

Frequently Asked Questions (FAQ)
about
Examinations, Course Exemptions, Elective Space and Plagiarism

Board of Examiners
Political Science
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The Board of Examiners guarantees the quality of your diploma. The Board must establish that students meet the requirements that are set regarding knowledge, insight and skills before they can get their diploma. These requirements are laid out in the Course and Examination Regulations (CER) and the Rules and Regulations of Political Science. It is important that you are aware of the conditions that apply to your study program. Please find here the site with the Course and Examination Rules and the Rules and Regulations:

[Political Science programme rules and regulations - Leiden University](#)

In this document the Board of Examiners wants to explain issues that are occurring frequently. This concerns requests and questions that relate to **exams, elective space, exemptions, postponement of graduation, changes in your curriculum and cases of fraud and plagiarism.**

Please note that the Board of Examiners is **not** authorized to **reassess grades**. Therefore, requests concerning the reassessment of grades will not be processed by the Board. You find further information regarding this issue on page 3.

In this document you find frequently asked questions about these topics.

About examinations

• *Can I still take an exam if I missed the registration deadline?*

Each student has two opportunities per academic year to take the exam of a course. Advance registration is required to take part in an exam. Registration opens 100 days prior to the exam and closes after the 11th day prior to the exam. Outside this timeframe it is in principle not possible to register for an exam. If you missed the deadline you can register for the retake.

If you are too late to register for an exam you need to contact the SSC and submit a request for late exam registration to the SSC. The Board of Examiners is not involved in the procedure for late registration and cannot answer questions about this issue.

You can submit a request to the SCC with this form: [Late registration for a faculty of Social and Behavioural Sciences exam \(formdesk.com\)](#)

• *Can I use a dictionary during the exam?*

No, it is not allowed to use a dictionary.

Only if you have a demonstrable language deficiency you are allowed to use a dictionary. In these cases you should have a statement from the student counsellor.

• ***Can I retake an exam?***

Yes, this is always possible (please see CER art 4.1.1 and 4.1.4).

During the academic year every course offers two opportunities to take an exam. If you pass an exam it is in principle not allowed to retake the exam (see also next question). If it is not possible to participate in the first exam, for instance because you are ill, you always have a second chance to take the exam.

The above applies to courses which can be completed by taking one exam. In case the final grade of the course is composed of partial grades based on different assignments/exams the following rules apply:

- A retake of an exam or assignment contributing 50% or more to the final grade is possible but only if you have submitted a full first version that was assessed as insufficient by the instructor.
- If the final grade is composed of several partial grades, a partial grade counting for 50% or more must be at least a 5.0 (unrounded)

• ***Can I retake an exam that I passed?***

Yes, this is possible but only under specific conditions that are mentioned in the Course and Examination Regulations (art 4.1.8-4.1.10).

During the Bachelor program and Master program you are allowed to retake one passed exam. If you take this **one-off** retake the highest grade counts. Retaking a passed exam is only allowed if the resit takes place in the same academic year as the original examination.

• ***How long does it take to get the result of my exam?***

Within fifteen working days after the day the exam or partial exam took place the examiner assesses the exam you submitted. The results are registered in uSis and through uSis you receive a message about the result.

• ***Is it possible to inspect my exam?***

Yes, you have the right to inspect your exam within 30 days after your grade has been announced.

The instructor determines whether the inspection of the exam is collective or individual. The date and time of inspection will be announced by the instructor via Brightspace.

Please note: if you do not attend the inspection on the specified date and time it is not possible to approach the examiner with questions about the exam at another time, unless you were not able to be present at the inspection because of force majeure and can prove this.

- ***Does the Board of Examiners deal with requests concerning modifying or reassessing of grades?***

No, the Board of Examiners is not authorized to consider these questions.

When you have questions about your grade, you always need to contact your instructor first. Make sure your questions are specific and well explained otherwise the instructor is not able to address your question properly. It is **not** possible to address questions about your grade to the Board of Examiners because the Board of Examiners cannot change a grade given by the instructor. If you continue to disagree with the assessment and the grade you received, you have the option to file an appeal at the Examination Appeals Board. Please note that the Examination Appeals Board investigates whether the correct procedures have been followed, the Appeals Board does not carry out any substantive assessment.

[Examination Appeals Board - Leiden University](#)

About rules regarding electives

- ***How do I submit a request for approval of electives?***

Requests for electives always have to be submitted via **uSis**. Please provide information about the content of the elective. You can provide the information in an attachment or link. The Board of Examiners then evaluates these requests.

- ***What are the requirements for attending electives?***

When selecting electives, please consider the following requirements:

- Electives should not overlap with the compulsory curriculum of Political Science.
- Courses taken at an Honours College **can not** be part of the elective space. These are activities outside the curriculum of Political Science.
- Courses that you attend at Leiden University or another university should always award credits.

- ***When can I submit my request in order to add electives to my curriculum?***

From the start of the second study year onwards you can submit a request to add electives to your curriculum. First year students cannot ask for permission to add an elective to their curriculum, the Board of Examiners will not address these requests. If you want to follow an elective in the first year you do this at your own risk.

- ***What is the difference between elective and extra-curricular space?***

The elective space consists of 30 EC. It is possible to choose electives for more than 30 EC. These extra electives will be part of the extra-curricular space and will be mentioned on the diploma supplement. However, they do not count towards the grade point average (GPA).

- ***Can I include credits that I received for an internship in my elective space?***

Yes, this is possible but only if you meet the requirements mentioned in the next paragraphs.

It is only possible to include an internship in the elective space if you conduct a research internship. You always need the approval from the Board of Examiners before you start with the research internship. Your research and activities will be supervised by an instructor from Political Science and by a supervisor on the spot.

It is not possible to include an internship in your elective space if you organize this internship yourself, without approval of Political Science. You can only obtain credits for an internship if you meet the requirements set by the Institute.

This link contains further information about the requirements for an internship for Bachelor students: [Elective Space Year 3](#)

About course exemptions for compulsory courses

- ***Can I get an exemption from a compulsory course if I have already taken a similar course at another university?***

Yes, this is possible.

Exemptions for courses can be granted by the Board of Examiners. When you submit a request for permission to replace a compulsory course by an equivalent but different course, please make sure to include detailed information about this course such as the course syllabus in either English or Dutch. You also have to submit a certified transcript of records unless you have done the course at Leiden University. The Board of Examiners may request additional information. Requests for exemptions for courses should always be submitted via **uSis**.

Exemptions are not granted for components of a course (for example workgroups).

- ***Can I get an exemption for every course?***

No, this is not possible.

The study program in the first year contains a number of courses that are very specific for the first year curriculum of Political Science. For these courses you cannot request an exemption. Please contact the study advisor for further information.

Postponement of graduation

- ***When I request for postponement, until what date can I graduate at the latest?***

Until one year after the official duration of the study program.

This means that for the Bachelor program which lasts three years, you always need to graduate after 4 years (3+1). For the Master program applies the same: the Master program lasts 1 year, so you always need to graduate after 2 years (1+1).

- ***Why would I request for postponement of graduation?***

You can request postponement of graduation if you want to add one or more courses, external classes or an internship to your diploma supplement.

About plagiarism and fraud

- ***What is fraud?***

Fraud includes among other things: showing false proof of registration, cheating, using unauthorized communication devices or software like AI-software, exchanging information during an exam, presenting a text generated by AI as your own text, modifying your submitted examination at the exam inspection.

- ***What is plagiarism?***

You commit plagiarism if you present the work of somebody else as your own work. This is a serious offence which breaches the academic rules, norms and customs. In the link below it is explained what the university considers to be fraud and what the consequences can be:

[Plagiarism \(universiteitleiden.nl\)](https://www.universiteitleiden.nl/plagiarisme)

- ***What happens if I am suspected of committing plagiarism or fraud?***

If your instructor believes that there is sufficient evidence that you committed plagiarism or fraud the Board of Examiners will be informed. The Board will investigate the suspicion and will organize a hearing. You will be asked to answer questions of the Board about the suspicion and you have the opportunity to tell your side of the story. Based on the available information the Board will take a decision. If the Board of Examiners concludes that there is sufficient evidence that you committed plagiarism sanctions will be imposed. The severity of the sanction depends on the gravity of the case. In exceptionally grave cases of fraud, the Board can request that your enrollment in the University is terminated.

Finally: what should I keep in mind if I want to submit a request?

Before submitting a request you can discuss this with your study advisor.

If you want to submit a request to the Board of Examiners, please make sure that you do this in the correct way and always use a webform. You can find further information on this site:

[Board of Examiners Institute of Political Science - Leiden University \(universiteitleiden.nl\)](https://www.universiteitleiden.nl/boe)