

Examination Rules and Regulations Relating to the Degree Programmes in Political Science

Chapter 1 General Provisions

Article 1.1 Scope of the Rules and Regulations

These rules and regulations apply to the examinations of the degree programmes in Political Science of Leiden University, hereinafter referred to as: the programmes. These rules are subordinate to the Course and Examination Regulations of these programmes.

Article 1.2 Definitions

Candidate:	a student who sits an examination;
Academic fraud:	all action or omission by a candidate with the aim to impede the valid assessment of his or her knowledge, understanding and skills. This includes <ul style="list-style-type: none">- the use of non-allowed sources during the examination;- plagiarism, the use of sources or parts thereof without indicating their origin;- falsifying the results of experiments;
OER:	the Course and Examination Regulations [Onderwijs- en examenregeling] of the programme set out by the faculty board;
Act:	Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW)];
Component:	a study unit of the programme as defined in Section 7.3 of the Act having a course load expressed as credits;
Examination [tentamen] ¹ :	an evaluation of the knowledge, understanding and skills of the student in respect of a particular component;
Final examination [examen] ¹ :	evaluation whereby the board of examiners verifies whether the candidate (student) has successfully completed all components and other requirements of the degree programme, including, if applicable, an investigation by the board itself into the knowledge, understanding and skills of the candidate.

Other terms have the meaning given to them by the Act or the OER.

Chapter 2 Composition and Method of the Board

Article 2.1 Establishment

2.1.1 The board of examiners, hereinafter referred to as the board, has been established by the faculty board for the purpose of conducting, organising, and co-ordinating the examinations for the programme.

2.1.2 The members of the board have been appointed by the faculty board from the academic staff involved in teaching the programmes.

Article 2.2 Method of working

2.2.1 The joint examination board consists of a chair and vice-chairs, each taking responsibility, if needed after mutual consultation, for the day-to-day affairs of one or more programmes.

2.2.2 The chair is in charge of the day-to-day affairs that concern more than one programme and/or are of exceptional importance because of their nature and consequences.

1. The *examen* is actually a review of the student's academic achievements to decide whether or not (s)he has completed all requirements for graduation. The Dutch term used for a test of the student's knowledge or skills is '*tentamen*'.

- 2.2.3 The three vice-chairs are in charge of the day-to-day affairs of, respectively,
1. the bachelor's programme and the old-style master's programme [doctoraal opleiding] in Leiden;
 2. the bachelor's programme and the old-style master's programme [doctoraal opleiding] at Campus The Hague;
 3. the master's programmes.

2.2.4 Day-to-day affairs include

- a. deciding about arrangements that may be made at a student's request as a departure from the regulations in force; if at all possible, the examiner concerned and the student counsellor will be consulted prior to a decision being taken;
- b. when required by the OER, approving the choice of components by the student;
- c. providing the recommendation in writing referred to as "binding study advice [bindend studieadvies]";
- d. preparing the decision about the outcome of examinations as well as determining that outcome in case the board abstains from conducting an examination itself as referred to in Article 4.1.1;
- e. taking measures in case of violation of the order during an examination and in case of academic fraud, insofar as in the chair's opinion immediate action is called for.

2.2.5 Decisions on changing rules and implementing new rules are taken by the board, in principle after consultation of all examiners, possibly also at the request of the examiners, gathered in a meeting. In that case, the board decides by simple majority. In case of an equal division of the votes, the chair shall have the casting vote.

2.2.6 In taking decisions, the board and the examiners take the following into consideration:

- a positive outcome of the examination must sufficiently guarantee that the person examined has acquired the intended achievement levels;
- decisions must be taken with the greatest objectivity the board can achieve;
- unnecessary study delays must be avoided whenever possible;
- examinations also serve to give the candidate a better understanding of his or her abilities and limitations.

Article 2.3 Appointment of examiners

2.3.1 At least once a year the board appoints one or more examiners for each component of the programme. Only staff in charge of teaching the component concerned may be appointed, as well as experts from outside the institution. If necessary, the board indicates which examiner carries the main responsibility for conducting the examination.

2.3.2 The appointment of the examiners is made known to the students through the e-prospectus.

2.3.3 The examiners inform the board upon request.

Article 2.4 Approval of free study programmes

2.4.1 Motivated requests for the approval of a programme as referred to in Article 7.3c of the Act must be filed in writing with the board.

2.4.2 Along with its decision, the board indicates with which degree programme the examination is considered to be associated.

Article 2.5 Transfer from the old-style master's programme to the bachelor's programme

2.5.1 Students preparing for the old-style master's degree [doctoraal examen] may file a motivated request in writing with the board to be transferred to the bachelor's programme.

2.5.2 The board attaches to its approval conditions set with the aim of guaranteeing the attainment levels and the intended results in terms of the intended societal effect of the bachelor's degree. It will attempt to limit any study delays as much as possible.

2.5.3 The candidate will be exempted from examinations for the bachelor's programme in case an equivalent examination for the old-style master's programme has been passed. Otherwise, the board considers whether a supplementary examination would be sufficient.

Chapter 3 Examinations

Article 3.1 Nature and shape of the examinations

3.1.1 The questions and assignments of the examination exclusively relate to the subject matter made public earlier. The nature and scope of the subject matter will be made known in the main before the teaching preparing for the examination starts.

3.1.2 The questions and assignments are clear and unambiguous, and give sufficient clues as to how specific the answers should be. The duration of each examination session gives the candidate in fairness sufficient time to answer the questions and/or to complete the assignments.

3.1.3 Considerable time before the set date at the latest, the examiner announces in what way the examination will be held, insofar this has not been laid down in the OER.

3.1.4 At the motivated request of the candidate, the examiner may allow that the examination is taken in a different manner than is laid down in the OER, for instance in case of a functional disorder.

3.1.5 In case a candidate does not fulfil all requirements to be admitted to the examination that are laid down in the OER or follow from other acts and regulations, no valid result of the examination can be determined.

Article 3.2 Examination dates

The dates the written examinations will be conducted will be set and published by the board before the start of the academic year. These dates can be changed only in case of circumstances beyond the control of the board.

Article 3.3 Deadlines for handing in and re-taking written assignments

3.3.1 Written coursework and assignments constituting together and/or by weighing the final result of a component may not be re-taken if each individual paper or assignment contributes less than 50% to the result, unless the course description of that component states otherwise.

3.3.2 Every student handing in before the first deadline a fully fledged first draft of coursework contributing at least 50% to the result of a component, is given the opportunity to improve the work once after the assessment of the first draft. If such a paper is also assessed by a second examiner, the student may be given more than one opportunity to improve the work.

3.3.3 The examiners publish the deadlines for all coursework and assignments (including, if applicable, the first and second deadline as referred to in section 3.3.2) when the component starts in the course description and/or on Blackboard.

Article 3.4 Registration for examinations

3.4.1 No claim can be made on taking an examination and/or having it marked unless the student has registered for a written examination in time and in the way made public by the student administration.

3.4.2 In special cases, the board may deviate from the rule laid down in section 3.4.1 concerning the deadline for registration and the way of registering.

3.4.3 The final examination cannot be conducted unless after proper and timely registration in the way made public by the student administration.

Article 3.5 Withdrawal from examinations

3.5.1 During the period in which registration for a written examination is open, it is permitted to withdraw in the same way that registration has taken place.

3.5.2 Withdrawal from a written examination after the registration deadline but prior to the beginning of the examination session, is only possible in case of personal circumstances, at the discretion of the board.

3.5.3 If after registration and without withdrawal the candidate does not sit the examination, the examination is assumed to have been taken and the result (set at 0) is determined.

Article 3.6 Conducting a written examination in a common session

3.6.1 At least one of the examiners appointed under section 2.3.1 for the component involved is present during the examination. The board may allow him to be substituted by another expert examiner.

3.6.2 If necessary, the examiner or examiners involved take care that supervisors are appointed for a written examination, who see to it that the examination passes duly.

3.6.3 At the request of or on behalf of the examiner, the candidate must produce the identity card issued by the University.

3.6.4 Candidates will be allowed to enter the examination room until 30 minutes after the examination has started.

3.6.5 No candidate is allowed to leave the examination room during the first 30 minutes of the examination session nor to hand in the examination work with the examiner or the supervisor.

3.6.6 Communication equipment, including cell phones, must be switched off during the examination. Other electronic devices may not be used without the consent of the examiner.

3.6.7 The candidate is bound to follow the instructions by the board or the examiner published prior to the examination, as well as instructions given during and immediately after the examination session.

3.6.8 If a candidate does not follow one or more of the instructions as referred to in section 3.6.7, the examiner may exclude him from the examination. As a consequence of the exclusion it is recorded that the examination is invalid. Before the examiner decides to exclude a candidate, he is given the opportunity to be heard.

3.6.9 The examiner informs the board in writing and without delay of any measure taken in pursuance of sections 3.6.7 and 3.6.8.

Article 3.7 Oral examinations

3.7.1 Only one candidate at a time will be examined orally, unless the board of examiners has decided otherwise.

3.7.2 The examination is public, unless in specific cases the board or the examiner involved has decided otherwise or if the candidate objects.

3.7.3 The examination is attended by a second examiner, or is recorded on a sound recording medium; in the latter case, the recording is kept until the final deadline for appeal submissions has been passed.

Article 3.8 Academic fraud

3.8.1 In urgent cases, the examiner may decide to exclude the candidate on the basis of his own observation or an oral report by the supervisor. He sees to it that immediately after the examination a written report is drawn up for the board, a copy of which is handed over to the candidate.

3.8.2 To check for plagiarism, the Ephorus software is used. The course description of each component indicates which versions might be checked next to the final version. To that end, the student is required to turn in written coursework both in digital and in printed format, according to the guidelines given through Blackboard.

3.8.3 If academic fraud, including plagiarism, is suspected, the board suspends the determination of the result of the examination, and appoints a disciplinary committee from its members and the examiners;

the committee shall have three members, and shall not include the examiner or examiners nor the supervisors present at the examination session.

3.8.4 The disciplinary committee shall give at least the examiner or examiners involved as well as the candidate the opportunity to be heard.

3.8.5 If the disciplinary committee establishes academic fraud, the examination is declared invalid. The board may also deprive the student of the privilege to take any examinations listed by the committee for a period of up to one year.

Article 3.9 The result of the examination

3.9.1 Immediately after the oral examination, the examiner shall inform the student of the result and hand the student a written notification of that result.

3.9.2 Within fifteen working days after the date of the examination, the examiner shall mark any written examination or other test and provide the administration office of the department with the information necessary to present the student with a written notification of the result of the examination.

3.9.3 If the examiner is unable to comply with section 3.9.2, which provides that results must be submitted to the department's administration within fifteen working days, both the board and the student shall be notified thereof within said time limit. The student and the board shall also be informed of the relevant procedure in such cases.

3.9.4 The result of the examination is expressed as a number between 0 and 10, inclusive. The result is rounded off to the nearest half number. The result 5.5 shall not be assigned.

3.9.5 The examination has been passed if the result is 6 or higher.

3.9.6 As a deviation from the previous sections, the examiner may confine himself to deciding whether or not the candidate has fulfilled the examination requirements.

3.9.7 In case the result of one and the same examination, whether or not at the same time, is assessed by more than one examiner, the board sees to it that those examiners use the same standards.

3.9.8 If a student has enrolled from September 2007 on and has passed an examination more than once, the most recent mark awarded will be taken into account. If a student has enrolled prior to September 2007 and has passed an examination more than once, the highest mark awarded will be taken into account.

Article 3.10 Period of validity of results

3.10.1 At the request of the candidate, the board, after having heard the examiner involved, will extend the period of validity of passed examinations laid down in the OER, provided the objectives of the learning outcome of the component have not changed significantly.

3.10.2 Otherwise, the examiner involved decides whether the examination should be taken that may be considered to have taken the place of the examination passed earlier, or that it is sufficient to sit an additional examination.

Article 3.11 Inspection and evaluation

3.11.1 During thirty days following the publication of the result of a written examination, the student may inspect his or her marked work.

3.11.2 During the period mentioned in section 3.11.1 the questions and assignments of the relevant examination are open for inspection, including, if possible, the standards applied to marking the examination.

3.11.3 At the request of the student, the examination is evaluated. This opportunity is announced together with the publication of the results.

3.11.4 The examiner is authorised to determine whether the inspection and/or the evaluation will take place collectively or individually.

3.11.5 The venue and time, within the period referred to in section 3.11.1, for the evaluation and inspection are decided upon by the examiner.

3.11.6 If a student concerned proves to be or to have been unable to attend the inspection and evaluation as referred to in section 3.11.4 for reasons beyond his/her control, (s)he will be offered another opportunity, if possible within the period referred to in section 3.11.1.

Article 3.12 Exemption from examinations and/or practica

3.12.1 A motivated request to be exempted from examinations as referred to in the OER shall be filed by the candidate in writing with the board.

3.12.2 Within twenty working days after the request has been filed, the board takes a well-argued decision.

3.12.3 The request states from which examination the student wants to be exempted and which matching component of a programme followed earlier may provide grounds for an exemption. In attachment, the following information shall be provided:

- a course description giving the content of each corresponding component of the programme followed earlier, and the literature studied;
- a transcript of the programme followed earlier.

Chapter 4 Final Examinations and Diplomas

Article 4.1 Final examinations

4.1.1 Apart from the examinations of the components of the programme, the board may conduct a final examination to establish the knowledge, understanding and skills of the candidate.

4.1.2 Students must file their applications for the final examination with the administrative office of the department. When the examinations of the components of the programme have been passed (and the result of the examination as referred to in section 4.1.1 is positive), the board of examiners determines the result of the final examination.

4.1.3 When the candidate produces proof that he has completed the final examination, the board determines the result.

Article 4.2 Degree certificate

4.2.1 As proof that the final examination has been passed, the board, after having been authorised by the Executive Board, issues a degree certificate. This certificate contains the data as referred to in Article 7.11 (2) of the Act.

4.2.2 The board attaches to a degree certificate a supplement containing at least the data as referred to in Article 7.11 (3) of the Act.

4.2.3 The supplement is drawn up in Dutch and/or in English.

4.2.4 Any person who has passed more than one examination, but cannot be given a degree certificate as referred to in section 4.2.1, will receive upon request a statement summing up the results of all examinations taken.

Article 4.3 Final Examination result

4.3.1 For students who began a programme after September 2009, the board may confer the designation “cum laude” [with distinction] to the result of the final examination if the average of the marks awarded for the course examinations, weighed according to the course load, is 8.5 (after rounding)

or higher and if the board so decides. For this purpose, average marks between 8.01 and 8.49 will be rounded off to 8.5. For students who began a programme before September 2009, the board may confer the designation “cum laude” [with distinction] to the result of the final examination if the average of the marks awarded for the examinations, weighed according to the course load, is 8.0 (before rounding) or higher and if the board so decides.

4.3.2 The designation “cum laude” is not conferred if the candidate has been exempted from examinations carrying an average of over 15 credits per year of the programme.

4.3.3 In special cases, the board may deviate from the rules laid down in sections **Error! Reference source not found.** and 4.3.1.

Chapter 5 The Binding Study Advice

Article 5.1 File building

5.1.1 The board keeps a file on each student enrolled in the first year of the programme. In this file, a concise account of each formal contact between the board and the student is recorded, including at least the recommendations provided and the written correspondence.

5.1.2 In the file, an indication is recorded of the personal circumstances of the student as referred to in Article 7.8b (3) of the Act.

5.1.3 Each student is entitled to inspect his file referred to in 5.1.1, and to add his objections to its contents if desired.

Article 5.2 The recommendation

The board provides the recommendation on behalf of the Executive Board, in compliance with the Regulations concerning the Binding Study Advice of Leiden University [Regeling bindend studieadvies Universiteit Leiden].

Chapter 6 Final Provisions

Article 6.1 Periods

All periods mentioned in these Rules and Regulations concern days or working days during the academic year, not counting official holidays and the months of July and August.

Article 6.2 Registration

The decisions of the board and the results of the examinations are recorded by the student administration of the programme. Only those who have been authorised by the board have access to the recorded data. The results of the final examinations are public.

Article 6.3 Special circumstances

6.3.1 In cases not covered by these rules and regulations, the board decides.

6.3.2 If in special cases full application of these rules and regulations would be obviously unfair, the board is authorised to decide otherwise.

Article 6.4 Objection and Appeal

6.4.1 Against decisions pursuant to these Rules and Regulations an objection may be raised with the board.

6.4.2 Against decisions of the board an appeal may be lodged with the Board of Appeal concerning Examinations.

Article 6.5 Amendments

In case amendments to these rules and regulations are implemented during an academic year, or if amendments have important consequences for those who were enrolled in the programme before, any damage to the interests of the students involved shall be avoided as much as possible.

Article 6.6 Entry into force

These rules and regulations will enter into force on 1 September 2009.