Faculty of Social Sciences

Rules and Regulations of the Board of Examiners
of the degree programmes
in Political Science

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

Effective of August 31, 2016
Chapter 1 General provisions

Article 1.1 Scope

These Rules and Regulations apply to the examinations (tentamens) and final examinations (examens) of the degree programme(s) the Institute of Political Science of Leiden University, hereafter referred to as: the degree programme.

Article 1.2 Definitions

In these regulations the following definitions apply:

board of examiners: the board of examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;

student: a person registered with Leiden University for the purpose of taking courses, and/or sitting examinations and final examinations of the programme;

fraud: pursuant to art. 7.12b.2 WHW fraud is understood as any action or omission by students purposefully obstructing the correct determination of their knowledge, understanding and skills or their fulfilment of the requirements for participating in courses or examinations. This includes at least the following:
- the use of unauthorized material during examinations;
- plagiarism, the use of sources or elements thereof without correct referencing or citation;
- passivity in the execution of group assignments or practical assignments;
- the falsification of research findings;
- the falsification of records of grades and emails generated by uSis;

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

working day: Monday to Friday, excluding recognized holidays;


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

Chapter 2 Composition, duties and procedures of the Board of Examiners

Article 2.1 Duties and powers of the Board of Examiners

2.1.1 The board of examiners, as established by the faculty board, 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.

2.1.2 Without prejudice to the Act and the regulations based thereon, the board of examiners is in any event also responsible for:

a. assuring the quality of the examinations and final examinations, without prejudice to art. 7.12c of the Act;

b. establishing guidelines and instructions within the framework of the OER to assess and determine the
results of examinations and final examinations; and
c. granting exemption from taking one or more examinations or participating in one or more practical assignments.

Article 2.2 Appointment of the chair and secretary

2.2.1 The faculty board appoints the members on account of their knowledge of the designated program or group of programmes for a term set by the faculty board. At least one member is connected, as examiner, to one of the programmes belonging to the group. At least one member is not a faculty member at Leiden University.

2.2.2 Before appointing a new member, the faculty board consults the sitting members of the board of examiners. The members respond to the faculty board within ten days of consultation. If one of the members objects to the proposed appointment the faculty board takes the appointment into reconsideration. The faculty board then consults the sitting members of the board of examiners again, either with a new or the same proposal. The members respond to the faculty board within ten days of consultation. Subsequently the faculty board decides.

Article 2.3 Procedures

2.3.1 The board of examiners elects one of its members as chairman of the board. The chairman is responsible for managing the day-to-day affairs of the board. The chairman can delegate the the day-to-day affairs concerning a particular programme to a deputy-chair who is appointed by the board for that purpose. The chairman takes decisions on behalf of the board and is accountable to the board for his actions. The board is informed of the chairman’s actions as soon as possible and at least once every six months. Difficult cases are decided by the full board of examiners.

2.3.2 The day-to-day affairs at least include:
   a. in urgent cases, deciding upon students’ requests for provisions that can be taken in deviation from current regulations; decisions are taken after consultation of the appropriate examiner;
   b. when specified by the OER, approving the choice of course components by the student;
   c. issuing the (binding) study advice;
   d. taking appropriate measures in cases of disruption of examinations or fraud, in so far as immediate action is determined necessary by the chairman of the board.

2.3.3 The board of examiners decides by simple majority of votes. If there is an equal division of votes, the chairman has the casting vote.

2.3.4 The board of examiners and the examiners observe the following when taking decisions:
   - a positive result of the examination must provide sufficient guarantee that the student has developed the qualities that were determined in advance as the objectives of of the course component concerned;
   - decisions must be taken as objectively as possible;
   - unnecessary study delays must be avoided as much as possible;
   - examinations also serve the purpose of informing students of their capabilities and insufficiencies.

Article 2.4 Appointment of examiners, guidelines

2.4.1 Before the start of each academic year, and further as often as necessary, the board of examiners appoints examiners for conducting examinations and determining the results of those examinations.

2.4.2 Ph.D.-holding instructors listed in the e-prospectus are appointed examiners in the terms of the
previous article. Non-Ph.D.-holding instructors who teach within a component are not appointed as examiners, but teach under the responsibility of the appointed examiner for that component.

2.4.3 The board of examiners informs students of the appointed examiners.

2.4.4 The board of examiners can rescind the aforementioned appointment if there are serious grounds for doing so.

2.4.5 The examiners will provide the board of examiners with all information as requested.

Chapter 3 Assessments

Article 3.1 Form of the examinations

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

3.1.2 The examination will be appropriate and will serve exclusively to assess whether the student has developed the qualities that were determined in advance as the objectives of the course component concerned.

3.1.3 The questions and assignments of the examination will relate only to the material announced in advance as prescribed examination material. The substance and scope of the examination material will be made known before the start of the course or part of the course preparing students for the examination, or at such a time to allow sufficient preparation, in writing and/or via blackboard. The questions and assignments of the examination will be distributed as evenly as possible over the prescribed reading material. At its request the questions and assignments will be submitted to the board of examiners.

3.1.4 The final grade of an examination may not be determined by multiple-choice questions for more than 50%.

3.1.5 If the examination consists solely of so-called open- or essay questions from which the student may choose a limited number of questions to answer, students must be required to make at least 75% of the questions available.

3.1.6 The questions and assignments of an examination will be clear and unambiguous, and will contain sufficient instructions for the answers to be given in the required detail. The duration of each examination will be such that the student may reasonably be expected to have sufficient time to answer the questions and/or complete the assignments.

3.1.7 If and to the extent that the form of examination is not determined in the OER, the board of examiners or otherwise the appointed examiner will announce, in writing and/or via blackboard, the form in which the examination will be held. This announcement will take place no later than the start of the part of the course preparing students for the examination.

3.1.8 The board of examiners may agree to an alternative method of examination than that laid down in the OER, if the student submits a reasoned request to this effect. Possible grounds include a recognized disability. The board of examiners will decide within five working days after receipt of the request.

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

Article 3.2 Dates of the examinations

3.2.1 Unless otherwise stipulated in the OER, the dates on which written examinations will be held will be determined and announced on behalf of the board of examiners before the start of the academic year. These dates may only be changed in the event of force majeure or after advice has been given by the Department Teaching Committee.

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

**Article 3.3 Submission and resubmission of papers and written assignments**

3.3.1 Papers and written assignments that count for less than 50% of a weighted cumulative final grade cannot be resubmitted unless the course description of the respective component states otherwise or the examiner announces deviations from this rule in writing and/or via blackboard at the start of the course.

3.3.2 Papers counting for more than 50% of the final grade of a component can be revised and resubmitted once if and only if a completed first draft has been submitted before the submission deadline.

3.3.3 Examiners announce the submission deadlines of all papers and written assignments (including the dates for submission and resubmission mentioned in 3.3.2) at the start of the course, or at least at the first course meeting, in the course description and/or via blackboard.

**Article 3.4 Admission to examinations**

In exceptional circumstances and at the motivated request of students, the board of examiners, in deviation from the terms of the OER, can grant permission for an examination to take place before completion of a preliminary practical or before an exemption has been granted for the practical. Granted such permission proof of successful completion of the examination will not be presented before completion of the respective practical or prior to the decision to grant an exemption for the practical.

**Article 3.5 Admission to examinations before passing the first-year examination**

3.5.1 At the student’s request the board of examiners can allow the student to take one or more third year components of the final examination before completing all components of the first-year (*propaedeuse*) of the degree programme concerned.

3.5.2 The request mentioned in 3.5.1 will be taken into consideration if and only if it is accompanied by a study plan stipulating which examinations the student will take and which extra-curricular activities, being relevant to the programme and having been approved by the Executive Board as legitimate extra-curricular activities, the student plans to participate in.

**Article 3.6 Registration for and withdrawal from examinations**

3.6.1 An examination can only be taken, and its result assessed, after the student has registered for participation in the manner stipulated in the faculty Regulations Governing Registration For and Withdrawal From Examinations.

3.6.2 Withdrawal from an examination is governed by the faculty Regulations Governing Registration For and Withdrawal From Examinations.

3.6.3 Having successfully completed a component the student loses the right to sit for the examinations of that component again. Registrations for examinations of completed components are void.

**Article 3.7 Withdrawal from examinations**

Cancelled (see 3.6.2)

**Article 3.8 Conducting examinations**

3.8.1 At least one of the examiners appointed for a component pursuant to 2.4.1 is present during
examinations of said component. The board of examiners can allow the replacement of the appointed examiner by an examiner with sufficient knowledge of the course matter.

3.8.2 The examiner is responsible for the presence of a knowledgeable examiner at the special-provisions examination.

3.8.3 The examiner(s) concerned will arrange that for written examinations, if necessary, extra invigilators are appointed to ensure that order is maintained during the examination.

3.8.4 A student must provide valid proof of identity when so requested by or on behalf of the examiner.

3.8.5 In principle, students will be admitted to the room where the examination is being held up to 30 minutes after the specified starting time.

3.8.6 All communication equipment, including mobile telephones, must be switched off while the examination is taking place. Other electronic equipment may not be used, except with the permission of the examiner.

3.8.7 Students may use an unmarked dictionary (Dutch-English or English-Dutch) during the examination. Dictionaries must be presented to the examiner for inspection prior to the examination.

3.8.8 Unless stated otherwise by the examiner students may not end the examination, or at least exit the room where the examination is being held, prior to the last hour of the examination.

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

3.8.10 Any student who fails to comply with one or more of the instructions referred to in paragraphs 3.8.4 and 3.8.6 through 3.8.9 may be excluded by the examiner from further participation in the examination concerned. This exclusion will result in a grade of 1 being given for the examination. Before deciding to exclude a student, the examiner will offer the student the opportunity to give a brief explanation.

3.8.11 The examiner will immediately inform the board of examiners in writing of any measure taken pursuant to the provisions of 3.8.10.

Article 3.9 Oral examinations

3.9.1 An oral examination may involve only one student at a time.

3.9.2 The examination is public unless the examiner, having heard the student, decides otherwise.

3.9.3 A second examiner will be present during the examination. In the absence of a second examiner an audio recording of the examination will be made; said audio recording will be retained until the result of the examination has been published and the term of appeal has expired.

Article 3.10 Fraud

3.10.1 In urgent cases the examiner may immediately take a provisional decision to exclude a student from further participation in the examination on the grounds of his own observations or those reported by an invigilator. The examiner submits a written report of his provisional decision and its grounds to the board of examiners as soon as possible after the examination. The excluded student receives a copy of said report.

3.10.2 After receiving a report of a provisional decision pursuant to 3.10.1 the board of examiners suspends grading the respective student’s examination and convenes a disciplinary committee consisting of three examiners of which one is also a member of the board of examiners. The disciplinary committee may not consist of the examiner who took the provisional decision or the invigilators at the respective examination.

3.10.3 The disciplinary committee in any case hears the examiner who took the provisional decision and the excluded student.
3.10.4 The disciplinary committee submits a written report to the board of examiners and suggests which of the measures pursuant to 3.10.10 are called for. The board of examiners final decision follows within five days of receiving the disciplinary committee’s report and is conveyed to the student without unnecessary delay.

3.10.5 The programme Turnitin, or other software designated by the university, faculty, or institute is used to check for plagiarism in written assignments (essays, papers, thesis, thesis proposals, etc.). The course description of each component indicates which versions must be checked besides the final version. To that end, the student is required to turn in written coursework both in digital and in printed format.

3.10.6 If the examiner has reason to suspect plagiarism in written assignments (essays, papers, thesis, thesis proposals, etc.), he submits a written report of his suspicion and its grounds to the board of examiners as soon as possible. The excluded student receives a copy of said report.

3.10.7 After receiving a report pursuant to 3.10.6 the board of examiners suspends grading the respective student’s assignment and convenes a disciplinary committee consisting of three examiners of which one is also a member of the board of examiners. The disciplinary committee may consist of the examiner(s) who submitted the report.

3.10.8 The disciplinary committee in any case hears the examiner who submitted the report and the excluded student.

3.10.9 The disciplinary committee submits a written report to the board of examiners and suggests which of the measures pursuant to 3.10.10 are called for. The board of examiners final decision follows within five days of receiving the disciplinary committee’s report and is conveyed to the student without unnecessary delay.

3.10.10 The disciplinary measures that can be imposed by the board of examiners are:

a. declaring the results of the examination or the written assignment null and void;

b. excluding the student from taking the written assignment regarding which the fraud was observed for a maximum period of one year, and prohibiting the student from transferring credits for similar written assignments completed during that time at another faculty or higher educational facility to the programme;

c. and/or excluding the student from participation in one or more examinations for a maximum period of one year, and/or excluding the student from participation in components, examinations or the final examination of one or more degree programmes provided by the Faculty for a maximum period of one year. Credits for components completed during that time at another faculty or higher educational facility may not be transferred to the programme in any way.

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.

d. In the case of serious fraud, the Executive Board can, at the proposal of the board of examiners, terminate the student’s enrolment in the degree programme indefinitely.

Article 3.11 Evaluation and publication of results

3.11.1 The results of an examination will be published within fifteen working days after the date of the examination unless the board of examiners decides otherwise at the request of the examiner. Written or electronic notification of their results are provided to students by or on behalf of the examiner(s).

3.11.2 The result of the examination shall be expressed as a whole or fractional number between 1.0 and 10 (rounded to .0 or .5), including both limits. The result shall not be expressed as a number between 5.0 and 6.0.

3.11.3 If the final grade of an examination is determined on the basis of a weighted average of partial results, each separate result that counts for more than 50% of the final result must be no lower than 5.0 (unrounded).
3.11.4 The examination is considered to be successfully completed if the result is 6.0 or higher.

3.11.5 In deviation from the above the board of examiners can determine simply whether the student has met the requirements necessary to pass an examination.

3.11.6 In the case that a given examination is evaluated by more than one examiner, the board of examiners makes sure that the examiners apply the same or in any case equivalent norms.

3.11.7 Guidelines for the evaluation of an examination are established by or under the auspices of an examiner, who presents these to the board of examiners upon her request.

**Article 3.12 Period of validity of examinations**

3.12.1 At the request of the student and after consultation of a knowledgeable examiner, the board of examiners can extend the period of validity of positive examination results, as laid down in the OER, provided there have been no radical changes to the substance and the learning objectives of the respective course components.

3.12.2 In other cases the board of examiners decides, after consultation of the appointed examiner, whether an examination must be taken in substitution of the prior (invalidated) examination, or whether it is sufficient for the student to take a supplementary examination.

3.12.3 Notwithstanding the validity of results as regulated in the OER, non-passing grades remain valid until a new grade for the same course component has been submitted by the appointed examiner and registered in uSis. In the case of successive non-passing grades for the same course component, the most recent grade is valid.

**Article 3.13 Inspection and evaluative discussion**

3.13.1 Students have the right to inspect their marked examination script during the thirty days following the publication of the results of the written examination.

3.13.2 The examination questions and assignments may be inspected during the period referred to above.

3.13.3 The marked examination can be discussed with the examiner if the student so requests. An opportunity for such evaluative discussion will be announced together with the examination results.

3.13.4 The examiner is authorised to decide whether the inspection and/or evaluative discussion will take place collectively or individually.

3.13.5 The examiner determines where and when the view will take place on behalf of the board of examiners, within the time limit set in 3.13.1.

3.13.6 If the student demonstrates that force majeur will prevent or has prevented him from attending the inspection and evaluative discussion pursuant to 3.13.4, he/she shall be granted a new opportunity for either or both, if possible within the same time limit.

**Article 3.14 Exemption from examinations and practical assignments**

3.14.1 Students may submit to the board of examiners a reasoned, written request for exemption from taking one or more examinations or from the obligation to participate in one or more practical assignments, as referred to in the OER. All correspondence to the board of examiners must be directed to its secretary.

3.14.2 The board of examiners will reach a reasoned decision within fifteen working days after the submission of the request, after consulting with the most appropriate examiner.

3.14.3 The abovementioned request mentions both the component for which the student seeks an exemption and the completed corresponding component on the grounds of which the petitioner seeks the exemption. The following documents must be annexed to the request:
- A substantive course description of each completed corresponding component;
- A list of the literature studied for that component;
- A certified list of results of the programme in which the corresponding component was completed.

**Article 3.15 Quality assurance of examinations**

3.15.1 The board of examiners evaluates the validity, reliability, and representativity of examinations through a periodic review of the examinations of a randomly selected sample of components. The board of examiners can submit its findings to the director of studies. The results of the evaluation are discussed with the examiners concerned.

3.15.2 If the board of examiners decides not to appoint an examiner in future as a result of its findings, this decision is made known to the examiner in question and to the director of studies.

3.15.3 The board of examiners can engage the support of experts in executing its tasks pursuant to 3.15.1.

**Article 3.16 Retention periods**

3.16.1 An examination and the work carried out in the context of said examination are retained for a period of at least one year.

3.16.2 The questions and assignments of examinations as referred to in 3.1.3 and the guidelines for the evaluation of an examination as referred to in art. 3.11.7 are retained for a period of at least five years.

3.16.3 The results of examinations are retained for a period of at least thirty years.

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

**Chapter 4 Final examinations and degree certificates**

**Article 4.1 Taking the final examination**

The final examination will have been passed if and when the components of the programme have been successfully completed.

**Article 4.2 Approval of individual curricula for final examinations and electives**

N/A

**Article 4.3 Exclusion from the degree programme or certain of its components**

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

4.3.2 If the student referred to in 4.3.1 is enrolled in another degree programme, and within that programme is following the courses of a specialisation that is similar to or, in terms of the practical preparation for professional practice, is related to the degree programme for which the enrolment has been terminated pursuant to Article 7.42a, paragraph 1, of the Act, the board of examiners will, on request, issue advice to the Executive Board regarding whether the student can be permitted to follow this specialisation or
other components of this degree programme.

4.3.3 The board of examiners will issue advice as referred to in 4.3.1 or 4.3.2 within fifteen working days after this request has been made by the Executive Board.

**Article 4.4 Compensation**

N/A

**Article 4.5 Degree certificate and diploma supplement**

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

4.5.2 One degree certificate is awarded per programme, even if more than one specialization has been completed.

4.5.3 The degree certificate for the Bachelor programme will be drawn up in Latin and in Dutch. The degree certificate for the Master’s programme will be drawn up in Latin and in English. The degree certificate will be signed on behalf of the board of examiners by the chair. In the absence of the chair, the degree certificate will be signed by another member of the board of examiners.

4.5.4 A student who is entitled to a degree certificate may request the board of examiners not to present the certificate yet, in accordance with rules to be stipulated by the Executive Board.

4.5.5 The board of examiners attaches a supplement to the degree certificate. A degree certificate has only one supplement.

4.5.6 The supplement is drawn up in Dutch and/or in English and complies with the European standard format.

4.5.7 A student who has passed more than one examination but cannot be awarded a degree certificate, as referred to in 4.5.1, will on request be given a statement issued by the board of examiners, showing at least the examinations that he/she has passed.

**Article 4.6 Final examination grade (judicium)**

Cancelled; see art. 4.12 of the Course and Examination Regulations of the relevant programme.

**Article 4.7 Retention periods**

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

**Chapter 5 The binding study advice**

**Article 5.1 Student file**

5.1.1 The board of examiners maintains a file on every student who is enrolled in the degree programme. This file contains a concise written report of each formal contact between student and board of examiners.

5.1.2 The file includes a description of the student’s personal circumstances, as referred to in Article 7.8b(3) of the Act, and, if applicable, the study plan adapted to these personal circumstances, as drawn up by
the student and approved by the study adviser.

5.1.3 All students have the right to inspect their personal file, as referred to in 5.1.1, and, if they so wish, to have their objections to its contents included in the file.

**Article 5.2 The advice**
The board of examiners issues the advice on behalf of the Faculty Board, with due observance of the provisions of the Leiden University Regulation on the Binding Study Advice.1

**Chapter 6 Complaints and appeals**

**Article 6.1 Lodging a complaint or appeal**
A student who wishes to lodge a complaint or administrative appeal regarding a decision taken by the board of examiners or by an examiner appointed by the board of examiners, should lodge this complaint or appeal with the Examination Appeals Board.

**Article 6.2 Handling of complaints**
Complaints are handled in accordance with the current procedures laid down in the Regulations relating to the Ombudsperson, the Regulation on Other Complaints, the Regulations of the Examination Appeals Board and the General Administrative Law Act (Awb).

**Article 6.3 Handling of appeals**
Administrative appeals are dealt with in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board and the Student Charter.

**Chapter 7 Annual report**

**Article 7.1 Reporting**
7.1.1 Each year, the board of examiners will produce a report of its activities, and will submit this report to the Faculty Board on its request.

7.1.2 The report will comply, in so far as possible, with the requirements set by the Executive Board and will in any case contain an overview of 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 pursuant to article 3.15.

**Chapter 8 Final provisions**

**Article 8.1 Time limits**
All time limits mentioned in these Rules and Regulations consist of working days in the academic year excluding the months July and August. Officially recognized holidays are not counted as working days.

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**Article 8.2 Exceptional circumstances**

8.2.1 In exceptional cases deviations from the educational programme or from transitional arrangements that have not been included in the OER can be authorized by or with the approval of the board of examiners.

8.2.2 All cases for which these Rules and Regulations do not provide will be decided by the board of examiners.

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

**Article 8.3 Changes**

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

**Article 8.4 Effective date**

These Rules and Regulations will enter into effect on August 31, 2016.