



Universiteit Leiden

Faculty of Science

Additional Rules and Regulations for the degree programmes

Valid from 1 September 2014

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Chapter 1 Bachelor's in Mathematics [Wiskunde]

Article 1.1 Requirements for participation in resit examination

For the following courses, the Board of Examiners has set additional requirements for participation in the resit examination of the course in question:

1.1.1. *Complexe Functietheorie* Every Leiden student can sit one examination for this course per academic year, either in Leiden or in Delft, opting for either the first opportunity or second (re)sit. Students who, within an academic year, have a minimum grade of 6.0 for their Leiden homework assignments can opt for either the first opportunity or second (re)sit, in both cases either in Leiden or in Delft, within said academic year.

Chapter 2 Master's in Mathematics

The degree programme does not set any additional requirements regarding participation in courses nor any additional rules regarding the successful completion of final examinations.

The decision regarding whether an individual student who has nearly completed a given course will be offered the opportunity to complete it by means of additional assignments has been mandated by the Board of Examiners to the examiner(s). The decision will be taken by the examiner(s) on an individual basis, taking into account the student's motivation.

Chapter 3 Bachelor's in Computer Science [Informatica]

With the exception of the specialisation in Computer Science and Economics [Informatica en Economie], the Computer Science [Informatica] degree programme does not set any additional requirements regarding participation in courses and also no additional rules regarding the successful completion of final examinations.

Article 3.1 Additional conditions with respect to Article 4.10 – Order during examinations

In contrast to what is laid down in Article 4.10.3 of the OER students are permitted to leave the room where the examination is conducted after 60 minutes after the established starting time.

Article 3.2 Lodging objections to results of examinations

Up until two months after the conduction of a written examinations, students can lodge an objections to the result of the examination. An objections should be lodged with the examiner of the said examination.

Article 3.3 Compensation regulation for Computer Science and Economics [Informatica en Economie]

The first-year Bachelor's curriculum in Computer Science and Economics [Informatica en Economie] includes three courses in economics taught by the Erasmus School of Economics in Rotterdam (ESE). In accordance with the ESE regulations, these courses are graded with grades rounded off to the nearest decimal. Within this cluster of three economics courses, it is possible to compensate for an unsatisfactory grade for one of the three courses.

The cluster to which this compensation regulation applies consists of the following courses:

- 'Micro-economie' (8 EC);
- 'Marketing' (8 EC); and
- 'Organisatie en Strategie' (8 EC).

It is only possible to make use of the compensation regulation if all of the following conditions have been met:

1. One of the three courses in the cluster mentioned has been graded as a minimum of 4.8 and a maximum of 5.4 (the result that has to be compensated);
2. The other two courses in the cluster mentioned have been graded as 5.5 or higher;
3. The average (not rounded off) grade for the three courses is 5.5 or higher;
4. The courses in the relevant cluster, from which the student has been exempted +do not count towards the average grade;
5. The student in question is not making use of any other compensation regulation in the rest of the Computer Science and Economics [Informatica en Economie] curriculum. The conditions for compensation apply to the grades as they are published by ESE (rounded off to the nearest decimal). The grades for the individual courses of the cluster mentioned are registered in uSis, and rounded off according to the Leiden University rules (integers and half-integers, with the exception of 5.5).

Compensation according to this regulation has no influence on the individual grades; a compensated grade (4.8 –5.4) is therefore registered as a 5.

Chapter 4 Master's in Computer Science, ICT in Business and Media Technology

These degree programmes do not set any additional requirements regarding participation in courses and also no additional rules regarding the successful completion of final examinations.

Article 4.1 Additional conditions with respect to Article 4.10 – Order during examinations

In contrast to what is laid down in Article 4.10.3 of the OER students are permitted to leave the room where the examination is conducted after 60 minutes after the established starting time.

Article 4.2 Lodging objections to results of examinations

Up until two months after the conduction of a written examinations, students can lodge an objections to the result of the examination. An objections should be lodged with the examiner of the said examination.

Chapter 5 Bachelor's in Astronomy [Sterrenkunde]

Article 5.1 Conditions for passing the first-year examination

The examination candidate is considered to have successfully completed the first-year examination if the Board of Examiners has established that he or she has been awarded a satisfactory grade (6.0 or higher) for every examination. If this is not the case, the Board of Examiners may, upon written request by the candidate, decide that the first-year examination may nevertheless be considered to be successfully completed provided: a) the candidate has been awarded a 5.0 for no more than two examinations, none of which is for a course in astronomy and no more than one for a course in physics, and b) the other examinations have been awarded a grade of 6.0 or higher, and c), in addition, the weighted average grade (= average grade, weighted to match the level of EC credits) of all first-year courses is 6.0 or higher.

Article 5.2 Admission to examinations in the post-first-year phase

In addition to the provisions of Article 4.6.1 and 4.6.2 of the Rules and Regulations set by the Boards of Examiners of the Faculty of Science, students who have been admitted to the second year of their studies on the basis of the BSA, are automatically granted admission to components of the Bachelor's programme on the basis of the degree programme established together with their study supervisor.

Article 5.3 Conditions for passing the Bachelor's examination

The examination candidate is considered to have met the requirements for successful completion of the Bachelor's final examination in Astronomy if the Board of Examiners has established that he or she has successfully completed the first-year final examination, or if he or she has been granted an exemption from this examination, and if he or she has been awarded a satisfactory grade (6.0 or higher) for all other components.

Chapter 6 Master's in Astronomy

This degree programme does not set any additional requirements regarding participation in courses and also no additional rules regarding the successful completion of final examinations.

Chapter 7 Bachelor's in Physics [Natuurkunde]

Article 7.1 Conditions for passing the first-year examination

The examination candidate is considered to have successfully completed the first-year examination if the Board of Examiners has established that, in accordance with the stipulations below, the candidate was awarded a grade of 5.0 for no more than two courses, and that all other courses were graded 6.0 or higher. The courses which can be compensated for if the grade is 5.0 are the following courses: 'Analyse 1', 'Analyse 1NA', 'Analyse 2', 'Analyse 2NA', 'Lineaire algebra 1', 'Lineaire Algebra 1NA', and 'Programmeermethoden' and no more than one of the following courses: 'Optica', 'Klassieke Mechanica a', 'Elektrische en Magnetische Velden', 'Diffusie', and 'Speciale Relativiteitstheorie'. A condition for this compensation rule to apply is that the weighted average grade (= average weighted to match the level of EC credits) for all components of the first-year programme is no lower than 6.0.

Article 7.2 Admission to Bachelor's research project [Bacheloronderzoek]

A student will only be admitted to the final Bachelor's research project if all the other courses have been successfully completed, with the possible exception of the following:

- The course 'Wetenschap en Samenleving';
- At most one of the other courses of the programme.

Article 7.3 Conditions for passing the Bachelor's examination

The examination candidate is considered to have met the requirements of the Bachelor's examination in Physics if the Board of Examiners has established that the first-year examination has been successfully completed, that a grade of 5.0 or more has been awarded for no more than one second- or third-year course, and that the other courses were awarded a grade of 6.0 or higher. The courses 'Natuurkundige Experimenten' and Bachelor's Research project [Bacheloronderzoek] must always be awarded a grade of 6.0 or higher. The weighted average grade (= average, weighted to match the level of EC credits) of all courses must be at least 6.0.

Chapter 8 Master's in Physics

This degree programme does not set any additional requirements regarding participation in courses, nor any additional rules regarding the successful completion of final examinations.

Chapter 9 Bachelor's in Bio-Pharmaceutical Sciences [Bio-Farmaceutische Wetenschappen]

Article 9.1 Additional conditions with respect to Article 4.5 – Admission to courses, examinations and practicals

9.1.1 Students will not be granted admission to the practicals of the Bachelor's programme in Bio-Pharmaceutical Sciences unless they have successfully completed the component 'Veiligheid' of the course 'Mentoraat'.

9.1.2 Students will not be granted admission to the components 'Drug Targeting' (of 'Thema Geneesmiddeltoediening en -afgifte') and 'Farmacochemie' (of 'Thema Ontwerp & Synthese') unless they have successfully completed the course 'Stralingshygiëne'.

9.1.3 In exceptional cases, the Board of Examiners may decide to grant a student exemption from the stipulations under 9.1.1 and 9.1.2.

9.1.4 Students who have failed, or failed to attend, both the examination and the resit for a particular course have to subsequently complete the relevant course by means of a resit. These students will not be allowed to sit the regular examination unless the Board of Examiners has specifically granted them permission to do so.

9.1.5 In case the number of participants of optional course offered by the degree programme is limited, per optional course a placement procedure is set. The placement procedure will be announced to the students prior to the starting of the optional course, preferably in the e-prospectus.

Article 9.2 Additional conditions with respect to Article 4.12.3 – Assessment of examinations

Assessments between 5 and 6 are rounded off according to the following principle; assessments between 5 and 5½ (from 5.00 to 5.49) are rounded down to the grade 5 and assessments between 5½ and 6 (from 5.50 to 5.99) are rounded up to the grade 6.

Article 9.3 Format requirements Bachelor's research project [onderzoeksopdracht]

The format requirements for the Bachelor's research project and the guidelines for the supervision and assessment can be found in the 'Richtlijnen bachelor onderzoeksopdracht Bio-Farmaceutische Wetenschappen'. Every student, daily supervisor and examiner responsible is expected to have studied these guidelines before the start of the research project.

Article 9.4 Conditions for passing the first-year examination

The examination candidate is considered to have successfully completed the first-year examination in Bio-Pharmaceutical Sciences [Bio-Farmaceutische Wetenschappen] if the Board of Examiners has established the following, with due observance of Article 4.15.4 of the Rules and Regulations, and any exemptions granted:

1. The examination candidate has successfully completed all the components of the first-year examination as referred to in the final examination programme of the Bachelor's programme in Bio-Pharmaceutical Sciences [Bio-Farmaceutische Wetenschappen];
2. None of the components were graded with a grade lower than 5.0;
3. None of the practicals were graded as 'unsatisfactory' or were awarded a grade lower than 6.0;
4. No more than two examinations (of theoretical components or final assessments) were awarded a grade lower than 5.0; and
5. The weighted average of the results of the theoretical components of the first-year examination was at least 6.0.

Article 9.5 Conditions for passing the Bachelor's examination

The examination candidate is considered to have successfully completed the Bachelor's examination if, without prejudice to the stipulations of the Rules and Regulations set by the Boards of Examiners of the Faculty of Science, he or she has successfully completed the first-year examination or been granted an exemption from it, and if each of the programme components in the second and third years was awarded a grade of 6.0 or higher.

Chapter 10 Master's in Bio-Pharmaceutical Sciences

Article 10.1 Additional conditions with respect to Article 4.5 – Admission to courses, examinations and practicals

10.1.1 In case optional courses have entry requirements or additional conditions for admission formulated, these will be put down in the appendix to the OER (Master degree programmes) and/or in the e-prospectus.

10.1.2 Generally speaking, students will not be allowed to start on the 'Research Project 2' of the Master's programme in Bio-Pharmaceutical Sciences (BPS) unless they have successfully completed 'Research Project 1'. Students who are following the SBB, SCS or EDU specialisation for the BPS

Master's programme will not be allowed to start on the specialisation specific components unless they have successfully completed their 'Research Project 1'.

Students enrolled in the specialisation 'Industrial Pharmacy' will not be allowed to start the QC/QA internship unless they have successfully completed 'Research Project 1'.

10.1.3 In case the number of participants of optional course offered by the degree programme is limited, per optional course a placement procedure is set. The placement procedure will be announced to the students prior to the starting of the optional course, preferably in the e-prospectus.

10.1.4 In exceptional cases, the Board of Examiners may decide to grant a student exemption from the stipulations under 10.1.1 to 10.1.3.

Article 10.2 Additional conditions to Research Project 1 and Literature Study

10.2.1 The format requirements for the 'Research Project 1' and the 'Literature Study' and the guidelines for the supervision and assessment can be found respectively in the 'Guidelines Research Project 1' and 'Guidelines Literature Review'. Every student, daily supervisor and examiner responsible is expected to have studied these guidelines before the start of the research project or literature study.

10.2.2 The 'Literature Study' that forms part of the BPS Master's programme must be carried out within a period of five consecutive weeks, and can therefore not be combined with other course components.

10.2.3 In exceptional cases, the Board of Examiners may decide to grant a student exemption from the stipulations under 10.2.2.

Chapter 11 Master's in Chemistry

An additional condition set by the degree programme is that the student and the study co-ordinator carry out an intake interview at the start of the degree programme. As part of the procedure for applying for the diploma, an exit interview will take place between the student and the study co-ordinator in which the final version of the graduation programme is established.

Article 11.1 Additional conditions with respect to Article 4.5.2 – Examination entry requirements

The resits of the Master's programme are not scheduled in advance. The time and location of the resits will be established on the basis of the following guidelines:

1. Students who wish to take a resit must contact the lecturer as soon as the results of the examination have been published and inform him or her of their wish to do a resit.
2. The lecturer puts together a participant list and determines the date and time of the resit. The resit preferably takes place 1 to 2 months after the date of the examination.
3. The students concerned are informed of the location and time of the resit no later than two weeks before the resit via ULCN mail.

Article 11.2 Additional conditions with respect to Article 4.9 – Conducting examinations (incl. oral examinations)

For each oral examination, the examiner establishes a written report of the examination, registers the questions asked and the assessment per question. Both the student and the Board of Examiners have a right to inspect this report. The student initials the report and the examiner registers the grade at the student administration department.

Article 11.3 Additional conditions with respect to Article 4.12.9 – Assessment of Master’s thesis and internships

All internships (including the specialisation internship which includes the Master’s thesis) are assessed on the basis of a (digital) assessment form; the assessed report is then digitally archived together with the duly signed accompanying assessment form. The final responsibility for the internship rests with a fixed member of staff of the Institute, mandated by the Board of Examiners.

Chapter 12 Master’s in Life Science & Technology

An additional condition set by the degree programme is that the student and the study co-ordinator carry out an intake interview at the start of the degree programme. As part of the procedure for applying for the diploma, an exit interview takes place between the student and the study co-ordinator in which the final version of the graduation programme is established.

Article 12.1 Additional conditions with respect to Article 4.5.2 – Examination entry requirements

The resits of the Master’s programme are not scheduled in advance. The time and location of the resits is established on the basis of the following guidelines:

1. Students who wish to take a resit must contact the lecturer as soon as the results of the examination have been published and inform him or her of their wish to do a resit.
2. The lecturer puts together a participant list and determines the date and time of the resit. The resit preferably takes place 1 to 2 months after the date of the examination.
3. The students concerned are informed of the location and time of the resit no later than two weeks before the resit via ULCN mail.

Article 12.2 Additional conditions with respect to Article 4.9 – Conducting (oral) examinations

For each oral examination, the examiner establishes a written report of the examination, registers the questions asked and the assessment per question. Both the student and the Board of Examiners have a right to peruse this report. The student initials the report and the examiner registers the grade at the student administration department.

Article 12.3 Additional conditions with respect to Article 4.12.9 – Assessment of Master’s thesis and internships

All internships (including the specialisation internship which includes the Master’s thesis) are assessed on the basis of a (digital) assessment form; the assessed report is then digitally archived together with the duly signed accompanying assessment form. The final responsibility for the internship rests with a fixed member of staff of the Institute, mandated by the Board of Examiners.

Chapter 13 Bachelor's in Biology [Biologie] and Master's in Biology

Article 13.1 Appendix to Article 1.2 – Definitions

13.1.1 **Individual assignment:** a course or assignment that is not scheduled, and that can form part of the final examination programme.

13.1.2 **Degree programmes related to the Biology programme:** all degree programmes of the Faculty of Science of Leiden University as well as the programmes in Medicine and Bio-Medical Sciences of Leiden University.

Article 13.2 Additional conditions with respect to Article 4.5 – Entry requirements for courses, examinations and practicals

13.2.1 Students are expected to purchase the required reading for a given course, as set out in the course description in the online prospectus and/or on Blackboard. A student who is not in possession of the required literature may be excluded from participating in the course in question.

13.2.2 The entry requirements or additional conditions for participating in specific elective courses can be found in the appendix to the OER (the degree programme) and/or the e-prospectus.

13.2.3 For the electives for Year 2 and Year 3 of the Bachelor programme and for all components of the Master programme, the lecturer may decide to make lecture attendance compulsory.

13.2.4 The costs of following elective courses are borne fully by the student.

13.2.5 The scope for electives in the Master's programme may not comprise more than 15 ECs of courses that are entirely unrelated to biology.

13.2.6 A student may be awarded EC credits for acting as an assistant in courses of the Biology programme, in proportion to the course load and pending permission from the Board of Examiners.

13.2.7 If there is a limit on the number of participants in an elective course of the Bachelor's programme offered by the degree programme, a placement procedure will be determined for each individual elective course. Students will be informed of the placement procedure beforehand, if possible via the online prospectus.

Article 13.3 Additional condition with respect to Article 4.9 – Conducting examinations (incl. oral examinations)

Examinations may in certain instances be conducted in English. If this is the case, the examiner will inform students of this fact in good time, preferably via the online prospectus or via Blackboard. A Bachelor's student is free at all times to answer the examination questions in Dutch or in English.

Article 13.4 Additional conditions with respect to Article 4.12 – Examination assessment

13.6.1 If an examination is conducted in the form of partial tests, each component must be awarded a grade of 5.0 or higher. The examiner assigned to the relevant examination component determines whether the partial grades will be rounded off. If a partial test consists of a practical, this partial test has to be awarded a grade of 6.0 or higher, unless otherwise specified.

13.6.2 If a student does not make use of the opportunity to take a given partial test for an examination component, he or she will be given a grade of 0. The final grade for this examination will be indicated as INC (incomplete).

Article 13.5 Additional conditions with respect to Article 7.1 – Study supervision / Student file

Before the start of the academic year, all second and third year Bachelor's students are expected to submit a study plan for the coming academic year to the Student Administration Department. The Board of Examiners assesses the study plans and if necessary, the Study Adviser will then discuss the planning with the student.

At the start of the academic year, all Master's students are expected to submit their study plan to the Board of Examiners for approval.

Article 13.6 Dissection regulation

13.6.1 For compulsory components of the Bachelor's programme, including the first-year [propedeuse] programme, which involve working with laboratory animals (in many cases dead animals), a replacement assignment can be requested via the lecturer. This request must be supported by valid arguments in writing. If the lecturer and student cannot come to an agreement on this, the Board of Examiners will take a decision regarding the request.

13.6.2 For elective courses in the Bachelor's or Master's programme that involve working with laboratory animals (including dead animals), it is not possible to request a replacement assignment.

Article 13.7 Requirements for passing the first-year examination

A student is considered to have successfully completed the first-year programme according to the 2014-2015 curriculum if he or she has successfully completed all the examination components specified in the curriculum, or if there was not a single examination component for which the student was awarded a grade lower than 5.0, and if there were no more than two instances of 5.0, and if the final first-year grade equivalent to the average of all examination components weighed to match the course load is 6.0 or higher. The final first-year grade is rounded off to the nearest integer or half integer and is included on the certificate accompanying the diploma.

Article 13.8 Conditions for passing the Bachelor's examination

13.8.1 A student is considered to have successfully completed the Bachelor's examination if he or she has successfully completed the first-year examination or has been granted exemption from it, and if he or she was awarded a grade of 6.0 or higher for all components of the examination programme, or if he or she has been granted exemption from the relevant components. The average final grade consists of the average grade for all components weighed to match the level of EC credits.

13.8.2 Courses for which an exemption has been granted or which have been assessed as 'participated', 'pass', 'satisfactory' or 'good' are not included in determining the average final grade of the Bachelor's examination.

Article 13.9 Successful completion of the Master's examination

13.9.1 A student is considered to have successfully completed the Master's examination if, for all components of the examination programme, he or she was either awarded a grade of 6.0 or was granted exemption from the component in question. The final grade for the Master's examination consists of the average grade for all components weighed to match the study load.

13.9.2 Courses which have been assessed as 'participated', 'pass', 'satisfactory' or 'good' are not included in determining the average final grade of the Master's examination.