



Regulation on the Minor in Innovation, Co-Creation and Global Impact

Effective from 1 September 2017

1. Description of the minor

A minor is a coordinated package of subjects consisting of 30 credits that, in terms of level, is most suited to third-year bachelor's students who hold first-year certificates. This minor can be pursued as both extra-curricular and as part of the elective studies. The objective of the minor in *Innovation, Co-Creation and Global Impact* is to educate, train and coach a group of professionals who are passionate about solving complex social problems.

2. Learning outcomes for the minor in *Innovation, Co-Creation and Global Impact*

Upon successful completion of the minor in *Innovation, Co-Creation and Global Impact* the student will have achieved the following course objectives:

- a. the student is able to explain the concepts of innovation and social entrepreneurship;
- b. the student has developed basic skills in academic research, professional practice and policy-making;
- c. the student is able to apply theoretical and practical knowledge in papers and presentations;
- d. the student is able to explore transdisciplinary research methodologies;
- e. the student is able to evaluate (and see the limitations) of complex multi-stakeholder processes;
- f. the student is able to identify and analyse complex social problems and reduce any barriers to routine procedures;
- g. the student is able to apply transdisciplinary methods in the fields of sustainability, technology or geography;
- h. the student is able to initiate and carry out a research project that has an impact on daily life;
- i. the student is able to reflect on his/her contribution to a transdisciplinary team;
- j. the student is able to handle complexity by applying *design thinking* and associated methodologies.

3. Start of the minor

The minor will start on 1 September 2017.

4. Working language

The working language of the minor is English. The student is expected to have adequate English communication skills.

5. Quality standards

The minor meets the educational quality standards as stipulated in the framework document of the Leiden University Register of Study Programmes and is subject to the regular quality assessment cycles of the Campus The Hague faculty.

6. Programme

- a. The minor has compulsory units of study and a total course load of 30 credits. If units of study have been undertaken but these do not add up to the required total of 30 credits, then this package of units does not constitute a minor.
- b. The required work, credits, level,¹ content and types of classes in the minor are described in the e-prospectus.
- c. If fewer than 8 students enrol for a subject, the faculty may decide to cancel this subject or offer it in a different form; in this case, students will be offered an alternative.

7. Participation in the minor

Participation in the minor is based on the sequence of registration. Note: there may be a maximum number of students per minor.

(<http://www.onderwijs.leidenuniv.nl/minoren/toelating-inschrijving/toelating.html>).

For some subjects, students must first have passed a previous mid-term examination. The e-prospectus outlines those subjects for which this condition applies.

8. Dissemination of course materials

- a. Students are not permitted to make recordings of the lectures (audio or video) without explicit consent from the lecturer concerned. If permission is granted, then the student may make recordings for personal use only; dissemination or publication of the recorded material in any way, shape or form is prohibited.
- b. Students are not permitted to disseminate or publish course materials in any form whatsoever. The material is for the students' personal use only.

9. Examination dates

- a. Students have the opportunity twice per academic year to sit examinations related to each of the subjects offered that year.
- b. In the event that the final grade for a particular subject is made up of the results of several tests, the number of opportunities to sit these tests, as stipulated above, may change. In any case, there will be one opportunity to re-sit at least the final examination. If applicable, this will be stated in the e-prospectus.
- c. In accordance with article 7.13, second paragraph, sub h, of the Act, the examination dates are stated in the e-prospectus.
- d. The Board of Examiners of the faculty may, at the request of the student, allow him/her an extra re-sit in special cases.
- e. Once a subject exam has been passed, the student is not eligible for a re-sit. If a student does re-sit an examination without the permission of the Board of Examiners of the Faculty, the exam paper will not be assessed. The results of the first exam remain valid.

10. Compulsory sequence

- a. The e-prospectus provides information on which examinations students can sit only once they have completed one or more other exams.
- b. For units of study and the concluding exams for these where there is a compulsory sequence, the Board of Examiners of the faculty may allow an exception to the sequence in special cases, following a written request by the student, including the reasons.

11. Types of examinations

- a. The e-prospectus specifies whether the examination, or mid-term tests, of a unit of study are written or oral or take the form of practical skills testing.
- b. In special cases the Board of Examiners of the faculty can, at the request of the student, allow an alternative method of sitting an than that specified in the e-prospectus.

¹. In accordance with the 'abstract structure' as outlined in the policy document of the Leiden University register of study programmes.

- c. Students with an impairment or chronic illness are given the opportunity to sit exams in environments that are adapted as far as possible to the requirements of their personal impairment. These modifications may in no way influence the quality or level of difficulty of an examination. The Board of Examiners of the faculty will seek expert advice, where necessary as outlined in the Protocol on studying with a disability, before reaching a decision.
- d. Decisions on requests for modifications to examinations are taken by the Board of Examiners of the faculty.
- e. Exams are in Dutch/English or, in accordance with the Code of Conduct on the Working Language, in another language.
- f. Students receive individual assessments on presentations, research, reports or other group activities.

12. Oral examinations

- a. Oral examinations are taken on an individual basis, unless the Board of Examiners of the faculty determines otherwise.
- b. Oral examinations are held in public, unless the Board of Examiners of the faculty or the examiner concerned in special cases determines otherwise, or the student objects to this.

13. Rules for the Board of Examiners of the Faculty

- a. In accordance with article 7.12b, paragraph three, of the Act, the Board of Examiners of the faculty sets rules for the execution of its duties and its authority and any relevant measures it may take. The Board of Examiners of the faculty has established rules and guidelines concerning its tasks.
- b. The Board of Examiners of the faculty is responsible for ensuring a student's right to appeal against its decisions or those of examiners.
- c. The Board of Examiners of the faculty also specifies the procedure for appointing a first and second assessor for graduation reports, as well as the procedure regarding assessment of the project and the division of responsibilities between the first and second assessors, including grading.

14. Assessment

- a. The examiner makes his/her assessment known immediately after completion of the oral exam and issues a written confirmation to the student.
- b. Within 15 working days after the day of a written (or other form of) examination or mid-term test, the examiner provides an assessment and informs the administration by providing the information necessary for issuing to the student the written or digital confirmation of his/her assessment.
- c. If assessment within 15 working days is not possible, the student is informed of this within this stipulated term. The student is also informed of the revised further procedure.
- d. Examination results are given in whole numbers (1 to 10) or half numbers (with the exception of stipulations under e). The following rules apply to the rounding off of numbers: 6.01 to 6.24 becomes a 6; 6.25 to 6.74 becomes a 6½; 6.75 to 6.99 becomes a 7, etc.
- e. In accordance with art. 4.6.4 of the OER, an assessment graded at 6 or higher is a pass; a grade of 5 or lower is a fail. Grades between 5 and 6 require rounding off and the rule for this is as follows: 5.5 and higher is rounded up and becomes a 6, 5.49 and lower is rounded down. Grades of mid-term tests are not rounded off.
- f. Successful completion of a practical exercise may count as a pass for an examination, in accordance with article 7.10 of the WHW.
- g. On the written or digital confirmation of an assessed exam students are made aware of their right to inspect the exam paper, as referred to in article 16, and to the appeals procedure.
- h. The Board of Examiners of the faculty sets out rules which clearly state the conditions under which it may exercise its authority, as set out in article 7.12b, paragraph three, of the Act, to determine whether all exams need be completed successfully, and/or the conditions on which passes for interim tests may compensate one another. These rules are stipulated in the faculty's Rules and Guidelines for the Board of Examiners.

15. Period of validity

- a. The faculty administration may limit the period of validity of a successfully completed exam, subject to the authority of the Board of Examiners of the faculty who may extend the period of validity in an individual case. The period of validity of a successfully completed examination may only be limited if the knowledge or insights tested by the examination tested is demonstrably outdated, or if the skills relating to the examination content are demonstrably outdated.
- b. For exams whose period of validity has been limited, in compliance with the criteria formulated in the Rules and Guidelines (art. 4.9 of the of the Board of Examiners of the faculty), the Board of Examiners of the faculty may, at the request of the student, extend the period of validity by a period of its choosing.
- c. A limited period of validity, pursuant to 15.a, commences on 1 September of the academic year after the year in which the exam has been successfully completed or for which exemption has been granted.

16. Right to access and post-exam discussion

- a. A student has the right to view written work that has been graded for 30 days after the date on which the exam results have been announced.
- b. During the period stated in 16.a above, students may review the exam questions/assignments and, where possible, also the assessment criteria.
- c. A student may request a post-exam discussion. The student may be made aware of this at the same time as results are made known.
- d. The Board of Examiners of the faculty has the authority to decide whether the post-exam discussion will take place collectively or individually.
- e. The post-exam discussion will occur at a time and place set by the Board of Examiners of the faculty.
- f. If the student can prove that unforeseen circumstances prevented the him/her from taking part in the post-exam discussion, as outlined in 16.c, then another opportunity will be offered, where possible within the term stipulated in 16.a.

17. Exam exemptions and/or practical tests

- a. The Board of Examiners of the faculty may approve an exemption from one or more examinations, or from participation in a practical test, on the basis of a student request and following the approval of the examiner concerned, if the student:
 1. has already obtained an equivalent unit of study that is equivalent or higher in the material concerned, or
 2. is able to demonstrate through work or professional experience that he/she has sufficient knowledge and skills regarding the subject concerned.
- b. Where units of study of the minor are concerned, the Board of Examiners of the relevant faculty will only make a decision on granting an exemption after consultation with the faculty's Board of Examiners responsible for the minor.

18. Direct admission

Admission to a minor is based on the applicant holding a first-year certificate. Further information can be found at: <http://www.onderwijs.leidenuniv.nl/minoren/toelating-inschrijving/toelating.html>

19. Selection

There may be a maximum number of students admitted to a minor. Admission will then be based on order of registration.

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