

Faculty of Science of Leiden University

and

Faculty of Technology, Policy and Management of Delft University of Technology

MSc Industrial Ecology

Rules and Regulations set by the Boards of Examiners for the Industrial Ecology master's programme

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

Adopted on September 1, 2024

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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, practicals and final examinations of the following Master's degree programme:

- Industrial Ecology, consisting of two specialisations

of the Faculty of Science of Leiden University and the Faculty of Technology, Policy and Management of Delft University of Technology, hereafter referred to as: the degree programme.

Article 1.2 Definitions

GenAI:	Generative artificial intelligence refers to deep-learning models that can generate text, images, and/or other content based on the data they were trained on. Types of AI software include large language models, virtual assistance, image analysis software, certain search engines, speech and face recognition systems, and other self-learning applications that are able to discover existing or new connections and/or patterns in (big) data;
Examination:	An inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act). The assessment can take place in written form, orally as well as digitally, or a combination of these methods. An examination may consist of several constituent examinations or practical assignments. Credits are only awarded for examinations passed. The inspection is conducted according to the method determined by the Board of the Examiners for quality assurance of the examinations and final examinations. The relative weighting is set out in the CER and the Prospectus;
CER:	The Course and Examination Regulations of the degree programme as annually determined by the Faculty Boards;
online proctoring:	Any form of online supervision of order during online examinations in order to check that students do not commit fraud.
Practical:	A practical assignment that contributes to an examination or final examination, as referred to in Article 7.13(2), (d), of the Act, that takes one of the following forms: <ul style="list-style-type: none">- writing a thesis/final paper/final report- writing a paper, designing an experimental setup, making an assignment in computer programming- carrying out a research assignment- participating in fieldwork or an excursion- completing an internship- conducting experiments, or- participating in another educational activity aimed at acquiring particular skills.
Invigilator:	Person entrusted by or on behalf of the Faculty Board with the practical supervision of order during an examination whether this is on campus or online, with the use of online proctoring.
the Act:	Higher Education and Research Act; in Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW).

- First examiner: The first examiner, who supervises, reads and assesses the thesis/final assignment/graduation report.
- Second examiner: The second examiner, who reads and assesses the thesis/final assignment/graduation report.
- Third examiner: A third examiner who is appointed by the Board of Examiners in the event that the first and second assessors are unable to agree on the assessment of the thesis/final paper/final report.

Other terms have the meaning given to them by the Higher Education and Research Act or the CER.

Chapter 2 Responsibilities and procedures of the Board of Examiners

Article 2.1 Composition of the Board of Examiners

- 2.1.1 The Board of Examiners has a chair and a deputy chair.
- 2.1.2 The Board of Examiners elects one of its members as chair.
- 2.1.3 An official secretary may be assigned to the Board of Examiners.
- 2.1.4 The Board of Examiners has at least one external member not involved in the degree programme(s) concerned.
- 2.1.5 None of the members of the Board of Examiners carry any financial responsibility for the degree programme(s) concerned.
- 2.1.6 The Programme Director, Study Advisors, and Programme Coordinators may act as advisors to the Board of Examiners.
- 2.1.7 The Board of Examiners for the degree programme shall be appointed jointly by the faculty board of the Faculty of Science, Leiden University, and dean of the Faculty of Technology, Policy and Management, Delft University of Technology.

Article 2.2 Responsibilities and authority of the Board of Examiners

- 2.2.1 The Board of Examiners is the body that is charged with objectively and competently assessing whether a student fulfils the qualifications laid down in the CER regarding the knowledge, insight and skills required for completing a degree.
- 2.2.2 The Board of Examiners has the following tasks and authorisations:
 - I. **General tasks**
 - a) To assure the quality of the examinations and final examinations;
 - b) To assure the quality of the organisation and procedures concerning examinations, practical assignments and final examinations;
 - c) To issue a (binding) study advice as referred to in Article 7.8b of the Act on behalf of the Faculty Boards;
 - 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;¹
 - e) preparing an annual report of its activities for the Faculty Boards;
 - II. **Degree curriculum and final examination**
 - f) To grant permission, given by the most appropriate Board of Examiners, for a student to compile and follow an individual curriculum, as referred to in Article 7.3j 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;
 - g) In individual cases to approve the choice of courses that form part of the programme;
 - h) To issue a certificate and a supplement as referred to in Article 7.11 (4) of the Act as proof that an examination has been successfully completed;
 - i) To issue a statement stating at least the examinations that have been passed by the person concerned if

¹ 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.

a student has passed more than one examination but cannot be awarded a certificate as referred to under f.;

III. Examinations and exemptions

- j) To establish guidelines and instructions within the framework of the CER to assess and determine the result of examinations and final examinations, including the pass/fail regulation;
- k) To grant exemption from sitting one or more examinations or participating in one or more practical assignments on the basis of one of the reasons referred to in the CER;
- l) If the occasion arises, to extend the length of validity of successfully completed examinations as specified in the CER;
- m) In special cases, to decide whether an examination must be oral, written, online, on campus, or in some other form, as a departure from the stipulations of the CER;
- n) In special cases, to decide whether an examination must be taken publicly, as a departure from the stipulations of the CER;
- o) To grant an exemption from the obligation to participate in practical assignments required for admission to the relevant examination, possibly under condition of additional requirements;
- p) To take appropriate measures and imposing sanctions if a student or external examination candidate is found to have committed fraud or plagiarism;
- q) To grant effective facilities for following education and taking examinations to students with a disability as referred to in the Equal Treatment (Disability and Chronic Illness) Act;
- r) To appoint examiners.

Article 2.3 Procedures of the Board of Examiners

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

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

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

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

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

2.3.6 The Board of Examiners decides in any case on the following:

- a. The composition of the Board of Examiners;
- b. the duties, powers and responsibilities of the chair, deputy chair, other members and official secretary;
- c. the duties that are mandated to the various members and to whom these duties have been mandated, including the method of rendering account for decision-making;
- d. The frequency of meetings, the public nature of the meetings and confidentiality;
- e. The manner of reporting on and archiving the meetings and decisions;
- f. The internal procedure with respect to
 - The appointment of examiners;
 - Assuring the quality of the examinations;
 - Requests for exemption;
 - The binding study advice (BSA, if applicable);
 - Fraud;
 - The study progress decision (MoMi); and
 - The recording of the members' signatures.
- g. The registration of the signatures of the members.

Chapter 3 Appointment of examiners

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

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

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

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

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

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

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

Chapter 4 Courses, examinations and practicals

Article 4.1 Form of the examinations

4.1.1 The form of the examinations is specified in the CER and the Prospectus. In special cases, the Board of Examiners may, in consultation with the examiner, decide to offer the examination in a different form than that specified in the CER and the Prospectus. In that case, the examiner informs all relevant parties on behalf of the Board of Examiners on the form of the examination at least 25 working days² prior to the examination.

4.1.2 At the motivated request of a student, for instance in case of a functional handicap, the Examinations Board may allow an examination to be taken in a different manner than specified in the CER or the Prospectus.

Article 4.2 Quality assurance of the examinations

4.2.1 Every examination is a test of the knowledge, insight and skills of the student, as well as an assessment of the outcomes of this test.

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

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

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

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

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

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

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

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

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

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

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

² In accordance with the 'principles for education and examinations in the 1st semester 2021-2022', as established by the Executive Board on 8 June 2021, *in the event of force majeure*, the examiner on behalf of the Examination Board will announce how the exam will be taken 5 working days prior to taking the exams.

4.2.13 The examiner(s) on request submit(s) a copy of the written examinations or written tests they set, including the set questions and assignments and an answer model as referred to in 4.2.9, to the Board of Examiners.

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

4.2.15 The Board of Examiners will guarantee the quality of the way of invigilation is carried out, both on campus and online, and will pay particular attention to the following aspects:

- whether sufficient measures are taken to prevent fraud during the examination;
- whether the identity of the student taking the examination can be verified;
- whether it can be confirmed that the examination has been completed within the time set.

Article 4.3 Dates of examinations

4.3.1 Written examinations are set at times established and publicised on behalf of the Board of Examiners, in consultation with the relevant examiners, no later than on the opening date of registration for the 1st or 2nd semester in accordance with the registration protocol, unless, due to force majeure, the date cannot be announced earlier than five working days in advance.

4.3.2 The Board of Examiners may diverge from the stipulations in 4.3.1, in the event of force majeure, after receiving advice from the Programme Committee and provided it can reasonably be assumed that this will in no way harm the interests of the students.

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

4.3.4 The provisions in 4.3.3 also apply in as far as possible to all examinations that take a form other than written, digital or oral examinations.

Article 4.4 Admission to courses, examinations and practicals

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

4.4.2 For practicals that cannot be retaken in the same academic year, the examiner may in special cases determine that a resit assignment is possible in the same academic year. A resit assignment must do justice to the learning objectives that were tested in the original assignment.

4.4.3 Any additional conditions that may have been set by the degree programme regarding participating in examinations or resits are described in the CER and/or Prospectus. The examiner shall ensure that the conditions for admission to the examination laid down or arising from the law or other university regulations.

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

Article 4.5 Registering for courses, examinations and resits

4.5.1 An examination can only be taken, and its result assessed, after the students has registered for the examination in line with the procedure in the applicable Enrolment Protocol (as referred to in the CER). For the specialization courses and restricted electives taught at Delft University of Technology, the enrolment procedure of Delft University of Technology applies³.

³ <https://www.tudelft.nl/en/student/education/courses-and-examinations/examinations/registration-for-exams>

Article 4.6 Withdrawal from examinations

4.6.1 If a student who has registered and has not withdrawn for an examination does not take the examination in question, the examination will nevertheless be deemed to have been taken, unless there was a case of force majeure, to be assessed and determined by the Examination Board.

Article 4.7 Conducting examinations

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

4.7.2 Examinations are conducted in the language of the study programme.

4.7.3 In the case of examinations that are administered on campus or digitally remotely, the Board of Examiners can, at the request of the Faculty Boards or from the point of view of the quality of the assessment, give advice on the use of resources, such as invigilators or online proctoring, to prevent fraud.

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

4.7.5 Students who refuse to participate in an examination with online proctoring because of serious privacy concerns must notify the Board of Examiners as soon as possible. The student can ask the Board of Examiners for an alternative assessment. The Board of Examiners can decide to allow an alternative assessment or decide that the student must wait until the examination can be taken in another form (e.g. on campus).

Article 4.8 Order during examinations

4.8.1 At the request of or on behalf of the examiner, a student must present a valid university ID card (LU-card and Delft University of Technology Campus Card), or a legal ID when participating in an exam.

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

4.8.3 At Leiden University students are allowed to enter the room where the examination is conducted until 45 minutes after the established starting time. They may not leave the room earlier than one hour before the established finishing time of the examination, unless the examiner gives permission to do so. At Delft University of Technology, the regulations for the conduct of examinations of Delft University of Technology apply, specifically article 7 of the Rules of Procedure for on-campus Exams.

4.8.4 In derogation from the provisions of 4.8.3 the examiner can, in the case of digital examinations that are conducted remotely, or simultaneously at multiple locations, decide that students are allowed to enter the room or digital space where the examination is conducted until fewer than 45 minutes at Leiden University or 30 minutes at Delft University of Technology after the established starting time. In such cases the examiner informs the students of the ultimate starting time at least 14 days in advance. If a student encounters problems with logging in, they must immediately contact the examiner. The examiner must inform the students in advance about how they can contact the examiner during the remote online examination.

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

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

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

4.8.8 Any student who creates a disturbance will receive a warning. If the student continues to create a disturbance, the examiner or invigilator can ask the student to leave the room or the online examination environment. The examiner will then write an official report (appendix 1) and will inform the student concerned that the examination will not be assessed until the Board of Examiners has reached a decision. The examiner notifies the Board of Examiners immediately in writing and will not assess the examination until the Board of Examiners has reached a decision.

4.8.9 In exceptional cases the Board of Examiners can (in agreement with the examiner) decide to organise the examination in a different form than mentioned at the start of the academic year.

4.8.10 Written examinations are generally of three hours' duration, although the examiner may deviate from this, in which case the examiner should inform the students at the start of the course. The duration of every examination shall be such that the examinee has reasonably sufficient time to answer the questions.

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

4.8.12 In the case of digital examinations that are conducted remotely, or simultaneously at multiple locations, if an examinee encounters problems with logging in, he/she/they must immediately contact the examiner. The examiner must inform the examinees in advance how they can contact them during the remote online examination.

4.8.13 In the case of remote online examinations, the Faculty Boards can decide, on the advice of the Board of Examiners, to permit intensive forms of online proctoring (i.e. in case of recording and temporarily storing of audio and video materials).

4.8.14 The duration of oral examinations shall be determined by the examiner on a case-by-case basis; examinees shall be informed of the duration before they start. The duration of every examination shall be such that the examinee has reasonably sufficient time to answer the questions.

4.8.15 Examinees have to write their name and student ID on any assignment, paper, exam or any other work that is handed in.

4.8.16 During examinations at Leiden University, the regulations for the conduct of examinations of Leiden University apply. During examinations at Delft University of Technology, the regulations for the conduct of examinations of Delft University of Technology apply⁴.

Article 4.9 Examinations using online proctoring

4.9.1 Students will be informed via Brightspace of the conditions for participation in an examination with proctoring and of the maximum duration of the examination, no later than 10 working days in advance.

4.9.2 By participating in the examination, the student agrees to the recording and collection of the data by the proctoring system used.

4.9.3 If the examiner cannot determine that all the conditions stated in 4.9.1 and 4.9.2 have been met, the examiner cannot determine whether the examination has been administered correctly. The examination

⁴ Rules and Procedures for on-campus Exams

can then be declared invalid.

Article 4.10 Effective arrangement for students with a disability

- 4.10.1 A student with a disability as referred to in the Equal Treatment (Disability and Chronic Illness) Act on the basis of a disability or chronic illness is entitled to effective arrangement(s) during an examination.
- 4.10.2 The Examination Board decides on a request for an effective arrangement(s), taking into account the legal rules and the procedures as set down in the Protocol on Studying with a Disability at Leiden University.
- 4.10.3 A request for an effective arrangement(s) when taking an examination must be submitted via the 'Studying with a Disability' tile in uSis (<https://usis.leidenuniv.nl>).
- 4.10.4 A student with a disability can submit a request for an examination arrangement 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 documentation regarding the disability.
- 4.10.5 Requests and supporting documents for an examination arrangement for time extension of 10 minutes of additional time per hour for taking an examination will be evaluated by the student counsellor.
- 4.10.6 The student counsellor has a mandate to decide on these requests on behalf of the Board of Examiners, insofar as the requested examination arrangement is for time extension of 10 minutes of additional time per hour for taking an examination.

Article 4.11 Orderly conduct during practicals

- 4.11.1 The examiner responsible for the practical examination ensures that if necessary assistants are appointed for the practical experiments, who ensure that the practical is conducted properly.
- 4.11.2 If requested to do so by or on behalf of the Board of Examiners, students must produce a valid (student) ID.
- 4.11.3 Students must immediately follow the instructions of the invigilator of the practical examination, both before and during the practical.
- 4.11.4 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 (Appendix 1), and will inform the student concerned that the practical will not be assessed until the Board of Examiners has reached a decision. The examiner will immediately inform the Board of Examiners in writing of this measure.

Article 4.12 Oral examinations

- 4.12.1 An oral examination is preferably taken by two lecturers, of whom at least one is a qualified examiner. If this is the case, one of the two lecturers will make short notes during the examination, that state point by point which subjects are discussed and indicate whether the student has sufficiently mastered these subjects. If only one authorised examiner is present during the oral examination, both notes and a sound recording will be made.
- 4.12.2 The Examination Board may decide that a certain oral examination will be taken by several persons together if the persons to be examined agree to this.

Article 4.13 Assessment of examinations

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

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

4.13.3 The assessment of examinations and practicals is expressed using an integer between 1 and 10; grades can be rounded off to a half integer, with the exception of the grade 5½ (5.5). The grade 5½ (5.5) cannot be granted as final grade.

The meaning of the grades is as follows:

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

In addition, the following assessments may also be issued:

- Good;
- Satisfactory;
- Unsatisfactory;
- Passed/Failed;
- Incomplete (if one or more components of a unit of study have not been (sufficiently) completed);
- Participated/Not Participated (if the student does not deregister from an examination within the stipulated term and does not take the examination).

4.13.4 In addition to 4.13.3, the final grades of examinations between 5 and 6 will be rounded off according to the following rules:

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

4.13.5 The results of examinations obtained at another Dutch university will be transferred without conversion, even if they do not comply with the format set out in Articles 4.13.3 and 4.13.4.

4.13.6 The assessment of partial tests can, in contrast to the provisions set out in 4.13.3, be expressed using a decimal integer between 1.0 and 10.0.

4.13.7 The final grade may be established on the basis of a final examination, a series of partial tests or assignments, or on a combination thereof. If an examination takes the form of partial tests or assignments, for every component the minimum grade must be also be clear at the start of the course, unless the Board of Examiners has ruled differently for the entire study programme, or parts thereof, in the appendix of these Rules and Regulations. See also Article 4.13.2.

4.13.8 If the grade for a course is determined based on the grade for one or more practical exercises and a grade for an examination, the grade obtained for the practical exercise(s) counts for the same percentage when calculating a final mark after the next examination opportunity as in the calculation of the final grade after the first examination opportunity. Exceptions, including the exception described in 4.4.2, are stated in

the Prospectus.

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

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

4.13.11 If, after participation in an examination, a student participates in a resit or in the exam in a following year, the highest obtained result will count.

4.13.12 The 'four eyes' principle applies to all forms of examinations. Any examination has to be reviewed at forehand by a staff member other than the appointed examiner of the study component.

4.13.13 The conversion of examination results obtained abroad shall be determined on a case-by-case basis by the Board of Examiners.

4.13.14 The final examination (Thesis Research Project) shall be assessed as described in Article 4.14.

Article 4.14 Assessment of the final examination report (thesis)

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

4.14.2 Master's Thesis Research Projects are always assessed by a first and second examiner, both of whom are connected to one of the institutions. The second examiner shall be from a different research group to that of the first examiner and shall not be directly involved with the day-to-day supervision of the student. At least one of the two examiners must be on the list of core examiners, as defined by the Board of Examiners. The other examiner should at least have obtained a PhD. Further detailed procedures are given in the Thesis Research Protocol.

4.14.3 An Industrial Ecology core examiner needs to have at least an Assistant or Associate professor position (UD or UHD) at either Leiden University or Delft University of Technology (in a relevant field of Industrial Ecology). In case of not having a (Assistant/Associate) professor position, an examiner needs to have a PhD degree, obtained a BKO certificate, have at least two years of research experience in her/his profile and have a permanent position at either Leiden University or Delft University of Technology to become an Industrial Ecology core examiner. The Board of Examiners may deviate from article 4.14.3. If a request to deviate has been submitted, this shall be determined by the Board of Examiners on a case-by-case basis.

4.14.4 Specialisation Industrial Ecology: in case of an individual Double Degree with Delft University of Technology, as described in Article 3.7 of the CER, at least one of the two examiners assessing the Thesis Research Project must *not* be involved in the assessment of the thesis of the other master's programme. The examiners team for both theses cannot completely overlap.

4.14.5 Specialisation Circular Economy (CIRCLE): for students in this specialisation there is an exception to article 4.14.2. The Master's Thesis Research Project may be assessed by a second examiner from one of the CIRCLE partner universities (i.e. University of Graz (Austria), Chalmers University of Technology (Sweden) and Norwegian University of Science and Technology (Norway)) as long as the first examiner is an Industrial

Ecology core examiner. Further detailed procedures about the criteria for the second examiner are given in the Thesis Research Protocol.

Article 4.15 Period of validity of results

The period of validity of pass results for examinations and for exemptions granted will be checked by the Board of Examiners. The period of validity of a pass result for an examination and for an exemption granted, as laid down in the CER, 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 4.16 Inspection and feedback session

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

4.16.2 Students are not permitted to make copies of, distribute or publish the questions and assignments or grading key in any manner whatsoever, unless the staff of the degree programme, or examiner explicitly gave permission to do so.

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

Article 4.17 Exemption from examinations and practical assignments

4.17.1 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 CER.

4.17.2 If necessary, the Board of Examiners will hear the relevant examiners prior to reaching a decision regarding this request.

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

4.17.4 A complete exemption has as a consequence that no grade is given for the course, but that the grade list attached to the examination documents will specify 'exemption'.

4.17.5 The student can, instead of requesting an exemption, submit a request to the Board of Examiners in writing, with valid reasons and supporting documents to allow replacement of an examination/course by an alternative course component completed elsewhere, with at least equivalent level, contents, and number of credits. If the Board of Examiners grants this request, the course name, number of credits and grade of the alternative course component will be specified on the grade list attached to the examination documents. Articles 4.17.2, 4.17.3, 4.17.6 and 4.17.7 apply in relation to these requests.

4.17.6 The Board of Examiners will take a reasoned decision within six weeks after the request has been submitted. If the Board of Examiners is considering refusing the request, the student may be given the opportunity to explain the request. The student is immediately informed of the Board of Examiners' decision. In case the Board of Examiners has not reached a decision within six weeks, the request is considered to be rejected. In that case, the student can submit a notice of appeal against the rejection to the Examination Appeals Board.

4.17.7 An exemption will not be granted on the basis of courses obtained on Bachelor's level (but see Article 4.18 on deviations).

4.17.8 Any request for an exemption from an examination or practical should be submitted by the

examinee to the Board of Examiners, via BoE-IE@cml.leidenuniv.nl. The request should include:

- A motivation letter, stating the reasons for the request;
- Documented evidence (such as a course description, course manual and official transcript);
- A recommendation of the course coordinator of the Industrial Ecology course concerned.

Article 4.18 Deviations from the regular programme

4.18.1 Any request for any deviation from the programme described in the CER must be submitted in writing, together with the reasons for the request, to the Board of Examiners, via BoE-IE@cml.leidenuniv.nl. The Board of Examiners shall reach its decision within six weeks of receipt of the request.

4.18.2 Specialization Circular Economy (CIRCLE): students within this specialisation conduct their studies at two or more European universities and will be awarded with a double degree. Students will either conduct their first year (60 ECTS) or their second year (60 ECTS) at Leiden University/Delft University of Technology. The other year will be completed at one of the CIRCLE partner universities. The Board of Examiners accepts the 60ECTS obtained at the other university and credits will be registered in the Leiden University registration system to complete the 120 ECTS programme.

Article 4.19 Retention period

4.19.1 The examination and model answers will be retained for a period of seven years.

4.19.2 Work created by students is retained for two months after publication of the result in uSis. The Examination Board may decide to keep a representative selection of work created by students for quality assurance purposes for a period of 2 years.

4.19.3 A student's final paper (thesis), including the assessment form, will be retained for a period of seven years.

4.19.4 The decisions of the Board of Examiners, together with the results of the examinations are properly recorded. Access to the registered data is restricted to persons mandated by the Board of Examiners.

4.19.5 The results of the examinations (i.e. original documents) are retained for a period of fifty years.

Chapter 5 Final examinations and diplomas

Article 5.1 Establishing the result of the Master's examination

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

5.1.2 The examination candidate is considered to have successfully completed the Master's examination of the degree programme if the interrogation (thesis defence) referred to in 5.1.1 has taken place and the Board of Examiners has established, in accordance with Article 4.17 that all the components of the Master's examination have been successfully completed (grade 6.0 or higher).

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

Article 5.2 Approval of final examination programmes and elective courses

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

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

Article 5.3 Degree certificate and diploma supplement

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

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

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

5.3.4 The degree certificate will be drawn up in English. The degree certificate will be signed on behalf of the Board of Examiners with a so-called wet signature⁵ at least one of the members of the board.

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

5.3.6 The supplement is drawn up in English. The aim of the supplement is to provide insight into the nature and content of the completed degree programme, also with a view to international recognition of degree programmes. The Leiden University diploma supplement conforms with the standard European diploma supplement. The final page of the diploma supplement will be signed with what is known as a wet signature by at least one of the members of the Board of Examiners. In addition, the Board of Examiners may choose to initial each page of the diploma supplement.

⁵ A wet signature is a signature with lightfast ink.

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

- Only university courses (wo level) can be added to the supplement.
- Courses followed outside one of the partner institutions need to be approved by the Board of Examiners.

5.3.8 Anyone who has passed one or more examinations and who cannot be awarded a certificate as referred to in 5.6.1 will, upon request, receive a statement to be issued by the Board of Examiners that list the examination(s) that have been successfully completed.

Article 5.4 Final examination classification

5.4.1 The Board of Examiners attaches to the result of the final examination a final classification (judicium) or the student's work in the context of the final examination. This final classification is based on the average of the grades obtained for the study components included in the final examination, weighed according to the course load and other conditions described in the CER and the course-specific R&R appendices. The Board of Examiners may, whether or not at the student's request, consider granting a predicate in special cases under the conditions described in the CER and in the course-specific R&R appendices.

5.4.2 Assessments in words, as set out in 4.13.3 do not count towards determining a weighted average.

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

Article 5.5 Retention periods

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

Article 5.6 Application for Diploma

Students apply for their diploma via the Study Advisor, at least six weeks before graduation.

Article 5.7 Retention periods

5.7.1 Examinees shall be deemed to have passed their final examination if the Board of Examiners, taking any exemptions that have been granted into account, has determined that every component of the master's programme has been passed.

5.7.2 The date of the Master's degree shall be the last working day of the month in which the last component of the Master's programme has been successfully completed.

5.7.3 Students may request the Board of Examiners to determine the result of the final examination at a time other than this audit's date; any request to this effect must be submitted by the examinee to the student administration at least thirty days before the desired examination date.

Chapter 6 Fraud, irregularities and plagiarism

Article 6.1 Fraud

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

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;

- a. During an online or other examination, or a practical assignment, having unauthorized communication equipment, software such as unauthorized GenAI or unauthorized documents available;
- b. the presence during a (digital) exam or written exercise of unauthorized notes (cheat sheets) in the permitted material;
- c. copying all or part of answers from another person during a (digital) exam or practical exercise, or via software such as unauthorized GenAI;
- d. exchanging information with another person during a (digital) exam or practical exercise;
- e. impersonating someone else or having someone impersonate the student during a (digital) exam or practical exercise;
- f. plagiarism (acting in violation of the Leiden University Code of Conduct on Plagiarism, appendix 3);
- g. adjusting the submitted (digital) exam during the inspection;
- h. to make up, falsify or manipulate the results of a practical assignment or the elaboration and analysis of said results;

6.1.2. Fraud is also understood to mean gaining access or attempting to gain access on improper grounds to the classes or a constituent examination, practical or partial examination.

6.1.3 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.

6.1.4 Making use of fictitious research, data, graphs, literature and literature references is also classed as fraud.

Article 6.2 Documents brought into the examination by students

6.2.1 If a student is permitted to use a document that they have personally brought into the examination, this document must not contain any notes, unless explicitly approved by the examiner.

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

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

Article 6.3 Actions to be taken by the examiner in the event of irregularities or fraud

6.3.1 In the event of observation or serious suspicion of any irregularity or fraud during the examination

or practical, the examiner (or invigilator, or supervisor of the practical) will notify the student of this immediately. The student will be permitted to finish the examination/practical. After the examination, the examiner and the student will fill in the official report form (appendix 1). This official report form will be submitted immediately to the Board of Examiners, and the student will also receive a copy. The examiner (or invigilator, or supervisor of the practical) may confiscate any items in the possession of the student that could be relevant in evaluating the irregularity or fraud.

6.3.2 If the examiner request this, a student is obliged to surrender to the examiner any items in his/her possession that could be relevant in evaluating an irregularity or act of cheating, for the purpose of that evaluation. The confiscated items will be returned to the student within a reasonable period of time after the examination/practical.

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

6.3.4 The examiner will give the items that were confiscated to the Board of Examiners. The examiner can provide the Board of Examiners with photos of the confiscated items, instead of the actual items. (e.g. in the case of notes in a legislative text or other compendium of texts, the availability of aids that the examiner had not permitted, and suchlike). In all cases, the examiner can provide the Board of Examiners with an official report of the observed irregularity or fraud, signed by two examiners / invigilators, instead of confiscated items or the said photocopies.

6.3.5 In all cases, at least the student's name, student number and the nature of the irregularity are recorded on the official report form. The student preferably signs the form as 'seen', below the description of the irregularity.

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

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

6.4.2 The Board of Examiners will decide on the basis of the official report and the findings from the interviews whether a sanction should be imposed and, if so, what the appropriate sanction is. The examination will only be assessed, as referred to in 6.3.1, after the Board of Examiners has reached a decision in which the examination is released for assessment.

6.4.3 The sanctions that can be imposed by the Board of Examiners are:

- a) Issuing a warning;
- b) declaring the results of the examination invalid;
- c) excluding the student from participation in the examination regarding which the irregularity or cheating was observed for a maximum period of one year;
- d) excluding the student from participation in one or more other examinations for the 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) a combination of the measures listed above.

6.4.4 Examinations of another faculty or higher education institution that are passed during the exclusion period, also including assignments, papers and theses, cannot be included in the final examination of the degree programme in any way whatsoever.

6.4.5 If the decision is made to impose a sanction and the student has previously committed fraud, this

circumstance can also be taken into consideration.

6.4.6 In the case of serious fraud, the Executive Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme, in accordance with Article 7.42(3) of the Act.

Article 6.5 Disciplinary measures to be taken as a result of plagiarism⁶

6.5.1 If the examiner detects or seriously suspects plagiarism (see appendices) 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 filling in and sending a plagiarism form (appendix 2).

6.5.2 The examiner will provide the Board of Examiners with the essay, paper, thesis or research assignment concerned.

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

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

- a) giving an official warning and including this in the student file;
- b) declaring an assignment, 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) excluding the student from participation in one or more examinations for a maximum period of one year, and/or excluding the student from participation in examinations and the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year. Examinations of another faculty or higher education institution that are passed during the exclusion period cannot be included in the final examination of the degree programme in any way whatsoever.
- e) In the case of serious fraud or recidivism, the Executive Board may, at the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme, in accordance with Article 7.42(3) of the Act.

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

Article 6.6 Irregularities

If there are serious irregularities (or reasonable grounds to suspect serious irregularities) regarding fraud prior to or during an examination or partial examination but it is not possible to identify the individual students to which this relates, the Board of Examiners may declare the (partial) examination in question invalid. In such an instance, the examination will need to be conducted anew. The Board of Examiners will set a new examination date as soon as possible. In this respect, irregularities can also be taken to mean technical faults, for instance in the case of online examinations, and the Board of Examiners may declare the examination invalid on these grounds.

⁶ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/plagiarism>

Chapter 7 Binding Study Advice and the study progress decision

Article 7.1 Student file for binding study advice (BSA)

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

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

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

Article 7.2 Binding Study Advice

The Board of Examiners issues its advice on behalf of the Faculty Board, in observance with that which is specified on this subject in the Leiden University Regulations on the Binding Study Advice.⁷

Article 7.3 The study progress decision for international students (MoMi)

The board of Examiners issues the 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.

⁷ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-binding-study-advice>

Chapter 8 Complaints, objections and appeals

Article 8.1 Lodging a complaint or appeal

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

8.1.2 The term for lodging a written objection or administrative appeal as referred to in 8.1.1 is thirty working days after the written announcement of the decision against which the administrative appeal is lodged.

Article 8.2 Handling complaints

Complaints are handled in accordance with the current procedures laid down in the Regulations relating to the Ombudsperson⁸, the Regulation on Other Types of Complaints⁹, and the General Administrative Law Act (*Awb*).

Article 8.3 Handling appeals

Administrative appeals are handled in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board¹⁰ and the Student Charter¹¹.

⁸ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-relating-to-the-ombudsperson>

⁹ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-other-types-of-complaints>

¹⁰ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-of-the-examination-appeals-board>

¹¹ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/student-charter>

Chapter 9 Annual report

Article 9.1 Report

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

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

Chapter 10 Final provisions

Article 10.1 Special circumstances

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

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

Article 10.2 Amendments

In the event of amendments to these rules and regulations that relate to the current academic year, or that have serious consequences for those who were already registered for the programme, the interests of the students involved will be prevented as much as possible.

Article 10.3 Entry into force

These Rules and Regulations enter into force on 1 September 2024.

Drawn up on 1 September 2024

APPENDIX 2 - MODEL FORM FOR NOTIFICATION OF PLAGIARISM

Notification by the examiner of plagiarism or fraud pursuant to Article 6.5 of the Rules and Regulations.

Form for notification of detected plagiarism

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

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

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

A	
Additional information for handling by Board of Examiners (more than one option can be selected and further comments are welcomed)	
<input type="radio"/> Submitter does not consider this to be serious plagiarism	
<input type="radio"/> Submitter considers this to be serious plagiarism	
<input type="radio"/> Submitter is not familiar with previous cases of fraud/plagiarism in relation to this/these student(s)	
<input type="radio"/> Submitter is familiar with previous cases of fraud/plagiarism in relation to this/these student(s)	
<input type="radio"/> Student was not aware of plagiarism	
<input type="radio"/> "Clumsiness" of the student	
<input type="radio"/> Cultural perception of plagiarism may play a role in this case (e.g. for a student from a country other than the Netherlands)	
<input type="radio"/> The student was interviewed in relation to the (suspected) plagiarism	
<input type="radio"/> Interview reveals that this is a learning moment for the student(s) and there will be improvement in the future	
If applicable, additional information that may be relevant for the Board of Examiners (e.g. with respect to the attitude of the student(s)):	
B	
The student has been informed of this notification	Yes / No
Evidential material is appended	Yes / No
If yes: this material is	

This form has been completed fully and truthfully by:

Signature

City

Date

Name of person submitting the notification

APPENDIX 3 - LEIDEN UNIVERSITY CODE OF CONDUCT ON PLAGIARISM

Plagiarism

On these pages, Leiden University will explain its views on plagiarism, how it is defined, and what consequences may be faced by students who commit this offence. Generally, plagiarism is understood as presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work. Most students will understand that cutting and pasting is not allowed without mentioning the source of the material, but plagiarism has a wider meaning. Paraphrasing someone else's texts, e.g. by replacing a few words by synonyms or interchanging some sentences is also plagiarism. Even reproducing in your own words a reasoning or analysis made by someone else may constitute plagiarism if you do not add any content of your own; in so doing, you create the impression that you have invented the argumentation yourself while this is not the case. The same still applies if you bring together bits of work by various authors without mentioning the sources.

Quoting sources

Plagiarism is always a violation of someone else's intellectual property rights. Obviously, each discipline advances by building on the knowledge and understanding gained and published earlier. There is no objection at all if you refer to previous work and quote it while mentioning the source. It must, however, remain clear where existing knowledge ends and where you start presenting the results of your own thinking or research. As long as you are not capable of contributing to the discipline by adding something essential to what others have already found, it is misleading and therefore wrong to pretend you have reached that level. It is very important for both the teacher and the student to have a correct impression of the knowledge, understanding and skills of the latter.

Internet texts

The rules concerning plagiarism apply to all data sources, not just books; extracts from internet pages may not be used without mentioning the source either. Contrary to what some people may think, internet texts are not public property; it is equally important here that you never present someone else's work as your own.

Dos and don'ts

To help you to avoid committing plagiarism or related offences, we indicate below some dos and don'ts.

1. When copying someone else's texts, pictures, graphs, etc., obey the rules set out by your department, for example, in the thesis regulations. Sometimes you have to put them between quotes, or use a clearly different lay-out. Always mention their author and origin, using one of the common or prescribed ways to indicate references.
2. If you want to reproduce someone else's thoughts, considerations, ideas, etc., in your own words without using literal quotes, make unambiguously clear who is the source of these ideas and avoid giving the impression they may be attributed to you.
3. Be even more cautious when copying texts from the internet. Take Wikipedia as an example: the author is usually unknown, but the article may well be plagiarised, in part or in full. Avoid copying texts from unknown authors, even if you mention the source you used.
4. When you partially copy texts, be careful not to change their meaning by leaving out sentences or parts of sentences, or by turning them around, etc. If you do not have the original version of a text and therefore must rely on a reproduction by someone else, make this clear as well; if it turns out the original author has been quoted incorrectly, it will then be clear who made the mistake.
5. If others have contributed to your work, for instance by carrying out experiments, preparing illustrations, etc., you should mention this too. This does not apply to advice and comments from your supervisor, nor if someone proofreads your text for style, grammar and spelling errors. In some

cases, relevant rules are set out in departmental regulations.

6. In some cases, even citing your own work may be considered plagiarism (sometimes called 'autoplagerism'). When you largely copy a paper you have produced for a prior assignment and then submit it again for another assignment, you deliver only one performance instead of the required two. This will not always be considered problematic, but you should discuss it with the lecturer involved.
7. Strictly speaking, composing a thesis, for example, largely from acknowledged quotations does not result in plagiarism. Yet, few teachers will accept your paper if your contribution is limited to cutting and pasting texts. Moreover, very long quotations may violate copyrights. If work by others in its entirety is essential for your paper, then refer to it, possibly with a short summary of its contents, without quoting from it.
8. If a paper or thesis was written in co-operation between several students, make clear, as far as possible, who authored the various parts.
9. In principle, the same set of rules applies to copying computer programmes. Using standardised procedures that are common to many applications, there is no question of plagiarism; in such cases, the original author is often unknown. It is a different matter if you copy the underlying idea or the approach of a whole programme, even if it is developed somewhat differently. When comparing it to ordinary language, the use of words and common sentences is not plagiarism, but copying whole paragraphs or the underlying ideas and thoughts is.

Combatting plagiarism

Plagiarism is a form of fraud and is therefore an offence. For some time now, the University has been taking active steps to combat plagiarism. Computer software is often used to analyse papers and theses. If plagiarism is proven, the relevant Board of Examiners will, as a rule, impose penalties. Their severity will depend on the seriousness of the offence, and may be influenced by previous infringements. The heaviest penalty that may be imposed is exclusion from all examinations for one full year. This might mean that you would have to wait for a year for your thesis to be marked; as a consequence, you cannot graduate during that year. The penalty may also relate to just one or a few examinations, or may apply for a shorter period.

We hope to have clarified what is considered plagiarism, and also to have made clear that the University considers this a serious offence which may incur severe penalties.

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

Appendix 4a – Faculty format annual report Board of Examiners



**Universiteit
Leiden**

Faculty of Science
Examinations Board Year Report 2021-2022
BSc/MSc programme name
Date: XX-XX-2022

1. General information about the committee and the report

Composition of the Examination Board (per dd/mm/yyyy) By the ex. cie. elected chair: Member 1: Member 2: Member 3: Member 4: External member: Secretary :	
When applicable, changes in composition during the academic year	
Number of Examination Board meetings in 2020-21: ○ Complete: ○ In subcommittees:	
Attended training/meetings in 2020-21	
This annual report is - drafted by: - determined by the Examination Board on:	

2. Quantitative data and analysis/reflection

Number of exemption requests ○ Granted: ○ Rejected:	
Number of requests regarding choice of free electives (other than approved minors in the BSc). eg. internships or components taken abroad. ○ Granted: ○ Rejected:	
Number of special regulations deviating from the main programme , such as changes to the programme, permitting free programmes, including components taken abroad, postponement of deadlines, extra resits, different examination format (e.g. oral instead of written). ○ Granted: ○ Rejected:	
Number of requests to follow a double bachelor's or master's programme (double degree): ○ Granted: ○ Rejected:	
<i>Analysis and reflection on exemption requests, choice of free electives, special regulations with regard to main programme and/or double degree programmes:</i>	

Number of requests regarding studying/taking examinations with functional disabilities ○ Granted: ○ Rejected:	
Number of requests to extend the validity of a successfully passed examination. ○ Granted ○ Rejected	
Number of non-EEA students for whom a MoMi decision has been drawn up	

<ul style="list-style-type: none"> ○ Positive: ○ Negative, with circumstances stated: ○ Negative: 	
<i>Analysis and reflection on the above themes:</i>	

Percentage of requests handled within the legal term (8 weeks):	
<i>Reflection on handling time for requests</i>	

Number of reported cases of plagiarism and other fraud:	
<i>Reflection on forms of fraud and plagiarism, on measures taken and/or on prevention:</i>	

BSA <ul style="list-style-type: none"> ○ BSA cohort size ○ Percentage of 60 EC obtained in 1 year ○ Percentage of negative advice ○ Percentage of BSA deferral 	
Number of diplomas issued <ul style="list-style-type: none"> ○ Total propaedeutic certificates (of which (summa) cum laude) ○ Total BSc diplomas (of which (summa) cum laude) ○ Total MSc diplomas (of which (summa) cum laude) (If desired, state the number of diplomas per specialization)	
<i>Analysis and reflection on BSA and/or diplomas issued:</i>	

Number of complaints directly to the committee or through other channels (e.g. ombudsperson):	
Number of appeals (Board of Appeals for Exams, possibly CBHO) <ul style="list-style-type: none"> ○ Granted ○ Unfounded ○ Withdrawn ○ settlement ○ Not admissible 	
<i>Analysis and reflection on complaints and/or appeals:</i>	

3. Covid-19

<i>Briefly describe the main activities of the Examination Board and the measures taken as a result of the situation surrounding Covid-19.</i>
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4. Quality review of examinations

<i>Review of activities and reflection on results with regard to quality review of exams. Including A) providing guidelines to promote assessment quality (e.g. implementing the four eyes principle, standardised assessment forms, etc.) and B) meta-assessment (after the fact) of exams and final projects:</i>

5. Other subjects

<i>Bijvoorbeeld:</i> <ul style="list-style-type: none"> - Hebt u als commissie adviezen gegeven inzake CER, toetsplan, toetsbeleid, of overige zaken? - Welke knelpunten ervaart u m.b.t. de uitvoering van uw taken en verantwoordelijkheden? Welke mogelijkheden? - Op welke punten is er aanleiding voor nader onderzoek en nader beleid? - Hebt u mededelingen, adviezen, of vragen aan het faculteitsbestuur?
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For instance:

- As a committee, have you given advice on the CER, assessment plan, assessment policy, or other matters?
- Which bottlenecks do you experience with regard to the execution of your tasks and responsibilities? Which possibilities?
- On which aspects is there reason for further research and further policy?
- Do you have any announcements, advice or questions for the Faculty Boardx?

5. Action points for the coming year (or points of attention as a reminder)

Regarding analysis/reflection on quantitative data (section 2):

Action	Actor(s)	When ready	Remarks

Regarding Covid-19 (section 3):

Action	Actor(s)	When ready	Remarks

Regarding review of examinations (section 4):

Action	Actor(s)	When ready	Remarks

Regarding other subjects (section 5):

Action	Actor(s)	When ready	Remarks

6. Appendices (optional)

Indicate here which appendices are added to this annual report (e.g. reports of quality review for exams and/or theses, completed checklist regarding quality assurance of the Examination Board, list of abbreviations, etc.)

- 1.
- 2.
- 3.