



Universiteit Leiden

## **Faculty of Social and Behavioral Sciences**

### **Rules and Regulations 2017-2018 of the Board of Examiners of the Institute of Education and Child Studies**

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

Adopted on 14 August 2017

## Chapter 1 General provisions

### Article 1.1 Scope

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) of the degree programmes Bachelor *Pedagogische Wetenschappen* (including the *Academische Pabo* and the *Pre-master's programme*), the Master *Education and Child Studies* and the Research Master *Developmental Psychopathology in Education and Child Studies* of Leiden University, hereafter referred to as: the degree programme.

### Article 1.2 Definition

Act Higher Education and Research Act (*WHW*)

First examiner: the first examiner, who supervises, reads and assesses the thesis/final assignment/graduation report.

Fraud: any action (including plagiarism) which entirely or partly prevents the correct assessment of a student's knowledge, understanding and skills is considered to be fraud in the sense of Article 7.12b WHW. This also includes the intention and/or incitement to take such an action or the omission of an action.

Invigilator: a person who is charged by or on behalf of the Faculty Board with ensuring that order is maintained during an examination.

Mid-term examination (*deeltentamen*): a test which, in addition to one or more other mid-term examinations or practical assignments, forms part of an examination (*tentamen*) and contributes to the final grade (*eindcijfer*) of the examination. The relative weighting of the mid-term examinations is laid down in the Course and Examination Regulations (OER) and in the e-Prospectus.

OER the Course and Examination Regulations (*Onderwijs- en examenregeling*) of the degree programme, as adopted by the Faculty Board.

Practical assignment: a practical assignment as (a component of) an examination, as provided for in Article 7.13(2d) of the Act, which takes one of the following forms:

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

Second assessor: the second examiner, who reads and assesses the thesis/final assignment/graduation report.

Third assessor: A third examiner who is appointed by the Board of Examiners in the event that the first and second assessors are unable to agree on the assessment of the thesis/final paper/final report.

Other terms have the meaning assigned to them in the Act or the OER.

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

### Article 2.1 Appointment of the chair and secretary

2.1.1 The Board of Examiners has a chair and a deputy chair.

2.1.2 An official secretary may be assigned to the Board of Examiners.

2.1.3 The Board of Examiners has an external member, who is responsible for the assessment of the quality of examination. Deze heeft als taak de toetsing achteraf van de kwaliteit van de examinering.

### Article 2.2 Duties and powers of the Board of Examiners

2.2.1 The Board of Examiners is the body charged with objectively and competently determining whether a student fulfils the conditions laid down in the OER regarding the knowledge, understanding and skills required for obtaining a degree.

2.2.2 Without prejudice to the Act and the regulations based thereon, the Board of Examiners is in any event also responsible for:

- a. assuring the quality of the examinations and final examinations;
- b. assuring the quality of the organisation and procedures relating to examinations and final examinations;
- c. establishing guidelines and instructions within the framework of the OER to assess and determine the results of examinations and final examinations, including the pass/fail regulation;
- d. granting permission, given by the most appropriate Board of Examiners, for a student to compile and follow an individual curriculum, as referred to in Article 7.3d of the Act, the final examination of which leads to obtaining a degree. The Board of Examiners will also indicate to which of the institution's degree programmes this curriculum is deemed to belong for the application of the Act;
- e. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- f. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- g. in exceptional cases, deciding whether an examination must be taken orally, in written form or in another way, notwithstanding the provisions of the OER;
- h. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
- i. granting exemption from the obligation to participate in practical assignments required for admission to the examination concerned, possibly with the imposition of alternative requirements;
- j. in individual cases, approving the choice of course components included in the degree programme;
- k. at the student's request, and subject to the relevant provisions of the OER, allowing the student to take one or more components of the final examination before passing the first-year (*propaedeuse*) examination of the degree programme concerned;
- l. verifying, insofar as this is stipulated by the Faculty Board as a condition for taking final examinations or components thereof, that evidence of an adequate command of the Dutch language for successful participation in the courses has been provided by students who have been granted exemption from the prior education requirement as referred to in Article 7.24 of the Act. This exemption is on the ground of having a diploma awarded outside the Netherlands, or if exemption has been granted from the admission requirement for the post-first-year (*post-propaedeuse*) stage of the degree programme
- m. on behalf of the Faculty Board, issuing the (binding) study advice as referred to in Article 7.8b of the Act;
- n. presenting the student with a degree certificate and supplement as referred to in Article 7.11(4) of the Act, as evidence of having passed the final examination;
- o. in the case of a student who has passed more than one examination but cannot be awarded a degree certificate as referred to in n. above, issuing a statement showing at least the examinations that he/she has passed;
- p. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud.

### Article 2.3 Procedures

2.3.1 The Board of Examiners decides by simple majority of votes. If there is an equal division of votes,

the chair has the casting vote.

2.3.2 The Board of Examiners can mandate its members, or other parties whose positions qualifies them to do this, in writing to take certain decisions. The Board of Examiners can provide the mandated member(s) with instructions on how to exercise the mandated power.

2.3.3 Mandated members take decisions on the basis of the OER, the present Rules and Regulations and previously formulated policy, and render account for their actions. The method of rendering account will be established in advance. Where there is any divergence from previously formulated policy, the full Board of Examiners will decide.

2.3.4 The Board of Examiners has in any case established the following:

- a. the composition of the Board of Examiners;
- b. the duties, powers and responsibilities of the chair, deputy chair, other members and official secretary;
- c. the duties that are mandated to the various members and to whom these duties have been mandated, including the method of rendering account for decision-making;
- d. the frequency of meetings, public access and confidentiality;
- e. the method of reporting and archiving of meetings and decisions
- f. internal procedures relating to:
  - the appointment of examiners;
  - assuring the quality of examinations;
  - requests for exemption;
  - fraud;
  - the binding study advice (BSA);
  - the recording of the members' signatures.

## **Chapter 3 Appointment of examiners**

3.1.1 Before the start of each academic year, and further as often as necessary, the Board of Examiners will appoint examiners for conducting examinations and determining the results of those examinations, and will inform the examiners of this in writing.

3.1.2 An examiner must have the necessary expertise in terms of subject matter and assessment skills, in accordance with the requirements specified in Article 4.2.

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

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

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

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

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

## **Chapter 4 Assessments**

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

4.1.1 The format of the examinations is laid down in the OER. In exceptional cases, the Board of Examiners may decide, in consultation with the examiner, that an examination will be held in a format other than that stated in the OER. On behalf of the Board of Examiners, the examiner will announce the format in which the examination will be held at least 25 working days before the examination date.

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

4.1.3 The conditions under which mid-term examinations can compensate for one another are as follows:

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## **Article 4.2 Quality assurance of examination**

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

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

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

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

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

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

4.2.7 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 will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.

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

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

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

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

4.2.13 In completing the evaluation referred to in 4.2.11 and 4.2.12, the Board of Examiners can request the assistance of experts.

## **Article 4.3 Admission requirements for examinations and practical assignments**

4.3.1 The examiner will ascertain that the student fulfils the conditions for admission to the examination, as laid down in the OER or ensuing from the Act or University regulations.

4.3.2 A request as referred to in Article 4.2.2 of the OER will only be processed if it is accompanied by a study plan and a list of subsidiary activities recognised by the Executive Board in which the student has participated or is intending to participate.

4.3.3 The degree programme sets certain conditions for participation in resits. These conditions are laid down in the e-Prospectus. For exams a student has passed a resit is allowed in the academic year in which the exam was passed. The highest obtained result is valid.

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

4.3.5 The degree programme has additional conditions regarding prior knowledge for participation in course components, examinations or practical assignments. These are ....

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

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

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

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

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

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

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

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

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

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

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

#### **Article 4.6                    Conducting examinations**

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

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

4.6.3     Students will be admitted to the room where the examination is being held up to 30 minutes after the specified starting time, and may not leave the room earlier than one hour before the specified ending time of the examination, unless permitted to do so by the examiner.

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

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

4.6.6     Any student who fails to comply with one or more of the instructions referred to in paragraphs 4.6.2 through to 4.6.5 may be excluded by the examiner from further participation in the examination concerned. Before deciding to exclude a student, the examiner will offer the student the opportunity to give a brief explanation.

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

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

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

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

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

4.7.4 Any student who fails to comply with the obligations referred to in 4.7.2 or 4.7.3 may be excluded by the examiner from further participation in the practical concerned. This exclusion will result in the student being deemed to have not participated in the practical. Before deciding to exclude a student, the examiner will offer the student the opportunity to give a brief explanation.

#### **Article 4.8 Oral examinations**

4.8.1 Oral examinations will usually be conducted by a single examiner. At the request of the student, the oral examination can be conducted by two or more examiners.

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

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

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

4.8a.2 The assessment of papers, presentations, research reports or other products will be on the basis of the individual contribution made by the student.

#### **Article 4.9 Period of validity of examinations**

At the request of the student, and after consultation with the examiner concerned, the Board of Examiners will extend the period of validity of pass results for examinations, as laid down in the OER, by a maximum of one year each time, provided that this is justified by personal circumstances and there have been no radical changes to the learning objectives of the course component.

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

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

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

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

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

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

4.11.2 The Board of Examiners will reach a reasoned decision within twenty working days after the submission of the request. If the Board of Examiners is considering refusing the request, the student may be given the opportunity to state his/her case. If the Board of Examiners has not given a decision within the stated period, the request will be deemed to have been granted.

#### **Article 4.12 Retention periods**

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

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

4.12.3 The decisions of the Board of Examiners and the results of all (final) examinations taken will be carefully recorded. Access to the recorded information will be restricted to persons who have been given such permission by the Board of Examiners.

## **Chapter 5 Final examinations and degree certificates**

### **Article 5.1 Taking the final examination**

Pursuant to Article 4.10.2 of the OER, the Board of Examiners can decide that the final examination will include an additional test, as referred to in 4.2.1, which it will conduct itself.

### **Article 5.2 Compensation**

Students do not have to pass every examination in order to be awarded a pass in the final examination. This ‘compensation arrangement’ will be determined by the Board of Examiners and included in the e-Prospectus.

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

A reasoned, written request for approval of an individual curriculum for a final examination, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will decide within thirty working days after receipt of the request. If a decision has not been given within this period, the Board of Examiners will be deemed to have given the requested approval.

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

5.4.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been fulfilled, the Board of Examiners will present a degree certificate, as evidence that the student has passed the final examination. This degree certificate will show the information stipulated in Article 7.1(2), of the Act.

5.4.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed with a wet signature by at least one of the members of the Board of Examiners.<sup>1</sup>

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

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

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

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

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

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



## **Article 5.6 Retention periods**

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

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

5.7.1 If, in accordance with Article 7.42a of the Act, a student has demonstrated by behaviour or remarks that he/she is unfit to practise one or more of the professions for which he/she is being trained in the degree programme that he/she is following, or is unsuited to engage in practical preparation for professional practice, the Board of Examiners will, on request, issue advice to the Executive Board regarding the refusal or termination of that student's enrolment in the degree programme.

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

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

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

### **Article 6.1 Fraud**

Fraud is understood to mean:

- the unauthorised use of smartphones, smartwatches or other devices during the examination
- copying the work of other students
- use of a cribsheet
- modifying the submitted examination paper during the inspection
- presenting false proof of enrolment
- any other behaviour that the Board of Examiners considers to be fraudulent on the basis of the rules and regulations established and communicated within the faculty
- plagiarism, this being conduct that contravenes the Leiden University Code of Conduct on Plagiarism (appended)

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

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

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

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

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

### **Article 6.3 Disciplinary measures to be taken by the Examiner**

6.3.1 In the event of any irregularity or fraud or disturbance during the examination, the examiner 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 fraud.

6.3.2 If an invigilator observes an irregularity, fraud or disruption during the examination, he or she

must notify immediately the examiner.

6.3.3 If the examiner requests this, a student is obliged to surrender to the examiner any items in his/her possession that could be relevant in assessing an irregularity or act of fraud, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time.

6.3.4 Without prejudice to the provisions of 6.3.1, if the examiner considers that an observed irregularity or act of fraud 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 fraud 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 fraud**

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. For this purpose they put into action the *Protocol for reporting a suspected case of fraud (see Appendix)*.

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 or awarding a grade of 1 for the examination;
- b. excluding the student from participation in the examination regarding which the irregularity or fraud was observed for a maximum period of one year and/or;  
excluding the student from participation in one or more other examinations for the maximum period of one year;
- c. 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;
- d. 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, in view of Article 7.42(3) of the Act.

#### **Article 6.5 Cancelled (included in 6.2 and 6.3)**

#### **Article 6.6 Disciplinary measures to be taken as a result of plagiarism**

6.6.1 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 the chair of the Board of Examiners of this as soon as possible.

6.6.2 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.

6.6.3 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.

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

6.6.5 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;

- 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 6.7 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 The binding study advice**

### **Article 7.1 Student file**

7.1.1 The Board of Examiners maintains a BSA file on every student who is enrolled in the bachelor's degree programme and to whom this applies on the basis of the Leiden University Regulation on the Binding Study Advice.

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

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

### **Article 7.2 The advice**

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

## **Chapter 8 Complaints and appeals**

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

8.1.1 A student who wishes to lodge a complaint or administrative appeal, as referred to in Article 7.61(1) of the Act, regarding a decision taken by the Board of Examiners or by one or more of the examiners appointed by the Board of Examiners, should lodge this complaint or appeal with the Examination Appeals Board.

8.1.2 The time limit for lodging a written administrative appeal, as referred to in 8.1.1, is six weeks after the written notification of the decision that is the subject of the administrative appeal.

### **Article 8.2 Handling of complaints**

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

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

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

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

## **Chapter 9 Annual report**

### **Article 9.1 Reporting**

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

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

## **Chapter 10 Final provisions**

### **Article 10.1 Exceptional circumstances**

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

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

### **Article 10.2 Changes**

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

### **Article 10.3 Effective date**

These Rules and Regulations will enter into effect on 1 September 2017.

# Appendix 1

## PROTOCOL FOR REPORTING A SUSPECTED CASE OF FRAUD

### *Definitions*

The term 'examination' in this Protocol is in any event taken to mean:

- an oral examination;
- a joint written essay examination;
- a joint written multiple choice examination;
- a written individual or group assignment (for example, an assignment, a plea, review, thesis, research report, report of a bachelor's project, a work placement report, a report of a master's project).

Fraud is in any event taken to mean:

- allowing a third party to take examinations on behalf of the student concerned;
- copying answers, or parts of answers, of another examination candidate or other examination candidates to examination questions during a joint written essay or multiple choice examination;
- copying texts, or parts of texts, from written assignments by fellow students;
- copying texts, or parts of texts from written assignments that the student has completed for a different teaching component;
- copying text from information sources (electronic or paper resources) without indicating this or providing appropriate references;
- allowing any third party to compose an individual written assignment.

### *Confidential Committee*

The Institute Board will appoint a Confidential Committee. The Committee will investigate suspected cases of fraud which lecturers, students and invigilators report to the Board of Examiners.

### *Procedure for handling suspected cases of fraud*

1. If a lecturer, student or invigilator has reason to suspect an instance of fraud, this must be reported to the Board of Examiners, who will send it for investigation to the Confidential Committee. In the case of a joint or individual written examination, the instance should be reported within two weeks of the date of the examination. In the case of a written assignment, the period for reporting the incident is five weeks dating from the deadline for submitting the assignment.
2. The Confidential Committee will guarantee a proper and speedy procedure for handling cases of fraud, while maintaining confidentiality.
3. All documents relating to the case will be made available to the Confidential Committee.
4. The Confidential Committee will hear all the parties involved in order to reach a judgment on the legitimacy of the suspicion of fraud.
5. The Confidential Committee will hear each party in person and separately.
6. The hearing will not be public.
7. The Confidential Committee will reach a judgment as to whether the suspicion is legitimate as quickly as possible, but in any event within a period of four weeks.
8. If the Committee concludes that the suspicion of fraud is legitimate, the Committee will report this in writing to the Board of Examiners and all parties involved.
9. The notification should contain at least the following information:
  - the name of the lecturer concerned
  - the name of the programme component and the date of the suspected fraud
  - the name and student number of the student or students concerned
  - a description of the suspected case of fraud and the considerations of the Committee in finding the suspicion legitimate
  - the date.

## Appendix 2

### 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 'autoplagiarism'). 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.