



Universiteit Leiden

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

## Valid as of 1 September 2017

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.

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 department learning and teaching committee is assigned the task of annually assessing the implementation of the OER.

These Course and Examination Regulations are divided into two sections:

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

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

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# Chapter 1 General Provisions

## Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the Bachelor's programmes:

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

henceforth referred to as the programme.

Full-time programmes being phased out (ending date 31 August 2018):

Hebrew and Jewish Studies  
Islam Studies  
Theology (full-time and part-time)  
Islamic Studies (full-time and part-time)

Part-time programmes being phased out:

Islam Studies (ending date 31 August 2018)  
Theology (ending date 31 August 2018)  
History (ending date 31 August 2019 )

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

## Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Bachelor's thesis                      The account of one of the practical exercises provided for in q., 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:                                  a unit of study in the programme, as defined in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is associated with an examination;
- d. credit    The unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study;
- e. degree classification:                      further degree classification by the Board of Examiners;
- f. EC(TS)    European Credit (Transfer System);
- g. e-Prospectus:                                  the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- h. examination:  
    [tentamen]<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). An examination may consist of several constituent examinations. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination;
- i. examiner:                                      the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- j. final examination:  
    [examen]                                      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;
- k. first/second reader                          the first or second examiner to read and assess the thesis/final paper/final report. The first reader is also the supervisor;
- l. 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;
- m. 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>

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<sup>1</sup> The rules and regulations can be consulted on <https://www.medewerkers.universiteitleiden.nl/onderwijs/kwaliteit-en-integriteit/examencommissies/examencommissies/geesteswetenschappen/fgw-bestuur-bureau?cf=geesteswetenschappen#tab-2>

<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*'.

<sup>3</sup> The framework document *Leids Universitair Register opleidingen* [Leiden Register of Programmes] can be found on the following website <https://www.staff.universiteitleiden.nl/education/profiling/degree-programmes/leids-register-educations/humanities/fgw-board-office?cf=humanities>

- n. nominal duration of study      the study load in years of study as established in the Central Register of Higher Education Programmes;
- o. 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;
- p. practical:                                a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (d), of the Act, that takes one of the following forms:
- writing a thesis/final paper/final report,
  - writing a paper or creating an artistic work,
  - carrying out a research assignment,
  - participating in fieldwork or an excursion,
  - completing an internship, or
  - participating in another educational activity aimed at acquiring particular skills;
- q. Pre-University College:              a teaching programme offered by Leiden University to selected pupils in the fifth and sixth grades of secondary education (VWO);
- r. 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;
- s. 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;
- t. student:                                  a person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations associated with the programme;
- u. the Act:                                    the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- v. working day:                              Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;

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

### **Article 1.3      Codes of conduct**

1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and 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.

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

1.3.2. The Leiden University Regulations on ICT and Internet Use are applicable.<sup>5</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.

## Chapter 2 Description of the Programme

### Article 2.1 Objectives of the Programme

See the programme-specific section.

### Article 2.2 Specialisations

See the programme-specific section.

### Article 2.3 Learning outcomes

See the programme-specific section.

### Article 2.4 Structure of the programme

2.4.1 The programme offers full-time tuition.

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

- Art History
- English Language and Culture
- French Language and Culture
- History (being phased out; ending date 31 August 2019)
- Islam Studies (being phased out; ending date 31 August 2018)
- Philosophy
- Religious Studies
- Theology (being phased out; ending date 31 August 2018)

2.4.2 The part-time programmes French Language and Culture, History, Islam Studies, Theology and Religious Studies are offered as a daytime programme; the part-time programmes Art History, English Language and Culture 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

See programme-specific section.

### 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

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

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

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

2.7.2 The description of the components belonging to a particular minor can be found in the e-Prospectus.

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

The final examination for the bachelor's degree can only be taken after the propaedeutic examination has been passed. Exception is the programme International Studies, in which only the final examination for the bachelor's degree programme can be taken.

### **Article 2.9 Language of Instruction**

See the programme-specific section.

### **Article 2.10 Quality**

The programme is accredited by 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 3.1 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 The e-Prospectus further specifies the actual structure of the programme, i.e. the study load, level,<sup>7</sup> content 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 and 3.1.2, the department gives students a choice of optional subjects worth a total study load of 30 credits. Students may only follow these components once they have passed the first-year (propaedeuse) phase.
- 3.2.2 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.
- 3.2.3 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.
- 3.2.4 Students may not use components that they follow within the scope of the Honours College as optional components.
- 3.2.5 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

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<sup>6</sup> The Accreditation Organisation of the Netherlands and Flanders

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

Examiners also indicates to which University programme the programme is considered to belong<sup>8</sup>. If necessary, the Executive Board appoints a Board of Examiners to take this decision.

- 3.2.6 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 Practicals**

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

### **Article 3.4 Sitting examinations and taking part in programme components**

- 3.4.1 Students who wish to sit an examination must register no later than ten days before the date of the examination, following the procedure applicable.
- 3.4.2 Students are allocated to programme components in order of registration. Students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme, provided that they register in good time.
- 3.4.3 Students may only take certain components once they have passed the examination of a preceding component. The e-Prospectus specifies the components to which this condition applies.

### **Article 3.5 Distribution of study materials**

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

## **Chapter 4 Examinations and Final Examinations**

### **Article 4.1 Frequency of examinations**

- 4.1.1 Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of resit for practicals.
- 4.1.2 If a component comprises a practical, students may only sit the examination as referred to in 4.1.1 if they have passed the practical, unless the Board of Examiners decides otherwise.
- 4.1.3 Not applicable.
- 4.1.4 In accordance with Article 7.13 (2) (h) of the Act, the e-Prospectus specifies the dates of the examinations.
- 4.1.5 Not applicable

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

- 4.1.6 Contrary to the provisions of Article 4.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.
- 4.1.7 If a student has passed an examination (or the whole of constituent examinations of a component), the student may resit the examination under the following conditions. The highest mark will be considered as the examination result.
- The student will use the second examination occasion, scheduled in the same academic year, referred to in 4.1.1.<sup>9</sup>
  - If the second examination occasion consists of one or more constituent examinations each constituent examination maintains its original weighting factor.
  - A student can use this opportunity for a maximum of three components in each programme in which (s)he is enrolled.
  - Resitting examinations or constituent examinations consisting of projects, thesis, presentation and/or internships is not permitted.
  - If a student resits an examination that he had already passed in other occasions than previously mentioned and without the permission of the Board of Examiners, the result of the last sitting will not be assessed.

#### **Article 4.2 Compulsory sequence**

- 4.2.1 The e-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 e-Prospectus states whether an examination or constituent examination for a component take the form of a written, oral or other test.
- 4.3.2 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty 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>10</sup>.
- 4.3.3 In special cases, the Board of Examiners may, at the request of the student and within the scope of the OER, permit a student to sit an examination in another manner than specified in the e-Prospectus.
- 4.3.4 Examinations are held in the language(s) of instruction for this programme that are specified in the OER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.

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<sup>9</sup> In case the student does not pass the exam at the first examination occasion but at the second examination, he will not be able to resit the exam.

<sup>10</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/protocol-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 objects.

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

- 4.5.1 In accordance with Article 7.12b (3) of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in the event of fraud.<sup>11</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 mark immediately after an oral examination has been conducted. The student is informed of this through the University study progress system.
- 4.6.2 The examiner marks any written examination or constituent examination within 15 working days of the day on which the examination or constituent examination was taken, and informs the departmental office of the result by entering this into the University study progress system. The student is informed of this through the University study progress system. The time between notifying the student and the resit is at least five working days. If the period between informing the departmental office about the examination result and the resit is shorter than the time in which students need to register for the resit (as referred to in article 3.4.1), the student who wishes to take part in the resit, needs to register within two working days at the departmental office.
- 4.6.3 If the examiner is unable to comply with the period of 15 working days specified in Article 4.6.2, the student is notified accordingly through Blackboard and in a personal mail to the student's u-mail address before this term expires. This notification includes the (latest) date by which the student will be informed of the result.
- 4.6.4 The examination result will be expressed as a whole number or a number to a maximum of one decimal place up to and including 1.0 and 10.0. The result is not expressed as a number between 5.0 and 6.0.
- 4.6.5 The examination result is considered to be a pass if it is 6.0 or higher.
- 4.6.6 If students must complete a practical to be permitted to sit an examination, the Board of Examiners may decide that students have passed the examination once they have passed the practical.
- 4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

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<sup>11</sup> The rules and regulations can be consulted on <https://www.medewerkers.universiteitleid.nl/onderwijs/kwaliteit-en-integriteit/examencommissies/examencommissies/geesteswetenschappen/fgw-bestuur-bureau?cf=geesteswetenschappen#tab-2>

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 Rules and Regulations of the Board of Examiners.

#### **Article 4.7 Length of validity of examinations**

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

#### **Article 4.8 Inspection and final evaluation**

- 4.8.1 Students are entitled to view their marked examination within a period of 30 days following the publication of the results of a written examination.
- 4.8.2 Within the period referred to in 4.8.1, students may inspect the examination questions and assignments, as well as the marking schemes used to mark the examination.
- 4.8.3 The time and manner of the feedback session on the examination is specified in the e-Prospectus.
- 4.8.4 The Board of Examiners is authorised to decide whether the viewing of the examination papers and the feedback session are to be collective or individual.
- 4.8.5 The examiner determines where and when the viewing of the examination paper and the feedback session will take place.
- 4.8.6 Students who are unable to attend the 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 practicals**

- 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 examinations or practicals if the student:
- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
  - has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the component in question, or
  - has passed Pre-University College, in which case, the Board of Examiners determines the component(s) for which the exemption is granted.
- 4.9.2 If the exemption concerns the components that belong to a minor, the Board of Examiners responsible first consults the Board of Examiners of the programme that provides the minor before deciding whether to grant an exemption.
- 4.9.3 If the exemption concerns components that belong to the core faculty curriculum (Area Studies, Introduction to Religious Studies, Introduction to Historical Studies, Introduction to Literary Studies, Introduction to Linguistics, Philosophy of Science, World Art Studies) the responsible

Board of Examiners will only decide whether to grant an exemption after hearing the lecturer who gives the component in question.

#### **Article 4.10 Final examination**

- 4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.
- 4.10.2 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.
- 4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the programme or specialisation was delivered by Leiden University.
- 4.10.4 Pursuant to the regulations referred to in Article 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone graduation, as long as the student has not exceeded the maximum period of enrolment of four years for the programme in question.
- 4.10.5 This request must be submitted within five working days of the student receiving notification of his or her final examination results. In the request the student must indicate when he or she wishes to receive the degree certificate.
- 4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.
- 4.10.7 A supplement in Dutch and /or in English that conforms to the standard European Diploma Supplement format 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 mark for the final examination.
- 4.12.2 The mark for the final examination is based on the weighted average of the marks obtained for all examinations that form part of the final examination, with the exception of the examinations for which an exemption was granted or examinations for which the student only obtained a proof of attendance.
- 4.12.3 The weighted average of all marks is determined by multiplying the number of ECTS credits for each component by the mark awarded for this component, adding these together and then dividing the result by the number of credits earned.

4.12.4 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and 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 mark for the Bachelor’s thesis is 8.0 or higher;
- the Bachelor’s final examination was passed within the nominal duration of study plus one year;
- All components of the programme were completed with a minimum mark of 6.0.

For the propaedeutic examination (not applicable to International Studies):

- the weighted average for all components is 8.0 or higher;
- the propaedeutic examination was passed within a year for full-time programmes, for part-time programmes within six 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 mark for the Bachelor’s thesis is 9.0 or higher;
- the Bachelor’s final examination was passed within the nominal duration of study plus one year;
- All components of the programme were completed with a minimum mark of 6.0.

For the propaedeutic examination (not applicable to International Studies):

- the weighted average for all components is 9.0 or higher;
- the propaedeutic examination was passed within a year.

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

## **Chapter 5 Access and Admission to the Programme**

### **Article 5.1 Direct Admission**

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

5.1.2 The regulations regarding admission to the programme are established in the Enrolment Regulations of Leiden University.<sup>12</sup>

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<sup>12</sup>[The Enrolment Regulations of Leiden University.](#)

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

## **Article 5.2 Admission**

### **5.2.1 Admission with propaedeuse from a university of applied sciences**

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

### **5.2.2 Equivalent qualifications**

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

### **5.2.3 Further prior education requirements and deficiencies**

5.2.3.1 In accordance with the Regulations of the Minister of Education, Culture and Science of 3 April 2014, no. 540459 regarding admission to higher education, the following additional entry requirements apply.<sup>13</sup>

*Programme:*

Greek and Latin Language and culture:

*Required qualifications:*

Pre-university (VWO) final examination, which includes the Greek or Latin examination.

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

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

### **5.2.4 Dutch and English languages**

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

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<sup>13</sup> [Regulations of the Minister of Education, Culture and Science of 3 April 2014 pertaining to admission to higher education.](#)

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 In contradiction to what is stated above, a sufficient command of the Dutch language is not required for the following (specialisation) programmes:

- Art History: specialisation Arts, Media and Society
- Dutch Studies
- 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 at the level IELTS 6.5/TOEFL 90/CAE, grade C **or** IELTS 7.0/TOEFL 100/CPE, grade C. Students with a Dutch VWO diploma, an English International Baccalaureate diploma, an EB (European Baccalaureate) diploma with English as language 1 or with an English diploma obtained in the US, Canada, New Zealand, Australia, Great Britain or Ireland are considered to have a sufficient command of the English language.

### 5.2.5 Entrance examination

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

## 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>14</sup>

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<sup>14</sup> [Leiden University Regulation on the Binding Study Advice](#)

### **Article 6.3 Study advice**

- 6.3.1 In their first year of enrolment, all students are provided with written 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 programmespecific section.
- 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 propaedeuse 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 thesis/final paper/final report**

- 6.4.1 The student draws up a plan for the final report together with the first reader, as referred to in 3.3.2. This plan is based on the study load for this component as specified in the e-Prospectus.
- 6.4.2 The plan referred to in 6.4.1 also specifies the frequency and manner of supervision.

### **Article 6.5 Professional sports**

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

### **Article 6.6 Disability or chronic medical condition**

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition.<sup>15</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.

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<sup>15</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/protocol-studying-with-a-disability>

## **Chapter 7 Evaluation of the programme**

### **Article 7.1 Evaluation of the programme**

The programme is evaluated as follows:

- course evaluations
- programme evaluation

## **Chapter 8 Final Provisions**

### **Article 8.1 Amendments**

8.1.1 Amendments to these regulations are implemented by a separate order of the Faculty Board with the prior consent of the Faculty Council.

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

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

### **Article 8.2 Publication**

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

### **Article 8.3 Term of application**

The OER applies for the duration of one academic year.

### **Article 8.4 Entry into force**

These regulations enter into force on 1 September 2017.

# Appendix A – General Academic Skills

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

## **I Elementary research skills, including heuristic skills**

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

## **II Written presentation skills**

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

## **III Oral presentation skills**

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

## **IV Collaboration and learning skills**

1. be sociable and communicative when working with others;
2. 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;
3. take on board the instructions and criticism of supervisors, and take previous instructions and criticism into account in new situations;
4. be able to make a realistic schedule and to stick to the agreed schedule and prioritisation.

## **Appendix B – Bachelor’s Thesis Regulations**

For the Bachelor’s Thesis Regulations of the Faculty of Humanities see:  
<http://hum.leidenuniv.nl/studenten/reglementen/regelingen-algemeen.html>.

# Appendix C - Colloquium Doctum Regulation

## *General Criteria*

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

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

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

- VWO state examinations<sup>16</sup>:
  - Dutch;
  - English;
  - German;
  - French;
  - History;
  - Social Studies;
  - Economics;
  - Geography;
  - Philosophy;
  - Mathematics (A, B, or C);
  - Classical Cultural Education.
- General pre-education courses without central written final examinations;
  - Subject cluster assignment.

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

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

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<sup>16</sup> For further information on state examinations, see:  
[www.duo.nl/particulieren/staatsexamenkandidaat/u-doet-staatsexamen-vo/aanmelden-staatsexamen-vo.asp](http://www.duo.nl/particulieren/staatsexamenkandidaat/u-doet-staatsexamen-vo/aanmelden-staatsexamen-vo.asp).

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

*Term*

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

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