



Universiteit Leiden

2016-2017

Faculty of Governance and Global Affairs

Rules and Regulations of the Board of Examiners of the degree programme Public Administration

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

Adopted on 25 August 2016

Chapter 1 General provisions

Article 1.1 Scope

These Rules and Regulations apply to the examinations (*tentamens*) and final examinations (*examens*) of the Public Administration degree programme(s) of Leiden University, hereinafter referred to as: the degree programme.

Article 1.2 Definitions

The Act	The Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> : WHW).
Constituent examination (<i>deeltoets</i>)	A written or oral examination that, together with one or more other constituent examinations or practicals, forms part of an examination (<i>tentamen</i>) and contributes to the final grade of this examination. The relative weighting of the constituent examinations is laid down in the OER and the e-prospectus.
First assessor	The examiner who is the first reader and is responsible for supervising, reading and assessing a thesis / final paper / final report.
Fraud	Any action (including irregularities and plagiarism) that entirely or partly prevents the valid assessment of a student's knowledge, understanding and skills is considered to be fraud within the meaning of Article 7.12b of the Act.
OER	The Course and Examination Regulations (<i>Onderwijs- en examenregeling</i>) of the degree programme, as adopted by the Faculty Board.
Practical	A practical assignment as (a component of) an examination or final examination as referred to in Article 7.13(2)d of the Act, taking one of the following forms: <ul style="list-style-type: none">- writing a thesis / final paper / final report,- writing a paper or creating an experimental design,- conducting a research assignment,- taking part in fieldwork or an excursion,- completing an internship, or- taking part in another educational activity aimed at acquiring specific skills.
Second assessor	The examiner who is the second to read and assess a thesis / final paper / final report.

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

Chapter 2 Duties and procedures of the Board of Examiners

Article 2.1 Appointment of the chair and secretary

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

2.1.2 The Board of Examiners may also be assigned an official secretary.

2.1.3 The Board of Examiners has an external member, who has the following responsibilities:

1. he/she must visit for one day at least twice a year, and attend a meeting of the Board of Examiners;
2. he/she is given access to an overview of all the courses, including the learning outcomes, as listed in the e-prospectus and the relevant OER, and all the examinations, answer guidelines

and grade lists of the courses;

3. he/she takes a random sample of written constituent examinations and Bachelor's and Master's theses;
4. he/she reports on the quality of the assessment (without the right to influence actual grading) to the chair of the Board of Examiners.

Article 2.2 Duties and powers of the Board of Examiners

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

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

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

Article 2.3 Procedures

- 2.3.1 The Board of Examiners decides by simple majority of votes. If there is an equal division of votes, the chair has the casting vote.
- 2.3.2 The Board of Examiners can mandate in writing its members, or other persons who qualify for this by virtue of their position, to take certain decisions. The Board of Examiners can provide its mandataries with instructions on how to exercise their mandated powers.
- 2.3.3 The mandataries take their decisions on the basis of the OER, the present Rules and Regulations and previously formulated policy. The mandated persons or institutions are accountable for their actions. The method of rendering account will be established in advance. In the event of divergence from previously formulated policy, the full Board of Examiners will decide.
- 2.3.4 The Board of Examiners has in any case established the following:
- a. the composition of the Board of Examiners;
 - b. the duties, powers and responsibilities of the chair, deputy chair, other members and official secretary;
 - c. the duties that are mandated and to whom they are mandated, including the method of rendering account for decision-making;
 - d. the frequency of meetings, public access and confidentiality;
 - e. the method of reporting and archiving of meetings and decisions;
 - f. internal procedures relating to:
 - the appointment of examiners;
 - assuring the quality of examinations;
 - requests for exemption;
 - fraud;
 - the Binding Study Advice (BSA);
 - g. the recording of the members' signatures.

Chapter 3 Appointment of examiners

- 3.1.1 Before the start of each academic year, and additionally as necessary, the Board of Examiners will appoint examiners for holding examinations and determining the results of these examinations, and will inform the examiners of this in writing.
- 3.1.2 An examiner must have the necessary expertise in terms of subject matter and assessment skills, in accordance with the quality assurance criteria referred to in Article 4.2.
- 3.1.3 The Board of Examiners can appoint more than one examiner for any examination.
- 3.1.4 The Board of Examiners can appoint external examiners. The Board must ascertain that these examiners fulfil the specified quality requirements.
- 3.1.5 The Board of Examiners will inform the students and the relevant staff members about the examiners who have been appointed. The lists of examiners can be consulted by request to the Board of Examiners.
- 3.1.6 The Board of Examiners can rescind the appointment, if there are serious grounds for doing so.
- 3.1.7 The examiners must provide the Board of Examiners with all information as requested.

Chapter 4 Assessment

Article 4.1 Form of the examinations

- 4.1.1 The form of the examinations is specified in the OER and the e-prospectus. In exceptional cases, the Board of Examiners can decide, in consultation with the examiner, to offer the examination in a different form than that specified. On behalf of the Board of Examiners, the examiner must inform all the relevant parties of the form in which the examination will be offered at least twenty-five working days before the examination.

4.1.2 At the reasoned request of a student, the Board of Examiners can allow an examination to be taken in a different manner than specified in the e-prospectus. The Board of Examiners will decide on this, after consultation with the examiner, within twenty working days after receipt of the request.

4.1.3 The conditions under which constituent examinations and practicals can compensate for one another are specified in Article 4.8.5 of these Rules and Regulations.

Article 4.2 Quality assurance of examinations

4.2.1 Each examination will comprise an investigation of the knowledge, understanding and skills of the student, and also the evaluation of the outcome of this investigation.

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

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

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

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

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

4.2.7 The questions and assignments of components of the examination for which no compensation is allowed will be designed by an examiner and approved by at least one other lecturer ('four-eyes' or 'dual control' principle).

4.2.8 The duration of each constituent examination or practical will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.

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

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

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

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

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

Article 4.3 Admission requirements for examinations

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

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

4.3.3 The degree programme can impose additional conditions for admission to an examination or an examination resit, or components thereof, in accordance with Article 4.1 of the OER and the e-prospectus.

4.3.4 The Board of Examiners can, in the case of demonstrable, exceptional circumstances, grant a student admission to an examination or an examination resit, or components thereof, even if he/she has not met the conditions stipulated in Article 4.1 of the OER or the e-prospectus.

Exceptional circumstances include demonstrable circumstances beyond the student's control, such as an illness, a death in the immediate family of the student concerned, or the marriage either of the student or of one of his/her first or second degree relatives. These exceptional circumstances must be demonstrated by written statements from medical practitioners and/or authorised statements by third parties who are personally aware of the mitigating circumstances. The following are not considered to be valid mitigating circumstances: oversleeping, missing a train, or overlap with examinations in programmes other than the student's main degree programme.

- 4.3.5 The Board of Examiners can, in accordance with Article 4.1.6 of the OER, grant a student a single additional opportunity to take an examination, if it judges that the student was unable to make use of the examination and the resit for the course component concerned, due to demonstrable, exceptional circumstances, as referred to in Article 4.1.1 of the OER.
- 4.3.6 A student who still needs to complete one course of his/her degree programme may also be granted one additional opportunity to take an examination by the Board of Examiners if no examination for this course has been scheduled during the block concerned. This additional opportunity does not apply to Bachelor's and Master's theses.
- 4.3.7 The degree programme has conditions for participation in and/or assessment of research internships. These are set down in the e-prospectus.
- 4.3.8 The degree programme has additional conditions with respect to prior knowledge for participation in certain course components. These are set down in the e-prospectus.

Article 4.4 Dates of constituent examination and practicals

- 4.4.1 Unless otherwise stipulated in the OER and the e-prospectus, the dates of the written examinations will be established and announced on behalf of the Board of Examiners no later than one month before the start of the academic year. However, no prior establishment and announcement by the Board of Examiners is required for written examinations conducted by an examiner in the regular contact hours of the course component.
- 4.4.2 There can be variation from the provisions of Article 4.4.1 in the event of force majeure, after advice has been given by the Programme Committee and if it can reasonably be expected not to harm the students' interests.
- 4.4.3 The dates for oral examinations will be determined by the examiner, if possible in consultation with the student.
- 4.4.4 The deadlines for submitting practical assignments (if relevant) will be set by the examiner and communicated to the students at the start of the course component. The deadline for submitting practical assignments cannot be more than one week after the end of the examination period of the block in which the course component concerned was taught. Resits of practical assignments are subject to the same time period for the examination period in which the resits for the block concerned take place. This does not apply to Bachelor's and Master's theses, for which separate deadlines are set by the Board of Examiners.

Article 4.5 Holding of written constituent examinations

- 4.5.1 The Faculty Board will arrange that, if necessary, invigilators are designated for written constituent examinations to ensure that order is maintained during the examination.
- 4.5.2 A student must present valid proof of identity, in the form of a student card or another valid form of ID, when requested to do so by or on behalf of the examiner.
- 4.5.3 Students will be admitted to the room where the written constituent examination is being held up to 30 minutes after the specified starting time, and may not leave the room earlier than one hour before the specified ending time of the written constituent examination, unless the examiner gives them permission to do so.
- 4.5.4 During written constituent examinations, students must not have communication devices, including mobile phones, smart watches and smart phones, within sight. Such devices must be switched off and put away in the student's bag (not on the body). Other electronic equipment may only be used with the permission of the examiner.

- 4.5.5 Students are required to comply with all instructions of the Board of Examiners or the examiner that were published before the start of the examination, and all instructions that are given during and immediately after the written constituent examination.
- 4.5.6 Any student who fails to comply with one or more of the instructions referred to in Articles 4.5.2 and 4.5.3 can be excluded by the examiner from further participation in the written constituent examination concerned. Before deciding to exclude a student, the examiner will offer the student the opportunity to give a brief explanation. If a student violates Articles 4.5.4 and 4.5.5, the examiner will take actions as referred to in Article 6.3 of these Rules and Regulations.
- 4.5.7 The examiner will immediately inform the Board of Examiners in writing of any actions taken pursuant to the provisions of Article 4.5.6.

Article 4.6 Holding of oral examinations

- 4.6.1 Oral examinations will usually be conducted by a single examiner, in the presence of a second lecturer. The presence of a second lecturer is assumed to satisfy the ‘four-eyes’ (or ‘dual control’) principle, as laid down in Article 4.2.7 of these Rules and Regulations.
- 4.6.2 The Board of Examiners can decide that a specific oral constituent examination will be taken by several students together, if the candidates agree to this.
- 4.6.3 Article 4.5.2 and Articles 4.5.4 to 4.5.7 inclusive also apply *mutatis mutandis* to oral examinations.

Article 4.7 Orderly conduct during practicals

- 4.7.1 The supervisor(s) of a practical will arrange that, if necessary, assistants are appointed for the practical assignments to ensure that order is maintained.
- 4.7.2 A student must present valid proof of identity, in the form of a student card or another valid form of ID, when requested to do so by or on behalf of the examiner.
- 4.7.3 Students are required to comply immediately with all instructions given by the practical supervisor(s) before and during the practical.
- 4.7.4 Any student who fails to comply with the obligations referred to in Articles 4.7.2 and 4.7.3 can be excluded by the practical supervisor(s) from further participation in the practical concerned. This exclusion will result in the student being deemed to have not participated in the practical. Before deciding to exclude a student, the practical supervisor(s) will offer the student the opportunity to give a brief explanation.

Article 4.8 Assessment and compensation

- 4.8.1 Examinations will be assessed on the basis of pre-determined, written criteria, which may be adjusted in the process of marking these examinations. The assessment method must be so transparent that students can understand how the points for their examination were reached.
- 4.8.2 Papers, presentations, research studies, reports and other course activities that require students to work entirely or partly in groups are assessed on the basis of each student’s individual contribution.
- 4.8.3 In accordance with Article 4.6.4 of the OER, a grade of 6.0 or higher is considered to be a pass; a grade of 5.0 or lower is considered to be a fail. Examination (*tentamen*) grades between 5 and 6 can be rounded off according to the rule: 5.50 or higher is rounded up and 5.49 or lower is rounded down. Other than this, whole grades (1 to 10) and half grades are used. In this context, the following rounding rules apply: 6.01 to 6.24 is rounded down to 6.0; 6.25 to 6.74 is rounded off to 6.5; 6.75 to 6.99 is rounded up to 7.0, and so on.
- 4.8.4 Grades for constituent examinations and practicals are not rounded off, and a grade of 5.5 or higher is considered to be a pass. If an examination (*tentamen*) consists of two or more constituent examinations and/or practicals, the rounded-off final grade will be calculated on the basis of the non-rounded constituent grades. The rounding rules stipulated in the previous paragraph apply to this.
- 4.8.5 None of the individual constituent grades may normally be lower than 5.5, which means that as a rule no compensation is allowed. There is one exception to this rule: if the constituent grade

represents less than 30% of the final grade, then as an exception this grade can be compensated within the course with a more heavily weighted constituent grade representing more than 30% of the final grade (and not vice versa), on condition that this is explained by the lecturer before the start of the course and announced in the e-prospectus.

- 4.8.6 If, after an examination and a resit, one of the two constituent grades is a pass and the other a fail, the constituent grade that is a pass in principle remains valid up to and including the next time that the course is offered. If, after this next opportunity (examination and resit), the missing constituent grade is still a fail, the pass also loses its validity and the entire course will have to be taken again. An exception can be made to this rule if the nature of the course so requires. However, this must (a) be directly related to the course itself (structure, teaching method, change or reorganisation) and (b) be announced in the e-prospectus before the start of the course.

Article 4.9 Additional rules for assessing final papers

The Board of Examiners establishes the criteria for the assessment of final papers, the procedure for appointing a first and second assessor, the assessment form and the division of responsibilities between the first and second assessor. The final paper will always be assessed by two examiners, and the final grade will be determined by agreement between them. If the first assessor and second assessor are unable to reach agreement, the Board of Examiners will appoint a third examiner. The third examiner then takes the final decision.

Article 4.10 Inspection and feedback session

- 4.10.1 During the period specified in the OER, the questions and assignments of the examination concerned are available for inspection, together with the criteria that were used in making the assessment. A feedback session on the questions and assignments can take place on a single occasion, at a location to be specified by the examiner.
- 4.10.2 Students are not permitted in any way whatsoever to remove, copy, distribute or publish examination questions or assignments, or assessment keys.

Article 4.11 Exemption from constituent examinations and practicals

- 4.11.1 Students may submit to the Board of Examiners a reasoned, written request for exemption from taking one or more constituent examinations or from the obligation to participate in one or more practicals, as referred to in the OER.
- 4.11.2 The Board of Examiners will reach a reasoned decision within twenty working days after submission of the request. If the Board is thinking of refusing the request, it can ask the student to state his/her case.

Article 4.12 Period of validity of examinations

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

Article 4.13 Retention periods

- 4.13.1 Examination assignments and answer models will be retained for a period of at least seven years. Work completed by students will be retained for a period of at least two years.
- 4.13.2 A student's final paper, including the assessment form, will be retained for a period of at least seven years.
- 4.13.3 The decisions of the Board of Examiners and the results of all examinations and final examinations taken will be carefully recorded. Access to the recorded information will be restricted to persons who have been given such permission by the Board of Examiners.

Chapter 5 Final examinations and degree certificates

Article 5.1 Taking the final examination

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

Article 5.2 Approval of final examination curricula

A reasoned, written request for approval of a final examination curriculum, as referred to in Article 7.3d of the Act, must be submitted to the Board of Examiners. The Board of Examiners will decide within twenty working days after receipt of the request.

Article 5.3 Degree certificate and supplement

5.3.1 After the Executive Board has declared that the procedural requirements for issuing a degree certificate have been fulfilled, the Board of Examiners will present a degree certificate, as evidence that the student has passed the final examination. This degree certificate will show the information stipulated in Article 7.11(2) of the Act.

5.3.2 The degree certificate will be drawn up in Dutch or English, and also in Latin. The degree certificate will be signed on behalf of the Board of Examiners by at least one member of the Board of Examiners, with a so-called ‘wet signature’.¹

5.3.3 The Board of Examiners will append a diploma supplement to a degree certificate relating to the passed final examination. The supplement is intended to give information about the nature and content of the completed degree programme, partly for reasons of international recognition of degree programmes. The Leiden University diploma supplement conforms to the agreed standard European format. The last page of the diploma supplement will be signed on behalf of the Board of Examiners by at least one member of the Board of Examiners with a so-called ‘wet signature’. In addition, the Board of Examiners may choose to initial every page of the diploma supplement.

5.3.4 A student who has passed more than one examination but cannot be awarded a degree certificate, as referred to in 5.3.1, will on request be given a statement issued by the Board of Examiners, showing at least the examinations that he/she has passed.

Article 5.4 Final examination grade

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

5.4.2 The Board of Examiners may grant the designation ‘cum laude’ (with distinction) or ‘summa cum laude’ (with the highest distinction), in accordance with the relevant provisions of the OER.

Article 5.5 Retention periods

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

Article 5.6 Exclusion from the degree programme or some of its components

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

5.6.2 If the student referred to in Article 5.6.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical

¹ A ‘wet signature’ is a signature with lightfast ink.

preparation for professional practice, is related to the degree programme for which the student's enrolment has been terminated pursuant to Article 7.42a(1) of the Act, the Board of Examiners will, on request, issue advice to the Executive Board regarding whether the student can be permitted to follow that specialisation or other components of that degree programme.

5.6.3 The Board of Examiners will issue its advice as referred to in 5.6.1 and 5.6.2 within twenty working days after this request has been made by the Executive Board.

Chapter 6 Fraud

Article 6.1 Fraud

Fraud is understood to include the following:

- having on one's body a smart phone, smart watch or other device during a written constituent examination;
- cheating by looking at another student's work;
- changing a submitted written constituent examination or practical assignment during the opportunity given for inspection;
- showing a false proof of registration;
- any other behaviour that the Board of Examiners considers to constitute fraud under the regulations established and communicated within the Faculty or degree programme;
- plagiarism, understood to refer to any action in breach of the Leiden University Code of Conduct on Plagiarism.

These Rules and Regulations distinguish below between fraud resulting from irregularities on the one hand, and fraud resulting from plagiarism on the other hand. Fraud resulting from irregularities comprises any fraud that cannot be regarded as plagiarism.

Article 6.2 Texts permitted in the examination room

6.2.1 If, when taking a written constituent examination, a student is allowed to use a text that he/she has brought to the examination room, this text may not contain any notes. If the text contains notes, this will be regarded as an irregularity.

6.2.2 Within the meaning of the previous paragraph, the term 'notes' does not include:

- underlining, highlighting or marking the text with a fluorescent marker;
- references to articles of law;
- references to case law and other literature, provided that this is explicitly permitted for the specific examination;
- marginal notes that have been added by the editor of a volume of legislation.

Article 6.3 Actions to be taken by the examiner in the case of irregularities

6.3.1 If an examiner observes any irregularity during a constituent examination or practical, he/she must inform the student about this as soon as possible. The student will then be given the opportunity to finish the constituent examination or practical, and must be informed that an investigation will first be conducted by the Board of Examiners, after which it will be decided whether the constituent examination or practical can be declared valid. Until this investigation has been completed, no grade will be assigned for the constituent examination or practical.

6.3.2 If an invigilator observes any irregularity during a written constituent examination, he/she must report this to the examiner.

6.3.3 At the examiner's request, a student is obliged to surrender to the examiner any items in his/her possession that could be relevant in evaluating an irregularity, for the purpose of that evaluation. These items might consist of the answer sheets for the constituent examination or practical, scribble sheets, and so on. The confiscated items will be returned to the student within a reasonable period of time.

6.3.4 The examiner must inform the chair of the Board of Examiners of any irregularities.

Article 6.4 Sanctions to be imposed by the Board of Examiners in the case of irregularities

6.4.1 In the event of any irregularity during a constituent examination or practical, the Board of Examiners can interview the examiner, the student, the invigilators and others.

6.4.2 The measures that the Board of Examiners can impose are:

- a. declaring the results of the constituent examination or practical null and void, or giving a grade of 1 for the constituent examination or practical;
- b. excluding the student from participation in the examination with respect to which the irregularity was observed for a maximum period of one year;
- c. excluding the student from participation in one or more examinations for a maximum period of one year;
- d. excluding the student from participation in the examinations and final examination of one or more degree programmes offered by the Faculty for a maximum period of one year;
- e. examinations that have been passed by the student in another faculty or higher education institution during this period of exclusion, including successfully completed essays, papers and theses, can in no way be included in the final examination of the degree programme.

6.4.3 In the case of serious fraud, the Executive Board can, on 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 Actions to be taken by the examiner in the case of plagiarism

6.5.1 If an examiner strongly suspects plagiarism, he/she must inform the Board of Examiners about this as soon as possible. The student will not be given a grade by the examiner for the produced work until the Board of Examiners has investigated the facts and decided what must be done taken.

6.5.2 If the examiner / lecturer contacts the Board of Examiners after suspecting plagiarism, the examiner will submit the relevant essay, paper, thesis or research assignment to the Board of Examiners.

Article 6.6 Sanctions to be imposed by the Board of Examiners in the case of plagiarism

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

6.6.2 The disciplinary measures that the Board of Examiners can impose are:

- a. declaring the essay, paper, thesis or research assignment invalid, or giving it a grade of 1;
- b. for a maximum period of one year, not accepting from the student concerned any essay, paper, thesis or research assignment of the kind for which plagiarism was established, including essays successfully completed in another faculty or higher education institution, and excluding the student from participation in preparing or writing such essays, papers, theses or research assignments;
- c. excluding the student from participation in one or more examinations for a maximum period of one year;
- d. excluding the student from participation in the examinations and final examination of one or more degree programmes offered by the Faculty for a maximum period of one year;
- e. examinations that have been passed by the student in another faculty or higher education institution during this period of exclusion can in no way be included in the final examination of the degree programme.

6.6.3 In the case of serious fraud, the Executive Board can, on the proposal of the Board of Examiners, definitively terminate the student's enrolment in the degree programme.

6.6.4 In addition to these disciplinary measures, the Board of Examiners can also impose additional measures. These may include requiring the student to write an explanation of why he/she understands that what he/she did constitutes plagiarism, or to complete a questionnaire that makes it possible to establish that the student now has a better understanding of the concept of plagiarism.

Article 6.7 Declaring an examination to be invalid

The Board of Examiners may, in case of reasonable suspicion of irregularities or fraud prior to or during an examination or component thereof and if it is impossible to ascertain which individual students are involved, declare this examination or component thereof to be invalid for all students. In such cases, the examination or component thereof will have to be retaken. The Board of Examiners will set a new date for the examination as soon as possible. Irregularities in this case may include technical faults, for example in digital examinations, which may give the Board of Examiners grounds to declare the examination invalid for all students.

Chapter 7 The Binding Study Advice (BSA)

Article 7.1 Student file

7.1.1 The Board of Examiners maintains a BSA file on every student who is enrolled in the Bachelor's degree programme, pursuant to Article 6.3 of the OER.

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

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

Article 7.2 The advice

The Board of Examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions concerning this in Article 6.3 of the OER.

Chapter 8 Complaints and appeals

Article 8.1 Lodging a complaint or appeal

8.1.1 A student can 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 this Board, with the Examination Appeals Board.

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

Article 8.2 Handling of complaints

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

Article 8.3 Handling of appeals

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

Chapter 9 Annual report

Article 9.1 Reporting

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

Chapter 10 Final provisions

Article 10.1 Exceptional circumstances

- 10.1.1 All cases for which these Rules and Regulations do not provide will be decided by the Board of Examiners.
- 10.1.2 If, in exceptional cases, the strict application of these Rules and Regulations would result in evident unfairness, the Board of Examiners is authorised to reach an alternative decision.

Article 10.2 Changes

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

Article 10.3 Effective date

- 10.3.1 These Rules and Regulations will enter into effect on 1 September 2016.