

*Established 24 June 2019*

## **COURSE AND EXAMINATION REGULATIONS**

Valid from 1 September 2019

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

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the 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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- See: e-Prospectus <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 Bachelor's programme Bestuurskunde, the pre-masters Management van de Publieke Sector and Public Administration and the electives that the Institute offers, henceforth referred to as the programme.

The programme is instituted in the Faculty of Governance and Global Affairs of Leiden University, 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 Examiners:            the Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act;
- b. 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;
- 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. EC(TS)                            European Credit (Transfer System);
- e. e-Prospectus:                    the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- f. degree classification:            further degree classification by the Board of Examiners;
- g. 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 and final examinations;
- h. examiner:                        the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- i. 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;
- j. first/second examiner the first or second examiner to read and assess the thesis/final paper/final report. The first examiner is also the supervisor;
- k. 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;
- l. 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>
- m. nominal duration of study the study load in years of study as established in the Central Register of Higher Education Programmes;
- n. 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;
- o. 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;
- p. Pre-University College: a teaching programme offered by Leiden University to selected pupils in the fifth and sixth grades of secondary education (VWO);
- q. 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 associated with a final examination;
- r. propaedeuse: the first year of the programme and the part of the programme defined in Article 7.8 of the Act. An examination is associated with this phase, unless the Faculty determines otherwise in these regulations;

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

- s. student: a person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations associated with the programme;
- t. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- u. working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;
- v. Inspection The possibility 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.
- w. Final Evaluation 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 to 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 Leiden University Regulations on ICT and Internet Use are also applicable.<sup>3</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.

1.3.3 The Faculty of Governance and Global Affairs Code of Conduct is also applicable.<sup>4</sup> This code of conduct consists of a number of core values in order to reach an honest, open, safe and inspiring climate for work and study 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 Bachelor's programme in Public Administration at Leiden University is a full-time academic programme. This means that the teaching and academic research are closely linked. The curriculum focuses on developing analytical skills and adopting an independent academic approach. It provides students with a broad knowledge of relevant public administration theories and insights alongside the knowledge and skills that enable them to understand issues that are relevant to society, and make recommendations on how to improve the practice of public administration. The Public

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

<sup>3</sup>[Leiden University Regulations on ICT and Internet Use](#)

<sup>4</sup>[FGGA Code of Conduct](#)

Administration programme comprises two specialisations: Policy, Administration and Organisation (BBO) and Economics, Administration and Management (EBM). The programme has the following characteristics:

- The Institute of Public Administration considers public administration to be a separate discipline that focuses on the study of institutional arrangements for the provision of public services. Public administration in the wider sense is the main focus of study. Knowledge of different disciplines, such as economics, law, sociology and political science is integrated and applied in the study of public administration. This involves taking a theoretical empirical approach and employing methods and techniques from social sciences research.

- Classical and contemporary themes from public administration are at the heart of the curriculum. Attention is paid to the structure and functioning of various political public administration systems in an national and international perspective, the organisation and (financial) management of public administration, the relationship between public and private administration, (economic) policy issues and ethical and normative questions.

- The curriculum of the bachelor's programme considers the variety and complexity of public administration from a multi-level governance perspective, expressed in three essential characteristics: (1) Public administration is multi-actor in character. The programme therefore provides knowledge and an understanding of the interaction and division of roles between government (politics and public administration), semi-government, the private sector and society; (2) Public administration is multi-level in character. The programme therefore provides knowledge and understanding of various levels of administration, namely local, provincial, national and international as well as various levels within these; and (3) the variety and complexity of the social reality makes a multidisciplinary approach essential. The programme therefore provides knowledge and understanding of a wide range of different but related disciplines.

- The Public Administration programme seeks interaction between academic knowledge and professional practice. This means that students learn that important theoretical insights are relevant to everyday professional practice in the public sector.

## Article 2.2 **Specialisations**

The programme Public Administration has the following specialisations:

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

## Article 2.3 **Learning outcomes**

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

### a. Knowledge and understanding

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

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

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

BBO

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

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

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

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

b. Applying knowledge and understanding:

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

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

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

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

c. Judgement

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

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

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

d. Communication

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

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

3 The ability to work effectively with others.

e. Learning skills

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

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

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

Article 2.4 **Structure of the programme**

The programme Public Administration offers full-time tuition. The part-time programme is offered as a daytime programme. The nominal duration of the part-time programme is 3 years.

Article 2.5      **Study load**

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

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

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

Article 2.7      **Minors and Honours education**

2.7.1    The following minors are offered, which are the responsibility of the Board(s) of Examiners listed below:

- .....    Public Administration: Multi-Level Governance
- Bestuurskunde: Openbaar Bestuur, Beleid en Management

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

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

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

Article 2.8      **Final examinations of the programme**

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

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

If the programme has a propaedeutic examination, students may only sit the final examination for the programme once they have passed the propaedeutic examination.

Article 2.9      **Language of instruction**

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

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<sup>5</sup> [Code of Conduct on Language of Instruction](#).

2.9.2 Contrary to Article 2.9.1, 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>6</sup>

## Article 2.10 **Quality**

The programme is accredited by NVAO<sup>7</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 3.1 **Compulsory components**

3.1.1 The programme includes compulsory components worth a total study load of 150 ECTS credits. These compulsory components include the set components from which students are obliged to choose.

3.1.2 In addition to the components referred to in 3.1.1, students select components worth a total study load of 0 credits from those on offer within their own programme or discipline.

3.1.3 The e-Prospectus further specifies the actual structure of the programme, i.e. the study load, level,<sup>8</sup> contents and structure of the components on the curriculum.

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

### Article 3.2 **Optional components**

3.2.1 In addition to the components referred to in 3.1.1 and 3.1.2, the department gives students a choice of optional subjects worth a total study load of 30 credits (a maximum of 30 and a minimum of 15 credits in total). Students may only follow these components once they have passed the first-year (propaedeuse) phase.

3.2.2 The Board of Examiners must approve the student's selection of components. The Board of Examiners bases its evaluation of the student's selection solely on the coherence and level of the components selected. The approval of the Board of Examiners is not required for minor programmes with a study load of 30 credits that are recognised as such by Leiden University nor for the minors recognised by Delft University of Technology and Erasmus University Rotterdam.

3.2.3 In addition to the components taught at this university, and subject to the approval of the Board of Examiners, 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 may not use components that they follow within the scope of the Honours College as optional components.

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<sup>5</sup> [Guideline on Language Policy](#)

<sup>7</sup> The Accreditation Organisation of the Netherlands and Flanders.

<sup>8</sup> In accordance with the 'abstract structure', as specified in the Leiden Register of Study Programmes Framework Document.

3.2.5 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.<sup>9</sup> If necessary, the Executive Board appoints a Board of Examiners to take this decision.

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

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

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

### Article 3.3 **Practicals**

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

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

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

3.4.1 Not applicable

3.4.2 Students are allocated to programme components in order of registration, on the provision that, providing 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 or education-related meetings without the explicit prior permission of the relevant lecturer. Should such permission be

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<sup>9</sup> In accordance with Article 7.3h of the Act ('free curriculum in higher education').

granted, students are only legally permitted to use the recording for their own use; all forms of distribution or publication of the recordings are prohibited.

3.5.2 Students are prohibited from all forms of distribution or publication of study materials. The materials are for students' own use only.

## **Chapter 4 Examinations and Final Examination**

### **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.

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, on the understanding that students are given the opportunity to resit and pass the component by taking an examination that is representative for the component. If applicable, this is specified in the e-Prospectus.

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. These rules are specified in the Rules and Regulations of the Board of Examiners.

4.1.6 Contrary to the provisions of Article 4.1.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.

4.1.7 If a student has passed an examination linked to a given component but nevertheless resits this examination without the permission of the Board of Examiners, the result of the last sitting will not be assessed.

### **Article 4.2 Obligatory sequence**

4.2.1 The e-Prospectus specifies 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 the constituent examinations for a component take the form of a written, oral or other examination.

4.3.2 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty of the examination. If necessary, the Board of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability,<sup>10</sup> 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 the programme that are specified in the OER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.

#### Article 4.4 **Oral examinations**

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

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

#### Article 4.5 **Rules 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 the right of students 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 or other form of examination or constituent examination within 15 working days of the day on which the examination or constituent examination is 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. The student will be informed of the result at least five working days before the next resit of the examination.

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 or Brightspace and in a personal e-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.

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<sup>10</sup> [Protocol on Studying with a Disability](#)

4.6.4 The examination result will be expressed as a whole number or a number to a maximum of one decimal place up to and including 1.0 and 10.0 (rounded to .0 or .5). The result is not expressed as a number between 5.0 and 6.0. Further provisions relating to how a result is expressed can be found in the Rules and Regulations

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

4.6.6 If students must complete a practical to be permitted to sit an examination, the Board of Examiners may decide that the result of the examination that students have taken despite admission requirements is issued once they have passed the practical.

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

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 **Length 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, second clause, of the law, the Board of Examiners shall act in accordance with the pertinent provisions in article 7.10, fourth clause of the law.

4.7.3 The validity period referred to in 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 within a period of 30 days following the publication of the results of a written examination.

4.8.2 Within 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 inspection and 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 papers 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 viewing of the examination paper and 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**

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

- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
- has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the component in question, or
- has passed Pre-University College, in which case, the Board of Examiners determines the component(s) for which the exemption is granted.

4.9.2 If the exemption concerns the components that belong to a minor, the Board of Examiners responsible first consults the Board of Examiners of the programme that provides the minor before deciding whether to grant an exemption.

#### Article 4.10 **Final examination**

4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.

4.10.2 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the programme or specialisation was delivered 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 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 Bachelor « of Science » is awarded to those who have passed the final examination of the programme.

4.11.2 The degree certificate specifies which degree has been awarded.

Article 4.12 **Degree classification**

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. Programme 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:

For the Bachelor's final examination:

- the unrounded weighted average for all components is 8.0 or higher;
- the grade for the bachelor's thesis is 8.0 or higher;
- the Bachelor's final examination was passed within four academic years.

If applicable to the propaedeutic examination:

- the unrounded weighted average for all components is 8.0 or higher;
- the propaedeutic examination was passed within a 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:

for the Bachelor's final examination:

- the unrounded weighted average for all components is 9.0 or higher;
- the grade for the Bachelor's thesis is 9.0 or higher;
- the Bachelor's final examination was passed within three academic years.
- all components of the bachelor's programme have been completed with a mark of at least 7.0
- none of the components may have been a resit.

If applicable to the propaedeutic examination:

- the unrounded weighted average for all components is 9.0 or higher;
- the propaedeutic examination was passed within a year.
- all components of the propaedeuse have been completed with a mark of at least 7.0
- none of the components may have been 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 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.

## **Chapter 5 Admission to the Programme 2018-2019**

### **Article 5.1 Direct admission**

5.1.1 Direct admission to the programme is granted to those persons who meet the requirements set out in Articles 7.24 and 7.25 of the Act, under the assumption that, for the LUC and programmes with a fixed quota, the selection criteria and procedure as stated in Articles 5.3.2 and 5.3.3 apply.

5.1.2 The regulations regarding admission to the programme are established in the Regulations for Student Registration, Tuition Fees and Examination Fees of Leiden University.<sup>11</sup>

5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its powers under Article 7.28 (1), second and third sentences, of the Act.

5.1.4 If on the basis of Article 7.53 of the Act, the Executive Board has determined a limited first enrolment for the programme, the procedure described in Articles 5.3.2 and 5.3.3 is applicable.

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<sup>11</sup> [The Regulations for Student Registration, Tuition Fees and Examination Fees of Leiden University](#)

## Article 5.2 **Admission**

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

The holder of a propaedeuse diploma from a university of applied sciences who is not in possession of a diploma as referred to in Article 7.24 (1) of the Act or of a diploma that is considered on the grounds of the second paragraph to be at least equal to such a diploma either by virtue of the Ministerial Regulations or by the Executive Board: will be admitted to the programme.

### 5.2.2 **Equivalent qualifications**

A person who is not in possession of a pre-university (VWO) diploma awarded after 2007, but who is nevertheless eligible for direct admission on the basis of the Act, may be required to take a test on the subjects referred to in Article 5.2.3.1 at the level of a VWO final examination for the profile that allows for direct admission.

### 5.2.3 **Further prior education requirements and deficiencies**

5.2.3.1 In accordance with the Regulations of the Minister of Education, Culture and Science of 3 April 2014, no. 540459 regarding admission to higher education<sup>12</sup>, the following additional entry requirements apply: : VWO eindexamen.

5.2.3.2 The Board of Examiners will determine how these tests are conducted.

5.2.3.3 If students may start the programme before the deficiency has been removed, this must be stated here.

### 5.2.4 **Dutch and English languages**<sup>13</sup>

5.2.4.1 Holders of a diploma obtained outside the Netherlands meet the requirement of a sufficient command of the Dutch Language if they have passed the examination level *TUL-gevorderd* examinations, organised by Leiden University. An International School diploma or a comparable international programme provided in the Netherlands is considered to be a diploma obtained outside the Netherlands.

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

5.2.4.3 (only applicable to English-taught bachelor's programmes)

5.2.4.4 (only applicable to English-taught bachelor's programmes)

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<sup>12</sup> [Regulations of the Minister of Education, Culture and Science of 3 April 2014 pertaining to admission to higher education](#).

<sup>13</sup> [Letter of the Minister of Education, Culture and Science of 11 July 2018](#), decision on costs of standardised tests (costs of standardised tests, including language tests, are to be paid by the study programme from the 2019-2020 academic year). This applies for all students. If possible, the Minister will make a decision on a different procedure for students with a diploma from outside the Netherlands. The costs associated with demonstrating the right level of the Dutch language are to be paid by the study programme.

5.2.4.5 (only applicable to English-taught bachelor's programmes)

#### 5.2.5 **Entrance examination**<sup>14</sup>

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

Subject	Level
English	VWO staatsexamen Or IELTS 6.0 (academic modules) Toefl (Internet based, minimum 78/80)
Mathematics C	VWO staatsexamen
Dutch	VWO staatsexamen
History	Oral exam

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

Article 5.3 **Selection for the programme** [*Applies to programmes with a fixed quota and LUC*]

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.

6.1.3 From the second year of enrolment, the department asks all students to submit an annual study plan, indicating the examinations they intend to take, and the extracurricular activities relevant to the programme or recognised by the Executive Board in which they intend to participate.

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

As referred to in the Regulation on the Binding Study Advice, the department must provide an introduction and counselling for all students who are enrolled in the programme, in order to familiarise them with their study options in the programme and elsewhere and to facilitate their progress in their studies.<sup>15</sup>

### Article 6.3 **Study advice**

6.3.1 In their first year of enrolment, all students are provided with advice on the continuation of their studies. The Board of Examiners is authorised by the Faculty Board to issue this study advice. For information on the requirements, the number of times the advice is issued, as well as the possible

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<sup>14</sup> [Letter of the Minister of Education, Culture and Science of 11 July 2018](#)

<sup>15</sup> [Leiden University Regulation on the Binding Study Advice](#)

consequences of this advice, see the Leiden University Regulation on the Binding Study Advice that applies to the study year in question as well as 6.3.2.

6.3.2 *Not applicable*

6.3.3 A binding negative study advice with refusal only applies to the programme and associated specialisations in which the student is enrolled. The binding study advice also applies to any bachelor's programme which shares the propaedeuse with the programme.

6.3.4 Students may request an oral explanation of the study advice as well as information on their progress within or outside the Faculty and on any other possible education options.

#### Article 6.4 **Supervision of the thesis/final paper/final report**

6.4.1 The student draws up a plan for the 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.

6.4.2 The plan referred to in 6.4.1 also specifies the frequency and manner of supervision.

#### Article 6.5 **Professional sports**

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

#### Article 6.6 **Disability or chronic medical condition**

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition.<sup>16</sup> The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.

#### 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** (white becomes yellow)

The programme is evaluated as follows:

- Students fill out questionnaires upon completion of each course (including the mentorship programme) of the programme. The Programme Board/Programme Director will inform the Programme Committee about the outcomes of the evaluation. The programme committee advises the programme board on measures for quality improvement.

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<sup>16</sup> <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/protocol-studying-with-a-disability>

- Students fill out a questionnaire at the end of the year on all aspects of the programme. If necessary, the programme board takes measures to improve the quality.
- The Programme Board/Programme Director will inform the Programme Committee about the outcomes of the evaluation. The committee advises the programme board on measures for quality improvement. If necessary, the programme board takes measures to improve the quality.

## **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 or the programme committee, depending on the topics concerned, with the prior consent of the Faculty Council.

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

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

### **Article 8.2      Publication**

The Faculty Board or the programme department is responsible for publishing these regulations, the rules and guidelines set by the Board of Examiners, as well as any amendment to these articles, via the University website.

### **Article 8.3      Term of application**

The OER applies for the duration of one academic year.

### **Article 8.4      Entry into force**

These regulations enter into force on 1 September 2019.