

*OER Master Public Administration 2021-2022*  
*Adopted on 22 June 2021*

## **COURSE AND EXAMINATION REGULATIONS**

Valid from 1 September 2021

Master's programme Public Administration

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

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the OER and considers, for the purpose of monitoring and –if necessary- adjusting the study load, how much time it takes students to comply. In accordance with Article 9.18 of the Act, the Programme committee is assigned the task of annually assessing the implementation of the OER.

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- Prospectus Master Public Administration  
<https://studiegids.leidenuniv.nl>

**Chapter 1      General Provisions****Article 1.1      Scope of the regulations**

These regulations apply to the teaching and examinations of the Master's programme Public Administration, henceforth referred to as the programme.

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

**Article 1.2      Definitions**

In these regulations the following definitions apply:

- a. Board of Admissions:            the Board established by the Faculty Board that has the duty of determining, with the application of the entry requirements referred to in Article 7.30b, (1) and (3) of the Act and the University Regulations for Admission to Master's Programmes, which applicants can be admitted to this Master's programme;
- b. Board of Examiners:            the Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act;
- c. component:                      one of the courses or practical assignments of the programme, as referred to in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is concluded with an examination;
- d. 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. digital teaching environment    a digital environment, such as Brightspace, in which students can work together, communicate and learn;
- g. ECTS:                                European Credit (Transfer System);
- h. Education Administration Office    the office in the faculty where students can go for information and to register for courses (education information centre, service desk, education service centre);
- i. Prospectus:                        the digital prospectus containing specific and binding information about the programme: <https://studiegids.universiteitleiden.nl>; the Prospectus constitutes an integral part of these regulations, as an appendix;

- j. examination:  
(*tentamen*) an inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act). The assessment can take place in written form, orally as well as digitally, or a combination of these methods. An examination may consist of several constituent examinations. Credits are only awarded for examinations passed. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination and final examinations;
- k. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- l. 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 (2) of the Act;
- m. first/second reader the first or second examiner to read and assess the thesis/final paper/final report. The first reader/reviewer is also the supervisor;
- n. language of instruction the language of a programme, in which lectures and tutorials are given and examinations and final examinations are held;
- o. 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 Management and Administration Regulations;
- p. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document<sup>1</sup>;
- q. nominal duration of study the study load in years of study as established in the Central Register of Higher Education Programmes;
- r. 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;
- s. practical assignment: a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (d) of the Act, and takes one of the following forms:
- writing a thesis/final paper/final report,
  - writing a paper or creating an artistic work,

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<sup>1</sup> [Leiden Register of Study Programmes Framework Document](#)

- 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;
- t. programme: the programme to which the OER relates: 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 concluded with a final examination;
- u. student: a person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations of the programme;
- v. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- w. working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;
- x. inspection the opportunity for the student to take note of the assessed work, the questions and assignments of the relevant examination, as well as the marking schemes used to mark the examination.
- y. feedback session the possibility for the student to be able to ask questions in connection with his or her assessed work, the questions and assignments of the relevant examination, as well as the marking schemes used to mark the examination.

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>2</sup> The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2. The Code of Conduct on Digital Teaching applies<sup>3</sup>; this provides guidelines for teaching and learning in digital environments, remote environments or any form of teaching that is primarily dependent on IT Services.

1.3.3 The Leiden University Regulations on ICT and Internet Use are also applicable.<sup>4</sup> 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

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<sup>2</sup> [Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students](#)

<sup>3</sup> [Code of Conduct Remote Teaching](#)

<sup>4</sup> [Leiden University Regulations on ICT and Internet Use](#)

1.3.4 The Faculty of Governance and Global Affairs Code of Conduct is also applicable <sup>5</sup>. This code of conduct consists of a number of core values in order to reach an honest, open, safe and inspiring climate for study and work for all students and staff.

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

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

The programme has the following objectives: The Master of Science program in Public Administration is an academic programme that emphasizes the ability to understand and analytically apply insights from different approaches within Public Administration to problems of governance, policymaking and public sector management. The program aims to educate students to become academically trained public administration experts in a broad sense. The program is rooted in social science research and 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 Public Administration and an awareness of specific real-world challenges and issues in specialised areas such as public management, welfare economics, or governance beyond national administrations. Furthermore, the program emphasises the ability to reflect on the ethical and normative dimensions of governance and their consequences for the behaviour of government officials and civil servants. The graduate is thus capable of recognising and analysing a broad range of complex problems in the domain of the public sector, 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 public administration.

### **Article 2.2 Specialisations**

The programme has the following specialisations:

- Economics and Governance (EG)
- International and European Governance (IEG)
- Public Management and Leadership (PML)

### **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 Knowledge and understanding of the broad intellectual tradition of public administration and of important concepts and theories in related disciplines (political science, economics, organisational studies, law, sociology, psychology) as relevant to understanding various governance aspects.

2 Advanced knowledge and understanding of the distinctive nature of governance in the public sector, including the functioning of organizations, policymaking, management, and/or public service delivery, in a multi-actor and multi-level context.

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<sup>5</sup>[FGGA Code of Conduct](#)

3 Advanced knowledge and understanding of normative issues related to public governance and of the ethics of government.

*Track specific qualifications Economics and Governance (EG)*

1 EG Advanced knowledge and understanding of the principles of welfare-economics in order to analyse policy problems, and develop suitable government responses.

2 EG Advanced knowledge and understanding of the variety of policy and regulatory instruments for addressing policy problems, with their assumptions and trade-offs.

3 EG Advanced knowledge and understanding of the challenges for the current welfare state, particularly in the areas such as pension systems, labour policy, social welfare and income distribution.

4 EG Advanced knowledge and understanding of the relationship between the state and market from different intellectual perspectives.

*Track specific qualifications International and European Governance (IEG)*

1 IEG Advanced understanding of the complex nature of contemporary public governance arising from the interactions between actors at different levels or sectors of governance: supranational, international, national, and local actors and institutions.

2 IEG Advanced understanding of decision making in multi-level governance systems and its effects on the national and local levels of government.

3 IEG Advanced knowledge of theoretical approaches analysing the tensions between domestic policies and global trends and regulatory regimes.

4 IEG Deep awareness of the constraints and opportunities for domestic policy making arising through globalisation and the intervention of external actors and trans-border policies.

*Track specific qualifications Public Management and Leadership (PML)*

1 PM Advanced knowledge and understanding of the key concepts and theories of public management and of state-of-the-art academic research with regard to core themes, such as management and public service performance, network management, public leadership, and human resource management.

2 PM Advanced knowledge and understanding of the key trends in the management of public organizations.

3 PM Advanced understanding of the opportunities and constraints for managerial decision-making in public organizations arising from the institutional context in which the organization is embedded.

b. Applying knowledge and understanding:

1 Identify and apply effectively a relevant theoretical framework to analyse real life problems and cases in a conceptually rigorous manner.

2 Define and analyse problems in the three expertise areas, both normatively and empirically, and suggest feasible solutions for decision-making.

3 Discuss the main challenges and opportunities that actors, organisations and/or institutions are currently confronted with, and assess their impact for choices in the respective expertise areas.

4 Select an appropriate research design and method(s) to address a specific research question; collect and analyse qualitative and/or quantitative data relevant to answering the research question.

c. Judgement

1 Critically evaluate empirical research in the area of expertise, from a methodological and theoretical viewpoint.

2 Reach conclusions and/or solutions to problems based on data and on sound and balanced argumentation, considering the specific context of the practice/case at hand, and evaluate argumentations of others.

3 Reflect on relevant normative and ethical issues, particularly on the issue of multiple goals (legitimacy, effectiveness, etc.) and on the principles of democratic government, good government, and reliable government.

4 Critically evaluate the effect of institutional context and complexity on decision-making as related to the three expertise areas.

d. Communication

1 Present results of a research project at the level expected from academic work in the discipline of public administration.

2 Present arguments and analyses in a format appropriate for a broader professional audience and as input to expert groups.

3 Provide strategic advice to decision-makers.

4 Build, present and defend well-grounded arguments in oral communication.

5 Engage in national debates about the issues related to the three expertise areas.

6 Function effectively in a team, potentially in a multi-disciplinary and multi-cultural setting.

e. Learning skills

1 Ability to effectively identify and synthesize existing primary and secondary literature in order to address a question or problem at hand.

2 A mind-set to seek evidence and draw from international and other relevant experiences for an informed judgment.

3 Ability to stay informed about current developments in the area of expertise, including the use of relevant social and other 'new' digital media, when applicable.

4 Awareness of the challenges of functioning in a multi-national environment and in a leadership position.

**Article 2.4 Structure of the programme**

The programme Public Administration offers full-time tuition only.

The programme consists of core courses, specialisation courses and electives. The specialisation courses together with the master's thesis form a track within the master's programme Public Administration.

The full-time programme is offered as a daytime programme.

The nominal duration of the full-time programme is 1 year.

#### Article 2.5 **Study load**

The programme has a study load of 60 ECTS credits.

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

The programme starts on 1 September and on 1 February of each year. In terms of regular courses, the programme is based on the university semester system and comprises 42 teaching weeks.

#### Article 2.7 **Final examinations of the programme**

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

#### Article 2.8 **Language of instruction**

2.8.1 Subject to the Code of Conduct on the Language of Instruction and Examination,<sup>6</sup> the language(s) in which the instruction is given is *English* and the language in which the examinations and final examinations are held is: *English*. Students are expected to have an adequate command of the language(s) of instruction and examination in the programme, in accordance with the requirements stated in Article 5.2.3. As appropriate, the Faculty publishes OER in English for English-taught programmes.

2.8.2 Contrary to Article 2.8.1, in individual cases the Board of Examiners can permit the student to write the final thesis in another language, in accordance with the Guideline on Language Policy.<sup>7</sup>

#### Article 2.9 **Quality**

The programme is accredited by NVAO<sup>8</sup> and meets the national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards for teaching set out in the Leiden Register of Study Programmes Framework Document.

### Chapter 3 **Curriculum**

#### Article 3.0 **Exceptions due to coronavirus measures**

3.0.1 If, due to coronavirus measures, it is not possible to provide or take part in teaching components as set out in this Regulation or in the Prospectus, changes will be announced by the authorised body in good time via Brightspace.

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<sup>6</sup> [Code of Conduct on Language of Instruction](#)

<sup>7</sup> [Guideline on Language Policy](#)

<sup>8</sup> The Accreditation Organisation of the Netherlands and Flanders.

**Article 3.1 Compulsory components**

3.1.1 The programme includes compulsory components worth a total study load of 60 ECTS credits. These compulsory components include the set components from which students are obliged to choose.

3.1.2 The Prospectus further specifies the actual structure of the programme, the study load, level,<sup>9</sup> content, method of examination, and structure of the components of the curriculum.

3.1.3. If a large difference exists between the expected and actual enrolment of students in a component the Institute Board can decide to change the format of teaching methods and assessment. If this happens, the program committee will be informed.

3.1.4 If fewer than 15 students enrol in a non-mandatory, elective component, the Institute board may decide not to offer this component or to offer it in a different form; in this case, students will be informed before the start of the component and will be offered an alternative. If this happens, the program committee will be informed.

**Article 3.2 Optional components**

3.2.1 In addition to the components referred in 3.1.1, the student selects components worth a total study load of 0 ECTS.

3.2.2 The Board of Examiners must approve the student's selection of components.

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 who are enrolled in the programme may assemble their own curriculum of components that are taught by an institution, as long as these are concluded with a final examination. They will require the permission of the most appropriate Board of Examiners. When granting such permission, the Board of Examiners also indicates to which University programme the curriculum is considered to belong.<sup>10</sup> If necessary, the Executive Board designates a Board of Examiners to take this decision.

**Article 3.3 Practical assignments**

3.3.1 For each component, the Prospectus specifies which practical assignments are included, the nature and scope of the student's workload for these practical assignments and whether participation in these is a condition of admission to (other parts of) the examination. The Board of Examiners may exempt students from a practical assignment, in which case the Board can choose to apply alternative conditions.

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<sup>9</sup>In accordance with the 'abstract structure', as described in the Framework Document of the Leiden University Register of Study Programmes.

<sup>10</sup> In accordance with Article 7.3h of the WHW ('free curriculum in higher education').

3.3.2 The Prospectus specifies the scope and study load of the thesis/final paper/final report, including the requirements that the final thesis/final paper/final report must meet.

#### Article 3.4 **Sitting examinations and taking part in programme components in semester 1**

3.4.1 Not applicable

3.4.2 Students are allocated to components in order of registration, on the provision that, provided they register in good time, 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 e-Prospectus specifies the components to which this condition applies.

#### Article 3.4 **Taking part in programme components and sitting examinations in semester 2<sup>11</sup>**

##### **3.4.1 Taking part in programme components**

3.4.1.1 Students must register for the study component according to the applicable enrolment protocol. Registration is possible up to fourteen calendar days before the start, as stipulated in the programme prospectus.

3.4.1.2 In the case of a programme component with restrictions on the number of participants, participation takes place in order of enrolment. For students enrolled in the programme, timely enrolment guarantees placement in the components that form part of the mandatory curriculum of the programme.

3.4.1.3 Contrary to article 3.4.1.1, a different enrolment period applies for certain components, as approved by the Faculty Board. The relevant components and the corresponding enrolment term can be found in the Prospectus.

3.4.1.4 Students who have not enrolled on time can report to the Education Administration Office of the faculty of which the study programme is part. The relevant enrolment protocol lists the circumstances on the basis of which students may be enrolled contrary to Article 3.4.1.1.

##### **3.4.2 Sitting examinations:**

3.4.2.1 At the same time as registering for the programme component, students register for the corresponding examination. A confirmation of registration for the examination is required.

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

3.4.2.3 Students will receive a notification in good time asking them to confirm or cancel their participation. Confirmation of participation in an examination is possible up to ten calendar days before the examination takes place.

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<sup>11</sup> If the new enrollment system does not start in semester 2 in the 2021/2022 academic year, article 3.4 for semester 1 will remain valid for semester 2.

3.4.2.4 Students who have not enrolled on time according to the applicable enrolment protocol may report to the Education Administration Office of the faculty of which the programme forms part.

3.4.2.5 A different term applies for the situation as referred to in Article 4.6.2; in this case, students can register up to five calendar days before the examination takes place.

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

3.5.1 Students are not permitted to take photographs or make audio or video recordings of lectures or education-related meetings, including the feedback sessions after examinations (including examination assignments and model answers), without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to photograph or record for their own use; all forms of distribution or publication of the photograph or recording 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, Final Examinations and Further Education**

#### Article 4.0 **Exceptions due to coronavirus measures**

4.0.1 If as a result of coronavirus measures it is not possible to offer exams and examinations in the form and at the point in time set out in this regulation or in the Prospectus, changes will be announced by the authorised body in good time via Brightspace.

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

4.1.1 Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of resit for practical assignments.

4.1.2 The Faculty Board is responsible for the practical organisation of the examinations and final examinations and ensures, if necessary by means of invigilation, that the examinations and examinations proceed properly. If remote invigilation is used, students will be informed of this at least ten days in advance.

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

4.1.4 If the grade for a component results from several constituent examinations, it is possible to vary from the number of examinations and resits as referred to in 4.1.1, on the understanding that students are given the opportunity to resit and pass the component by taking an examination that is representative of the component. If applicable, this is specified in the Prospectus.

4.1.5 In accordance with Article 7.13 (2) (h) of the Act, the Prospectus specifies the dates of the examinations.

4.1.6 The Board of Examiners may set certain rules for taking the resit. These rules are 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.

4.1.8 During the course of a master's programme, students may resit one written or digital examination that they have passed. This does not apply to an oral examination or a practical exercise. In the event of such a one-time resit, the highest result obtained applies.

#### Article 4.2 **Obligatory sequence**

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

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

#### Article 4.3 **Form of examination**

4.3.1 The Prospectus states whether an examination or the constituent examinations for a component will take the form of a written, oral or other test.

4.3.2 The procedure during examinations and the guidelines and instructions, as referred to in article 7.12b, paragraph 1 under b of the Act, for assessing and establishing the results of examinations and examinations are described in the 'Rules and Guidelines of the Board of Examiners'.

4.3.3 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty of the examination. If necessary, the Board of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability,<sup>12</sup> before reaching a decision.

4.3.4 In special cases, the Board of Examiners may, at the request of the student and within the scope of the OER, permit a student to sit an examination in another manner than specified in the Prospectus.

4.3.5 Examinations are held in the language(s) of instruction for 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 has reservations.

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

**Article 4.5 Rules and Regulations of the Board of Examiners**

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

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

**Article 4.6 Assessment**

4.6.1 The examiner determines the grade immediately after an oral examination has been conducted. The student receives a message about the grade via the University study progress system.

4.6.2 The examiner determines the grade of any written or other form of examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was held. The result is notified to the student. The final grade is recorded in the University study progress system, and the student receives a message about it via that system. The student will be informed of the result at least five working days before the next opportunity to resit the relevant examination.

4.6.3 If the examiner is unable to comply with the periods of fifteen and five working days respectively, as specified in Article 4.6.2, the student is notified accordingly in a message sent to the student's u-mail address before this term expires. This message includes the (latest) date by which the student will be informed of the result.

4.6.4 The examination result is expressed as a whole number or a number to a maximum of one decimal place, between and including 1.0 and 10.0 (rounded to .0 or .5). The result of the examination is not expressed as a number between 5.0 and 6.0. Additional provisions regarding the expression of results are laid down in the Rules and Regulations of the Board of Examiners.

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 assignment to be permitted to sit an examination, the Board of Examiners may decide that students have sat the examination once they have passed the practical assignments.

4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their graded examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

4.6.8 The Board of Examiners may draw up rules that specify under which conditions it may exercise its power as specified in Article 7.12b (3) of the Act to determine that students do not have to pass every examination and/or under which conditions the results of constituent examinations can compensate for each other. These rules are specified in the Rules and Regulations of the Board of Examiners.

**Article 4.7 Period of validity of examinations**

4.7.1 The Faculty Board may limit the validity of an examination pass, subject to the authority of the Board of Examiners to extend the period of validity in individual cases. The period of validity of an examination pass may only be limited if the examined knowledge, understanding or skills are demonstrably outdated.

4.7.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity of examinations for a period to be specified by the Board itself. In the event of special circumstances in the sense of article 7.51, (2) of the Act the Board of Examiners will act in accordance with the pertinent provisions in article 7.10 (4) of the Act.

4.7.3 The validity period referred to 4.7.1 starts on 1 September of the academic year following that in which the grade was obtained or the exemption granted.

#### Article 4.8 **Inspection and feedback session**

4.8.1 Students are entitled to inspect their graded examination within a maximum period of 30 days following the publication of the results of a written or digital 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 grading schemes used to grade the examination.

4.8.3 The time and manner of the inspection and feedback session on the examination are specified in the Prospectus or the digital teaching environment.

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

4.8.5 The examiner determines where and when the inspection of the examination paper and the feedback session will take place.

4.8.6 Students who are unable to attend the feedback session due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in 4.8.1.

#### Article 4.9 **Exemption from examinations and/or practical assignments**

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

- has completed a component at a research university or university of applied 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.

#### 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 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, including the grading table applicable for the degree programme, is attached to the degree certificate. In addition to the degree certificate, students are issued with a translation of the degree certificate and a certificate in Latin.

#### Article 4.11 **The degree**

4.11.1 The degree of Master 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**

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

4.12.2 The final degree classification is based on the weighted average of the grades obtained for all examinations that form part of the final examination, with the exception of the components for which an exemption was granted or for which the student only obtained a proof of attendance. Components completed from other programmes, including components followed abroad, must be approved by the Board of Examiners.

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

4.12.4 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and diploma supplement include the 'cum laude' classification if the following conditions are met for the full-time programmes:

- the not rounded weighted average for all components is 8.0 or higher;
- the grade for the final assignment of the master's programme is 8.0 or higher;
- the examination was passed within the nominal duration of study + 1 year

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

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 full-time programmes:

- the weighted average for all components is 9.0 or higher;
- the grade for the final assignment of the master's programme is 9.0 or higher;
- the examination has been passed within the nominal duration of study.
- all components have been completed with a minimum grade of 7.0;
- no component may concern a resit.

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average grade does not differ by more than 0.5 from the grades stipulated in the fourth and fifth paragraphs above. This may involve such considerations as the student's development throughout 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 a disciplinary measure as a result of irregularity, fraud or plagiarism, as set out in the Rules and Regulations, he or she is not awarded a distinction.

#### Article 4.13 **Further education**

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

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

#### Article 5.1 **Confirmation of admission**

5.1.1 The Faculty Board provides confirmation of admission if the student meets the entry requirements specified in Articles 5.2 and 5.3, as long as the maximum number of students that the Executive Board has determined may be enrolled in the programme has not been exceeded. If admission is on the basis of Article 5.2.1, the proof of registration is also confirmation of admission.

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

## Article 5.2 Admission to the programme

5.2.1 Pursuant to Article 7.30b (1) of the Act, holders of one of the following degrees or persons who have successfully completed the following prescribed pre-masters programme may be admitted to the programme and one of its specialisations:

- a. a Bachelor's diploma of a recognized Public Administration program from a research university (WO), or
- b. a Bachelor's diploma from a research university (WO) provided that the person has earned at least 50 EC for components related to the field of Public Administration and can demonstrate competence in the methodology of social science research as evidenced by prior course work, or
- c. a Bachelor's diploma from a research university (WO) provided that the person has completed the minor Public Administration: Multi-Level Governance or the minor Bestuurskunde: Openbaar Bestuur, Beleid en Management at Leiden University and can demonstrate competence in the methodology of social science research as evidenced by prior course work;
- d. a bachelor's degree and additionally having passed the prescribed pre-master's programme pursuant to article 5.4.1

5.2.2 The Board of Admissions may, on request, admit persons to the programme who do not meet the requirements specified in 5.2.1, but who can demonstrate to the satisfaction of the Board of Admissions that they possess the same level of knowledge, understanding and skills as holders of a degree specified 5.2.1, points a and b, possibly under further conditions, without prejudice to the requirements specified in 5.2.4.

## Article 5.2.3 Dutch and English languages

5.2.3.1 As further clarification of Article 2.8 concerning command of the language of instruction, a student who wishes to be admitted to an English-taught master's programme must have one of the following diplomas or must meet the criteria of:

- An International Baccalaureate diploma ( with English A);
- A diploma of secondary or higher education completed in Australia, Canada (with the exception of the French-language programmes in Canada), Ireland, Malta, New Zealand, Singapore, the United Kingdom, the United States or South Africa;
- A diploma of an English-taught university degree programme completed at a Dutch research university;
- A pre-university education (VWO) diploma.
- A diploma of a Bachelor programme completed at a Dutch research university or a Dutch university of applied sciences.

5.2.3.2 If a student who wishes to be admitted does not meet the requirements in 5.2.3.1, at least one of the following language requirements can be set:

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<sup>13</sup>[Regulations for Admission to Master's Programmes](#)

- IELTS overall 7.0 with a minimum band score reading 6.5, listening, 6.5 speaking 6.5 and writing 7.0;
- TOEFL 100 (internet based) band scores 22 reading, 22 listening, 22 speaking and 25 writing.

5.2.3.3 Not applicable

5.2.3.4 Not applicable

#### Article 5.2.4 **Qualitative admission requirements**

5.2.4.1 Not applicable

#### Article 5.2.5 **Capacity limitation**

5.2.5.1 Not Applicable

#### Article 5.3 **Deficiencies**

5.3.1 Holders of a bachelor's degree from a research university, a related university bachelor's diploma as referred to in 5.2.1, point b or an equivalent diploma with 1 ECTS of deficiencies, may be admitted to the programme, as long as it may reasonably be expected that they will meet the entry requirements within a reasonable period of time.

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

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

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

#### Article 5.4 **Bridging programmes** (Pre-master's)

5.4.1 The programme has developed the following bridging programmes in order to remove deficiencies: Pre-Master's Public Administration

5.4.2 Pursuant to Article 7.30b (1) of the Act holders of one of the following degrees may be admitted to the bridging programme, provided that they meet the language requirements as described in article 5.2.3:

- candidates with a Bachelor's diploma with at least 25 EC in Public Administration relevant courses.

5.4.3. In addition to the requirements specified in 5.4.2, the following qualitative admission requirements apply for the bridging programme pursuant to Article 7.30b (2) of the Act :

- results from previous education that give sufficient confidence that the person concerned can successfully complete the Pre-master's and the Master's programme. A certified grade list from

the completed Bachelor's programme that demonstrates an unrounded weighted average grade of at least 7.0 used as is the criterion for sufficient confidence.

5.4.4. In exceptional circumstances, the Board of Admissions can admit persons to the programme who do not meet the requirements specified in 5.4.3. if a substantial and relevant work experience can clearly demonstrate the person's capability to successfully complete the Pre-master's and master's program. A resume and explication demonstrating the relevance of the work experience for the programme will be the basis of the decision.

5.4.5. Where article 5.4.3. and 5.4.4. applies, the admission requirements will be implemented as follows:

- for the start of the Pre-master's in the first semester: June 15th or April 1st for students who need housing or a visa;
- for start of the Pre-master's in the second semester: December 1st or October 15th for students who need housing or a visa<sup>14</sup>.

5.4.6 Information on the bridging programmes can be requested from the Institute of Public Administration.

5.4.7. The bridging programme must be successfully completed within one year to be admitted to the Master's programme.

5.4.8. Admission to the bridging programme is granted only once. After one year, the right to be admitted to the pre-masters expires regardless whether the admission requirements can be met.

5.4.9. Components which may be obtained in another bridging programme of the Institute of Public Administration cannot be used to replace components in the Public Administration bridging programme. This also applies vice versa.

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

### **Article 6.1 Study progress administration**

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

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

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

The programme is responsible for the introduction and student counselling.

### **Article 6.3 Supervision of the thesis/final paper/final report**

6.3.1 Together with the first reader, the student draws up a plan for the thesis/final paper/final report as referred to in 3.3.2. This plan is based on the study load for this component, as specified in the Prospectus.

6.3.2 The plan referred to in 6.3.1 also specifies the frequency and manner of supervision.

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<sup>14</sup> Please be aware that de Pre-master's starts in the second block of the semester; consequently block 2 and 4

**Article 6.4 Top-level sport**

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

**Article 6.5 Disability or chronic medical condition**

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

**Article 6.7 Study and internships abroad**

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

**Chapter 7 Evaluation of the Programme****Article 7.1 Evaluation of the programme**

The education in the programme is evaluated as follows:

- Students fill out a questionnaire at the end of each component of the programme. The Programme Director will inform the Programme Committee about the outcomes of the evaluation. The committee advises the Programme Board on measures for quality improvement.
- Upon completion of their programme, students fill out a questionnaire on general aspects of the programme. The Programme Director will inform the Programme Committee about the outcomes of the evaluation. The committee advises the Programme Board on measures for quality improvement.

**Chapter 8 Final Provisions****Article 8.1 Amendments**

8.1.1 Amendments to these regulations are adopted by a separate order of the Faculty Board Faculty Board, with the prior consent of the Faculty Council or the Programme Committee, depending on the topics concerned.

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

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<sup>15</sup>[Protocol on Studying with a Disability](#)

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 Programme Board is responsible for publishing these regulations, the Rules and Regulations established by the Board of Examiners, and any amendments to these documents via the University website.

Article 8.3      **Term of application**

The Course and Examination Regulations apply for the duration of one academic year.

Article 8.4      **Entry into force**

These regulations enter into force on 1 September 2021.