



Universiteit Leiden

# Course and Examination Regulations

## Master Crime and Criminal Justice 2020-2021

specialisations among others: **Comparative Criminal Justice**

Valid from 1 September 2020

These course and examination regulations [*Onderwijs- en examenregeling (OER)*] have been drawn up in accordance with the Dutch Higher Education and Research Act (henceforth the Act) [*Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW)*] and the following Leiden University regulations:

- the Leiden Register of Study Programmes Framework Document [*Het Kaderdocument Leidse Register Opleidingen*];
- the Academic Calendar [*de universitaire jaarindeling*];
- the Regulations for Student Registration, Tuition Fees and Examination Fees [*regeling inschrijving*], and;
- the Regulations for Admission to Master's Programmes [*regeling toelating masteropleidingen*].

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.

Due to the COVID-19 crisis, the Faculty Board reserves the right to derogate from the provisions in these course and examination regulations should circumstances so require.

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## Chapter 1 – General provisions

### Article 1.1 Scope of the regulations

These regulations apply to the courses and examinations of the Master Crime and Criminal Justice programme, hereinafter referred to as ‘the programme’.

The programme is instituted in the Faculty of Law (hereinafter referred to as: the faculty) of Leiden University, known internationally as the Leiden Law School. The programme is taught in Leiden and sometimes The Hague.

### 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;<sup>1</sup>
- b. Board of Examiners: the Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act;
- c. component: one of the courses or practical assignments of the programme, as referred to in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is concluded with an examination;
- d. credit: the unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study;
- e. degree classification: further degree classification by the Board of Examiners;
- f. EC(TS): European Credit (Transfer System);
- g. examination (tentamen): an evaluation 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), by at least one examiner. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination and final examinations.<sup>2</sup> An examination can consist of more than one test;
- h. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with section 7.12c of the Act;
- i. final examination (examen): the aggregate of examinations [*tentamens*] linked to all components of the programme, including, when the Board of Examiners has so decided,

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<sup>1</sup> The Board of Admissions acts under the responsibility of and on behalf of the Faculty Board, cf. art. (5.0-)5.2.

<sup>2</sup> Please refer to the document ‘Examination Rules and Regulations master’s degree programmes Leiden Law School’, available via <https://www.student.universiteitleiden.nl/en/organisation/rules-and-regulations/faculty-and-study-regulations/faculty-and-study-regulations/law/public-international-law-llm?cd=public-international-law-llm&cf=law#tab-2>.

- an additional examination assessed by the board, as referred to in Article 7.10 (2) of the Act;
- j. language of instruction: the language of a programme, in which lectures and tutorials are given and examinations and final examinations are held;
- 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 Management and Administration 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>3</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 assignment: a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (d) of the Act, and takes one of the following forms:
- writing a thesis/final paper/final report,
  - writing a paper or creating an artistic work,
  - 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. programme: the programme to which these Course and Examination Regulations relate: a coherent set of (course) components, aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is concluded with a final examination;
- q. Prospectus: The digital prospectus containing specific and binding information about the programme, <https://studiegids.universiteitleiden.nl/en>. The Prospectus constitutes an integral part of these regulations, as an appendix;
- r. reader, first/second: the first or second examiner to read and assess the thesis. The first reader/reviewer is also the supervisor;
- s. student: a person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations of the programme;

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<sup>3</sup> The Leiden Register of Study Programmes Framework Document can be found at <https://www.staff.universiteitleiden.nl/education/profiling/degree-programmes/leids-register-educations/service-units/administration-and-central-services?cf=service-units&cd=administration-and-central-services>.

- t. the Act the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- u. thesis: final exercise in one of the assessment forms as indicated under o [practical assignment], constituting a (course) component;
- v. working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;

Any other terms have the meaning as given to them by the Act.

### **Article 1.3 Codes of Conduct**

- 1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students<sup>4</sup> is applicable. 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 lecturers 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<sup>5</sup> are also applicable. 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 Code of Conduct also applies to the teaching in the study programmes.

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<sup>4</sup> To be found on the website: <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/code-of-conduct-on-standards-of-behaviour>.

<sup>5</sup> To be found on the website: <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-ict-and-internet-use>.

## Chapter 2 – Description of the programme

### Article 2.1 Objectives of the programme

The programme has the following objectives:

- a specialisation and continuation of the preceding bachelor's programme and (possible additional) criminological knowledge;
- providing a more advanced academic training;
- offering an interdisciplinary profile;
- linking teaching to research;
- providing opportunities for an academic career;
- preparing students for a career in professional practice.

### Article 2.2 Specialisations

The programme offers the following specialisations:

- Criminologie en Veiligheidsbeleid [Criminology and Security Policy] (offered in Dutch)
- Comparative Criminal Justice (offered in English)

### Article 2.3 Learning outcomes

(...)

#### 2.3.2 Specialisation Comparative Criminal Justice

Graduates of the programme will have achieved the following learning outcomes (achievement levels) listed according to the Dublin descriptors: 'Knowledge and understanding', 'Applying knowledge and understanding', 'Judgement', 'Communication' and 'Learning skills'.

#### Dublin descriptors

Knowledge and understanding	The master has demonstrated knowledge and understanding that is founded upon and extends and/or enhances that typically associated with Bachelor's level, and that provides a basis or opportunity for originality in developing and/or applying ideas, often within a research context;
Applying knowledge and understanding	The master can apply their knowledge, understanding and problem-solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to the field of study;
Judgement	The master has the ability to integrate knowledge and handle complexity, and formulate judgements with incomplete or limited information, but that include reflecting on social and ethical responsibilities linked to the application of their knowledge and judgements;
Communication	The master can communicate his conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously;

Learning skills

The master has the learning skills to allow him to continue to study in a manner that may be largely self-directed or autonomous.

**Learning outcomes**

*Knowledge and understanding*

1. Graduates have acquired advanced understanding of the three core concepts underlying criminal justice and the interaction between them; legitimacy, accountability and effectiveness. They can apply these concepts in analyzing and explaining contemporary criminal justice practices as well as to criminal justice within a cultural, international and historical perspective. (*knowledge and understanding, applying knowledge and understanding*)
2. Graduates can explain how criminal justice issues are related to the rule of law and to broader societal developments in terms of development towards risk societies and diverse societies. (*knowledge and understanding, communication*)
3. Graduates are able to explain how national practices of criminal justice are affected by the influence of EU criminal law and other international social and legal developments. (*knowledge and understanding, communication*)
4. Graduates understand the dynamics of the policy cycle and know how to apply the relevant methodologies of criminal justice policy evaluation to different stages of that policy cycle. (*knowledge and understanding, applying knowledge and understanding*)
5. Graduates can apply obtained insights to the interaction between criminal justice legislation, prevention and detection, and the sentencing process in concrete cases. (*applying knowledge and understanding, judgement*)
6. Graduates can analyze the role of key actors, institutions, processes and cross-national issues and developments in the field of criminal justice. (*applying knowledge and understanding, judgement*)

*Academic and other skills*

7. Graduates can apply their theoretical and empirical knowledge of legitimacy, accountability and effectiveness to contemporary criminal justice issues and developments, within both national and international comparative contexts. (*applying knowledge and understanding, judgement*)
8. Graduates can find, analyze and interpret (international) literature, criminological sources and case law pertaining to criminal justice issues. (*applying knowledge and understanding, judgement*)
9. Graduates are able to identify contemporary criminal justice issues, describe them in a research paper and to choose and apply appropriate methodologies for adequately evaluating relevant criminal justice policies. (*knowledge and understanding, applying knowledge and understanding, judgement*)
10. Graduates can critically analyze contemporary criminal justice issues and translate their analyses into recommendations for criminal justice policy. (*judgement, communication*)
11. Graduates can present relevant criminal justice insights and research findings both orally and in writing in clear and well-founded reports. (*communication*)

*General qualification*

12. The graduate has mastered academic legal and criminological knowledge and skills pertaining to criminal justice policy issues and analysis of criminal justice problems in order to be qualified:
  - a. to carry out academic research and to be granted admission to further studies, leading to a PhD track, (*learning skills*)
  - b. to be proficient on an academic level of working and thinking in order to function on that level in both public and private sector. (*learning skills*)

**Article 2.4 Structure of the programme**

- 2.4.1 The programme is offered both full-time and part-time.
- 2.4.2 Both the full-time and part-time variants are offered during the daytime. Lectures and seminars may be held between 17:00 and 19:00.

**Article 2.5 Study load**

The full course load of the programme is 60 ECTS credits.

**Article 2.6 Start of the programme; uniform structure of the Academic Year**

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

**Article 2.7 Final examinations**

The programme ends with the final examination for the master's degree (cf. 1.2 i. above).

**Article 2.8 Language of instruction**

- 2.8.1 Subject to the Code of Conduct on the Language of Instruction and Examination [*Gedragscode Voertaal*]<sup>6</sup>, the language of instruction and examination in the programme is English. Students are expected to be sufficiently proficient in the language or languages of instruction used in the programme, in accordance with the requirements stated in article 5.2.3.
- 2.8.2 Contrary to Article 2.8.1, in individual cases the Board of Examiners can permit the student to write the final thesis in another language, in accordance with the Guideline on Language Policy.<sup>7</sup>

**Article 2.9 Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) and complies with the applicable national and international quality requirements, and with the quality standards for education as set out in the framework document Leiden University Register of Study Programmes.

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<sup>6</sup> The Code of Conduct regarding language of instruction [*Gedragscode voertaal*] was adopted by the University's Executive Board and can be found at <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/language-of-instruction>.

<sup>7</sup> Available via <https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/reglementen/guideline-on-language-policy-2020.pdf>.

## Chapter 3 – Curriculum

### Article 3.1 Compulsory components

- 3.1.1 The programme includes compulsory components<sup>8</sup> worth a total study load of 60 credits. These compulsory components include the pre-defined components from which students are obliged to choose.<sup>9</sup>
- 3.1.2 The) Prospectus further specifies the actual structure of the programme, i.e. the study load (in credits), the level, the contents and the structure of the curriculum components.

3.2.1-3.2.3 [Not applicable]<sup>10</sup>

- 3.2.4 Students who are enrolled in the programme can put together their own programme by combining components offered by an institution to which a final examination is attached. This requires permission from the most appropriate Board of Examiners. In granting this permission, this Board of Examiners also indicates under which programme of the institution the chosen programme should fall. If necessary, the Executive Board will mandate a Board of Examiners to take this decision.

### Article 3.3 Practical assignments

- 3.3.1 Course components may contain practical assignments according to the relevant course descriptions in the Prospectus, stating the type and scope of input required from the student (according to section 1.2 (o) above), and indicating whether participation in these practical assignments is a condition of entry to (other parts of) the examination of the component. The Board of Examiners may exempt students from a practical assignment, in which case the Board can choose to assign an alternative assessment (cf. art. 4.1.1, 4.1.2 and art. 4.6.6 below).
- 3.3.2 The Prospectus specifies the scope and study load of the thesis, including the requirements that the thesis must meet. (Cf. art. 6.3)

### Article 3.4 Registration for courses and examinations

- 3.4.1.1 To participate in an *examination* the student should register at least ten days before the date on which the examination will be held in accordance with the relevant applicable procedures.<sup>11</sup>
- 3.4.1.2 Outside the period referred to in article 3.4.1.1 the procedures drawn up by the Faculty will apply.<sup>12</sup>
- 3.4.2 Enrolment in courses is arranged in order of registration,<sup>13</sup> with the provision that students who are registered on a particular programme (specialisation, cf. art. 2.2) are guaranteed access

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<sup>8</sup> The information can be found in the Prospectus via <https://studiegids.universiteitleiden.nl/en/>.

<sup>9</sup> The last sentence refers to the so-called compulsory optional courses and/or specialisation courses. The information can be found in the Prospectus.

<sup>10</sup> This concerns freedom of choice. The study programmes of degree specialisations may contain so-called compulsory courses ('gebonden keuzevakken') and specialisation courses ('profileringsvakken'), but these still remain part of the compulsory components referred to in article 3.1.1.

<sup>11</sup> In the case of examinations which require registration, the students will register themselves via uSis.

<sup>12</sup> For the (faculty) procedures concerning registration please consult the faculty (student) website.

<sup>13</sup> For the course components which require registration as referred to in Article 3.4.2, students must register themselves via uSis.

to courses belonging to that programme when the registration is on time (cf. art. 3.4.1.1 and 3.4.1.2).<sup>14</sup>

Students may only take certain components once they have passed the examination of a preceding component. The Prospectus specifies the components to which this condition applies (cf. art. 4.2 below).

### **Article 3.5 Internship and supervision of internship**

If and to the extent the teaching programme indicates this, students will be given the opportunity to do an internship. Students should obtain prior permission from the master coordinator of the Department of Criminology or from the thesis coordinator. Students doing an internship will be supervised by a staff member of the Department of Criminology. The internship report can be combined with the thesis.

### **Article 3.6 Distribution of study materials**

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

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

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<sup>14</sup> *This does not therefore fully apply in the case of all alternatives concerning the so-called compulsory courses and/or specialisation courses (cf. art. 3.1.1).*

## Chapter 4 – (Course) Examinations and final examination,<sup>15</sup> further education

### Article 4.1 Frequency of examinations

- 4.1.1 For each course component offered in an academic year, it is possible to take the examination on two occasions during that year, with the exception of course components for which (a large part of) the final grade is determined by a practical assignment which is an integral part of an educational activity which cannot be repeated during the academic year (cf. art. 3.3.1) such as an internship, an excursion or another educational activity aimed at acquiring particular skills which takes place in class. The Board of Examiners determines the manner of resit for practical assignments.
- 4.1.2 If a course component includes a practical assignment, students may only sit the examination as referred to in 4.1.1 if they have passed the practical assignment, unless the Board of Examiners decides otherwise. (cf. art. 3.3 and 4.6.6)
- 4.1.3 If the grade for a course component results from several constituent examinations,<sup>16</sup> it is possible to vary from the number of examinations as referred to in 4.1.1, on the condition that the student is at least given the opportunity to successfully complete the component by means of a representative resit test. Where applicable, this is stated in the Prospectus.
- 4.1.4 In accordance with section 7.13, second paragraph under (h) of the Act the examination dates are included in the faculty examination calendar,<sup>17</sup> available on the website, under ‘students’ (and via a link in the Prospectus).
- 4.1.5 *[not applicable]*
- 4.1.6 Contrary to the above paragraphs and upon the request of the student, the Board of Examiners may in exceptional circumstances allow an additional resit.<sup>18</sup>
- 4.1.7 If an examination at the end of a course component has been completed successfully, and a student takes the resit of this examination without having obtained permission to do so from the Board of Examiners, the result of the last examination will not be assessed.
- 4.1.8.1 *Retaking an exam that has been passed*

Contrary to Article 4.1.7, under certain conditions and at the student’s request the student may retake *one* exam that has already been passed. A retake is possible for selected course components only, and:

- if the student has passed the exam of a certain course component at the first attempt,<sup>19</sup> and
- this first attempt took place during the *first examination period* in the academic year.

The resit is done during the second examination period of the course component in question in the *same* academic year. (Cf. art. 4.1.1)

A note is made in the student file that he or she has made use of this facility.

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<sup>15</sup> For further information about the implementation and regulations concerning the examinations please refer to the document ‘Examination Rules and Regulations master’s degree programmes Leiden Law School’ – see the student website (Organisation > Rules and regulations).

<sup>16</sup> The exact proportion/rate, the (contents of the) re-examination, and the validity of the result of partial examinations, are regulated in the course descriptions in the Prospectus.

<sup>17</sup> To be found via <http://www.leidenuniv.nl/rechten/osi/tntikal/>.

<sup>18</sup> For further information please refer to the document ‘Examination Rules and Regulations master’s degree programmes Leiden Law School’.

<sup>19</sup> This implies that the student has not previously taken part or failed the exam corresponding to the course component in question.

4.1.8.2 The resit referred to in Article 4.1.8.1 is only possible for certain assessments that are part of the (course) examination<sup>20</sup> and for which registration is compulsory (cf. art. 3.4.1). The Prospectus states which assessments can be retaken on the grounds of this article.

4.1.8.3 The request should be submitted to the faculty student administration centre (OIC) no later than 20 calendar days following the notification of the pass result. If the second opportunity for the examination is to be held within the period of 20 calendar days, the request should be submitted to the faculty student administration centre no later than the working day before the date of the second examination. The student administration centre will provide a compulsory request form for this purpose.

By submitting the request form, the student's right to the single retake has been used.<sup>21</sup>

4.1.8.4 If a review and or a feedback session of the exam that was passed leads to an amendment of the result whereby the student no longer wishes to retake the exam, a request for a retake that was already submitted can be withdrawn on the working day prior to the second examination at the latest. By withdrawing the request, the request form will be considered never to have been submitted.

4.1.8.5 When an examination is retaken on the grounds of this article, the subsequent grade will take the place of the original grade.

If this grade is lower than a 6.0, the consequence is (therefore) the loss of the EC that had already been acquired for the course component in question.

In this case, there will also be no entitlement for the particular course component to an individual resit as referred to in article 4.8 of the Examination Rules and Regulations for the master's degree programmes Leiden Law School, before the first examination opportunity of that course in the subsequent academic year.

4.1.8.6 If the student is enrolled in more than one master's programme at Leiden Law School he or she may make use of the opportunity to retake an exam that was already passed for only one of these programmes.

4.1.8.7 As soon as the exam commission has ascertained that the final examination (according to art. 1.2 letter d and 2.7) has been passed, the opportunity to make use of the above arrangement expires.<sup>22</sup>

## **Article 4.2      Obligatory sequence**

4.2.1 The Prospectus specifies which examinations cannot be taken before the examinations of one or more other course components have been successfully completed.<sup>23</sup> (See also art. 3.4.2)

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

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<sup>20</sup> This concerns assessments which were done as a written exam at a university location and which have a regular retake within the same academic year. Resitting passed exams is therefore not applicable to all types of assessment, for example it does not apply to partial exams, practical exercises, assignments and theses. In this respect, written exams can also include digitally administered assessments.

<sup>21</sup> The student who after his request does not take part in the resit can no longer make use of the provision contained in article 4.1.8.1.

<sup>22</sup> Existing requests for a resit of a passed exam are automatically cancelled and new requests are no longer accepted from the moment that the student has submitted the form 'Graduation Request' to the OIC.

<sup>23</sup> Students can only participate in the course component for the thesis if they have successfully passed three examinations or examinations with a total of 20 ECTS credits from course components from the first and/or second semester, notwithstanding the content of article (5.0-)5.3.2.2 below.

### **Article 4.3 Methods of assessment**

- 4.3.1 The course descriptions as listed in the Prospectus state whether assessment for any particular course component takes place in the form of a written or an oral examination, or an alternative assessment.<sup>24</sup>
- 4.3.2 Students with a disability or chronic illness may take examinations in a manner that has been adjusted to accommodate their particular disability as much as possible. These adjustments may not affect the quality or level of difficulty of an examination. If necessary, the Board of Examiners will seek expert advice, as provided for in the Protocol on Studying with a Disability,<sup>25</sup> before reaching a decision. (See also art. 6.5)
- 4.3.3 In special cases, the Board of Examiners may, at the request of the student and within the scope of the(se) Course and Examination Regulations, permit a student to sit an examination in another manner than specified in the Prospectus.
- 4.3.4 Examinations are held in the languages of instruction for this programme that are specified in the Course and Examination Regulations (see art. 2.8). 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 *[not applicable]*

### **Article 4.4 Oral examinations**

- 4.4.1 An oral examination may involve only one student at a time, unless the Board of Examiners has decided otherwise. (See also art. 4.3.1, note 35)
- 4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned has decided otherwise, owing to special circumstances, or unless the student has indicated his/her objections.

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

- 4.5.1 In accordance with section 7.12b (3) of the Act, the Board of Examiners has set out rules concerning the execution of their tasks and responsibilities and the measures they can take in this respect.<sup>26</sup>
- 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 and grading**

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

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<sup>24</sup> The examination of the course components stated in the Prospectus can also take the form of a group assessment. An individual assessment is provided in the event of a presentation, study, report or other form of course activity that is carried out as part of a group.

<sup>25</sup> See <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/protocol-studying-with-a-disability>.

<sup>26</sup> The Board of Examiners has set out rules and regulations. These are included in the 'Examination Rules and Regulations master's degree programmes Leiden Law School'. These include any measures to be taken in the event of academic fraud, including plagiarism. Leiden University's and the Leiden Law School's definitions and policies surrounding plagiarism can be found on the university website.

- 4.6.2 The examiner will mark any written examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was taken.<sup>27</sup> The result is notified to the student. The final grade is recorded in the University study progress system, and the student receives a message about it via that system. The student will be informed of the result at least five working days before the next resit of the examination.
- 4.6.3 If the examiner is unable to comply with the term of fifteen working days and five working days respectively, cf. article 4.6.2, the student is notified accordingly in a measure sent to the student's u-mail address before this term expires. The student shall also be informed of the relevant procedure in such cases.<sup>28</sup>
- 4.6.4 Examination grades must be expressed as a whole or fractional number between 1.0 and 10.0 (inclusive).<sup>29</sup> The result cannot be expressed as a (fractional) number between 5.0 and 6.0.
- 4.6.5 The examination is considered to be a pass if the result is 6.0 or higher.
- 4.6.6 The successful completion of a practical assignment may qualify as the successful completion of an examination in the sense of section 7.10 of the Act.<sup>30</sup>
- 4.6.7 The written or electronic notification of the examination result<sup>31</sup> informs students of their right to inspect their marked examination papers as referred to in Article 4.8 below and of the appeals procedure.
- 4.6.8 [Not applicable]

#### **Article 4.7 Period of validity of examinations**

- 4.7.1 The validity of passed examinations and exemptions granted is in principle unlimited. The exam commission can decide that an examination or exemption loses its validity if this was achieved or acquired more than three years ago and the knowledge, understanding and/or skills that was or were examined or exempted has or have clearly become out of date.<sup>32</sup> (see also art. 4.10.2.1 and 4.10.2.2)
- 4.7.2 Until the investigation referred to in article 4.10.2.2 has taken place or the exam commission has officially taken a decision as referred to in article 4.7.1, the student can request the exam

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<sup>27</sup> According to the internal faculty regulations this rule implies that grades must be notified to the student no later than the 14<sup>th</sup> working day after the date of the examination. For the student administration office ("OIC") to be able to process the grades, grades need to be provided to the OIC no later than the 13<sup>th</sup> working day. With respect to certain legal obligations the grading term may be shorter than indicated here (for instance prior to the end of the academic year) – the OIC will then inform the department administrative offices and/or programme coordinators of any relevant terms in these circumstances.

<sup>28</sup> Law School policy: When after an examination the grades are not provided to the OIC within the given time, or the OIC is not able to publish the results on time, the course coordinator, the examiner, or the Head of the OIC must hand in a motivated request for extension with the Education Director of the Law School. Should the request be honoured, then the course coordinator, examiner or the relevant department must notify the student(s) no later than the 14<sup>th</sup> working day following the examination, with the inclusion of information about any alternative procedures.

<sup>29</sup> For the concrete interpretation of this provision, see the 'Examination Rules and Regulations for the master's degree programmes Leiden Law School'.

<sup>30</sup> This implies that a practical exercise can be both a condition to participate in the (final) examination (cf. art. 3.3 and 1.2 under letter l) as well as an examination (final or part) in its own right (cf. art. 1.2 letter g).

<sup>31</sup> Or on the actual examination, or on Brightspace on the relevant course pages.

<sup>32</sup> This provision is based on the Dutch Higher Education and Research Act (WHW) and on what is contained in the model Course and Examination Regulations (CER) in relation to this: "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."

commission to take a decision on the validity of exams passed and/or exemptions acquired by the student.<sup>33</sup>

- 4.7.3 The term stated in article 4.7.1 will commence on 1 September of the academic year subsequent to the year in which the examination was passed or an exemption was provided.

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

- 4.8.1 Students have the right to view their marked examination script within a period of thirty days following the publication of the results of any written examination.
- 4.8.2 During the period referred to in article 4.8.1, students may inspect the examination questions and assignments, as well as the grading schemes used to grade the examinations.
- 4.8.3 An exam review session will be held. In what manner and at what time the review session will take place will be communicated at the same time as the results of the examination via the Prospectus or the Brightspace site of the relevant course component.
- 4.8.4 The examiner is authorised to decide whether the inspection of the examination paper and the feedback session are to be collective or individual.
- 4.8.5 The examiner determines where and when the inspection of the examination paper and the feedback session will take place. Access to the examination script may coincide with the feedback session.
- 4.8.6 Students who can demonstrate that due to circumstances beyond their control they are or were unable to attend the review session, must be granted another opportunity for such a review (and the right to view) and, if possible, within the period referred to in article 4.8.1.

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

At the student's request and after consultation with the relevant examiner, the Board of Examiners may grant exemption<sup>34</sup> from one or more examinations or practical assignments on one of the following conditions:

- a. The student has successfully completed, at another university or an institute of higher professional education, a course component that is equivalent in content, level and study load to the component for which exemption is requested;
- b. The student has demonstrated to possess, whether or not in addition to that mentioned above in a., through relevant work or professional experience, equivalent skills and knowledge to the course component.

#### **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.
- 4.10.2.1 As part of the final examination, the Board of Examiners is entitled to set an additional investigation into the knowledge, understanding and skills of the student and to assess the result.

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<sup>33</sup> This provision is also an elaboration of the WHW Act and the model Course and Examination Regulations: "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."

<sup>34</sup> Exemptions may also be arranged at the time of admission to the programme cf. chapter 5.

- 4.10.2.2 The investigation covers in any case the assessment of the exam commission on the validity of passed examinations and acquired exemptions as referred to in article 4.7.1.
- 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. It is recorded on the diploma that the (specialisation of the) programme has been delivered by Leiden University.
- 4.10.4 Pursuant to the regulations referred to in section 7.11 (3) of the Act, a student who is entitled to graduate may request the Board of Examiners to postpone graduation.<sup>35</sup>
- 4.10.5 This request must be submitted within five working days of the student receiving his or her examination results. In the request the student must state when he or she wishes to receive the degree certificate.
- 4.10.6 The Board of Examiners will approve the request if the student has not been enrolled in the programme for longer than three academic years. In exceptional cases, the Board of Examiners may decide to act otherwise.
- 4.10.7 A diploma supplement in Dutch and/or English complying with the European standard format, including the grading table applicable for the degree programme, is attached to the degree certificate. The certificate also includes a Latin certificate.

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

- 4.11.1 Students who have successfully passed the final examination of the programme are awarded the degree title of Master of Science (MSc).
- 4.11.2 The degree certificate specifies which degree has been awarded.

#### **Article 4.12 Degree classification**

- 4.12.1 The student is awarded a degree classification for the final examination.
- 4.12.2 The degree classification is determined on the basis of the weighted average of all (course) examinations that belong to the final examination, with the exception of the (course) examinations/components for which an exemption was granted and course components for which the student only obtained a proof of attendance.
- 4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) of each course component by the grade awarded for this component, then adding these up, and finally dividing the result by the total number of study credits obtained.
- 4.12.4 Without prejudice to that contained in article 4.12.6 and article 4.12.7, the designation 'cum laude' will be added on the certificate and on the diploma if the following conditions have been met:
- the weighted average of all course components is 8.0 or higher;
  - a minimum grade of 8.0 was achieved for the thesis;
  - the examination was passed within the nominal duration of study + 1 year, and;
  - no more than 20 ECTS in exemptions was granted.

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

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<sup>35</sup> *Leiden University Regulations on postponing graduation:*  
<https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-postponing-graduation>.

4.12.5 Without prejudice to that contained in article 4.12.6 and article 4.12.7, the designation 'summa cum laude' will be added on the certificate and on the diploma if the following conditions have been met:

- the weighted average of all course components is a 9.0 or higher;
- a minimum grade of 9.0 was achieved for the thesis;
- the examination was passed within the nominal duration of study, and;
- no more than 20 ECTS in exemptions was granted.

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 grades stipulated in the fourth and in the fifth paragraphs above. Examples include such aspects as the development of the student throughout his study programme, possible exceptional performances on the part of the student in completing the final assignment or thesis, or other relevant exceptional circumstances.

4.12.7 If the student has been subject to disciplinary measures as a result of irregularity, fraud or plagiarism, he or she will not be awarded a distinction.<sup>36</sup>

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

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

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<sup>36</sup> A note will be made in the student's digital file of any occurrence of fraud or other disciplinary measures pursuant to article 4.5 and the 'Examination Rules and Regulations Master's Programmes Leiden Law School' of the Board of Examiners.

## Chapter 5 – Admission to the programme

*Editorial comment: the admissions requirements 2021-2022 are also included in the admissions requirements 2020-2021.*

*Note! Both requirements have the same article numbering.*

### **Chapter 5.1 Admission to the specialisation Criminology and Security Policy**

(...)

### **Chapter 5.2 Admission to the specialisation Comparative Criminal Justice**

#### **Admission to the academic year 2020-2021**

##### **Article 5.2-5.1 Confirmation of Admission**

5.2-5.1.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in article 5.2-5.2 in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded.

5.2-5.1.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>37</sup>

##### **Article 5.2-5.2 Admission to the academic year 2020-2021**

5.2-5.2.1 Pursuant to section 7.30b, first paragraph, of the Act holders of one of the following degrees may be admitted to (a specialisation of) the programme:

- a bachelor's degree in criminology, law, social sciences or another study which is sufficiently related to criminology, crime and law enforcement and obtained from a Dutch or international research university; and
- who have sufficient knowledge of the programme's language(s) of instruction. Language proficiency is required in the English language (in accordance with art. 2.8). The required level for the English language is 7.0 IELTS (as laid down by Leiden University).

5.2-5.2.2 The Board of Admissions may, on request, grant admission to the (specialisation of the) programme to persons who do not meet the requirements specified in article 5.2-5.2.1 but who can demonstrate<sup>38</sup> to the satisfaction of the Board of Admissions that they possess an equal level of knowledge, understanding and skills as the holders of a degree specified in article 5.2-5.2.1, possibly under conditions to be further determined, without prejudice to the requirements in article 5.2-5.2.4.

5.2-5.2.3 Further to article 2.8 concerning proficiency in the language of instruction and the language requirement stated in article 5.2-5.2.1 second paragraph, the Admissions Board can request that this level is demonstrated further until it is satisfied that the requirement has been met.

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<sup>37</sup> The Regulations for Admission to Master's Programmes of Leiden University can be found on the following website: <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-for-admission-to-master-programmes>.

<sup>38</sup> A diploma, list of grades, CV and motivation letter may be requested.

*5.2-5.2.4 In addition to the requirements stated in articles 5.2-5.2.1 and 5.2-5.2.2, additional selection criteria apply in the form of additional documents to be submitted upon an application for admission:*

- a. an extensive curriculum vitae including grades achieved in the courses of the relevant previous education,*
- b. an (English) bachelor thesis or paper,*
- c. two academic references, and*
- d. a motivation letter written in English in which the student outlines his/her academic background and provides the motivation for wishing to participate on this master programme.*

**Admission to the academic year 2021-2022**

**Chapter 5.1 Admission to the specialisation Criminology and Security Policy**

(...)

**Chapter 5.2 Admission to the specialisation Comparative Criminal Justice**

**Article 5.2-5.1 Confirmation of Admission**

5.2-5.1.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in article 5.2-5.2 in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded.

5.2-5.1.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>39</sup>

**Article 5.2-5.2 Admission to the academic year 2021-2022**

5.2-5.2.1 Pursuant to section 7.30b, first paragraph, of the Act holders of one of the following degrees may be admitted to (a specialisation of the) programme:

- a bachelor's degree in criminology, law, social sciences or another study which is sufficiently related to criminology, crime and law enforcement and obtained from a Dutch or international research university; and
- who have sufficient knowledge of the programme's language(s) of instruction. Language proficiency is required in the English language (in accordance with art. 2.8). The required level for the English language is 7.0 IELTS (as laid down by Leiden University).

5.2-5.2.2 The Board of Admissions may, on request, grant admission to the (specialisation of the) programme to persons who do not meet the requirements specified in article 5.2-5.2.1 but who can demonstrate<sup>40</sup> to the satisfaction of the Board of Admissions that they possess an equal level of knowledge, understanding and skills as the holders of a degree specified in article 5.2-5.2.1, possibly under conditions to be further determined, without prejudice to the requirements in article 5.2-5.2.4.

5.2-5.2.3 Further to article 2.8 concerning proficiency in the language of instruction and the language requirement stated in article 5.2-5.2.1 second paragraph, the Admissions Board can request that this level is demonstrated further until it is satisfied that the requirement has been met.

5.2-5.2.4 In addition to the requirements stated in articles 5.2-5.2.1 and 5.2-5.2.2, additional selection criteria apply in the form of additional documents to be submitted upon an application for admission:

- a. an extensive curriculum vitae including grades achieved in the courses of the relevant previous education,
- b. an (English) bachelor thesis or paper,

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<sup>39</sup> The Regulations for Admission to Master's Programmes of Leiden University can be found on the following website: <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-for-admission-to-master-programmes>.

<sup>40</sup> A diploma, list of grades, CV and motivation letter may be requested.

- c. two academic references, and
- d. a motivation letter written in English in which the student outlines his/her academic background and provides the motivation for wishing to participate on this master programme.

## Chapter 6 – Student counselling and study advice

### Article 6.1 Study progress administration

6.1.1 The Faculty Board<sup>41</sup> keeps records of individual student results.

6.1.2 Students may inspect their results in the student progress system at any time.<sup>42</sup>

### Article 6.2 Introduction and student counselling

The department is responsible for an introduction to the programme and for student counselling.

### Article 6.3 Supervision of the master's thesis

6.3.1 Together with the first reader/supervisor, the student draws up a plan for the thesis as referred to in article 3.3.2. This plan is based on the study load set for this particular course component in the Prospectus.

6.3.2 The planning referred to in article 6.3.1 includes details on the manner and frequency of thesis supervision.

### Article 6.4 Top-level sports

Students who engage in top-level sports at a professional level are offered the opportunity to adjust their study programme to their sporting activities as much as possible (that is as reasonably practicable). The programme follows the guidelines drawn up by the university's Executive Board to determine who belongs to this category.<sup>43</sup>

### Article 6.5 Disability or chronic medical condition

Students suffering from a disability or a chronic illness are offered the opportunity to adjust their study programmes to compensate for any limitations, as reasonably practicable. These adjustments will be made as much as possible in accordance with the limitations resulting from their disability or illness but may not affect the quality of level of difficulty of a course unit or the examination programme.<sup>44</sup>

### Article 6.6 Study and internships abroad

For students who as a result of a stay abroad or internship which was approved of by the Board of Examiners may suffer from a demonstrable delay in their studies, measures - as far as reasonably practicable - will be taken to limit the delay.

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<sup>41</sup> This means: The student administration centre ("OIC").

<sup>42</sup> Via uSis students can see their study results throughout the whole year. If necessary a print can be provided at the request of the faculty or the student.

<sup>43</sup> These adjustments will be made as much as possible in accordance with the limitations resulting from the professional sport but may not affect the quality of level of difficulty of a course unit or the examination programme.

<sup>44</sup> See the website: <https://www.organisatiegids.universiteitleidenn.nl/en/regulations/general/protocol-studying-with-a-disability>.

## Chapter 7 – Evaluation of the programme

### Article 7.1 Evaluation of the programme

The programme is evaluated, among other ways, through:

- the annual course evaluations of the master course components;
- student panel discussions;
- the annual evaluations of lecturing staff and the corresponding annual teaching prize (the JSVO teaching prizes, the so-called vote for the best lecturer);
- the programme exit-survey completed by students who have newly graduated;
- the alumni-survey completed by graduates;
- the annual programme reports;
- *in the context of accreditation:* by noting critical points of self-reflection, the mid-term review and the institutional review;
- ad hoc (project) evaluations carried out by Faculty Board.

## Chapter 8 – Final provisions

### Article 8.1 Amendments

- 8.1.1 Amendments to these regulations are implemented by decision of the Faculty Board with the prior consent of the Faculty Council [*Faculteitsraad*] or the Programme Committee [*Opleidingscommissie*] (depending on the topics concerned).<sup>45</sup>
- 8.1.2 Amendments to these regulations that apply to a particular academic year must be adopted prior to the start of that year and published in the prescribed manner, unless an earlier implementation of an amendment to the regulations is strictly necessary and in all reasonableness does not harm students' interests.
- 8.1.3 Any amendment to the 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 ensures publication of these regulations, of the Examination Rules and Regulations set by the Board of Examiners, and of any amendment to these documents via the Prospectus and/or the university website.<sup>46</sup>

### Article 8.3 Period of applicability OER and transitional arrangements

- 8.3.1 The Course and Examination Regulations apply for the period of one academic year.
- 8.3.2 In the event one or more course components that constitute part of the compulsory course components (cf. art. 3.1.1) at the time of the enrolment of the student for the programme are no longer offered, a transitional arrangement can be established for these course components. Where necessary, the exam commission will designate replacement course components.<sup>47</sup>

### Article 8.4 Effect

These regulations will enter into effect on 1 September 2020.

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THE END

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<sup>45</sup> In accordance with the powers of the Faculty Council and the Programme Committee as outlined in articles 9.38 and 9.18 respectively of the Act.

<sup>46</sup> All mentioned rules and regulations are published on the faculty website.

<sup>47</sup> If necessary, course components are designated that are offered by a different institution. Transitional arrangements can be consulted via: <https://www.student.universiteitleiden.nl/>.