including the results. It will also show the components that do not belong to the final examination, but were examined at the student's request, provided that those components were passed and have been correctly registered in the university student information system.
- 5.5.3 The degree certificate is drawn up in Dutch and English, and another certificate is drawn up in Latin. The degree certificate and the Latin certificate are signed by the chair on behalf of the Board of Examiners. In the event of the chair being lacking or absent, a member of the Board of Examiners will sign. The chair or member of the Board of Examiners signs the degree certificate and diploma supplement (last page) with a so-called 'wet signature'; they can also choose to initial each page of the supplement.
- 5.5.4 A student who has passed more than one examination but cannot be awarded a degree certificate, as referred to in 5.5.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that he has passed.

### **Article 5.6 Degree classification (judicium)**

Annulled.

## **Article 5.7      Retention periods**

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

## **Article 5.8      Exclusion from the degree programme or some of its components**

- 5.8.1 If a student has demonstrated by behaviour or remarks that he is unfit to practise one or more of the professions for which the programme that he is following provides training, 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.
- 5.8.2 If the student referred to in Article 5.8.1 is enrolled in another degree programme, and within that programme is following 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.
- 5.8.3 The Board of Examiners will issue its advice as referred to in 5.8.1 or 5.8.2 within ten working days after this request has been made by the Executive Board.

## **Chapter 6      Fraud, irregularity and plagiarism**

### **Article 6.1      Texts brought into the examination room by students, and legislative texts**

- 6.1.1 If a student is permitted to use a text that he has personally brought into the examination, this text may not contain any notes. The examiner will decide which texts a student is permitted to use during the examination.
- 6.1.2 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 pen;
  - references to articles of law.
- 6.1.3 Annulled.

### **Article 6.2      Measures to be taken by the examiner and Board of Examiners**

- 6.2.1 The examiner is responsible for ensuring that order is maintained during an examination. If an invigilator observes any irregularity, fraud or disturbance of order during the examination, he must report this to the examiner. If an examination is only being supervised by one or more invigilators, then during that examination they can exercise the powers defined in this article for the examiner.
- 6.2.2 In cases where a student causes serious disturbance of order during the examination, the examiner can decide to exclude him/her from further participation; the examiner will report this as soon as possible to the Board of Examiners. The examiner does not collect the student's examination work; the student is then deemed to have not taken the (constituent) examination.
- 6.2.3 If a student does not comply with one or more of the instructions referred to in Articles 4.6.2 to 4.6.5 inclusive, or if the examiner and/or invigilator observe other forms of irregularities or suspect fraud, the examiner will produce an official report of this (Appendix 1); he will inform the Board of Examiners and the student about it immediately after the examination. The Board of Examiners will decide on the basis of the official report, and after interviewing the student and, if applicable, the examiner and/or invigilators, whether a measure should be taken and, if so, what the appropriate measure is. The student can finish the (constituent) examination, but

it will only be assessed after a decision of the Board of Examiners in which the examination is released for assessment.

- 6.2.4 The examiner can confiscate any items in the student's possession that could be relevant in evaluating the irregularity or fraud. 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 plagiarism or other form of fraud, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time.
- 6.2.5 The examiner gives the items that he has confiscated pursuant to Article 6.2.4 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.
- 6.2.6 The measures that the Board of Examiners can impose are:
- declaring the result of the examination null and void, or giving a grade of 1.0 as the result of the examination;
  - 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;
  - and/or excluding the student from participation in one or more examinations for a maximum period of one year;
  - and/or excluding the student from participation in the teaching, examinations and final examination of one or more programmes offered by the Faculty for a maximum period of one year.

Courses that have been successfully completed by the student in another faculty or higher education institution during this period of exclusion (including essays, papers and theses that have been successfully completed) can not be included in the curriculum in any way.

- 6.2.7 In the 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.

### **Article 6.3 Disciplinary measures to be taken by the Board of Examiners**

Annulled.

### **Article 6.4 Further specification of the relationship between the disciplinary measures to be taken by the examiner and the Board of Examiners in the case of irregularity or fraud**

Annulled.

### **Article 6.5 Disciplinary measures in the case of plagiarism <sup>3</sup>**

- 6.5.1 The examiner checks all written assignments that serve as a constituent examination, examination or thesis for fraud. For this purpose, he can use a detection programme that has been made available for the University, which is available via Blackboard. Students are obliged to submit their written work digitally for the purpose of checking for plagiarism, and to submit it via this programme if so requested.
- 6.5.2 If demonstrable plagiarism is detected, the examiner can declare an essay, paper, thesis or research assignment invalid. If the examiner deals with plagiarism in this way, he must inform the chair of the Board of Examiners about this as soon as possible.

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<sup>3</sup> <http://www.regulations.leiden.edu/education-students/plagiarism.html>

- 6.5.3 If the examiner takes the view that a disciplinary measure other than being declared invalid should be imposed on a student in consequence of the detected plagiarism, he must contact the Board of Examiners.
- 6.5.4 If the examiner asks the Board of Examiners to impose a disciplinary measure in consequence of plagiarism, the examiner will submit the essay, paper, thesis or research assignment to the Board of Examiners.
- 6.5.5 In the event of suspected plagiarism, the Board of Examiners can interview the examiner, the student and others.
- 6.5.6 The disciplinary measures that the Board of Examiners can impose are:
  - a. declaring the essay, paper, thesis or research assignment invalid;
  - b. excluding the student from participation in writing an essay, paper, thesis or research assignment with respect to which the plagiarism was detected for a maximum period of one year; in addition, any essay, paper, thesis or research assignment of the kind for which plagiarism was detected, which has been successfully completed by the student in another faculty or higher education institution during this period of exclusion, cannot be included in the curriculum in any way;
  - c. and/or excluding the student from participation in one or more examinations for a maximum period of one year, and/or excluding the student from participation in the teaching, examinations and final examination of one or more programmes offered by the Faculty for a maximum period of one year. Courses that have been successfully completed by the student in another faculty or higher education institution during the period of exclusion cannot be included in the curriculum in any way;
  - d. In the 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.

#### **Article 6.6 Register of plagiarism and fraud**

- 6.6.1 The Faculty has a register in which all measures imposed in consequence of irregularities, plagiarism and other forms of fraud are recorded. This register contains the following information: (i) name and student number of the student concerned, (ii) the student's degree programme, (iii) the component of the final examination to which the imposed measures pertain, (iv) the reference number of the file pertaining to the imposed measures and (v) a concise description of the imposed measures. The file pertaining to the imposed measures is held by the Board of Examiners concerned.
- 6.6.2 The official secretarial office of the Boards of Examiners maintains the register. Boards of Examiners report all measures that they have imposed themselves or that have been reported to them by examiners, as soon as they have become definitive. If the imposed measure is declared unfounded in appeal proceedings, the measure will be removed from the register.
- 6.6.3 The register is confidential. If Boards of Examiners are required to deal with a suspicion of irregularity, plagiarism or other form of fraud, they can inquire whether previous measures in consequence of irregularities, plagiarism or other forms of fraud have been imposed on the student. A student has the right to inspect the register with respect to the recording of information about him/herself. The register remains closed to all other parties.

#### **Article 6.7 Irregularities**

The Board of Examiners can, in the case of reasonable suspicions of irregularities or fraud prior to, during or after an examination, and if it is impossible to ascertain which students are involved, declare this examination to be invalid for all students (this also applies for irregularities in digital assessments). In such cases, the examination must be held again. The Board of Examiners will then establish a new examination date as soon as possible.

## **Chapter 7      Binding Study Advice**

### **Article 7.1      Student file**

- 7.1.1    On behalf of the Board of Examiners, the study coordinator maintains a file on every student who is enrolled in the propaedeutic (first-year) phase of the programme, in implementation of the Leiden University Regulation on the Binding Study Advice.
- 7.1.2    The file includes a description of the student's personal circumstances, as referred to in Article 7.8b(3) of the Act, and, if applicable, the study plan adapted to these personal circumstances, which the student has formulated.
- 7.1.3    All students have the right to inspect their 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 concerning this in the Leiden University Regulation on the Binding Study Advice: <http://www.regulations.leiden.edu/education-students/regulation-on-the-binding-study-advice.html>

## **Chapter 8      Complaints and appeals**

### **Article 8.1      Lodging an appeal**

- 8.1.1    A student can lodge an administrative appeal, as referred to in Article 7.61(1) of the Act, regarding a decision made by the Board of Examiners or by one or more of the examiners appointed by this Board, with the Examination Appeals Board.
- 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. Information about the procedure is given in the Regulations of the Examination Appeals Board and the Student Charter.

### **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 Regulations on Other Complaints, the Regulations of the Examination Appeals Board, and the General Administrative Law Act (*Awb*).

### **Article 8.3      Handling of appeals**

Annulled.

## **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 meet 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.

## **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 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 Binding version**

In case of a dispute about content or meaning of these Rules and Regulations, the Dutch version is binding.

### **Article 10.4 Effective date**

These Rules and Regulations enter into effect on 1 September 2017.