



Universiteit Leiden

# Course and Examination Regulations

Valid from 1 september 2012

## Master's Programme Crisis and Security Management

These course and examination regulations have been drawn up in accordance with Section 7.13 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*) (henceforth the Act) and additional quality marks as set out in the framework document Leiden University Register of Study Programmes [*Leids universitair register opleidingen*].

Pursuant to Section 7.14 of the Act the faculty board regularly evaluates the course and examination regulations and assesses, for the purpose of monitoring and, if necessary, adjusting the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act, the department teaching committee is assigned the task of annually assessing how the course and examination regulations are implemented.

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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 master's degree programme Crisis and Security Management, hereinafter referred to as the programme. The programme is instituted in the Faculty Campus The Hague of Leiden University, hereinafter referred to as: the faculty.

### Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Admissions Board: The Board, appointed by the Faculty Board, which has as its task, by applying the entry requirements, specified in these regulations and in accordance with the number specified by the Executive Board pursuant to Section 7.30a (3) under (b) of the Act, to assess which applicants will be granted admission to the master's programme;
- b. Board of Examiners: The Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- c. Component: A study unit of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. Every component involves an end-of-course examination;
- d. Credit: The unit expressing the course load of a course component pursuant to the Act. According to the ECTS one credit equals 28 hours of studying;
- e. ECTS: The European Credit Transfer System;
- f. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- g. Examination [*tentamen*]: An evaluation of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof, in accordance with Section 7.10 of the Act, by at least one examiner appointed for this purpose by the Board of Examiners. An examination can consist of more than one component;
- h. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- i. Final examination [*examen*]: The interim examinations [*tentamens*] linked to the components of the programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (1) of the Act carried out by the Board itself;
- j. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register<sup>1</sup> of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Article 7 of the Executive and Management Regulations;
- k. Level: The level of a component according to the abstract structure as defined in the framework document of the Leiden University Register of Study Programmes;<sup>1</sup>
- l. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
  - the writing of a thesis,
  - the writing of a paper, the design and implementation of a project, or

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<sup>1</sup> The framework document *Leids universitair register opleidingen* [Leiden University Register of Study Programmes] can be found at the following website: [www.onderwijs.leidenuniv.nl/onderwijsbeleid](http://www.onderwijs.leidenuniv.nl/onderwijsbeleid)

- the creation of a technological design,
  - the implementation of a research assignment,
  - the participation in fieldwork or an excursion,
  - the completion of a traineeship, or
  - the taking part in another educational activity aimed at acquiring particular skills;
- m. Programme: A coherent set of components, aimed at the realisation of well-defined goals in the area of knowledge, understanding and skills that a graduate of the programme is supposed to have acquired. Each programme ends with a final examination.
- n. Student: a person registered with Leiden University for the purpose of taking courses, and/or the sitting of examinations and the taking of examinations of the programme;
- o. The Act: The Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW).
- p. Working day: Monday to Friday, excluding public holidays.

Other terms have the meaning assigned to them in the Act.

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

- 1.3.1 The Code of Conduct for Teachers and Students in ICT-supported Education,<sup>2</sup> as well as (additional) faculty codes of conduct, apply to the programme and its courses.
- 1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students<sup>3</sup> applies and is intended to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students associate with each other respectfully and in which mutual acceptance and trust are important values.

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<sup>2</sup> The Code of Conduct for Teachers and Students in ICT supported education was adopted by the Executive Board on 30 June 2005 and can be found at the following website: [www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html](http://www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html)

<sup>3</sup> The Code of Conduct for the Behaviour of Teachers and Students was adopted by the Executive Board on 19 October 2010 and can be found at the following website: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

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

### **Article 2.1 Objectives of the Programme**

The Master of Science program in Crisis and Security Management is an academic programme that emphasizes the ability to understand and analytically apply insights from Public Administration and other disciplines to problems of crisis and security management. The program aims to educate students to become scientifically trained crisis and security management experts in a broad sense. The program is rooted in social science research, but is also interdisciplinary, in casu: social sciences, history and law. It aims to teach students to develop a critical attitude and adopt a perspective of scholarly independence. The programme strives to convey both general knowledge of the core themes and approaches in crisis and security management and an awareness of specific problems and issues in this field. Furthermore, the program emphasizes the ability to reflect on the ethical and normative dimensions of crisis and security management and their consequences for the behavior of government officials, agencies, actors in civil society and private sector. The graduate is thus capable of recognizing and analyzing a broad range of complex problems in the domain of crisis and security management, both at the national and the international level. The graduate is able to undertake independent research at graduate level, applying a broad range of theoretical approaches relevant to crisis and security management.

### **Article 2.2 Specialisations**

Not applicable.

### **Article 2.3 Achievement Levels**

Graduates of the programmes will have reached the following achievement levels:

- a. Graduates from the Leiden Master of Crisis and Security Management have a profound awareness of the distinct nature of crisis, security, and of crisis and security management, related to the public sector.
- b. Graduates from the Leiden Master of Crisis and Security Management have a thorough understanding of the various crisis and security management theories and approaches which are commonly used in the profile of the master.
- c. Graduates from the Leiden Master of Crisis and Security Management possess the capacity to identify a theoretical framework suitable for addressing crisis and security management problems and issues.
- d. Graduates from the Leiden Master of Crisis and Security Management have the capacity to apply various theoretical frameworks in conducting independently basic research in crisis and security management issues.
- e. Graduates from the Leiden Master of Crisis and Security Management are capable of critically selecting, studying and analyzing crisis and security management literature.
- f. Graduates from the Leiden Master of Crisis and Security Management possess the capacity to report independently about crisis and security management research which is carried out according to current academic standards.
- g. Advanced capacity to make arguments and to reflect upon the arguments of others.
- h. Awareness of relevant normative and ethical issues, related to crisis and security management.
- i. Advanced capacity to function in multi- and inter-disciplinary teams as a broker between specialists.
- j. Critical attitude and international orientation.

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

The programme offers full-time tuition only.

## **Article 2.5 Study Load**

The course load of the programme is 60 credits.

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

The programme starts on 1 September and 1 February of every year. As far as courses are concerned, the programme is based the uniform structure of the academic year, with the academic year being divided into semesters.<sup>4</sup>

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

The programme includes a final examination.

## **Article 2.8 Language of Instruction**

In compliance with the Code of Conduct regarding Foreign Languages [*Gedragscode voertaal*<sup>5</sup>] the languages of instruction and examination in the programme are English and Dutch.

Students are expected to have an adequate command of the languages of instruction of the programme.

## **Article 2.9 Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) and complies with the applicable national and international quality requirements, and with the quality standards with regard to teaching set out in the framework document Leiden University Register of Study Programmes.

# **Chapter 3 Curriculum**

## **Article 3.1 Compulsory Components**

3.1.1 The programme includes compulsory components totalling a study load of 60 credits. These compulsory components include the specialisation courses from which a student is obliged to choose.

3.1.2 The e-prospectus contains a further specification of the study load, the level,<sup>6</sup> the contents and the structure of the curriculum components.

3.1.3 If fewer than 8 students participate in a non-compulsory course (a specialization course or an elective), the departmental board may decide not to offer this course or to offer it in a different form; in this case, students will be offered an alternative.

## **Article 3.2 Freedom of Choice**

3.2.1 Not applicable.

3.2.2 Not applicable.

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<sup>4</sup> The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board on 14 October 2004 and reviewed on 12 January 2010.

<sup>5</sup> The Code of Conduct regarding Foreign Languages [*Gedragscode voertaal*] was adopted by the Executive Board on 11 July 2002 and can be found at the following website: [media.leidenuniv.nl/legacy/language\\_of\\_instruction.pdf](http://media.leidenuniv.nl/legacy/language_of_instruction.pdf)

<sup>6</sup> In accordance with the 'abstract structure' as described in the framework document Leiden University Register of Study Programmes.

3.2.3 In addition to the components taught at this university, optional courses may also include, subject to the approval the Board of Examiners, components offered by other Dutch universities or a foreign university or another legal entity with accreditation in initial education.

3.2.4 A student who is enrolled for the programme can, with the permission of the most appropriate Board of Examiners, put together a programme consisting of components which are taught by an institution to which a final examination is attached. In granting permission, the Board of Examiners will also indicate under which programme of the institution this programme is intended to fall.<sup>7</sup>

### **Article 3.3 Practicals**

3.3.1 The e-prospectus lists for each component which practicals they include, what the nature of these practicals is, and the student's workload for these practicals, as well as whether participation in these practicals is mandatory for entry to the examination of the component. The Board of Examiners may grant exemption from a practical, in which case the Board may or may not impose alternative requirements.

3.3.2 The e-prospectus states the size and study load of the final report. In addition, the e-prospectus also contains a description of the standards that the final report must meet and the further procedure applying to the final report, including the manner in which the supervision and replacement supervision is organised.

### **Article 3.4 Participation in courses**

Participation in courses takes place in order of registration, with the provision that students who are registered in a programme are guaranteed access to the obligatory courses of that programme.

### **Article 3.5 Recording Lectures**

Students are not allowed to make audio or video recordings of lectures without explicit prior permission from the relevant lecturer. Should such permission be granted, the student is only legally allowed to use the recording for his/her own use; all forms of duplication or publication of the recordings are prohibited.

## **Chapter 4 Examinations, Final Examination and Further Education**

### **Article 4.1 Frequency of Examinations**

4.1.1 For each component, examinations will be held twice per academic year.

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

4.1.3 If the mark for a component results from several partial marks, deviation is possible from the number of sittings as referred to in 4.1.1. When applicable, this is stated in the e-prospectus.

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

4.1.5 The student is required to sit the examination at the first occasion after the course has ended, unless the Board of Examiners decides otherwise in individual cases.

4.1.6 Admission to a second opportunity to sit the examination is subject to the following condition: the grade from the first exam must not be lower than a 3. Other conditions are specified in the Rules and Regulations of the Board of Examiners.

4.1.7 In special cases, the Board of Examiners may allow for an additional resit, at the student's request.

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<sup>7</sup> In accordance with Section 7.3d of the Act ('free programme in Academic Education').

4.1.8 If an examination has been passed successfully, the opportunity to do a resit lapses. Should a student nevertheless take part in a resit without explicit permission from the Board of Examiners, no grade will be given. The result of the first test will remain valid.

#### **Article 4.2 Obligatory Order**

4.2.1 The e-prospectus specifies which components with their attendant examinations cannot be taken before the examinations of one or more other components have been successfully completed;<sup>8</sup>

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 upon motivated written request of the student, decide on a different sequence.

#### **Article 4.3 Methods of assessment and Examination Formats**

4.3.1 The e-prospectus states whether assessment may take place by means of either a written or oral examination or a skillstest.

4.3.2 In special cases, on request of the student, the Board of Examiners may allow the student to take the examination in a manner that deviates from the one prescribed in the e-prospectus.

4.3.3 Students with a disability may take examinations in a manner that has been adjusted to their particular disability, in order to accommodate their disability as much as possible. If necessary, the Board of Examiners will seek expert advice before reaching a decision.

4.3.4 The examination shall take place in the Dutch language or in another language, in accordance with the code of conduct on the language of instruction and examination [*Gedragscode voertaal*].

4.3.5 Students will be assessed on an individual basis if a component involves presentations, research, reports or other course activities that require students to work in groups.

4.3.6 Not applicable.

#### **Article 4.4 Oral Examinations**

4.4.1 An oral examination may involve only one student at a time, unless the Board of Examiners has decided otherwise.

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned has decided 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 Section 7.12b (3) of the Act, the Board of Examiners has set out rules concerning the execution of their tasks and responsibilities and the measures they can take in this respect. The Board of Examiners has formulated a number of rules and regulations for this contingency.

4.5.2 The Board guarantees the right of a student to appeal against decisions of the Board or the examiners.

4.5.3 Not applicable.

#### **Article 4.6 Assessment**

4.6.1 Immediately after the oral examination, the examiner shall inform students of their results and hand them a written notification of these results.

4.6.2 Within fifteen working days after the date of the examination or test, the examiner shall mark any written examination or other test and provide the administration office of the department with the information necessary to present the student with a written or electronic notification of the examination results.

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- 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 shall be notified thereof within said time limit. The student shall also be informed of the relevant procedure in such cases.
- 4.6.4 The result of the examination shall be expressed as a whole or fractional number with one decimal between 1.0 and 10.0, including both limits. The result shall not be expressed as a number between 5.0 and 6.0.
- 4.6.5 The examination is considered to be successfully completed if the result is 6 or higher.
- 4.6.6 The examination candidate receives from the examiner or examiners appointed by the Board of Examiners a written or electronic notification of the examination result.
- 4.6.7 The written or electronic notification of the examination result informs students of their right to inspect their marked examination papers – referred to in Article 4.8 below which provides for the access of students to examination scripts – and of the appeals procedure.
- 4.6.8 The Board of Examiners formulates regulations which specify the conditions under which the Board may exercise its authority as specified in Section 7.12b (3) of the Act to determine that not every examination needs to be successfully completed and/or what the conditions are under which the results of partial examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

#### **Article 4.7 Period of Validity of Results**

- 4.7.1 Every examination and exemption granted has a validity period of 3 years.
- 4.7.2 The Board of Examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity by a maximum of one year (Article 4.9 of the Rules and Regulations of the Board of Examiners).

#### **Article 4.8 Access to Marked Examinations and Evaluation**

- 4.8.1 Students have the right to view their marked examination for a period of thirty days following the publication of the results of a written examination.
- 4.8.2 During the period referred to in 4.8.1, the examination questions and assignments, as well as – if possible – the marking criteria, may be inspected.
- 4.8.3 The marked test will be evaluated at the request of the student. The opportunity to do so will be announced together with the examination results.
- 4.8.4 The Board of Examiners is authorised to decide whether the test will be evaluated collectively or individually.
- 4.8.5 The Board of Examiners determines where and when the evaluation will take place.
- 4.8.6 Students who, due to circumstances beyond their control, are unable to attend the evaluation referred to in paragraph 4.8.3 shall be granted another opportunity for evaluation, if possible within the period referred to in 4.8.1.

#### **Article 4.9 Exemption from Examinations and/or Practicals**

At the student's request and after consultation with the examiner involved, the Board of Examiners may grant the student exemption from one or more examinations or practicals under the following conditions:

- The student has successfully completed, at a university or an institute of higher professional education, a programme component that is similar in content and level to the component for which the student requests exemption, or
- The student has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the relevant component.



#### **Article 4.10 Final Examination**

- 4.10.1 The student will be awarded a diploma by the Board of Examiners once he or she can provide sufficient proof that all the tests of the final examination have been successfully completed and the student is in possession of a bachelor's degree as referred to Article 5.1 or a proof of admission as referred to in Article 5.2.
- 4.10.2 The Board of Examiners is entitled to perform an additional test of the knowledge, understanding and skills of the examination candidate and assess the results.
- 4.10.3 Graduation will take place per academic year on dates set by the Board of Examiners.
- 4.10.4 Graduation does not take place before the Executive Board has declared that all procedural requirements have been met. One diploma will be awarded for each programme. It is recorded on the diploma that the programme or the specialisation has been delivered by Leiden University .
- 4.10.5 Pursuant to the regulations referred to in Section 7.11 (3) of the Act a student who is entitled to graduate may ask the Board of Examiners to postpone the event.
- 4.10.6 A supplement written in English complying with the agreed European standard format is attached to the degree certificate. The certificate also includes a translation of the certificate and a Latin certificate.

#### **Article 4.11 The Degree**

- 4.11.1 A degree of Master of Science is awarded to those who have passed the final examination of the programme.
- 4.11.2 The degree certificate states the degree awarded.

#### **Article 4.12 Further Education**

Persons awarded a master's degree are eligible to pursue a doctorate.

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

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

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

Direct admission is reserved for persons who are in possession of a bachelor's degree obtained after completion of the Bestuurskunde programme at Leiden University.

#### ***Section 5.2 Admission (by or on behalf of the Faculty Board)***

##### **Article 5.2 Confirmation of Admission**

- 5.2.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in Article 5.3 in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded.
- 5.2.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>9</sup>

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9 The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by degree on 20 December 2005 and 6 March 2007; it can be found on the following website:  
[www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html](http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html)

### **Article 5.3 Entry Requirements**

Without prejudice to the stipulations of Article 5.2.1 regarding maximum capacity, admission will be granted to persons

- Who are in possession of qualities in the areas of knowledge, understanding and skills which should have been acquired by the end of (one of) the bachelor's programmes referred to in Article 5.1; and
- Who have obtained a bachelor's degree from a university, of who can prove that they fulfil the requirements of such a degree; and
- Who in the opinion of the Faculty Board have sufficient command of the language(s) of instruction of the programme to be assessed by the board of admissions, based on the following tests:

TOEFL: internet based 100, computer based 250, paper based 600

IELTS: test level 7

- In cases when an applicant has graduated from an academic programme conducted in English, the Faculty Board may make an exception to the language test requirement.

### **Article 5.4 Deficiencies**

5.4.1 Students who possess a bachelor's degree or an equivalent diploma but who nevertheless still have 5 study credits worth of deficiencies, can be admitted to the programme if it can be reasonably expected that they will be able to meet the entry requirements within a limited period of time.

5.4.2 Students who still have deficiencies as referred to in 5.4.1 may follow the course, after being admitted to the programme, but they may not take final examinations or examinations which are specified by the Faculty Board in their decision to allow admission.

5.4.3 For admission as referred to in 5.4.1, the Admissions Board will formulate a catching up programme with examination opportunities.

5.4.4 If on the grounds of 5.4.1 a student is admitted to the programme, the tests which must be completed in order to fulfil the entry requirements do not in any way form part of the curriculum of the master's programme.

### **Article 5.5 Bridging Programme**

5.5.1 The department has organised a bridging programme in order to remedy deficiencies.

5.5.2 Information regarding the bridging programme can be requested from the department

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

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

6.1.1 The department keeps records of the study results of individual students.

6.1.2 The department provides each student with an overview of the study results obtained at least 2 times a year.

6.1.3 If, in the opinion of the department, the students is seriously lagging behind compared with the required study progress, the department will draw the student's attention to the possibility of support in formulating a study plan.

### **Article 6.2 Introduction and Student Counselling**

The department provides an introduction and counselling for all students.

### **Article 6.3 Supervision of the Final Assignment**

6.3.1 The student makes a plan for the final assignment together with the supervisor as referred to in 3.3.2. This plan is based on the study load specified for this component in the appendix referred to in 3.3.2.

### **Article 6.4 Professional Sports**

Students who play sports at a professional level are offered the opportunity to adjust their study programme to their sporting activities wherever possible. The department follows the guidelines drawn up by the Executive Board to determine who fits into this category.

### **Article 6.5 Permanent Disabilities**

Where possible, students with a disability or chronic illness are offered the opportunity to adjust their study programme in accordance with the limitations resulting from their disability or illness.

## **Chapter 7 Transitional Provisions**

### **Article 7.1 Provisions Concerning Students Previously Enrolled in the Programme**

7.1.1 As of 1 September 2012, for students who are enrolled in the programme for the first time, the Course and Examination Regulations apply for a duration of one year.

7.1.2 Not applicable.

7.1.3 For students who before 31 August 2012 were enrolled for the first time in the programme at a time no longer than five years before the date on these regulations entered into force, or upon request of the student, the Board of Examiners may choose to apply the Course and Examination Regulations as it was in any year no longer than five years prior to the date at which these regulations entered into force.

7.1.4 If components as referred to in 3.1.1 and 3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1 are no longer on offer, the Board of Examiners will indicate components to replace them. If necessary, components may be indicated 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 shall be implemented before the beginning 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 department is responsible for the appropriate publication of these regulations, of the rules and guidelines set by the Board of Examiners, and of any amendment to these articles.

**Article 8.3 Entry into Force**

These regulations will enter into force on 1 September 2012.

## **Appendix: Components of the Master's Programme Crisis and Security Management**

	<b>ECTS</b>	<b>Level</b>
Public Institutions (i.s.m. Ma PA)	5	500
Security and the Rule of Law	5	500
Counter Terrorism	5	500
Research Design (i.s.m. Ma PA)	5	500
Private Security	5	500
Masterthesis	15	500
Local Security Networks	5	500
Security in Historical Perspective	5	500
Introducing Crisis and Security Management	5	500
International Crisis and Security Management	5	500
Elective (i.s.m. Ma PA)	5	500