



Universiteit Leiden

Faculty of Governance and Global Affairs

Rules and Regulations of the Board of Examiners of the degree programme in Liberal Arts and Sciences: Global Challenges

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

Pursuant to this article, the Board of Examiners determines rules for the execution of the tasks and authorities that are ascribed by law to the Boards of Examiners and the measures that the Board of Examiners can take in this respect. The rules must comply with the framework of the model Course and Examinations Regulation of Leiden University (OER).

Adopted on 25 August 2023

Chapter 1 General provisions

Article 1.1 Scope

1. These Rules and Regulations apply to the examinations (tentamens) and final examinations (examens) of the degree programme Liberal Arts & Sciences: Global Challenges of Leiden University, hereafter referred to as: the degree programme. They also apply to the Minor: Sustainability, Climate change and Food referred to as: the minor; where the rules for the minor deviate from the rules applicable to the main degree programme, it will be explicitly specified.
2. The template Rules and Regulations of Leiden University have been established in Dutch and English. Should there be any unexpected differences between the two versions, the Dutch version prevails and takes precedence in terms of explaining the provisions.

Article 1.2 Definition

Act:	Higher Educationx and Research Act (<i>WHW</i>)
AI Software:	artificial or artificial intelligence (AI) is the ability of a machine to exhibit human-like skills such as reasoning, learning, planning and creativity. ¹ Forms of AI software include virtual assistance, image analysis software, search engines, voice and facial recognition systems, chatbots such as ChatGPT;
First examiner:	the first examiner, who supervises, reads and assesses the thesis/final assignment/graduation 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.
Mid-term examination (<i>deeltentamen</i>):	a test which, in addition to one or more other mid-term 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 mid-term 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, as provided for in Article 7.13(2d) of the Act, which takes one of the following forms: <ul style="list-style-type: none">- writing a thesis/final assignment/graduation report- completing a writing assignment or an artistic outcome- carrying out a research assignment

¹ 'Wat is artificiële intelligentie en hoe wordt het gebruikt? | Nieuws | Europees Parlement', 9 April 2020. <https://www.europarl.europa.eu/news/nl/headlines/society/20200827STO85804/wat-is-artificiele-intelligentie-en-hoe-wordt-het-gebruikt>.

- taking part in fieldwork or an excursion
- doing an internship
- taking part in an alternative learning activity aimed at acquiring particular skills (such as a practical lab assignment).

Second examiner: the second examiner, who reads and assesses the thesis/final assignment/graduation 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. This member has the following duties: participate in at least 1 meeting with the other members of the Board of Examiners, provide solicited and unsolicited advice, produce one report per year, focusing on quality assurance.

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 The Board of examiners has the following tasks and responsibilities:

I. General tasks

- 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. in the bachelor's programme, issuing the (binding) study advice on behalf of the Faculty Board, as referred to in article 7.8b of the Act and the Leiden University Regulation on the Binding Study Advice;
- d. compiling an annual report of its activities for the Faculty Board;

II. Degree programme and examination

- e. 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 7.3h 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;
- f. in individual cases, approving the choice of course components included in the degree programme;
granting exemption from taking one or more examinations on one of the grounds specified in the OER;

- g. 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;
- h. 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;
- i. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in h. above, issuing a statement showing at least the examinations that he/she has passed;

III. Examinations and exemptions

- j. 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;
- k. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- l. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- m. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, notwithstanding the provisions of the OER;
- n. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
- o. granting exemption from the obligation to participate in practical assignments required for admission to the examination concerned, possibly with the imposition of alternative requirements in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, the provisions of the OER;
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate (extraneus) is found to have committed fraud as well as enforcing the Academic Honour code in accordance with that which is specified on the subject in the Student Handbook of the degree programme.
- q. granting effective measures for following a programme and taking examinations to students with a functional disability as referred to in the Equal Treatment Act on the grounds of handicap or chronic illness;
- r. appointing examiners.

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 positions 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 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 their appointment.

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 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 e-Prospectus. On behalf of the Board of Examiners, the examiner will announce the format in which the examination will be held at least 25 working days² before the

² In line with the principles for education and examinations in the first semester 2021-2022 established by the Executive Board on 8 June 2021, in the case of force majeure the examiner will announce on behalf of the Board of Examiners at least 5 working days prior to the date of the examinations the form

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.

4.1.3 (not applicable)

4.1.4 The assessment of all group work, including papers, presentations, and research reports, will be in principle on the basis of the individual contribution made by each student.

Article 4.2 Quality assurance of examination

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 If a written examination counts towards 20% or more of the final course grade the questions and assignments of the examination will be reviewed by another qualified examiner in a manner prescribed by the Board of Examiners.

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 or online tests will be assessed on the basis of pre-determined, written criteria.

4.2.10 The procedures relating to the quality assurance of examinations are determined by the Board of Examiners. These include but are not limited to the following:

- The Board of Examiners makes available to examiners recommended assessment criteria for common assessment types. Examiners are free to amend these criteria where necessary.
- The examiner ensures that for each course at least four distinct learning outcomes are assessed.
- The examiner ensures that each assessment cannot count towards more than 45% of the final course grade. This rule does not apply to the final paper (capstone) or to courses offered as part of the minor.
- The examiner ensures that presentations as well as in-class participation count for a maximum of 19% of the final grade.
- For courses offered as part of the minor, the examiner should ensure there are at least two assessments per course.
- The examiner ensures that plagiarism software is used where possible to detect possible cases of

in which the examination will take place.

- plagiarism.
- The examiner facilitates the evaluation of the examinations as described in article 4.2.11 by submitting to the Board of Examiners all assessments (including their evaluation and model answers where applicable) that count toward 30% or more of the final course grade.
- The examiner ensures that at least one of the assessments counts towards the final grade for 20% or more.

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 may be discussed with the examiner(s) concerned and shared with other relevant parties within the College.

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.

4.2.14 The Board of Examiners will guarantee the quality of the way invigilation is carried out, both on campus and online, and will pay particular attention to the following aspects:

- Whether sufficient measures are taken to prevent fraud during the examination;
- Whether the identity of the student taking the examination can be verified;
- Whether it can be confirmed that the examination has been completed within the time set.

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 and e-Prospectus 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 does, in principle, not allow resits of examinations. This is not applicable for the minor however, in which resits are the norm. Additionally, it does not allow retaking a passed course, except in exceptional cases, judged as such by the Board of Examiners.

In light of art. 4.1.8 of the OER, students may however request to resit one examination that they passed during their bachelor at LUC. This only applies if the resit takes place in the same year as the original examination. In the event of such a one-time resit, the highest result obtained applies. This option is limited to written final exams counting for more than 20% of the grade. Such requests need to be introduced to the Board of Examiners.

4.3.4 The degree programme has additional conditions regarding prior knowledge for participation in course components, examinations or practical assignments. These are specified 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, unless, due to force majeure, the date cannot be announced earlier than five days in advance.

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 Programme Council 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 (on campus or online) other than written or oral tests.

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 or on behalf of 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 For examinations that are taken remotely, either on campus or online, at the request of the Faculty Board or with a view to safeguarding the quality of the assessment, the Board of Examiners can issue a recommendation regarding the use of such resources as invigilators or proctoring in order to prevent fraud.

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 For examinations that are taken remotely online, the Board of Examiners can stipulate that students submit a completed 'Statement of Authenticity' prior to an examination.

4.6.4 Students may not enter the room after the exam has started. Students may not leave the room before the ending time of the examination, unless permitted to do so by the examiner. This also applies to toilet visits. If a student is not able to comply with this for medical reasons, he or she must have notified the Study Advisor and the instructor in advance.

4.6.5 For examinations that are taken remotely online, students will be admitted up to 15 minutes after the specified starting time to the (online) environment where the examination is to be taken. In the event of problems with logging in, the student should immediately contact the examiner.

4.6.6 If an examination is taken online or digitally and a (technical) failure occurs within the university environment which means that the examination cannot be continued, the Board of Examiners will decide whether and when a new examination can be scheduled.

4.6.7 A student can refuse to take part in an online examination using proctoring on the grounds of serious privacy objections. The student must inform the Board of Examiners accordingly as soon as possible. The student can ask the Board of Examiners for an alternative assessment. The Board of Examiners can decide to allow an alternative assessment or decide that the student must wait until the examination can be taken in another form.

4.6.8 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.

4.6.9 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.

4.6.10 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.

4.6.11 The examiner will immediately inform the Board of Examiners in writing of any measure taken pursuant to the provisions of 4.6.10

Article 4.7 Examinations using proctoring

4.7.1 Students will be informed via Brightspace at least 10 working days in advance of the relevant conditions for taking an examination using proctoring and of the maximum length of the examination.

4.7.2 By taking part in the examination the student agrees to the recording and collection of data by the proctoring system.

4.7.3 If the examiner is unable to verify that all the conditions mentioned in this article have been met, the examiner cannot determine whether the examination has been taken in correctly. The examination can then be declared invalid.

Article 4.8 Effective provisions for examinees with a functional disability

4.8.1 A student who has a functional disability as referred to in the Equal Treatment Act is entitled to effective modifications when taking an examination.

4.8.2 The Board of Examiners will decide on a request for effective modifications, taking into account the legal rules and the Leiden University protocol on studying with a functional disability.

4.8.3 A request for an effective modification will be submitted to the student dean or the study adviser.

Article 4.9 Orderly conduct during a laboratory practical

4.9.1 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.

4.9.2 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.

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

4.9.4 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 4.10 Oral examinations

4.10.1 Oral examinations will usually be conducted by a single examiner. At the request of the student, the oral examination can be conducted by two or more examiners. If only one authorised examiner is present at the oral examination, then both written notes and an audio recording will be made.

4.10.2 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 4.11 Assessment of final paper (Capstone)

4.11.1 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 examiner will have the deciding vote.

4.11.2 [expired]

4.11.3 Changes to the Capstone by third parties that go beyond editing are not allowed and may be considered as plagiarism, fraud or other kinds of irregularities.

Article 4.12 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 4.13 Inspection and evaluative discussion

4.13.1 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 examiner.

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

4.13.3 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 4.14 Exemption from examinations and practical assignments

4.14.1 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 and e-Prospectus. The degree programme normally does not allow counting towards the student's degree programme academic credits that are or have been earned as part of another finite academic degree programme. The only exceptions are officially approved double-degree programmes. Any successfully completed examination can be counted towards only one component of the student's degree programme.

4.14.2 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. Approved exemptions for programme components on the basis of external academic credits are final and cannot be altered at a later stage.

Article 4.15 Retention periods

4.15.1 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.

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

4.15.3 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

(not applicable)

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. The degree programme normally does not allow doing a double major.

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 7.1(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 members of the Board of Examiners.³

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 more than one examination 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 the student has passed.

Article 5.5 Final examination grade

³ A wet signature is a signature with lightfast ink.

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 If the GPA, calculated over all credits awarded in the last four semesters of the programme (120 ECTS or more) is between 3.00 and 3.49, the Board of Examiners may choose to confer the designation 'Honours'. If the result is between 3.50 and 3.79, the Board of Examiners may choose to confer the designation 'Cum Laude'. If the result is between 3.80 and 3.89, the Board of Examiners may choose to confer the designation 'Magna Cum Laude'. If the result is 3.90 and 4.00, the Board of Examiners may choose to confer the designation 'Summa Cum Laude'.

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 the student is unfit to practice one or more of the professions for which the student is being trained in the degree programme that the student 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

6.1.1 Fraud is understood to mean:

Any action or omission that makes it completely or partly impossible to form a proper assessment of an individual's knowledge, insights, skills, professional attitude or reflection, including in any event:

- a. during an examination, including an online examination, or practical assignment, using unauthorised communication devices, software such as unauthorised AI software, or documents;
- b. during an online or other examination or a written assignment, using unauthorised notes (crib sheets) in the permitted material;
- c. during an online or other examination or a practical assignment, completely or partly copying the answers of another person, or through software such as unauthorised AI software;
- d. submitting the same piece of work to different instructors for grading, or revising and submitting a piece of work from one course for another without the instructor's knowledge and consent;
- e. during an online or other examination or a practical assignment, exchanging information with

- another person;
- f. during an online or other examination or a practical assignment, impersonating another person;
- g. plagiarism (acting in contradiction of the Leiden University College Code of Conduct on Plagiarism, attached);
- h. modifying the submitted examination (digital or otherwise) at the inspection;

6.1.2 Fraud is also taken to mean gaining access or attempting to gain access on improper grounds to the programme, or a constituent examination, practical assignment or examination.

6.1.3 Fraud also includes other behaviour which the examination committee, on the basis of the rules laid down and communicated within the faculty or programme, considers to be fraud.

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 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 the student's 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 they have 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 Disciplinary measures to be taken by the Board of Examiners in the event of irregularities or fraud

6.4.1 In the event 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 disciplinary measures that can be imposed by the Board of Examiners are:

- a. declaring the results of the examination null and void (this is a remedial sanction aimed at removing the consequences of the offence) or awarding a grade of Fail (F) for the examination;
- b. excluding the student from participation in the examination regarding which the irregularity or fraud was observed for a maximum period of one year and/or;
- 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 assignments, papers and theses, cannot be included in the final examination of the degree programme in any way whatsoever.

6.4.4 In the event of serious fraud, the Executive Board may decide to definitively terminate the programme of the student in question, in view of 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, they 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. imposing a grade deduction;
- c. declaring an assignment, including papers, thesis, or other research assignments, to be invalid, or award the student an "F grade" for an entire course in which plagiarism was committed;
- d. for a maximum period of one year, refusing to accept from the student concerned any assignment, paper, thesis or research project of the kind regarding which plagiarism was detected, including assignments 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 assignments, papers, theses or research projects;
- e. 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.
- f. 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.

Article 6.6 Irregularities

If there are reasonable grounds to suspect irregularities regarding 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. In such an instance, the examination will need to be conducted anew. 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 Leiden⁴.

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

⁴. <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-bindend-studieadvies.html>

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 28 August 2023.

Appendix 1: Leiden University College Code of Conduct on Plagiarism

Plagiarism

Plagiarism is the presentation, without attribution, of someone else's work as your own.

This includes but is not limited to direct verbatim copying of analysis, without attribution of the source; paraphrasing of analysis, without attribution of the source; and reproduction of reasoning or analysis, without attribution.

Plagiarism includes unattributed use of text produced by others, but can also involve unattributed use of others' ideas, arguments, interpretations, linguistic formulations, images, graphs, diagrams, and software code.

This applies whether it comes from academic or commercially published sources, online media, public domain or copyright-free material, unpublished work, personal communications, work by academic staff or other students, or material generated by artificial intelligence.

Plagiarism is not limited to deliberate deception. Use of work without attribution is plagiarism, whether it was intentional or not. You are responsible for properly citing your sources.

In summary: to avoid plagiarism, work you have not produced yourself should always be cited appropriately. You must make it clear what is your own work, where you are relying on the work of others, and where that work came from.

The problem with plagiarism

Plagiarism is a problem of academic integrity, and a form of fraud. It is misleading and dishonest to present others' work as your own, and it gives a false impression of your abilities and achievements. In the university, plagiarism makes it impossible to properly evaluate your attainment. Fraud is doing something, or failing to do something, that makes it completely or partly impossible to properly assess the knowledge and skills you have developed through your studies.

Plagiarism is also bad academic practice. Scholarship depends on good citation practices that allow proper evaluation of other scholars' arguments and the discovery of new sources. Plagiarism breaks the connecting threads that make research and debate in academic communities possible.

Detection and penalties

Plagiarism is taken very seriously by the university; it is a form of fraud, and considered an offence. The university takes active steps to detect plagiarism and penalise those found to have committed it. The university uses computer software to analyse written coursework, and conducts further inquiries in cases where plagiarism is suspected. If plagiarism is proven, the Board of Examiners will generally impose penalties. Their severity will depend on the seriousness of the offence, and may take account of previous infringements. Details of penalties that may be imposed can be found in the Rules and Regulations of the Board of Examiners.

'Self-plagiarism' and re-use of your own work

Re-using work that you have produced yourself but previously submitted for other assignments is not permitted.

Exceptions to this rule may be made for iterative assignments in which you are expected to develop your work in response to feedback, or new assignments that build on earlier work. Exceptions are defined at the discretion of the course convener, instructor or supervisor you are submitting the re-used work to. Unless the instructor has explicitly stated that you are allowed to reuse material from earlier assignments, you should assume that it is not permitted. If you are unsure whether it is allowed or not in any particular

situation, you are responsible for seeking clarification and consent from your instructor or supervisor.

The problem with re-use of work

Re-using your own work is sometimes referred to as 'self-plagiarism'. This can be misleading, because it is different in certain respects to plagiarism: it doesn't involve passing other people's work off as your own, misrepresenting your abilities and achievements, or disrupting the basic conditions of academic research. However, it can still be a problem in some contexts, and is taken seriously by the university. In published work, re-use of previously published material can infringe copyright law and intellectual property rights. While such considerations rarely apply to university coursework, re-use of previously submitted material is nevertheless still not permitted for university coursework because it would allow students to gain academic credits while producing less work than would otherwise be required. It would also make it impossible to properly assess what they have learned on later courses if they are reusing work written for earlier courses.

Detection and penalties

Unpermitted re-use of work is considered fraud by the university. As with plagiarism, the university actively checks submitted work for recycled material, and if it is detected, the Board of Examiners may apply a range of penalties, depending on the seriousness of the offence. The penalties that may be applied in cases of fraud can be found in the Rules and Regulations of the Board of Examiners.

Appendix 2: Attendance Policy

Please note this attendance policy is applicable to the degree programme and not to the minor.

Students are required to attend all class meetings of their courses at LUC. In addition, students should be punctual, prepared, ready to engage, and equipped with learning materials and readings.

As classes are interactive it is not possible to replicate the learning that occurs in class with assignments or additional readings. However, it may happen that due to circumstances, students need to miss a class. To accommodate illness or other unforeseen events, students are allowed to miss up to 15% of the total number of sessions for a single course. If students miss more than 15% of the total number of sessions for a single course without extenuating circumstances, they will fail the course.

Extenuating circumstances are recognized and properly documented unforeseen circumstances that are serious and beyond the control of students, and which demonstrably impact on their academic performance. Absences are dealt with by study advisors and instructors of the concerned courses. If students have extenuating circumstances, they should inform their instructor(s) and study advisors. In case of more than 15% absences, students should submit supporting documentation for all absences, so it can be assessed. Although students are encouraged to keep their instructors informed, in sensitive personal cases the supporting documentation may only be assessed by the study advisors, who will then inform the instructor(s). The study advisors advise the instructor(s) whether the extenuating circumstances justify the absences; the individual course instructor decides to what extent the absences affect students' course work and assessment, if a replacement assignment is feasible, or whether it is no longer possible to pass a course. The Board of Examiners' involvement may be necessary in unclear or controversial cases, or when the quality of assessment could be at risk.

If students need to miss a class, they should ensure to document this, so it can be assessed in case of more than 15% absences!

Course Format	Class Meetings*	15% Absences
5 EC Regular 1-block course (7 weeks of classes)	2/wk (14 classes)	2 classes
5 EC semester courses (14 weeks of classes)	1/wk (14 classes)	2 classes
10 EC semester language course (14 weeks of classes)	3/wk (42 classes)	6 classes

* Does not include Reading Week (last week of the scheduled course)

- A student who misses 50% or more of a course (e.g., classes, lectures, seminars, field trip, etc.), regardless of having extenuating circumstances, does not meet the attendance requirement and will fail the course.
- If a student is over ten minutes late, or if a student leaves a class early without permission of the instructor, s/he will be counted as absent for that class meeting.
- If a student is over ten minutes late, s/he may not be allowed to enter the class, at the discretion of the instructor.
- Students must notify their instructor and the study advisors when they become aware that they will miss a class meeting.
- Students are responsible for completing assignments for missed classes (if necessary). It is up to the discretion of the instructor whether or not the student will be permitted to complete replacement assignments/exams or receive extensions. Requests for extensions or replacement assignments/exams that go beyond one week after the block has ended must be submitted to the Board of Examiners and will only be approved in case of clear extenuating circumstances. *See the BoE app on the Student website for the appropriate request form.*

- When possible, students should plan medical visits in a way that does not interrupt their LUC class schedule. Students who miss class for medical reasons should request a note from their healthcare professional to document the medical visit. *See the BoE app on the Student website for a doctor's note template.*
- Students must always submit the final assignment or sit the final exam of a course with reasonable effort. The final assignment or exam usually assesses if all learning aims have been achieved.
- If students disagree with the decision taken by the instructor and the decision affects their grade for an assessment or the entire course, they could submit a complaint to the Board of Examiners or lodge an appeal to the Examination Appeals Board in Leiden. Students are always allowed to continue with the course, until the final outcome of the appeal is known.

All LUC instructors record attendance in their courses on the attendance sheet, which is submitted along with the final grades to the LUC Registrar at the end of the course. If there are extenuating circumstances that justify a missed class, this should be noted in the comments field on the grade sheet.

Appendix 3: 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:	
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Appendix 4: Form for notification of detected plagiarism

Notification by the examiner of plagiarism or fraud pursuant to Article 6.5 of the Rules and Regulations. The completed form must be sent (by email) to the Secretary of the Board of Examiners (boe@luc.leidenuniv.nl)).

Please note: a student's product must be checked for plagiarism in a plagiarism programme (Turnitin) 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			
<input type="radio"/> Notification will be submitted to the Board of Examiners → further complete A and B.			

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

Appendix 5: Sample format for the Annual Report of the Board of Examiners

ANNUAL REPORT OF ACADEMIC YEAR <add date>

of the BOARD OF EXAMINERS of the degree programme(s) in:

<p>Composition of Board of Examiners (as of dd/mm/yyyy)</p> <p>Chair elected by the Board of Examiners:</p> <p>Member 1:</p> <p>Member 2:</p> <p>Member 3:</p> <p>Member 4:</p> <p>External member:</p> <p>Official secretary:</p> <p>Term of appointment of the members:</p>	<p>... years</p>
Number of meetings of the Board of Examiners in 2014-15	
Rules and Regulations of the Board of Examiners	<p>Adopted on</p> <p>Published on</p>
Training followed	
Procedure on how the Board of Examiners appoints examiners	
<p>Approach and results of quality assurance (review of activities in annual report year:</p> <ul style="list-style-type: none"> • Tests and examinations • Final assignments <p>Which issues call for further investigation and more specific policy?</p>	
<p>Conclusions and actions points for the subsequent academic year. Also reflect on matters that appear on the programme cards such as degrees awarded and BSAs issued.</p> <ul style="list-style-type: none"> • What will the Board of Examiners tackle in the current academic year? • Which topics require attention in the longer term? • Desired training and/or support 	

<p>Plagiarism prevention by:</p> <p>Number of cases of plagiarism detected:</p> <p>Measures taken:</p> <p>Number of decisions concerning the enforcement of sanctions:</p>	
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<p>Other fraud</p> <p>Number of cases:</p> <p>Types of fraud:</p> <p>Measures taken:</p> <p>Number of decisions concerning the enforcement of sanctions:</p>	
<p>Number of complaints lodged by students with the Board of Examiners:</p> <p>NB please also list complaints submitted to a separate complaints board.</p>	
<p>Number of students who lodged an objection/appeal with the Examination Appeals Board:</p>	
<p>Number of students who were granted exemption from one or more examinations and/or from practicals and assignments.</p> <p>Other decisions concerning exemptions:</p>	
<p>Number of students who were granted an extension of the period of validity of a pass result for an examination:</p>	
<p>Number of students who were granted permission to take an examination in a way other than that laid down in the Course and Examination Regulations (OER):</p>	
<p>Number of students for whom the Board of Examiners:</p> <p>a. verified that evidence had been supplied of an adequate command of the Dutch language, and</p> <p>b. granted exemption from this entry requirement:</p>	
<p>Number of students provided with a statement showing the number of examinations passed (= students who dropped out of the programme and do not receive a degree certificate):</p>	
<p>Number of students who were granted permission to follow an individual curriculum compiled by the student him/herself:</p>	
<p>Percentage of requests that were handled within the legal term (8 weeks)</p>	