



Universiteit Leiden

Course and Examination Regulations Bachelor's programmes Faculty of Humanities

Valid as of 1 September 2021

These Course and Examination Regulations (henceforth OER) have been drawn up in accordance with the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW] (henceforth the Act) and the following Leiden University regulations:

- the Regulation on the Binding Study Advice;
- the Leiden Register of Study Programmes Framework Document;
- the Academic Calendar;
- the Regulations for Student Registration, Tuition Fees and Examination Fees.

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the OER and considers how much time it takes students to comply with them, for the purpose of monitoring and – if necessary - adjusting the study load. In accordance with Article 9.18 of the Act, the Programme Committee is assigned the task of annually assessing the implementation of the OER.

These Course and Examination Regulations are divided into two sections:

- A. a faculty section that is the same for all programmes (this document)
- B. 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, the 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 Bachelor's programmes:

African Languages and Cultures	International Studies
Ancient Near Eastern Studies	Italian Language and Culture
Art History	Japanese Studies
China Studies	Korean Studies
Classics	Latin American Studies
Dutch Language and Culture	Linguistics
Dutch Studies	Middle Eastern Studies
English Language and Culture	Philosophy
Film and Literary Studies	Religious Studies
French Language and Culture	Russian Studies
German Language and Culture	South and Southeast Asian Studies
History	Urban Studies

henceforth referred to as the programme.

The programme is instituted in the Faculty of Humanities of Leiden University, henceforth referred to as the Faculty, and is taught in Leiden. In exemption of the programme International Studies and the programme Urban Studies, which are taught in The Hague.

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Bachelor's thesis The account of one of the practical exercises provided for in s., which has come about in accordance with the provision of appendix B (Bachelor's Thesis Regulations);
- 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 Act¹;
- c. component: one of the courses or practical assignments of the programme, as referred to in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is concluded with an examination;
- d. constituent examinations
[*deeltentamen*] Part of the examination of a component, in which knowledge, understanding and skills of the student with respect to a particular component are assessed. Constituent examinations are all accomplished (written or oral tests, written assignments, oral reports etc), rewarded with a partial grade and part of the final grade of a component.
- e. 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;
- f. degree classification: further degree classification by the Board of Examiners;

¹ [The Rules and Regulations Board of Examiners](#)

g.	digital teaching environment	a digital environment, such as Brightspace, in which students can work together, communicate and learn;
h.	EC(TS)	European Credit (Transfer System);
i.	Education Administration Office	the office in the faculty where students can go for information and to register for courses;
j.	examination: [<i>tentamen</i>] ²	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). The assessment can take place in written form, orally as well as digitally, or a combination of these methods. An examination may consist of several constituent examinations. Credits are only awarded for examinations passed. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination and final examination;
k.	examiner:	the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
l.	final examination: [<i>examen</i>]	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;
m.	first/second reader	the first or second examiner to read and assess the thesis/final paper/final report. The first reader is also the supervisor;
n.	language of instruction	the language of a programme, in which lectures and tutorials are given and examinations and final examinations are held;
o.	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;
p.	level:	the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document; ³
q.	nominal duration of study	the study load in years of study as established in the Central Register of Higher Education Programmes;
r.	portfolio:	a monitoring and assessment file with which students (1) demonstrate that they have achieved a sufficient level of academic 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;

² In Dutch, the *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*'.

³ [Leiden Register of Study Programmes](#)

- s. practical assignment: 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;
- t. Pre-University College: a teaching programme offered by Leiden University to selected pupils in the fifth and sixth grades of secondary education (VWO);
- u. 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;
- v. Programme Board the Programme Board is responsible for the content, organisation, coordination and quality assurance of the programme. The Programme Board comprises at least of a programme chair from the academic staff and a student member.
- w. Programme Committee the Programme Committee is a formal representative body and has the task of advising the Programme Board on how to promote and guarantee the quality of the study programme. The Programme Committee consists of an equal number of lecturers and students from the programme.
- x. propaedeuse: the first year of the programme and the part of the programme defined in Article 7.8 of the Act, of which the study load is 60 EC. An examination is associated with this phase, unless the Faculty determines otherwise in these regulations;
- y. Prospectus: the digital prospectus containing specific and binding information about the programme: <https://studiegids.universiteit leiden.nl/en>; The Prospectus constitutes an integral part of these regulations, as an appendix;
- z. 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;
- aa. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- bb. 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 Students is applicable.⁴ 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 teachers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2. The Code of Conduct on Digital Teaching applies⁵; this provides guidelines for teaching and learning in digital environments, remote environments or any form of teaching that is primarily dependent on IT Services.

1.3.3 The Leiden University Regulations on ICT and Internet Use are applicable.⁶ These regulations define what is considered appropriate use of ICT and internet and how monitoring and inspection will take place. They also explain which conduct is not tolerated and the consequences that apply.

1.3.4 Not applicable.

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:

- Art History
- English Language and Culture
- French Language and Culture
- Philosophy
- Religious Studies

2.4.2 The part-time programmes English Language and Culture, French Language and Culture and Religious Studies are offered as a daytime programme; the part-time programmes Art History and Philosophy offer a combination of daytime and evening classes.

2.4.3 The nominal duration of the part-time programme is five years.

⁴ [Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students](#)

⁵ [Code of Conduct on Remote Teaching](#)

⁶ [Leiden University Regulations on ICT and Internet Use](#)

Article 2.5 Study Load

The programme has a study load of 180 credits. The propaedeutische has a study load of 60 credits and forms an integral part of the programme.

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

The programme starts 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 Minors and Honours Education

2.7.1 The following minors are offered, which are the responsibility of the Boards of Examiners listed below:

Minor	Responsible Board of Examiners
American Studies	Art and Literature and American Studies
Boek, boekhandel en uitgeverij	Literatuur- en Mediawetenschappen
Chinese Economy and Society	Chinastudies
Cultural Memory of War and Conflict	Neerlandistiek
Culture and Society in Morocco	Midden-Oostenstudies
De middeleeuwen en de vroegmoderne tijd	Engelse taal en cultuur
Digital Humanities	Azië Studies
Ethiek, politiek en cultuur: filosofie van het menselijk handelen	Filosofie
European Union Studies	International Relations
Game Studies and Cultural Analysis	Literatuur en Mediawetenschappen
Gender and Sexuality in Society and Culture	Literatuur en Mediawetenschappen
Internationaal en intercultureel management	Geschiedenis
Islam: Religion and Society	Midden-Oostenstudies
Journalistiek en nieuwe media	Literatuur- en Mediawetenschappen
Latijns-Amerikastudies (Spaans/Portugees)	Latijns-Amerikastudies
Museums, Heritage and Collections	Kunst- en cultuurwetenschappen
Music Studies	Kunst- en cultuurwetenschappen
Religion in a Changing World	Religiewetenschappen
Retorica	Classics and Ancient Civilizations
Theater en film	Literatuur- en Mediawetenschappen
Tweedetaalverwerving	Neerlandistiek
Vertalen Engels-Nederlands	Engelse taal en cultuur

2.7.2 The description of the components belonging to a particular minor can be found in the Prospectus. The Prospectus also specifies which Board of Examiners is authorised to examine the minor.

2.7.3 The educational minors are the responsibility of the ICLON Board of Examiners.

2.7.4 Components that are offered in the context of the Honours tracks are the responsibility of the Honours Academy Board of Examiners.

Article 2.8 **Final Examinations of the Programme**

2.8.1 The following final examination can be taken within the programme:

- a. the final examination for the propaedeuse
- b. the final examination for the programme

If the programme has a propaedeutic examination, students may only sit the final examination for the programme once they have passed the propaedeutic examination.

Article 2.9 **Language of Instruction**

2.9.1 See the programme-specific section.

2.9.2 See the programme-specific section.

Article 2.10 **Quality**

The programme is accredited by NVAO⁷ 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 3.0 **Exceptions due to coronavirus measures**

3.0.1 If, due to coronavirus measures, it is not possible to provide or take part in teaching components as set out in the Regulation or in the Prospectus, changes will be announced by the authorised body in good time via Brightspace.

Article 3.1 **Compulsory Components**

- 3.1.1 The programme includes compulsory components worth a total study load of 150 ECTS credits. These compulsory components include the set components from which students are obliged to choose.
- 3.1.2 Not applicable.
- 3.1.3 The Prospectus further specifies the actual structure of the programme, i.e. the study load, level,⁸ content, method of examinations and structure of the components on the curriculum.

Article 3.2 **Optional Components**

- 3.2.1 In addition to the components referred to in 3.1.1 the department gives students a choice of optional subjects worth a total study load of 30 credits.
- 3.2.2 Students are obliged to register for the minor of their choice according to the Guidelines on Registration for Minors, which can be found on the Leiden University website.
- 3.2.3 The Board of Examiners must approve the student's selection of components. The Board of Examiners bases its evaluation of the student's selection solely on the coherence and level of the components selected. The approval of the Board of Examiners is not required for minor

⁷ Accreditation Organisation of the Netherlands and Flanders

⁸ In accordance with the 'abstract structure', as specified in the Leiden Register of Study Programmes Framework Document.

programmes with a study load of 30 credits that are recognised as such by Leiden University nor for the minors recognised by Delft University of Technology and Erasmus University Rotterdam.

- 3.2.4 In addition to the components taught at this university, and subject to the approval of the Board of Examiners, students may also select components offered by other Dutch or foreign universities, or components offered by another legal entity offering accredited undergraduate higher education programmes.
- 3.2.5 Students may not use components that they follow within the scope of the Honours College as optional components.
- 3.2.6 Students who are enrolled in the programme may assemble their own programme of components that are taught by an 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 belong⁹. If necessary, the Executive Board appoints a Board of Examiners to take this decision.
- 3.2.7 See the programme-specific section for minor programmes that cannot be chosen because their content is similar, fully or in part, to compulsory components of the programme.

Article 3.3 **Practical assignments**

- 3.3.1 For each component, the Prospectus specifies which practical assignments are included, the nature and scope of the student's workload for these practical assignments and that participation in these is a condition of entry to the (other parts of) examination for the component. The Board of Examiners may exempt students from a practical, in which case the Board can choose to apply alternative conditions.
- 3.3.2 The Prospectus and Appendix B of this document specify the scope and study load of the Bachelor's thesis and the requirements that the Bachelor's thesis must meet.

Article 3.4 **Taking part in programme components and sitting examinations in semester 1**

- 3.4.1 Not applicable.
- 3.4.2 Students are allocated to 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. If applicable, further provisions relating to the allocation procedures can be found in the programme-specific section of the OER. Certain components can only be participated in after successful completion of the examination of a preceding component. In the programme-specific section (Article 4.2) and the Prospectus is indicated to which components this condition applies.

Article 3.4 **Taking part in programme components and sitting examinations in semester 2**¹⁰

3.4.1 **Taking part in programme components**

- 3.4.1.1 Students must register for the study component according to the applicable enrolment protocol. Registration is possible up to fourteen calendar days before the start of the component, as stipulated in the programme prospectus.

⁹ In accordance with Article 7.3d of the Act ('free curriculum in higher education').

¹⁰ If the new enrollment system does not enter into force in semester 2 in the academic year 2021/2022, article 3.4 for semester 1 will remain valid for semester 2.

3.4.1.2 In the case of a programme component with restrictions on the number of participants, participation takes place in order of enrolment. For students enrolled in the programme, timely enrolment guarantees placement in the components that form part of the mandatory curriculum of the programme.

3.4.1.3 Contrary to article 3.4.1.1, a different enrolment period applies for certain components, as approved by the Faculty Board. The relevant components and the corresponding enrolment term can be found in the Prospectus.

3.4.1.4 Students who have not enrolled on time can report to the Education Administration Office of the faculty of which the study programme is part. The relevant enrolment protocol lists the circumstances on the basis of which students may be enrolled contrary to Article 3.4.1.1.

3.4.2 **Sitting examinations**

3.4.2.1 At the same time as registering for the programme component, students register for the corresponding examination. A confirmation of registration for the examination is required.

3.4.2.2 In order to sit the examination, students must confirm their participation. They can only sit an examination once confirmation of participation has been given.

3.4.2.3 Students will receive a notification in good time asking them to confirm or cancel their participation. Confirmation of participation in an examination is possible up to ten calendar days before the examination takes place.

3.4.2.4 Students who have not enrolled on time according to the applicable enrolment protocol may report to the Education Administration Office of the faculty of which the programme forms part.

3.4.2.5 A different term applies for the situation as referred to in Article 4.6.2; in this case, students can register up to five calendar days before the examination takes place.

Article 3.5 **Distribution of Study Materials**

3.5.1 Students are not permitted to take photographs or make audio or video recordings of lectures and education-related meetings, including the feedback sessions after examinations (including examinations assignments and model answers), without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to photograph or record for their own use; all forms of distribution or publication of the photograph or recordings are prohibited.

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

Chapter 4 Examinations and Final Examinations

Article 4.0 **Exceptions due to coronavirus measures**

4.0.1 If as a result of coronavirus measures it is not possible to offer exams and examinations in the form and at the point in time set out in this regulation or in the Prospectus, changes will be announced by the authorised body in good time via Brightspace.

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 practical assignments.

- 4.1.2 The Faculty Board is responsible for the practical organisation of the examinations and final examinations and ensures, if necessary by means of invigilation, that the examinations and examinations proceed properly. If remote invigilation is used, students will be informed of this at least ten days in advance.
- 4.1.3 Not applicable.
- 4.1.4 If the grade for a component results from several constituent examinations, it is possible to deviate from the number of examinations as referred to in 4.1.1, on the understanding that students are given the opportunity to retake and pass the component by taking an examination that is representative for the component. If applicable, this is specified in the Prospectus.
- 4.1.5 In accordance with Article 7.13 (2) (h) of the Act, the Prospectus specifies the dates of the examinations.
- 4.1.6 Not applicable.
- 4.1.7 At a student's request, the Board of Examiners may in exceptional circumstances diverge from the provisions of Article 4.1 and allow an additional resit.
- 4.1.8 During the course of a bachelor's programme, students have one opportunity to resit a written or digital examination that they have passed. This does not apply to an oral examination or a practical exercise. In the event of such a one-time resit, the highest result obtained applies.

Article 4.2 Compulsory Sequence

- 4.2.1 The Prospectus and 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 Prospectus states whether an examination or the constituent examinations for a component take the form of a written, digital or oral examination, or a combination of these.
- 4.3.2 The procedure during examinations and the guidelines and instructions, as referred to in article 7.12b, paragraph 1 under b of the Act, for assessing and establishing the results of examinations and examinations are described in the 'Rules and Guidelines of the Board of Examiners'.
- 4.3.3 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 of the examination. If necessary, the Board of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability,¹¹ before reaching a decision.
- 4.3.4 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 Prospectus.
- 4.3.5 Examinations are held in the language(s) of instruction for the 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.

¹¹ [Protocol on Studying with a Disability](#)

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 has reservations.

Article 4.5 **Rules and Regulations of 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.¹²
- 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 grade immediately after an oral examination has been conducted. The student receives a message about the grade via the University study progress system.
- 4.6.2 The examiner determines the grade of any written or other form of examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was held. The result is notified to the student. The final grade is recorded in the University study progress system. The student will be informed of the result at least five working days before the next opportunity to take a resit of the same examination.
- 4.6.3 If the examiner is unable to comply with the period of fifteen and five working days respectively, as specified in Article 4.6.2, the student is notified accordingly in a message sent to the student's u-mail address before this term expires. This message 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 number or a number to a maximum of one decimal place up to and including 1.0 and 10.0. The examination result is not expressed as a number between 5.0 and 6.0. For the bachelor programmes International Studies and Urban Studies the results of components that are obtained at a foreign university and that are designated as elective credits, as referred to in Article 3.2.1, are expressed in terms of pass/fail.
- 4.6.5 The examination result is considered to be a pass if it is 6.0 or higher, without prejudice to judgments that are expressed in another way, as stated in 4.6.4.
- 4.6.6 Not applicable.
- 4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their graded examination papers, as referred to in Article 4.8, as well as of the appeals procedure.
- 4.6.8 The Board of Examiners may draw up rules that specify under which conditions it may exercise its power as specified in Article 7.12b (3) of the Act to determine that students do not have to pass every examination and/or under which conditions the results of (constituent) examinations can compensate for each other. These rules are specified in the Prospectus.

¹² [The Rules and Regulations Board of Examiners](#)

Article 4.7 **Length of Validity of Examinations**

4.7.1 The Faculty Board may limit the validity of an examination pass, subject to the authority of the Board of Examiners to extend the period of validity in individual cases. The period of validity of an examination pass may only be limited if the examined knowledge, understanding or skills are demonstrably outdated.

4.7.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity of examinations for a period to be specified by the Board itself. In the event of special circumstances in the sense of article 7.51, (2), of the Act, the Board of Examiners shall act in accordance with the pertinent provisions in article 7.10, (4) of the Act.

4.7.3 The validity period referred to in 4.7.1 starts on 1 September of the academic year following that in which the grade was obtained or the exemption granted.

4.7.4 Constituent grades expire at the end of each academic year. Students who have obtained one or more constituent grades, but have not completed the programme component as a whole, can no longer invoke these previously obtained grades in the next academic year.

Article 4.8 **Inspection and Final Evaluation**

4.8.1 Students are entitled to inspect their graded (constituent) examination within a maximum period of 30 days following the publication of the results of a written or digital 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 grading schemes used to grade the examination.

4.8.3 The time and manner of the inspection and feedback session on the examination are specified in the Prospectus or in the digital teaching environment.

4.8.4 The Board of Examiners is authorised to decide whether the inspection of the examination papers and the feedback session are to be collective or individual.

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

4.8.6 Students who are unable to attend the viewing of the examination paper and 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 Practical Assignments**

4.9.1 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 (constituent) examinations or practical assignments if the student:

- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
- 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, or
- has passed Pre-University College, in which case, the Board of Examiners determines the component(s) for which the exemption is granted.

4.9.2 If the exemption concerns the components that belong to a minor, the Board of Examiners responsible first consults the Board of Examiners of the programme that provides the minor before deciding whether to grant an exemption.

- 4.9.3 If the exemption concerns components that belong to the core faculty curriculum (Area Studies, Introduction to Religious Studies, Introduction to Historical Studies, Introduction to Literary Studies, Introduction to Linguistics, Philosophy of Science, World Art Studies) the responsible Board of Examiners will only decide whether to grant an exemption after hearing the lecturer who gives 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 examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to 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 Article 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 maximum period of enrolment of four years for the programme in question.
- 4.10.5 This request must be submitted within five 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 a certificate in Latin.

Article 4.11 The Degree

- 4.11.1 The degree of Bachelor 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 grade for the final examination.
- 4.12.2 The grade for the final examination is based on the weighted average of the grades 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. For the bachelor programmes International Studies and Urban Studies the optional subjects, as referred to in article 3.2.1, are not counted towards the degree classification. Programme components completed from other programmes, including components followed abroad, must be approved by the Board of Examiners.
- 4.12.3 The weighted average of all grades is determined by multiplying the number of ECTS credits for each component by the grade 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 diploma supplement include the ‘cum laude’ classification if the following conditions are met (applicable to both full-time tuition and part-time tuition):

For the Bachelor’s final examination:

- the weighted average for all components is 8.0 or higher;
- the grade for the bachelor’s thesis is 8.0 or higher;
- the Bachelor’s final examination was passed within four years; for part-time programmes within six years;

For the propaedeutic examination:

- the weighted average for all components is 8.0 or higher;
- the propaedeutic examination was passed within a year for full-time programmes, for part-time programmes within two academic years.

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

for the Bachelor’s final examination:

- the weighted average for all components is 9.0 or higher;
- the grade for the bachelor thesis is 9.0 or higher;
- the Bachelor’s final examination was passed within three years; for part-time programmes within five years;

For the propaedeutic examination:

- the weighted average for all components is 9.0 or higher;
- the propaedeutic examination was passed within a year, for part-time programmes within two years.

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 grade does not differ by more than 0.5 from the grades 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 final paper or thesis and any other relevant exceptional circumstances.

4.12.7 If a student has been subject to disciplinary measures as a result of irregularity, fraud or plagiarism, as set out in the Rules and Regulations, (s)he is not awarded a distinction.

Chapter 5 Access and Admission to the Programme

Article 5.1 Direct Admission

5.1.1 Direct admission to the programme is granted to those persons who meet the requirements set out in Articles 7.24 and 7.25 of the Act.

5.1.2 The regulations regarding admission to the programme are established in the Regulations for Student Registration, Tuition Fees and Examination Fees of Leiden University.¹³

¹³ [The Enrolment Regulations of Leiden University](#).

5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its powers under Article 7.28 (1), second and third sentences, of the Act.

Article 5.2 Admission

5.2.1 Admission with Propaedeuse from a University of Applied Sciences

Pursuant to Article 7.28 (1a) of the Act, admission to the propaedeuse of the programme is granted to the holder of a propaedeuse diploma from a university of applied sciences who is not in possession of a diploma as referred to in Article 7.24 (1) of the Act, or of a diploma that is considered to be at least equal to such a diploma on the grounds of the second paragraph, either by virtue of the Ministerial Regulations or by the Executive Board. For the under 5.2.4.3 mentioned English-taught programmes admission is possible under the condition that the holder of the propaedeuse diploma from a university of applied sciences is able to give proof of proficiency in English at the indicated level.

5.2.2 Equivalent Qualifications

A person who is not in possession of a pre-university (VWO) diploma awarded after 2007, but who is nevertheless eligible for direct admission on the basis of the Act, may be required to take a test on the subjects referred to in Article 5.2.3.1 at the level of a VWO final examination for the profile that allows for direct admission.

5.2.3 Further Prior Education Requirements and Deficiencies

5.2.3.1 In accordance with the Regulations of the Minister of Education, Culture and Science of 3 April 2014, no. 540459 regarding admission to higher education, the following additional entry requirements apply.¹⁴

<i>Programme:</i>	<i>Required qualifications:</i>
Classics:	Pre-university (VWO) final examination, which includes the Greek or Latin examination.

Persons who have not taken the pre-university (VWO) final examination in either of the classical languages (Greek and Latin) must take a replacement examination at the level of the pre-university (VWO) final examination in one of the two languages.

5.2.3.2 The Board of Examiners will determine how these tests are conducted.

5.2.4 Dutch and English languages

5.2.4.1 Holders of a diploma obtained outside the Netherlands meet the requirement of a sufficient command of the Dutch Language if they have passed the examination, level *TUL-gevorderd*, organised by Leiden University. An International School diploma or a comparable international programme provided in the Netherlands is considered to be a diploma obtained outside the Netherlands.

5.2.4.2 The Board of Examiners may, in special cases, grant exemption from the examination referred to in 5.2.4.1

5.2.4.3 By way of derogation from what is stated above, a sufficient command of the Dutch language is not required for the following programmes and specialisations:

- African Studies (English taught as of September 2022),

¹⁴ [Regulations of the Minister of Education, Culture and Science of 3 April 2014 pertaining to admission to higher education.](#)

- Art History: specialisation Arts, Media and Society
- Dutch Studies
- English Language and Culture
- International Studies
- Linguistics: specialisations Language & Cognition, Descriptive Linguistics and Comparative Indo-European Linguistics
- Philosophy: specialisation Global and Comparative Perspectives
- South and Southeast Asian Studies
- Urban Studies

For these (specialisation) programmes students must demonstrate a sufficient command of the English language.

Holders of a diploma obtained outside the Netherlands meet the requirement of a sufficient command of the English language if they have one of the following diplomas:

- An English [International Baccalaureate](#) diploma (with English A)
- A diploma of secondary (or higher) education completed in Australia, Canada (except for French-language programmes in Canada), Germany, Ireland, Malta, New Zealand, Singapore, the United Kingdom, the United States or South Africa.

5.2.4.4 Holders of a Dutch diploma meet the requirement of a sufficient command of the English language if they have a pre-university education (VWO) diploma.

5.2.4.5 If the student does not meet the requirement in 5.2.4.3, at least one of the following language requirements can be set:

- IELTS 6.5;
- TOEFL (internet-based) 90;
- CAE/C1 Advanced or CPE/C2 Proficiency 180

For English Language and Culture a minimum score of IELTS 6.0/ TOEFL 21(internet based)/ CAE/C1 Advanced or CPE/C2 Proficiency grade A, B or C is required **for each of the four components**.

For Art History, specialisation Arts, Media and Society, a minimum score of IELTS 6.5/ TOEFL 90 (internet based)/ CAE/C1 Advanced or CPE/C2 Proficiency grade A, B, C is required **for all components**. In addition for the components 'reading' and 'listening' a minimum score of IELTS 6.0/TOEFL 20 (internet based)/CAE/C1 Advanced 169 is required. For the components 'writing' and 'speaking' a minimum score of IELTS 6.5/TOEFL 22 (internet based)/CAE/C1 Advanced 176 is required.

5.2.5 Entrance Examination

The regulations included as Appendix C are applicable to the admissions assessment, as provided for in article 7.29 of the Act.

5.3 Selection for the programme *[Applies to programmes with a fixed quota and LUC]*

5.3.1 Confirmation of admission

Not applicable.

Article 5.3.2 Selection criteria

Not applicable.

5.3.3 Selection procedure

Not applicable.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Article Student Progress Report

- 6.1.1 The Faculty Board keeps records of the results of individual students.
- 6.1.2 Students may inspect their results in the student progress system at any time.
- 6.1.3 From the second year of enrolment, the department asks all students to submit an annual study plan, indicating the examinations they intend to take, and the extracurricular activities in which they intend to participate, relevant to the programme or recognised by the Executive Board.

Article 6.2 Introduction and Student Counselling

As referred to in the Regulation on the Binding Study Advice, the department must provide an introduction and counselling for all students who are enrolled in the programme, in order to familiarise them with their study options in the programme and elsewhere and to facilitate their progress in their studies.¹⁵

Article 6.3 Study Advice

- 6.3.1 In their first year of enrolment, all students are provided with advice on the continuation of their studies. The Board of Examiners is authorised by the Faculty Board to issue this study advice. For information on the requirements, the number of times the advice is issued, as well as the possible consequences of this advice, see the Leiden University Regulation on the Binding Study Advice that applies to the study year in question as well as 6.3.2.
- 6.3.2 If a degree programme imposes additional requirements concerning components that students must have passed for the study advice referred to in 6.3.1., these are included in the programme specific section.

Programme	Additional requirements
China Studies	Literatuur & Kunst van China of Filosofie & Religie van China
German Language and Culture	Das Eigene und das Andere
Dutch Studies	Representatie van Nederland in film en literatuur, Cultuurwetenschap I
English Language and Culture	Language Acquisition 1: From Scratch to Print
History	Ten minste één van de twee Themacolleges
Greek and Latin Language and Culture	Ten minste drie van de volgende onderwijseenheden (ten minste 15 EC Grieks): - Grieks taalverwerving 1a (A-groep) of Grieks taalverwerving 1 (B/C-groep) - Grieks taalverwerving 2a (A-groep) of Grieks taalverwerving 2 (B/C-groep) - Grieks proza: Plato - Grieks poëzie: drama <i>en</i> ten minste drie van de volgende onderwijseenheden (ten minste 15 EC Latijn): - Latijn taalverwerving 1a (A-groep) of Latijn taalverwerving 1 (B/C-groep) - Latijn taalverwerving 2a (A-groep) of Latijn taalverwerving 2 (B/C-groep) - Latijn: retorica - Latijn: lyriek/elegie
International Studies	- Academic Reading and Writing - Foreign language 1
Italian Language and Culture	Ten minste drie van de volgende vier onderwijseenheden: - Italiaans: Taalvaardigheid Ia - Italiaans: Taalvaardigheid Ib - Italiaans: Taalvaardigheid Ic

¹⁵ [Leiden University Regulation on the Binding Study Advice](#)

	- Italiaans: Taalvaardigheid Id
Japanese Studies	- Teksten Ia; - Teksten Ib; - Japan in de 21st Century
Korean studies	Koreaanse geschiedenis tot 1876
Art History	For students with specialisation Arts, Media & Society - Academic Skills II (Art History): Searching and Processing Information, Writing and Oral Presentation For students with specialisation Arts and Culture ('Kunst en Cultuur') - Visuele analyse II: kunsttechnieken en objectanalyse van beeldende kunst, architectuur en design - Academische vaardigheden II (Kunstgeschiedenis): zoeken, schrijven en presenteren
Middle Eastern Studies	Seminar Midden-Oosten 1
Ancient Near Eastern Studies	- Seminar Oude Nabije Oosten Studies 1 <i>en</i> ten minste 10 EC van: - Grieks voor iedereen: basiscursus grammatica en leesvaardigheid 1 en 2 en óf Grieks taalverwerving (B/C-groep) 1 en Grieks taalverwerving (B/C-groep) 2 - Bijbels Hebreeuws I - Inleiding Middegyptisch en hiërogliefenschrift - Inleiding Akkadisch en spijkerschrift
Religious Studies	- Methoden en Technieken 1: bronnenonderzoek, objecten en teksten - Religion in the World
Russian Studies	- Russische grammatica 1A - Academische vaardigheden
South and Southeast Asian Studies	Classical Cultures of SSEA: Seminar I
Urban Studies	Academic Writing and Presenting and Mentoring

6.3.3 A binding negative study advice with refusal only applies to the programme and associated specialisations in which the student is enrolled. The binding study advice also applies to any bachelor's programme which shares the propaedeutic with the programme.

6.3.4 Students may request an oral explanation of the study advice as well as information on their progress within or outside the Faculty and on any other possible education options.

Article 6.4 **Supervision of the BA-thesis/final paper/final report**

6.4.1 Not applicable. See Appendix B.

6.4.2 Not applicable. See Appendix B.

Article 6.5 **Professional Sports**

Students who play 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 6.6 **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.¹⁶ The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.

Article 6.7 **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 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 that apply to a particular academic year will be implemented before the start 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.

Article 8.2 **Publication**

The Faculty Board or the programme department is responsible for publishing these regulations, the Rules and Regulations set by the Board of Examiners, as well as any amendment to these articles, via the University website.

Article 8.3 **Term of application**

The OER applies for the duration of one academic year.

Article 8.4 **Entry into force**

These regulations enter into force on 1 September 2021.

¹⁶ <https://www.organisatiegids.universiteitleid.nl/en/regulations/general/protocol-studying-with-a-disability>

Appendix A – General Academic Skills

Graduates of the bachelor's programme have obtained the following:

I Elementary research skills, including heuristic skills

1. collect and select specialised 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 for the discipline;
5. formulate a reasoned conclusion on the basis of this;
6. also make use of the acquired research skills outside the student'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 a 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 peers in a constructive fashion and use reasoned criticism to revise one's own point of view or own 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 stick to the agreed schedule and prioritisation.

Appendix B – Bachelor’s Thesis Regulations

For the Bachelor’s Thesis Regulations of the Faculty of Humanities see: [Faculty Regulations](#)

Appendix C – Colloquium Doctum Regulation

General Criteria

In the admission assessment, provided for in article 7.29 of the WHW, candidates are assessed on the basis of the following criteria:

- They must at least possess a senior general secondary education (HAVO) diploma or be at the senior general secondary education level;
- They must have several years of relevant work experience.

Depending on the level of the prior education and any relevant work experience of the candidates, they may be required to take a maximum of six pre-university education state examinations and/or Open University courses.

- VWO (pre university education) examinations¹⁷:
 - Dutch language and literature;
 - English language and literature;
 - German language and literature;
 - Greek;
 - French language and literature;
 - History;
 - Latin;
 - Social Studies;
 - Economics;
 - Geography;
 - Philosophy;
 - Mathematics (A, B, or C);
- General pre-education courses without central written final examinations;
 - Subject cluster assignment.

VWO modular certificates in one of these courses that have already been awarded do not grant unconditional exemption. The Board of Examiners decides whether VWO modular certificates that have already been awarded mean that one or more exemptions can be granted.

- Open University (OU) courses:
 - Orientation course in the humanities;
 - Writing practical 1 (professional writing);
 - Writing practical 2 (academic writing) (only in combination with Writing practical 1);
 - Rhetoric (only in combination with Writing practical 1);
 - History: Antiquity;
 - History: Middle Ages;
 - Socio-Economic History;
 - The Netherlands in the 19th and 20th century;
 - Introduction to Literature;
 - Literary Studies.

Candidates who have not completed a recognised Dutch HBO propaedeutic programme

¹⁷ For further information on state examinations, see:

www.duo.nl/particulieren/staatsexamenkandidaat/u-doet-staatsexamen-vo/aanmelden-staatsexamen-vo.asp.

- Candidates who have earned fewer than 20 credits of an HBO propaedeutic programme can also be examined on up to six components on the above list of VWO state examinations and OU courses;
- Candidates who have earned 20 to 40 credits of an HBO propaedeutic programme can also be examined on up to five components on the above list of VWO state examinations and OU courses;
- Candidates who have earned 40 credits or more of an HBO propaedeutic programme can also be examined on up to three components on the above list of VWO state examinations and OU courses;

Term

Candidates must have successfully completed the required VWO state examinations and/or OU courses before they can start with the bachelor's programme.

The completed VWO state examinations and/or OU courses lose their validity for the special entrance examination after the start of the academic year following the academic year for which the candidate has initially applied for admission. In individual cases and due to special circumstances the Faculty Board can, on the advice of the Board of Examiners, extend this by the number of months it considers necessary.