



Universiteit Leiden

Course and Examination Regulations Master's programmes, Faculty of Humanities

Valid as of 1 September 2018

These course and examination regulations have been drawn up in accordance with the Higher Education and Research Act (henceforth the Act) and the following Leiden University regulations:

- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees
- the Regulations for Admission to Master's Programmes

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the Course and Examination Regulations (henceforth the OER) and considers how much time it takes students to comply, for the purpose of monitoring and adjusting the study load. In accordance with Article 9.18 of the Act, the department learning and teaching committee is assigned the task of annually assessing the implementation of the OER.

These Course and Examination Regulations are divided into two sections:

- a faculty section that is the same for all programmes (this document)
- a section that contains information that is specific to a particular programme, known as the programme-specific section of the Course and Examination Regulations.

Where applicable, articles in this document will refer to the programme-specific section.

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Chapter 1 General Provisions

Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the following Master's degree programmes:

African Studies	Latin American Studies (research)
African Studies (research)	Linguistics
Arts and Culture	Linguistics (research)
Arts and Culture (research)	Literary Studies
Asian Studies (60 EC)	Literary Studies (research)
Asian Studies (120 EC)	Media Studies
Asian Studies (research)	Middle Eastern Studies
Classics and Ancient Civilisations	Middle Eastern Studies (research)
Classics and Ancient Civilisations (research)	Neerlandistiek/Dutch Studies
Educatieve Master Duits (120 EC)	North American Studies
European Politics and Society (joint degree)	Philosophy (60 EC)
History	Philosophy (120 EC)
History (research)	Russian and Eurasian Studies
International Relations	Theology and Religious Studies
Latin American Studies	

henceforth referred to as the programme.

The programme is instituted in the Faculty of Humanities of Leiden University hereinafter referred to as: the Faculty, and are taught in Leiden.

Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Board of Admissions: the Board established by the Faculty Board that has the duty of determining, with the application of the entry requirements referred to in Article 7.30b, (1) and (3) of the Act and the University Regulations for Admission to Master's Programmes, which applicants can be admitted to this Master's programme;
- b. Board of Examiners: the Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act;
- c. component: a unit of study in the programme, as defined in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is associated with an examination;
- d. credit: the unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study;
- e. degree classification: further degree classification by the Board of Examiners;
- f. EC(TS): European Credit (Transfer System);

- g. e-Prospectus: the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- h. examination: an inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act). An examination may consist of several constituent examinations. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination;
[*tentamen*]¹
- i. examination component Part of the examination of a component, in which knowledge, understanding and skills of the student with respect to a particular component are assessed. Examination components are all accomplishments (written or oral tests, written assignments, oral reports etc), rewarded with a partial grade and part of the final grade of a component;
- j. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- k. final examination: the examinations associated with the components belonging to the programme or the propaedeutic phase of the programme, including an investigation to be carried out by the Board of Examiners itself, as referred to in Article 7.10 of the Act;
- l. first/second reader the first or second examiner to read and assess the thesis/final paper/final report. The first reader/reviewer is also the supervisor;
- m. Leiden Register of Study Programmes register of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulations;
- n. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document²;
- o. Master's thesis The account of one of the practical exercises provided for in p., which has come about in accordance with the provisions of appendix A (Master's Thesis Regulations);
- p. nominal duration of study the study load in years of study as established in the Central Register of Higher Education Programmes;
- q. portfolio: a monitoring and assessment file with which students (1) demonstrate that they have achieved a sufficient level of academic

¹ In Dutch, an 'examen' is actually a review of the student's academic achievements to decide whether or not (s)he has completed all requirements for graduation. The Dutch term used for a test of the student's knowledge or skills is 'tentamen'.

² [Leiden Register of Study Programmes Framework Document](#)

education to be awarded the degree; (2) record their personal process of academic learning during the programme; and (3) receive appropriate supervision and study advice;

- r. practical: a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (d) of the Act, that takes one of the following forms:
- writing a thesis/final paper/final report,
 - writing a paper or creating an artistic work,
 - carrying out a research assignment,
 - participating in fieldwork or an excursion,
 - completing an internship, or
 - participating in another educational activity aimed at acquiring particular skills;
- s. programme: the programme to which the OER relate: a coherent set of components, aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is associated with a final examination;
- t. student: a person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations associated with the programme;
- u. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- v. working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;

The other definitions have the meaning that the Act ascribes them.

Article 1.3 **Codes of Conduct**

1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students³ is applicable. The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which lecturers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2 The Leiden University Regulations on ICT and Internet Use⁴ are applicable. These regulations define what is considered appropriate use of ICT and internet and how monitoring and inspection takes place. The Regulations define which conduct is not tolerated and what consequences apply.

³ [Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Student](#)

⁴ [Leiden University Regulations on ICT and Internet Use](#)

Chapter 2 Description of the Programme

Article 2.1 **Objectives of the Programme**

See the programme-specific section.

Article 2.2 **Specialisations**

See the programme-specific section.

Article 2.3 **Learning Outcomes**

See the programme-specific section.

Article 2.4 **Structure of the Programme**

2.4.1 The programme offers full-time tuition.

In addition, the following programmes also offer part-time tuition:

- Arts and Culture
- Linguistics: English Language and Linguistics
- Linguistics: French Language and Linguistics
- Literary Studies: English Literature and Culture
- Literary Studies: French Literature and Culture
- Philosophy (60 EC)
- Philosophy (120 EC)
- Theology and Religious Studies

2.4.2 All part-time programmes are offered as a daytime programme, except for the MA programmes Linguistics: English Language and Linguistics, and Literary Studies: English Literature and Culture, which offer a combination of daytime and evening classes.

2.4.3 The nominal duration of part-time programmes with a study load of 60 EC is two years and of part-time programmes with a study load of 120 EC three years.

Article 2.5 **Study Load**

See the programme-specific section.

Article 2.6 **Start of the Programme; Structure of the Academic Year**

The programme starts on 1 September and 1 February of each year, with exemption of the Master's programme Asian Studies (120 EC) and the Master's programme African Studies (60 EC), starting only on 1 September. In terms of regular courses, the programme is based on the university semester system and comprises 42 teaching weeks.

Article 2.7 **Final Examination of the Programme**

The programme is associated with a final examination.

Article 2.8 **Language of Instruction**

See the programme-specific section.

Article 2.9 **Quality**

The programme is accredited by the NVAO⁵ and meets the national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards set out in the Leiden Register of Study Programmes Framework Document.

Chapter 3 Curriculum

Article 3.1 **Compulsory Components**

3.1.1 See the programme-specific section.

3.1.2 The e-Prospectus further specifies the actual structure of the programme, i.e. the study load, level⁶, the content and structure of the curriculum components.

Article 3.2 **Optional Components**

3.2.1 Not applicable.

3.2.2 Not applicable.

3.2.3 Not applicable.

3.2.4 Students who are enrolled in the programme may assemble their own programme of components that are taught by the institution as long as a final examination is associated with these. They will require the permission of the most appropriate Board of Examiners. When granting such permission, the Board of Examiners also indicates to which University programme the programme is considered to belong.⁷ If necessary, the Executive Board appoints a Board of Examiners to take this decision.

Article 3.3 **Practicals**

3.3.1 For each component, the e-prospectus specifies which practicals are included, the nature and scope of the students' workload for these practicals, and whether participation in these is a condition of entry to the examination for the component. The Board of Examiners may exempt students from a practical, in which case the Board chooses to apply alternative conditions.

3.3.2 The e-Prospectus and Appendix A specify the scope and study load of the Master's Thesis, and the requirements that the Master's Thesis must meet.

Article 3.4 **Sitting examinations and taking part in Programme Components**

3.4.1 Students who wish to sit an examination must register no later than ten days before the date of the examination, in line with the procedure applicable.

3.4.2 Students are allocated to programme components in order of registration. Students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme, provided that they register in good time.

⁵ [The Accreditation Organisation of the Netherlands and Flanders](#)

⁶ In accordance with the 'abstract structure', as described in the Framework Document of the Leiden University Register of Study Programmes.

⁷ In accordance with Article 7.3d of the WHW ('free curriculum in higher education').

Article 3.5 **Distribution of Study Materials**

3.5.1 Students are not permitted to make audio or video recordings of lectures without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the recordings for their own use; all forms of distribution or publication of the recordings are prohibited.

3.5.2 Students are prohibited from all forms of distribution or publication of study materials. The materials are for student's personal use only.

Chapter 4 Examinations, Final Examination and Further Education

Article 4.1 **Frequency of Examinations**

4.1.1 Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of resit for practicals.

4.1.2 If a component comprises a practical, students may only sit the examination as referred to in paragraph 4.1.1 if they have passed the practical, unless the Board of Examiners decides otherwise.

4.1.3 Not applicable.

4.1.4 In accordance with Section 7.13, (2) (h) of the Act, the e-Prospectus specifies the dates of the examinations.

4.1.5 Not applicable.

4.1.6 Contrary to the provisions in article 4.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.

4.1.7 If a student has passed an examination linked to a given component but nevertheless resits this examination without the permission of the Board of Examiners after the academic year in which the student passed this examination, the result of the last sitting will not be assessed.

Article 4.2 **Obligatory Sequence**

4.2.1 The e-Prospectus and the programme-specific section specify the sequence in which examinations must be taken. Students may only sit examinations that are subject to a compulsory sequence once they have passed the examinations for one or more other components.

4.2.2 For the components and their attendant examinations which must be completed in a given sequence, the Board of Examiners may in special cases, and following a substantiated written request by the student, agree to an alternative sequence.

Article 4.3 **Form of Examination**

4.3.1 The e-Prospectus states whether an examination or constituent examination for a component will be in the form of a written, oral or other test.

4.3.2 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty the examination. If necessary, the Board of

Examiners seeks expert advice before reaching a decision, as referred to in the Protocol on Studying with a Disability⁸.

4.3.3 In special cases, the Board of Examiners may, at the request of the student and within the scope of the OER, permit a student to sit an examination in another manner than specified in the e-Prospectus.

4.3.4 Examinations are held in the language(s) of instruction for this programme that are specified in the OER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.

Article 4.4 **Oral Examinations**

4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise.

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned decides otherwise, owing to special circumstances, or unless the student objects.

Article 4.5 **Rules and regulations set by the Board of Examiners**

4.5.1 In accordance with Article 7.12b (3) of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in the event of fraud.

4.5.2 The Board of Examiners must guarantee that students are entitled to appeal against decisions of the Board of Examiners or the examiners.

Article 4.6 **Assessment**

4.6.1 The examiner determines the mark immediately after an oral examination has been conducted. The student is informed of this through the University study progress system.

4.6.2 The examiner marks any written examination or constituent examination within 15 working days of the day on which the examination or constituent examination was taken, and informs the departmental office of the result by entering this into the University study progress system. The student is informed of this through the University study progress system. The time between notifying the student and the resit is at least five working days. If the period between informing the departmental office about the examination result and the resit is shorter than the time in which students need to register for the resit (as referred to in article 3.4.1), the student who wishes to take part in the resit, needs to register within two working days at the departmental office.

4.6.3 If the examiner is unable to comply with the period of 15 working days specified in Article 4.6.2, the student is notified accordingly through Blackboard and in a personal mail to the student's u-mail address before this term expires. This notification includes the latest date by which the student will be informed of the result.

4.6.4 The examination result is expressed as a whole or a number to a maximum of one decimal place up to an including 1.0 and 10.0. The result is not expressed as a number between 5.0 and 6.0.

4.6.5 The result of the examination is considered to be a pass if the result is 6.0 or higher.

4.6.6 If students must complete a practical in order to be permitted to sit an examination, the Board of Examiners may decide that students have passed the examination once they have passed the practical.

4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

4.6.8 Not applicable.

⁸ [Protocol on Studying with a Disability](#)

Article 4.7 **Length of validity of Examinations**

Exams that have been passed do not have an expiry date.

Article 4.8 **Inspection and Final Evaluation**

4.8.1 Students are entitled to view their marked examination within a period of 30 days, following publication of the results of a written examination.

4.8.2 Within the period referred to in 4.8.1, students may inspect the examination questions and assignments, as well as the marking schemes used to mark the examination.

4.8.3 The time and manner of the feedback session on the examination is specified in the e-Prospectus.

4.8.4 The Board of Examiners is authorised to decide whether the viewing of the examination paper and feedback session are to be held collectively or individually.

4.8.5 The examiner determines where and when the viewing of the examination paper and the feedback session will take place.

4.8.6 Students who are unable to attend the feedback session, due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in 4.8.1.

Article 4.9 **Exemption from Examinations and/or Practicals**

At the student's request and after consultation with the examiner in question, the Board of Examiners may grant the student exemption from one or more examinations or practicals if the student:

- has completed a component at a research university or university of applied science that is similar in content and level to the component for which the student requests exemption, or
- The student has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the component in question.

Article 4.10 **Final Examination**

4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.

4.10.2 As part of the final examinations, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and assess the results.

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the programme or specialisation was delivered by Leiden University.

4.10.4 Pursuant to the regulations referred to in Section 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone graduation as long as the student has not exceeded the nominal term of study plus one academic year.

4.10.5 This request must be submitted within 5 working days of the student receiving notification of his or her final examination results. In the request the student must indicate when he or she wishes to receive the degree certificate.

4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.

4.10.7 A supplement in Dutch and/or in English that conforms to the standard European Diploma Supplement format, including the grading table applicable for the degree programme, is attached to the

degree certificate. In addition to the degree certificate, students are issued with a translation of the degree certificate and certificate in Latin.

Article 4.11 **The Degree**

4.11.1 A degree of Master of Arts is awarded to those who have passed the final examination of the programme.

4.11.2 The degree certificate specifies which degree has been awarded.

Article 4.12 **Degree Classification**

4.12.1 The student is awarded a mark for the final examination.

4.12.2 The mark for the final examination is based on the weighted average of the marks obtained for all examinations that form part of the final examination, with the exception of the examinations for which an exemption was granted or examinations for which the student only obtained a proof of attendance. Components completed from other programmes, including components have to be approved by the Board of Examiners.

4.12.3 The weighted average of all grades is determined by multiplying the number of credits for each component by the mark awarded for this component, adding these together, and then dividing the result by the number of credits earned.

4.12.4 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the 'cum laude' classification if the following conditions (applicable to both full-time tuition and part-time tuition) are met:

- The weighted average of the student is 8.0 or higher.
- The Master's thesis is marked 8.0 or higher.
- The Master's final examination was passed within the nominal duration of study plus one year.

4.12.5 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the 'summa cum laude' classification if the following conditions (applicable to both full-time tuition and part-time tuition) are met:

- The student must have a weighted average grade of 9.0 or higher.
- The Master's thesis is marked 9.0 or higher.
- The Master's final examination was passed within the nominal duration of study.

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average mark does not differ by more than 0.5 from the marks stipulated in the fourth and fifth paragraphs above. This may involve such considerations as the student's development throughout his or her study programme, any exceptional performances on the part of the student in completing the thesis and any other relevant exceptional circumstances.

4.12.7 If a student has been subject to a disciplinary measure as a result of irregularity, fraud or plagiarism, (s)he is not awarded a distinction.

Article 4.13 **Further Education**

The diploma awarded grants the holder access to a PhD programme.

Chapter 5 Admission to the Programme

Article 5.1 Confirmation of Admission

5.1.1 The Faculty Board provides confirmation of admission if the student meets the entry requirements specified in Articles 5.2 or 5.3, as long as the maximum number of students that the Executive Board has determined may be enrolled in the programme has not been exceeded. If admission is on the basis of article 5.2.1, the confirmation of registration is also confirmation of admission.

5.1.2 Confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.⁹

Article 5.2 Admission to the Programme

See the programme-specific section.

Article 5.3 Deficiencies

5.3.1 Holders of an academic bachelor's degree from a research university or an equivalent diploma with no more than 15 credits of deficiencies, may be admitted to the programme as long as it may reasonably be expected that they will meet the entry requirements within a reasonable period of time.

5.3.2 Students who still have the deficiencies as referred to in 5.3.1 when admitted to the programme may participate in the programme but may not sit any examinations or examinations that the Faculty Board has specified in its decision to grant admission.

5.3.3 For the admission referred to in 5.3.1, the Board of Admissions assembles a catch-up programme with examination opportunities.

5.3.4 If a student is admitted to the programme on the basis of 5.3.1, and must sit to meet the entry requirements, these are not considered part of the curriculum of the Master's programme.

Article 5.4 Bridging Programmes (Pre-master's)

See the programme-specific section.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student Progress Report

6.1.1 The Faculty Board maintains records of the study results achieved by individual students.

6.1.2 Students may inspect their results in the student progress system at any time.

Article 6.2 Introduction and Student counselling

The department is responsible for the introduction and student counselling.

⁹ The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by degree on 20 December 2005 and 6 March 2007; it can be found on the following website: [Regulations for Admission to Master's Programmes](#)

Article 6.3 **Supervision of the Master's Thesis**

6.3.1 The student draws up a plan for the thesis together with the first reader, as referred to in 3.3.2. This plan is based on the study load for this component, as specified in the e-Prospectus.

6.3.2 The plan referred to in 6.3.1 also specifies the frequency and manner of supervision.

Article 6.4 **Professional-level Sports**

Students who engage in sports at a professional level are given the opportunity to adjust their study programme to their sporting activities wherever possible. The department determines who falls within this category in line with the guidelines drawn up by the Executive Board.

Article 6.5 **Disability or Chronic medical condition**

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition. The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this may not affect the quality or level of difficulty of the components or the programme itself¹⁰.

Article 6.6 **Study and internships abroad**

Special measures will be taken for students who suffer from a demonstrable delay in their studies as a result of study or an internship abroad that has been approved by the Board of Examiners, in order to limit the delay.

Chapter 7 Evaluation of the Programme

Article 7.1 **Evaluation of the Programme**

See the programme-specific section.

Chapter 8 Final Provisions

Article 8.1 **Amendments**

8.1.1 Amendments to these regulations are implemented by a separate order of the Faculty Board or the programme committee, depending on the topics concerned, with the prior consent of the Faculty Council.

8.1.2 Amendments to these regulations which apply to a particular academic year will be implemented before the beginning of that year and published in the prescribed manner, unless earlier implementation of an amendment to the regulations is strictly necessary and in all reasonableness does not harm the students' interests.

8.1.3 Amendments to these regulations may not adversely affect any prior decision pertaining to students taken by the Board of Examiners on the basis of these regulations.

¹⁰ [Protocol on studying with a disability](#)

Article 8.2 **Publication**

The department is responsible for publishing these regulations, rules and guidelines set by the Board of Examiners, and any amendment to these articles via the University website.

Article 8.3 **Entry into Force**

These regulations enter into force on 1 September 2018.

Appendix A – Master’s Thesis Regulations

For the Master’s Thesis Regulations see:

<http://hum2.leidenuniv.nl/pdf/oer/Regulations-concerning-the-MA-thesis-13-14.pdf>

Appendix B – General Academic Skills

In order to be admitted to a master's programme at the Faculty of Humanities the candidate must possess the following general academic skills:

I Elementary research skills, including heuristic skills

1. collect and select specialist literature using traditional and electronic methods and techniques;
2. analyse and evaluate this in terms of quality and reliability;
3. formulate a well-defined research problem based on this;
4. set up, under supervision, a study of a limited size taking into consideration the traditional and electronic methods and techniques relevant to the discipline;
5. formulate a reasoned conclusion on the basis of this;
6. also make use of the acquired research skills outside one's own discipline.

II Written presentation skills

1. explain research findings in a clear and well-argued way;
2. formulate an answer to questions concerning the discipline or topic within it
 - in the form of a clear and well-structured written presentation
 - in accordance with the criteria set by the discipline
 - using relevant illustration or multimedia techniques
 - aimed at a specific target group.

III Oral presentation skills

1. explain research results in a clear and well-argued way;
2. formulate an answer to questions relating to the discipline or topic within it
 - in the form of a clear and well-structured oral presentation
 - in accordance with the criteria set by the discipline
 - making use of modern presentation techniques
 - aimed at a specific target group;
3. participate actively in a specialist discussion.

IV Learning skills

1. give and receive feedback to and from fellow students in a constructive fashion and use reasoned criticism to revise one's own point of view or argumentation;
2. take on board the instructions and criticism of supervisors, and take previous instructions and criticism into account in new situations;
3. be able to make a realistic schedule and to keep to the agreed schedule and prioritisation.