

Signatory authority

At the commencement of each academic year, the Board of Examiners determines which lecturers meet the requirements to qualify for signatory authority. This authority is linked to the course they are responsible for. The Board of Examiners generally expects the lecturer to have a PhD. However that is not always the case, therefore exemptions must be defined and registered.

External lecturers do not have signatory authority, instead the authority to sign is assigned to the programme director. Other than the programme directors, the educational director and the permanent members of the Board of Examiners (i.e. the non-external members of the Board of Examiners) have signatory authority.

The list of lecturers with signatory authority can be altered or expanded if necessary, for instance in cases of personal mutations. The most recent list of teachers with signatory authority can be requested from the secretary of the Board of Examiners. If mutations are relevant for the ongoing academic year, they should be passed along to the secretary of the Board of Examiners.

The Board of Examiners is authorised to sign BSc and MSc diplomas.

Composition of the Thesis project supervision

Bachelor thesis

Supervision for a BSc thesis project should be assigned in consultation with the coordinators of the Bachelor-class. For the final assessment of the thesis project two supervisors are necessary. The first and ultimately responsible supervisor of the BSc thesis should be PhD and should be a staff member of LIACS. This requirement does not apply for the second supervisor, therefore this can be an AIO or an external supervisor. The first supervisor should be registered as authorized to sign. The names of all those involved with the thesis assessment should be mentioned on the assessment form. The names of the first and second supervisor should be entered in the assigned cells on the form.

Master thesis

Supervising a MSc thesis should be done by at least two supervisors. The first and ultimately responsible supervisor should be a member of the scientific staff (UD, UHD, HL) of LIACS. Both supervisors should be PhD. It is possible to deviate from this requirement in highly exceptional case, dispensation can be granted by the Board of Examiners. This first supervisor should be registered as authorized to sign. Third parties could be involved in the (regular) assessment. The names of all involved assessors of the thesis should be mentioned on the assessment form.

Procedure Assessment Thesis projects

Specially designed assessment forms should be used to assess the thesis projects. The first supervisor is responsible for the clear and insightful completion of the form. The relative weight of grades is documented in the form and should be followed. A motivation should argue why a grade is issued. The form should be completed in a word processor. Both supervisors need to sign the form.

The forms are made available on this page of the LIACS website:

<https://www.universiteitleiden.nl/en/science/computer-science/organisationfolder/board-of-examiners>

The forms are arranged per curriculum, the correct course codes have been pre-documented on the forms. A correctly completed assessment form, signed by both supervisors, is required for the graduation of a study/curriculum. When this form is not available the diploma cannot be signed.

The grades should be passed along to the Science Student Administration by means of grade submission forms. These forms are also made available on the website mentioned above. The grade submission form should be signed by a lecturer or supervisor who has signatory authority. When high grades (≥ 9) are issued, a strict policy should be followed. See the explanation below, under BSc- and MSc thesis.

Bachelor thesis

Before assessment can take place, a plagiarism check should be carried out. The assessment should be done according to the regulations. For a rating of 9 or higher, expectations are that results are significantly innovative; possibly suitable for (partial) publication. The student will then be co-author of the publication. The assessment form should clearly state that the results are original and innovative, and that the results are suitable for a (partial) scientific publication.

When the thesis has been a collaboration between two or more students, it should be clear from the report which student is responsible for which part of the thesis. The total thesis should be more extensive to justify the activities of two graduate students.

Master thesis

Before assessment can take place, a plagiarism check should be carried out. The assessment should be done according to the regulations. For a rating of 9 or higher it is expected that the thesis project is filed for publication, i.e. a participation to the proceedings of a peer-reviewed scientific magazine, conference or workshop. This submission is part of the assessment – the student will write the publication under the supervision of the supervisors; the student will be the first author of the publication. The process of the assessment calls for extra monitoring. This monitoring consists of the assessment form, the thesis manuscript and the (concept) publication that was extracted from the thesis. The monitoring is performed by an independent third party with (some) substantive knowledge. This person is appointed by the Board of Examiners. The assessment from this third party concerns the followed procedure and motivations as issued by the supervisors. The third party reports directly to the Board of Examiners. The assessment form and the grade submission form are

merely valid when they are provided with a stamp of the Board of Examiners - without a stamp the grade cannot be processed by the Science Student Administration. The student can only be informed of the final grade after the Board of Examiners has received and agreed with the report.

Research project

When supervising the research project, the same rules and regulations apply as for the Master thesis. For the assessment of the research project the specially designed assessment forms should be used. The grade should be documented on a grade submission form. The relative weight of the grades are pre-documented on the forms and should be applied.

The results of the research project can be presented. The decision to do so is for the supervisor and student to make - the presentation is not compulsory. The report and results are handled in the same manner as the thesis project.

Sufficient assessment thesis (BSc/MSc)

The regulations of the thesis assessment state that the work of a student is sufficient when graded with a 6.0. however, when supervisors wish to issue this grade it is strongly recommended to ask a third person to assess the followed procedure and the motivation to issue this grade. This is possible through the Board of Examiners.

Results thesis projects (BSc/MSc)

It should be noted on the assessment form that the results of the (thesis) projects are archived. To archive the code, Gitlab of LIACS should be used.

Measurement results should be archived in consultation with the supervisors. The results are an integral part of the student's work and should be retrievable. A plagiarism control is always part of the assessment procedure.

Exams

The first page of each exam should contain the header that has been designed for the exams. Each exam section should be provided with the maximum amount of points that can be obtained from it. If necessary, the calculation of the exam grade can be provided in the information section of the exam.

The header for the exams can be found here:

<https://www.universiteitleiden.nl/en/science/computer-science/organisationfolder/board-of-examiners>

During each exam an attendance sheet is used, as provided by the Board of Examiners. On this list the following information of the participating student is documented:

- 1- Name
- 2- Student ID
- 3- Number of submitted pages
- 4- Signature
- 5- With green or orange card.

This list is archived with the exam. The list and exam answers will be destroyed after a period of 2 years.

Oral exam

It is possible to take an oral exam instead of a written exam. The examiner/ lecturer can agree with this in consultation with the Board of Examiners – in some cases the examiner/lecturer will be asked by the Board of Examiners to issue an additional (oral) exam. The examiner/lecturer is not obliged to grant this request, however a motivation for the decision will be demanded.

An oral exam is taken by the examiner and an assistant, a PhD student or another colleague. The presence of a second person is mandatory when taking an oral exam. The assistant will write a brief report of the exam; i.e. date, place, name of the assistant and a brief elaboration on the questions asked and the answers given. Similar to a regular exam, this report should be archived with the assessment. The examiner will pass the grade along to the Science Student Administration.

Calamities and irregularities during the exams

In case of a calamity during the exam (vacation due to a fire alarm) the following procedure should be followed (for an exam of 3 hrs):

If the fire alarm rings during the **first hour** of the exam, the exam will automatically be cancelled. All exams should be left at the tables and cannot be taken along. If the fire alarm rings during or after the **second hour** of the exam, the exam is also cancelled. However, the submitted exams will be assessed. For the students who had not submitted their exams, an additional resit will be scheduled. Students will have to be informed about the new date of their exam, and it should be included in the invigilation regulations. Other irregularities during exams should be reported to the Board of Examiners, to find an appropriate solution.

Publication final results (grades)

As of May 25, 2018 the GDPR has been implemented. Therefore results can no longer be published. BlackBoard can be used to communicate (partial) grades to the students. There is a module available in this educational system that makes it possible to communicate the grades to each student individually.

Archiving exams

The study should provide a facility to store or archive exams and accompanying documents.

Plagiarism

The teacher of each course will elaborate in the beginning of the course what plagiarism is, and what the consequences of plagiarism are. This is a repetition/ specification of the information provided for the studies by the Board of Examiners.

When plagiarism is detected in homework, an assignment or a report, the student will be notified by the teacher. In a conversation following the notification the source of the plagiarized work will be investigated and discussed. If the source is another student, this student will also be notified.

The lecturer reports plagiarism to the Board of Examiners and proposes a sanction. The Board of Examiners ratify this sanction and will impose this sanction to the student ; this can vary from failing the course, a new assignment or exclusion of a study component. The Board of Examiners will register the name and verifies whether the student's name is in the list for *cum laude*. If so, the registration of plagiarism excludes the student from *cum laude*. The teacher also reports the reporter to the Board of Examiners. The reporter will be issued with a warning by the Board of Examiners; in case of repetition a sanction will be imposed. The lecturer cannot impose a sanction on the reporter.

After the determination of plagiarism, the lecturer is obliged to inform the student about the consequences of multiple plagiarism detections. When the student is found to have plagiarized again, the Board of Examiners will impose a sanction. This will come down to exclusion of courses for one year, or exclusion of taking exams of a full academic year.

TurnItIn, as integrated in Blackboard, should be used to check for plagiarism of reports or thesis'. An alternative programme that has been provided by the Board of Examiners or university may also be used.

Fraud

If one or a group of students have committed fraud, or when there is reasonable reason to suspect this, it will immediately be broad to the attention of the Board of Examiners. The Board of Examiners will investigate this, if fraud has been committed a sanction will be imposed that is proportional to the nature of the fraud. In certain cases the sanction will be decided on in consultation with the Administration and Central Services. This concerns exclusion of exams or elimination a student from the university.