



L.S.

	<i>Date</i>	31 August 2022
	<i>Telephone</i>	
<i>Subject</i>	Appointment examiner academic year 2022-2023	<i>Contact</i> Ambtelijk secretaris examencommissie examencommissie@arch.leidenuniv.nl

Dear colleague,

The Board of Examiners of the Faculty of Archaeology, Leiden University, guarantees the quality of the three programmes (BA/MA and RMA) in the Faculty of Archaeology. Her tasks, role and independent position are laid down in the Higher Education and Research Act (WHW). One of its statutory duties is to appoint examiners (article 7.12c, paragraph 1, WHW). The Board appoints examiners for specific courses and not for the study programme as a whole, according to the following criteria:

- In order to be appointed as examiner for courses, internships and theses in the bachelor's programme, the staff member must have an appointment of at least 0.4 fte and a BKO certificate.
- In order to be appointed as examiner for courses, internships and theses in the (research) master's programme, the staff member must have an appointment of at least 0.4 fte, have obtained a PhD and a BKO certificate.
- In order to be appointed as first examiner for theses in the research master's programme, the staff member must have an appointment as professor, UHD (associate professor) or UD of at least 0.4 fte, have obtained a PhD at least 7 years ago and a BKO certificate. The staff member must also have a substantial line of research, and is at least three years away from retirement when accepting new RMA-students. The staff member completed the course *Supervision of PhD's* or is willing to complete it within 2 years. The staff member must be really committed to the supervision of RMA-students.
- Professors without a BKO certificate can be appointed as examiner for theses in their specific area of expertise.

The Board of Examiners has appointed you as an examiner as of the 1st of September 2022 until the 31st of August for designated courses, and if applicable, for the supervision of theses. The list of examiners and supervisors for the education programme 2022-2023 can be found on the webpage of the Board of Examiners, right column.



For the examination of theses (if applicable) you have been given access to the [corresponding Bright Space modules](#) (s). Assessment forms for the thesis can be found on the [website for thesis and paper writing](#)

Please note that as of September 2022 the APA7 guidelines have been elaborated. They are available at webpage [thesis and paper writing](#).

The information concerning appointed examiners is available at the [website of the Board of Examiners](#). The faculty and study programme regulations such as the course and examination regulations (OER), and the Rules and Regulations of the Board of Examiners can be found at [this website](#).

Please note the following:

- As an examiner you are responsible for the course as a whole: for the structure, the instruction, for implementing the “four eye-principle” (peer reviewing of the exam), the quality of the exam and the assessments.
- Your course is part of learning lines of the programme, the contribution to the learning line is visible through the set learning objectives and as such also contributes to the end qualifications of the programme. The learning line document for the BA is enclosed as an appendix.
- As examiner you oversee if fraud or plagiarism is detected in your course and you are responsible for reporting it to the Board of Examiners.
- Only the appointed examiner of the course can pass the obtained grades to the Education Administration. Please hand in your answer model and graded exams as well at the Education Administration.
- The course description in the e-studyguide is binding.
- If a student does not agree with the grade, for whatever reason, the student is allowed to appeal the grade through the Examination Appeals Board of Leiden University. The examiner will have to defend the grade.
- The examiner must have knowledge of the OER, the Rules and Regulations of the Board, the assessment policy.

Kind regards,

Drs. M.A.M. (Micaela) de Vries

Secretary Board of Examiners

