



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 America Studies  
Middle Eastern Studies  
Dutch Studies  
Dutch Language and Culture  
Ancient Cultures of the Mediterranean World  
Russian Studies  
Linguistics  
World Religions  
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)*

as well as the bachelor and master programmes for which the intake of students is no longer possible, as specified in appendix 1

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

Drawn up on 31 augustus 2014

## Chapter 1 General provisions

### Article 1.1 Applicability

These rules apply to the examinations of the programmes (see title page) of Leiden University, hereinafter named the programme.

### Article 1.2 Definitions

examination element	the definition of <i>examination element</i> in these <i>Rules and regulations</i> can be found in the relevant provisions in article 1.2 sub b and r of the OER (Course and Examination Regulations). Where these rules and regulations include provisions concerning examinations (tentamens), these provisions also apply to the examination elements that make up the examination in question, unless specified otherwise.
thesis	For bachelor programmes the bachelor's thesis, for master programmes the master's thesis.
fraud	fraud is understood to mean every act or omission of a student with the intention that forming a correct opinion of their knowledge, understanding and skills is made completely or partially impossible, which includes among other things the following: <ol style="list-style-type: none"><li>completely or partially copying texts/ phrasings of other authors without using quotation marks and accurate acknowledgements (plagiarism);</li><li>having others make a text or parts of a text;</li><li>inventing research data;</li><li>having access without permission to study materials or other information during an examination;</li><li>using own work without referencing (self-plagiarism).</li></ol>
OER	the OER (Course and Examination Regulations) of the programme as drawn up by the faculty board;
invigilator	person who is charged by the board of examiners with the actual maintaining of order during an examination.
examination	the definition of <i>examination</i> in these <i>Rules and regulations</i> can be found in the relevant provisions in article 1.2 sub b and r of the OER (Course and Examination Regulations).
the act	the Higher Education and Research Act (WHW)

All other terminology has the meaning given in the act or the OER.

## Chapter 2 Responsibilities and procedures of the board of examiners

### Article 2.1 Appointment of the chair and the deputy chair

2.1.1 The board of examiners has a chair and a deputy chair. They are appointed by the faculty board.

2.1.2 An administrative secretary is assigned to the board of examiners.

## **Article 2.2 Responsibilities and authority of the board of examiners**

2.2.1 De board of examiners is the body which is charged with the task to objectively and professionally determine whether a student meets the conditions which the OER dictates with regard to knowledge, understanding and skills which are necessary for obtaining a degree.

2.2.2 Without prejudice to the act and the regulations based on it, the board of examiners furthermore has at least the following brief:

- a) guaranteeing the quality of the examinations and final examinations
- b) drawing up guidelines and directions within the framework of the OER to assess and determine the results of examinations and final examinations;
- c) having the most appropriate board of examiners grant permission to a student to follow a programme composed by said student as referred to in article 7.3d of the act, of which the final examination will lead to obtaining a degree, and for which the board of examiners also indicates to which programme of the institute that programme is considered to belong for the application of this act;
- d) granting exemption for taking one or more examinations based on one of the grounds stated in the OER;
- e) as appropriate, extending the period of validity of successfully taken examinations as determined in the OER;
- f) in exceptional cases, determining whether an examination should be conducted orally, in writing, or in a different manner, deviating from how this is arranged in the OER;
- g) in exceptional cases, determining whether an examination is held publicly, deviating from how this is arranged in the OER;
- h) granting exemptions from the obligation to take part in practical assignments, either with or without imposing alternative requirements, in consideration of taking the examination in question;
- i) approving the selection of study units that belong to the programme in individual cases;
- j) permitting students to take one or more elements of the final examination before they have successfully completed the first-year examination of the programme in question at the request of the student and considering the relevant provisions in the OER;
- k) determining, in as far as the faculty board has stipulated it as a condition for taking examinations or elements of examinations, that a sufficient command of the Dutch language has been proven to successfully take part in the education by those who are exempt from the entrance requirements as referred to in article 7.24 of the act on the basis of the possession of a diploma issued outside the Netherlands, or in case a student is exempt from the entrance requirements for the second and third year of the bachelor's programme;
- l) issuing study recommendations and binding study recommendations on behalf of the faculty board as referred to in article 7.8b of the act;
- m) awarding a certificate and a supplement, awarded as referred to in article 7.11 of the act as evidence that the final examination has been passed;
- n) issuing a certificate which at least states the examinations which were successfully taken, in case a student has successfully taken more than one examination yet cannot be awarded a certificate as referred to under m).
- o) taking measures and imposing sanctions in case a student or external student commits 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 a casting vote.

2.3.2     Members or the administrative secretary of the board can be given a mandate for certain duties. This will be recorded by the board of examiners.; in the mandating order the board lays down under what conditions the mandatory can exercise their authority.

2.3.3     Mandatory members make decisions based on the OER and previously determined policy, and they have to give account for their acts. It must be recorded how this justification takes place. When there is a deviation from previously determined policy, the whole board of examiners must decide.

2.3.4     The board of examiners has at least laid down the following:

- the duties for which the various members are given a mandate, including the manner of justification for the decision-making;
- internal working procedure with regard to the following:
  - o appointment examiners;
  - o guarantee of quality exams;
  - o exemption requests;
  - o fraud;
  - o BSA (binding study advice).
- registration of the autographs of the members.

2.3.5     The board of examiners must keep a sound archive of the decisions they have made under 2.3.4 as well as the decisions they have made about students' requests.

2.3.6     The board of examiners does not have the authority to determine the result of an examination in case of a dispute about the assessment. The board of examiners can, however, mediate at the request of parties and as a part of that mediation appoint a different examiner for the examination in question next to or instead of the previously appointed examiner.

2.3.7     Any action of the board of examiners in disputes about the assessment of examinations does not suspend the appeal period of six weeks.

2.3.8     The student and/or examinee can request the board of examiners or the examiner to obtain advice from the co-ordinator of studies and/ or the student counsellor before making a decision based on these rules and regulations.

## **Chapter 3            Appointment examiners**

3.1.1     At the beginning of the academic year, the board of examiners records which employees who have education among their range of duties will have the status of examiner for that academic year. In this designation decision, the board of examiners can differentiate between the authorities that the employees have as examiner. The institute director of the institute where the employee is appointed and the programme director will receive a copy of this decision.

3.1.2     The board of examiners can decide to deprive both paid and unpaid employees of the authority to act as an examiner for the programme for which the board is competent. The employee, their supervisor, the institute director of the institute where the employee is appointed, and the programme director of the programme(s) for which the board of examiners is formed will receive a

copy of this decision. The board of examiners will not deprive an employee of this authority before it has shared its doubts about the competence of the examiner with said examiner and their supervisor.

3.1.3 The board of examiners can appoint others than those who have authority as an examiner on the basis of the first paragraph to act as an examiner on the basis of their substantive and didactic expertise and will indicate which study unit or which study units this appointment concerns. The programme director will receive a copy of this decision.

3.1.4 The examiners will provide the board of examiners with the required information..

## **Chapter 4 Tests**

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

At the motivated request of an individual student, the board of examiners may allow a different form of examination than the form laid down in the OER. After deliberation with the examiner, the board of examiners will make a decision within ten work days after receiving the request.

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

4.2.1 Every examination tests the student's knowledge, insight, and skills; as well as the assessment of the results of that test.

4.2.2 The questions and assignments of the examination are clear and unambiguous, and provide sufficient directions for the required elaboration on the answers.

4.2.3 The examination is suitable and its sole purpose is to determine whether the student has acquired the qualities that were set as a goal and laid down in the OER in advance for the study unit in question.

4.2.4 The specificity of the examination assures that only students who have a thorough command of the subject matter can answer the questions satisfactorily. The level of the examination matches the level of the study unit.

4.2.5 The questions and assignments of the examination are divided over the subject matter as evenly as possible.

4.2.6 The questions and assignments of the examination exclusively cover the subject matter that is set before the examination. It is clear to students in advance how they are assessed and what they are assessed on.

4.2.7 The duration of the examination allows the student sufficient time to answer the questions and/or do the assignments.

4.2.8 Written examinations are assessed according to the norms that are laid down in writing in advance.

4.2.9 The procedure concerning quality assurance of the examinations is laid down by the board of examiners.

4.2.10 The board of examiners spot-checks the validity, reliability, and usefulness of the examinations. The result of the spot-check assessment is discussed with the examiner or examiners involved.

4.2.11 The board of examiners can start an investigation into the validity, reliability, and usefulness of the examination.

4.2.12 For the assessment referred to in 4.2.10 and 4.2.11, the board of examiners may ask for the assistance of experts.

### **Article 4.3 Entrance 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 entrance to the examination that are laid down in the OER or that result from the act or university regulations. The examiner ensures that these conditions have been met. As to this matter the following rules apply:

- a. Before, during, or after each examination, the examiner has someone verify whether the student is entitled to participate in the examination concerned according to the information recorded in uSis. This verification includes the question whether the student has enrolled for the examination correctly and on time, as well as the question whether the student meets the remaining conditions for participation in the examination as laid down in the OER and/or the course description of the study unit in the e-prospectus.
- b. When the student is proven not to have enrolled for the examination correctly, but is otherwise entitled to participate in the examination, a result is only registered or otherwise made known to this student after the student has enrolled for the examination as instructed.
- c. When the student is proven not to have met the admission requirements for the examination concerned, the student's examination is not assessed and no result is registered for that student.

4.3.2 A request as referred to in the OER, articles 4.2.1 and 4.2.2, is only taken into consideration when it is accompanied by a study plan and an overview of sidelines recognised by the Executive Board which the student has participated in or intends to participate in.

4.3.3 The department knows conditions for participating in resits. These are described in the OER and the e-prospectus.

4.3.4 The department knows conditions for participating in and/or the assessment of internships. These conditions are described in the e-prospectus.

4.3.5 The department knows additional conditions with regard to foreknowledge for participating in study units, examinations, or practicals. These additional conditions are described in the e-prospectus.

### **Article 4.4 Examination dates**

4.4.1 The dates for written examinations that are not laid down in the OER are set and announced by the board of examiners at the start of the academic year.

4.4.2 From the provisions in 4.4.1 can be deviated in case of circumstances beyond one's control or after having received advice from the department teaching committee, and when the interests of the students are, in all fairness, not harmed as a result.

4.4.3 When setting the times referred to in 4.4.1, setting examinations for the same year of one degree programme on the same time is prevented whenever possible..

4.4.4 Dates for individual oral examinations are set by the examiner, when possible in consultation with the student. The provisions in article 4.4.1 apply to oral examinations for groups of students.

4.4.5 The provisions in article 4.4.4 apply to tests other than written or oral examinations as far as possible.

### **Article 4.5 Enrolment in and withdrawal from study units and examinations**

4.5.1 Students must enrol in the university student information system (uSis) for each study unit they wish to follow. A limitation to the number of students allowed to enrol may apply to the study units, in which case article 3.4 of the OER applies.

4.5.2 The student must enrol in the university student information system (uSis) for each examination, with the exception of the thesis and tests that are not registered in uSis. For entrance to the BA thesis for the History department, the student must apply to the study co-ordinate by means of handing in a thesis plan.

4.5.3 In special cases, the board of examiners may allow a deviation from the provisions made in article 4.5.1 and 4.5.2 concerning the final date and the manner of enrolment.

4.5.4 During the period of enrolment for an examination, withdrawal is allowed in the same manner.

4.5.5 Only in case of circumstances beyond one's control, to be assessed and determined by the board of examiners, is it possible to withdraw in the period between the expiration of the final enrolment date and the start of the examination.

4.5.6 When a student has enrolled in and not withdrawn from an examination and nevertheless decides not to participate in the examination, the examination opportunity is seen as unused, unless there are circumstances beyond one's control, which is to be assessed and determined by the board of examiners.

## **Article 4.6 Conducting examinations**

4.6.1 Preferably, and when possible, two invigilators are present at written examinations. The examiner can be one of the invigilators. The invigilator(s) see(s) to it that the conduction of the examination goes well. The examiner or examiners appoint one or more invigilators. When there are only invigilators other than the examiner present at an examination, these invigilators may exercise the authorities described in this article during the examination.

4.6.2 The student must be able to provide a valid form of identification at the request of or on behalf of the examiner.

4.6.3 Students are allowed to enter the examination room up to 30 minutes after the start time at the latest and are not allowed to leave the examination room earlier than an hour before the end of the examination.

4.6.4 Communication equipment, such as mobile phones, must be switched off during the examination. Other electronic equipment may not be used without the examiner's permission.

4.6.5 The student is obligated to follow the directions of the board of examiners or the examiner that have been published before the start of the examination, as well as any directions that are given during and immediately after the examination.

4.6.6 When the student does not follow one or more of the directions referred to in paragraphs 4.6.2 up to 4.6.5 inclusive, the examiner can exclude the student from the examination. As a consequence of exclusion, the examination is assessed with the mark 1. Before the examiner decides to exclude the student, they give the student an opportunity to give a brief explanation.

4.6.7 The examiner immediately provides the board of examiners with a written notification of any measures taken on the grounds of the provisions in 4.6.6.

4.6.8 Contrary to the provisions made in the OER, the board of examiners can, based on a motivated request, allow a student to participate in an examination before the student has participated in the practical exercise prior to the examination, or when the student has not been given exemption yet. In that case, proof of the successful completion of the examination is only provided after the student has participated in the practical exercise, or when the student has been given exemption.

## **Article 4.7 Order during practicals**

4.7.1 The monitors of the practical ensure that assistants are appointed for the purpose of the practical tests, if necessary. The assistants ensure that the practical goes well.

4.7.2 The student is obligated to provide identification in the form of a student card or valid identification papers at the request of or on behalf of the board of examiners.

4.7.3 The student is obligated to immediately follow the directions given by the monitors of the practical before and during the examination.

4.7.4 A student who does not meet the requirements laid down in 4.7.2 or 4.7.3 can be excluded from further participation in the practical concerned by the board of examiners. As a consequence of exclusion, the practical is assessed with the mark 1. Before the examiner decides to exclude the student, they give the student an opportunity to give a brief explanation.

## **Article 4.8 Oral examinations**

4.8.1 At the choice of the examiners or the board of examiners, a minimum of two examiners must be present at the examination or a recording of the examination must be made.

4.8.2 In the case of more than one examiner, one of the examiners takes short notes during the examination, in which is stated what subjects are discussed and whether the student shows sufficient knowledge on the subjects.

4.8.3 The notes or the recording is kept by the examiner for the duration of three months. When deemed necessary, the student who has taken the oral examination may see the notes or listen to the recording.

4.8.4 The board of examiners may decide that a certain oral examination involving multiple students may be held for all of the students together if they agree to that; with the exception of oral examinations in the examination schedule that have been planned for groups of students in advance.

## **Article 4.9 Assessment – general**

4.9.1 The manner of assessment must be comprehensible.

4.9.2 Written norms are laid down and used for the assessment of written examinations. When necessary, the norms can be adjusted after the correction of the examination.

4.9.3 The assessment of written examinations and tests is expressed in the numbers 1 up to 10 inclusive, rounded to a maximum of one decimal. An examination has been completed successfully when the final mark for a study unit is higher than or equal to the mark 6.0, subject to the provisions in paragraph 4. The highest possible fail mark is 5.0; marks between 5.0 and 6.0 cannot be given. Examination elements can receive a mark between 5.0 and 6.0, with the exception of the examination elements of the bachelor and master programmes of Japanese language and culture. For these bachelor and master programmes, no marks between 5.0 and 6.0 are given, including examination elements.

4.9.4 Contrary to the previous paragraph, a decision from the examiner on whether or not the candidate meets the examination requirements is sufficient.

4.9.5 When a study unit is tested by means of several examination elements, the e-prospectus states how the end result for the study unit is established. The examiner has the choice to determine the end result for the entire course based on the weighted average of the examination elements, or they may demand one or more of the examination elements to have a pass mark in order to receive a pass mark as the end result.

4.9.6 When a final mark is the result of the weighted average of various marks, the first decimal is

decisive in determining the final rounded mark. For a final mark ending in one decimal, the second decimal is decisive. In both cases a 5 or higher is rounded up and a 4 or lower is rounded down.<sup>1</sup>

4.9.7 Marks for examination elements expire at the end of each academic year. Student who have obtained one or more marks for examinations elements, but who have not completed the study unit as a whole, can no longer call on previously obtained marks during the next academic year.

#### **Article 4.10 Assessment: examination elements**

4.10.1 In article 4.1.5 of the OER is laid down that the student is obligated to participate in any examination element of which the examination consists.

4.10.2 When a student has not participated in various examination elements, the student cannot round off the study unit and does not receive a final mark for this study unit in the academic year concerned.

4.10.3 The number and form of the examination elements, as well as the weight of each of the elements in determining the final mark, is described in the course description in de e-prospectus.

#### **Article 4.11 Thesis assessment**

4.11.1 The thesis is assessed by two examiners and the mark is determined by mutual agreement. The examiners assess by means of an assessment form laid down by the board of examiners. The student receives a copy of the filled out form. The faculty regulations for the BA thesis or the *Regulations concerning the procedure surrounding the Master's thesis* apply. When the examiners cannot reach an agreement, the board of examiners appoints a third examiner. The third examiner has a casting vote.

4.11.2 When students are enrolled in different degree programmes, they write a separate thesis for each programme, to be assessed by the individual departments.

4.11.3 If the student so wishes, however, they can write one thesis for both programmes (a "double thesis") under the following conditions:

- a. the student is able to prove that the double thesis meets the objectives of both programmes by means of the thesis plan and the formulation of the thesis statement;
- b. the double thesis is equal in size to the size of the individual theses for both programmes added up;
- c. the student has been granted written permission in advance for writing a double thesis from *both* boards of examiners involved;

4.11.4 Each of both boards of examiners can decide to withhold permission for writing a double thesis.

4.11.5 The double thesis is separately assessed by the thereto appointed examiners from each of the departments involved according to the requirements for form and content that apply to each individual programme. This may lead to two different final marks.

4.11.6 The appointed mark for each programme is recorded separately by each administrative department, including the number of credits appointed to the thesis within each programme.

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<sup>1</sup> Two examples.

a. The arithmetic result is 5.49. No decimals are given between 5.0 and 6.0, so the mark must be rounded. A 5.49 is rounded to 5.0: the first decimal is deciding.

b. The arithmetic result is 6.45. Final marks for examinations are rounded to one decimal [apart from 5.0 to 6.0]. When rounded to one decimal, a 6.45 is rounded to 6.5 (not a 7); a 6.44 is rounded to 6.4.

#### **Article 4.12      Validity of the examinations**

In case of personal circumstances, the student may request that the validity of successfully completed examinations as laid down in the OER is prolonged to a maximum of one year. The board of examiners may prolong the validity of the examination in consultation with the examiner involved and if the course objectives have not changed radically.

#### **Article 4.13      Access to marked examinations and evaluation**

4.13.1 During the period laid down in the OER, the student may peruse the questions and assignments of the examination concerned, as well as have access to the norms that were used for the assessment. The questions and assignments can be perused once at a location appointed by the board of examiners. Making copies of the questions and assignments in any manner is not allowed.

4.13.2 When ten or more students have taken the examination at the same time, the examiner may decide to plan a collective evaluation at a place and time to be determined by the examiner.

#### **Article 4.14      Exemption from examinations and/or practicals**

4.14.1 A written request with clear reasons for exemption from taking one or more examinations or examination elements, or from the obligation to participate in one or more practicals as described in the OER, must be presented to the board of examiners by the student at least six weeks before the examination, examination element or practical.

4.14.2 The board of examiners reaches a motivated decision within thirty work days after receiving the request. When the board of examiners is considering not to grant a request, the student may be heard. When the board of examiners does not reach a decision within the aforementioned period, the request is considered to be granted, unless the board of examiners notifies the student that they need more time to attend to the request due to its complexity.

4.14.3 A motivated request for exemption for the first-year examination is presented to the board of examiners within half a year after enrolment for the bachelor degree programme concerned at the latest.

4.14.4 Exemption for any examination means the student is expected to have passed the examination in question without a mark.

#### **Article 4.15      Retention of examination data**

4.15.1 The examination and any work done as part of the examination, including the questions to the examination, are retained digitally or on paper for a period of at least two years.

4.15.2 The student thesis, including the assessment 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 diplomas are retained for at least thirty years.

#### **Article 4.16      Registration and publication of results**

4.16.1 After an examination, the board of examiners ensures that the examiner provides the administrative department with a source document stating the results in accordance with the faculty marking protocol (see appendix 2). This source document is signed by the examiner or a member of the board of examiners.<sup>2</sup>

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<sup>2</sup> For protocol see: <http://www.hum.leidenuniv.nl/medewerkers/osz/procedures-formulieren/overzicht->

4.16.2 A source document is a written evidence signed by the examiner or a member of the board of examiners, which serves as the basis for the registration of examination results in the university student information system (uSis). The source document states the surname and initials of the student(s), the student number, the study unit the result applies to, the number of credits, and the appointed mark. The source document can also apply to marks obtained at another institution. In that case the document must be signed or authenticated by the institution involved as well.

4.16.3 The administrative department is responsible for the registration of examination results. It also documents which diplomas have been awarded to the examinee. The board of examiners does not communicate registered data of individual students, with the exception of diplomas, to others than the examinee, the co-ordinator of studies, a by the department as mentor appointed examiner, the student counsellor, the Examination Appeals Board, or by or under the act appointed institutions. From the provisions in the previous sentence can be deviated with the permission of the examinee.

4.16.4 With due consideration of the OER, the following rules apply to the publication of results:

- a. Final marks are made known to the student in uSis.
- b. Results of written and group-conducted oral examination elements are made known to the student in uSis or in another manner.
- c. In case of an individual oral examination, the examiner publishes the obtained results after the examination. The student receives confirmation of this by registration of the result in uSis.
- d. A publication of marks that are accessible to others than the individual student concerned exclusively shows the student numbers of the students involved and under no circumstances their names.

## **Chapter 5 Final examinations and diplomas**

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

5.1.1 For the purpose of awarding the diploma the student hands in the graduation form (appendix 3) to the board of examiners on the last day of the month prior to the month in which the last examination is expected to be passed at the latest.<sup>3</sup>

5.1.2 The date of the final examination, which equals the date on which the mark for the thesis is registered, is the penultimate work day of the month in which the student has passed the last examination.

5.1.3 The provisions in the first two sections of this article apply up to the moment that Leiden University implements the statutory supply-oriented graduation. Taking this into consideration, the board will amend the rules and regulations concerning this matter two months prior to the implementation at the latest.

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

In deviation from article 4.10.1 of the OER, the board of examiners can decide that the final examination will additionally include a test as described in 4.2.1, conducted by the board.

### **Article 5.3 Compensation**

This article has expired. The course and examination regulations sets out in article 4.6.9 if and which

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[procedures.html](#) (procedure mark administration)

<sup>3</sup> For BA thesis form see: <http://media.leidenuniv.nl/legacy/bachelor-afstudeerformulier-hum-nl-november-2012v05.pdf> and for the MA see: <http://media.leidenuniv.nl/legacy/master-afstudeerformulie-hum-eng-oktober-2012v06.pdf>

compensation regulations apply to each programme.

#### **Article 5.4 Approval of examination programmes**

A motivated request for approval of an examination programme as referred to in article 7.3d of the act must be submitted to the board of examiners in writing. The board of examiners reaches a decision within thirty days after receiving the request. When the board of examiners does not reach a decision within the aforementioned period, the request for approval is considered to be granted, unless the board of examiners announces in writing that they need more time to reach a decision due to the complexity of the request.

#### **Article 5.5 Diploma and diploma supplement**

5.5.1 After the Executive Board has declared that the procedural demands have been met, the board of examiners awards the student a diploma and diploma supplement as proof of the successful completion of the final exam. This diploma states the data described in article 7.11, subsection 2, of the act. The diploma supplement states all elements of the final examination, including the results. Also stated are the elements not belonging to the final examination, but examined at the request of the student; provided that those elements have been successfully completed and correctly registered in the university student information system.

5.5.2 The diploma is drafted in Dutch and in English. Additionally, a certificate is drafted in Latin. The diploma and certificate are signed by the chair on behalf of the board of examiners. In case of the absence of the chair, the vice-chair signs the diploma and the certificate.

5.5.3 Those who have successfully completed more than one examination, but cannot be awarded a diploma as referred to in 5.5.1, can receive a statement from the board of examiners at their own request, stating the examinations that have been successfully completed.

#### **Article 5.6 Assessment final examination**

5.6.1 The board of examiners gives a final assessment on the performances of the examinee, based on the results of the final examination. This assessment is based on the average of the marks that have been obtained for the study units of the final examination, weighted according to the study load.

5.6.2 In case of a result of 8.5 or higher, the board of examiners may award the predicate "cum laude".

5.6.3 In special cases the board of examiners may deviate from the provisions in 5.6.2 by a margin of 0.5 points in favour of or to the disadvantage of the examinee.

#### **Article 5.7 Retention**

The results of final examinations are public. The final examination registries, which state the results of the final examinations, are retained forever.

#### **Article 5.8 Exclusion from the degree programme or certain study units**

5.8.1 When a student's behaviour or statements have proven him to be unfit to practice one or more professions that the degree programme is preparing him for, the board of examiners may, at the request of the Executive Board, advise on the rejection or termination of the enrolment for the degree programme by the student concerned.

5.8.2 When the student referred to in article 5.8.1 is enrolled in another degree programme that is providing him education in a major that matches or, when taking the practical vocational preparation into account, is related to the degree programme for which the enrolment was terminated by

application of article 7.42a, subsection 1, of the act; the board of examiners may, at the request of the Executive Board, advise on allowing the student to follow that major or other study units of that degree programme.

5.8.3 The board of examiners gives the advice as referred to in 5.8.1 or 5.8.2 within ten work days after the request by the Executive Board.

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

### **Article 6.1 Own texts and legislative texts at examinations**

6.1.1 When students are allowed to use a text during an examination that they brought along themselves, this text cannot contain notes.

6.1.2 Notes within the meaning of the previous paragraph does not include the following:

- underlines, shadings and marks made with a fluorescent pen;
- references to sections of a law;
- references to legal precedents and other literature, provided that this is explicitly permitted at a specific examination;
- words in the margins which were added by the publisher of the law book.

6.1.3 The preceding paragraphs also apply to legislative texts which a student has brought along.

### **Article 6.2 Disciplinary measures to be taken by the examiner**

6.2.1 In case of an irregularity or fraud, the examiner can immediately exclude a student from further participating in the examination. The examiner can seize objects which the student is carrying and which could be important for assessing the irregularity or fraud.

6.2.2 Students are obliged to hand over to the examiner objects which they are carrying and which could be important for assessing an irregularity or fraud at the request of the examiner for the purpose of said assessment. The seized objects will be returned to the student within a reasonable period of time.

6.2.3 The examiner must contact the board of examiners if the examiner, without prejudice to what is laid down in paragraph 1 of this article, is of the opinion that a different disciplinary measure should be taken with regard to a student as a result of an observed irregularity or fraud.

6.2.4 In case there are only one or more invigilators present at an examination, they can exercise the authority which is defined for the examiner in this article.

### **Article 6.3 Disciplinary measures to be taken by the board of examiners**

6.3.1 In case of an irregularity or fraud during an examination, the board of examiners can hear the examiner, invigilators and others. Before they proceed to imposing a sanction, the board of examiners will first offer the student the opportunity to be heard.

6.3.2 The disciplinary measures that the board of examiners can pronounce are the following:

- a. to declare the outcome of the examination invalid;
- b. to exclude from participating in the examination in the course of which the irregularity or fraud was detected for a maximum period of one year, and/ or to exclude from participating in one or more examinations for a maximum period of one year, and/ or to exclude from participating in courses,

examinations, and final examinations which are arranged by one or more of the programmes of the faculty for a maximum period of one year. Courses which were taken and completed at another faculty or at another institute of higher education during the period of exclusion (which includes written assignments, papers and theses which have been successfully completed) can in no way be introduced into the curriculum.

c. in case of serious fraud, the board of the institution can decide to permanently terminate the enrolment in the programme of the student in question at the request of the board of examiners.

#### **Article 6.4 Further determination of the proportion between the disciplinary measures to be taken by the examiner and the board of examiners in case of irregularity or fraud**

6.4.1 When an irregularity or fraud mainly consists of a disturbance of the proper course of events during an examination, it is generally sufficient for the examiner to remove the student from the examination and to exclude them from further participation in the examination. The examiner does not collect the examination work of the student, so it cannot be claimed that the student participated in the examination. The examiner does not give the student a grade.

6.4.2 When an irregularity or fraud does not mainly consist of a disturbance of the proper course of events during an examination, there are two options for the examiner:

a. examiners can deal with the fraud or irregularity themselves by grading the examination with the mark 1.0;

b. examiners can request the board of examiners to pronounce a disciplinary measure. When examiners take this course of action, they can still grade the examination with the mark 1.0: in that case the disciplinary measures of the board of examiners will have a supplementary nature.

6.4.3 When the examiner requests the board of examiners to pronounce a disciplinary measure in connection with an irregularity or fraud, the examiner will make the objects which were confiscated with the application of art. 6.2 available to the board of examiners. When the irregularity or fraud for which the examiner has requested the board of examiners to pronounce a disciplinary measure consists of notes in a law book or other volume of texts, having aids present which the examiner did not allow (for example a book), and the like, the examiner can make photocopies available for the board of examiners instead of the confiscated objects. Instead of the confiscated objects or the photocopies in question, the examiner can, in any case, submit an official report of the detected irregularity or fraud signed by two examiners to the board of examiners.

6.4.4 When the examiner deals with an irregularity or fraud in a way that is regulated in paragraph 1 or in paragraph 2 sub a, they convey this as soon as possible to the chair of the board of examiners.

#### **Article 6.5 Disciplinary measures in case of plagiarism <sup>4</sup>**

6.5.1 The examiner checks all written assignments which function as an examination element, examination or thesis for fraud. They can use a detection program which has been made available for the university for this purpose, which is available through Blackboard. Students are obliged to hand in their written work digitally for the purpose of this program, and to hand in their work through this program if requested.

6.5.2 The examiner/ lecturer can declare a written assignment, paper, thesis or research assignment invalid when demonstrable plagiarism has been detected. When the examiner/ lecturer deals with plagiarism in this manner, they convey this as soon as possible to the chair of the board of examiners.

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<sup>4</sup> <http://www.regulations.leiden.edu/education-students/plagiarism.html>

6.5.3 The examiner/ lecturer must contact the board of examiners if they are of the opinion that a different disciplinary measure than the invalid declaration should be pronounced regarding a student based on the detected plagiarism.

6.5.4 When the examiner/ lecturer requests the board of examiners to pronounce a disciplinary measure concerning plagiarism, the examiner makes the written assignment, paper, thesis, or research assignment available to the board of examiners.

6.5.5 In case of suspicion of plagiarism, the board of examiners can hear the examiner/ lecturer, the student and others.

6.5.6 The disciplinary measures that the board of examiners can pronounce are the following:

- a. to declare the written assignment, paper, thesis, or research assignment invalid;
- b. to exclude from participating in writing the written assignment, paper, thesis or research assignment in which the plagiarism was detected for a maximum period of one year; this includes that a written assignment, paper, thesis, or research assignment like the work in which the plagiarism was detected which has been successfully completed at another faculty or another institute of higher education can in no way be introduced into the curriculum;
- c. and/or to exclude from participating in one or more examinations for a maximum period of one year, and/or to exclude from participating in courses, examinations, and final examinations which are arranged by one or more of the programmes of the faculty for a maximum period of one year.. Courses which were taken and completed at another faculty or at another institute of higher education during the period of exclusion can in no way be introduced into the curriculum.
- d. In case of serious fraud, the board of the institution can decide to permanently terminate the enrolment in the programme of the student in question at the request of the board of examiners.

## **Chapter 7 Binding Study Advice**

### **Article 7.1 Keeping files**

7.1.1 The co-ordinator of studies keeps a file of every student who is enrolled in the propaedeutic (first-year) phase of the programme for the benefit of the board of examiners in implementation of article 3 of the Regulation on the binding study advice Leiden University.

7.1.2 An indication of the personal circumstances of the student will be recorded in the file as referred to in article 7.8b, third subsection of the act, as well as, if applicable, a study plan laid down by the student which is adapted to the personal circumstances.

7.1.3 Every student has the right to examine their file, as referred to in 7.1.1, and to add their objections against the contents of said file if desired.

### **Article 7.2 The advice**

The advice is issued by the board of examiners on behalf of the faculty board, with due observance of the provisions concerning this in the Regulation on the binding study advice Leiden University<sup>5</sup>.

## **Chapter 8 Complaints and appeals**

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<sup>5</sup> <http://www.regulations.leiden.edu/education-students/regulation-on-the-binding-study-advice.html>

## **Article 8.1 Lodgement**

8.1.1 A student should lodge a complaint or administrative appeal, as referred to in article 7.61, first subsection, of the act, because of a decision made by the board of examiners or by one or more of the examiners appointed by this board at the Examinations Appeals Board. The co-ordinator of studies will receive a copy of the notice of the lodgement of a complaint or administrative appeal from the board of examiners or the examiners.

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 notice of the decision against which the administrative appeal is aimed.

## **Article 8.2 Handling of complaints**

Complaints are handled in accordance with the existing procedures as stated in the Regulation Ombuds officer, the Regulation other complaints, the Rules of procedure of the Examination Appeals Board, and the General administrative law act.

## **Article 8.3 Handling of appeals**

Administrative appeals are handled according to the existing procedures. These are stated in the Rules of procedure of the Examination Appeals Board and the Student charter.

## **Chapter 9 Annual report**

### **Article 9.1 Report**

9.1.1 The board of examiners annually drafts up a report of its proceedings. The board of examiners provides the report to the faculty board.

9.1.2 The report meets the requirements laid down by the Executive Board, and includes at least the most important decisions of the board of examiners, as well as a description of the manner in which the board of examiners performed its duties with regard to the quality control of examinations as referred to in article 4.2.

## **Chapter 10 Concluding provisions**

### **Article 10.1 Special circumstances**

10.1.1 The board of examiners decides in cases not covered by these rules and regulations.

10.1.2 If in special cases the full application of what is stipulated in these rules and regulations leads to obvious unfairness, the board of examiners has the authority to decide otherwise.

### **Article 10.2 Alterations**

10.2.1 In case of alterations to these rules and regulations which concern the current academic year or which have a significant impact on those who were already enrolled in the programme before this, harming the interests of the students in question should be restricted to a minimum.

### **Article 10.3 Entering into effect**

These rules and regulations enter into effect on 1 September 2014.

## APPENDIX 1 OVERVIEW OF PROGRAMMES THAT ARE BEING PHASED OUT

### **Bachelor programmes that are being phased out**

*Egyptische taal en cultuur (Egyptian Language and Culture)*

*Ruslandkunde (Russia Studies)*

*Slavische talen en culturen (Slavic Languages and Cultures)*

*Talen en culturen van India en Tibet (Languages and Cultures of India and Tibet)*

*Talen en culturen van Indonesië (Languages and Cultures of Indonesia)*

*Talen en culturen van Mesopotamië en Anatolië (Languages and Cultures of Mesopotamia and Anatolia)*

*Vergelijkende Indo-Europese taalwetenschap (Comparative Indo-European Linguistics)*

### **Master programmes that are being phased out**

*African Studies*

*Afrikaanse taalkunde (African Linguistics)*

*Arabische, Nieuwperzische en Turkse talen en culturen (Arabic, Modern Persian and Turkish Languages and Cultures)*

*Area Studies: Asia and the Middle East*

*Boek en digitale media (Book and Digital Media Studies)*

*Classics and Ancient Near Eastern Civilizations*

*Duitse taal en cultuur (German Language and Culture)*

*Egyptische taal en cultuur (Egyptian Language and Culture)*

*Engelse taal en cultuur (English Language and Culture)*

*European Union Studies*

*Film and Photographic Studies*

*Franse taal en cultuur (French Language and Culture)*

*Geschiedenis (History)*

*Godgeleerdheid (Theology)*

*Griekse en Latijnse taal en cultuur (Classics)*

*Hebreeuwse en Aramese talen en culturen (Hebrew and Aramaic Languages and Cultures)*

*History: Societies and Institutions*

*Indian and Tibetan Studies*

*Indonesian Studies*

*Islamic Studies*

*Islamic Theology*

*Italiaanse taal en cultuur (Italian Language and Culture)*

*Kunstgeschiedenis (Art History)*

*Latin American and Caribbean Studies*

*Linguistics: Structure and Variation in the Languages of the World*

*Literatuurwetenschap (Literary Studies)*

*Nederlandkunde / Dutch Studies*

*Nederlandse taal en cultuur (Dutch Language and Culture)*

*Ruslandkunde (Russia Studies)*

*Slavische talen en culturen (Slavic Languages and Cultures)*

*Study of Art and Literature*

*Taalwetenschap (Linguistics)*

*Talen en culturen van Afrika (Languages and Cultures of Africa)*

*Talen en culturen van China (Languages and Cultures of China)*

*Talen en culturen van Indiaans Amerika (Languages and Cultures of Indian America)*

*Talen en culturen van Japan (Languages and Cultures of Japan)*

*Talen en culturen van Korea (Languages and Cultures of Korea)*

*Talen en culturen van Latijns Amerika / Spaans (Languages and Cultures of Latin America/ Spanish)*

*Talen en culturen van Mesopotamië en Anatolië (Languages and Cultures of Mesopotamia and Anatolia)*

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*Vergelijkende Indo-Europese taalwetenschap (Comparative Indo-European Linguistics)*

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*Wijsbegeerte (Philosophy)*

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*Wijsbegeerte van een bepaald wetenschapsgebied (Philosophy of a specific field of studies)*

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