



Universiteit Leiden

# Course and Examination Regulations Bachelor's programmes - Faculty of Humanities

## Valid as of 1 September 2023

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;
- the Online Proctoring Protocol;
- the Guidelines for Elective Credits and Minors.

The model OER are laid down in Dutch and then translated into English. In the event that there are differences between the two versions, the Dutch version will prevail.

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 bachelor's 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 Studies	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. All programmes are taught in Leiden, except 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 t., 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 Act<sup>1</sup>;
- 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;

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<sup>1</sup> [The Rules and Regulations Board of Examiners](#)

d.	constituent examinations [ <i>deeltentamen</i> ]	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 accomplishments (written or oral tests, written assignments, oral reports, etc.), that are rewarded with a partial grade and are 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;
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.	enrolment protocol	The digital <a href="#">enrolment protocol</a> containing specific and binding information concerning enrolment in components, examinations, and final examinations. The enrolment protocol constitutes an integral part of these regulations, and is included as an appendix;
k.	examination: [ <i>tentamen</i> ] <sup>2</sup>	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;
l.	examiner:	the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
m.	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;
n.	first/second reader	the first or second examiner to read and assess the thesis/final paper/final report/final programme assignment. The first reader is also the supervisor;
o.	language of instruction	the language of a programme, in which lectures and tutorials are given and examinations and final examinations are held;
p.	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;

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<sup>2</sup> 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*'.

- q. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document;<sup>3</sup>
- r. nominal duration of study the study load in years of study as established in the Central Register of Higher Education Programmes;
- s. 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;
- t. 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/ final programme assignment,
  - 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;
- u. Pre-University College: a teaching programme offered by Leiden University to selected pupils in the fifth and sixth grades of secondary education (vwo);
- v. 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;
- w. Programme Board the Faculty Board appoints a Programme Board for each programme or group of programmes. The composition, tasks and responsibilities of the Programme Board are established in the [Regulations of the Faculty of Humanities](#);
- x. Programme Committee the Faculty Board appoints a Programme Committee for each programme, minor or for all other study components, or for a group of programmes. The composition, tasks and responsibilities of the Programme Committee are specified further in the [Regulations of the Faculty of Humanities](#);
- y. 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;

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<sup>3</sup> [Leiden Register of Study Programmes](#)

- z. Prospectus: the digital prospectus containing specific and binding information about the programme. The [Prospectus](#) constitutes an integral part of these regulations, as an appendix;
- aa. 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;
- bb. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- cc. 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.<sup>4</sup> 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 Remote Teaching applies;<sup>5</sup> 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.<sup>6</sup> 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 Students are expected to act according to the [Code of Conduct for Students of the Faculty of Humanities](#), to the [Netherlands Code of Conduct for Research Integrity \(2018\)](#) and in the spirit of the [Leiden University Data Management Regulations](#).

## Chapter 2 Description of the Programme

### Article 2.1 Objectives of the Programme

See the programme-specific section.

### Article 2.2 Specialisations

If applicable, see the programme-specific section.

### Article 2.3 Learning Outcomes

See the programme-specific section.

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

<sup>5</sup> [Code of Conduct on Remote Teaching](#)

<sup>6</sup> [Leiden University Regulations on ICT and Internet Use](#)

## 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.

## Article 2.5 **Study Load**

The programme has a study load of 180 credits. The propaedeuse 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 minors offered by the faculty and which educational bodies are authorised with regard to these minors, are laid down annually in the [Implementation Regulations for Administrative Bodies of Degree Programmes](#).

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 NVAO<sup>7</sup> 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 *force majeure* situations**

3.0.1 If it is not possible, in the event of a crisis as defined in Article 1 of the Leiden University Regulations on Crisis Management Coordination, or other *force majeure* circumstances, such as coronavirus measures, to provide or take part in components as set out in the OER or the Prospectus, changes will be announced by the authorised body in due 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,<sup>8</sup> 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 for Elective Credits and 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 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

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<sup>7</sup> Accreditation Organisation of the Netherlands and Flanders

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

programme is considered to belong<sup>9</sup>. 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/final programme assignment and the requirements that the Bachelor's thesis/final programme assignment must meet.

### Article 3.4 **Taking part in programme components and sitting examinations**

#### 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<sup>10</sup>. Registration is possible up to fourteen calendar days before the start of the component, as stipulated in the Prospectus. This means that the student registers for a component in MyStudymap, ticking the activities the student wants to take part in (lecture, tutorial, practical exercise and examination).

3.4.1.1a Within the meaning of article 3.4.1.1, first-year Bachelor students are automatically assigned to and enrolled for all components of the first semester, or, with certain programmes for all components of the entire academic year, by the education administration office of their programme.

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 to certain components, if 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 and constituent examinations**

3.4.2.1 When registering for the programme component, the student registers for the corresponding examination. Registration for the examination takes place in accordance with the provisions of Article 3.4.1.1.

3.4.2.2 Students who do not register for the component may register only for the examination or constituent examination. To be allowed to sit the examination or constituent examination, a confirmation of registration for the examination is required.

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

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<sup>9</sup> In accordance with Article 7.3j of the Act ('free curriculum in higher education').

<sup>10</sup> [Enrolment protocol for programme components and examinations at Leiden University](#)



3.4.2.4 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.

3.4.2.5 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.

3.4.2.6 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 examination assignments and model answers), without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the photograph or recording for their own use; all forms of distribution or publication of the photograph or recordings are prohibited. A student has no independent control over these materials, unless the University has explicitly granted this to the student.

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

3.5.3 Students are prohibited from infringing the intellectual property rights of the University, third parties or the person with whom licensing agreements were made.

## Chapter 4 Examinations and Final Examinations

### Article 4.0 **Exceptions due to *force majeure* situations**

4.0.1 If it is not possible, in the event of a crisis as defined in Article 1 of the Leiden University Regulations on Crisis Management Coordination, or other *force majeure* circumstances, such as corona measures, to offer examinations and final examinations in the form and at the point in time set out in the OER or 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 academic 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 final examinations proceed properly. If online proctoring is used, this is done according to the Online Proctoring Protocol<sup>11</sup> and according to the faculty guidelines for the use of online proctoring<sup>12</sup>.

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.

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<sup>11</sup> [Online proctoring protocol Leiden University](#)

<sup>12</sup> [Guide for the use of online proctoring – Faculty of Humanities](#)

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 a bachelor's programme, students may resit one examination that they passed, without prejudice to the provisions of Article 4.1.1, and the power of the Board of Examiners to deviate from this stipulation in exceptional cases and at the student's request. This only applies if the resit takes place in the same academic year as the original examination. In the event of such a one-time resit, the highest result obtained applies. The examination referred to in the first sentence may consist of a number of constituent examinations. Registration for this examination should take place in accordance with Articles 3.4.1.1 and 3.4.2.2.

4.1.9 The following are excluded from the resit option as referred to in Article 4.1.8:

- Oral examinations;
- Practical assignments;
- Minors or components thereof, according to the recognised selection of minors included in the Prospectus;
- Examinations that the student passed at a different institution than Leiden University.

4.1.10 If a component is included in multiple programmes, the student is only granted one opportunity to resit an examination that they previously passed for this component.

## 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 the examination or 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 final examinations are described in the 'Rules and Regulations 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,<sup>13</sup> 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 is/are specified in the OER. At the request of the student, the Board of Examiners may permit a student to sit an examination in another language.

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<sup>13</sup> [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.<sup>14</sup>
- 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 student is notified of the result within the same fifteen working days. 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 e-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 in a number to a maximum of one decimal, up to and including 1.0 and 10.0, or rounded off to a whole or a half point. The examination result is not expressed as a number between 5.0 and 6.0. For the bachelor's programmes in 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.

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<sup>14</sup> [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 and receive feedback on their graded (constituent) examination within a maximum period of 30 calendar days following the publication of the results of a written or digital examination, and in any case before the resit takes place.

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 they have 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 teaches 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 their final examination results. In the request the student must indicate when they wish 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's programmes in 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 one 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 the 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, a distinction will not be awarded, unless the Board of Examiners decides otherwise.

## **Chapter 5 Access and Admission to the Programme for the academic year 2024–2025**

### **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.<sup>15</sup>
- 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 or Associate Degree

Pursuant to Article 7.28 (1a) of the Act, the following is required of the holder of an associate degree or the holder of a propaedeuse diploma from a university of applied sciences:

- a. No further requirements. The candidate is granted admission to the propaedeuse of the programme;
- b. For the English-taught programmes mentioned under 5.2.4.3 admission is possible under the condition that the candidate is able to give proof of proficiency in English at the indicated level.
- c. For the programmes mentioned under 5.2.3.1. the candidate must also meet the further prior education requirements.

### 5.2.2 Equivalent Qualifications

A person who is not in possession of a pre-university (vwo) diploma awarded after 2007, may

- be enrolled by virtue of the Act on the grounds of a different diploma (Article 7.28 of the Act), on condition that they meet all further prior education requirements.
- be enrolled with an old-style pre-university (vwo) diploma, on condition that they meet all further prior education requirements.

If the person does not meet further prior education requirements, they may be required to take a test on the subjects referred to in Article 5.2.3.1 at the level of a final vwo examination for the profile that allows for direct admission.

In the context of equivalence to the vwo diploma, candidates with non-Dutch prior education, including international diplomas obtained in the Netherlands, may be subject to requirements regarding, among other things, the composition of the curriculum, the level at which course subjects have been completed, and/or the GPA. Further information about this can be found online in the [“General admission: diploma requirements 2024/2025”](#).

### 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.<sup>16</sup>

<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.

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<sup>15</sup> [The Enrolment Regulations of Leiden University](#)

<sup>16</sup> [Regulations of the Minister of Education, Culture and Science of 3 April 2014 pertaining to admission to higher education](#)

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 Students whose native language is not Dutch can meet the requirement of a sufficient command of the Dutch Language if they have passed the examination, level *TUL-gevorderd*, organised by Leiden University. A Dutch as a Second Language Certificate (Certificaat Nederlands als Vreemde Taal) at Educatief Startbekwaam level is also sufficient to meet the language requirement. An International School diploma or a comparable international programme provided in the Netherlands is considered to be a diploma obtained outside the Netherlands. Holders of an International Baccalaureate (IB) diploma with Dutch A or Dutch B-HL are exempted from the Dutch language requirement.

The above does not apply for students whose native language is not Dutch but who have completed a study programme in pre-university or higher education in Dutch.

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
- 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 [International Baccalaureate](#) diploma from a programme taught in English (or an IB diploma with “English A”);
- A diploma of secondary (or higher) education completed in Australia, Canada (except for French-taught 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 6.0; where each separate constituent score must be at least 6.0;
- TOEFL (internet-based) 80; where each separate constituent score must be at least 20<sup>17</sup>

At the time of applying for the programme, the test must have been taken no more than two calendar years previously.

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<sup>17</sup> See also [English test score equivalency table](#) of Leiden University



### 5.2.5 Entrance Examination

The regulations included as Appendix D 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*]

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.<sup>18</sup>

### 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.

<b>Programme</b>	<b>Additional requirements</b>
China Studies	Literatuur & Kunst van China of Filosofie & Religie van China
Dutch Studies	Representatie van Nederland in film en literatuur, Cultuurwetenschap I
English Language and Culture	Language Acquisition 1: From Scratch to Print
History	Themacollege II
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)

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<sup>18</sup> Leiden University Regulation on the Binding Study Advice

	<ul style="list-style-type: none"> <li>- Grieks proza: Herodotus</li> <li>- Grieks poëzie: drama</li> </ul> <p><i>en</i></p> <p>ten minste drie van de volgende onderwijseenheden (ten minste 15 EC Latijn):</p> <ul style="list-style-type: none"> <li>- Latijn taalverwerving 1a (A-groep) of Latijn taalverwerving 1 (B/C-groep)</li> <li>- Latijn taalverwerving 2a (A-groep) of Latijn taalverwerving 2 (B/C-groep)</li> <li>- Latijn: retorica</li> <li>- Latijn: lyriek/elegie</li> </ul>
International Studies	<ul style="list-style-type: none"> <li>- Academic Reading and Writing</li> <li>- Foreign language 1</li> </ul>
Italian Language and Culture	<p>Ten minste drie van de volgende vier onderwijseenheden:</p> <ul style="list-style-type: none"> <li>- Italiaans: Taalvaardigheid Ia</li> <li>- Italiaans: Taalvaardigheid Ib</li> <li>- Italiaans: Taalvaardigheid Ic</li> <li>- Italiaans: Taalvaardigheid Id</li> </ul>
Japanese Studies	<ul style="list-style-type: none"> <li>- Teksten Ia;</li> <li>- Teksten Ib;</li> <li>- Japan in the 21st Century</li> </ul>
Korean Studies	Koreaanse geschiedenis tot 1876
Art History	<p>For students with specialisation <b>Arts, Media &amp; Society</b></p> <ul style="list-style-type: none"> <li>- Photography: Analysis and Theory</li> <li>- Academic Skills II (Art History):</li> </ul> <p>For students with specialisation <b>Arts and Culture ('Kunst en Cultuur')</b></p> <ul style="list-style-type: none"> <li>- Visuele analyse: kunsttechnieken en objectanalyse van beeldende kunst, architectuur en design</li> <li>- Academische vaardigheden II (Kunstgeschiedenis): zoeken, schrijven en presenteren</li> </ul>
Middle Eastern Studies	Seminar Midden-Oosten 1
Ancient Near Eastern Studies	<ul style="list-style-type: none"> <li>- Themacollege Oude Nabije Oosten Studies 1</li> </ul> <p><i>en</i></p> <p>ten minste 10 EC van:</p> <ul style="list-style-type: none"> <li>- Inleiding Klassiek Hebreeuws</li> <li>- Inleiding Middegyptisch en hiërogliefenschrift</li> <li>- Inleiding Akkadisch en spijkerschrift</li> <li>- Talenpanorama van het Midden-Oosten</li> <li>- Archaeology of Ancient Egypt</li> </ul>
Religious Studies	<ul style="list-style-type: none"> <li>- Methoden en Technieken 1: bronnenonderzoek, objecten en teksten</li> <li>- Religion in the World</li> </ul>
Russian Studies	<ul style="list-style-type: none"> <li>- Russische grammatica 1A</li> <li>- Academische vaardigheden</li> </ul>
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 propaedeutice 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 project/final report/final programme assignment**

6.4.1 Not applicable. See Appendix B.

6.4.2 Not applicable. See Appendix B.

#### Article 6.5 **Top-level Sport**

Students who engage in top-level sport 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 set out in Section III of the Regulations on Financial Support for Students, 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.<sup>19</sup> 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.

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<sup>19</sup> <https://www.organisatiegids.universiteitleidennl/en/regulations/general/protocol-studying-with-a-disability>

# Chapter 8 Final Provisions

## Article 8.1 Amendments

- 8.1.1 Amendments to these regulations are adopted by a separate order of the Faculty Board, with the prior consent of the Faculty Council or the Programme Committee, depending on the topics concerned.
- 8.1.2 Amendments to these regulations that apply to a particular academic year will be adopted 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 established 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 2023.

# Appendix A – General Academic Skills

*Graduates of a bachelor's programme who enrolled for the first time in September 2022 or later possess the following general academic skills:*

## **I Knowledge and understanding**

1. The graduate is skilled in finding (digitally) available literature using appropriate search systems.
2. The graduate has an understanding of the availability of (digital) sources and tools relevant for the discipline.
3. The graduate has an understanding of how digital data collections were put together and how they are used in digital research methods.
4. The graduate is able to reflect on the social and scientific consequences of digitalisation concerning the graduate's discipline.

## **II Applying knowledge and understanding**

5. The graduate is able to formulate a well-defined research problem.
6. The graduate is able to use the qualitative and/or quantitative (digital) techniques required for the discipline to select, edit, analyse and/or visualise data from (digital) sources.
7. The graduate is able to formulate an original research proposal independently, combining different sources, approaches and/or artefacts.

## **III Making judgements**

8. The graduate has an understanding of the possibilities and limitations of (digital) (research) sources and methods in their own discipline, and is able to compare and combine these with other sources and methods and is able to use them critically.
9. The graduate is able to formulate a reasoned conclusion based on the graduate's own research.

## **IV Communication**

10. The graduate is familiar with different modern publication methods and techniques, also in digital and visual forms, and is familiar with the corresponding conventions and corresponding jargon.
11. The graduate can select digital resources for oral and written presentations in a well-argued way and use these resources.
12. The graduate is able to explain research results in a clear, convincing and well-argued way.
13. The graduate is able to participate actively in a specialist discussion.
14. The graduate is able to achieve goals as part of a team.

## **V Learning skills**

15. The graduate has the ability to learn new skills that are necessary for working with (digital) sources and tools in their own discipline in a productive manner independently.
16. The graduate is able to give and receive feedback in a constructive fashion and to use reasoned criticism to revise one's own point of view or argumentation;
17. The graduate is able to make a realistic schedule and to keep to the agreed schedule and prioritisation.
18. The graduate is able to reflect on their own learning process and performance, both independently and within a team, and on their own contribution to a product developed in a team context.

*Graduates of a bachelor's programme who enrolled for the first time in September 2021 or earlier possess the following 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

Valid as of 1 September 2023

## Article 1. General terms

The bachelor's thesis is a written report of research carried out by a student under the supervision of a lecturer, and serves as the concluding assignment of the student's degree. The thesis must give insight in, amongst other things, the student's ability to:

- a. formulate a scientific problem or research question - under guidance - which shows their understanding of basic scientific questions and of the main views held within the field of study;
- b. present secondary scientific literature synthetically and clearly;
- c. apply basic concepts and methods clearly to a limited number of primary sources, which may or may not have originated from the student's own field research;
- d. formulate clearly and correctly.

## Article 2. Scope

The thesis/final project of the bachelor's programme has a study load of a minimum of 10 EC, and has an extent of a maximum of 1000 words per EC, including notes, bibliography and appendices. If the programme wishes to diverge from this number, then this information will be included in the Prospectus.

## Article 3. Double thesis/final project

For the conditions that apply to write a combined thesis/final project for multiple bachelor’s programmes see article 4.11 of the Rules and Regulations set by the Boards of Examiners.

## Article 4. Language

The thesis is written in the language of instruction of the programme, as determined in the Course and Examination Regulations (article 2.9 of the programme-specific section). Only in advance, can the Board of Examiners permit the student to write the thesis in another language than the language of instruction.

## Article 5. Coordination and planning

1. Together with the student, the study advisor or lecturer of the thesis seminar will formulate a graduation plan, which may be part of the BA3 study plan, in which is recorded:
  - a. the student's wishes regarding their specialisation and, if applicable, intended supervisor;
  - b. the student’s wishes regarding possible further education;
  - c. agreements about the time period within which the student will graduate, in view of further education.
2. The study programme organises a thesis seminar for students who are about to write their thesis. If a student writes their thesis in the first semester, and their own study programme does not offer a thesis seminar during that semester, the student will take part in the faculty thesis seminar.
3. During the thesis seminar, the student will receive support at least in formulating a research question, how to use primary sources/specialist literature and how to structure the writing process.
4. The lecturer of the thesis seminar or the study advisor will arrange the first contact between the student and intended supervisor, if necessary.

## Article 6. Supervision

1. In consultation with the supervisor, the student will write a conceptual framework and working plan for the thesis. If deemed necessary by the programme, these can be shared with the Board of Examiners.
2. The Board of Examiners appoints the supervisor as first reader/reviewer of the thesis. Details about the procedure for appointing the first reader/examiner are available in the course description of the bachelor’s thesis in the Prospectus.
3. At the very minimum, the following communications must take place between student and supervisor:
  - a. an introductory discussion concerning the choice and scope of the thesis topic, the research question, the literature, the source materials, the general approach, consultation with appropriate experts, etc.;
  - b. a discussion of the working plan for the thesis;
  - c. a discussion of one or more intermediate stages of the thesis;
  - d. at the request of the student: a discussion of the final version of the thesis, in which the evaluation of the thesis is explained.
4. If, in the course of supervision, problems should occur between student and supervisor(s), the Board of Examiners – having heard the parties – will decide upon the continuation of the supervision process.

## **Article 7. Assessment**

1. The student submits the final version of the thesis by email to the supervisor/first reader and second reader with a carbon copy (cc) to the following email address: [BAthesis@hum.leidenuniv.nl](mailto:BAthesis@hum.leidenuniv.nl). On request, the student is required to submit a hard copy of the thesis to the supervisor/first reader and/or second reader.
2. The Programme Board, without prejudice to the rights of the Board of Examiners, sets two deadlines for submission of the thesis in the second semester of the third year. So that, in case of an insufficient grade, the student is able to resit the thesis within the academic year and meet the diploma requirements within the academic year. Students who do not succeed in completing their thesis with a passing grade within the third year, can submit the final thesis every month from September to June in the following year. For these students too, without prejudice to the right of the Board of Examiners, there are maximally two 'examination opportunities' per academic year.
3. The thesis must be graded within four weeks. Between 1 July and 31 August this period is extended to a maximum of six weeks.
4. The thesis is assessed on at least the following aspects:
  - a. an adequate formulation and application of the research question;
  - b. an adequate critical analysis of secondary literature;
  - c. an adequate critical analysis of source material;
  - d. language use, structure and style.
5. After the first reader/reviewer has determined that the final version of the thesis is ready for assessment, the Board of Examiners appoints a second reader/reviewer. The second reader, who has not been involved in the supervision, will read and assess the final version of the thesis.
6. The thesis will be assessed using the defined assessment criteria. The first and second reader/reviewer agree on the final grade together, which is substantiated on the basis of the assessment criteria indicated on the assessment form in the thesis assessment system.
7. If the first and second reviewer disagree on the final grade or if the assessments of the first and second reader differ by two points or more, the Board of Examiners will appoint a third reader. In that case, the third reader determines the final grade, taking into account the assessments of all three readers.
8. The final grade of the thesis will be registered only if the student has uploaded the final, assessed version of the thesis in the Student Repository.
9. If the thesis has been assessed with an insufficient final grade, the thesis should not be uploaded in the Student Repository. In this case, the insufficient grade should be registered in the thesis assessment system/uSis, in order to make clear that the thesis has to be retaken.

## **Article 8. Appeals**

The student may lodge an appeal against the assessment of their thesis with the Examinations Appeal Board. More information about the appeal procedure is supplied by the administrative secretary of the Board of Examiners and/or the study advisor.

## **Article 9. Fraud, plagiarism, copyright<sup>20</sup>**

1. Fraud is defined as any activity or omission carried out by a student aimed at completely or partially hindering a correct assessment of the student's knowledge, understanding and skills, including at least the following:
  - a. wholly or partly copying of texts or statements from other authors, including fellow students, without using quotation marks and without precise acknowledgement of the source (plagiarism);
  - b. commissioning or asking others to write (parts of) a text;
  - c. manipulating or fabricating research data;
  - d. using own work without any reference (self-plagiarism).
2. Any instance of fraud (and the suspicion of fraud) will be reported to the Board of Examiners by the reader who discovers this, whilst at the same time notifying the other reader. For further information on the disciplinary sanctions that can be imposed by the Board of Examiners, please refer to Article 6.5 of the Rules and Regulations of the Board of Examiners.
3. Copyright of the thesis rests with the student.

## **Article 10. Final Provisions**

In cases for which these regulations do not provide, the Faculty Board will decide.

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<sup>20</sup> See also the [Regulations on Plagiarism](#) of Leiden University.



# Appendix C – Internship Regulations

Valid as of 1 September 2023

## 1. Introduction

An internship can be included in a degree programme as a compulsory component, as part of the electives or as an extra-curricular component (or a combination of these). The student is enrolled in the degree programme under which the internship falls for the duration of the internship period.

## 2. Study load

A degree programme can cap the study load (number of ECs) for compulsory internships or internships as part of the electives. An internship has a study load of at least 10 EC (280 working hours) to a maximum of 20 EC (560 working hours). The study load of internships is a multiple of 5 EC (i.e. 10, 15 or 20 ECs). Preparations for the internship (drawing up the internship plan) and writing the internship report each count for about 1 EC of the determined study load.

## 3. Planning

The student does the internship in the period designated for this purpose by the degree programme, or agreed upon in consultation with the study advisor. The internship period is included in the internship plan for approval.

## 4. Admission to the internship

A bachelor's internship can only be started after the propaedeutic examination has been successfully completed. Bachelor's and master's programs may set (additional) conditions for admission. See point 11.

## 5. Location

The internship is carried out as much as possible on location at the organisation providing the internship. In consultation with this organisation, it can be agreed that the student will carry out part of the internship remotely. As a guideline, the student is preferably present on location at the internship organisation for at least 80% of the agreed number of working hours per week. Depending on the nature of the organisation providing the internship or the internship itself, the Board of Examiners may decide to deviate from this guideline. In force majeure situations as referred to in Art. 3.0.1 of the OER, the Faculty Board may decide to deviate from this guideline.

## 6. Internship plan

Before an internship can start, it must first be approved by the Faculty. This means that, before the student starts the internship, it must have been approved by the Board of Examiners of the student's main study programme. The Board of Examiners assesses the suitability of the internship on the basis of an internship plan that is approved by the internship lecturer (from one of the Faculty of Humanities study programmes) and the internship supervisor (from the internship organisation) and that has been submitted to the Faculty's internship coordinator for advice. This internship plan is formulated according to the faculty template. Once the internship plan has been approved, the internship lecturer is also appointed as the internship examiner. Within ten working days of receiving the internship plan, the Board of Examiners will reach a decision regarding approval. Between 1 July and 31 August, a maximum period of 30 working days applies.

## 7. Internship assignment

The internship assignment must be appropriate to the level of a bachelor's or (research) master's programme. This can be apparent, for example, from answering a research question during the internship, but also from e.g. carrying out activities, or drawing up a policy document or advisory report for which an academic level is desired. The internship assignment always leads to a final product.

## 8. Internship report and final product

The student concludes the internship with an internship report and a final product.

### *Internship report*

The internship report is a reflective report of the internship which includes the following components:

- a) A description of the activities during the internship;
- b) A description of the department and/or organisation;
- c) A reflection on the student's own learning process/ achievement of the predetermined (personal) learning objectives;

- d) A reflection on a) the student's own profile (knowledge, skills, competencies) in relation to the internship practice and on their own performance during the internship, and on b) motivation;
- e) A reflection on further education after graduating from the programme (note: only applicable to Bachelor's internships);
- f) A reflection on the internship in relation to preparation for the labour market/future career.

#### *Final product*

The final product is a direct result of the described internship assignment and is described in the internship plan. Any additional documents/products produced will be added to the final product. In the case of an intangible/immaterial final product (for example, a festival or conference), a separate report will be written on the nature and realisation thereof.

#### **9. Assessment**

The external internship supervisor provides the internal internship lecturer with input for the assessment using a standardised feedback form. The internship lecturer determines the final assessment of the internship on the basis of the following criteria:

- a) Preparation of the internship: the formulation of the internship plan and other preparatory activities;
- b) Functioning during the internship: primarily based on the assessment of the internship supervisor;
- c) Internship report: contents and quality of the internship report;
- d) Final product: the quality of the final product produced by the internship.

The student is required to at least obtain a pass for components b) and c) in order to successfully complete the internship. The final assessment is recorded on a standardised assessment form.

#### **10. Responsibilities**

The student is responsible for:

- a) Finding an internship position;
- b) Completing all required documents and obtaining all required approvals in timely fashion;
- c) Organising a visa and accommodation in case of an internship abroad.

The Programme Board are responsible for:

- a) Implementing the Faculty's internship policy;
- b) Any further required actions arising from these internship regulations.

The internship supervisor is responsible for:

- a) Assessing the internship plan prior to the internship;
- b) Supervising the student during the internship; in accordance with agreements in the internship plan;
- c) Giving interim feedback to the student about their performance;
- d) Providing input to the internship lecturer about the student's performance for the purposes of their assessment.

The internship lecturer is responsible for:

- a) Assessing the internship plan prior to the internship
- b) The overall supervision during the internship – in the Netherlands by means of a visit to the student and internship supervisor at the organisation providing the internship or by means of (a) video call(s); abroad by means of (a) video call(s) with the student and internship supervisor;
- c) Final assessment of the internship, partly based on the input of the internship supervisor.

The Board of Examiners are responsible for:

- a) The approval of the internship as described in the internship plan and the appointment of the internship lecturer as examiner of the internship.

The Career Service/faculty internship coordinator are responsible for:

- a) Supervising the correct implementation of the internship regulations and internship procedures;
- b) Giving advice on the internship plan;
- c) Where applicable, signing internship agreements (after approval of the internship plan).

## 11. Additional conditions

Degree programmes may impose additional conditions on compulsory internships or internships included in the curriculum as electives, as long as this is in line with faculty guidelines. Examples include:

- a) Maximising the study load (number of ECs) for compulsory internships or internships in the electives;
- b) Imposing an entry requirement, e.g. the student must have obtained a certain number of ECs or have passed a specific course or courses before starting the internship;
- c) Including a research component in the internship, or in addition to the internship (e.g., writing a research proposal);
- d) Setting requirements regarding the extent to which the internship should relate to the content of the programme;
- e) Implementing restrictions with regard to doing an internship at one of the faculty's institutes (whereby the internship activities can also be in the form of a paid student assistantship, for example).

If degree programmes choose to impose additional conditions on the internship, these will be included in the Prospectus. If an entry requirement is imposed regarding a certain number of ECs or specific courses to be completed, this is also specified in the programme-specific section of the Course and Examination Regulations (OER) (Art. 4.2). The degree programmes are responsible for ensuring that students are clearly informed about additional conditions.

## 12. Final Provisions

- a) These regulations may be cited as: *Internship regulations for Humanities bachelor's and master's programmes*.
- b) In cases for which these regulations do not provide, the Faculty Board will decide.

The [Faculty website](#) provides further practical information for students about finding and arranging internships.

# Appendix D - 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, like:

- Vwo (pre university education) examinations<sup>21</sup>:
  - 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.

Instead of vwo state examinations, successfully completed courses (in the cultural/humanities domain and/or in general academic skills) of the Open University (OU) may also qualify for the Colloquium Doctum. Candidates who want to use OU education for the entrance examination are requested to contact the programme in good time to find out which OU courses are eligible.

### *Candidates who have not completed a recognised Dutch hbo propaedeutic programme*

- 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;
- 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;
- 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;

Candidates must have successfully completed the required vwo state examinations before they can start with the bachelor's programme.

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<sup>21</sup> For further information on state examinations, see:  
[www.duo.nl/particulieren/staatsexamenkandidaat/u-doeet-staatsexamen-vo/aanmelden-staatsexamen-vo.asp](http://www.duo.nl/particulieren/staatsexamenkandidaat/u-doeet-staatsexamen-vo/aanmelden-staatsexamen-vo.asp).