

Model OER M 2017-2018 EN
Established 20 December 2016

COURSE AND EXAMINATION REGULATIONS

Valid from 1 September 2017

Research Master's programme Political Science and 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;
- 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 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

Contents

1. General Provisions
2. Description of the Programme
3. Curriculum
4. Examinations, Final Examination and Further Education
5. Admission to the Programme
6. Student Counselling and Student Advice
7. Transitional Provisions
8. Final Provisions

Appendices

- e-Prospectus <https://studiegids.leidenuniv.nl>
- Appendix 1: The instructional components of the Research Master's programme in Political Science and Public Administration
- Appendix 2: Transition Regulations

Chapter 1 General Provisions

Article 1.1 Scope of the regulations

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

The programme is instituted in the Faculty of Social and Behavioural Sciences and the Faculty of Governance and Global Affairs of Leiden University, hereinafter referred to as: the Faculty, and is taught in Leiden and The Hague by the institute of Political Science and 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: a unit of study in the programme, as defined in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is associated with an examination;
- d. credit: the unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study;
- e. degree classification: further degree classification by the Board of Examiners;
- f. ECTS: 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). An examination may consist of several constituent examinations. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination;
- i. examiner: the person appointed by the Board of Examiners to conduct

- examinations, in accordance with Article 7.12c of the Act;
- j. final examination: the examinations associated with the components belonging to the programme or the propaedeutic phase of the programme, including an investigation to be carried out by the Board of Examiners itself, as referred to in Article 7.10 of the Act;
- k. first/second reader the first or second examiner to read and assess the thesis/final paper/final report. The first reader/reviewer is also the supervisor;
- l. Leiden Register of Study Programmes register of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulations;
- m. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document¹;
- n. nominal duration of study the study load in years of study as established in the Central Register of Higher Education Programmes;
- o. portfolio: a monitoring and assessment file with which students (1) demonstrate that they have achieved a sufficient level of academic education to be awarded the degree; (2) record their personal process of academic learning during the programme; and (3) receive appropriate supervision and study advice;
- p. practical: a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (d) of the Act, that takes one of the following forms:
- writing a thesis/final paper/final report,
 - writing a paper or creating an artistic work,
 - carrying out a research assignment,
 - participating in fieldwork or an excursion,
 - completing an internship, or
 - participating in another educational activity aimed at acquiring particular skills;
- q. 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;
- r. student: a person enrolled at Leiden University in order to follow the courses,

¹ <http://media.leidenuniv.nl/legacy/kaderdocument-leids-register.pdf>

- and/or sit the examinations and final examinations associated with the programme;
- s. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- t. working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;
- u. Master's thesis: The result of one of the practicals referred to under p.

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.² 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 Leiden University Regulations on ICT and Internet Use are also applicable.³ 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.

Chapter 2 **Description of the Programme**

Article 2.1 **Objectives of the programme**

The programme has the following objectives:

- providing students with a thorough grounding in the literature on administrative and political institutions and
- providing students with a rigorous training in the methodological skills that are necessary to conduct research in this field.

Students acquire this knowledge and these skills not only by being taught, but also by gaining hands-on experience with the way in which a general research interest is transformed into a theoretically informed puzzle with specific hypotheses, how a research method is chosen that is appropriate for the hypotheses that are to be tested, what problems can be encountered in data collection and analysis, how the data can be interpreted to test the hypotheses, and how the results can be presented effectively. With this research master the Institutes hope to contribute to the development of talented students into candidates who are well qualified for a PhD programme in this field, or for research-oriented positions in various organizations.

The programme will train students to become advanced researchers in political science and public administration and policy analysts for consultancy companies or the public sector. At the end of the

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

³[Leiden University Regulations on ICT and Internet Use](#)

programme, students are expected to be able to present a theoretical analysis of political institutions, to show that they possess adequate skills in research methodology, to elaborate and test new hypotheses, and to produce a thesis that demonstrates their capacity to join a PhD programme.

The programme will complement the substantive and elementary research competencies of the Bachelor's programme with high-level competencies of content and research methodology for research into political institutions and their designs, workings and implications. A graduate of the research master's programme will be able to formulate a research proposal that will meet high standards.

Article 2.2 **Specialisations**

For cohorts that start as of September 2017: Not applicable.

(For cohorts that started before September 2017:
Political Science
Public Administration)

Article 2.3 **Learning outcomes**

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

1. Knowledge and understanding of important political science and public administration issues, fields of research, theories and approaches;
2. Ability to independently select and apply a theoretical framework to respond to political science and public administration issues;
3. Advanced, up to date knowledge of quantitative and qualitative methodology for political science and public administration research;
4. Knowledge and understanding of philosophy and ethics of social-scientific research;
5. Knowledge and understanding of 'the state of the art' theory and developments in research on administrative and political institutions and their designs, workings and implications;
6. Ability to judge scientific research in the fields of political science and public administration;
7. Understanding and ability to independently conduct political science and public administration research (from formulation of the problem to conclusion);
8. Ability to formulate, conduct and manage research on administrative and political institutions;
9. Ability to independently report in writing on political science and public administration research conducted using current scientific standards and to write research reports for publication in national and international political science and public administration journals;
10. Ability to make oral presentations at national and international political science and public administration panel discussions and to contribute to the scientific discourse on administrative and political institutions

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 120 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 associated with a final examination.

Article 2.8 **Language of instruction**

In accordance with the Code of Conduct on the Language of Instruction and Examination⁴ the language(s) of instruction and examination in the programme 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.

Article 2.9 **Quality**

The programme is accredited by NVAO⁵ 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 3.1 **Compulsory components**

3.1.1 The programme includes compulsory components worth a total study load of 105 ECTS credits. These compulsory components include the set components from which students are obliged to choose.

3.1.2 The e-Prospectus further specifies the actual structure of the programme, i.e. the study load, level,⁶ contents and structure of the components on the curriculum.

Article 3.2 **Optional components**

⁴ <http://www.reglementen.leidenuniv.nl/gedragcodes/gedragcode-voertaal.html>

⁵ The Accreditation Organisation of the Netherlands and Flanders.

⁶ In accordance with the 'abstract structure', as described in the Framework Document of the Leiden University Register of Study Programmes.

3.2.1 Alongside the components referred to 3.1.1, the student selects components worth a total study load of 15 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 programme of components that are taught by an institution, as long as a final examination is associated with these. They will require the permission of the most appropriate Board of Examiners. When granting such permission, the Board of Examiners also indicates to which University programme the programme is considered to belong.⁷ If necessary, the Executive Board appoints a Board of Examiners to take this decision.

Article 3.3 **Practicals**

3.3.1 For each component, the e-Prospectus specifies which practicals are included, the nature and scope of the student's workload for these practicals and whether participation in these is a condition of entry to the examination for the component. The Board of Examiners may exempt students from a practical, in which case the Board choose to apply alternative conditions.

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

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

3.4.1 Students who wish to sit an examination must register no later than ten days before the date of the examination, in line with the applicable procedure.

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 3.5 **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.

⁷ In accordance with Article 7.3d of the WHW ('free curriculum in higher education').

Chapter 4 Examinations, Final Examination and Further Education

Article 4.1 Frequency of examinations

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

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

4.1.3 If the mark for a component results from several constituent examinations, it is possible to depart from the number of examinations and resits as referred to in 4.1.1. In this case article 3.3 of the Examination Rules and Regulations relating to the degree programmes in Political Science applies.

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

4.1.5 The Board of Examiners may set certain rules for taking the resit.

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 after the academic year in which the student passed this examination, the result of the last sitting will not be assessed

Article 4.2 Obligatory sequence

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

4.3.2 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty of the examination. If necessary, the Board

of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability,⁸ 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.

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**

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

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

Article 4.5 **Rules and regulations set by the Board of Examiners**

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

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

Article 4.6 **Assessment**

4.6.1 The examiner determines the mark immediately after an oral examination has been conducted. The student is informed of this through the University study progress system.

4.6.2 The examiner marks any written examination or constituent examination within 15 working days of the day on which the examination or constituent examination was taken, and informs the departmental office of the result by entering this into the University study progress system. The student is informed of this through the University study progress system.

4.6.3 If the examiner is unable to comply with the period of 15 working days specified in Article 4.6.2, the student is notified accordingly through Blackboard and in a personal mail to the student's u-mail address before this term expires. This notification includes the latest date by which the student will be informed of the result.

4.6.4 The examination result is expressed as a whole number or a number to a maximum of one decimal place up to and including 1.0 and 10.0 (rounded to .0 or .5). The result is not be expressed as a number between 5.0 and 6.0.

⁸ <http://media.leidenuniv.nl/legacy/protocol-studeren-met-een-functiebeperking-2012-versie-cvb-28-08-12.pdf>

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

4.6.6 Not applicable.

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

4.6.8 Not applicable.

Article 4.7 **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.

4.7.3 The validity period referred to 4.7.1 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 The time and manner of the feedback session on the examination is specified in the e-Prospectus.

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

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

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

Article 4.9 **Exemption from examinations and/or practicals**

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

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

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 three 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 or in English that conforms to the standard European Diploma Supplement format is attached to the degree certificate. In addition to the degree certificate, students are issued with a translation of the degree certificate and a certificate in Latin.

Article 4.11 The degree

4.11.1 The degree of 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 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. 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 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 full-time programmes:

- the weighted average for all components is 8.0 or higher;
- the mark for the Master's thesis is 8.0 or higher;
- the examination was passed within the nominal duration of study + 1 year.
- no mark is the result of a retake of a study component for which the student had already received a passing grade.

The Faculty Board sets corresponding conditions for part-time programmes.

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 mark for the Master's thesis is 9.0 or higher;
- the examination has been passed within the nominal duration of study.
- no mark is the result of a retake of a study component for which the student had already received a passing grade.

The Faculty Board sets corresponding conditions for part-time programmes.

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

4.12.7 If a student has been subject to disciplinary measures as a result of irregularity, fraud or plagiarism, 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.⁹

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 may be admitted to the programme and one of its specialisations:

BSc in Political Science or in Public Administration or a BSc with a Major in each of these fields, obtained with excellent results. In addition, students holding a degree in another scientific field may also be accepted if their prior studies or other relevant experience can be considered equivalent.

5.2.2 The Board of Admissions may, on request, admit persons to the programmes 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, possibly under further conditions, without prejudice to the conditions specified in 5.2.4.

5.2.3 As further clarification of Article 2.9 concerning the student's command of the language of instruction, the language requirement for English-taught master's programmes is a TOEFL score of at least 625 (paper based)/ 263 (computer based)/ 110 (internet based) or an IELTS score of at least 7.5 or CPE-C. The Board of Admissions may request that applicants demonstrate an adequate command at this level.

5.2.4 Alongside the requirements specified in 5.2.1 and 5.2.2, the following qualitative admission requirements apply for the programme pursuant to Article 7.30b (2) of the Act:

- Excellent academic performance, as evidenced by a transcript (average grade at BSc level of 8 (rounded to a whole number) or higher in the Dutch grading system or equivalent in other grading systems) and/or other indicators (relevant extracurricular activities, honours programme, etc.);
- English-language proficiency (TOEFL > 625(paper based)/263 (computer based)/110 (internet based) or IELTS test level 7.5 or CPE-C);
- Writing proficiency in English at the pre-university education level [vwo];
- Training in research methods and techniques and statistics at the BSc level should minimally account for 15 EC;

⁹[Regulations for Admission to Master's Programmes](#)

- Research skills, having completed the research cycle independently or in a small group;
- Motivation for conducting research in political science and/or public administration; Demonstrable affinity with an area of research in the programme, as evidenced by a BSc thesis relating to that area or by a comparable paper in which relevant literature and research is discussed.

5.2.5 If the Executive Board has determined a maximum capacity for the programme, the order of admission will be determined by the qualitative admission requirements as referred to in sub-article 5.2.4.

Article 5.3 **Deficiencies:** Not applicable for the Research master

5.3.1 Holders of a bachelor's degree from a research university or an equivalent diploma with x(may vary from 1 to 15) 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 is admitted to the programme on the basis of 5.3.1 and must sit examinations to meet the entry requirements, these are not considered part of the curriculum of the Master's programme.

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

Not applicable.

Chapter 6 **Student Counselling and Study Advice**

Article 6.1 **Student progress report**

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

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

Article 6.2 **Introduction and student counselling**

The department is responsible for the introduction and student counselling.

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

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

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

Article 6.4 **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 6.5 **Disability or chronic medical condition**

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition. The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.¹⁰

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 programme is evaluated as follows:

- course evaluations
- programme evaluation

Chapter 8 Final Provisions

Article 8.1 **Amendments**

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

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

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

Article 8.2 **Publication**

¹⁰[Protocol on studying with a disability](#)

Model Course and Examination Regulations 2017-18

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 **Term of application**

The OER apply for the duration of one academic year.

Article 8.4 **Entry into force**

These regulations enter into force on 1 September 2017.

Appendix 1

The instructional components of the Research Master's programme in Political Science and Public Administration at Leiden University in 2017-2018 are:

<i>Components</i>	<i>EC</i>		<i>Level</i>
First Year (2017-2018) (provisional)	60		
1. Classics in Political Science and Public Administration	5	practical	600
2. Research Design	5	practical	600
3. Elective Seminars PS and/or PA**	(total of) 20	practical	500*
4. Comparative State and Polity Formation	5	practical	600
5. International Cooperation and Institutions	5	practical	600
6. Policy	5	practical	600
7. Qualitative Methods I	5	practical	600
8. Quantitative Methods I	5	practical	600
9. Qualitative Methods II OR Quantitative Methods II	5	practical	600

Second Year Political Science Track (2017-2018), for cohort that started in 2016 (provisional)

1. International Cooperation and Institutions	10	practical	600
2. Proposal Lab	5	practical	600
3. Seminar: Public Opinion and Political Decision-Making***	10	practical	600
4. Advanced Methodology	5	practical	600
5. Replication Workshop	5	practical	600
6. Philosophy of Science	5	practical	600
7. Political Science Research Master's Thesis	20	practical	600

Second Year Public Administration Track (2017-2018), for cohort that started in 2016 (provisional)

1. International Cooperation and Institutions	10	practical	600
2. Proposal Lab	5	practical	600
3. Seminar: Inside the EU- Governance and Accountability***	10	practical	600
4. Advanced Methodology	5	practical	600
5. Replication Workshop	5	practical	600
6. Philosophy of Science	5	practical	600
7. Public Administration Research Master's Thesis	20	practical	600

If a component includes a practical or discussion group the board of examiners can establish a required attendance rule.

*For research master students these seminars will be upgraded to level 600 by way of an extra assignment .

** The Elective Seminars are to be chosen upon approval of the Programme Director(s) of the Research Master.

****Bold means that the course is track specific.*

Appendix 2

Transition regulations for students from earlier academic years who have not successfully completed all components of the first year of the research master (also to be published in the e-Prospectus 2017-2018):

1. Conflict and Cooperation: Classics (5 EC) → Classics in Political Science and Public Administration (5EC)
2. Advanced Academic and Professional Skills (5 EC) → Research Design (5 EC)
3. Institutionalism I: Pol. Perspectives (5 EC) → Comparative State and Polity Formation (5 EC)
4. Institutionalism II: Organisational Perspectives (5EC) → Policy (5 EC)
5. Qualitative Data Collection and Analysis (5 EC) → Qualitative Methods I (5 EC)
6. Quantitative Data Collection and Analysis (5 EC) → Quantitative Methods II (5 EC)
7. Personalisation of Politics (10 EC) → Political Science elective seminar(10 EC)