

Faculty of Science, Leiden University

and

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

**Board of Examiners Rules and Guidelines
for the Industrial Ecology Master's programme, 2022-2023**

**Corresponding to the Course and Examination Regulations
of the Industrial Ecology Master's programme**

These Rules and Guidelines apply to the specialisations within the Master's programme:

- 1. Industrial Ecology**
- 2. Circular Economy (CIRCLE)**

Article 1. Area of application

These Rules and Guidelines apply to the examinations, practicals and final examination of the Industrial Ecology Master's degree programme consisting of two specialisations, referred to hereinafter as 'the programme'.

Article 2. Definitions

The definitions of the terms used in these Rules and Guidelines are those used in the 'Course and Examination Regulations' and the 'Implementation Regulations' of the Master's Programme on Industrial Ecology, referred to hereinafter as 'exam regulations'.

Article 3. Composition of the Board of Examiners and the day-to-day operations of the Board of Examiners

1. The Board of Examiners for the programme (referred to hereinafter as 'the BoE') shall be appointed jointly by the faculty board of the Faculty of Science, Leiden University, and dean of the Faculty of Technology, Policy and Management, Delft University of Technology.
2. The BoE shall appoint a chairman and a vice-chairman from among its members, who are charged with dealing with the day-to-day operations of the BoE.
3. An official secretary may be assigned to the BoE.
4. In accordance with Article 7.12a of the Higher Education and Research Act, the BoE has at least one external member not involved in the programme.
5. None of the members of the Board of Examiners carries any financial responsibility for the programme.
6. The Programme Director, Study Advisor, and Programme Coordinator may act as advisors to the BoE.

Article 4. Duties and powers of the Board of Examiners

The Board of Examiners is the body that is charged with objectively and competently assessing whether a student fulfils the qualifications laid down in the exam regulations regarding the knowledge, insight and skills required for completing a degree. The Board of Examiners has the following tasks and authorisations:

General tasks

- a. assuring the quality of the examinations and final examinations;
- b. assuring the quality of the organisation and procedures concerning examinations, practical assignments and final examinations;
- c. preparing an annual report of its activities for the Faculty Board;

Study programme and examination

- d. granting permission for a student to compile and follow an individual curriculum, as referred to in Article 7.3h of the Act, the final examination of which leads to obtaining a degree.
- e. in individual cases, approving the choice of courses that form part of the programme;
- f. issuing a certificate and a supplement as referred to in Article 7.11 of the Act as proof of having passed the final examination;
- g. issuing a statement stating at least the examinations that have been passed by the person concerned if a student has passed more than one examination but cannot be awarded a certificate as referred to under f.

Examinations and exemptions

- h. establishing guidelines and instructions within the framework of the exam regulations to assess and determine the results of examinations and final examinations, including the pass/fail regulation;
- i. granting exemption from sitting one or more examinations or participating in one or more practical assignments on the basis of one of the reasons referred to in the exam regulations;
- j. if the occasion arises, extending the length of validity of successfully completed examinations as specified in the exam regulations;
- k. in special cases, deciding whether an examination must be oral, written or in some other form, as a departure from the stipulations of the exam regulations;
- l. in special cases, deciding whether an examination must be taken publicly, as a departure from the stipulations of the exam regulations;
- m. granting exemption from the obligation to participate in practical assignments required for admission to the relevant examination, possibly under condition of additional requirements;
- n. taking appropriate measures and imposing sanctions if a student or external examination candidate is found to have committed fraud or plagiarism;
- o. granting effective facilities for following education and taking examinations to students with a disability as referred to in the Equal Treatment Act on the basis of a disability or chronic illness;
- p. appointing examiners.

Article. 5. Procedures of the Board of Examiners

1. The Board of Examiners decides by simple majority. In case of an equal division of the votes, the (deputy) chairman has the casting vote.
2. The Board of Examiners can mandate its members, or other parties whose positions qualifies them to do this, in writing to take certain decisions. The Board of Examiners may provide the mandated instructions in respect of the exercise of the delegated power.
3. Mandated members take their decisions on the basis of the exam regulations, the present Rules and Regulations and previously formulated policy, and render account for their actions. The method of rendering account will be established in advance by the Board of Examiners. Where there is any divergence from previously formulated policy, the full Board of Examiners will

- decide.
4. The chairman is responsible for the daily activities of the Board of Examiners. The chairman may take decisions on behalf of the Board of Examiners and is accountable to the Board of Examiners for all his/her/their actions. In case of doubt, cases are submitted to the entire Board of Examiners.
 5. The daily activities of the Board of Examiners include the following:
 - a. In emergency situations, decisions regarding rules which may be applied on a student's request, notwithstanding the set stipulations; if applicable and if at all possible, the examiner most closely involved in the case is consulted before a decision is taken;
 - b. As stipulated in the exam regulations, approving a student's chosen curriculum; and
 - c. Taking measures in case of a breach of order during the course of an examination and in cases of fraud, in so far as it is the chairman's opinion that the case cannot be delayed.
 6. The Board of Examiners decides in any case on the following:
 - a. The composition of the Board of Examiners;
 - b. The duties, powers and responsibilities of the chair, deputy chair, other members and official secretary;
 - c. The duties that are mandated to the various members and to whom these duties have been mandated, including the method of rendering account for decision-making;
 - d. The frequency of meetings, the public nature of the meetings and confidentiality;
 - e. The manner of reporting on and archiving the meetings and decisions;
 - f. The internal procedure with respect to
 - i. The appointment of examiners;
 - ii. Assuring the quality of the examinations;
 - iii. Requests for exemption; and
 - iv. Fraud.
 - g. The registration of the signatures of the members.

Article 6. Appointment of examiners

1. Prior to the beginning of each academic year, and if and when necessary, the Board of Examiners appoints examiners for setting examinations and determining the results of these examinations.
2. An examiner must be in possession of competences related to the field of study and relating to the setting of examinations in accordance with the quality assurance standards set in the Rules and Guidelines.
3. The Board of Examiners can appoint more than one examiner for a given examination.
4. The Board of Examiners can appoint external examiners. They must ensure that these examiners fulfil the specified quality requirements. The external examiners receive a letter of appointment from the Board of Examiners which specifies that they have been appointed as external examiners and for which examination.
5. The Board of Examiners makes the appointment of the examiners known to

the students and the staff members concerned.

6. The Board of Examiners may withdraw the appointment if there are important reasons for doing so.
7. The examiners must provide the Board of Examiners with information if requested to do so.

Article 7. Times and dates of examinations

1. The BoE shall ensure that written examinations (including digital tests) are held at the times laid down by the BoE no later than the start of the academic year in question, in consultation with the examiners concerned, unless, due to force majeure, the date cannot be announced earlier than five working days in advance.
2. The times referred to in the first paragraph shall be set in such a way that examinations and practicals will not be held simultaneously.
3. Any alterations to the times referred to in the first paragraph shall only be made in the event of unavoidable circumstances. Oral examinations shall be held at a time to be determined by the examiner or examiners concerned, in consultation with the examinee.
4. The provisions in the third paragraph shall apply mutatis mutandis to non-written and non-oral examinations and practicals.

Article 8. Registering for courses and examinations and resits

1. Students are expected to make use of the first (partial) examination date. An examination cannot be taken or its result assessed until the student has registered for participation in accordance with the procedure in the applicable Registration Protocol (as referred to in Article 3.5 of the exam regulations).
2. There is one examination opportunity and one resit opportunity for each course. If a student fails to pass the course through the normal procedure for the course, the Board of Examiners will determine whether an additional opportunity will be offered and if so, under what conditions. The student in question should submit a request to this effect via the standardised route set by the staff of the degree programme.
3. If a student who has registered and has not withdrawn for an examination does not take the examination in question, the examination will nevertheless be deemed to have been taken, unless there was a case of force majeure, to be assessed and determined by the Board of Examiners.

Article 9. Order during examinations

1. The programme shall arrange for an invigilator to be present at written or online examinations, who will ensure that they proceed in a correct manner. Students must be monitored at all times throughout the examination, unless otherwise specified in advance by the examiner.
2. Examinees must be able to show their proof of enrolment at Leiden University and Delft University of Technology to the examiner or invigilator before the start of the examination.

3. Examinees must be able to show proof of their identity using their student card or other legal identity document if requested to do so by or on behalf of the BoE.
4. In derogation from the paragraphs 9.2 and 9.3, when examinations are conducted remotely online, the Board of Examiners can specify that the examinee must submit a fully completed 'Declaration of Own Work' before the examination.
5. In the case of written examinations that were conducted remotely online, the examiner(s) or invigilator(s) can subject the examinees to a short, non-graded oral test after the examination to verify the authenticity of the work they have done, including on the basis of a random sample. This test must be conducted in the presence of a witness or must be recorded. Examinees will be informed before the examination about whether such an oral authenticity check may take place and, if so, until how many days after the examination.
6. Examinees must comply without delay with any instructions that are issued by the BoE, the examiner, or the invigilator before, during or immediately after the examination.
7. Any examinee who is in breach of or does not comply with the provisions of the second, third, fourth, fifth or sixth paragraph may be excluded by the BoE, the examiner or the invigilator from further participation in the examination concerned. Any such exclusion shall result in no mark being given to the student. Before the BoE, the examiner or the invigilator decides to exclude an examinee, they shall give him/her/them the opportunity to explain his or her position.
8. In exceptional cases the BoE can (in agreement with the examiner) decide to organise the examination in a different form than mentioned at the start of the academic year.
9. Written examinations are generally of three hours' duration, although the examiner may deviate from this, in which case the examiner should inform the students at the start of the course. The duration of every examination shall be such that the examinee has reasonably sufficient time to answer the questions.
10. If an examination is taken (including online or digitally) and a (technical) failure or calamity occurs which means that the examination cannot be continued, the Board of Examiners will decide whether and when a new examination can be scheduled.
11. In the case of digital examinations that are conducted remotely, or simultaneously at multiple locations, if an examinee encounters problems with logging in, he/she/they must immediately contact the examiner. The examiner must inform the examinees in advance about how they can contact him/her/them during the remote online examination.
12. In the case of examinations that are conducted remotely online, the Faculty Boards can decide, on the advice of the Board of Examiners concerned, to permit intensive forms of online proctoring (i.e. in case of recording and temporarily storing of audio and video materials), see Article 10.
13. The duration of oral examinations shall be determined by the examiner on a case-by-case basis; examinees shall be informed of the duration before they

start. The duration of every examination shall be such that the examinee has reasonably sufficient time to answer the questions.

14. Examinees have to write their name and student ID on any assignment, paper, exam or any other work that is handed in.
15. During examinations at Leiden University, the regulations for the conduct of examinations of Leiden University apply. During examinations at TU Delft, the regulations for the conduct of examinations of TU Delft apply.

Article 10. Examinations using online proctoring

1. Students will be informed via Brightspace of the conditions for participation in an examination with proctoring and of the maximum duration of the examination, no later than 10 working days in advance.
2. Examinees who refuse to participate in an examination with online proctoring must notify the Board of Examiners of this as soon as possible. The examinee can ask the Board of Examiners for an alternative assessment. The Board of Examiners can decide to allow an alternative assessment or decide that the examinee must wait until the examination can be taken in another form (e.g. on campus).
3. By participating in the examination, the student agrees to the recording and collection of the data by the proctoring system used.
4. If the examiner cannot determine that all the conditions stated in 10.1 and 10.3 have been met, the examiner cannot determine whether the examination has been administered correctly. The examination can then be declared invalid.

Article 11. Effective provisions in the event of a disability

1. A student with a disability as referred to in the Equal Treatment Act on the basis of a disability or chronic illness is entitled to effective adjustments during an examination.
2. The Board of Examiners decides on a request for an effective adjustment, taking into account the statutory rules and the Leiden University Protocol on Studying with a Disability.
3. A request for an effective adjustment is submitted to the study adviser.

Article 12. Order during practicals

1. The examiner responsible for the practical examination ensures that if necessary assistants are appointed who ensure that the practical is conducted properly
2. Examinees must be able to show proof of enrolment at Leiden University and Delft University of Technology to the supervisor or examiner.
3. Examinees must comply without delay with any instructions issued by the supervisor before or during the practical.
4. Any examinee who is in breach of or does not comply with the provisions of the second or third paragraph may be excluded by the BoE from further participation in the practical concerned. Any such exclusion shall result in no mark being given to the student. Before the BoE decides to exclude an

examinee, they shall give him/her/them the opportunity to explain his or her position.

Article 13. Fraud, irregularities and plagiarism

Any action (including plagiarism) which entirely or partly prevents the correct assessment of a student's knowledge, understanding and skills is considered to be fraud in the sense of Article 7.12b of the Act. This also includes the intention and/or incitement to take such an action or the omission of an action;

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

Fraud also includes gaining or attempting to gain access to education or an examination, practical or partial examination on improper grounds.

1. If fraud is discovered or suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and record the incident in writing as quickly as possible. The examiner or invigilator may request the student to make available any evidence. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted to the BoE immediately.
2. If fraud is discovered or suspected other than while an examination is being taken, the examiner will record the incident in writing as quickly as possible. The report and any evidence will be submitted to the BoE immediately.
3. The BoE will give the student an opportunity to add written comments to the report that was prepared by the examiner or invigilator.
4. The BoE will make a decision with respect to the case of fraud and can impose the following sanctions on the student depending on the gravity of the case, including repeated incidents of fraud:
 - a reprimand;
 - a decision that a mark will not be issued for the examination or practical in question;
 - exclusion from the examination or practical in question for a maximum period of one year;

- exclusion from one or more examination periods for a maximum period of one year; or
 - a combination of the measures listed above.
 - if a student is implicated in a serious case of fraud, then the BoE may recommend to the Executive Board that the student's registration in the programme be revoked indefinitely.
5. The BoE will not make a decision as referred to in paragraph 4 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the BoE determines that there was no fraud.

Article 14. Examination questions and assignments

1. The sources from which prescribed reading material is taken will be announced in outline before the start of each course. The scope of the prescribed reading material will be definitively announced no later than one month before the date of the examination to which said course relates.
2. The examination questions and assignments shall cover the prescribed reading material in equal measure.
3. The examination shall be representative of the aims of the course in terms of form and content.
4. The questions and assignments will be clearly worded in accordance with the university's language code; the questions will be asked in such a way that the examinee will know how detailed his or her answers should be.
5. Practicals shall be assessed on the basis of a written report and/or an oral presentation, on the results of the practical work carried out and/or on the basis of the practical skills demonstrated during the course. The provisions in the third paragraph shall apply mutatis mutandis.
6. The examiner or examiners shall provide a copy of the questions and assignments of every written examination set by him/her/them to the BoE.

Article 15. Assessment of examinations

1. Regarding all forms of examinations, the 'four eyes' principle applies. Any examination has to be reviewed at forehand by a staff member other than the appointed examiner of the study component.
2. Written or online tests will be assessed on the basis of pre-determined, written criteria.
3. The assessment method is such that the examinee will be able to find out how the result of her/his examination or practical has been arrived at.
4. The final grades are expressed by means of a figure between 1 and 10, rounded to the nearest half. The grade 5,5 cannot be granted as final grade. Grades between a 5,01 up to and including 5,49 are rounded to 5,0 and grades between 5,50 up to and including 5,99 are rounded to 6,0.
5. The meaning of the figures is as follows:

1 = very poor	6 = sufficient
2 = poor	7 = well above sufficient
3 = nowhere near sufficient	8 = good
4 = insufficient	9 = very good
5 = not quite sufficient	10 = outstanding

6. The results of examinations obtained at another Dutch university will be transferred without conversion, even if they do not comply with the format set out in Articles 15.4 and 15.5.
7. In the case of interim examinations, marks to one decimal point may be given. Assessments may also be marked in word form:
 - participated / did not participate
 - passed / failed
 - good / pass / fail
8. If an examination takes the form of a number of interim examinations, the examiner can decide if a minimum mark for each is required. For the examination as a whole, the average mark of all the interim examinations should meet the criteria contained in paragraph 15.4 and 15.5.
9. The conversion of examination results obtained abroad shall be determined on a case-by-case basis by the BoE.
10. The final examination (Thesis Research Project) shall be assessed as described in Article 16.
11. In the event that one or more components of the same examination or practical course are assessed, whether at the same time or not, by more than one examiner, the BoE shall ensure that the examiners in question carry out their assessments on the basis of the same norms. If necessary, the BoE shall assign primary responsibility to one examiner.

Article 16. Assessment of the final examination (Master's Thesis Research Project)

1. Master's Thesis Research Projects are always assessed by a primary and secondary examiner, both of whom are connected to one of the institutions. The secondary examiner shall be from a different research group to that of the first examiner and shall not be directly involved with the day-to-day supervision of the student. At least one of the two examiners shall be on the list of core examiners as defined by the Board of Examiners. The other examiner should at least have obtained a PhD. Further detailed procedures are given in the Thesis Research Protocol.
2. An IE core examiner needs to have at least an Associate professor or Assistant professor position (UD of UHD) at either Leiden University or TU Delft (in a relevant field of Industrial Ecology). In case of not having a (Associate/Assistant) professor position, an examiner needs to have a PhD. degree, obtained a BKO certificate, have at least two years of research experience in his/her profile and have a permanent position at either Leiden University or TU Delft to become an IE core examiner.
3. Specialisation Industrial Ecology: in case of an individual Double Degree with TU Delft, as described in Article 3.7 of the exam regulations, at least one of the two examiners assessing the Thesis Research Project must *not* be involved in the assessment of the Thesis of the other master's programme. The examiners team for both theses cannot completely overlap.
4. Specialisation Circular Economy (CIRCLE): for students in this specialisation there is an exception to Article 16.1. The Master's Thesis Research Project may be assessed by a secondary examiner from one of the CIRCLE partner

universities (i.e. University of Graz (Austria), Chalmers University of Technology (Sweden) and Norwegian University of Science and Technology (Norway)) as long as the primary examiner is an IE core examiner. Further detailed procedures about the criteria for the secondary examiner are given in the Thesis Research Protocol.

Article 17. Exemptions

1. Any request for an exemption from an examination or practical should be submitted by the examinee to the BoE, via BoE-IE@cml.leidenuniv.nl. The request must include:
 - a motivation letter, stating the reasons for the exemption request;
 - documented evidence (such as a course description);
 - a recommendation of the examiner concerned.
2. The BoE shall, if it considers it necessary, acquaint itself with the opinions of the examiner or examiners in question and with the reasons put forward by the student before deciding whether or not to accede to the request.
3. A complete or partial exemption will result in no mark being assigned to the relevant subject, or part thereof – instead, the word 'vrijstelling' (exemption) shall be entered onto the diploma supplement, including credits.
4. An exemption will not be granted on the basis of courses obtained on Bachelor's level (see Article 18. Deviations).
5. The BoE shall reach its decision within six weeks of receipt of the request, and the examinee shall be informed of the decision immediately. In case the BoE has not reached a decision within six weeks, the request is considered to be rejected. In that case, the student can submit a notice of appeal against the rejection to the Examination Appeals Board.

Article 18. Deviations from the regular programme

1. Any request for any deviation from the programme described in the exam regulations must be submitted in writing, together with the reasons for the request, to the BoE, via BoE-IE@cml.leidenuniv.nl. The BoE shall reach its decision within twenty working days of receipt of the request.
2. Specialisation Circular Economy (CIRCLE): students within this specialisation study at least at two European universities and will be awarded with a double degree. Students will either study their first year (60 ECTS) or their second year (60 ECTS) at Leiden University/Delft University of Technology. The other year will be completed at one of the CIRCLE partner universities. The Board of Examiners accepts the 60 ECTS obtained at the other university and the credits will be registered in the Leiden University registration system to complete the 120 ECTS programme.

Article 19. Period of validity of results

The period of validity of pass results for examinations and for exemptions granted will be checked by the Board of Examiners. The period of validity of a pass result for an examination and for an exemption granted, as laid down in the exam regulations, can only be limited if the examined or exempted knowledge, understanding and/or skills are demonstrably outdated. If the student receives a financial allowance from

the Profiling Fund in connection with exceptional individual circumstances, as referred to in Article 7.51(2) of the Act, the Board of Examiners can extend the period of validity in individual cases for the duration of the financial allowance.

Article 20. Application for Diploma's

1. Students apply for their diploma via the Study Advisor, at least one month before graduation.

Article 21. Final Examination

1. Examinees shall be deemed to have passed their final examination if the BoE, taking any exemptions that have been granted into account, has determined that every component of the master's programme has been passed.
2. The date of the Master's degree shall be the last working day of the month in which the last component of the master's programme has been successfully completed.
3. Students may request the BoE to determine the result of the final examination at a time other than this audit's date; any request to this effect must be submitted by the examinee to the student administration at least thirty days before the desired examination date.

Article 22. The diploma and the supplement

1. As proof that the final examination has been successfully completed, and once the Board of Examiners has declared that all relevant procedural requirements have been met, a diploma is issued. This degree certificate contains the data as described in Article 7.11, second paragraph of the Act.
2. Only one degree certificate will be issued per final examination.
3. The Board of Examiners attaches a supplement to every successfully completed final examination certificate. Only one supplement is attached per degree certificate.
4. The degree certificate will be drawn up in English. The degree certificate will be signed on behalf of the Board of Examiners with a so-called wet signature¹ by at least one of the members of the board.
5. A person who has a right to be awarded a degree certificate can, in accordance with the rules set by the Executive Board, request the Board of Examiners to postpone awarding the certificate pursuant to Article 4.9.4 of the exam regulations.
6. The supplement is drawn up in English. The aim of the supplement is to provide insight into the nature and content of the completed degree programme, also with a view to international recognition of degree programmes. The diploma supplement conforms with the standard European diploma supplement. The final page of the diploma supplement will be signed with what is known as a wet signature by at least one of the members of the Board of Examiners. In addition, the Board of Examiners may choose to initial each page of the diploma supplement.
7. For extra-curricular courses added to the supplement the following rules

¹ A wet signature is a signature with lightfast ink.

apply:

- Only university courses can be added to the supplement.
 - Courses followed outside one of the institutions need to be approved by the Board of Examiners.
8. Anyone who has passed one or more examinations and who cannot be awarded a certificate as referred to in Article 22.1 will, upon request, receive a statement to be issued by the Board of Examiners that list the examination(s) that have been successfully completed.
 9. The Board of Examiners attaches to the result of the final examination a final grade of the achievements of the candidate. This grade is based on the average of the grades obtained for the study components included in the final examination, weighed according to the course load.
 10. Assessments in words, as set out in Article 15.7 do not count towards determining a weighted average.
 11. If the designation 'cum laude' or 'summa cum laude' has been conferred, this will also appear on the diploma.

Article 23. Retention period

1. The examination and model answers will be retained for a period of seven years.
2. Work created by students is retained for two months after publication of the result in uSis. The Board of Examiners may decide to keep a representative selection of work created by students for quality assurance purposes for a period of 2 years.
3. A student's final paper (Master's Thesis Research Report), including the assessment form, will be retained for a period of seven years.
4. The decisions of the Board of Examiners, together with the results of the examinations are properly recorded. Access to the registered data is restricted to persons mandated by the Board of Examiners.
5. The results of the examinations (i.e. original documents) are retained for a period of fifty years.

Article 24. Criteria

In deciding on guidelines, the BoE or examiner shall consider the following criteria and, in the event of any conflicting interests, shall balance the importance of any one criterion against another:

- upholding the quality and selection requirements of an examination;
- accreditation requirements, expressed in part in terms of preventing, as much as possible, students from losing time unnecessarily during their examination or preparation work;
- leniency towards students whose study progress has been delayed as a result of circumstances beyond their control.

Article 25. Complaints, objections and appeals

1. Lodging a complaint or appeal

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

The term for lodging a written objection or administrative appeal as referred to in Article 25.1 is thirty working days after the written announcement of the decision against which the administrative appeal is lodged.

2. Handling complaints

Complaints are handled in accordance with the current procedures laid down in the Regulations relating to the Ombudsperson², the Regulation on Other Complaints³, the Regulations of the Examination Appeals Board⁴ and the General Administrative Law Act (*Awb*).

3. Handling appeals

Administrative appeals are dealt with in accordance with the current procedures. These are laid down in the Regulations of the Examination Appeals Board⁴ and the Student Charter⁵.

Article 26. Report

4. The Board of Examiners makes a yearly report of its activities. The Board of Examiners submits this report to the Faculty Board.
5. The report should in any case contain the most important decisions of the Board of Examiners, as well as a description of the manner in which the Board of Examiners has fulfilled its responsibilities with respect to ensuring the quality of examinations.

Article 27. Mandate

All the powers vested in the BoE, whether by law, the exam regulations or these Rules and Guidelines, may be delegated to individual members or sub-committees, subject to the consent of the whole BoE.

Article 28. Amendments to these rules and guidelines

Amendments to these Rules and Regulations that apply to the current academic year will only apply to the extent that this cannot reasonably be expected to harm the interest of the students. Amendments are established by the BoE through a simple majority of votes.

² <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-relating-to-the-ombudsperson>

³ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-other-types-of-complaints>

⁴ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-of-the-examination-appeals-board>

⁵ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/student-charter>

Article 29. Entering into force and publication

These Rules and Guidelines are the result of the decision by the BoE and enter into force on 1 October 2022. The full text of these Rules and Guidelines will be placed on the websites of the Faculty of Science, Leiden University and the Faculty of Technology, Policy and Management, Delft University of Technology.