



Universiteit Leiden

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

Valid as of 1 September 2023

These Course and Examination Regulations (henceforth the OER) have been drawn up in accordance with the Higher Education and Research Act (henceforth the Act) and the following Leiden University regulations:

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

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 Course and Examination Regulations and considers how much time it takes students to comply, for the purpose of monitoring and adjusting the study load. In accordance with Article 9.18 of the Act, the 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 faculty section that is the same for all master's programmes (this document)
- a section that contains information that is specific to a particular programme, known as the programme-specific section of the Course and Examination Regulations.

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

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## Chapter 1 General Provisions

### Article 1.1 Scope of the Regulations

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

African Studies	Latin American Studies (research)
African Studies (research)	Linguistics
Arts and Culture	Linguistics (research)
Arts and Culture (research) - <i>this programme is being phased out until 31 August 2024</i>	Literary Studies
Arts, Literature and Media (research)	Literary Studies (research) - <i>this programme is being phased out until 31 August 2024</i>
Asian Studies (60 EC)	Media Studies
Asian Studies (120 EC)	Middle Eastern Studies
Asian Studies (research)	Middle Eastern Studies (research)
Classics and Ancient Civilizations	Neerlandistiek/Dutch Studies
Classics and Ancient Civilizations (research)	North American Studies
European Politics and Society (joint degree)	Philosophy (60 EC)
History	Philosophy (120 EC)
History (research)	Religious Studies
International Relations	Russian and Eurasian Studies
Latin American Studies	

henceforth referred to as the programme.

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

### Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Board of Admissions: the Board established by the Faculty Board that has the duty of determining, with the application of the entry requirements referred to in Article 7.30b, (1) and (3) of the Act and the University Regulations for Admission to Master's Programmes, which applicants can be admitted to this Master's programme;
- b. Board of Examiners: the Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act;
- c. component: 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 examination: 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 [deeltentamen])

- 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 enrolment protocol containing specific and binding information concerning enrolment in components, examinations, and final examinations, established by the Executive Board ([enrolment protocol](#)). The enrolment protocol constitutes an integral part of these regulations, and is included as an appendix;
- k. examination: [tentamen]<sup>1</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. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examinations and final examinations;
- 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: [examen] the examinations associated with the components belonging to 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/reviewer 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;

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

- 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;
- q. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document;<sup>2</sup>
- r. Master's thesis: the account of one of the practical assignments provided for in u., which has come about in accordance with the provisions of appendix A (Master's Thesis Regulations);
- s. nominal duration of study: the study load in years of study as established in the Central Register of Higher Education Programmes;
- t. 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;
- u. 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;
- v. pre-master's programme opportunity to compensate for deficiencies in the context of a failure to meet the entry requirements as referred to in Article 7.30 E of the Act;
- w. 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;
- x. 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](#);

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<sup>2</sup> [Leiden Register of Study Programmes Framework Document](#)

- y. 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](#);
- 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<sup>3</sup> is applicable. The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which lecturers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2 The Code of Conduct on Remote Teaching applies<sup>4</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<sup>5</sup> are applicable. These regulations define what is considered appropriate use of ICT and internet and how monitoring and inspection takes place. The Regulations define which conduct is not tolerated and what consequences apply.

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.

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<sup>3</sup> [Leiden University Code of conduct on standards of behaviour between lecturers and students](#)

<sup>4</sup> [Code of Conduct on Remote Teaching](#)

<sup>5</sup> [Leiden University Regulations on ICT and Internet Use](#)

## Article 2.2 **Specialisations**

See the programme-specific section.

## Article 2.3 **Learning Outcomes**

See the programme-specific section.

## Article 2.4 **Structure of the Programme**

2.4.1 The programme offers full-time tuition.

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

- Arts and Culture
- Literary Studies: English Literature and Culture
- Literary Studies: French Literature and Culture
- Religious Studies

The part time tuition of the following programmes is being phased out:

- Philosophy (120 EC)

Students who have started the part time tuition of the programme Philosophy (120 EC) before 1 September 2020 will be allowed to complete their programme up until August 2024.

2.4.2 All part-time programmes are offered as a daytime programme.

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

## Article 2.5 **Study Load**

See the programme-specific section.

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

The programme starts on 1 September and 1 February of the academic year 2024-2025, with exemption of the following programmes, for which the starting date has been set only on 1 September:

- African Studies
- African Studies (research)
- Asian Studies (research)
- Asian Studies (120 EC)
- Classics and Ancient Civilizations
- Classics and Ancient Civilizations (research)
- History: specialisation Europaeum Programme European History and Civilisation
- Latin American Studies (research)
- Linguistics
- Media Studies
- Middle Eastern Studies
- Middle Eastern Studies (research)
- Religious Studies
- Russian and Eurasian Studies

In terms of regular courses, the programme is based on the university semester system and comprises 42 teaching weeks.

## Article 2.7 **Final Examination of the Programme**

The programme is concluded with a master's final examination.

## Article 2.8 **Language of Instruction**

See the programme-specific section.

## Article 2.9 **Quality**

The programme is accredited by the NVAO<sup>6</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 See the programme-specific section.

3.1.2 The Prospectus further specifies the actual structure of the programme, the study load, level<sup>7</sup>, the content, method of examination, and structure of the curriculum components.

## Article 3.2 **Optional Components**

3.2.1 Not applicable.

3.2.2 Not applicable.

3.2.3 Not applicable.

3.2.4 Students who are enrolled in the programme may assemble their own curriculum of components that are taught by an institution, as long as these are concluded with a final examination. 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 curriculum is considered to belong.<sup>8</sup> If necessary, the Executive Board appoints a Board of Examiners to take this decision.

## 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 students' workload for these practical assignments, and which practical assignments must be passed to gain admission to (other parts of) the examination. The Board of Examiners may exempt students from a practical assignments, in which case the Board chooses to apply alternative conditions.

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<sup>6</sup> <https://www.nvao.net/nl>

<sup>7</sup> In accordance with the 'abstract structure', as described in the Framework Document of the Leiden University Register of Study Programmes.

<sup>8</sup> In accordance with Article 7.3j of the Act ('free curriculum in higher education').

3.3.2 The Prospectus and Appendix A specify the scope and study load of the Master's Thesis/final programme assignment, and the requirements that the Master's Thesis/final programme assignment must meet.

## Article 3.4 **Taking part in Programme Components and Sitting Examinations**

### Article 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>9</sup>. Registration is possible up to fourteen calendar days before the start of the component, as stipulated in the Prospectus.

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 may apply for 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.

### Article 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 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.

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 or education-related meetings, including the feedback sessions after examinations (including examination

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<sup>9</sup> [Enrolment protocol for programme components and examinations at Leiden University](#)



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 recording 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, Final Examination and Further Education**

### **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 coronavirus 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>10</sup> and according to the protocol-associated faculty guidelines for the use of online proctoring<sup>11</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, provided that students are given the opportunity to resit and pass the component by means of an examination that is representative for the component. If applicable, this is specified in the Prospectus.

4.1.5 In accordance with Section 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 a master's programme, students may resit one examination that they passed, without prejudice to the power of the Board of Examiners to deviate from this stipulation in exceptional case 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

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<sup>10</sup> [Online proctoring protocol Leiden University](#)

<sup>11</sup> [Guide for the use of online proctoring – Faculty of Humanities](#)

referred to in the first sentence may consist of a number of constituent examinations. Registration of 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 examination
  - Practical assignments
  - 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 **Obligatory Sequence**

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

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

## Article 4.3 **Form of Examination**

4.3.1 The Prospectus states whether the examination or constituent examinations for a component will be in 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, (1)(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 before reaching a decision, as referred to in the Protocol on Studying with a Disability.<sup>12</sup>

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 this 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.

4.3.6 See the programme-specific section.

## 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.

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<sup>12</sup> [Protocol on Studying with a Disability](#)

## **Article 4.5 Rules and Regulations set by the Board of Examiners**

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

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

## **Article 4.6 Assessment**

4.6.1 The examiner determines the 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 examination 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 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 resit the relevant 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 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 result of the examination is not expressed as a number between 5.0 and 6.0.

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

4.6.6 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 Not applicable.

## **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 will act in accordance with the pertinent provisions in article 7.10 (4) of the Act.

4.7.3 The validity period referred to 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 Feedback Session**

4.8.1 Students are entitled to inspect and receive feedback on their graded examination within a maximum of 30 calendar days, following 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 is specified in the Prospectus or the digital teaching environment.

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

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 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**

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

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

## Article 4.10 **Final Examination**

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

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

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

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

4.10.5 This request must be submitted within 5 working days of the student receiving notification of 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 certificate in Latin.

## Article 4.11 **The Degree**

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

4.11.2 The degree certificate specifies which degree has been awarded.

## Article 4.12 **Degree Classification**

4.12.1 The student is awarded a degree classification for the final examination.

4.12.2 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. Components completed from other programmes, including components followed abroad, have to be approved by the Board of Examiners.

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

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

Master's degree programmes (one or two years)

- the weighted average for all components is 8.0 or higher.
- the grade for the Master's thesis is 8.0 or higher.
- the Master's final examination was passed within the nominal duration of study plus one year.

Research Master's degree programmes (one or two years) for students enrolling in the programme for the first time before September 2023

- the weighted average for all components is 8.0 or higher.
- the grade for the Master's thesis is 8.0 or higher.
- the Master's final examination was passed within the nominal duration of study plus one year.

Research Master's degree programmes (two years) for students enrolling in the programme for the first time from September 2023 onwards:

- the weighted average for all components is 8.0 or higher.
- none of the components was passed with a grade lower than 7.5.
- the grade for the Master's thesis is 8.0 or higher.
- the Master's final examination was passed within the nominal duration of study plus one year.

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

Master's degree programmes (one or two years)

- the weighted average for all components is 9.0 or higher.
- the grade for the Master's thesis is 9.0 or higher.
- the Master's final examination was passed within the nominal duration of study.

Research Master's degree programmes (one or two years) for students enrolling in the programme for the first time before September 2023

- the weighted average for all components is 9.0 or higher.
- the grade for the Master's thesis is 9.0 or higher.
- the Master's final examination was passed within the nominal duration of study.

Research Master's degree programmes (two years) for students enrolling in the programme for the first time from September 2023 onwards:

- the weighted average for all components is 9.0 or higher.
- none of the components was passed with a grade lower than 7.5.
- the grade for the Master's thesis is 9.0 or higher.
- the Master's final examination was passed within the nominal duration of study.

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average 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 thesis and any other relevant exceptional circumstances.

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

#### Article 4.13 Further Education

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

## Chapter 5 Admission to the Programme as of September 2024 or February 2025

#### Article 5.1 Confirmation of Admission

5.1.1 The Faculty Board provides confirmation of admission if the student meets the entry requirements specified in Articles 5.2 or 5.3. If the Executive Board has determined a maximum number of students for the programme, a confirmation of admission will be issued if the student meets the entry requirements and this maximum number is not exceeded. If admission is on the basis of article 5.2.1, the confirmation of registration is also confirmation of admission.

5.1.2 Confirmation of admission must be requested according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>13</sup>

#### Article 5.2 Admission to the Programme

See the programme-specific section.

#### Article 5.3 Deficiencies

5.3.1 Holders of an academic bachelor's degree from a research university, a related university bachelor's diploma as referred to in 5.2.1, point b, or an equivalent diploma with no more than 15 EC of deficiencies, may be admitted to the programme as long as it may reasonably be expected that they will meet the entry requirements within a reasonable period of time.

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

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<sup>13</sup> The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by degree on 20 December 2005 and 6 March 2007; it can be found on the following website: [Regulations for Admission to Master's Programmes.](#)

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

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

#### **Article 5.4 Pre-Master's Programmes**

See the programme-specific section.

## **Chapter 6 Student Counselling and Study Advice**

### **Article 6.1 Student Progress Report**

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

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

### **Article 6.2 Introduction and Student counselling**

The department is responsible for the introduction and student counselling.

### **Article 6.3 Supervision of the Master's Thesis/final programme assignment**

6.3.1 Not applicable. See Appendix A.

6.3.2 Not applicable. See Appendix A.

### **Article 6.4 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 programme 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 6.5 Disability or Chronic medical condition**

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition. The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the components or the programme itself<sup>14</sup>.

### **Article 6.6 Study and Internships Abroad**

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

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<sup>14</sup> [Protocol on studying with a disability](#)

## **Chapter 7 Evaluation of the Programme**

### **Article 7.1 Evaluation of the Programme**

See the programme-specific section.

## **Chapter 8 Final Provisions**

### **Article 8.1 Amendments**

8.1.1 Amendments to these regulations are 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 which 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 is responsible for publishing these regulations, Rules and Regulations established by the Board of Examiners, and any amendments to these articles via the University website.

### **Article 8.3 Term of Application**

The OER apply for the duration of one academic year.

### **Article 8.4 Entry into Force**

These regulations enter into force on 1 September 2023.



# Appendix A – Master’s Thesis Regulations

## Article 1. General terms

The thesis is a written report of research which the student has carried out under supervision by a lecturer but with a high degree of independence. The thesis must give insight in the student’s ability to:

- a. independently formulate a research question which displays insight into the methodological principles, central issues and state of the art of their field of research;
- b. independently formulate a realistic research plan which fulfills the criteria set in the relevant field of research;
- c. critically and analytically report on existing academic debates and propose creative solutions based on secondary literature;
- d. apply the more complex concepts/methods of their field to a corpus of primary source material (whether existing or collected during the student’s own research);
- e. formulate ideas clearly and correctly.

In principle, a Research Master’s thesis must be of sufficient quality (possibly in modified form or size) to be published in an academic journal in the relevant field.

## Article 2. Scope

The master’s thesis has a study load of at least 20 credits. The research master’s thesis has a study load of 30 credits. A thesis seminar or tutorial can be part of the aforementioned credits. The scope of the thesis generally corresponds to a maximum of 1000 words per credit, including notes, bibliography and appendices. If the Programme wishes to deviate from this, this information is included in the Prospectus.

## Article 3. Double thesis

For the conditions that apply to write a combined thesis for multiple master’s programmes see article 4.11 of the Rules and Regulations set by the Board 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 2.8 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. Supervision

1. The Programme is responsible in the early stages of the proceedings for putting the student in contact with a lecturer who will supervise his or her thesis. This should preferably take place upon commencement of the study programme. This lecturer (the supervisor) must be an expert in the field of research covering the thesis topic.
2. In consultation with the supervisor, the student formulates a thesis plan. If deemed necessary by the programme, the plan can be brought to the attention of the Examination Board.
3. The Board of Examiners appoints the supervisor as first reader/reviewer of the master’s thesis. Details about the procedure for appointing the first reader/reviewer are available in the course description of the master’s thesis in the Prospectus for each Programme.
4. 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.
5. If, in the course of supervision, problems should occur between the student and his or her supervisor(s), the Board of Examiners – having heard the parties – will decide upon the continuation of the supervision process.

## **Article 6. Assessment**

1. The student submits the final version of the thesis by email to the supervisor/first reader and the second reader with a carbon copy to the email address [Mathesis@hum.leidenuniv.nl](mailto:Mathesis@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. In the student's second semester (60 EC master) and fourth semester (120 EC master) the Programme Board, without prejudice to the rights of the Board of Examiners, sets two deadlines for submission of the thesis. So that, in case of an insufficient grade, the student is enabled 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 said semester, 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. A 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. the originality of the research question and the manner in which it has been put into practice;
  - b. the critical analysis of secondary literature;
  - c. the critical analysis of source materials;
  - d. language use, structure and style;
  - e. the degree of independence displayed during the research and supervision process.
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. Should the nature or contents of the thesis make such a step desirable, a second reviewer can be appointed from experts outside the Programme. The second reviewer will assess the final version of the thesis. The second reader has not been involved in the supervision.
6. The second reviewer will give an assessment of the thesis, based on the assessment criteria established for the master's thesis. The final grade of the thesis is determined by the first reviewer in consultation with the second reviewer, and 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 not be registered unless the student has uploaded the final, assessed version of the thesis into 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, so it is clear that the thesis must be retaken.

## **Article 7. Appeals**

The student can appeal against the assessment of their thesis to the Examinations Appeal Board. For more information, please contact the Administrative Secretary of the Board of Examiners and/or the study advisor.

## **Article 8. Fraud, plagiarism, copyright<sup>15</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 texts / constructions from other authors, including fellow students, without indicating this with quotation marks and without mentioning the source (plagiarism);
  - b. having a text, or part of a text, composed by another person or other persons;
  - c. inventing research data;
  - d. using his or her own work without a reference (self-plagiarism).

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<sup>15</sup> See also the [Regulations on Plagiarism](#) of Leiden University

2. Any instance of fraud (and the suspicion of fraud) will be reported to the Board of Examiners by the reader who discovers this. The other reader will also be informed. For the 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 9. Final Provisions**

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

## Appendix B – General Academic Skills

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

### I Elementary research skills, including heuristic skills

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

### II Written presentation skills

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

### III Oral presentation skills

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

### IV Learning skills

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

# Appendix C – Internship Regulations

## 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.