



Universiteit Leiden

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Faculty of Governance and Global Affairs

**Rules and Regulations of the Board of Examiners
of the degree programme:
Public Administration (BA)
Management van de Publieke Sector
Public Administration (MA)**

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

Adopted on 29th of August 2019

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Chapter 1 General provisions

Article 1.1 Scope

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) of the Public Administration degree programme(s) of Leiden University, hereinafter referred to as: the degree programme.

Article 1.2 Definitions

The Act	The Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> : WHW).
Constituent examination (<i>deeltoets</i>)	A written or oral examination that, together with one or more other constituent examinations or practicals, forms part of an examination (<i>tentamen</i>) and contributes to the final grade of this examination. The relative weighting of the constituent examinations is laid down in the OER and the e-Prospectus.
First assessor	The examiner who is the first reader and is responsible for supervising, reading and assessing a thesis / final paper / final report.
Fraud	Any action (including irregularities and plagiarism) that entirely or partly prevents the valid assessment of a student's knowledge, understanding and skills is considered to be fraud within the meaning of Article 7.12b of the Act.
OER	The Course and Examination Regulations (<i>Onderwijs- en examenregeling</i>) of the degree programme, as adopted by the Faculty Board.
Practical	A practical assignment as (a component of) an examination or final examination as referred to in Article 7.13(2)d of the Act, taking one of the following forms: <ul style="list-style-type: none">- writing a thesis / final paper / final report,- writing a paper or creating an experimental design,- conducting a research assignment,- taking part in fieldwork or an excursion,- completing an internship, or- taking part in another educational activity aimed at acquiring specific skills.
Second assessor	The examiner who is the second to read and assess a thesis / final paper / final report.
THIRD ASSESSOR	A third examiner who is appointed by the Board of Examiners in the event that the first and second assessors are unable to agree on the assessment of the thesis / final paper / final report.

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 secretary

- 2.1.1 The Board of Examiners has a chair and a deputy chair.
- 2.1.2 The Board of Examiners may also be assigned an official secretary.
- 2.1.3 The Board of Examiners has an external member, who has the following responsibilities:
 1. he/she must visit for one day at least twice a year, and attend a meeting of the Board of Examiners;
 2. he/she is given access to an overview of all the courses, including the learning outcomes, as listed

in the e-Prospectus and the relevant OER, and all the examinations, answer guidelines and grade lists of the courses;

3. he/she takes a random sample of written constituent examinations and bachelor's and master's theses;
4. he/she reports on the quality of the assessment (without the right to influence actual grading) to the chair of the Board of Examiners.

Article 2.2 Duties and powers of the Board of Examiners

2.2.1 The Board of Examiners is the body charged with objectively and competently determining whether a student fulfils the conditions laid down in the OER regarding the knowledge, understanding and skills required for obtaining a degree.

2.2.2 Without prejudice to the Act and the regulations based thereon, the Board of Examiners is in any case also responsible for:

- a. assuring the quality of the examinations and final examinations;
- b. assuring the quality of the organisation and procedures relating to examinations and final examinations;
- c. establishing guidelines and instructions within the framework of the OER to assess and determine the results of the examinations and final examinations (including the pass-fail rules);
- d. granting permission – where it is the most appropriate Board of Examiners – for a student to compile and follow an individual curriculum, as referred to in Article 7.3d of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act;
- e. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- f. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- g. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, 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 course 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 and the Leiden University Regulation on the Binding Study Advice;
- n. presenting the student with a degree certificate and supplement as referred to in Article 7.11(4) of the Act, as evidence of having passed the final examination;
- o. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in n. above, issuing a statement showing at least the examinations that the student has passed;
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extranens*) is found to have committed fraud.

Article 2.3 Procedures

- 2.3.1 The Board of Examiners decides by simple majority of votes. If there is an equal division of votes, the chair has the casting vote.
- 2.3.2 The Board of Examiners can mandate in writing its members, or other persons who qualify for this by virtue of their position, to take certain decisions. The Board of Examiners can provide its mandataries with instructions on how to exercise their mandated powers.
- 2.3.3 The mandataries take their decisions on the basis of the OER, the present Rules and Regulations and previously formulated policy. The mandated persons or institutions are accountable for their actions. The method of rendering account will be established in advance. In the event of divergence from previously formulated policy, the full Board of Examiners will decide.
- 2.3.4 The Board of Examiners has in any case established the following:
- a. the composition of the Board of Examiners;
 - b. the duties, powers and responsibilities of the chair, deputy chair, other members and official secretary;
 - c. the duties that are mandated and to whom they are mandated, including the method of rendering account for decision-making;
 - d. the frequency of meetings, public access and confidentiality;
 - e. the method of reporting and archiving of meetings and decisions;
 - f. internal procedures relating to:
 - the appointment of examiners;
 - assuring the quality of examinations;
 - requests for exemption;
 - fraud;
 - the Binding Study Advice (BSA);
 - g. the recording of the members' signatures.

Chapter 3 Appointment of examiners

- 3.1.1 Before the start of each academic year, and additionally as necessary, the Board of Examiners will appoint examiners for holding examinations and determining the results of these examinations, and will inform the examiners of this in writing.
- 3.1.2 An examiner must have the necessary expertise in terms of subject matter and assessment skills, in accordance with the quality assurance criteria referred to in Article 4.2.
- 3.1.3 The Board of Examiners can appoint more than one examiner for any examination.
- 3.1.4 The Board of Examiners can appoint external examiners. The Board must ascertain that these examiners fulfil the specified quality requirements.
- 3.1.5 The Board of Examiners will inform the students and the relevant staff members about the examiners who have been appointed. The lists of examiners can be consulted by request to the Board of Examiners.
- 3.1.6 The Board of Examiners can rescind the appointment, if there are serious grounds for doing so.
- 3.1.7 The examiners must provide the Board of Examiners with all information as requested.

Chapter 4 Assessment

Article 4.1 Form of the examinations

- 4.1.1 The form of the examinations is specified in the OER and the e-Prospectus. In exceptional cases, the Board of Examiners can decide, in consultation with the examiner, to offer the examination in a different form than that specified. On behalf of the Board of Examiners, the examiner must inform all the relevant parties of the form in which the examination will be offered at least twenty-five

working days before the examination.

- 4.1.2 At the reasoned request of a student, the Board of Examiners can allow an examination to be taken in a different manner than specified in the e-Prospectus. The Board of Examiners will decide on this, after consultation with the examiner, within twenty working days after receipt of the request.
- 4.1.3 The conditions under which constituent examinations and practicals can compensate for one another are specified in Article 4.8.5 of these Rules and Regulations.

Article 4.2 Quality assurance of examinations

- 4.2.1 Each examination will comprise an investigation of the knowledge, understanding and skills of the student, and also the evaluation of the outcome of this investigation.
- 4.2.2 The questions and assignments of an examination will be clear and unambiguous, and will contain sufficient instructions on the detail required in the answers.
- 4.2.3 The examination will be appropriate and will serve exclusively to investigate whether the student has developed the qualities that were determined in advance as the aim of the course component concerned, and were laid down in the 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 provide adequate answers to the questions and assignments. The examination will correspond to the level of the course component.
- 4.2.5 The questions and assignments of the examination will be distributed as evenly as possible over the prescribed examination material.
- 4.2.6 The questions and assignments of the examination will relate only to the examination material that has been announced in advance. It will be clear for students in advance how they will be assessed, and on what they will be assessed.
- 4.2.7 The questions and assignments of components of the examination for which no compensation is allowed will be designed by an examiner and approved by at least one other lecturer ('four-eyes' or 'dual control' principle).
- 4.2.8 The duration of each constituent examination or practical will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.
- 4.2.9 Written examinations will be assessed on the basis of pre-determined, written criteria.
- 4.2.10 The procedure relating to the quality assurance of examinations will have been established by the Board of Examiners.
- 4.2.11 The Board of Examiners will evaluate on a random basis the validity, reliability and usability of the examinations. The outcome of this evaluation will be discussed with the examiner(s) concerned.
- 4.2.12 In addition, the Board of Examiners can conduct an investigation into the validity, reliability and usability of the examinations, if evaluations or results give cause for this.
- 4.2.13 In making the evaluation referred to in 4.2.11 and 4.2.12, the Board of Examiners can request the assistance of experts.

Article 4.3 Admission requirements for examinations

- 4.3.1 The examiner will ascertain that the student fulfils the conditions for admission to the examination, as laid down in the OER or ensuing from the Act or University regulations.
- 4.3.2 A request as referred to in Article 4.2.2 of the OER will only be considered if it is accompanied by a study plan and a list of the extracurricular activities recognised by the Executive Board in which the student has participated and/or is intending to participate.
- 4.3.3 The degree programme can impose additional conditions for admission to an examination or an examination resit, or components thereof, in accordance with Article 4.1 of the OER and the e-Prospectus.

- 4.3.4 A student must have attended all the compulsory working groups of the relevant programme element, have prepared for these meetings and taken an active part in the meetings. For programme elements of 5 EC, an exception may be made for no more than one meeting, provided the reason for non-attendance is given. In this case, the examiner may impose a substitute assignment. Any student who is absent more frequently may be excluded by the examiner from further participation in the course.
- 4.3.5 A student who still needs to complete one course of his/her degree programme may also be granted one additional opportunity to take an examination by the Board of Examiners if no examination for this course has been scheduled during the block concerned. This additional opportunity does not apply to bachelor's and master's theses.
- 4.3.6 The programme has set conditions to resit a regular examination where a pass has already been obtained. Only in very exceptional cases is permission given to take part in a regular examination. In such a case the highest result applies.
- 4.3.7 The degree programme has conditions for participation in and/or assessment of research internships. These are set down in the e-Prospectus.
- 4.3.8 The degree programme has additional conditions with respect to prior knowledge for participation in certain course components. These are set down in the e-Prospectus.

Article 4.4 Dates of constituent examination and practicals

- 4.4.1 Unless otherwise stipulated in the OER and the e-Prospectus, the dates of the written examinations will be established and announced on behalf of the Board of Examiners no later than one month before the start of the academic year. However, no prior establishment and announcement by the Board of Examiners is required for short written examinations or oral examinations conducted by an examiner in the regular contact hours of the course component.
- 4.4.2 There can be variation from the provisions of Article 4.4.1 in the event of force majeure, after advice has been given by the Programme Committee and if it can reasonably be expected not to harm the students' interests.
- 4.4.3 The dates for oral examinations will be determined by the examiner, if possible in consultation with the student.
- 4.4.4 The deadlines for submitting practical assignments (if relevant) will be set by the examiner and communicated to the students at the start of the course component. The deadline for submitting practical assignments cannot be more than one week after the end of the examination period of the block in which the course component concerned was taught. Resits of practical assignments are subject to the same time period for the examination period in which the resits for the block concerned take place. This does not apply to bachelor's and master's theses, for which separate deadlines are set by the Board of Examiners.

Article 4.5 Conducting examinations and orderly conduct during an examination

- 4.5.1 The Faculty Board will arrange that, if necessary, invigilators are designated for written constituent examinations to ensure that order is maintained during the examination.
- 4.5.2 A student must present valid proof of identity, in the form of a student card or another valid form of ID, when requested to do so by or on behalf of the examiner.
- 4.5.3 Students will be admitted to the room where the examination is being held up to 45 minutes after the specified starting time, and may not leave the room earlier than one hour before the specified ending time of the examination, unless permitted to do so by the examiner.
- 4.5.4 During written constituent examinations, students must not have communication devices, including mobile phones, smart watches and smart phones, within sight. Such devices must be switched off and put away in the student's bag (not on the body). Other electronic equipment may only be used with the permission of the examiner.
- 4.5.5 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 written constituent examination.

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

4.5.7 The examiner will immediately inform the Board of Examiners in writing of any actions taken pursuant to the provisions of Article 4.5.6.

Article 4.6 Oral examinations

4.6.1 Oral examinations are preferably conducted by two members of teaching staff, at least one of whom must be an authorised examiner. If this is the case, then one of the two members of teaching staff will take brief notes during the examination, i.e. will write down point-by-point what topics are covered and will indicate whether the student has sufficient understanding of these topics. If only one authorised examiner is present at the oral examination, then both written notes and an audio recording will be made.

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

4.6.3 Article 4.5.2 and Articles 4.5.4 to 4.5.7 inclusive also apply mutatis mutandis to oral examinations.

Article 4.7 Orderly conduct during practicals

4.7.1 The supervisor(s) of a practical will arrange that, if necessary, assistants are appointed for the practical assignments to ensure that order is maintained.

4.7.2 A student must present valid proof of identity, in the form of a student card or another valid form of ID, when requested to do so by or on behalf of the examiner.

4.7.3 Students are required to comply immediately with all instructions given by the practical supervisor(s) before and during the practical.

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

Article 4.8 Assessment and compensation

4.8.1 Examinations will be assessed on the basis of pre-determined, written criteria, which may be adjusted in the process of marking these examinations. The assessment method must be so transparent that students can understand how the points for their examination were reached.

4.8.2 Papers, presentations, research studies, reports and other course activities that require students to work entirely or partly in groups are assessed on the basis of each student's individual contribution.

4.8.3 In accordance with Article 4.6.4 of the OER, a grade of 6.0 or higher is considered to be a pass; a grade of 5.0 or lower is considered to be a fail. The examiner can stipulate in the subject guide/manual that for the resit no higher than a maximum specified mark can be obtained. An examiner can specify in the course guide/manual a maximum mark that can be obtained for the resit. Examination (*tentamen*) grades between 5 and 6 can be rounded off according to the rule: 5.50 or higher is rounded up and 5.49 or lower is rounded down. Other than this, whole grades (1 to 10) and half grades are used.

4.8.4 Grades for constituent examinations and practicals are not rounded off, and a grade of 5.5 or higher is considered to be a pass. If an examination (*tentamen*) consists of two or more constituent examinations and/or practicals, the rounded-off final grade will be calculated on the basis of the non-

- rounded constituent grades. In this context, the following rounding rules apply: 6.01 to 6.24 is rounded down to 6.0; 6.25 to 6.74 is rounded off to 6.5; 6.75 to 6.99 is rounded up to 7.0, and so on.
- 4.8.5 None of the individual constituent grades may normally be lower than 5.5, which means that as a rule no compensation is allowed. There is one exception to this rule: if the constituent grade represents less than 30% of the final grade, then as an exception this grade can be compensated within the course with a more heavily weighted constituent grade representing 30% and less of the final grade (and not vice versa), on condition that this is explained by the lecturer before the start of the course and announced in the e-Prospectus.
- 4.8.6 If, after an examination and a resit, one of the two constituent grades is a pass and the other a fail, the constituent grade that is a pass in principle remains valid up to and including the next time that the course is offered. If, after this next opportunity (examination and resit), the missing constituent grade is still a fail, the pass also loses its validity and the entire course will have to be taken again. An exception can be made to this rule if the nature of the course so requires. However, this must (a) be directly related to the course itself (structure, teaching method, change or reorganisation) and (b) be announced in the e-Prospectus before the start of the course.

Article 4.9 Assessment final papers

- 4.9.1 The Board of Examiners establishes the criteria for the assessment of final papers, the procedure for appointing a first and second assessor, the assessment form and the division of responsibilities between the first and second assessor. The final paper will always be assessed by two examiners, and the final grade will be determined by agreement between them. If the first assessor and second assessor are unable to reach agreement, the Board of Examiners will appoint a third examiner a third assessor. The third examiner then takes the final decision.

Article 4.10 Inspection and feedback session

- 4.10.1 During the period specified in the OER, students retain the right to inspect their graded work on a single occasion. During the same period, the examiner will announce how and when the once-only feedback session will take place.
- 4.10.2 Students are not permitted in any way whatsoever to remove, copy, distribute or publish examination questions or assignments, or assessment keys.

Article 4.11 Period of validity of examinations

The period of validity of pass results for examinations and for exemptions granted will be checked by the Board of Examiners. The period of validity of a pass result for an examination and for an exemption granted, as laid down in the OER, can only be limited if the examined or exempted knowledge, understanding and/or skills are demonstrably outdated. If the student receives a financial allowance from the Profiling Fund in connection with exceptional individual circumstances, as referred to in Article 7.51(2) of the Act, the Board of Examiners can extend the period of validity in individual cases for the duration of the financial allowance.

Article 4.12 Exemption from constituent examinations and practicals

- 4.12.1 Students may submit to the Board of Examiners a reasoned, written request for exemption from taking one or more constituent examinations or from the obligation to participate in one or more practicals, as referred to in the OER.
- 4.12.2 The request, as referred to in article 4.12.1 must be made at the start of the academic year, or at least before the start of the relevant course.
- 4.12.3 The Board of Examiners will reach a reasoned decision within twenty working days after submission of the request. If the Board is thinking of refusing the request, it can ask the student to state his/her case.

- 4.12.4 An application for exemption from all or part of the elective credits when a student has obtained credits (ECs) for a second bachelor's programme is only possible if the programme element in question has added value for the study programme and provided there is no substantial overlap with the compulsory components of the programme. The course must also be followed and examined while the student is enrolled in the Public Administration programme, and in any event while the student is still enrolled in the programme of which the previously obtained pass is a part.
- 4.12.5 Students are not permitted to follow courses that are a compulsory part of their programme at another department, unless prior permission is obtained from the Board of Examiners. No exemptions will be agreed for courses passed at another department without this permission.
- 4.12.6 A maximum of 30 ECTS of exemptions can be awarded in the bachelor's programme.
- 4.12.7 No exemptions can be awarded in the master's programme(s).

Article 4.13 Elective courses and extracurricular courses

For subjects from other programmes to be accepted as elective courses, the following criteria must be met:

- The course must be part of an accredited programme at a Dutch university or an international university;
- The course must be of an equivalent level;
- In terms of content, competences, attitude and assessment, the course must correspond with the learning outcomes of the programme;
- The course must have added value for the programme and may not overlap with compulsory elements of the relevant programme;
- The course will not be used for another programme that the student in question is following;
- The course must be followed and examined while the student is enrolled in the programme.

Article 4.14 Retention periods

- 4.14.1 Examination assignments and answer models will be retained for a period of at least seven years. Work completed by students will be retained for a period of at least two years.
- 4.14.2 A student's final paper, including the assessment form, will be retained for a period of at least seven years.
- 4.14.3 The decisions of the Board of Examiners and the results of all examinations and final examinations taken will be carefully recorded. Access to the recorded information will be restricted to persons who have been given such permission by the Board of Examiners.

Chapter 5 Final examinations and degree certificates

Article 5.1 Taking the final examination

Pursuant to Article 4.10.2 of the OER, the Board of Examiners can decide that the final examination will include an additional investigation, as referred to in Article 4.2.1, which it will conduct itself.

Article 5.2 Approval of final examination curricula

A reasoned, written request for approval of a final examination curriculum, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will decide within twenty working days after receipt of the request.

Article 5.3 Degree certificate and supplement

- 5.3.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been fulfilled, the Board of Examiners will present a degree certificate, as evidence that the student has passed the final examination. This degree certificate will show the information stipulated in Article 7.11(2) of the Act.
- 5.3.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed on behalf of the Board of Examiners by at least one member of the Board of Examiners, with a so-called ‘wet signature’.¹
- 5.3.3 The Board of Examiners will append a diploma supplement to a degree certificate relating to the passed final examination. The supplement is intended to give information about the nature and content of the completed degree programme, partly for reasons of international recognition of degree programmes. The Leiden University diploma supplement conforms to the agreed standard European format. The last page of the diploma supplement will be signed on behalf of the Board of Examiners by at least one member of the Board of Examiners with a so-called ‘wet signature’. In addition, the Board of Examiners may choose to initial every page of the diploma supplement.
- 5.3.4 A student who has passed one or more examinations but cannot be awarded a degree certificate, as referred to in 5.4.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that he/she has passed.

Article 5.4 Final examination grade

- 5.4.1 The Board of Examiners can award the examinee a final examination grade (*iudicium*) for his/her work in the context of the final examination. This final examination grade is based on the average of the grades achieved for the course components covered by the final examination, weighted according to the course load.
- 5.4.2 The Board of Examiners may grant the designation ‘cum laude’ (with distinction) or ‘summa cum laude’ (with the highest distinction), in accordance with the relevant provisions of the OER.

Article 5.5 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 5.6 Exclusion from the degree programme or some of its components

- 5.6.1 If a student, in accordance with Article 7.42a of the Act, has demonstrated by behaviour or remarks that he/she is unfit to practise one or more of the professions for which the degree programme that he/she is following provides training, or to engage in practical preparation for professional practice, the Board of Examiners will, on request, issue advice to the Executive Board regarding the refusal or termination of that student’s enrolment in the degree programme.
- 5.6.2 If the student referred to in Article 5.6.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the degree programme for which the student’s 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.
- 5.6.3 The Board of Examiners will issue its advice as referred to in 5.6.1 and 5.6.2 within twenty working days after this request has been made by the Executive Board.

¹ A ‘wet signature’ is a signature with lightfast ink.

Chapter 6 Fraud

Article 6.1 Fraud

Fraud is understood to include the following:

- Having on a person's body smartphones, smartwatches or other devices (pre-programmed calculators, mobile phones, earphones/headphones/airpods, books, syllabi, notes, etc.) during written constituent examinations where the use of such devices is not expressly permitted;
- cheating by looking at another student's work;
- changing a submitted written constituent examination or practical assignment during the opportunity given for inspection;
- showing a false proof of registration;
- being in possession of the test paper for the examination in question before the date or time when the (constituent) examination is due to take place;
- faking or falsifying research data;
- allowing written assignments to be produced by another person;
- any other behaviour that the Board of Examiners considers to constitute fraud under the regulations established and communicated within the Faculty or degree programme;
- plagiarism, understood to refer to any action in breach of the Leiden University Code of Conduct on Plagiarism.

These Rules and Regulations distinguish below between fraud resulting from irregularities on the one hand, and fraud resulting from plagiarism on the other hand. Fraud resulting from irregularities comprises any fraud that cannot be regarded as plagiarism.

Article 6.2 Texts permitted in the examination room

6.2.1 If, when taking a written constituent examination, a student is allowed to use a text that he/she has brought to the examination room, this text may not contain any notes. If the text contains notes, this will be regarded as an irregularity.

6.2.2 Within the meaning of the previous paragraph, the term 'notes' does not include:

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

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

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

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

6.3.3 The examiner will give the items that he/she has confiscated to the Board of Examiners. In the case of notes in a legislative text or other compendium of texts, the availability of aids that the examiner had not permitted (such as a book), and suchlike, the examiner can provide the Board of Examiners with photocopies of the confiscated items, instead of the actual items. In all cases, the examiner can provide the Board of Examiners with an official report of the observed irregularity or fraud, signed by two examiners / invigilators, instead of confiscated items or the said photocopies.

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

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

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

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

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

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

- a. declaring the results of the examination invalid;
- b. excluding the student from participation in the examination regarding which the irregularity or fraud was observed for a maximum period of one year;
- c. excluding the student from participation in one or more other examinations for the maximum period of one year;
- d. excluding the student from participation in examinations and the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year;
- e. examinations of another faculty or higher education institution that are passed during the exclusion period, also including essays, papers and theses, cannot be included in the final examination of the degree programme in any way whatsoever;
- f. if the decision is made to impose a sanction and the student has previously committed fraud, this circumstance can also be taken into consideration.

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

Article 6.5 Disciplinary measures to be taken as a result of plagiarism

6.5.1 If the examiner detects plagiarism in an essay, paper, thesis or research assignment, he/she will notify the chair of the Board of Examiners of this as soon as possible, by filling in and sending a plagiarism form.

6.5.2 The examiner will provide the Board of Examiners with the essay, paper, thesis or research assignment concerned.

6.5.3 In the event of suspected plagiarism, the Board of Examiners may interview the examiner, the lecturer, the student and others.

6.5.4 The disciplinary measures that may be imposed by the Board of Examiners are:

- a. giving an official warning and including this in the student file;
- b. declaring an essay, paper, thesis or research assignment to be invalid;
- c. for a maximum period of one year, refusing to accept from the student concerned any essay, paper, thesis or research assignment of the kind regarding which plagiarism was detected, including essays etc. from another

faculty or higher education institution that are completed with a pass result, and excluding the student concerned from participation in preparing or conducting such essays, papers, theses or research assignments; d. 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 examinations and the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year. Examinations of another faculty or higher education institution that are passed during the exclusion period cannot be included in the final examination of the degree programme in any way whatsoever;

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

Article 6.6 Declaring an examination to be invalid

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

Chapter 7 The Binding Study Advice (BSA)

Article 7.1 Student file

- 7.1.1 The Board of Examiners maintains a BSA file on every student who is enrolled in the Bachelor's degree programme, pursuant to Article 6.3 of the OER.
- 7.1.2 This file includes a description of the student's personal circumstances, as referred to in Article 7.8b(3) of the Act, and, if applicable, the study plan adapted to these personal circumstances, which the student has formulated in consultation with the study advisor.
- 7.1.3 All students have the right to inspect their personal file, as referred to in 7.1.1, and, if they so wish, to have their objections to its contents included in the file.

Article 7.2 The advice

The Board of Examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions concerning this in Article 6.3 of the OER.

Chapter 8 Complaints and appeals

Article 8.1 Lodging a complaint or appeal

- 8.1.1 A student can lodge a complaint or administrative appeal, as referred to in Article 7.61(1) of the Act, regarding a decision taken by the Board of Examiners or by one or more of the examiners appointed by this Board, with the Examination Appeals Board.
- 8.1.2 The time limit for lodging a written administrative appeal, as referred to in 8.1.1, is six weeks after the written notification of the decision that is the subject of the administrative appeal.

Article 8.2 Handling of complaints

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

Article 8.3 Handling of appeals

Administrative appeals are handled in accordance with the current procedures. These are laid down in the

Chapter 9 Annual report

Article 9.1 Reporting

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

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 degree programme, every possible effort will be made to prevent harm to the interests of the students concerned.

Article 10.3 Effective date

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

Appendices

APPENDIX 1 FORM FOR OFFICIAL REPORT

LEIDEN UNIVERSITY OFFICIAL REPORT OF IRREGULARITY – FRAUD – DISTURBANCE

Examination:	Date and time:		
Practical:	Date and time:		
Location:			
DETAILS			
Name and initials of examiner: Course/Practical: Study programme: Faculty:	Name and initials of student: Student number: Study programme and year: Faculty:		
IRREGULARITY – FRAUD – DISTURBANCE			
Notification of irregularities Description			
Time			
Comments			
Confiscated items			
This form has been completed truthfully by:			
Examiner	Signature	Date:	
Invigilator (if present)	Signature	Date:	
Student	Signature (as 'seen')	Date:	

APPENDIX 2 HOUSERULES

House Rules FGGA for Students during Written Examinations lecture hall

- ✓ Bags, coats and telephones are not allowed in. We commend you to store your belongings in a locker, otherwise they need to be left on the floor in the front of the lecture hall.
In Wijnhaven, lockers are located:
 - On Ground Floor at the Conference desk- 79 lockers
 - On the Second Floor in front of the Information desk- 47 lockers
 - On the Second Floor at the back of the hallway near the Information desk- 47 lockers
- ✓ Students will be admitted to the examination room no later than 45 minutes after the start of the examination. Students may not leave the examination room or visit the toilet within the first 45 minutes of the examination and are asked to remain seated during the last 30 minutes of the exam.
- ✓ Students must produce a valid student card and passport (or other valid form of identification) at the request of the invigilator. If a student fails to produce a form of identification that includes his or her name and photo, the student's examination paper will be declared invalid.
- ✓ Students must write their student registration number and name on each answer sheet.
- ✓ The table may only contain writing tools, a form of identification, a bottle of water, the examination paper, the evaluation form and the question paper. Food and beverages are not permitted in Wijnhaven.
- ✓ Communication devices, such as mobile phones, must be switched off during the written examination and stowed away (not on the body). Other electronic devices may only be used with the consent of the examiner.
- ✓ Students that wish to make use of the toilet, must raise their hand to get permission from the invigilator.
- ✓ If an examiner discovers fraud, he or she shall take steps according to the rules and procedures detailed in the Rules and Regulations of the Degree Programme (art. 4.6 (ISGA), art. 4.5 (PA), chapter 6).
- ✓ Students must leave the room via the invigilator's table to allow the invigilator to register that the student has sat the examination. If large groups finish at the same time, students will need to wait for each other. Students must leave the room as quietly as possible.
- ✓ Once students have left the room they may not re-enter.
- ✓ The invigilator is responsible for collecting all examination scripts. To avoid any misunderstanding, the invigilator will place a tick when an examination script is handed in. If a student fails to sit the examination, a blank sheet must be submitted containing the student's name and registration number. This is registered as a submitted examination.
- ✓ If students do not comply with the above rules and thus disrupt the examination, the lecturer can take the measures described in the Rules and Regulations chapter 6, including ejection and exclusion from the examination.

House Rules for Students during Written Examinations, Faculty of Governance and Global Affairs

- ✓ Students will be admitted to the examination room no later than 45 minutes after the start of the examination. Students may not leave the examination room or visit the toilet within the first 45 minutes of the examination. During the last 30 minutes students will stay until the end of the exam.
- ✓ Students must produce a valid student card and passport (or other valid form of identification) at the request of the invigilator. If a student fails to produce a form of identification that includes his or her name and photo, the student's examination paper will be declared invalid.
- ✓ Students must write their student registration number and name on each answer sheet.
- ✓ The table may only contain writing tools, a form of identification, a bottle of water, the examination paper, the evaluation form and the question paper. Students can also bring food to most examination rooms, although this is not permitted in Wijnhaven.
- ✓ Communication devices, such as mobile phones, must be switched off during the written examination and stowed away (not on the body). Other electronic devices may only be used with the consent of the examiner.
- ✓ Students that wish to make use of the toilet, must raise their hand to get permission from the invigilator.
- ✓ If an examiner discovers fraud, he or she shall take steps according to the rules and procedures detailed in the Rules and Regulations of the Degree Programme (art. 4.6 (ISGA), art. 4.5 (PA), chapter 6).
- ✓ Students must leave the room via the invigilator's table to allow the invigilator to register that the student has sat the examination. If large groups finish at the same time, students will need to wait for each other. Students must leave the room as quietly as possible.
- ✓ Once students have left the room they may not re-enter.
- ✓ The invigilator is responsible for collecting all examination scripts. To avoid any misunderstanding, the invigilator will place a tick when an examination script is handed in. If a student fails to sit the examination, a blank sheet must be submitted containing the student's name and registration number. This is registered as a submitted examination.
- ✓ If students do not comply with the above rules and thus disrupt the examination, the lecturer can take the measures described in the Rules and Regulations chapter 6, including ejection and exclusion from the examination.

APPENDIX 3 LEIDEN UNIVERSITY CODE OF CONDUCT ON PLAGIARISM

Plagiarism

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

Quoting sources

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

Internet texts

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

Dos and don'ts

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

1. When copying someone else's texts, pictures, graphs, etc., obey the rules set out by your department, for example, in the thesis regulations. Sometimes you have to put them between quotes, or use a clearly different lay-out. Always mention their author and origin, using one of the common or prescribed ways to indicate references.
2. If you want to reproduce someone else's thoughts, considerations, ideas, etc., in your own words without using literal quotes, make unambiguously clear who is the source of these ideas and avoid giving the impression they may be attributed to you
3. Be even more cautious when copying texts from the internet. Take Wikipedia as an example: the author is usually unknown, but the article may well be plagiarised, in part or in full. Avoid copying texts from unknown authors, even if you mention the source you used.
4. When you partially copy texts, be careful not to change their meaning by leaving out sentences or parts of sentences, or by turning them around, etc. If you do not have the original version of a text and therefore must rely on a reproduction by someone else, make this clear as well; if it turns out the original author has been quoted incorrectly, it will then be clear who made the mistake.
5. If others have contributed to your work, for instance by carrying out experiments, preparing illustrations, etc., you should mention this too. This does not apply to advice and comments from your supervisor, nor if someone proofreads your text for style, grammar and spelling errors. In some cases, relevant rules are set out in departmental regulations.
6. In some cases, even citing your own work may be considered plagiarism (sometimes called 'autoplagiarism'). When you largely copy a paper you have produced for a prior assignment and then submit it again for another assignment, you deliver only one performance instead of the required two. This will not always be considered problematic, but you should discuss it with the lecturer involved.
7. Strictly speaking, composing a thesis, for example, largely from acknowledged quotations does not result in plagiarism. Yet, few teachers will accept your paper if your contribution is limited to cutting and pasting texts. Moreover, very long quotations may violate copyrights. If work by others in its entirety is essential for your paper, then refer to it, possibly with a short summary of its contents, without quoting from it.
8. If a paper or thesis was written in co-operation between several students, make clear, as far as possible, who authored the various parts.
9. In principle, the same set of rules applies to copying computer programmes. Using standardised procedures that are common to many applications, there is no question of plagiarism; in such cases, the

original author is often unknown. It is a different matter if you copy the underlying idea or the approach of a whole programme, even if it is developed somewhat differently. When comparing it to ordinary language, the use of words and common sentences is not plagiarism, but copying whole paragraphs or the underlying ideas and thoughts is.

Combatting plagiarism

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

We hope to have clarified what is considered plagiarism, and also to have made clear that the University considers this a serious offence which may incur severe penalties.

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