



Universiteit Leiden

Course and Examination Regulations

Master Law & Society *Governance and Global Development 2020–2021*

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 Law & Society 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 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;¹
- 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.² 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, an additional examination assessed by the board, as referred to in Article 7.10 (2) of the Act;

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

² 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>.

- 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,³
- 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;
- t. the Act the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];

³ 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>.

- 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 Students⁴ 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 Use⁵ 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.

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

⁵ 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:

- Further specialisation of knowledge in relation to the bachelor's programme, through a deepening of academic knowledge, where education and research are closely intertwined;
- Preparation for an academic career, by providing qualifications to carry out independent academic research;
- Preparation for a career in public or private enterprise, by providing qualifications to identify and solve complex questions in a professional field for which the degree programme is either required or of good use.

Article 2.2 Specialisations

Not applicable

Article 2.3 Learning outcomes

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 a thorough knowledge and understanding of the key issues, theories and concepts in the study of law and society, specifically with regard to:
 - a) the divergence between the “law in books” and the “law in action” as well as its multiple consequences;
 - b) how (in)formal law and legal institutions affect social relations and the distribution of power within society;
 - c) how social relations and existing power differentials affect the emergence, preservation and change of (in)formal law and legal institutions.
2. Graduates have acquired a thorough knowledge and understanding of the working of legal systems in practice, with regard to:
 - a) The principles of law-making and legal diffusion;
 - b) The principles of street-level application and enforcement of laws;
 - c) The principles of dispute resolution.
3. Graduates have acquired a thorough and understanding of the layered national, subnational and supranational social reality in which law and regulations operate, specifically:
 - a) The multilayeredness of processes of law formation, implementation and disputing;
 - b) Legal pluralism and its consequence for the legitimacy of State’s power.
4. Substantial specialized knowledge of the topics of the selected electives and of the subject selected for the thesis.

Applying knowledge and understanding

5. Graduates have acquired the ability to apply the knowledge and understanding defined above in a scientific manner, in order to:
 - a) Critically reflect on the complexities resulting from the interplay between the legal and the social;
 - b) Analyze these complexities from a comparative perspective;
 - c) Apply attained knowledge and understanding, and problem solving abilities, in new or unfamiliar environments within contexts related to the socio-legal field.

Judgement

6. Graduates have acquired the ability to think in a critical manner and to formulate an autonomous opinion, based on available and possibly incomplete data and facts, after conducting a responsible and verifiable scientific assessment.
7. Graduates have acquired awareness of the ethical issues in the field of Law & Society and the ability to reflect on them, as well as on political and societal issues regarding to Law & Society related problematics.
8. Graduates have acquired cultural sensitivity and a critical mindset that allows for self-reflection, and awareness of one’s own position and possible impact when engaging in the socio-legal field.
9. Graduates have acquired the ability to judge and assess the results of socio-legal research that others (academics and/or practitioners) conducted or that the student conducted him/herself.

Communication

10. Graduates have acquired the ability to report both verbally and in writing in a clear and comprehensive manner, communicating conclusions drawn and their underpinning knowledge and rationale.
11. Graduates have acquired the ability to adapt the mode of communication to a specific audience, whether academics, practitioners, policy-makers or to a broader audience - including to audiences with limited knowledge about concrete topics in the area of Law & Society.
12. Graduates have acquired the ability to follow and take part in academic debates regarding Law & Society issues.

Learning skills

13. Graduates have acquired the ability to work with others from different disciplinary backgrounds and cultural frames of reference.
14. Graduates have acquired the ability to respond to and where applicable incorporate feedback on his/her own work, and to substantially and constructively offer feedback to others.
15. Graduates have acquired an inquisitive mindset with the ability to identify and evaluate areas and issues needing socio-legal thought and analysis, as well as the ability to formulate a response to socio-legal challenges facing society.
16. Graduates have acquired the ability to analyze legal texts.
17. Graduates have acquired knowledge and understanding of socio-legal methods of research, and the ability to identify when and how particular research methods and techniques apply.
18. Graduates have acquired the ability to independently set up, conduct, and report on scientific socio-legal research, including the identification of appropriate research methods and techniques, and the necessary data management and time management 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*]⁶, 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.⁷

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.

⁶ 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>.

⁷ 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 components⁸ worth a total study load of 60 credits. These compulsory components include the pre-defined components from which students are obliged to choose.⁹
- 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.

Article 3.2 Optional components

Not applicable

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.¹⁰
- 3.4.1.2 Outside the period referred to in article 3.4.1.1 the procedures drawn up by the Faculty will apply.¹¹
- 3.4.2 Enrolment in courses is arranged in order of registration,¹² with the provision that students who are registered on a particular programme (specialisation, cf. art. 2.2) are guaranteed access to courses belonging to that programme when the registration is on time (cf. art. 3.4.1.1 and 3.4.1.2).¹³
- 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).

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

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

¹⁰ In the case of examinations which require registration, the students will register themselves via uSis.

¹¹ For the (faculty) procedures concerning registration please consult the faculty (student) website.

¹² For the course components which require registration as referred to in Article 3.4.2, students must register themselves via uSis.

¹³ 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).

Article 3.5 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.

Chapter 4 – (Course) Examinations and final examination,¹⁴ 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,¹⁵ 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,¹⁶ 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.¹⁷
- 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,¹⁸ 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.

¹⁴ 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).

¹⁵ 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.

¹⁶ To be found via <http://www.leidenuniv.nl/rechten/osi/tntikal/>.

¹⁷ For further information please refer to the document ‘Examination Rules and Regulations master’s degree programmes Leiden Law School’.

¹⁸ 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) examination¹⁹ 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.²⁰

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.²¹

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.²² (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.

¹⁹ 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.

²⁰ 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.

²¹ 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.

²² 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.²³
- 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,²⁴ 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 language 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.²⁵
- 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.

²³ 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.

²⁴ See <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/protocol-studying-with-a-disability>.

²⁵ 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.²⁶ 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.²⁷
- 4.6.4 Examination grades must be expressed as a whole or fractional number between 1.0 and 10.0 (inclusive).²⁸ 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.²⁹
- 4.6.7 The written or electronic notification of the examination result³⁰ 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.³¹ (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

²⁶ According to the internal faculty regulations this rule implies that grades must be notified to the student no later than the 14th 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 13th 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.

²⁷ 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 14th working day following the examination, with the inclusion of information about any alternative procedures.

²⁸ For the concrete interpretation of this provision, see the 'Examination Rules and Regulations for the master's degree programmes Leiden Law School'.

²⁹ 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).

³⁰ Or on the actual examination, or on Brightspace on the relevant course pages.

³¹ 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.³²

- 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 exemption³³ 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.

³² 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."

³³ 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 programme or specialisation 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.³⁴
- 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.

³⁴ *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.³⁵

Article 4.13 Further education

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

³⁵ 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 admission requirements 2020-2021 are included under article 5.0 (...)

The requirements for admission in academic year 2021-2022 are included under article 5.1 (...)

Article 5.0 **Admission to the academic year 2020-2021**

Article 5.0-5.1 **Confirmation of Admission**

5.0-5.1.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in articles 5.2 in so far as the maximum number of enrolled students as determined for the programme by the Executive Board of Leiden University is not exceeded.

5.0-5.1.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.³⁶

Article 5.2 **Admission requirements**

5.0-5.2.1 Pursuant to section 7.30b, first paragraph, of the Act holders of one of the following degrees are eligible for admission to the programme:

- a bachelor's degree from a recognised research university in law (LL.B.) or social sciences (BSc political sciences, public administration, sociology, cultural anthropology and development sociology or general social sciences) or
- a bachelor's degree from a recognized research university in a multidisciplinary programme which includes courses in both law and social sciences subjects (i.e. some programmes in Liberal Arts and Sciences; the Politics, Psychology, Law and Economics programme of the University of Amsterdam; Urban Studies; International Studies, etc.).

5.0-5.2.2 The Board of Admissions may, on request, grant admission to the programme to persons who do not meet the requirements specified in article 5.2.1 but who can demonstrate 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 5.2.1, possibly under conditions to be further determined, without prejudice to the requirements in article 5.2.4.

5.0-5.2.3 Applicants must be sufficiently proficient in the language of instruction of the programme, as per the language requirements set by the Law School - the required level for English is 7.0 IELTS, Toefl internet 100 or Cambridge English C2 Proficiency evidenced by an appropriate test, under the condition of minimum band scores of 6.0 IELTS or 20 Toefl Internet for all sub-sections. For the writing sub-section, a minimum band score of 6.5 IELTS or 24 Toefl Internet is required. The language requirement does not apply if:

- applicant's education has been completed in Canada (except French-taught programmes in Canada), USA, UK, Ireland, New Zealand or Australia, or
- applicant holds an International Baccalaureate.
- applicant has completed Dutch vwo level English or a bachelor's degree programme taught in English at a Dutch research university.

³⁶ 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>.

5.0-5.2.4 In addition to the requirements stipulated in article 5.2.1, 5.2.2 and 5.2.3 the following qualitative requirements apply to the programme, in accordance with article 7.30b, second paragraph, of the Act.

- a. Requests for admission to the programme have to be submitted before the deadline determined in the Regulation for Admissions.
- b. Requests for admission have to be accompanied by:
 - a full transcript of the results obtained during the bachelor's programme; this transcript should contain the following information about all courses of the bachelor's programme: name, number of credits, grade, date the course was passed and, if applicable, information about earlier, unsuccessful attempts to pass this course;
 - a CV with information about prior education and extracurricular activities, in particular those which demonstrate an interest in the field of Law and Society, a broad, international outlook and/or communication skills;
 - a motivation letter in which the applicant explains why he or she is interested in this programme and elaborates on his or her plans for the future and the part the programme would play in these plans;
 - an essay in English on a subject concerning Law and Society of 800-1000 words.
- c. The Board of Admissions evaluates and ranks the requests for admission. Only requests which are submitted before the deadline will be included in the ranking.
- d. The Board of Admissions ranks the requests for admission by evaluating:
 - the academic record of the applicants (GPA, grade for the bachelor's thesis, grades for interdisciplinary courses and/or courses pertaining to the field of Law & Society, amount of time needed to complete the bachelor's programme);
 - the interest in Law and Society of the applicants, on the basis of electives or courses taken during the bachelor's programme and/or extracurricular activities, the motivation letter and the quality of the essay (content);
 - the (international) outlook and communication skills of the applicants, on the basis of electives chosen during the bachelor's programme and/or extra-curricular activities, the motivation letter and the quality of the essay (structure, language use, writing style).

These aspects will be evaluated in conjunction with one another.
- e. In case of a large number of applications (more than two requests for admission for each place) the Board of Admissions will rank eligible requests for admission in two stages, evaluating first: the academic record, the interest in Law & Society, a broad, international outlook and communication skills, based on the transcript, CV and motivation letter. Subsequently, requests for admissions of the applicants with the highest scores for academic record and CV will be ranked on the basis of the essay.
- f. The Board of the Faculty of Law will grant the requests for admission in the order of the ranking which has been determined by the Board of Admissions as mentioned sub c.

Article 5.3 and 5.4
[Not applicable]

Admission to the academic year 2021-2022

Article 5.1 Confirmation of Admission

- 5.1.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in articles 5.2 in so far as the maximum number of enrolled students as determined for the programme by the Executive Board of Leiden University is not exceeded.
- 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.³⁷

Article 5.2 Admission requirements

- 5.2.1 Pursuant to section 7.30b, first paragraph, of the Act holders of one of the following degrees are eligible for admission to the programme:
- a bachelor's degree from a recognised research university in law (LL.B.) or social sciences (BSc political sciences, public administration, sociology, cultural anthropology and development sociology or general social sciences) or
 - a bachelor's degree from a recognized research university in a multidisciplinary programme which includes courses in both law and social sciences subjects (i.e. some programmes in Liberal Arts and Sciences; the Politics, Psychology, Law and Economics programme of the University of Amsterdam; Urban Studies; International Studies, etc.).
- 5.2.2 The Board of Admissions may, on request, grant admission to the programme to persons who do not meet the requirements specified in article 5.2.1 but who can demonstrate 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 5.2.1, possibly under conditions to be further determined, without prejudice to the requirements in article 5.2.4.
- 5.2.3 Applicants must be sufficiently proficient in the language of instruction of the programme, as per the language requirements set by the Law School - the required level for English is 7.0 IELTS, Toefl internet 100 or Cambridge English C2 Proficiency evidenced by an appropriate test, under the condition of minimum band scores of 6.0 IELTS or 20 Toefl Internet for all sub-sections. For the writing sub-section, a minimum band score of 6.5 IELTS or 24 Toefl Internet is required. The language requirement does not apply if:
- applicant's education has been completed in Canada (except French-taught programmes in Canada), USA, UK, Ireland, New Zealand or Australia, or
 - applicant holds an International Baccalaureate.
 - applicant has completed Dutch vwo level English or a bachelor's degree programme taught in English at a Dutch research university.
- 5.2.4 In addition to the requirements stipulated in article 5.2.1, 5.2.2 and 5.2.3 the following qualitative requirements apply to the programme, in accordance with article 7.30b, second paragraph, of the Act.
- b. Requests for admission to the programme have to be submitted before the deadline determined in the Regulation for Admissions.
 - b. Requests for admission have to be accompanied by:

³⁷ 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>.

- a full transcript of the results obtained during the bachelor's programme; this transcript should contain the following information about all courses of the bachelor's programme: name, number of credits, grade, date the course was passed and, if applicable, information about earlier, unsuccessful attempts to pass this course;
 - a CV with information about prior education and extracurricular activities, in particular those which demonstrate an interest in the field of Law and Society, a broad, international outlook and/or communication skills;
 - a motivation letter in which the applicant explains why he or she is interested in this programme and elaborates on his or her plans for the future and the part the programme would play in these plans;
 - an essay in English on a subject concerning Law and Society of 800-1000 words.
- c. The Board of Admissions evaluates and ranks the requests for admission. Only requests which are submitted before the deadline will be included in the ranking.
- d. The Board of Admissions ranks the requests for admission by evaluating:
- the academic record of the applicants (GPA, grade for the bachelor's thesis, grades for interdisciplinary courses and/or courses pertaining to the field of Law & Society, amount of time needed to complete the bachelor's programme);
 - the interest in Law and Society of the applicants, on the basis of electives or courses taken during the bachelor's programme and/or extracurricular activities, the motivation letter and the quality of the essay (content);
 - the (international) outlook and communication skills of the applicants, on the basis of electives chosen during the bachelor's programme and/or extracurricular activities, the motivation letter and the quality of the essay (structure, language use, writing style).
- These aspects will be evaluated in conjunction with one another.
- e. In case of a large number of applications (more than two requests for admission for each place) the Board of Admissions will rank eligible requests for admission in two stages, evaluating first: the academic record, the interest in Law & Society, a broad, international outlook and communication skills, based on the transcript, CV and motivation letter. Subsequently, requests for admissions of the applicants with the highest scores for academic record and CV will be ranked on the basis of the essay.
- f. The Board of the Faculty of Law will grant the requests for admission in the order of the ranking which has been determined by the Board of Admissions as mentioned sub c.

Article 5.3 and 5.4

Not applicable

Chapter 6 – Student counselling and study advice

Article 6.1 Study progress administration

6.1.1 The Faculty Board³⁸ keeps records of individual student results.

6.1.2 Students may inspect their results in the student progress system at any time.³⁹

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.⁴⁰

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.⁴¹

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.

³⁸ This means: The student administration centre ("OIC").

³⁹ 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.

⁴⁰ 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.

⁴¹ See the website: <https://www.organisatiegids.universiteitleiden.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).⁴²
- 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.⁴³

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.⁴⁴

Article 8.4 Effect

These regulations will enter into effect on 1 September 2020.

THE END

⁴² 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.

⁴³ All mentioned rules and regulations are published on the faculty website.

⁴⁴ If necessary, course components are designated that are offered by a different institution. Transitional arrangements can be consulted via: <https://www.student.universiteitleiden.nl/>.