



Universiteit Leiden

## **Faculty of Governance and Global Affairs**

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

**in:**

- **Security Studies**
- **Crisis and Security Management**

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

Adopted on 18 September 2019

## Chapter 1 General provisions

### Article 1.1 Scope

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) of the Institute of Security and Global Affairs (the bachelor degree programme Security Studies, the master degree programme of Crisis and Security Management, the minor programme Global Affairs, the minor programme Safety, Security and Justice, and the minor programme Intelligence Studies) of Leiden University, hereafter each to referred to as: the degree programme. These Rules and Regulations do not apply to the master programme International Relations and Diplomacy.

### Article 1.2 Definition

Act	Higher Education and Research Act ( <i>WHW</i> )
First assessor:	the first examiner, who supervises, reads and assesses the thesis / final paper / final report.
Fraud:	any action (including plagiarism) which entirely or partly prevents the correct assessment of a student's knowledge, understanding and skills is considered to be fraud in the sense of Article 7.12b WHW. This also includes the intention and/or incitement to take such an action or the omission of an action.
Invigilator:	a person who is charged by or on behalf of the Faculty Board with ensuring that order is maintained during an examination.
Constituent examination ( <i>deeltentamen</i> ):	a test which, in addition to one or more other constituent examinations or practical assignments, forms part of an examination ( <i>tentamen</i> ) and contributes to the final grade ( <i>eindcijfer</i> ) of the examination. The relative weighting of the constituent examinations is laid down in the Course and Examination Regulations (OER) and in the e-Prospectus.
OER	the Course and Examination Regulations ( <i>Onderwijs- en examenregeling</i> ) of the degree programme, as adopted by the Faculty Board.
Practical assignment:	a practical assignment as (a component of) an examination or final examination, as referred to in Article 7.13(2d) of the Act, which takes one of the following forms:

- writing a thesis / final paper / final report
- completing a writing assignment or an artistic outcome
- carrying out a research assignment
- taking part in fieldwork or an excursion
- completing an internship
- taking part in an alternative learning activity aimed at acquiring particular skills (such as a practical lab assignment).

Second assessor: the second examiner, who reads and assesses the 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 An official secretary may be assigned to the Board of Examiners.

2.1.3 The Board of Examiners has an external member.

2.1.4 The Board of Examiners has an Executive Committee responsible for day-to-day management, consisting of the chair and/or the deputy chair, and the official secretary.

### **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 event 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 examinations and final examinations, including

- the pass/fail regulation;
- d. granting permission, given by the most appropriate Board of Examiners, for a student to compile and follow an individual curriculum, as referred to in Article 7.3d of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act;
  - e. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
  - f. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
  - g. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, notwithstanding the provisions of the OER;
  - h. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
  - i. granting exemption from the obligation to participate in practical assignments 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 an adequate 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. This exemption is on the ground of having a diploma awarded outside the Netherlands, or if exemption has been granted from the admission requirement for the post-first-year (*post-propaedeuse*) stage of the degree programme;
  - m. on behalf of the Faculty Board, issuing the (binding) study advice as referred to in Article 7.8b of the Act;
  - n. presenting the student with a degree certificate and supplement as referred to in Article 7.11(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 he/she has passed;
  - p. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud.

## **Article 2.3            Procedures**

- 2.3.1    The Board of Examiners decides by simple majority of votes. If there is an equal division of votes, the chair has the casting vote.
- 2.3.2    The Board of Examiners can mandate its members, or other parties whose position qualifies them to do this, in writing to take certain decisions. The Board of Examiners can provide the mandated member(s) with instructions on how to exercise the mandated power.
- 2.3.3    Mandated members take decisions on the basis of the OER, the present Rules and Regulations and previously formulated policy, and render account for their actions. The method of rendering account will be established in advance. Where there is any divergence from previously formulated policy, the full Board of Examiners will decide.
- 2.3.4    The Board of Examiners will decide within six weeks (i.e. 30 working days) after receiving a student's request, unless stated otherwise of if the request is not complete.
- 2.3.5    The Board of Examiners' decisions are signed by the official secretary on behalf of the chair or deputy chair.
- 2.3.6    In principle, decisions regarding Article 2.2.2 subs a, b c and d and decisions that concern changes in policy are taken by the Board of Examiners. all other

decisions may be taken by the Executive Committee.

2.3.7 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 to the various members and to whom these duties have been 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);
  - the recording of the members' signatures.

## **Chapter 3 Appointment of examiners**

3.1.1 Before the start of each academic year, and further as often as necessary, the Board of Examiners will appoint examiners for conducting examinations and determining the results of those 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 requirements specified in Article 4.2.

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

3.1.4 The Board of Examiners may appoint external examiners. The Board will ascertain that these examiners meet the established quality requirements. The external examiners will receive a letter of appointment from the Board of Examiners, stating that they have been appointed as an external examiner, and for which examination they have been appointed.

3.1.5 The Board of Examiners will inform the students and relevant staff regarding the examiners who have been appointed. This information will be published on the website of the programme in question.

3.1.6 The Board of Examiners can rescind the appointment if there are serious grounds for doing so.

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

## **Chapter 4 Assessments**

### **Article 4.1 Format of the examinations**

4.1.1 The format of the examinations is laid down in the OER and the e-Prospectus. In exceptional cases, the Board of Examiners may decide, in consultation with

the examiner, that an examination will be held in a format other than that stated in the OER. On behalf of the Board of Examiners, the examiner will announce the format in which the examination will be held at least 25 working days before the examination date.

4.1.2 The Board of Examiners may agree to an alternative method of examination than that laid down in the OER and in the e-Prospectus, if the student submits a reasoned request to this effect. The Board of Examiners will decide on this, after consultation with the examiner, within ten working days after receipt of the request.

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

4.2.1 Each examination will comprise an assessment of the student's knowledge, understanding and skills, and also the evaluation of the outcome of that assessment.

4.2.2 The questions and assignments of an examination will be clear and unambiguous, and will contain sufficient instructions for the answers to be given in the required detail.

4.2.3 The examination will be appropriate and will serve exclusively to assess whether the student has developed the qualities that were determined in advance as the objectives of the course component concerned, and were laid down in the e-Prospectus.

4.2.4 The examination will be so specific that only those students who have a sufficient command of the material will be able to provide adequate answers. The examination will correspond to the level of the course component.

4.2.5 The questions and assignments of the examination will be distributed as evenly as possible over the prescribed reading material.

4.2.6 The questions and assignments of the examination will relate only to the material announced in advance as prescribed reading material. It will be clear for students in advance how they will be assessed, and on what material they will be assessed.

4.2.7 The questions and assignments of an examination should be devised by at least two examiners (the four eyes principle).

4.2.8 The duration of each examination will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.

4.2.9 Written tests will be assessed on the basis of pre-determined, written criteria, 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 examinations were reached.

4.2.10 The procedures relating to the quality assurance of examinations will have been established by the Board of Examiners.

4.2.11 The Board of Examiners will evaluate on a random basis the validity, reliability and usability of the examinations. The outcome of this evaluation will be discussed with the examiner(s) concerned.

4.2.12 The Board of Examiners can also conduct an investigation into the validity, reliability and usability of the examination, if evaluations or results give cause for this.

4.2.13 In completing 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 and practical assignments**

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 processed if it is accompanied by a study plan and a list of subsidiary activities recognised by the Executive Board in which the student has participated or is intending to participate.

4.3.3 The degree programme sets certain conditions for participation in resits. These conditions are laid down in the e-Prospectus and they may be in not conflict with the Rules and Regulations. If a student participates in a resit, the highest obtained result will count as the valid result

4,3,4 In accordance with Article 4.1.1 of the OER a student should be able to take examinations twice during the academic year, unless the Board of Examiners decide otherwise.

4.3.5 The Board of Examiners can, in the case of demonstrable, exceptional circumstances, grant a student admission to an examination or an examination resit, or components thereof, even if he/she has not met the conditions stipulated in Article 4.1.2 of the OER or the e-Prospectus.

4.3.6 The Board of Examiners can, in accordance with Article 4.1.6 of the OER, grant a student a single additional opportunity to take an examination, if it judges that the student was unable to make use of the examination and the resit for the course concerned, due to demonstrable, exceptional circumstances, as referred to in Article 4.1.1 of the OER. If an additional opportunity for an examination is granted the examination will be scheduled no earlier than at the end of the block the request was filed in.

4.3.7 A student who still needs to complete one course in order to fulfil the requirements of his/her degree programme (excluding the bachelor's and master's theses) 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. Further conditions may apply. This additional opportunity does not apply to bachelor's and master's theses, nor to courses from the minor programmes. If an additional opportunity for an examination is granted the examination will be scheduled no earlier than at the end of the block the request was filed in.

4.3.8 The degree programme sets certain conditions for participation in and/or assessment of research internships. These are laid down in the e-Prospectus.

4.3.9 The degree programme has additional conditions regarding prior knowledge for participation in course components, examinations or practical assignments. These are described in the e-Prospectus.

#### **Article 4.4                    Dates of the examinations**

4.4.1 Unless otherwise stipulated in the OER and the e-Prospectus, the dates on which written examinations will be held will be determined and announced on behalf of the Board of Examiners no later than one month before the start of the academic year.

4.4.2 There may be variation from the provisions of 4.4.1 in the event of *force majeure*, after advice has been given by the Department Teaching Committee and if it can reasonably be expected not to harm the interests of the students.

4.4.3 The dates for oral examinations will be determined by the examiner, if possible in consultation with the students.

4.4.4 The provisions of 4.4.3 will as far as possible apply equally to tests other than written or oral tests.

4.4.5 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.

4.4.6 The Board of Examiners may determine the date or the timeframe in which a student who has been granted an additional opportunity should take the exam. If a date or timeframe has not been specified, the examiner will set a date within a reasonable timeframe.

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

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

4.5.2 In exceptional cases, the Board of Examiners may permit variation from the provisions of 4.5.1 regarding the latest date and the manner of registration.

4.5.3 During the period in which it is possible to register for an examination, withdrawal is also permitted, by the same means.

4.5.4 Withdrawal from an examination during the period between the registration deadline and the start of the examination will only be possible in the event of *force majeure*, to be decided at the discretion of the Board of Examiners.

4.5.5 If a student who has registered for and has not withdrawn from an examination does not take that examination, the examination will nevertheless be deemed to have been taken, except in the event of *force majeure*, to be decided at the discretion of the Board of Examiners.

## **Article 4.6 Conducting examinations and orderly conduct during an examination**

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

4.6.2 A student must provide proof of identity, in the form of a student ID card and legally valid ID, when so requested by or on behalf of the examiner.

4.6.3 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.

4.6.4 Communication equipment, including mobile telephones, smartwatches and smartphones must be switched off while the examination is taking place. Other electronic equipment may not be used, except with the permission of the examiner.

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

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

4.6.7 The examiner will immediately inform the Board of Examiners in writing of any measure taken pursuant to the provisions of 4.6.6.

4.6.8 The House Rules FGGA for Students during Written Examinations apply during all examinations. As the House Rules FGGA for Students during Written Examinations are subject to change by the Faculty the most recent version published by the Faculty applies.

4.6.9 Not complying with the House Rules FGGA for Students during Written Examinations will lead to the examination being declared invalid, unless the Board of Examiners decides otherwise, and it may also lead to a suspicion of fraud.

4.6.9 The Board of Examiners is the only authority allowed to take decisions based on a student not complying with the provisions of this article, unless provided otherwise. Statements made during an examination by examiners and invigilators regarding the Board of Examiners' decision are not final, as the Board of Examiners is the only authority to take decisions regarding such matters.



4.6.10 The official secretary to the Board of Examiners is mandated to take decisions based on a student not complying with the provisions of this article or with the provisions of the Article concerning fraud if the examiner is not willing or able to take decisions during the examination. In case of absence during an examination the secretary may appoint someone within the Institute - who is not a member of the Board of Examiners - to take these decisions.

#### **Article 4.7 Orderly conduct during a laboratory practical**

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

4.7.2 A student must provide proof of identity, in the form of a student ID card and legally valid ID, when so requested by or on behalf of the examiner.

4.7.3 Students are required to immediately comply with all instructions given by the practical supervisor(s) before or 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 Oral examinations**

4.8.1 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.

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

#### **Article 4.8a Assessment of final paper**

4.8a.1 The Board of Examiners establishes the criteria for the assessment of the final paper (*eindwerkstuk*), the procedure for the appointment of the first and second examiner, the assessment form and the division of responsibilities between the first and second examiner. The final paper will always be assessed independently by two examiners, and the grade will be determined by agreement between the examiners. If the examiners are unable to reach agreement, the Board of Examiners will appoint a third examiner as third assessor. The third assessor will have the deciding vote.

4.8a.2 The assessment of papers, presentations, research reports or other products that are produced in a group context will be on the basis of the individual contribution made by the student. Each student should be able to prove his/her individual contribution.

#### **Article 4.8b Assessment and compensation**

4.8b.1 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. Grades between 5 and 6 are not given. 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. 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.

4.8b.2 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. The rounding rules stipulated in the previous paragraph apply to this.

4.8b.3 None of the individual constituent grades may normally be lower than 5.5, which means that as a rule no compensation is allowed, unless the rules for compensation are announced in the e-Prospectus before the start of the course.

4.8b.4 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 and in case of special circumstances, both to be determined by the Board of Examiners.

4.8b.5 According to Article 4.1.7 of the OER the resit of a constituent grade that is considered a pass is invalid if the student resits the examination without permission of the Board of Examiners. If one of the two constituent grades is a pass and the other a fail and rules for compensation are announced in the e-Prospectus before the start of the course, the Board of Examiners may allow for a student to resit the grade that is a pass if the grade that is a fail should be compensated. The student will need to file a request with the Board of Examiners to be able to take part in the resit and further conditions may apply.

4.8b.6 Attendance for (parts of) a course may be mandatory if announced in the e-Prospectus before the start of a course. Not meeting the requirements for attendance may lead to a fail. If a set number of absences is allowed and a student files a request with the Board of Examiners for being absent more than is allowed for, the request will in principle be denied. The Board of Examiners may allow for an exception to the requirements for attendance if a student files a substantiated request providing reasons for all absences (e.g. supporting documentation, advice from a study advisor or student counsellor).

4.8b.7 A fail for one or more constituent examinations and/or for attendance may lead to the student failing to meet the requirements of the course, even if the calculated grade is considered a pass. If the requirements for the course are not met, the final grade shall not be published.

#### **Article 4.9 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 4.10 Inspection and evaluative discussion**

4.10.1 During the period stated in the OER, the questions and assignments of the examination concerned are available for inspection, together with the criteria that were used in making the assessment. The questions and assignments can be viewed on a single occasion, at a location to be specified by the Board of Examiners.

4.10.2 Students are not permitted to make copies of, distribute or publish the questions and assignments or marking keys in any manner whatsoever.

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

## **Article 4.11 Exemption from examinations and practical assignments**

4.11.1 Students may submit to the Board of Examiners a reasoned, written request for exemption from taking one or more examinations or from the obligation to participate in one or more practical assignments, as referred to in the OER.

4.11.2 The Board of Examiners will reach a reasoned decision within twenty working days after the submission of the request. If the Board of Examiners is considering refusing the request, the student may be given the opportunity to state his/her case.

## **Article 4.12 Retention periods**

4.12.1 The examination and model answers will be retained for a period of at least seven years. The work carried out in the context of an examination will be retained for at least two years.

4.12.2 A student's final paper (*eindwerkstuk*), including the assessment form, will be retained for a period of at least seven years.

4.12.3 The decisions of the Board of Examiners and the results of all (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 test, as referred to in 4.2.1, which it will conduct itself.

### **Article 5.2 Compensation**

Students do not have to pass every examination in order to be awarded a pass in the final examination. This 'compensation arrangement' will be determined by the Board of Examiners and included in the Article 8b, the OER and the e-Prospectus.

### **Article 5.3 Approval of individual curricula for final examinations**

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

### **Article 5.4 Degree certificate and diploma supplement**

5.4.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been fulfilled, the Board of Examiners will present a degree certificate, as evidence that the student has passed the final examination. This degree certificate will show the information stipulated in Article 7.11(2) of the Act.

5.4.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed with a 'wet signature' by at least one of

the member of the members of the Board of Examiners.<sup>1</sup>

5.4.3 The Board of Examiners will add a diploma supplement to the certificate stating that the student has passed the final examination. The aim of the supplement is to provide insight into the nature and content of the completed degree programme, also with a view to international recognition of degree programmes. The Leiden University diploma supplement conforms with the standard European diploma supplement. The final page of the diploma supplement will be signed with what is known as a wet signature by at least one of the members of the Board of Examiners. In addition, the Board of Examiners may choose to initial each page of the diploma supplement.

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

### **Article 5.5 Final examination grade**

5.5.1 The Board of Examiners may award the examination candidate a final grade (*judicium*) for his/her work in the context of the final examination. This final grade is based on the average of the grades achieved for the course components covered by the final examination, weighted according to course load.

5.5.2 The Board of Examiners will grant the designation “*cum laude*” or “*summa cum laude*” in accordance with the relevant provisions of the OER.

### **Article 5.6 Retention periods**

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

### **Article 5.7 Exclusion from the degree programme or certain of its components**

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

5.7.2 If the student referred to in Article 5.7.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the degree programme for which the enrolment has been terminated pursuant to Article 7.42a(1) of the Act, the Board of Examiners will, on request, issue advice to the Executive Board regarding whether the student can be permitted to follow this specialisation or other components of this degree programme.

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

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

### **Article 6.1 Fraud**

Fraud is understood to mean:

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<sup>1</sup> A wet signature is a signature with lightfast ink.

- the unauthorised use of smartphones, smartwatches, headphones, tablets or other devices during the examination
- copying the work of other students
- use of a cribsheet
- modifying the submitted examination paper during the inspection
- presenting false proof of enrolment
- not complying with the provisions of Articles 4.6, 4.7 and 6.3.1, and the sections of the House Rules FGGA for Students during Written Examinations that were established to prevent fraud
- obtaining the questions , assignments or marking key of an examination before or after the exam
- any behaviour that prevents the Board of Examiners or the examiner from objectively and competently assessing whether a student fulfils the conditions laid down in the OER regarding the knowledge, understanding and skills required for obtaining a degree
- any other behaviour that the Board of Examiners considers to be fraudulent on the basis of the rules and regulations established and communicated within the faculty
- plagiarism, this being conduct that contravenes the Leiden University Code of Conduct on Plagiarism (appended)

## **Article 6.2 Documents brought into the examination by students**

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

6.2.2 For the purposes of the previous paragraph, notes are not understood to mean:

- underlining, highlighting and marking with fluorescent felt pen;
- references to sections of the law;
- references to case law and other literature, provided that this is explicitly permitted for a specific examination;
- marginal notes added by the publisher of a compendium of legislative texts.

6.2.3 The above paragraphs apply equally to any legal text brought into the examination by a student.

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

6.3.1 In the event of observation or serious suspicion of any irregularity or fraud during the examination, the examiner or invigilator will notify the student of this immediately or as soon as possible. The student will be permitted to finish the examination or practical. After the examination, the examiner and/or the invigilator, 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 the 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 or plagiarism, 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 or by sending in the Turnitin report.

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

## **Article 6.6 Irregularities**

If there are reasonable grounds to suspect irregularities or fraud prior to or during an examination but it is not possible to identify the individual students to which this relates, the Board of Examiners may declare the examination in question invalid for all students. In such an instance, the examination will need to be conducted again. The Board of Examiners will set a new examination date as soon as possible. In this respect, irregularities can also be taken to mean technical faults, for instance in the case of digital examinations, and the Board of Examiners may declare the examination invalid on these grounds.

## **Chapter 7 The binding study advice**

### **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 and to whom this applies on the basis of the Leiden University Regulation on the Binding Study Advice.

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

7.1.3 All students have the right to inspect their personal file, as referred to in 7.1.1, and, if they so wish, to have their objections to its contents included in the file.

### **Article 7.2 The advice**

The Board of Examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions of the Leiden University Regulation on the Binding Study Advice.<sup>2</sup>

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

## **Chapter 8 Complaints and appeals**

### **Article 8.1 Lodging a complaint or appeal**

8.1.1 A student who wishes to 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 the Board of Examiners, should lodge this complaint or appeal 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 Regulation on Other Complaints, the Regulations of the Examination Appeals Board and the General Administrative Law Act (Awb).

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

Administrative appeals are dealt with in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board and the Student Charter.

## **Chapter 9 Annual report**

### **Article 9.1 Reporting**

9.1.1 Each year, the Board of Examiners will produce a report of its activities, and will submit this report to the Faculty Board.

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

## **Chapter 10 Final provisions**

### **Article 10.1 Exceptional circumstances**

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

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

### **Article 10.2 Changes**

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

### **Article 10.3 Effective date**

These Rules and Regulations will enter into effect on 18 September 2019.



## Appendices

**APPENDIX 1**

**MODEL FORM FOR OFFICIAL REPORT**

**Notification by the examiner of irregularity, fraud or disturbance pursuant to Articles 4.6, 4.7 and 6.3 of the Rules and Regulations**

# LEIDEN UNIVERSITY

## OFFICIAL REPORT OF IRREGULARITY – FRAUD – DISTURBANCE

Examination:	Date and time:
Practical:	Date and time:
Location:	
<b>DETAILS</b>	
NAME AND INITIALS OF EXAMINER: Course/Practical: Study programme: Faculty:	NAME AND INITIALS OF STUDENT: Student number: Study programme and year: Faculty:
<b>IRREGULARITY – FRAUD – DISTURBANCE</b>	
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  
MODEL FORM FOR NOTIFICATION OF PLAGIARISM**

**Notification by the examiner of plagiarism or fraud pursuant to Article 6.5 of the Rules and Regulations**

## Form for notification of detected plagiarism

The completed form must be sent (by email) to the Secretary of the Board of Examiners (include email address).

Please note: a student's product must be checked for plagiarism in a plagiarism programme (Turnitin, Ephorus) before an assessment of any kind is given or released.

Date			
Person submitting the notification		Email	
		Tel.	
Student(s)		Student number(s)	
Year of the study programme		Bachelor's / Master's	
Type of examination assignment		Study programme component	
Summative test	<input type="radio"/> Additional requirement <input type="radio"/> Counts towards the final grade (accounts for ... %)		
Relates to:	<input type="radio"/> Fraud <input type="radio"/> Plagiarism		
Description of (suspected) fraud/plagiarism and, if applicable, the form of plagiarism (see explanation at the end).			
If plagiarism: percentage plagiarism according to the programme used (if known):		average ..... %, suspected section .... %	
Reaction of the student(s) to being informed that suspected fraud / plagiarism has been detected.			

Method of handling
<ul style="list-style-type: none"><li>○ Notification will be submitted to the Board of Examiners → further complete A and B</li></ul>

A	
Proposal for handling by Board of Examiners (more than one option can be selected)	
<input type="radio"/> Not serious plagiarism	
<input type="radio"/> First time this has been detected for this/these student(s)	
<input type="radio"/> Student was not aware of plagiarism	
<input type="radio"/> "Clumsiness" of the student	
<input type="radio"/> Cultural difference (for a student from a country other than the Netherlands)	
<input type="radio"/> Interview reveals that this is a learning moment for the student(s) and there will be improvement in the future	
<input type="radio"/> Seriousness of plagiarism	
<input type="radio"/> Second time this has been detected for this/these student(s)	
<input type="radio"/> Attitude of the student(s)	
<input type="radio"/> Other; i.e. ....	
<input type="radio"/> Interview with the student about the (suspected) plagiarism	
<input type="radio"/> Other; i.e. ....	
If applicable, additional information that may be relevant for the Board of Examiners	
B	
The student has been informed of this notification	Yes / No



Evidential material is appended	Yes / No
If yes: this material is .....	

This form has been completed fully and truthfully by:

Signature

City

Date

Name of person submitting the notification

## **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 'autoplagerism'). When you largely copy a paper you have produced for a prior assignment and then submit it again for another assignment, you deliver only one performance instead of the required two. This will not always be considered problematic, but you should discuss it with the lecturer involved.
7. Strictly speaking, composing a thesis, for example, largely from acknowledged quotations does not result in plagiarism. Yet, few teachers will accept your paper if your contribution is limited to cutting and pasting texts. Moreover, very long quotations may violate copyrights. If work by others in its entirety is essential for your paper, then refer to it, possibly with a short summary of its contents, without quoting from it.
8. If a paper or thesis was written in co-operation between several students, make clear, as far as possible, who authored the various parts.
9. In principle, the same set of rules applies to copying computer programmes. Using standardised procedures that are common to many applications, there is no question of plagiarism; in such cases, the original author is often unknown. It is a different matter if you copy the underlying idea or the approach of a whole programme, even if it is developed somewhat differently. When comparing it to ordinary language, the use of words and common sentences is not plagiarism, but copying whole paragraphs or the underlying ideas and thoughts is.

### **Combatting plagiarism**

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

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

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

## APPENDIX 4

### 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 5

### 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.