



Universiteit Leiden

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 September 01, 2016

| | | |
|------------|--|----|
| 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..... | 14 |
| Chapter 6 | Fraud, irregularities and plagiarism..... | 17 |
| Chapter 7 | Study plan and binding study advice..... | 20 |
| Chapter 8 | Complaints, objections and appeals | 21 |
| Chapter 9 | Annual report..... | 22 |
| Chapter 10 | Final provisions..... | 23 |

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, including the first-year (*propedeuse*) examinations:

- 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;
- ICT in Business;
- Life Science & Technology;
- Mathematics;
- Media Technology;
- Physics; and
- Statistical Science for the Life and Behavioural Sciences,

And the following minor programmes:

- Biodiversity and Natural Environment;
- Data Science;
- Disease, Signaling and Drug Targets;
- Human Evolution;
- Modern Drug Discovery;
- Molecular Biotechnology;
- Quantative Biology;
- Science and Research Based Business; and
- Sustainable Development,

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

Article 1.2 Definitions

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| 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 set out by the Faculty Board; |
| practical | A practical assignment in which tests and/or experiments are performed using equipment and/or biological or chemical components, generally in a space equipped laboratory; |
| invigilator | Person entrusted by or on behalf of the Faculty Board with the practical supervision of order during an examination. |
| the Act | Higher Education and Research Act; in Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW). |

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 Appointment of the chairman

- 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 to Article 7.12c of the Act;
 - 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 7.3d of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act;
 - e. 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.
- 2.2.3 Pursuant the OER, the Board of Examiners also the following responsibilities:
 - a. If the occasion arises, to extend the length of validity of successfully completed examinations as specified in the OER;
 - b. 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;
 - c. In special cases, to decide whether an examination must be taken publicly, as a departure from the stipulations of the OER;
 - d. 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;

- e. In individual cases to approve the choice of courses that form part of the programme;
- f. At the student's request, and subject to the relevant provisions of the OER, allowing the student to take one or more components of the final examination before passing the first-year (*propaedeuse*) examination of the degree programme concerned;
- g. 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;
- h. 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; and
- i. To issue a statement that specifies in any case the examinations successfully completed by a student in the event that the student has successfully completed more than one examination, but it is not possible to issue this student with a certificate as referred to under 2.2.3.h.

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. 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 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); 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 five 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 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 results of this evaluation 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 assessment of written examinations is based on pre-established written standards.

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

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

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.

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 appendix to these Rules and Regulations.

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 appendix to these Rules and Regulations. The examiner shall ensure that the conditions for admission to the examination laid down or arising from the law or other university regulations.

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

4.4.4 If there is a limit to the number of students allowed to participate in a given elective course of the Bachelor's programme offered by the degree programme, the order of placement is determined by the degree of study delay, it being understood that students who have completed their first-year examination within their first year of studies and who have suffered no further study delay will be placed first.

Article 4.5 Admission to examinations in the post-first-year phase

4.5.1 The Board of Examiners may grant a student admission to one or more components of the Bachelor degree programme before he or she has successfully completed the first-year examination of the degree programme.

4.5.2 For the purpose of granting access to components of the Bachelor degree programme as referred to in 4.5.1, the Board of Examiners may require the student to produce a study plan. If the Board of Examiners requires the student to produce a study plan, this is mentioned in the appendix of these Rules and Regulations.

Article 4.6 Registering for courses and resits

4.6.1 Students are expected to participate actively in all course activities and to make use of the first (partial) examination date.

4.6.2 Students have to register for courses and/or resits.

4.6.3 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 in the announcement.

4.6.4 There is one examination opportunity and one resit opportunity for each course. If a student fails to pass the course on both of these occasions, 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 4.7 Withdrawal from examinations

4.7.1 Withdrawal from an examination after the registration deadline but prior to the beginning of the examination session is only possible in case of personal circumstances beyond a student's control, as assessed and established by the Board of Examiners.

4.7.2 If a student who has registered and has not withdrawn from the examination nevertheless fails to sit for it, the examination is assumed to have been sit.

Article 4.8 Conducting (oral) examinations

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

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

4.8.3 The staff of the degree programme will arrange, on behalf of the Faculty Board, that for written examinations, if necessary, invigilators are appointed to ensure that order is maintained during the examination.

4.8.4 Oral examinations are generally heard by one examiner only. At the request of the student, the oral examination may be heard by two or more examiners.

4.8.5 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 4.9 Order during examinations

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

4.9.2 Students are allowed to enter the room where the examination is conducted until 30 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.

4.9.3 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.

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

4.9.5 If a student fails to follow one or more of the instructions as referred to in paragraph 4.9.1 to 4.9.4, the Board of Examiners or the examiner(s) may exclude him or her from further participation in the examination. The consequences of such exclusion are that the examination will not be graded. The student is given the opportunity to provide a brief explanation before the Board of Examiners reaches its final decision regarding exclusion.

4.9.6 The Board of Examiners is immediately notified, in writing, when a measure under provision of 4.9.4 is taken.

Article 4.10 Order during practicals

4.10.1 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.

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

4.10.3 Students must immediately follow the instructions of the invigilator of the practical examination, both before and during the practical.

4.10.4 A student who does not comply with the rules set out in 4.10.2 and 4.10.3 can be excluded by the Board of Examiners from further participation in the relevant practical. The consequence of such exclusion is that the practical will not be graded. The student is given the opportunity to provide a brief explanation before the Board of Examiners reaches its final decision regarding exclusion.

4.10.5 The Board of Examiners is immediately notified, in writing, when a measure under provision of 4.10.4 is taken.

Article 4.11 Assessment of examinations

4.11.1 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.

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

4.11.3 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:

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| 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.

4.11.4 In addition to 4.11.3, 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; and

4.11.5 The assessment of partial tests can, in contrast to the provisions set out in 4.11.3, be expressed using a decimal integer between 1,0 and 10,0.

4.11.6 If an examination takes the form of partial tests, every component must be graded with 5,0 or higher for the examination to be successfully completed. If a partial test includes a practical, the relevant partial test must at least be graded with 6,0, unless otherwise specified.

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

4.11.8 If one or more components of a single examination or 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.

Article 4.12 Assessment of the final examination report (thesis)

4.12.1 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 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. The third examiner will have the deciding vote.

4.12.2 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 4.13 Period of validity of results

At the request of the student, and after having discussed this with the examiner involved, the Board of Examiners may extend the period of validity of successfully completed examinations as specified in the OER by a maximum of one year, if personal circumstances demand this and the learning objectives of the study component have not changed in any significant way.

Article 4.14 Inspection and final evaluation

4.14.1 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.

4.14.2 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.

4.14.3 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 4.15 Exemption from examinations and practical assignments

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

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

4.15.3 The Board of Examiners will not take the decision to deny or partially deny the request before granting the student an opportunity to state his or her case.

4.15.4 A complete or partial 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'.

4.15.5 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 4.16 Retention period

4.16.1 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.

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

4.16.3 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.

4.16.4 The results of the examination 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

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 4.15 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 4.15, 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 4.15 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 Bachelor's examination, this is specified in the appendix of these Rules and Regulations.

Article 5.4 Registering for the diploma award ceremony

5.4.1 The first-year certificate is issued automatically once the requirements of the first-year programme have been met. The certificate award dates are set by the degree programme and published accordingly.

5.4.2 The examination candidate is expected to register at the Faculty's Student Administration Department no later than 25 working days before the expected date of the Bachelor's or Master's examination. Possible certificate award dates are set by the degree programme and published accordingly.

5.4.3 In accordance with Article 4.10.4 of the OER, the examination candidate may request the Board of Examiners to postpone the examination and/or the diploma award ceremony.

Article 5.5 Approval of final examination programmes and elective courses

A request for approval of a final examination programme as referred to in Article 7.3d 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.

Article 5.6 Exclusion from the programme or certain parts of it

5.6.1 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.

5.6.2 If the student as referred to in Article 5.6.1 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.

5.6.3 The Board of Examiners will issue its advice as referred to in 5.6.1 and 5.6.2 within ten working days after being requested to do so by the Executive Board.

Article 5.7 Degree certificate and diploma supplement

5.7.1 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.

5.7.2 Only one degree certificate will be issued per degree programme.

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

5.7.4 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 signature¹ at least one of the members of the board.

5.7.5 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.

5.7.6 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.

¹ A wet signature is a signature with lightfast ink.

5.7.7 Any person who has successfully completed more than one examination but who cannot be granted a diploma as referred to in 5.7.1, will receive upon request a statement by the Board of Examiners which specifies in any event the examinations that he or she has completed successfully.

Article 5.8 Final examination result

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

5.8.2 If the criteria set out in Article 4.12 of the OER are met, the Board of Examiners may choose to confer the designation 'cum laude' [with distinction] or 'summa cum laude' [with the highest distinction].

Assessments in words, as set out in 4.11.3 do not count towards determining a weighted average.

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

Article 5.9 Retention periods

The results of final examinations are public. The examination registers containing the results of final examinations are kept indefinitely.

Chapter 6 Fraud, irregularities and plagiarism

Article 6.1 Fraud

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

- the unauthorised use of 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

6.3.1 In the event of any irregularity or cheating or disturbance during the examination, the examiner or the supervisor responsible such as the Technical Education Assistant or student assistant, may immediately exclude a student from further participation in the examination. The examiner may confiscate any items in the possession of the student that could be relevant in assessing the irregularity or cheating.

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.

6.3.3 If an invigilator observes an irregularity, fraud or disruption during the examination, he or she must notify the examiner.

6.3.4 Without prejudice to the provisions of 6.2.1, if the examiner considers that an observed irregularity or act of cheating calls for a disciplinary measure other than immediate exclusion from further participation in the examination, to be imposed on the student, the examiner will contact the Board of Examiners.

6.3.5 The examiner is obliged to report any irregularities or cheating to the chair of the Board of Examiners.

Article 6.4 Disciplinary measures to be taken by the Board of Examiners in the event of irregularities or cheating

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

6.4.2 The disciplinary measures that can be imposed by the Board of Examiners are:

- a) declaring the results of the examination null and void;
- 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.
- 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.

6.4.3 In the event of serious fraud, the Executive Board may decide to definitively terminate the programme of the student in question.

Article 6.5 Disciplinary measures to be taken as a result of plagiarism²

6.5.1 If demonstrable plagiarism is detected in an assignment, paper, thesis or research project, the examiner may declare this assignment, paper, thesis or research project to be invalid. If the examiner deals with plagiarism in this way, he/she will notify this to the chair of the Board of Examiners as soon as possible.

6.5.2 If the examiner considers that the detected plagiarism calls for the imposition on the student of a disciplinary measure other than a declaration of invalidity, the examiner will contact the Board of Examiners.

6.5.3 If the examiner asks the Board of Examiners to impose a disciplinary measure in consequence of plagiarism, the examiner will provide the Board of Examiners with the assignment, paper, thesis or research project concerned.

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

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

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

² <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/plagiaat.html>

- c) 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.
- d) 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

In 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 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 2013.

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.³

³ <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-bindend-studieadvies.html>

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 **Error! Reference source not found.** 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 Ombudsperson⁴, the Regulation on Other Complaints⁵, the Regulations of the Examination Appeals Board⁶ 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 Board⁶ and the Student Charter⁷.

⁴ <http://regulations.leiden.edu/legal-protection/regulations-relating-to-the-ombudsperson.html>

⁵ <http://www.organisation.leiden.edu/complaint-box-students/regulation-on-other-complaints.html>

⁶ <http://regulations.leiden.edu/legal-protection/regulations-of-the-appeals-and-objections-committee.html>

⁷ <http://regulations.leiden.edu/education-students/student-charter.html>

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 must fulfil the requirements set by the Executive Board, and 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 September 01, 2016.

Drawn up on July 15, 2016