

## **COURSE AND EXAMINATION REGULATIONS**

Valid from 1 September 2016.

Bachelor's programme Bestuurskunde

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

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

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

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## **Chapter 1      General Provisions**

### **Article 1.1      Scope of the regulations**

These regulations apply to the teaching and examinations in the Bachelor's programme Bestuurskunde, the pre-masters Management van de Publieke Sector and Public Administration/Crisis and Security Management and the electives that the Institute offers, henceforth referred to as the programme.

The programme is instituted in the Faculty of Governance and Global Affairs of Leiden University and, henceforth referred to as the Faculty, and is taught in The Hague by the following institute of Public Administration

### **Article 1.2      Definitions**

In these regulations the following definitions apply:

- a. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW);
- b. Board of Examiners: the Board of Examiners for the programme, established and appointed in accordance with Article 7.12a of the Act;
- c. component: a unit of study in the programme, as defined in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is associated with an examination;
- d. credit: the unit expressing the study load of a component. According to the ECTS, one credit equals 28 hours of study;
- e. degree classification: further degree classification by the Board of Examiners;
- f. ECTS: the European Credit Transfer System;
- g. e-Prospectus: the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- h. examination: an inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act) by at least one examiner appointed for this purpose by the Board of Examiners. An examination may consist of several constituent examinations;
- 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: the examinations associated with the components belonging to the programme or the propaedeuse, including a review to be carried out

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- by the Board of Examiners, as referred to in article 7.10, second paragraph, of the Act;
- k. first reader/supervisor: the first examiner to read and assess the thesis/final paper/final report;
- l. Leiden Register of Study Programmes: register of the programmes offered by Leiden University,<sup>1</sup> maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulation;
- m. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document;**Fout! Bladwijzer niet gedefinieerd.**
- 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 that makes it possible for students to (1) demonstrate that they have attained 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, second paragraph, in point (d), of the Act, that takes one of the following forms:
- writing a thesis,
  - 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;
- t. second reader/supervisor: the second examiner to read and assess the thesis/final paper/final

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<sup>1</sup>The Leiden Register of Study Programmes Framework Document can be found on the following website:  
<http://staff.leiden.edu/education/policy-regulation/leiden-register.html>

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- report;
- u. student: person enrolled at Leiden University in order to follow the courses and/or sit the examinations and final examinations associated with the programme;
- v. working day: Monday to Friday, excluding the official public holidays;

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>2</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 to each other and in which mutual acceptance and trust are important values.

1.3.2. The Leiden University Regulations on ICT and Internet Use<sup>3</sup> are also applicable. These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain which conduct is not tolerated and the consequences that apply.

1.3.3 Furthermore, the following faculty codes of conduct apply to the degree programme:

- Code of Conduct of the Faculty of Governance and Global Affairs<sup>4</sup>

## Chapter 2 **Description of the Programme**

### Article 2.1 **Objectives of the programme**

The programme has the following objectives:

The Bachelor's programme in Public Administration at Leiden University is a full-time academic programme. This means that the teaching and academic research are closely linked. The curriculum focuses on developing analytical skills and adopting an independent academic approach. It provides students with a broad knowledge of relevant public administration theories and insights alongside the knowledge and skills that enable them to understand issues that are relevant to society, and make recommendations on how to improve the practice of public administration. The Public Administration programme comprises two specialisations: Policy, Administration and Organisation (BBO) and Economics, Administration and Management (EBM). The programme has the following characteristics:

- The Institute of Public Administration considers public administration to be a separate discipline that focuses on the study of institutional arrangements for the provision of public services. Public administration in the wider sense is the main focus of study. Knowledge of

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<sup>2</sup><http://regulations.leiden.edu/education-students/code-of-conduct-on-standards-of-behaviour-between-lecturers-and-students.html> & <http://regulations.leiden.edu/university-management/regulations-for-the-use-of-university-buildings-grounds-and-other-facilities.html>

<sup>3</sup><http://regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html>

<sup>4</sup><http://fgga.leiden.edu/students/rules-regulations/code-of-conduct.html>

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different disciplines, such as economics, law, sociology and political science is integrated and applied in the study of public administration. This involves taking a theoretical empirical approach and employing methods and techniques from social sciences research.

- Classical and contemporary themes from public administration are at the heart of the curriculum. Attention is paid to the structure and functioning of various political public administration systems in an national and international perspective, the organisation and (financial) management of public administration, the relationship between public and private administration, (economic) policy issues and ethical and normative questions.
- The curriculum of the bachelor's programme considers the variety and complexity of public administration from a multi-level governance perspective, expressed in three essential characteristics: (1) Public administration is multi-actor in character. The programme therefore provides knowledge and an understanding of the interaction and division of roles between government (politics *and* public administration), semi-government, the private sector and society; (2) Public administration is multi-level in character. The programme therefore provides knowledge and understanding of various levels of administration, namely local, provincial, national and international as well as various levels within these; and (3) the variety and complexity of the social reality makes a multidisciplinary approach essential. The programme therefore provides knowledge and understanding of a wide range of different but related disciplines.
- The Public Administration programme seeks interaction between academic knowledge and professional practice. This means that students learn that important theoretical insights are relevant to everyday professional practice in the public sector.

### Article 2.2 **Specialisations**

The programme Bestuurskunde (Public Administration) has the following specialisations:

- Beleid, Bestuur en Organisatie (BBO) (Policy, Public Administration and Organisation)
- Economie, Bestuur en Management (EBM) (Economics, Public Administration and Management)

### Article 2.3 **Learning outcomes**

Graduates of the programme have attained the following learning outcomes, listed according to the Dublin descriptors:

#### a. Knowledge and understanding

1 Basic knowledge and understanding of the functioning of public administration and its surroundings, at both national and international level, with a focus on the role of public, semi-public and private actors.

2 Basic knowledge and understanding of methods, techniques and fundamental principles of social science research.

3 General knowledge and understanding of related academic disciplines, the insights of which are essential to understanding the functioning of public administration.

BBO

4 Basic BBO knowledge and understanding of the functioning of public administration and its surroundings in all their facets.

5 General BBO knowledge and understanding of related academic disciplines, the insights of which are essential to an integrative analysis of the functioning of public administration in all its facets.

EBM

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4 Basic EBM knowledge and understanding of the concepts of micro and macro-economy issues in the field of socio-economic policy funding and financial management of the collective sector and the economic analysis of European integration.

5 General EBM knowledge and understanding of the integrative analysis of economic public administration issues from the disciplines of Public Administration and Economics.

### b. Applying knowledge and understanding:

1 The ability to problematise in a critical and independent manner the functioning of public administration, taking as a starting point concrete societal issues from political and/or public administration practice at various levels of administration.

2 The ability to collect, organise and select literature on these issues; the insights from the main and related disciplines help determine what is a key issue here and what is less relevant and help formulate a research question.

3 The ability to collect and analyse data of limited complexity using research methods of a qualitative (document analysis, content analysis, semi-structured interviews) and/or quantitative (descriptive statistics, regression analysis) nature.

4 The ability to translate the results of empirical research into concrete solutions for the practice of public administration.

### c. Judgement

1 The ability to interpret, critically and independently, research results of limited complexity.

2 The ability to synthesis and integrate these into clear well-founded conclusions relating to both the subject matter and the methodology in order to answer the research question.

3 The ability to reflect from alternative and/or competing theoretical and/or methodological perspectives, including normative and ethical considerations.

### d. Communication

1 The ability to report the research results in writing and simplify this report into a text that is accessible to a wider professional public or an interested general public.

2 The ability to present research results audiovisually to a wider professional public.

3 The ability to work effectively with others.

### e. Learning Skills

1 The ability to work under time pressure and to use the time-on-task principle when planning.

2 The ability to begin a master's or other subsequent programme.

3 The ability to continue learning independently, in terms of both subject matter and planning and the necessary learning skills.

## Article 2.4 **Structure of the programme**

The programme offers full-time tuition.

## Article 2.5 **Study load**

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

## Article 2.6 **Start of the programme; uniform structure of the academic year**

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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:

- Public Administration: Multi-Level Governance
- Bestuurskunde: Openbaar Bestuur, Beleid en Management
  
- Safety, Security and Justice;  
N.B. this minor is organised in conjunction with Delft University of Technology. The OER for the Public Administration programme applies to this minor and the Board of Examiners below is responsible for it.

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

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

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

### Article 2.8 **Final examinations in the programme**

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

- a. the final examination for the propaedeuse
- b. the final examination for the bachelor's degree programme

If the programme has a final examination for the propaedeuse, students may only sit the final examination for the bachelor's degree programme once they have passed this.

### Article 2.9 **Language of instruction**

In line with the Code of Conduct on the Language of Instruction<sup>5</sup> the languages of instruction and examination in the programme are: Dutch and English. Students are expected to have an adequate command of the language(s) of instruction and examination of the programme, in accordance with the requirements stated in article 5.2.4. As appropriate, the faculty publishes OER in English for English-taught programmes.

### Article 2.10 **Quality**

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<sup>5</sup>The Code of Conduct on the Language of Instruction was adopted by the Executive Board on 28 May 2013 and can be found at: <http://regulations.leiden.edu/education-students/language-of-instruction.html>.

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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 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>, contents and structure of the components on the curriculum.

3.1.3. If there is a large discrepancy between the expected and actual student numbers for a component, the programme board reserves the right to adjust the working and assessment methods.

#### Article 3.2 **Optional components**

3.2.1 In addition to the components referred to in 3.1.1, students select internship or components from those on offer worth a total study load of 30 credits, of which at least 0 credits must be earned within their own programme or discipline. Students may choose optional components worth 30 credits (maximum 30 and minimum 15 credits in total). Students may only follow these components once they have passed the propaedeuse.

3.2.2 The Board of Examiners must approve the student's selection of components or internship. 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 15 or 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, student may 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 can assemble their own programme of components that are taught by the institution as long as a final examination is associated with these. They will require the permission of the most appropriate Board of Examiners. When granting such permission, the Board of Examiners also indicates to which University programme the programme is considered to belong.<sup>8</sup> If necessary, the Executive Board appoints a Board of Examiners to take this decision.

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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 referred to in the Leiden Register of Study Programmes Framework Document.

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



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3.2.6 Contrary to Article 3.2.2, students may not choose the following minor programmes at Leiden University, Delft University of Technology or Erasmus University Rotterdam because their content is similar, fully or in part, to compulsory components in the programme:

- Public Administration: Multi-Level Governance, Leiden University
- Bestuurskunde: Openbaar Bestuur, Beleid en Management, Leiden University
- For students following EBM: Economie en Beleid, Leiden University
- Beleid en Management in de Publieke Sector Rotterdam, Erasmus University
- International and European Politics, Erasmus University

3.2.7 If fewer than eight students participate in a non-compulsory component (elective), the programme board may decide not to offer this course or to offer it in another form; the students will then be offered an alternative.

### 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 grant a student exemption from a practical, in which case the Board may choose to apply alternative conditions.

3.3.2 The e-Prospectus specifies the scope and study load of the bachelor's thesis, and the requirements that the bachelor's thesis must meet.

### Article 3.4 **Allocation to components**

Students are allocated to components in order of registration, on the provision that students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme. Students may only take certain components once they have passed the examination of a preceding component. The programme-specific section of the OER or 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 recording 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' own 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 the resit for practicals.

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

4.1.3 If the mark for a component comprises the results from several constituent examination, it is possible to depart from the number of examinations and resits referred to in 4.1.1, on the condition that the student is at least given the opportunity to pass the component in a resit that is representative of this component. If this is applicable, this is stated in the e-Prospectus.

4.1.4 In accordance with Article 7.13, second paragraph under (h) of the Act, the e-Prospectus specifies the dates of the examinations.

4.1.5 The following condition applies to admission to a resit: the examination result must be no lower than 3.0 for the first mandatory opportunity. The Board of Examiners may apply other conditions to admission to a resit; these will be specified in the Rules and Regulations of the Board of Examiners.

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 linked to a given component but nevertheless resits this examination without the permission of the Board of Examiners the result of the last sitting will not be assessed.

### Article 4.2 **Obligatory sequence**

4.2.1 The e-Prospectus specifies whether there are any examinations that students may not sit until 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 the constituent examinations for a component will take the form of a written, oral or other examination.

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, as referred to in the Protocol on Studying with a Disability, before reaching a decision.

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.

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

### Article 4.4 **Oral examinations**

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

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

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

4.5.1 In accordance with Article 7.12b, third paragraph, of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in this respect. These are specified in the Rules and Regulations of the Board of Examiners.

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 provides the departmental office with the information necessary to provide the student with electronic notification of the examination results. The student is informed of this through the University study progress system.

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 within the specified term. The student is also informed of the relevant procedure in such cases.

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 will not be expressed as a number between 5.0 and 6.0. Further provisions relating to how a result is expressed can be found in the Rules and Regulations.

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

4.6.6 If students have to complete a practical in order to be permitted to sit an examination, the Board of Examiners may decide that they have passed the examination once they have successfully completed 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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4.6.8 The Board of Examiners may draw up regulations that specify the conditions under which it may exercise its authority as specified in Article 7.12b, third paragraph, of the Act to determine whether every examination needs to be passed and/or under what conditions the results of constituent examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

### Article 4.7 **Validity of results**

4.7.1 Every examination and exemption granted in the propaedeuse is valid for four years, unless the propaedeutic examination has been passed, in which case Article 4.7.2 applies.

4.7.2 The propaedeutic examination is valid indefinitely.

4.7.3 Every examination and exemption granted in the post-propaedeuse is valid for a minimum of four years.

4.7.4 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 for a period to be specified by the Board itself.

4.7.5 The validity period referred to in paragraphs 1 and 3 starts on 1 September of the academic year following that in which the mark was obtained or the exemption granted.

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

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

4.8.2 During 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 Students may request a feedback session on the marked examination. The opportunity for this is announced together with the examination results.

4.8.4 The Board of Examiners is authorised to decide whether the feedback session takes place in a group or individually.

4.8.5 The Board of Examiners determines where and when the feedback session takes place.

4.8.6 Students who are unable to attend the feedback session referred to in paragraph 4.8.3 due to 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:

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- 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 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.

### 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 jointly by Leiden University.

4.10.4 Pursuant to the regulations referred to in Article 7.11, third paragraph, 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 rejecting it would result in a considerable injustice.

4.10.7 A supplement in Dutch 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 also 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 Science 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**

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

4.12.2 The final mark 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:

For the bachelor's final examination:

- the unrounded 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 four academic years;
- all components of the bachelor's programme have been completed with a mark of at least 6.0.

For the propaedeuse examination:

- the unrounded weighted average for all components is 8.0 or higher;
- the propaedeuse examination was passed within a year;
- all components of the bachelor's programme have been completed with a mark of at least 6.0.

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:

For the bachelor's final examination:

- the unrounded 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 three academic years;
- all components of the bachelor's programme have been completed with a mark of at least 7.0
- none of the components may have been a resit.

For the propaedeuse examination:

- the unrounded weighted average for all components is 9.0 or higher;
- the first-year examination was passed within a year;
- all components of the bachelor's programme have been completed with a mark of at least 7.0
- none of the components may have been a resit.

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 grades stipulated in the fourth and fifth paragraphs above. This may involve such considerations as the student's development throughout his or her study programme, any exceptional performances on the part of the student in completing the final paper or thesis and any other relevant exceptional circumstances.

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4.12.7 If a student has been subject to disciplinary measures as a result of irregularity, fraud or plagiarism, he or she is not awarded a distinction.

### **Chapter 5 Admission to the Programme 2017–2018**

#### **Section 5.1 Direct Admission**

##### **Article 5.1 Direct Admission**

5.1.1 Direct admission to the programme is granted to any person who meets the requirements set out in Articles 7.24 and 7.25 of the Act, under the assumption that for the LUC, pursuant to Article 6.7 of the Act, the person must also meet the selection requirements included under Articles 5.3.2 and 5.3.3.

5.1.2 The regulations regarding admission to the bachelor's programme are established in the Enrolment Regulations of Leiden University.<sup>9</sup>

5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its powers under Article 7.28, first paragraph, second and third sentence, of the Act.

#### **Section 5.2 Admission**

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

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, first paragraph, of the Act or of a diploma that is considered on the grounds of the second paragraph to be at least equal to such a diploma either by virtue of the Ministry Regulations or by the Executive Board: is granted admission to the propaedeuse of the programme.

##### **Article 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.

##### **Article 5.2.3 Further requirements and deficiencies**

5.2.3.1 In accordance with the Regulations of the Minister of Education, Culture and Science of 3 April 2014, nr. 540459 regarding admission to higher education, the following additional entry requirements apply: not applicable. Deficiencies in prior education in the subjects listed below can be compensated for by taking the relevant tests at the level of the required pre-university (VWO) final examination profile:<sup>10</sup>

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<sup>9</sup> <http://www.regulations.leiden.edu/education-students/regulations-students-registration-tuition-and-examination-fees.html>.

<sup>10</sup> <https://zoek.officielebekendmakingen.nl/stcrt-2014-11514.html>.

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Subject	Test
Not applicable	

5.2.3.2 The Board of Examiners determines how these tests are conducted.

5.2.3.3 If students can start the programme without having remedied a deficiency, please specify this here.

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

5.2.4.1 Holders of a diploma obtained outside the Netherlands meet the required adequate command of the Dutch Language if they have passed the examination TUL advanced or the Course: Dutch as a Second Language organised by Leiden University. An International School diploma or comparable international programmes provided in the Netherlands are considered to be diplomas obtained outside the Netherlands.

5.2.4.2 The Board of Examiners may, in special cases, grant exemption from the examination referred to in 5.6.1.

### Article 5.2.5 **Entrance examination**

The entrance examination as referred to in Article 7.29 of the Act applies to the following subjects at the level determined by the department:

Subject	Level
English	VWO <i>staatsexamen</i> Or IELTS 6.0 (academic modules)
Mathematics C	VWO <i>staatsexamen</i>
Dutch	VWO <i>staatsexamen</i>
History	Oral

Prior to the *staatsexamen*, applicants must attend a meeting with a study adviser to discuss their suitability and motivation.

### Article 5.3 **Selection for the programme** *Not applicable*

#### Article 5.3.1 **Confirmation of admission**

The Faculty Board confirms the student's admission if he or she meets the selection requirements specified in Article 5.3.2 insofar as the maximum number of students that may be enrolled in the programme has not been exceeded.

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

### Article 6.1 **Student progress report**

6.1.1 The departmental 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.



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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 relevant to the programme or recognised by the Executive Board in which they intend to participate.

### Article 6.2 **Introduction and student counselling**

As referred to in the Regulation on the Binding Study Advice,<sup>11</sup> 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.

### 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 *Not applicable*

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 bachelor's 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 bachelor's thesis**

6.4.1 The student draws up a plan for the bachelor's thesis, as referred to in 3.3.2., together with the supervisor referred to in 3.3.2. This plan is based on the study load specified in the e-Prospectus for this component.

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

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<sup>11</sup> <http://www.regulations.leiden.edu/education-students/regulation-on-the-binding-study-advice.html>

condition.<sup>12</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. The department takes the individual disability or chronic medical condition of the student into consideration here but also takes into consideration the learning outcomes of the programme and the proportionality of the possible adjustments.

#### Article 6.7      **Study and internships abroad**

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

### **Chapter 7      Transitional Provisions**

#### Article 7.1      **Provisions concerning students already enrolled in the programme**

7.1.1    As of 1 September 2012, the OER apply for the duration of one year for students who enrol for the first time in the programme.

7.1.2    Not applicable

7.1.3    For students who first enrolled in the programme before 31 August 2012, the Board of Examiners determines that an OER is applicable which applied in any year no longer than five years before the date on which these regulations entered into force. A particular OER may be selected at the request of the student.

7.1.4    If components as referred to in Articles 3.1.1 and 3.2 of the OER that are applicable pursuant to 7.1.1, 7.1.2 and 7.1.3 are no longer offered, the Board of Examiners specifies alternative components. These may be components that are offered by another institution.

### **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 which 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.

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<sup>12</sup> <http://www.regulations.leiden.edu/education-students/protocol-on-studying-with-a-disability-at-leiden-university.html> .

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Article 8.2      **Publication**

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

Article 8.3      **Entry into force**

These regulations enter into force on 1 September 2016.