



## Faculty of Science

### Rules and Regulations set by the Boards of Examiners

Pursuant to Article 7.12b, paragraph 3 of the Higher Education and Research Act (WHW)

Valid from 22 September, 2020

Chapter 1	General Provisions .....	2
Chapter 2	Responsibilities and procedures of the Board of Examiners.....	4
Chapter 3	Appointment of examiners .....	7
Chapter 4	Courses, examinations and practicals .....	8
Chapter 5	Final examinations and diplomas.....	15
Chapter 6	Fraud, irregularities and plagiarism .....	18
Chapter 7	Study plan and binding study advice .....	21
Chapter 8	Complaints, objections and appeals .....	22
Chapter 9	Annual report .....	23
Chapter 10	Final provisions.....	24

Appendix: Additional Rules and Regulations for the degree programmes of the Faculty of Science

## Chapter 1 General Provisions

### Article 1.1 Scope

These Rules and Regulations apply to the examinations, practicals and final examinations of the following Bachelor's degree programmes:

- Astronomy [Sterrenkunde];
- Biology [Biologie];
- Bio-Pharmaceutical Sciences [BioFarmaceutische Wetenschappen];
- Computer Science [Informatica];
- Mathematics [Wiskunde]; and
- Physics [Natuurkunde],

The following Master's degree programmes:

- Astronomy;
- Biology;
- Bio-Pharmaceutical Sciences;
- Chemistry;
- Computer Science;
- Governance of Sustainability
- ICT in Business and the Public Sector;
- Life Science & Technology;
- Mathematics;
- Media Technology;
- Physics; and
- Statistical Science for the Life and Behavioural Sciences,

And the following minor programmes:

- Biodiversity;
- Data Science;
- Computational Approaches to Disease, Signaling and Drug Targets;
- Human Evolution;
- Modern Drug Discovery;
- Molecular Biotechnology;
- Quantitative Biology;
- Science Based Business; and
- Sustainable Development,

of the Faculty of Science of Leiden University, hereafter referred to as: the degree programme.

## Article 1.2 Definitions

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;
OER:	The Course and Examination Regulations of the degree programme as annually determined by the Faculty Board;
online proctoring	Any form of online supervision of order during online examinations in order to check that students do not commit fraud.
practical	a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13(2), (d), of the Act, that takes one of the following forms: <ul style="list-style-type: none"><li>- writing a thesis/final paper/final report</li><li>- writing a paper, designing an experimental setup, making an assignment in computer programming</li><li>- carrying out a research assignment</li><li>- participating in fieldwork or an excursion</li><li>- completing an internship</li><li>- conducting experiments, or</li><li>- participating in another educational activity aimed at acquiring particular skills.</li></ul>
invigilator	Person entrusted by or on behalf of the Faculty Board with the practical supervision of order during an examination whether this is on campus or online.
the Act	Higher Education and Research Act; in Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW).
First examiner:	the first examiner, who supervises, reads and assesses the thesis/final assignment/graduation report.
Second examiner:	the second examiner, who reads and assesses the thesis/final assignment/graduation report.
Third examiner:	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 given to them by the Higher Education and Research Act or the OER.

## Chapter 2 Responsibilities and procedures of the Board of Examiners

### Article 2.1 Composition of the Board of Examiners

- 2.1.1 The Board of Examiners has a chair and a deputy chair.
- 2.1.2 The Board of Examiners elects one of its members as chair.
- 2.1.3 An official secretary may be assigned to the Board of Examiners.
- 2.1.4 The Board of Examiners has at least one external member not involved in the degree programme(s) concerned.
- 2.1.5 None of the members of the Board of Examiners carry any financial responsibility for the degree programme(s) concerned.

### Article 2.2 Responsibilities and authority of the Board of Examiners

- 2.2.1 The Board of Examiners is the body that is charged with objectively and competently assessing whether a student fulfils the qualifications laid down in the OER regarding the knowledge, insight and skills required for completing a degree.
- 2.2.2 Without prejudice to the Act and the regulations based on it, it is at least the further responsibility of the Board of Examiners:
  - a. To assure the quality of the examinations and final examinations pursuant;
  - b. To assure the quality of the organisation and procedures concerning examinations, practical assignments and final examinations, including the pass/fail regulations;
  - c. To establishing guidelines and instructions within the framework of the OER to assess and determine the result of examinations and final examinations, including the pass/fail regulation;
  - d. To grant 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;
  - e. To grant exemption from sitting one or more examinations or participating in one or more practical assignments on the basis of one of the reasons referred to in the OER;
  - f. To take appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud; and
  - g. To issue a (binding) study advice as referred to in Article 7.8b of the Act on behalf of the Faculty Board.
  - h. If the occasion arises, to extend the length of validity of successfully completed examinations as specified in the OER;
  - i. In special cases, to decide whether an examination must be oral, written or in some other form, as a departure from the stipulations of the OER;
  - j. In special cases, to decide whether an examination must be taken publicly, as a departure from the stipulations of the OER;
  - k. To grant an exemption from the obligation to participate in practical assignments required for admission to the relevant examination, possibly under condition of additional requirements;
  - l. In individual cases to approve the choice of courses that form part of the programme;
  - m. To determine, in as far as the Faculty Board has formulated this as a condition for completing

examinations or examination components, that there is evidence of an adequate command of the Dutch language for a successful participation in the courses by a student who has been granted exemption from the preliminary programme as referred to in Article 7.24 of the Act on the basis of a diploma obtained outside the Netherlands, or in cases where a student has been exempted from the entry requirements for the first-year phase of the programme;

- n. To issue a certificate and a supplement as referred to in Article 7.11 of the Act as proof that an examination has been successfully completed.

## **Article 2.3 Procedures of the Board of Examiners**

2.3.1 The Board of Examiners decides by simple majority. In case of an equal division of the votes, the (deputy) chairman 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 may provide the mandated instructions in respect of the exercise of the delegated power.

2.3.3 Mandated members take their 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 by the Board of Examiners. Where there is any divergence from previously formulated policy, the full Board of Examiners will decide.

2.3.4 The chairman is responsible for the daily activities of the Board of Examiners. The chairman may take decisions on behalf of the Board of Examiners and is accountable to the Board of Examiners for all his actions. In case of doubt, cases are submitted to the entire Board of Examiners.

2.3.5 The daily activities of the Board of Examiners include the following:

- a. In emergency situations, decisions regarding rules which may be applied on a student's request, notwithstanding the set stipulations; if applicable and if at all possible, the examiner most closely involved in the case is consulted before a decision is taken;
- b. As stipulated in the OER, approving a student's chosen curriculum; and
- c. Taking measures in case of a breach of order during the course of an examination and in cases of fraud, in so far as it is the chairman's opinion that the case cannot be delayed.

2.3.6 The Board of Examiners decides in any case on 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, the public nature of the meetings and confidentiality;
- e. The manner of reporting on and archiving the meetings and decisions;
- f. The internal procedure with respect to
  - The appointment of examiners;
  - Assuring the quality of the examinations;
  - Requests for exemption;
  - The binding study advice (BSA, if applicable); and

- Fraud.
- g. The registration of the signatures of the members.

## **Chapter 3 Appointment of examiners**

3.1.1 Prior to the beginning of each academic year, and if and when necessary, the Board of Examiners appoints examiners for setting examinations and determining the results of these examinations, and informs the examiners of this in writing.

3.1.2 An examiner must be in possession of competences related to the field of study and relating to the setting of examinations in accordance with the requirements set in Article 4.2.

3.1.3 The Board of Examiners can appoint more than one examiner for a given examination.

3.1.4 The Board of Examiners can appoint external examiners. They must ensure that these examiners fulfil the specified quality requirements. The external examiners receive a letter of appointment from the Board of Examiners which specifies that they have been appointed as external examiners and for which examination.

3.1.5 The Board of Examiners makes the appointment of the examiners known to the students and the staff members concerned.

3.1.6 The Board of Examiners may withdraw the appointment if there are important reasons for doing so.

3.1.7 The examiners must provide the Board of Examiners with information if requested to do so.

## Chapter 4 Courses, examinations and practicals

### Article 4.1 Form of the examinations

4.1.1 The form of the examinations is specified in the e-prospectus. In special cases, the Board of Examiners may, in consultation with the examiner, decide to offer the examination in a different form than that specified. The examiner must on behalf of the Board of Examiners inform all relevant parties of how the examination will be offered a minimum of 25 working days prior to the examination.

4.1.2 At the motivated request of a student, for instance in case of a functional handicap, the examiner may allow an examination to be taken in a different manner than specified in the e-prospectus. It is possible to lodge an appeal with the Board of Examiners against an examiner's decision. The examiner and the Board of Examiners will reach a decision within ten working days after receiving the request or the letter of appeal.

### Article 4.2 Quality assurance of the examinations

4.2.1 Every examination tests the knowledge, insight and skills of the student, as well as assessing the results of this testing.

4.2.2 The questions and assignments of an examination are clear and unambiguous, and contain sufficient indications of the expected level of detail in the answers.

4.2.3 The examination is appropriate and serves solely to establish whether the student has acquired the qualities determined beforehand to be the aim of the relevant component and which are specified in the e-prospectus.

4.2.4 The examination is so specific that only students who have sufficient command of the material are able to answer the questions correctly. The examination is in tune with the level of the component.

4.2.5 The questions and assignments of an examination are spread as equally as possible over the entire scope of the examination materials and are representative of the learning objectives in terms of their contents and form.

4.2.6 The questions and assignments of the examinations are based strictly on the previously indicated examination materials, the nature and scope of which is generally made known before the start of the course that prepares students for the examination in question. The more precise scope of the examination materials is officially announced no later than 20 working days before the examination. If the course has a shorter duration than these 20 working days, the precise scope of the exam materials is announced on the first day of the course in question.

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

4.2.8 The duration of each examination is such that students can reasonably be expected to have sufficient time to answer the questions and assignments.

4.2.9 Written tests (including digital tests) will be assessed on the basis of pre-determined, written criteria.

4.2.10 The procedure surrounding the quality assurance of examinations is set by the Board of Examiners.

4.2.11 The Board of Examiners randomly evaluates the validity, reliability and applicability of the examinations. The findings of the Board of Examiners will be discussed with the examiner or examiners.

4.2.12 The Board of Examiners can investigate the validity, reliability and applicability of the examination when evaluations, complaints or results give cause to do so.

4.2.13 The examiner(s) on request submit(s) a copy of the written examinations or written tests he (they) set(s), including the set questions and assignments, to the Board of Examiners.

4.2.14 The evaluation or investigation as pursuant in 4.2.11 and 4.2.12 the Board of Examiners can be assisted by experts.

4.2.15 The Board of Examiners will guarantee the quality of the way of 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 Dates of examinations**

4.3.1 Written examinations are set at times established and publicised on behalf of the Board of Examiners, in consultation with the relevant examiners, no later than 45 working days before the start of the relevant academic year, unless, due to force majeure, the date cannot be announced earlier than five working days in advance.

4.3.2 The Board of Examiners may diverge from the stipulations in 4.2.1 provided it can reasonably be assumed that this will in no way harm the interests of the students.

4.3.3 Oral examinations are set at times established by the examiner(s) in question, following consultation with the relevant student.

4.3.4 The provisions in 4.2.3 also apply in as far as possible to all examinations that take a form other than written or oral.

### **Article 4.4 Admission to courses, examinations and practicals**

4.4.1 Any additional requirements that may have been set by the degree programme regarding prior knowledge required to participate in courses, or practicals are described in the OER and/or Prospectus.

4.4.2 Any additional conditions that may have been set by the degree programme regarding participating in examinations or resits are described in the OER and/or Prospectus. The examiner shall ensure that the conditions for admission to the examination laid down or arising from the law or other university regulations. If a student participates in a resit, the highest result will count as the valid result.

4.4.3 Any conditions that may have been set by the degree programme regarding participation in and/or assessment of research assignments are described in the appendix to these Rules and Regulations or in the OER and/or Prospectus.

### **Article 4.5 Registering for courses and resits**

4.5.1 Students are expected to make use of the first (partial) examination date.

4.5.2 Students have to register for courses and/or exams and resits.

4.5.3 This registration takes place in accordance with a procedure established by the Faculty, no later than 10 days before the start of the course or the date of the examination, unless otherwise specified.

4.5.4 There is one examination opportunity and one resit opportunity for each course. If a student fails to pass the course through the normal procedure for the course, the Board of Examiners will determine whether an additional opportunity will be offered and if so, under what conditions. The student in question should submit a request to this effect via the standardised route set by the staff of the degree programme.

### **Article 4.6 Withdrawal from examinations**

4.6.1 Withdrawal from an examination after the registration deadline but prior to the beginning of the

examination session is only possible in case of force majeure beyond a student's control, as assessed and established by the Board of Examiners.

4.6.2 If a student who has registered and has not withdrawn in time or in case of force majeure from the examination nevertheless fails to sit for it, the examination is assumed to have been sit.

## **Article 4.7 Conducting examinations**

4.7.1 All examinations are conducted by the examiner or examiners who are appointed to do so by the Board of Examiners.

4.7.2 Examinations can, if appropriate be conducted in English. In these cases, the examiner will inform the students as early as possible, preferably via the Prospectus or Brightspace. Bachelor students are allowed to answer the questions of the examination in either Dutch or English.

4.7.3 The staff of the degree programme will arrange, on behalf of the Faculty Board, that for written or online examinations, if necessary, invigilators are appointed to ensure that order is maintained during the examination. Students must be monitored at all times throughout the examination, unless otherwise specified in advance by the examiner.

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

4.7.5 In the case of examinations that are conducted remotely online, the Faculty Board can decide, on the advice of the Board of Examiners concerned, to permit intensive forms of online proctoring (i.e. in case of recording and temporarily storing of audio and video materials) in a degree programme.

4.7.6 An examiner must clearly communicate more intensive forms of online proctoring to the students at least 14 days before the examination.

4.7.7 Students who refuse to participate in an examination with online proctoring must notify the Board of Examiners of this 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 (e.g. on campus).

4.7.8 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.

4.7.9 The Board of Examiners may decide that a given oral examination may be taken by more than one student simultaneously if the candidates agree to this.

## **Article 4.8 Order during examinations**

4.8.1 At the request of or on behalf of the Board of Examiners, a student must present a valid (student) ID.

4.8.2 In derogation from the provisions of 4.8.1, when examinations are conducted remotely online, the Board of Examiners can specify that the student must submit a fully completed 'Declaration of Own Work' before the examination.

4.8.3 Students are allowed to enter the room where the examination is conducted until 45 minutes after the established starting time. They may not leave the room earlier than one hour before the established finishing time of the examination, unless the examiner gives permission to do so.

4.8.4 In derogation from the provisions of 4.8.3 the examiner can, in the case of digital examinations that

are conducted remotely, or simultaneously at multiple locations, decide that students are allowed to enter the room or digital space where the examination is conducted until fewer than 45 minutes after the established starting time. In such cases the examiner informs the students of the ultimate starting time at least 14 days in advance. If a student encounters problems with logging in, he/she must immediately contact the examiner. The examiner must inform the students in advance about how they can contact him/her during the remote online examination.

4.8.5 Students are required to follow the instructions of the Board of Examiners or the examiner(s) or the invigilator(s) as published prior to the examination, as well as the instructions given during and immediately after the end of the examination session.

4.8.6 Communication equipment, including mobile telephones, smartwatches and smartphones, must be switched off and stowed during the examination. Other electronic devices may not be used without the explicit consent of the examiner given prior to the start of the examination.

4.8.7 In the case of written examinations that were conducted remotely online, the examiner(s) or invigilator(s) can subject the students to a short, non-graded oral test after the examination to verify the authenticity of the work they have done, including on the basis of a random sample. This test must be conducted in the presence of a witness or must be recorded. Students will be informed before the examination about whether such an oral authenticity check may take place and, if so, until how many days after the examination.

4.8.8 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 or the online examination environment. The examiner will then write an official report (see appendix), and will inform the student concerned that the examination will not be assessed until the Board of Examiners has reached a decision. The examiner notifies the Board of Examiners immediately in writing and will not assess the examination until the Board of Examiners has reached a decision.

## **Article 4.9 Order during practicals**

4.9.1 The examiner responsible for the practical examination ensures that if necessary assistants are appointed for the practical experiments, who ensure that the practical is conducted properly.

4.9.2 If requested to do so by or on behalf of the Board of Examiners, students must produce a valid (student) ID.

4.9.3 Students must immediately follow the instructions of the invigilator of the practical examination, both before and 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 (see appendices), 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 in writing of this measure.

## **Article 4.10 Assessment of examinations**

4.10.1 The assessment of written examinations and practicals takes place on the basis of previously established norms, possibly amended on the basis of the work being assessed.

4.10.2 The manner of assessment is such that the student can deduce how the grade of the examination or practical was determined.

4.10.3 The assessment of examinations and practicals is expressed using an integer between 1 and 10;

grades can be rounded off to a half integer, with the exception of the grade 5½ (5.5).

The meaning of the grades is as follows:

1 = Very poor	6 = Satisfactory
2 = Poor	7 = Amply satisfactory
3 = Very unsatisfactory	8 = Good
4 = Unsatisfactory	9 = Very good
5 = Slightly unsatisfactory	10 = Excellent

In addition, the following assessments may also be issued:

- Good;
- Satisfactory;
- Unsatisfactory;
- Passed;
- Incomplete;
- Not Participated.

4.10.4 In addition to 4.10.3, the final grades of theoretical examinations between 5 and 6 will be rounded off according to the following rules:

- Assessments between 5 and 5½ (from 5.00 up to and including 5.49) will be rounded down to the final grade of 5.0; and
- Assessments between 5½ and 6 (from 5.50 up to and including 5.99) will be rounded up to the final grade of 6.0.

4.10.5 The assessment of partial tests can, in contrast to the provisions set out in 4.10.3, be expressed using a decimal integer between 1.0 and 10.0.

4.10.6 The final grade may be established on the basis of a single final examination, a series of partial tests or assignments, or on a combination thereof. At the start of the course, the way in which the final grade is established must be made transparent to the students in writing. If an examination takes the form of partial tests or assignments, for every component the minimum grade must be also be clear at the start of the course, unless the Board of Examiners has ruled differently for the entire study programme, or parts thereof, in the appendix of these Rules and Regulations. See also Article 4.10.2.

4.10.7 The assessment of practicals (including internships) takes place on the basis of the student's practical report, the practical skills he or she demonstrates and/or an oral presentation of the results of the practical work and/or a written test on (part of) the practical, all in light of the previously established learning objectives.

4.10.8 If one or more components of a single examination or single practical are being assessed (simultaneously or not) by more than one examiner, the examiners in question use the same norms. If necessary, the Board of Examiners can appoint one examiner as being the primary examiner responsible for the assessment.

4.10.9 If, after participation in an examination, a student participates in a resit or in the exam in a

following year, the highest obtained result will count.

### **Article 4.11 Assessment of the final examination report (thesis)**

4.11.1 The Board of Examiners establishes the criteria for the assessment of the final paper (thesis or *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 or on the basis of a procedure to that effect adopted by the Board of Examiners. If the examiners are unable to reach agreement, the Board of Examiners will appoint a third examiner as a third assessor. The third examiner will have the deciding vote.

4.11.2 At least one of the examiners is an expert in the particular field of the subject of the final paper, and one of the examiners has not directly been involved with the supervision of the student.

### **Article 4.12 Period of validity of results**

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 final evaluation**

4.13.1 During the period specified in the OER, the questions and assignments of the relevant examination are open for inspection, together with the standards applied for marking the examination.

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, unless the staff of the degree programme, or examiner explicitly gave permission to do so.

4.13.3 Students are not permitted to make copies of, distribute or publish reports of practicals, measurements or other works conducted during or as part of a practical assignment to test particular skills such as computer programmes or applications of themselves or other students, in any manner whatsoever, unless the staff of the degree programme, or examiner explicitly gave permission to do so.

#### **Article 4.14 Exemption from examinations and practical assignments**

4.14.1 A request for exemption from taking one or more examinations, practical or final examination must be submitted by the student to the Board of Examiners in writing and with valid reasons.

4.14.2 The Board of Examiners will hear the relevant examiners prior to reaching a decision regarding this request.

4.14.3 The Board of Examiners may hear the student before deciding to deny the request .

4.14.4 A complete exemption has as a consequence that no grade is given for the course or course component, but that the grade list attached to the examination documents will specify 'exemption' and the accompanying number of credits.

4.14.5 The student can, instead of requesting an exemption, submit a request to the Board of Examiners in writing, with valid reasons and supporting documents to allow replacement of an examination/course by an alternative course component completed elsewhere, with at least equivalent level, contents, and number of credits. If the Board of Examiners grants this request the course name, number of credits and grade of the alternative course component will be specified on the grade list attached to the examination documents. Articles 4.14.2, 4.14.3 and 4.14.6 apply in relation to these requests.

4.14.6 The Board of Examiners will take a motivated decision within twenty working days after the request has been submitted. The student is immediately informed of the Board of Examiners' decision. If the Board of Examiners has not taken a decision within the said term, the request will be considered granted.

#### **Article 4.15 Retention period**

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 (thesis or *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, together with the results of the examinations are properly recorded. Access to the registered data is restricted to persons mandated by the Board of Examiners.

4.15.4 The results of the examinations (i.e. original documents) are retained for a period of at least thirty years.

## Chapter 5 Final examinations and diplomas

### Article 5.1 Establishing the result of the first-year examination

As from the 2020-21 academic year, the first-year examination (*propedeuse*) has been abolished. For students who are still entitled to take this examination pursuant to the 2020-21 Course and Examination Regulations (OER), the following provisions apply:

5.1.1 An examination candidate is considered to have successfully completed the first-year examination of the degree programme if the Board of Examiners has established that the candidate has completed the examinations so that all components of the final examination were successfully completed (grade 6.0 or higher), in accordance with the provisions of Article 4.14 of the present Rules and Regulations.

5.1.2 If a degree programme applies divergent rules regarding successful completion of the first-year examination, this is specified in the appendix of these Rules and Regulations.

### Article 5.2 Establishing the result of the Bachelor's examination

5.2.1 An examination candidate is considered to have successfully completed the Bachelor's examination of the degree programme if the Board of Examiners has established, in accordance with the provisions of Article 4.14, that all components of the final examination have been successfully completed (grade 6.0 or higher).

5.2.2 If a degree programme applies divergent rules regarding successful completion of the Bachelor's examination, this is specified in the appendix of these Rules and Regulations.

### Article 5.3 Establishing the result of the Master's examination

5.3.1 In accordance with Article 4.10.2 of the OER a Master's examination may include an interrogation (thesis defence), a test as referred to in 4.2.1, of the examination candidate in the presence of the Board of Examiners.

5.3.2 The examination candidate is considered to have successfully completed the Master's examination of the degree programme if the interrogation (thesis defence) referred to in 5.3.1 has taken place and the Board of Examiners has established, in accordance with Article 4.14 that all the components of the Master's examination have been successfully completed (grade 6.0 or higher).

5.3.3 If a degree programme applies divergent rules regarding successful completion of the Master's examination, this is specified in the appendix of these Rules and Regulations.

### Article 5.4 Approval of final examination programmes and elective courses

5.4.1 A request for approval of a final examination programme as referred to in Article 7.3h of the Act must be submitted to the Board of Examiners in writing and with a motivation. The Board of Examiners will reach a decision within thirty working days after receiving the request. If the Board of Examiners fails to make a decision within this period, the Board of Examiners is deemed to have granted the approval as requested. If additional information needs to be obtained this period can be extended with 10 working days. Requests must, insofar as possible, be submitted in time (beforehand).

5.4.2 A request for approval and inclusion in the final examination programme of an (elective) course, completed at the home institution or elsewhere, must be submitted to the Board of Examiners in writing, with a motivation and with accompanying information on the level, contents and number of credits of the (elective) course.

## **Article 5.5 Exclusion from the programme or certain parts of it**

5.5.1 If a student demonstrates by behaviour or remarks that he or she is unfit to practise one or more of the professions for which the programme provides training, or for the practical preparation for the execution of his or her professional duties, the Board of Examiners may, if so requested, advise the Executive Board regarding the refusal or termination of the enrolment of the relevant student in the degree programme.

5.5.2 If the student as referred to in Article 5.5.1 is enrolled in another degree programme, and in that context follows courses within a specialisation which corresponds to, or - in terms of the practical preparation for the execution of professional duties - is related to a programme from which the student was excluded on the basis of Article 7.42a, paragraph one, of the Act, the Board of Examiners will, if so requested, advise the Executive Board on whether the student should be allowed to follow this specialisation or other components of the programme in question.

5.5.3 The Board of Examiners will issue its advice as referred to in 5.5.1 and 5.5.2 within ten working days after being requested to do so by the Executive Board.

## **Article 5.6 Degree certificate and diploma supplement**

5.6.1 As proof that the final examination has been successfully completed, and once the Executive Board of Examiners has declared that all relevant procedural requirements have been met, a diploma is issued. This degree certificate contains the data as described in Article 7.11, second paragraph of the Act.

5.6.2 Only one degree certificate will be issued per final examination.

5.6.3 The Board of Examiners attaches a supplement to every successfully completed final examination certificate. Only one supplement is attached per degree certificate.

5.6.4 The degree certificate will be drawn up in Dutch or English. A further copy of the certificate will be drawn up in Latin. The degree certificate and its copy in Latin will be signed on behalf of the Board of Examiners with a so-called wet signature<sup>1</sup> at least one of the members of the board.

5.6.5 A person who has a right to be awarded a degree certificate can, in accordance with the rules set by the Executive Board, request the Board of Examiners to postpone awarding the certificate pursuant to Article 4.10.4 of the OER.

5.6.6 The supplement is drawn up in Dutch or in English. 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.

5.6.7 For extra-curricular courses added to the supplement the following rules apply:

- Only university courses (wo level) can be added to the supplement.
- Courses followed at one of the LDE partner institutions can be added to the supplement without approval from the Board of Examiners.
- Courses followed outside one of the LDE partner institutions need to be approved by the Board of Examiners.

## **Article 5.7 Final examination result**

5.7.1 The Board of Examiners attaches to the result of the final examination a final grade of the

---

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

achievements of the candidate. This grade is based on the average of the grades obtained for the study components included in the final examination, weighed according to the course load.

5.7.2

Assessments in words, as set out in 4.10.3 do not count towards determining a weighted average.

5.7.3 If the designation 'cum laude' or 'summa cum laude' has been conferred, this will also appear on the diploma.

### **Article 5.8 Retention periods**

The choice to reward the degree certificate is public. The examination registers containing these results are kept indefinitely.

## Chapter 6 Fraud, irregularities and plagiarism

### Article 6.1 Fraud

Fraud is, i.a., understood to mean:

- the unauthorised use of literature, crib sheets, smartphones, smartwatches or other devices during the examination;
- copying the work of other students;
- modifying the submitted examination paper during the inspection;
- presenting false proof of enrolment;
- to make up, falsify or manipulate the results of a practical assignment or the elaboration and analysis of said results;
- 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; or
- 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, unless explicitly approved by the examiner.

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

- underlining, highlighting and marking, i.e. with fluorescent felt pen;
- 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.

### 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 or practical, the examiner (or invigilator, or supervisor of the practical) will notify the student of this immediately. The student will be permitted to finish the examination/practical. 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 (or invigilator, or supervisor of the practical) 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 request 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 cheating, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time after the examination/practical.

6.3.3 If an invigilator observes or seriously suspects an irregularity, fraud or disruption during the examination, he or she must notify immediately the examiner or responsible supervisor.

6.3.4 The examiner will give the items that he/she has confiscated to the Board of Examiners. The examiner can provide the Board of Examiners with photocopies of the confiscated items, instead of the actual items. (e.g. in the case of notes in a legislative text or other compendium of texts, the availability of aids that the examiner had not permitted, and suchlike). 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.

6.3.5 In all cases, at least the student's name, 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 observation or serious suspicion of 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 cheating 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.

6.4.4 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.

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

6.4.6 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<sup>2</sup>**

6.5.1 If the examiner detects or seriously suspects plagiarism (see appendices) 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 (appendix 2).

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; and/or
- b) declaring an assignment, paper, thesis or research assignment to be invalid; and/or

---

<sup>2</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/plagiarism>

- 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; and/or
- d) 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 or recidivism, 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.

6.5.5 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 serious irregularities (or reasonable grounds to suspect serious irregularities) regarding fraud prior to or during an examination or partial examination but it is not possible to identify the individual students to which this relates, the Board of Examiners may declare the (partial) 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 Study plan and binding study advice**

### **Article 7.1 Student file**

7.1.1 The Board of Examiners keeps a file on every student who is enrolled in the degree programme, and on the grounds of the Leiden University Regulation on the Binding Study Advice.

7.1.2 This file includes a specification of the student's personal circumstances as referred to in Article 7.8b, third paragraph, of the Act, as well as a study plan adapted to personal circumstances which the student has formulated, together with the study adviser.

7.1.3 Each student has the right to consult his file, as referred to in 7.1.1, and if required to add his or her objections to the contents of said file.

### **Article 7.2 Advice**

The Board of Examiners issues its advice on behalf of the Faculty Board, in observance with that which is specified on this subject in the Leiden University Regulations on the Binding Study Advice.<sup>3</sup>

---

<sup>3</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-binding-study-advice>

## Chapter 8 Complaints, objections 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 term for lodging a written objection or administrative appeal as referred to in 8.1.1 is thirty working days after the written announcement of the decision against which the administrative appeal is lodged.

### Article 8.2 Handling complaints

Complaints are handled in accordance with the current procedures laid down in the Regulations relating to the Ombudsperson<sup>4</sup>, the Regulation on Other Complaints<sup>5</sup>, the Regulations of the Examination Appeals Board<sup>6</sup> and the General Administrative Law Act (*Awb*).

### Article 8.3 Handling appeals

Administrative appeals are dealt with in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board<sup>6</sup> and the Student Charter<sup>7</sup>.

---

<sup>4</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-relating-to-the-ombudsperson>

<sup>5</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-other-types-of-complaints>

<sup>6</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-of-the-examination-appeals-board>

<sup>7</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/student-charter>

## **Chapter 9          Annual report**

### **Article 9.1    Report**

9.1.1    The Board of Examiners makes a yearly report of its activities. The Board of Examiners submits this report to the Faculty Board.

9.1.2    The report should in any case contain the most important decisions of the Board of Examiners, as well as a description of the manner in which the Board of Examiners has fulfilled its responsibilities with respect to ensuring the quality of examinations.

## **Chapter 10 Final provisions**

### **Article 10.1 Special circumstances**

10.1.1 In cases not covered by these Rules and Regulations, the final decision rests with the Board of Examiners.

10.1.2 If in specific cases full application of these Rules and Regulations were to lead to clear injustice, the Board of Examiners is authorised to take a different decision.

### **Article 10.2 Amendments**

Amendments to these Rules and Regulations that apply to the current academic year will only apply to the extent that this cannot reasonably be expected to harm the interests of the students. Amendments are established by the Board of Examiners through a simple majority of votes.

### **Article 10.3 Entry into force**

These Rules and Regulations enter into force on 22 September 2020.

**Drawn up on 22 September 2020**

**APPENDIX 1 - MODEL FORM FOR OFFICIAL REPORT**

Notification by the examiner of irregularity, fraud or disturbance pursuant to Articles 4.8, 4.9 and 6.3 of the Rules and Regulations.

**OFFICIAL REPORT OF IRREGULARITY – FRAUD – DISTURBANCE**

<b>Examination:</b>	Date and time:		
<b>Practical:</b>	Date and time:		
<b>Location:</b>			
<b>DETAILS</b>			
<b>NAME AND INITIALS OF EXAMINER:</b>		<b>NAME AND INITIALS OF STUDENT:</b>	
Course/Practical:		Student number:	
Study programme:		Study programme and year:	
Faculty:		Faculty:	
<b>IRREGULARITY – FRAUD – DISTURBANCE</b>			
<b>NOTIFICATION OF IRREGULARITIES</b>			
<b>DESCRIPTION</b>			
<b>TIME</b>			
<b>COMMENTS</b>			
<b>CONFISCATED ITEMS</b>			
<b>This form has been completed truthfully by:</b>			
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		BSc / MSc	
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			

<b>A</b>	
Additional information for handling by Board of Examiners (more than one option can be selected and further comments are welcomed)	
<input type="radio"/> Submitter does not consider this to be serious plagiarism	
<input type="radio"/> Submitter considers this to be serious plagiarism	
<input type="radio"/> Submitter is not familiar with previous cases of fraud/plagiarism in relation to this/these student(s)	
<input type="radio"/> Submitter is familiar with previous cases of fraud/plagiarism in relation to this/these student(s)	
<input type="radio"/> Student was not aware of plagiarism	
<input type="radio"/> "Clumsiness" of the student	
<input type="radio"/> Cultural perception of plagiarism may play a role in this case (e.g. for a student from a country other than the Netherlands)	
<input type="radio"/> The student was interviewed in relation to the (suspected) plagiarism	
<input type="radio"/> Interview reveals that this is a learning moment for the student(s) and there will be improvement in the future	
If applicable, additional information that may be relevant for the Board of Examiners (e.g. with respect to the attitude of the student(s)):	
<b>B</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.

<https://www.organisatiegids.universiteitleidennl/en/regulations/general/plagiarism>

## Appendix 4a - Facultair format jaarverslag examencommissies

Ten behoeve van het jaarverslag van de examencommissie zijn op dit moment nog twee formats beschikbaar, een facultair format en een universitair format. Tot nader order kunnen examencommissies naar keuze gebruikmaken van een van beide formats.



Universiteit  
Leiden

Faculteit Wiskunde en Natuurwetenschappen  
Jaarverslag Examencommissie 2019-20  
*BSc/MSc naam opleiding(en)*

### 1. Algemene gegevens over de commissie en het verslag

Samenstelling examencommissie (per dd/mm/jjjj) Door de ex. cie. gekozen voorzitter: Lid 1: Lid 2: Lid 3: Lid 4: Extern lid: Ambtelijk secretaris :	
Evt. mutaties in samenstelling in de loop van het jaar	
Aantal vergaderingen examencommissie in 2019-20: <input type="radio"/> Voltallig <input type="radio"/> In subcommissies	
Gevolgde scholing/bijeenkomsten in 2019-20	
Dit jaarverslag is - geconcipieerd door: - vastgesteld in de examencommissie op:	

### 2. Kwantitatieve gegevens en analyse/reflectie

Aantal <b>vrijstellingsverzoeken</b> <input type="radio"/> Ingewilligd: <input type="radio"/> Afgewezen:	
Aantal verzoeken i.h.k.v. <b>invulling vrije keuzeruimte</b> (anders dan goedgekeurde minoren in de BSc). Bv. stages of in het buitenland gevolgde onderdelen. <input type="radio"/> Ingewilligd: <input type="radio"/> Afgewezen:	
Aantal bijzondere regelingen <b>afwijkend van het hoofdvakprogramma</b> , zoals wijzigingen van het programma, toestaan vrij programma, opnemen van in het buitenland gevolgde onderdelen, uitstel deadlines, extra herkansingen, afwijkende tentamenvorm (bv. mondeling i.p.v. schriftelijk).	

<ul style="list-style-type: none"> <li>○ Ingewilligd:</li> <li>○ Afgewezen:</li> </ul>	
<p>Aantal verzoeken voor het volgen van een <b>dubbel bachelor- of masterprogramma</b> (double degree):</p> <ul style="list-style-type: none"> <li>○ Ingewilligd:</li> <li>○ Afgewezen:</li> </ul>	
<p><i>Analyse en reflectie op vrijstellingsverzoeken, invulling vrije keuzeruimte, bijzondere regelingen t.a.v. hoofdvakprogramma en/of dubbele opleidingen:</i></p>	

<p>Aantal verzoeken i.h.k.v. <b>onbelemmerd studeren/tentamineren</b> (functiebeperkingen)</p> <ul style="list-style-type: none"> <li>○ Ingewilligd:</li> <li>○ Afgewezen:</li> </ul>	
<p>Aantal verzoeken tot <b>verlenging van de geldigheidsduur</b> van een met goed gevolg afgelegd tentamen.</p> <ul style="list-style-type: none"> <li>○ Ingewilligd</li> <li>○ Afgewezen</li> </ul>	
<p>Aantal niet EER-studenten voor wie een <b>MoMi-besluit</b> is opgesteld</p> <ul style="list-style-type: none"> <li>○ Positief:</li> <li>○ Negatief, met aangevoerde omstandigheden:</li> <li>○ Negatief:</li> </ul>	
<p><i>Analyse en reflectie op bovenstaande thema's:</i></p>	

<p><b>Percentage verzoeken dat binnen de wettelijke termijn (8 wkn) is afgehandeld:</b></p>	
<p><i>Reflectie op behandeltermijn van verzoeken</i></p>	

<p>Aantal gemelde gevallen van <b>plagiaat- en andere fraude:</b></p>	
<p><i>Reflectie op vormen van fraude en plagiaat, op genomen maatregelen en/of op preventie:</i></p>	

<p><b>BSA</b></p> <ul style="list-style-type: none"> <li>○ Omvang BSA-cohort</li> <li>○ Percentage 60 EC behaald in 1 jaar</li> <li>○ Percentage negatieve adviezen</li> <li>○ Percentage BSA-uitstel</li> </ul>	
<p>Aantal afgegeven <b>diploma's</b></p> <ul style="list-style-type: none"> <li>○ Totaal propedeusediploma's (waarvan (summa) cum laude)</li> <li>○ Totaal BSc-diploma's (waarvan (summa) cum laude)</li> <li>○ Totaal MSc-diploma's (waarvan (summa) cum laude)</li> </ul> <p>(Vermeld desgewenst het aantal diploma's per afstudeerrichting)</p>	
<p><i>Analyse en reflectie op BSA en/of afgegeven diploma's:</i></p>	

<p>Aantal <b>klachten</b> direct aan commissie of via andere kanalen (bv. ombudspersoon):</p>	
<p>Aantal <b>beroepszaken</b> (College van Beroep voor de Examens, evt. CBHO)</p> <ul style="list-style-type: none"> <li>○ Gegrond</li> <li>○ Ongegrond</li> <li>○ Ingetrokken</li> <li>○ Minnelijke schikking</li> <li>○ Niet ontvankelijk</li> </ul>	
<p><i>Analyse en reflectie op klachten en/of beroepszaken:</i></p>	

### 3. Kwaliteitsborging toetsing

*Bijvoorbeeld:*

- *Hebt u als commissie adviezen gegeven inzake OER, toetsplan, toetsbeleid, of overige zaken?*
- *Welke knelpunten ervaart u m.b.t. de uitvoering van uw taken en verantwoordelijkheden? Welke mogelijkheden?*
- *Op welke punten is er aanleiding voor nader onderzoek en nader beleid?*
- *Hebt u mededelingen, adviezen, of vragen aan het faculteitsbestuur?*

*Terugblik op activiteiten en reflectie op resultaten m.b.t. kwaliteitsborging van tentamens en examen. Waaronder A) geven van richtlijnen ter bevordering van toetskwaliteit (bv. implementeren vier ogenprincipe, gestandaardiseerde beoordelingsformulieren, etc.) en B) meta-beoordeling (achteraf) van tentamens en eindwerken.*

### 4. Overige onderwerpen

### 5. Actiepunten komend jaar (of aandachtspunten pro memorie)

N.a.v. analyse/reflectie op kwantitatieve gegevens (paragraaf 2):

<b>Actie</b>	<b>Actor(en)</b>	<b>Wanneer gereed</b>	<b>Evt. opmerkingen</b>

N.a.v. kwaliteitsborging toetsing (paragraaf 3):

<b>Actie</b>	<b>Actor(en)</b>	<b>Wanneer gereed</b>	<b>Evt. opmerkingen</b>

N.a.v. overige onderwerpen (paragraaf 4):

<b>Actie</b>	<b>Actor(en)</b>	<b>Wanneer gereed</b>	<b>Evt. opmerkingen</b>

### 6. Bijlagen (facultatief)

*Geef hier aan welke bijlagen eventueel bij dit jaarverslag gevoegd worden (bv. verslag van kwaliteitsborging tentamens en/of eindwerken, ingevulde checklist m.b.t. kwaliteitszorg examencommissie, lijst van afkortingen, etc.)*

- 1.
- 2.
- 3.

**APPENDIX 4b – University Format for the Annual Report of the Board of Examiners**

**ANNUAL REPORT OF ACADEMIC YEAR <add year>  
of the BOARD OF EXAMINERS of the degree programme(s) in:**

Composition of Board of Examiners (as of dd/mm/yyyy) Chair elected by the Board of Examiners: Member 1: Member 2: Member 3: Member 4: External member: Official secretary: Term of appointment of the members:	... years
Number of meetings of the Board of Examiners in 20xx-xx <ul style="list-style-type: none"> <li>• By board of examiners as a whole</li> <li>• By subcommittees</li> </ul>	
Rules and Regulations of the Board of Examiners	Adopted on Published on
Training followed	
Procedure on how the Board of Examiners appoints examiners	
Approach and results of quality assurance (review of activities in annual report year): <ul style="list-style-type: none"> <li>• Tests and examinations</li> <li>• Final assignments</li> </ul> Which issues call for further investigation and more specific policy?	
Conclusions and actions points. Also reflect on matters that appear on the programme cards such as degrees awarded and BSAs issued. <ul style="list-style-type: none"> <li>• What will the Board of Examiners tackle in the current academic year?</li> <li>• Which topics require attention in the longer term?</li> <li>• Desired training and/or support</li> </ul>	
Plagiarism prevention by: Number of cases of plagiarism detected: Measures taken: Number of decisions concerning the enforcement of sanctions:	
Other fraud Number of cases: Types of fraud: Measures taken: Number of decisions concerning the enforcement of sanctions:	
Number of complaints lodged by students with the Board of Examiners:	

<i>NB please also list complaints submitted to a separate complaints board.</i>	
Number of students who lodged an objection/appeal with the Examination Appeals Board:	
Number of (granted) exemptions from one or more examinations and/or from practicals and assignments. Other decisions concerning exemptions:	
Number of requests for approval of following courses/components outside the regular curriculum:	
Number of students who were granted an extension of the period of validity of a pass result for an examination:	
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):	
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):	
Number of students who were granted permission to follow an individual curriculum compiled by the student him/herself:	
Percentage of requests that were settled within the legal term (8 weeks):	

This annual report of the Board of Examiners was:	
Drawn up by:	..
Discussed by the Board of Examiners on:	..
Adopted by the Board of Examiners on:	..