



Universiteit Leiden

# Course and Examination Regulations

**Master Crime and Criminal Justice 2023-2024**

**specialisations among others: Comparative Criminal Justice**

Valid from 1 September 2023

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

- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees
- the Regulations for Admission to Master's
- the Online Proctoring Protocol

The model OER are laid down in Dutch and then translated into English. In the event that there are differences between the two versions, the Dutch version will prevail.

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the OER and considers, for the purpose of monitoring and –if necessary– adjusting the study load, how much time it takes students to comply. In accordance with Article 9.18 of the Act, the Programme Committee is assigned the task of annually assessing the implementation of the OER.

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- Enrolment protocol: [protocol-inschrijven-voor-onderwijs-en-tentamens-universiteit-leiden.pdf](https://www.universiteit-leiden.nl/onderwijs/protocol-inschrijven-voor-onderwijs-en-tentamens-universiteit-leiden.pdf) ([universiteit-leiden.nl](https://www.universiteit-leiden.nl))
- Prospectus: <https://studiegids.leidenuniv.nl>

## 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. digital teaching environment: a digital environment, such as Brightspace, in which students can work together, communicate and learn;
- g. EC(TS): European Credit (Transfer System);

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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.

- h. Education Administration Office: the office in the faculty where students can go for information and to register for courses (education information centre, service desk, Faculty of Law);
- i. 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;
- j. enrolment protocol: the enrolment protocol containing specific and binding information concerning enrolment in components, examinations, and final examinations, established by the Executive Board. The enrolment protocol constitutes an integral part of these regulations, and is included as an appendix.
- k. 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 assessment can take place in written form, orally as well as digitally, or a combination of these methods. An examination may consist of several constituent examinations. Credits are only awarded for examinations passed. 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>
- l. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- m. 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;
- n. first/second reader: The first or second examiner to read and assess the thesis/final paper/final report/final programme assignment. The first reader/reviewer is also the supervisor.
- o. language of instruction: the language of a programme, in which lectures and tutorials are given and examinations and final examinations are held;

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<sup>2</sup> [Examination Rules and Regulations master's degree programmes Leiden Law School](#)

- p. 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;
- q. 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>
- r. nominal duration of study: the study load in years of study as established in the Central Register of Higher Education Programmes;
- s. 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;
- t. practical assignment: a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (j) of the Act, and takes one of the following forms:
- writing a thesis/final paper/final report/final programme assignment,
  - 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.
- u. 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;
- v. 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;
- w. reader, first/second: the first or second examiner to read and assess the thesis. The first reader/reviewer is also the supervisor;

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<sup>3</sup> [Leiden Register of Study Programmes Framework Document](#)

- x. student: a person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations of the programme;
- y. the Act the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- z. thesis: final exercise in one of the assessment forms as indicated under o [practical assignment], constituting a (course) component;
- aa. 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 Code of Conduct on Remote Teaching applies;<sup>5</sup> this provides guidelines for teaching and learning in digital environments, remote environments or any form of teaching that is primarily dependent on IT services.
- 1.3.3 The Leiden University Regulations on ICT and Internet Use<sup>6</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.
- 1.3.4 The Faculty Code of Conduct also applies to the teaching in the study programmes.

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<sup>4</sup> [Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students](#)

<sup>5</sup> [Code of Conduct on Remote Teaching](#)

<sup>6</sup> [Leiden University 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 attained the following learning outcomes (achievement levels), listed according to the Dublin descriptors:

##### 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 their 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 them 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. Article 1.2 (m) 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*], 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>8</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>7</sup> [Code of Conduct on Language of Instruction](#)

<sup>8</sup> [Guideline of Language Policy](#)



## Chapter 3 – Curriculum

### Article 3.0 Exceptions due to *force majeure* situations

3.0.1 If it is not possible, in the event of a crisis as defined in Article 1 of the Leiden University Regulations on Crisis Management Coordination, or other *force majeure* circumstances, such as coronavirus measures, to provide or take part in components as set out in the OER or the Prospectus, changes will be announced by the authorised body in due time via Brightspace.

### Article 3.1 Compulsory components

3.1.1 The programme includes compulsory components<sup>9</sup> worth a total study load of 60 ECTS credits. These compulsory components include the pre-defined components from which students are obliged to choose.<sup>10</sup>

3.1.2 The Prospectus further specifies the actual structure of the programme, the study load (in credits), level, content, method of examination and the structure of the curriculum components.

3.2.1-3.2.3 *Not applicable.*<sup>11</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 For each component, the Prospectus specifies which practical assignments are included, the nature and scope of the student's workload for these practical assignments and whether participation in these is a condition of admission to (other parts of) the examination. The Board of Examiners may exempt students from a practical assignment, in which case the Board can choose to apply alternative conditions.

3.3.2 The Prospectus specifies the scope and study load of the thesis/final paper/final report/final programme assignment, including the requirements that the thesis/final paper/final report/final programme assignment must meet. (Cf. Art. 6.3)

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

#### 3.4.1 Taking part in components

3.4.1.1 Students must register for the component according to the applicable enrolment protocol.<sup>12</sup> Registration is possible up to fourteen calendar days before the start of the component, as stipulated in the programme Prospectus. This means that the student registers for a

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<sup>9</sup> The information can be found in the [Prospectus](#).

<sup>10</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>11</sup> This concerns freedom of choice. The study programmes of degree specialisations may contain so-called compulsory courses ('gebonden keuzevakken') and specialisation courses ('profielingsvakken'), but these still remain part of the compulsory components referred to in Article 3.1.1.

<sup>12</sup> [Course and examination enrolment – Leiden University](#)

component in MyStudymap, ticking the activities the student wants to take part in (lecture, tutorial, practical exercise, and examination).

- 3.4.1.1a Within the meaning of Article 3.4.1.1, first-year Bachelor students are automatically assigned to and enrolled for all components of the first semester, or, with certain programmes for all components of the entire academic year, by the education administration office of their programme.
- 3.4.1.2 In the case of a component with restrictions on the number of participants, participation takes place in order of enrolment. For students enrolled in the programme, timely enrolment guarantees placement in the components that form part of the mandatory curriculum of the programme.
- 3.4.1.3 Contrary to Article 3.4.1.1, a different enrolment period may apply to certain components, if approved by the Faculty Board. This concerns a term of no later than five calendar days before the start for all courses of the faculty. The relevant components and the corresponding enrolment term can be found in the Prospectus. choose.<sup>13</sup>
- 3.4.1.4 Students who have not enrolled on time can report to the Education Administration Office of the faculty of which the study programme is part. The relevant enrolment protocol lists the circumstances on the basis of which students may be enrolled contrary to Article 3.4.1.1.

### **3.4.2 Sitting examinations and constituent examinations**

- 3.4.2.1 When registering for the component, the student registers for the corresponding examination. Registration for examination takes place in accordance with the provisions of Article 3.4.1.1.
- 3.4.2.2 Students who do not register for the component may register only for the examination or constituent examination. To be allowed to sit the examination or constituent examination, a confirmation of registration for the examination is required.
- 3.4.2.3 In order to sit the examination, students must confirm their participation. They can only sit an examination once confirmation of participation has been given.
- 3.4.2.4 Students will receive a notification in due time asking them to confirm or cancel their participation. Confirmation of participation in an examination is possible up to ten calendar days before the examination takes place.
- 3.4.2.5 Students who have not enrolled on time according to the applicable enrolment protocol may report to the Education Administration Office of the faculty of which the programme forms part.
- 3.4.2.6 A different term applies for the situation as referred to in Article 4.6.2; in this case, students can register up to five calendar days before the examination takes place.

### **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.

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<sup>13</sup> The last sentence refers to the so-called compulsory optional courses and/or specialisation courses. The information can be found in the Prospectus.

**Article 3.6    Distribution of study materials**

- 3.6.1    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 use the photograph or recording for their own use; all forms of distribution or publication of the photograph or recording are prohibited. A student has no independent control over these materials, unless the University has explicitly granted this to the student.
- 3.6.2    Students are prohibited from all forms of distribution or publication of study materials. The materials are for students' own use only.
- 3.6.3    Students are prohibited from infringing the intellectual property rights of the University, third parties or the person with whom licensing agreements were made.

## Chapter 4 – (Course) Examinations and final examination,<sup>14</sup> further education

### Article 4.0 Exceptions due to *force majeure* situations

4.0.1 If it is not possible, in the event of a crisis as defined in Article 1 of the Leiden University Regulation on Crisis Management Coordination, or other *force majeure* circumstances, such as corona measures, to offer examinations and final examinations in the form and at the point in time set out in the OER or the Prospectus, changes will be announced by the authorised body in due time via Brightspace.

### 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 in that academic year, with the exception of course components indicated in the Prospectus by the term ‘Privatissimum’ and/or ‘Practicum’ (cf. Art. 3.3.1), which are examined only once per year.<sup>15</sup> The Board of Examiners determines the manner of resit for practical assignments.

4.1.2 The Faculty Board is responsible for the practical organisation of the examinations and final examinations and ensures, if necessary by means of invigilation, that the examinations and examinations proceed properly. If online proctoring is used, this is done according to the Online Proctoring Protocol.

4.1.3 If a course component includes a practical assignment, students may only sit the examination as referred to in Article 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)

4.1.4 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 Article 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.

4.1.5 In accordance with Article 7.13 (2) (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).

4.1.6 *Not applicable.*

4.1.7 At a student’s request the Board of Examiners may in exceptional circumstances diverge from the provisions of Article 4.1.1 and allow an additional resit.<sup>18</sup>

4.1.8 During a master's programme, students may resit one examination that they passed, without prejudice to the power of the Board of Examiners to deviate from this stipulation in exceptional cases and at the student’s request. This only applies if the resit takes place in the same academic year as the original examination. In the event of such a one-time resit, the highest result obtained applies.

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<sup>14</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>15</sup> These courses are only offered once per year and considering their intensive nature, scope, content and teaching methodology it is not possible to take the examination without participating in the course.

<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/tntkal/>.

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

The examination referred to in the first sentence may consist of a number of constituent examinations.<sup>19</sup> Registration for this examination should take place in accordance with Articles 3.4.1.1 and 3.4.2.2.

- 4.1.9 The following are excluded from the resit option as referred to in Article 4.1.8:
- Oral examinations
  - Practical assignments
  - Examinations that the student passed at a different institution than Leiden University
- 4.1.10 If a component is included in multiple programmes, the student is only granted one opportunity to resit an examination that they previously passed for this component.
- 4.1.11 The resit as referred to in Article 4.1.8 is only possible:
- If the student has passed this examination the first time he takes the examination for a specific unit of study,<sup>20</sup> and
  - this first participation took place on the first examination opportunity in the academic year.

The resit takes place on the second examination opportunity for the relevant unit of study in the same academic year. (cf. Art. 4.1.1)

The use of this option is recorded in the student's personal file.

- 4.1.12 The resit as referred to in Article 4.1.8 is only possible for examinations for which registration is compulsory (cf. Article 3.4.1.1). The Study Guide states which exams can be retaken on the basis of this article.
- 4.1.13 The request must be submitted to the Faculty's Education Administration Office no later than the 20th calendar day after the result of the successfully passed examination has been announced. If the second examination opportunity takes place within the term of 20 calendar days, the request must be submitted to the Faculty's Education Administration at the latest on the working day prior to the second examination opportunity. For this purpose, the education administration draws up a mandatory application form. 4.1.1)
- By submitting the application form, the right to the one-off resit has been used.<sup>21</sup>
- 4.1.14 If the inspection and/or debriefing of the successfully passed interim examination leads to a change in the result to a result that the student does not wish to retake, a request that has already been submitted can be submitted no later than on the working day prior to the second examination opportunity. withdrawn. With this withdrawal, the application form is deemed never to have been submitted.
- 4.1.15 If the student is registered for more than one master's degree program at the Faculty of Law, there is the option for each of these degree programs to resit an examination that has been passed. If a master's program has several specializations, only one resit option applies.
- 4.1.16 As soon as the Examination Board has determined that the student has passed the examination (cf. Articles 1.2 (m) and 2.7), the option of using the above regulations for the relevant study program lapses.<sup>22</sup>

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<sup>19</sup> If the final mark is indeed made up of partial marks, the student retakes one qualifying partial mark in order to increase the passing final mark.

<sup>20</sup> This implies that the student has not previously participated or has not previously obtained an unsatisfactory mark for the examination associated with the unit of study.

<sup>21</sup> I.e. that a student who does not participate in the resit after their request can no longer make use of the regulations referred to in Article 4.1.8.

<sup>22</sup> I.e. that outstanding requests for a re-sit will be automatically canceled and new requests will no longer be honored from the moment the student has submitted the 'Graduation Applications' form to the Education Administration Office (OIC).

#### **Article 4.2 Obligatory sequence**

- 4.2.1 The Prospectus specifies the sequence in which examinations must be taken. Students may only sit examinations that are subject to a compulsory sequence once they have passed the examinations for one or more other components.<sup>23</sup> (See also Art. 3.4.2)
- 4.2.2 For the components and their attendant examinations which must be completed in a given sequence, the Board of Examiners may in special cases, and following a substantiated written request by the student, agree to an alternative sequence.

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

- 4.3.1 The Prospectus states whether the examination or constituent examinations for a component take the form of a written, digital or oral examination, or a combination of these.<sup>24</sup>
- 4.3.2 The procedure during examinations and the guidelines and instructions, as referred to in Article 7.12b (1) (b) of the Act, for assessing and establishing the results of examinations and final examinations are described in the 'Rules and Regulations of the Board of Examiners'.
- 4.3.3 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)
- 4.3.4 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.
- 4.3.5 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 a student to sit an examination in another language.
- 4.3.6 *Not applicable.*

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

- 4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise.
- 4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned decides otherwise owing to special circumstances, or unless the student has reservations.

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<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.

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

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

- 4.5.1 In accordance with Article 7.12b (3) of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in the event of fraud.<sup>26</sup>
- 4.5.2 The Board of Examiners is responsible for ensuring that the right of students to appeal against decisions of the Board of Examiners or the examiners is guaranteed.

#### **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.
- 4.6.2 The examiner determines the grade of any written or other form of examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was held. The result is notified to the student within the same fifteen working days. 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 opportunity to resit the relevant examination. If this deadline is not met, the resit can be postponed.
- 4.6.3 If the examiner is unable to comply with the term of fifteen working days and five working days respectively, as specified in Article 4.6.2, the student is notified accordingly in a measure sent to the student's u-mail address before this term expires. This message includes the (latest) date by which the student will be informed of the result.
- 4.6.4 Examination grades must be expressed as a whole or fractional number between 1.0 and 10.0 (inclusive).<sup>27</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 Article 7.10 of the Act.<sup>28</sup>
- 4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their graded examination papers, as referred to in Article 4.8, as well as 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 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>29</sup> (see also Articles 4.10.2.1 and 4.10.2.2)

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<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.*

<sup>27</sup> *For the concrete interpretation of this provision, see the 'Examination Rules and Regulations for the master's degree programmes Leiden Law School'.*

<sup>28</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 (m)) as well as an examination (final or part) in its own right (cf. Art. 1.2 (k)).*

<sup>29</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*

- 4.7.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity of examinations for a period to be specified by the Board itself. In the event of special circumstances in the sense of Article 7.51 (2) of the Act the Board of Examiners will act in accordance with the pertinent provisions in Article 7.10 (4) of the Act.
- 4.7.3 The validity period referred to in Article 4.7.1 starts on 1 September of the academic year following that in which the grade was obtained or the exemption granted.

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

- 4.8.1 Students are entitled to inspect and receive feedback on their graded examination script no later than thirty calendar days following the publication of the results of any written or digital examination, and in any case before the resit takes place.
- 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 The time and manner of the inspection and feedback session on the examination are specified in the Prospectus or the digital teaching environment.
- 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 are unable to attend the feedback session due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in 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>30</sup> from one or more examinations or practical assignments if the student:

- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
- has demonstrated, through relevant work or professional experience, that they have acquired sufficient skills and knowledge in relation to the component in question.

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

- 4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.
- 4.10.2.1 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.
- 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.

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*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.*"

<sup>30</sup> Exemptions may also be arranged at the time of admission to the programme cf. chapter 5.



- 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 was delivered by Leiden University.
- 4.10.4 Pursuant to the regulations referred to in Article 7.11 (3) of the Act, a student who is entitled to graduate may request the Board of Examiners to postpone graduation, as long as the student has not exceeded the maximum period of enrolment of the nominal study duration plus one academic year for the programme in question.<sup>31</sup>
- 4.10.5 This request must be submitted within five working days of the student receiving their examination results. In the request the student must state when they wish to receive the degree certificate.
- 4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.
- 4.10.7 A supplement in Dutch and/or in English that conforms to the standard European Diploma Supplement format, including the grading table applicable for the degree programme, is attached to the degree certificate. In addition to the degree certificate, students are issued with a translation of the degree certificate and a certificate in Latin.

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

- 4.11.1 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.

- 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;

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<sup>31</sup> [Leiden University Regulations on postponing graduation](#)

- 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 their study programme, possible exceptional performances on the part of the student in completing the thesis/final paper/final report/final programme assignment, 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, as set out in the Rules and Regulations, the student will not be awarded a distinction, unless the Board of Examiners decides otherwise.<sup>32</sup>

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

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

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<sup>32</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 as of September 2023 or February 2024

*Editorial comment: the admissions requirements 2023-2024 are also included in the admissions requirements 2024-2025.*

*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**

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

*5.2-5.1.1 The Faculty Board provides confirmation of admission if the student fulfils the entry requirements specified in Article 5.2-5.2. If the Executive Board has determined a maximum number of students for the programme, a confirmation of admission will be issued if the student meets the entry requirements and this maximum number is not exceeded.*

*5.2-5.1.2 Confirmation of admission must be requested according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>33</sup>*

#### **Article 5.2-5.2 Admission to the programme**

*5.2-5.2.1 Holders of one of the following degrees may be admitted to the programme (Article 7.30b (1) of the Act):*

- *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.*

*5.2-5.2.2 Any person who fails to meet the degree requirements or prescribed pre-master's requirement referred to in Article 5.2.1 may submit a request to the Board of Admissions. The Board of Admissions assesses whether the applicant may be granted admission to the programme. To this end, the Board of Admissions assesses whether the applicant possesses sufficient knowledge, understanding and skills at the same level as a bachelor's degree or related bachelor's degree as referred to in Article 5.2.1 or whether they meet these conditions once additional requirements have been met.<sup>34</sup>*

*The Board of Admissions assesses, where relevant, whether the applicant meets the qualitative selection requirements referred to in Article 5.2.4.*

*5.2-5.2.3.1 As further clarification of Article 2.8 concerning command of the language of instruction, a student who wishes to be admitted to an English-taught master's programme must have one of the following diplomas or must meet the criteria of:*

- *an [International Baccalaureate](#) diploma from a programme taught in English (or an IB diploma with English A)*
- *a diploma of secondary or higher education completed in Australia, Canada (with the exception of French taught programmes in Canada), Germany, Ireland, Malta, New Zealand, Singapore, the United Kingdom, the United States or South Africa*
- *a diploma of an English-taught university degree programme completed at a Dutch research university*

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<sup>33</sup> [The Regulations for Admission to Master's Programmes of Leiden University](#)

<sup>34</sup> *A diploma, list of grades, CV and motivation letter may be requested.*

- a pre-university education (vwo) diploma

5.2-5.2.3.2 If a student who wishes to be admitted does not meet the requirements in Article 5.2.3.1, at least one of the following language requirements can be set:

- IELTS 6.5, where each separate constituent score must be at least 6.0;
- TOEFL (internet-based) 90, where each separate constituent score must be at least 20.<sup>35</sup>

*At the time when the student applies for the programme, the test must have been taken no more than two calendar years previously.*

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 their academic background and provides the motivation for wishing to participate on this master programme.

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<sup>35</sup> See also the comparison table: [english-test-equivalencies.pdf \(universiteitleiden.nl\)](https://www.universiteitleiden.nl/english-test-equivalencies.pdf).

## Admission to the programme as of September 2024 or February 2025

### 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 The Faculty Board provides confirmation of admission if the student fulfils the entry requirements specified in Article 5.2-5.2. If the Executive Board has determined a maximum number of students for the programme, a confirmation of admission will be issued if the student meets the entry requirements and this maximum number is not exceeded.

5.2-5.1.2 Confirmation of admission must be requested according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>36</sup>

#### Article 5.2-5.2 Admission to the programme

5.2-5.2.1 Holders of one of the following degrees may be admitted to the programme (Article 7.30b (1) of the Act):

- 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.

5.2-5.2.2 Any person who fails to meet the degree requirements or prescribed pre-master's requirement referred to in Article 5.2.1 may submit a request to the Board of Admissions. The Board of Admissions assesses whether the applicant may be granted admission to the programme.

To this end, the Board of Admissions assesses whether the applicant possesses sufficient knowledge, understanding and skills at the same level as a bachelor's degree or related bachelor's degree as referred to in Article 5.2.1 or whether they meet these conditions once additional requirements have been met.<sup>37</sup>

The Board of Admissions assesses, where relevant, whether the applicant meets the qualitative selection requirements referred to in Article 5.2.4.

5.2-5.2.3.1 As further clarification of Article 2.8 concerning command of the language of instruction, a student who wishes to be admitted to an English-taught master's programme must have one of the following diplomas or must the criteria of:

- an [International Baccalaureate](#) diploma from a programme taught in English (or an IB diploma with English A)
- a diploma of secondary or higher education completed in Australia, Canada (with the exception of French taught programmes in Canada), Germany, Ireland, Malta, New Zealand, Singapore, the United Kingdom, the United States or South Africa
- a diploma of an English-taught university degree programme completed at a Dutch research university

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<sup>36</sup> [The Regulations for Admission to Master's Programmes of Leiden University](#)

<sup>37</sup> A diploma, list of grades, CV and motivation letter may be requested.

- a pre-university education (vwo) diploma

5.2-5.2.3.2 If a student who wishes to be admitted does not meet the requirements in Article 5.2.3.1, at least one of the following language requirements can be set:

- IELTS 6.5, where each separate constituent score must be at least 6.0;
- TOEFL (internet-based) 90, where each separate constituent score must be at least 20.<sup>38</sup>

At the time when the student applies for the programme, the test must have been taken no more than two calendar years previously.

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 their academic background and provides the motivation for wishing to participate on this master programme.

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<sup>38</sup> See also the comparison table: [english-test-equivalencies.pdf \(universiteitleiden.nl\)](https://www.universiteitleiden.nl/english-test-equivalencies.pdf).

## Chapter 6 – Student counselling and study advice

### Article 6.1 Study progress administration

6.1.1 The Faculty Board<sup>39</sup> keeps records of individual student results.

6.1.2 Students may inspect their results in the student progress system at any time.<sup>40</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/final paper/final report/final programme assignment 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 set out in Section III of the Regulations on Financial Support for Students, drawn up by the Executive Board.<sup>41</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>42</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>39</sup> This means: The student administration centre ("OIC").

<sup>40</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>41</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>42</sup> [Protocol on 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>43</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>44</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>45</sup>

### Article 8.4 Effect

These regulations will enter into effect on 1 September 2023.

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THE END

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<sup>43</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>44</sup> All mentioned rules and regulations are published on the faculty website.

<sup>45</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/>.