



Universiteit Leiden

2024-2025

Faculty of Archaeology

Rules and Regulations of the Board of Examiners of the degree programmes in Archaeology

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

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

Adopted on 15 August 2024

Chapter 1 General provisions

Article 1.1 Scope

- 1.1.1 These Rules and Regulations have been established by the Board of Examiners and apply to the examinations (*tentamens*) and final examinations (*examens*) of the Archaeology (BA) and Archaeology (MA, MSc and Research Master's) programmes of Leiden University, hereafter referred to as: the degree programme.
- 1.1.2 These Rules and Regulations have been established in Dutch and English. In the event of differences between the two versions, the Dutch version will prevail.

Article 1.2 Definitions

Act: Higher Education and Research Act (*WHW*).

AI software: Artificial intelligence (AI) is the ability of a machine to display human-like capabilities such as reasoning, learning, planning and creativity.¹ Types of AI software include virtual assistants, image analysis software, search engines, speech and face recognition systems, (self-learning) applications that are independently able to discover existing or new connections and/or patterns in (big) data and independently make decisions, and chatbots such as ChatGPT.

Constituent examination: (*Deeltentamen*) An evaluative assessment of knowledge, understanding and skills to assess whether the student has attained the learning outcomes of a course. An examination (*tentamen*) can consist of one or more constituent components or practical assignments. The relative weighting of the constituent examinations is set out in the OER and the Prospectus.

Examination: (*Tentamen*) An investigation of the knowledge, understanding and skills of the student relating to a particular programme component, as well as the assessment of the outcome of this investigation (in line with Article 7.10 of the Act). The investigation can take place in written, oral or digital form, or a combination of these. An examination can consist of several constituent examinations. Credits are only awarded for examinations. The investigation is carried out in line with the method determined by the Board of Examiners for quality assurance of the examinations and final examinations.

For the definition of fraud, see Article 7.1; see also Article 7.12b of the Act.

Fraud:

First assessor: The first examiner, who supervises, reads and assesses the thesis / final paper / final report.

¹ https://www.europarl.europa.eu/news/nl/headlines/society/20200827ST085804/wat-is-artificiele-intelligentie-en-hoe-wordt-het-gebruikt?at_campaign=20234-Digital&at_medium=Google_Ads&at_platform=Search&at_creation=DSA&at_goal=TR_G&at_audience=&at_topic=Artificial_Intelligence&gclid=Cj0KCQjw7uSkBhDGARIsAMCZNJtvmvZiYs2g9giVER1E3cc70n7XCNWrwQZ9kIC5kZVhru7tURsuBfsaAqqpEALw_wcB

Invigilator: A person who is charged by or on behalf of the Faculty Board with ensuring, in person or by digital means, such as proctoring, that order is maintained during an examination, whether this is held on campus or online.

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 or final examination, as referred to in Article 7.13(2d) of the Act, which takes one of the following forms:

- writing a thesis / final paper / final report / conducting a final project,
- completing a writing assignment or an artistic outcome,
- carrying out a research assignment,
- taking part in fieldwork or an excursion,
- completing an internship, or
- taking part in an alternative learning activity aimed at acquiring particular skills.

Second assessor: The second examiner, who reads and assesses the thesis / final paper / final 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 Chair, secretary and external member

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

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

2.1.3 The Board of Examiners has an external member. This member is the assessment specialist of the Board of Examiners.

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 also has in any case the following tasks:

I. General tasks

- a. assuring the quality of the examinations and final examinations;
- b. assuring the quality of the organisation and procedures relating to examinations and final examinations;
- c. in the bachelor's programme, issuing the (binding) study advice on behalf of the Faculty Board, as referred to in Article 7.8b of the Act and the Leiden University Regulation on the Binding Study Advice;
- d. in the bachelor's programme, pre-master's programme, educational module and master's programme, issuing the study progress decision to students with a residence permit on behalf of the Executive Board, as referred to in the Aliens Decree 2000 and the Leiden University Regulations on Study Progress of International Students (MoMi) 2024;²
- e. compiling an annual report of its activities for the Faculty Board;

II. Degree curriculum and final examination

- a. 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 7.3j 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;
- b. in individual cases, approving the choice of programme components included in the degree programme;
- c. verifying, insofar as this is stipulated by the Faculty Board as a condition for taking final examinations or components thereof, that evidence of sufficient 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 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*) phase of the degree programme;

² The Leiden University Regulations on Study Progress of International Students (MoMi) 2024 are currently in the process of administrative decision-making. The aim is that these regulations should enter into effect on 1 September 2024 or as soon as possible thereafter.

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

III. Examinations and exemptions

- a. 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;
- b. granting exemption from taking one or more examinations on one of the grounds specified in the OER;
- c. where applicable, extending the period of validity of pass results for examinations, as specified in the OER;
- d. in exceptional cases, deciding whether an examination must be taken orally, in written form, online, on campus or in another way, notwithstanding the provisions of the OER;
- e. in exceptional cases, deciding whether an examination must be held in public, notwithstanding the provisions of the OER;
- f. granting exemption from the obligation to participate in practical assignments required for admission to the examination concerned, possibly with the imposition of alternative requirements;
- g. taking appropriate measures and imposing sanctions if a student or external examination candidate (*extraneus*) is found to have committed fraud;
- h. granting effective facilities for following classes and taking examinations to students with a disability as referred to in the Equal Treatment (Disability and Chronic Illness) Act;
- i. appointing examiners.

Article 2.3 Procedures

- 2.3.1 The Board of Examiners decides by simple majority of votes. If there is an equal division of votes, the chair has the casting vote.
- 2.3.2 The Board of Examiners can mandate its members, or other parties whose position 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:
 - i. the appointment of examiners;

- ii. assuring the quality of examinations;
- iii. requests for exemption;
- iv. fraud;
- v. the binding study advice (BSA);
- vi. the study progress decision (MoMi);
- g. the recording of the members' signatures.

2.3.5 Requests should be addressed to the Board of Examiners and submitted to the official secretary. The request should contain the name and student number, and a clear specification of the request. The Board of Examiners decides within 30 working days after receiving the request, unless other rules apply on the basis of the OER and/or Rules and Regulations of the Board of Examiners. The official secretary communicates the decision to all concerned, also stating the possibilities of appeal.

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 for quality assurance 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 Examinations

Article 4.1 Format of the examinations

- 4.1.1 The format of the examinations is laid down in the OER and the Prospectus.
- 4.1.2 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 and the Prospectus. On behalf of the Board of Examiners, the examiner will announce the format in which the examination will be held at least 25 working days³ before the examination date.
- 4.1.3 The Board of Examiners may agree to an alternative method of examination than that laid down in the OER and the 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.
- 4.1.4 Examinations can take place in the form of group work. An individual assessment will be made in the event that a presentation, research project, report or other educational performance is produced in a group context.

³ In line with the principles for education and examinations in the first semester 2021-2022 established by the Executive Board on 8 June 2021, in the case of force majeure the examiner will announce on behalf of the Board of Examiners at least 5 working days prior to the date of the examinations the form in which the examination will take place.

- 4.1.5 The conditions under which constituent examinations can compensate for each other are as follows:
- Compensation of constituent examinations is only possible if the constituent examination received a grade of at least 5.

Article 4.2 Quality assurance of examinations

- 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 programme component concerned, and were laid down in the 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 programme 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 examination should preferably 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 or online assessments will be graded on the basis of pre-determined, written criteria (model answer and/or grading criteria).
- 4.2.10 No more than 30% of the questions and assignments of an examination may be re-used in the following year.
- 4.2.11 The procedures relating to the quality assurance of examinations will have been established by the Board of Examiners.
- 4.2.12 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 and the programme management.
- 4.2.13 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.
- 4.2.14 In completing the evaluation referred to in 4.2.12 and 4.2.13, the Board of Examiners can request the assistance of experts.
- 4.2.15 The Board of Examiners will guarantee the quality of the way invigilation is carried out, both on campus and online, and will pay particular attention to the following aspects:
- whether sufficient measures are taken to prevent fraud during the examination;
 - whether the identity of the student taking the examination can be verified;
 - whether it can be confirmed that the examination has been completed within the time set.

Article 4.3 Admission requirements for examinations and practical assignments

4.3.1 The examiner will ascertain that the student fulfils the conditions for admission to the examination, as laid down in the OER 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.

The opportunity will be offered twice in each academic year to take the examination related to each of the programme components that are offered in that year. If the examination for a programme component comprises more than one constituent examination, it can be stipulated in the programme description in the Prospectus that a resit is not possible for all constituent examinations. In this case, the student must at least be given the possibility, in the second examination opportunity, to pass the course by means of an assessment that is appropriate for the course in question.

It is not possible to resit practical assignments in the same academic year, with the exception of the examiner's power to decide in exceptional cases that a student is eligible for a resit assignment. A resit assignment must meet the learning objectives that were assessed in the original assignment.

The degree programme has conditions for participation in and/or assessment of research internships. These are specified in the Prospectus.

4.3.3 The degree programme has additional conditions regarding prior knowledge for participation in programme components, examinations or practical assignments. These are specified in the Prospectus.

Article 4.4 Dates of the examinations

4.4.1 Unless otherwise stipulated in the OER and the Prospectus, the dates on which on campus or online examinations will be held will be determined and announced on behalf of the Board of Examiners no later than one month before the start of the academic year, unless, due to *force majeure*, the date cannot be announced earlier than five working days in advance.

4.4.2 There may be variation from the provisions of 4.4.1 in the event of *force majeure*, after advice has been given by the Programme 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 assessments that will take place in a form other than written (on campus or online) or oral.

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 the examination in line with the procedure in the applicable Enrolment Protocol, as referred to in the OER.

Article 4.6 Conducting examinations and orderly conduct during an examination

4.6.1 For examinations that are held either on campus or online (remotely), at the request of the Faculty Board or with a view to safeguarding the quality of the assessment, the Board of Examiners can issue a recommendation regarding the use of such resources as invigilators or

proctoring in order to prevent fraud.

- 4.6.2 A student must provide proof of identity, in the form of a university ID card (LU-card) and legally valid ID, when so requested by or on behalf of the examiner.
- 4.6.3 For examinations that are held remotely online, the Board of Examiners can stipulate that students submit a completed Statement of Authenticity prior to an examination.
- 4.6.4 Students will be admitted to the room where the examination is being held up to 45 minutes after the specified starting time, and may not leave the room earlier than 45 minutes after the start of the examination, unless permitted to do so by the examiner.
- 4.6.5 For examinations that are held remotely online, students will be admitted to the (online) environment where the examination is being held up to 15 minutes after the specified starting time. In the event of problems with logging in, the student should immediately contact the examiner.
- 4.6.6 If an examination is held online and a technical malfunction occurs within the university environment which means that the examination cannot be continued, the Board of Examiners will decide whether and when a new examination will be scheduled. If the technical malfunction is of a temporary nature, and the examination is interrupted or starts later, the examiner will decide how much additional time a student (or students) will have.
- 4.6.7 A student can refuse to take part in an online examination using proctoring on the grounds of serious privacy objections. The student must inform the Board of Examiners accordingly as soon as possible. The student can ask the Board of Examiners for an alternative assessment. The Board of Examiners can decide to allow an alternative assessment or decide that the student must wait until the examination can be held in another form, on campus or online.
- 4.6.8 Communication devices, including mobile telephones, smartwatches and smartphones, must be switched off while the (online) examination is taking place. Other electronic equipment may not be used, except with the permission of the examiner.
- 4.6.9 Students are required to comply with all instructions of the Board of Examiners or the examiner that were published before the start of the examination, and all instructions that are given during and immediately after the examination.
- 4.6.10 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner or invigilator can ask the student to leave the room or the online examination environment. The examiner will then write an official report, and will inform the student concerned that the examination will not be assessed until the Board of Examiners has reached a decision.
- 4.6.11 The examiner will immediately inform the Board of Examiners in writing of any measure taken pursuant to the provisions of 4.6.10.

Article 4.7 Examinations using proctoring

- 4.7.1 Students will be informed via Brightspace at least 10 working days in advance of the relevant conditions for taking an examination using proctoring and of the maximum duration of the examination.
- 4.7.2 By taking part in the examination the student agrees to the recording and collection of data by the proctoring system.
- 4.7.3 If the examiner is unable to verify that all the conditions specified in this article have been met, the examiner cannot determine whether the examination has been conducted correctly. The examination can then be declared invalid.

Article 4.8 Effective facility for students with a disability

- 4.8.1 A student with a disability as referred to in the Equal Treatment (Disability and Chronic

Illness) Act is entitled to effective facilities when taking an examination.

- 4.8.2 The Board of Examiners will decide on a request for an effective facility, taking into account the legal rules and the procedure as set down in the Protocol on Studying with a Disability at Leiden University.
- 4.8.3 A request for an effective facility must be submitted via the Studying with a Disability tile in uSis (<https://usis.leidenuniv.nl>).
- 4.8.4 A student with a disability can submit a request for an examination facility for time extension of 10 minutes of additional time per hour for taking an examination, via the Studying with a Disability tile in uSis (<https://usis.leidenuniv.nl>). The student is required to submit adequate supporting documents regarding their disability.
- 4.8.5 Requests and supporting documents for an examination facility for time extension of 10 minutes of additional time per hour for taking an examination will be evaluated by the student counsellor.
- 4.8.6 The student counsellor has a mandate to decide on these requests on behalf of the Board of Examiners, insofar as the requested examination facility is for time extension of 10 minutes of additional time per hour for taking an examination.

Article 4.9 Orderly conduct during a practical assignment / laboratory practical

- 4.9.1 The practical supervisor(s) will arrange that for the practical assignments, if necessary, laboratory assistants are appointed to ensure that order is maintained during the practical assignment.
- 4.9.2 A student must provide proof of identity, in the form of a student ID card and legally valid ID, when so requested by or on behalf of the examiner.
- 4.9.3 Students are required to immediately comply with all instructions given by the practical supervisor(s) before or during the practical assignment.
- 4.9.4 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner can ask the student to leave the practical room. The examiner will then write an official report, and will inform the student concerned that the practical will not be assessed until the Board of Examiners has reached a decision. The examiner will immediately inform the Board of Examiners of this measure.

Article 4.10 Assessment of examinations and internship reports

- 4.10.1 In supplementation of the provisions of Article 4.6.3 of the OER, the grading periods for internship reports and final papers are different, as standard practice. The grading period for internship reports is six weeks; the grading period for final papers is four weeks. In exceptional cases there may be variation from these periods.
- 4.10.2 When presentations, research reports or other products are produced in a group context, they will be graded for each student individually.
- 4.10.3 Written examinations are graded on the basis of a pre-determined model answer. Essays, reports or presentations are graded on the basis of pre-determined rubrics. In the case of multiple-choice examinations, the examiner will use analyses when determining the grades and to improve the quality of the examination questions.
- 4.10.4 In supplementation of the provisions of Article 4.1.4 of the OER, constituent grades obtained for the first examination can count for the resit, unless the Prospectus states that this is not possible. However, constituent grades will expire at the start of a new academic year. An exception applies to World Archaeology, as the constituent grades for this course are recorded.

Article 4.11 Assessment of final papers

- 4.11.1 The Board of Examiners establishes the criteria for the assessment of the final paper (*eindwerkstuk*), the procedure for the appointment of the first and second assessor, the assessment form and the division of responsibilities between the first and second assessors.
- 4.11.2 The final paper is assessed independently by the first and second assessors on the basis of standard assessment forms and the procedures of the Board of Examiners. The forms are signed by the first and second assessors, and are archived by the degree programme. The final grade will be determined by agreement between the assessors. If the assessors are unable to reach agreement, the Board of Examiners will appoint an examiner as the third assessor. The third assessor will have the deciding vote. This is also done if one assessor gives a fail grade and the other gives a fail grade, with the consequence of a 'mercy 6'. If there is a difference of two points or more between the first and second assessors, the Board of Examiners will ask them if they would like a third assessor. If the two assessors find a solution between themselves, they must specify the reason for being able to bridge the difference. Only the definitive grade will be communicated to the student.
- 4.11.3 Fail grade for final paper:
- 4.11.3.1 If the thesis receives a grade of 5.0 or lower, the student has one opportunity to make corrections. The thesis should be re-submitted within six weeks after the student has received the grade. The grade of the re-submitted thesis cannot be higher than 7.0. If the re-submitted thesis also receives a fail grade, the student must write a new thesis, with a new topic.
- 4.11.3.2 A new thesis topic can be supervised by the former supervisor. In that case, the thesis proposal should be approved in advance by the thesis supervisor and a second, independent examiner. This second examiner will be appointed by the Board of Examiners. Both examiners will evaluate the thesis proposal within 15 working days. The thesis proposal should meet the requirements as stated in the Prospectus course description. If the thesis proposal is rejected by the examiners, the student is not allowed to start a new thesis, and is therefore unable to graduate at that time. The student will then be permitted to enrol for the thesis component at the next starting opportunity.
- 4.11.4 Plagiarism and unauthorised use of AI software:
- 4.11.4.1 A thesis in which plagiarism or unauthorised use of AI software has been detected will be declared invalid by the Board of Examiners. If the nature and extent of the plagiarism or unauthorised use of AI software are minor and the student has not committed plagiarism or made unauthorised use of AI software before, the thesis may be re-submitted after the necessary changes have been made. The grade of the re-submitted thesis cannot be higher than 7.0.
- 4.11.4.2 If the plagiarism or unauthorised use of AI software is severe and/or the student has committed plagiarism or made unauthorised use of AI software before during their studies, the student must write a new thesis. This thesis cannot be supervised by the former supervisor. The new thesis proposal should be approved in advance by the thesis supervisor and a second, independent examiner. This second examiner will be appointed by the Board of Examiners. Both examiners will evaluate the thesis proposal within 15 working days. The thesis proposal should meet the requirements as stated in the Prospectus course description and must be sufficiently different from the rejected thesis. If the thesis proposal is rejected by the examiners, the student is not allowed to start a new thesis, and is therefore unable to graduate. The student will then be permitted to enrol for the thesis component at the next starting opportunity.

Article 4.12 Resits

- 4.12.1 For every examination, one resit will be offered. For practical assignments, such as material practicals, laboratory practicals, field practicals, excursions and internships, there can be no resit in the same academic year.
- 4.12.2 Resits will as far as possible be comparable to the first examination opportunity in terms of form and level. The resit for a written paper consists of a new assignment with a new topic. Resits of these are subject to the provisions of 4.11.3.
- 4.12.3 Participation in resits takes place under the following conditions:
- the first examination opportunity resulted in a fail grade; according to Article 4.1 of the OER, the student has one opportunity during the whole programme to retake a pass grade.
- 4.12.4 If compulsory attendance applies to the course, participation in the resit is only possible, in supplementation of the provisions of 4.12.3, if the compulsory attendance obligation has been fulfilled.
- 4.12.5 If additional requirements apply to participation in the resit, these will be specified in the Prospectus.
- 4.12.6 Only when one last course is needed to complete the degree programme, the Board of Examiners may in exceptional cases decide to grant a student's request for an additional resit, but on the condition that all other required study components have been passed, including the final paper, and that both the first examination opportunity and resit were taken. One of the two grades obtained must have been at least 4.0. Practical assignments as referred to in 4.12.1 are not eligible for an additional resit.

Article 4.13 Period of validity of examinations

The period of validity of pass results for examinations and for exemptions granted will be checked by the Board of Examiners. The period of validity of a pass result for an examination and for an exemption granted, as laid down in the OER, can only be limited if the examined or exempted knowledge, understanding and/or skills are demonstrably outdated. If the student receives a financial allowance from the Profiling Fund in connection with exceptional individual circumstances, as referred to in Article 7.51(2) of the Act, the Board of Examiners can extend the period of validity in individual cases for the duration of the financial allowance.

Article 4.14 Inspection and feedback session

- 4.14.1 During the period stated in the OER, the questions and assignments of the examination concerned are available for inspection, together with the criteria that were used in making the assessment. The questions and assignments can be viewed on a single occasion, at a location to be specified by the examiner. Students only have the right of inspection if they have participated in the examination.
- 4.14.2 Students are not permitted to take away, copy, distribute or publish the examination questions and assignments or grading keys in any manner whatsoever.
- 4.14.3 If ten or more candidates have taken a written or online examination at the same time, the examiner may hold a collective feedback session at a time and place to be specified by the examiner.

Article 4.15 Exemption from examinations and practical assignments

- 4.15.1 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. They must do this at least five working days before the

start of the lecture series. In the request, the student should state the programme component(s) for which the exemption is requested.

4.15.2 If a request for exemption is submitted later than five working days before the start of the lecture series or during the lecture series, the request may be refused.

4.15.3 The Board of Examiners will reach a reasoned decision within 30 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 explain the request. If the Board of Examiners has not given a decision within the stated period, the request will be deemed to have been refused.

Article 4.16 Elective credits

4.16.1 The way in which elective credits are used must meet the following requirements:

- Bachelor's: total of 30 EC that are sufficiently related to each other and/or related to the learning outcomes and/or the student's own profile, at least 10 EC of which are level 300 or higher.
- Master's: total of 10 EC at level 400 or higher, or comparable.
- Research Master's: total of 10 EC at level 400 or higher, or comparable.

4.16.2 In exceptional cases, the Board of Examiners may derogate from the requirements referred to in 4.16.1.

4.16.3 Only courses taken earlier or elsewhere while enrolled on the degree programme can be used to fill the elective credits. Students may submit a request for exemption to the Board of Examiners for courses that were taken and passed earlier. The Board of Examiners decides on the basis of the applicable rules whether the exemption will be granted.

4.16.4 If a student chooses to use courses taken abroad to fill the elective credits, in principle the same requirements apply. If the foreign university does not offer courses for exchange students at the required level, the requirement may be reduced to level 200 (i.e., second-year bachelor's programme) for all courses or for as many as possible.

Article 4.17 Double theses

4.17.1 The Board of Examiners does not permit so-called double theses: one larger thesis that is submitted for two different degree programmes or specialisations. A separate thesis must be written for each degree programme / specialisation.

Article 4.18 Retention periods

4.18.1 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.

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

4.18.3 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.

Article 4.19 Recording of the final examinations / final examination components

4.19.1 The Board of Examiners is responsible for quality assurance. The Education Administration Office is responsible for recording the results of final examinations or final examination

components and for recording the certificate awarded to the examination candidate. The Board of Examiners monitors correct recording (on a random basis).

- 4.19.2 No one other than the student, study adviser, Head of the Education Administration Office, student counsellor, competent authorities and Examination Appeals Board will be informed of recorded data, with the exception of data relating to awarded certificates. There can be derogation from the previous sentence, but only with the student's consent.
- 4.19.3 If research is conducted using the recorded data, this will be done in accordance with the Personal Data Protection Act (Wbp).
- 4.19.4 After taking an examination, Archaeology students will not receive a document as evidence of this. Instead, students can view their examination results via the computer system. They can receive a list of their study results from the Education Administration Office, on request. It is the student's own responsibility to check that the grades have been included in uSis within 30 days after the grades were announced.
- 4.19.5 Results of elective courses and elective components taken elsewhere within Leiden University will be automatically communicated to the Education Administration Office. If a student is taking or has taken an elective course at another Dutch or foreign institution, the student must personally give an original, signed evidentiary document on paper to the Education Administration Office, or ask the other Dutch or foreign institution to send an authenticated evidentiary document to the Education Administration Office. If a student is taking some of the degree programme abroad, the student should make agreements with the Exchange Officer about the value of the study components that will be followed abroad, before the student's departure. The Board of Examiners must approve the components to be followed abroad and will decide on the award of the grades and credits, possibly after consulting the central Admissions Office.
- 4.19.6 Examination results are dated on the day on which the examination was taken. Results for written assignments are dated on the day the assignment was submitted. The thesis is entered on the day on which the complete final file, including plagiarism check, was submitted.

Chapter 5 Compulsory attendance

Article 5.1 Compulsory attendance

- 5.1.1 When a course has compulsory (on campus) attendance, this will be stated in the Prospectus course description. Attendance means that the student arrives on time and actively participates in the study activity.
- 5.1.2 For every study activity, the lecturer records students' attendance on the attendance list.

Article 5.2 Missed study activities

- 5.2.1 If a student has missed one or more study activities without acknowledged and documented exceptional circumstances, the student cannot pass the course. The grade for the course will be recorded as *Niet Deelgenomen (ND; Not Participated)*. The student will not be permitted to take the examination or the resit.
- 5.2.2 A student who has missed more than 20% of a course's study activities, despite acknowledged and documented exceptional circumstances, has not fulfilled the compulsory attendance obligation and will fail the course. The result will be entered in uSis as *Niet Deelgenomen (ND; Not Participated)*: the student did not participate (sufficiently) in the course. The student can only resit and pass the course after sufficient participation.
- 5.2.3 If a student arrives more than 15 minutes late or leaves without the lecturer's permission, this will be counted as 'absent'.
- 5.2.4 Students should always notify the lecturer in advance if they know they are going to miss a study activity.

- 5.2.5 If a student misses one study activity due to acknowledged and documented exceptional circumstances, the lecturer will set an alternative assignment to compensate for the missed study activity.

Article 5.3 Exceptional circumstances

Exceptional circumstances are defined as well-documented and recorded circumstances that are of a serious nature and beyond the student's control, and that demonstrably affect the student's academic performance.

Chapter 6 Final examinations and degree certificates

Article 6.1 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 assessment, as referred to in 4.2.1, which it will conduct itself.

Article 6.2 Compensation

Students are required to pass every examination. No compensation between examinations is permitted.

Article 6.3 Approval of individual curricula for final examinations

- 6.3.1 A reasoned, written request for approval of an individual curriculum for a final examination, as referred to in Article 7.3j of the Act, must be submitted to the Board of Examiners. The Board of Examiners will decide within 30 working days after receipt of the request.
- 6.3.2 Only extra-curricular courses taken while enrolled in the Archaeology degree programme can be recorded on the diploma supplement, after permission has been given by the Board of Examiners. The level of these courses should be at least consistent with the level of the degree programme to which the diploma supplement belongs.

Article 6.4 Degree certificate and diploma supplement

- 6.4.1 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 7.11(2) of the Act.
- 6.4.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed with a digital signature on behalf of the Board of Examiners by at least one of the members of the Board of Examiners.
- 6.4.3 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 a digital 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.
- 6.4.4 A student who has passed one or more examinations but cannot be awarded a degree certificate, as referred to in 6.4.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that the student has passed.

- 6.4.5 A student who has passed the educational module but cannot be awarded a degree certificate, as referred to in 6.4.1, will on request be given a statement issued by the Board of Examiners of ICLON, showing that the student has passed the educational module. This statement will also show that the student has fulfilled the competence requirements, as referred to in Article 7.10 of the Secondary Education Act 2020.

Article 6.5 Final examination classification

- 6.5.1 The Board of Examiners may award a final classification (*judicium*) for the examination candidate's work in the context of the final examination. This final classification is based on the average of the grades achieved for the programme components covered by the final examination, weighted according to study load.
- 6.5.2 The Board of Examiners will grant the designation *cum laude* or *summa cum laude* in accordance with the relevant provisions of the OER.

Article 6.6 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 6.7 Exclusion from the degree programme or certain of its components

- 6.7.1 If, in accordance with Article 7.42a of the Act, a student has demonstrated by behaviour or remarks that the student is unfit to practise one or more of the professions for which the student is being trained in the degree programme that the student is following, or is unsuited to engage in practical preparation for professional practice, the Board of Examiners will, on request, issue advice to the Executive Board regarding the refusal or termination of that student's enrolment in the degree programme.
- 6.7.2 If the student referred to in Article 6.7.1 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.
- 6.7.3 The Board of Examiners will issue advice as referred to in 6.7.1 or 6.7.2 within ten working days after this request has been made by the Executive Board.

Chapter 7 Fraud, irregularities and plagiarism

Article 7.1 Definitions

- 7.1.1 Fraud is understood to mean:
Any action or omission that makes it completely or partly impossible to form a proper assessment of an individual's knowledge, understanding, skills, professional attitude or reflection, including in any event:
- during an online or other examination or a practical assignment, having to hand unauthorised communication devices, software such as unauthorised AI software or unauthorised documents;
 - during an online or other examination or a written assignment, having available unauthorised notes (crib sheets) in the permitted material;

- c. during an online or other examination or a practical assignment, completely or partly copying the answers from another person, websites or internet sites, or via software such as unauthorised AI software;
 - d. during an online or other examination or a practical assignment, exchanging information with another person;
 - e. during an online or other examination or a practical assignment, impersonating another person;
 - f. plagiarism (acting in contravention of the Leiden University Code of Conduct on Plagiarism, attached);
 - g. modifying the submitted online or other examination at the inspection;
- 7.1.2 Fraud is also understood to mean gaining access or attempting to gain access on improper grounds to the classes, or a constituent examination, practical assignment or examination.
- 7.1.3 Fraud is also understood to mean other behaviour which the Board of Examiners, on the basis of the rules laid down and communicated within the faculty or degree programme, considers to be fraud.
- 7.1.4 Making use of fictitious research data, graphs, literature and literature references is also classed as fraud.

Article 7.2 Documents brought into the examination by students

- 7.2.1 If a student is permitted to use a document that the student has personally brought into the examination, this document must not contain any notes.
- 7.2.2 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.
- 7.2.3 The above paragraphs apply equally to any legal text brought into the examination by a student.

Article 7.3 Disciplinary measures to be taken by the examiner in the event of irregularities or fraud

- 7.3.1 In the event of observation or serious suspicion of any irregularity or fraud during the examination, the examiner will notify the student of this immediately. The student will be permitted to finish the examination. After the examination, the examiner and the student will fill in the official report form. This official report form will be submitted immediately to the Board of Examiners, and the student will also receive a copy. The examiner may confiscate any items in the possession of the student that could be relevant in evaluating the irregularity or fraud. In the case of online examinations, it is possible that irregularities may also be discovered retrospectively. Digital evidentiary material (such as log files, for example) will then have the same function as the items.
- 7.3.2 If the examiner requests this, a student is obliged to surrender to the examiner any items in the student's possession that could be relevant in evaluating an irregularity or act of fraud, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time after the examination.
- 7.3.3 The examiner will give the items that the examiner has confiscated to the Board of Examiners. In the case of notes in a legislative text or other compendium of texts, the availability of aids that the examiner had not permitted (such as a book), and suchlike, the examiner can provide the Board of Examiners with photocopies of the confiscated items, instead of the actual items. In all cases, the examiner can provide the Board of Examiners with an official report of the observed irregularity or fraud, signed by two examiners / invigilators, instead of confiscated items or the said photocopies.

- 7.3.4 If an invigilator observes an irregularity, act of fraud or disturbance during the examination, the invigilator must notify the examiner immediately.
- 7.3.5 The student's name and student number and the nature of the irregularity are recorded on the official report form. The student preferably signs the form as 'seen', below the description of the irregularity.

Article 7.4 Sanctions to be imposed by the Board of Examiners in the event of irregularities or fraud

- 7.4.1 In the event of observation or serious suspicion of any irregularity or fraud during an examination or practical assignment, the Board of Examiners can interview the examiner, student, invigilators and other persons.
- 7.4.2 The Board of Examiners will decide on the basis of the official report, (digital) evidentiary material and the findings from the interviews whether a sanction should be imposed and, if so, what the appropriate sanction is. The examination, as referred to in 7.3.1, will only be assessed after the Board of Examiners has reached a decision in which the examination is released for assessment.
- 7.4.3 The sanctions that can be imposed by the Board of Examiners are:
- a. declaring the results of the examination invalid (this is a remedial sanction aimed at removing the consequences of the offence);
 - b. excluding the student from participation in the examination regarding which the irregularity or fraud was observed for a maximum period of one year;
 - c. excluding the student from participation in one or more other examinations for a maximum period of one year;
 - d. excluding the student from participation in one or more online examinations for a maximum period of one year;
 - e. 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;
 - f. examinations of another faculty or higher education institution that are passed during the exclusion period, also including essays, papers and theses, cannot be included in the final examination of the degree programme in any way whatsoever;
 - g. if the decision is made to impose a sanction and the student has previously committed fraud, this circumstance can also be taken into consideration.
- 7.4.4 In the case of serious fraud, the Executive Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme, in accordance with Article 7.42(3) of the Act.
- 7.4.5 Both the perpetrator and co-perpetrator of fraud and plagiarism can be punished. Complicity will be attributed if other students' work is copied with the consent and/or cooperation of the other student or if the co-author(s) of a joint paper could or should have known that the other author was committing plagiarism.

Article 7.5 Disciplinary measures to be taken as a result of plagiarism or unauthorised use of AI

- 7.5.1 Electronic detection software can be used for detecting plagiarism in texts. By submitting the text, the student gives implicit consent for the text to be included in the database of that detection software.
- 7.5.2 If the examiner detects plagiarism or unauthorised use of AI in an essay, paper, thesis or research assignment, the examiner will notify the chair of the Board of Examiners of this as soon as possible, by sending an email to the Board of Examiners. This email will state: the name

of the person submitting the notification, the student concerned, the type of assessment, a description of the suspected fraud / plagiarism, evidentiary material, the assessment and answer model, and a proposal for how the Board of Examiners should handle the case (warning, student's 'clumsiness', severity of plagiarism, etc.).

- 7.5.3 The examiner will provide the Board of Examiners with the essay, paper, thesis or research assignment concerned.
- 7.5.4 In the event of suspected plagiarism or unauthorised use of AI, the Board of Examiners may interview the examiner, the lecturer, the student and others.
- 7.5.5 The disciplinary measures that may be imposed by the Board of Examiners are:
- a. giving an official warning and including this in the student file;
 - b. declaring an essay, paper, thesis or research assignment to be invalid;
 - c. for a maximum period of one year, refusing to accept from the student concerned any essay, paper, thesis or research assignment of the kind regarding which plagiarism was detected, including essays etc. from another faculty or higher education institution that are completed with a pass result, and excluding the student concerned from participation in preparing or conducting such essays, papers, theses or research assignments;
 - d. and/or excluding the student from participation in one or more online examinations for a maximum period of one year;
 - e. and/or excluding the student from participation in one or more examinations for a maximum period of one year, and/or excluding the student from participation in examinations and the final examination of one or more degree programmes provided by the faculty for a maximum period of one year. Examinations of another faculty or higher education institution that are passed during the exclusion period cannot be included in the final examination of the degree programme in any way whatsoever.
 - f. In the case of serious fraud, the Executive Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme, in accordance with Article 7.42(3) of the Act.
 - g. If plagiarism or unauthorised use of AI is detected in a thesis, the measure depends on the severity and the situation. For details, see Article 4.11.

Article 7.6 Irregularities

If there are reasonable grounds to suspect irregularities or 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 for all students. In such an instance, the examination will need to be conducted again. 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 online examinations, and the Board of Examiners may declare the examination invalid on these grounds.

Chapter 8 The binding study advice in the bachelor's programme and the study progress decision

Article 8.1 Student file for binding study advice (BSA)

- 8.1.1 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.
- 8.1.2 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.

- 8.1.3 All students have the right to inspect their personal file, as referred to in 8.1.1, and, if they so wish, to have their objections to its contents included in the file.

Article 8.2 The binding study 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.⁴

Article 8.3 The study progress decision for international students (MoMi)

The Board of Examiners issues the study progress decision on behalf of the Executive Board, with due observance of the provisions of the Leiden University Regulations on Study Progress of International Students (MoMi) 2024.

Chapter 9 Complaints and appeals

Article 9.1 Lodging a complaint or appeal

- 9.1.1 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.
- 9.1.2 The time limit for lodging a written administrative appeal, as referred to in 9.1.1, is six weeks after the written notification of the decision that is the subject of the administrative appeal.

Article 9.2 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 Types of Complaints, and the General Administrative Law Act (Awb).

Article 9.3 Handling of appeals

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

Chapter 10 Annual report

Article 10.1 Reporting

- 10.1.1 Each year, the Board of Examiners will produce a report of its activities, and will submit this report to the Faculty Board.
- 10.1.2 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.

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

Chapter 11 **Final provisions**

Article 11.1 **Exceptional circumstances**

- 11.1.1 All cases for which these Rules and Regulations do not provide will be decided by the Board of Examiners.
- 11.1.2 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 11.2 **Changes**

- 11.2.1 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 11.3 **Effective date**

These Rules and Regulations will enter into effect on 1-9-2024.

Appendices

APPENDIX 1

MODEL FORM FOR OFFICIAL REPORT

Notification by the examiner of irregularity, fraud or disturbance pursuant to Articles 4.6, 4.7 and 7.3 of the Rules and Regulations

APPENDIX 2

MODEL FORM FOR NOTIFICATION OF PLAGIARISM

Notification by the examiner of plagiarism or fraud pursuant to Article 7.5 of the Rules and Regulations

Form for notification of detected plagiarism

The completed form must be sent (by email) to the Secretary of the Board of Examiners (include email address).

Please note: a student's product must be checked for plagiarism in a plagiarism programme (Turnitin, Ephorus) before an assessment of any kind is given or released.

Date			
Person submitting the notification		Email	
		Tel.	
Student(s)		Student number(s)	
Year of the study programme		Bachelor's / Master's	
Type of examination assignment		Study programme component	
Summative test	<input type="radio"/> Additional requirement <input type="radio"/> Counts towards the final grade (accounts for ... %)		
Relates to:	<input type="radio"/> Fraud <input type="radio"/> Plagiarism		
Description of (suspected) fraud / plagiarism and, if applicable, the form of plagiarism (see explanation at the end).			
If plagiarism: percentage plagiarism according to the programme used (if known):	average %, suspected section %		
Reaction of the student(s) to being informed that suspected fraud / plagiarism has been detected.			
Method of handling			
<input type="radio"/> Notification will be submitted to the Board of Examiners → further complete A and B			

A	
Proposal for handling by Board of Examiners (more than one option can be selected)	
<input type="radio"/> Not serious plagiarism <input type="radio"/> First time this has been detected for this/these student(s) <input type="radio"/> Student was not aware of plagiarism <input type="radio"/> 'Clumsiness' of the student <input type="radio"/> Cultural difference (for a student from a country other than the Netherlands) <input type="radio"/> Interview reveals that this is a learning moment for the student(s) and there will be improvement in the future <input type="radio"/> Seriousness of plagiarism <input type="radio"/> Second time this has been detected for this/these student(s) <input type="radio"/> Attitude of the student(s) <input type="radio"/> Other; i.e.	
<input type="radio"/> Interview with the student about the (suspected) plagiarism <input type="radio"/> Other; i.e.	
If applicable, additional information that may be relevant for the Board of Examiners	
B	
The student has been informed of this notification	Yes / No
Evidential material is appended	Yes / No
If yes: this material is	

This form has been completed fully and truthfully by:

Signature

City

Date

Name of person submitting the notification

APPENDIX 3

LEIDEN UNIVERSITY CODE OF CONDUCT ON PLAGIARISM

Plagiarism

On these pages, Leiden University will explain its views on plagiarism, how it is defined, and what consequences may be faced by students who commit this offence.

Generally, plagiarism is understood as presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc. as your own work - including generated texts or programming codes by software such as AI software - without indicating the source. This includes not only 'cutting and pasting' of digital sources, such as encyclopaedias and online journals, without inverted commas and reference; most students will understand that cutting and pasting is not allowed without mentioning the source of the material, but plagiarism has a wider meaning. This also applies to presenting AI software-generated text or programming code - for example by ChatGPT - as your own text in an examination or thesis, without proper citation of the source. 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. Plagiarism is the act of copying data or sections of text from others in a thesis or other work without citing the source.

The use of language models such as ChatGPT offers all kinds of new possibilities for creating texts. Realise that if you do this and present it as your own work, it will be considered fraud. Therefore, use ChatGPT in your studies only if the lecturer approves it and if you mention the source

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., including texts generated via software such as AI software, obey the rules set out by your department, for example, in the thesis regulations. As a rule, you should generally put the text between quotes. In certain cases, a clearly different lay-out

may be used.. 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. In general, avoid copying texts from unknown authors, even if you mention the source you used. Also, texts generated via AI software, such as ChatGPT, cannot just be copied as your own.

4. When you partially copy texts, be careful not to change their meaning by leaving out sentences or parts of sentences, or by turning them around, etc. If you do not have the original version of a text and therefore must rely on a reproduction by someone else, make this clear as well; if it turns out the original author has been quoted incorrectly, it will then be clear who made the mistake.

5. If others have contributed to your work, for instance by carrying out experiments, preparing illustrations, etc., you should mention this too. This does not apply to advice and comments from your supervisor, nor if someone proofreads your text for style, grammar and spelling errors. In some cases, relevant rules are set out in departmental regulations.

6. In some cases, even citing your own work may be considered plagiarism (sometimes called 'autoplagerism'). When you largely copy a paper you have produced for a prior assignment and then submit it again for another assignment, you deliver only one performance instead of the required two. This will not always be considered problematic, but you should discuss it with the lecturer involved.

7. Strictly speaking, composing a thesis, for example, largely from acknowledged quotations does not result in plagiarism. Yet, few teachers will accept your paper if your contribution is limited to cutting and pasting texts. After all, teachers will hold you to the learning objectives of a unit of study. 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.

Leiden University considers plagiarism a serious offence for which severe penalties may follow.

APPENDIX 4

Format for the Annual Report of the Board of Examiners

ANNUAL REPORT OF ACADEMIC YEAR <add date>

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

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

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

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

APPENDIX 5

Action Points of the Board of Examiners

Action point/Task	Completed?*	Documented	Further explanation
Examiners			
Examiner(s) appointed for each component of the degree programme List of examiners recorded in writing Students informed of examiners	yes/no yes/no yes/no		
Quality of the final papers			
Documented procedure for second examiner of BA final paper Documented procedure for second examiner of MA final paper Assessment criteria for BA final paper documented and communicated Assessment criteria for MA final paper documented and communicated Assessment form for BA final paper documented and communicated Assessment form for MA final paper documented and communicated Procedure to check that the assessment form has been completed correctly when establishing whether the student has met the requirements for the degree Random evaluation of the assessment of the BA final papers by the Board of Examiners	yes/no yes/no/not applicable yes/no yes/no/not applicable yes/no yes/no/not applicable yes/no yes/no		

Random evaluation of the assessment of the MA final papers by the Board of Examiners	yes/no/not applicable		
Quality of examinations			
Quality requirements for examinations communicated	yes/no		
Answer form/model introduced	yes/no		
Assessment of assignments and model answers for a number of BA examinations	yes/no		
Further investigation of the quality of the assessment of a course on the basis of achieved results (grades, number of fails, and so on), for instance in the event of complaints from students or a great divergence in results (positive or negative)	yes/no		
Answer or assessment form to help examiners establish assessment criteria	yes/no		
Examiners helped one or more colleagues when establishing examination and assessment criteria	yes/no		
Registration and archiving			
Agreements on the retention of students' written examination papers	yes/no		
Agreements on the retention of digital copies of final papers and assessment forms	yes/no		
Written record of decisions made by the Board of Examiners in the form of a decision list	yes/no		
Agreements on recording decisions made by a member of the Board of Examiners mandated to take such decisions	yes/no		
Annual report of the Board of Examiners to the Faculty Board	yes/no		