COURSE AND EXAMINATION REGULATIONS

Master's programme in Crisis and Security Management.

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. In accordance with Article 9.18 of the Act, the departmental committee is assigned the task of annually assessing the implementation of the OER

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- e-Prospectus https://studiegids.leidenuniv.nl

Course and Examination Regulations Master's programme in Crisis and Security Management 2018-2019

Chapter 1   General Provisions

Article 1.1   **Scope of the regulations**

These regulations apply to the teaching and examinations of the Master's programme(s) Crisis and Security Management, henceforth referred to as the programme.

The programme is instituted in the Faculty of Governance and Global Affairs of Leiden University, hereinafter referred to as: the Faculty, and is taught in The Hague by the Institute of Security and Global Affairs.

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 Document[1];
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 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.	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;

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[1] Leiden Register of Study Programmes Framework Document

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;

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.

1.3.3 Furthermore, the following Faculty codes of conduct apply to the programme:
- Code of Conduct Faculty of Governance and Global Affairs[4].

Chapter 2 Description of the Programme

Article 2.1 **Objectives of the programme**

The programme has the following objectives:

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

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[2] Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students
[3] Leiden University Regulations on ICT and Internet Use
[4] FGGA Code of Conduct

Course and Examination Regulations Master's programme in Crisis and Security Management 2018-2019

Article 2.2 **Specialisations**

[not applicable]

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
The graduate of the Master program Crisis and Security Management (CSM) will have acquired:
1. Advanced knowledge and understanding of the multidisciplinary body of literature/ state of the art of studies in the field of governance and management of crises and security issues.
2. Advanced knowledge and understanding of the societal, political and administrative dynamics of crises and security issues; at the local, national and international level, as well as of the concept of security as a political, social and mental construction.
3. Advanced knowledge and understanding of the distinctive nature of governance in relation to crises and security issues, including the functioning of relevant stakeholders, including local (non) governmental actors and the public, private actors, as well as (inter) national governmental actors in a multi-actor and multi-level context.
4. Advanced knowledge and understanding of the principles of scientific research, with awareness about the main design and methodological choices commonly used studies in the field of governance and management of crises and security issues.

b. Applying knowledge and understanding:
The graduate of the Master program CSM is able to independently:
1. Identify and apply effectively a relevant theoretical or analytical framework to analyse real life (complex, multilevel, or so-called 'wicked') problems and cases in a conceptually rigorous manner.
2. Define and analyse problems in the field of governing and managing crises and security issues, as well as of the concept of security as a political, social and mental construction.
3. Discuss the main challenges and opportunities that relevant stakeholders, including local (non) governmental actors and the public, private actors, as well as (inter) national governmental actors are confronted in a multi-actor and multi-level context.
4. Formulate a (societal and/or academic) relevant research question. Select an appropriate research design and method(s) to address a specific research question; collect and analyse qualitative and /or quantitative data relevant to answering the research question.

c. Judgement
The graduate of the Master program CSM is able to:
1. Critically evaluate empirical research in the area of expertise, from a conceptual, theoretical and methodological viewpoint.
2. Reach conclusions, make judgments and/or provide solutions to concrete problems or societal issues based on empirical data and on sound and balanced argumentation, considering the specific context of the practice/case at hand, and evaluate argumentations of others.
3. Reflect on relevant normative and ethical issues, particularly on negative side effects and unintended consequences of the governance and management of crises and security issues, within the framework of democracy and the rule of law.
4. Critically evaluate the effect of the social, political and administrative context and complexity on the perception and governance and management of crises and security issues.

d. Communication
The graduate of the Master program CSM is able to:
1. Present results of a research project at the level expected from academic work in the field of study of governance and management of crises and security issues.
2. Present arguments and analyses in a format appropriate for a broader professional audience and as input to expert groups.
3. Provide strategic advice to decision-makers.
4. Build, present and defend well-grounded arguments in oral communication.

5. Engage in public debates about the issues related to (the study of) crises and security issues.
6. Functioning effectively in a team, potentially in a multi-disciplinary and multi-cultural setting.

e. Learning skills
The graduate of the Master program CSM demonstrates (or is encouraged to demonstrate):
1. Ability to effectively identify and synthesize existing primary and secondary literature in order to address a question or problem at hand.
2. Ability to stay informed about current developments in the area of expertise, including the use of relevant social and other 'new' digital media, when applicable.
3. Ability to effectively identify and use the appropriate (and new) research technologies in order to address a question or problem at hand.
4. A mind-set to seek evidence and draw from empirical or theoretical experiences for an informed (and, when applicable, critical) judgement.
5. Awareness of the challenges of functioning in a complex (international) academic or professional environment in a research, advisory or executive position.

Article 2.4 **Structure of the programme**

The programme Crisis and Security Management offers full-time tuition.

The programme is offered as a daytime programme.

The nominal duration of the programme is 1 year.

Article 2.5 **Study load**

The programme has a study load of 60 ECTS credits.

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

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

Article 2.7 **Final examinations of the programme**

The programme is associated with a final examination.

Article 2.8 **Language of instruction**

In accordance with the Code of Conduct on the Language of Instruction and Examination[5] the language 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.

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[5] Code of Conduct on Language of Instruction

Article 2.9   **Quality**

The programme is accredited by NVAO[6] 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 60 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,[7] contents and structure of the components on the curriculum.

3.1.3 If a large difference exists between the expected and actual enrolment of students in a component the programme director in consultation with the education committee can decide to change the format of teaching methods and assessment.

Article 3.2   **Optional components**

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

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

3.2.3   In addition to the components taught at this university, and subject to the approval of the Board of Examiners, students may also select components offered by other Dutch or foreign universities, or components offered by another legal entity offering accredited undergraduate higher education programmes.

3.2.4   Students who are enrolled in the programme may assemble their own 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.[8] 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.

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[6] The Accreditation Organisation of the Netherlands and Flanders.
[7] In accordance with the 'abstract structure', as described in the Framework Document of the Leiden University Register of Study Programmes.
[8] In accordance with Article 7.3d of the WHW ('free curriculum in higher education').

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   *[not applicable]*

3.4.2   Students are allocated to components in order of registration, on the provision that, provided they register in good time, students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme. Students may only take certain components once they have passed the examination of a preceding component. The e-Prospectus specifies the components to which this condition applies.

Article 3.5   **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.

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   *[not applicable]*

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 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 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,[9] 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.

4.3.5   The completion of the Master's thesis is specified in the e-prospectus.

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.

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[9] Protocol on Studying with a Disability

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.

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   If students must complete a practical to be permitted to sit an examination, the Board of Examiners may decide that students have passed the examination 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   **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 will act in accordance with the pertinent provisions in article 7.10, fourth clause of the law.

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 nominal period of enrolment for the programme in question by more than one year.

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 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;

- All components have been completed with a minimum grade of 6.0.

The Board of Examiners 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;
- All components have been completed with a minimum grade of 7.0;
- No component may have been completed through a resit.

The Board of Examiners 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.[10]

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:

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[10]Regulations for Admission to Master's Programmes

- a bachelor's degree in Public Administration from Leiden University, and if they have, in opinion of the Faculty Board, sufficient motivation for the programme evidenced by a motivation letter.
- Or;
    a bachelor's degree in Safety and Security Management Studies (SSMS) from The Hague University of Applied Science, with at least minimum GPA of 7.5 for all the following courses combined:
    - Safety Risk Management (Year 2)
    - Crisis and Disaster Management (Year 2)
    - International Relations and Geopolitics (Year 2)
    - National Security Systems (Year 2)
    - Managing International Conflict (Year 2)
    - Rethinking Safety and Security (Year 3)
    - Research Design (Year 3)
    - Research Practice(Year 3)

    And minimum grade of 7.5 for each of the following elements:

    - Written Thesis (Year 4)
    - Thesis Defence (Year 4)

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 IELTS 7.0/TOEFL (Internet-based) 100/CPE or CAE 185. A minimum score of IELTS 7.0 or TOEFL 25 is required for each of the four components. The Board of Admissions may request that applicants demonstrate an adequate command at this level. If required, language requirements can be included as one of the qualitative admission requirements referred to in Article 5.2.4.

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:

	Subject	Level
•	English	VWO state exam IELTS 7.0/TOEFL 100/ CPE or CAE 185

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**

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 a 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 achieved by 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 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 engage in 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. [11]

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
- Evaluations are processed in longitudinal overview
- Programme Committee
- Regular education meetings with staff

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 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**

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.

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[11] Protocol on studying with a disability

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 2018.