



Universiteit Leiden

# *Faculty of Science*

## *Course and Examination Regulations*

### *Master's Programmes*

**valid from September 01, 2018**

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

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

Pursuant to Article 7.14 of the Act the Faculty Board regularly evaluates the Course and Examination Regulations (henceforth the OER) and considers, for the purpose of monitoring and adjusting the study load, how much time it takes students to comply with them. In accordance with Article 9.18 of the Act, the departmental committee is assigned the task of annually assessing the implementation of the OER.

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***Appendix 1:*** Master Degree Programmes

***Appendix 2:*** e-Prospectus, <https://studiegids.leidenuniv.nl>

## Chapter 1 General Provisions

### Article 1.1 Scope of the regulations

These regulations apply to the teaching and examinations in the Master's programmes:

- a. Mathematics;
- b. Statistical Science for the Life and Behavioural Sciences;
- c. Computer Science;
- d. ICT in Business;
- e. Media Technology;
- f. Astronomy;
- g. Physics;
- h. Chemistry
- i. Bio-Pharmaceutical Sciences;
- j. Biology;
- k. Life Science and Technology,

henceforth referred to as the programme.

The programmes are instituted in the Faculty of Science of Leiden University, henceforth referred to as the Faculty; appendix 1 specifies where the programme is taught and by which institutes.

### Article 1.2 Definitions

In these regulations the following definitions apply:

- a. the Act: the Higher Education and Research Act [ *Wet op het hoger onderwijs en wetenschappelijk onderzoek* ] (WHW).
- b. 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;
- c. Board of Examiners: the Board of Examiners for the programme, established and appointed in accordance with Article 7.12a of the Act;
- d. Component: a unit of study in the programme as defined in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is associated with an examination;
- e. 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;
- f. Degree classification: further degree classification by the Board of Examiners;
- g. Diploma: a, by the Board of Examiners, awarded document (certificate) which provides proof that the final examination of said programme has been successfully completed (as referred to in Article 7.11 of the Act). It is recorded on the diploma which programme has been successfully completed; which components were part of the final examination; which degree has been awarded; the date of accreditation of the programme; and, if applicable, which qualification is attached to the final examination.

- h. ECTS: the European Credit Transfer System;
- i. E-Prospectus: The electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations.
- j. Examination [*tentamen*]: an inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act). An examination may consist of several constituent examinations or practical assignments. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination;
- k. Examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- l. Executive Board the Executive Board is responsible for the daily management of Leiden University and is in charge of all administrative affairs, the management of the university;
- m. Final examination [*examen*]: the examinations [*tentamens*] associated with the components belonging to the programme, or the propaedeutic phase of the programme, including an investigation to be carried out by the Board of Examiners, as referred to in Article 7.10 of the Act;
- n. first/second reader the first or second examiner to read and assess the thesis/final paper/final report; The first reader/reviewer is also the supervisor;
- o. Leiden Register of Study Programmes [*Leids universitair register opleidingen*] register<sup>1</sup> of the programmes offered by Leiden University, maintained under supervision of the Executive Board, referred to in Section 7 of the Executive and Management Regulation;
- p. Level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes framework document;
- q. Nominal duration of study: the study load in years of study as established in the Central Register of Higher Education Programmes;
- r. Portfolio: a monitoring and assessment file that makes it possible for students to (1) demonstrate that they have attained 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;
- s. Practical: a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13(2), (d), of the Act, that takes one of the following forms:
- writing a thesis/final paper/final report
  - writing a paper or creating an artistic work
  - carrying out a research assignment
  - participating in fieldwork or an excursion

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1. The framework document *Leids universitair register opleidingen* [Leiden Register of Study Programmes] can be found at the following website: <http://medewerkers.leidenuniv.nl/onderwijs/beleid-regelgeving/leids-register.html>.

- completing an internship, or
  - participating in another educational activity aimed at acquiring particular skills
- t. Programme: the programme to which the OER relates: a coherent set of components aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is associated with a final examination;
- u. Programme Committee The programme committee of the programme established and appointed by the faculty board in accordance with article 10.3c of the Act;
- v. Student: a person enrolled at Leiden University in order to follow the courses and/or sit the examinations and final examinations associated with the programme;
- w. Working day: Monday to Friday, excluding the official public holidays and the compulsory closure days specified by the Executive Board;

The other definitions have the meaning that the Act ascribes them.

### Article 1.3 Codes of conduct

1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students<sup>2</sup> is applicable. The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which lecturers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2 The Leiden University Regulations on ICT and Internet Use<sup>3</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

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2. The Code of Conduct on Standards of Behaviour between lecturers and students [*Gedragscode Omgangsvormen*] was adopted by the Executive Board on 19 October 2010 and can be found at the following website: <http://www.regulations.leiden.edu/education-students/code-of-conduct-on-standards-of-behaviour-between-lecturers-and-students.html>

3. The Regulations on ICT and Internet Use [*Regeling ICT- en internetgebruik*] was adopted by the Executive Board on November 04, 2014 and can be found at the following website: [www.regulations.leiden.edu/education-students/](http://www.regulations.leiden.edu/education-students/).

## Chapter 2 Description of the Programme

### Article 2.1 Objectives of the programme

The programme has the following objectives:

To impart sufficient knowledge, understanding and skills as to enable the graduate to contribute independently, at an academic level and in an original manner to recognizing, coming up with and solving issues in an area of the natural sciences, to discuss this contribution with colleagues, to inform non-specialists in a clear and unambiguous manner on conclusions and considerations that form the foundation of the study, and to successfully follow a PhD programme within the discipline and its adjacent areas.

In terms of structure, final qualifications and other quality marks the programme meets the provisions of “The Leiden University Register of Study Programmes”.

### Article 2.2 Specialisations

The programmes offer specialisations as described in Appendix 1 to these regulations.

### Article 2.3 Learning outcomes

Graduates of the programme have attained the following learning outcomes, listed according to the Dublin descriptors:

- a. theoretical and/or practical skills in more than one specialist area of the discipline such that they can carry out research under overall supervision;
- b. the ability to make an independent analysis of scientific problems, analysis of relevant specialist literature, formulate verifiable hypotheses, and set up and carry out research and critical reflection on one's own research and that of others;
- c. the ability to interrelate and integrate various areas of the discipline;
- d. the ability to present clearly, verbally as well as in writing, one's own research results, and the ability to communicate with colleagues and to present their research results as a contribution to a congress or as (part of) a scientific publication;
- e. sufficient understanding of the social role of the natural sciences to be able to reflect upon them and in part consequently to come to an ethically sound attitude and corresponding execution of one's professional duties;
- f. have the learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous.

For the master specialisations Business Studies, Science Communication and Society and Education, the following additional achievement levels apply:

*Business Studies specialisation:*

- a. insight in managerial issues related to knowledge-intensive businesses and basic theoretical skills in business disciplines most relevant to working in these businesses;
- b. the ability to make a plan for a new business or an innovation project;
- c. experience with performing business activities in an existing company or organisation or directed towards technology-based business creation.

*Science Communication and Society specialisation:*

- a. knowledge of and skills in science communication theory and methods ;
- b. experience in science communication practice;
- c. knowledge of ethical, historical and social aspects in the area of the natural sciences.

*Education specialisation:*

all qualifications necessary for teaching all years of secondary education and technical and vocational training (students from 12 to 18 years old);

**Article 2.4 Structure of the programme**

The programmes offer full-time tuition only.

**Article 2.5 Study Load**

The programmes have a study load of 120 ECTS credits.

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

The programmes start on September 1 and February 1 of each year. Selected programmes offer additional starting dates, these are specified in Appendix 1. In terms of the courses, the programmes are based on the university semester system and comprise 42 teaching weeks<sup>4</sup>.

**Article 2.7 Final examination of the programme**

The programmes are associated with a final examination.

**Article 2.8 Language of instruction**

In accordance with the Code of Conduct on the Language of Instruction and Examination<sup>5</sup> [*Gedragscode Voertaal*] the language of instruction and examination in the programmes is English.

The language of instruction and examination in the master specialisations Education, and Industrial Pharmacy (of the master's programme Bio-Pharmaceutical Sciences) is Dutch.

Students are expected to have an adequate command of the language(s) of instruction and examination in the programme, in accordance with the requirements stated in Article 5.2.3. As appropriate, the Faculty publishes the OER in English for English-taught programmes.

**Article 2.9 Quality**

The programme is accredited by the NVAO<sup>6</sup> and meets the applicable national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards set out in the Leiden Register of Study Programmes Framework Document.

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4. The uniform semester structure and the accompanying explanatory notes were adopted by the Executive Board on 14 October 2004 and revised on 12 January 2010.

5. The Code of Conduct on the Language of Instruction [*Gedragscode voertaal*] was adopted by the Executive Board on 28 May 2013 and can be found on the following website:

<https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/language-of-instruction>

6 Accreditation Organisation of the Netherlands and Flanders [*Nederlands Vlaamse Accreditatieorganisatie*]

## Chapter 3 Curriculum

### Article 3.1 Compulsory components

3.1.1 The programme includes compulsory components as specified in Appendix 1. These compulsory components include the set components from which students are obliged to choose.

3.1.2 The e-Prospectus further specifies the actual structure of the programme, i.e. the study load, level, contents and structure of the components in the curriculum.

### Article 3.2 Optional components

3.2.1 In addition to the components referred to in 3.1.1, the student selects components as specified in Appendix 1.

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

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

3.2.4 Students who are enrolled in the programme can assemble their own programme of components that are taught by the institution as long as a final examination is associated with these. They will require the permission of the most appropriate Board of Examiners. When granting such permission, this Board of Examiners also indicates to which University programme the programme is considered to belong<sup>7</sup>. If necessary, the Executive Board appoints a Board of Examiners to take this decision.

### Article 3.3 Practicals

3.3.1 For each component, the e-Prospectus specifies which practicals are included, the nature and scope of the student's workload for these practicals and whether participation in them is a condition of entry to the examination for the component. The Board of Examiners may grant a student exemption from a practical, in which case the Board may choose to apply alternative conditions.

3.3.2 Appendix 1 to these regulations, as well as the e-Prospectus, specifies the scope and study load of the final assignment/thesis/final report, and the requirements that the final assignment/thesis/final report must meet.

### Article 3.4 Allocation to components

Students are allocated to components in order of registration, on the provision that students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme. Students may only take certain components once they have passed the examination of a preceding component. Appendix 1 and 2 specify the components to which this condition applies.

### Article 3.5 Distribution of study materials

3.5.1 Students are not permitted to make audio or video recordings of lectures without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the recording for their own use; all forms of distribution or publication of the recordings are prohibited.

3.5.2 Students are prohibited from all forms of distribution or publication of study materials, including audio and/or video recordings supplied by the institute. The materials are for students' own use only.

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7. In accordance with Section 7.3d of the Act ('Individual Curriculum in Higher Education').

3.5.3 The institute can make video recordings of a lecture or a lecture series and provide these to students of the institute to support them in their studies. The lecturer will notify students that are present at the beginning of the lecture that video recordings will be made. The fact that video recordings have been made or will be made does not absolve students from any rules regarding the requirement of their presence.



## Chapter 4 Examinations, Final Examination and Further Education

### Article 4.1 Frequency of examinations

4.1.1 Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of resit for practicals.

4.1.2 If a component involves a practical, students may only sit the examination as referred to in paragraph 4.1.1 if they have passed the practical, unless the Board of Examiners decides otherwise.

4.1.3 If the grade for a component comprises the results from several constituent examinations [*deeltoetsen*], it is possible to depart from the number of examinations and resits referred to in 4.1.1 on the condition that the student is at least given the opportunity to pass the component in a resit that is representative of this component. If this is applicable, this is stated in appendix 2.

4.1.4 In accordance with Article 7.13, second paragraph under (h) of the Act, appendix 2 specifies the dates of the examinations.

4.1.5 Certain conditions set by the Board of Examiners may apply to examination resits. When applicable, these conditions are specified in the Rules and Regulations of the Board of Examiners.

4.1.6 Contrary to the provisions of Article 4.1.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.

### Article 4.2 Obligatory sequence

4.2.1 The e-Prospectus specifies whether there are any examinations that students may not sit until they have passed the examinations for one or more other components.

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

### Article 4.3 Form of examination

4.3.1 The e-Prospectus states whether an examination or the constituent examinations for a component will be in the form of a written, oral, skill test or other examination.

4.3.2 Students with a disability or chronic medical condition will be given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty the examination. If necessary, the Board of Examiners will seek expert advice, as referred to in the Protocol on Studying with a Disability<sup>8</sup>, before reaching a decision.

4.3.3 In special cases, the Board of Examiners may, at the request of the student and within the scope of the OER, permit a student to sit an examination in another manner than specified in the e-Prospectus.

4.3.4 Examinations are held in the language(s) of instruction for this programme that are specified in the OER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.

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<sup>8</sup> <http://media.leidenuniv.nl/legacy/protocol-studeren-met-een-functiebeperking-2012-versie-cvb-28-08-12.pdf>

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

4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise.

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned decides otherwise, owing to special circumstances, or unless the student objects.

#### **Article 4.5 Rules set by the Board of Examiners**

4.5.1 In accordance with Section 7.12b (3) of the Act, the Board of Examiners establishes rules – the Rules and Regulations of the Board of Examiners – concerning the performance of its tasks and responsibilities and the measures it can take in the event of fraud.

4.5.2 The Board of Examiners must guarantee that students are entitled to appeal against decisions of the Board of Examiners or the examiners.

#### **Article 4.6 Assessment**

4.6.1 The examiner will determine the grade immediately after an oral examination has been conducted. The student will be informed of this through the University study progress system.

4.6.2 The examiner marks any written examination or constituent examination within 15 working days of the day on which the examination or constituent examination was taken, and informs the Graduate School Office of the result who enters this into the University study progress system. The student will be informed of this through the University study progress system.

4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student is notified accordingly through Blackboard and/or in a personal mail to the student's u-mail address before this term expires. This notification includes the latest date by which the student will be informed of the result.

The examiner marks any written examination or constituent examination at least 5 workdays prior to the resit of that examination. If necessary the date for the resit will be rescheduled in order to give the student sufficient preparation time.

4.6.4 The examination result is expressed as a whole or half number between 1.0 and 10.0, including both limits. The result is not to be expressed as a number between 5.0 and 6.0.

4.6.5 The result of the examination is considered to be a pass if the result is 6.0 or higher.

4.6.6 When students have to complete a practical in order to be permitted to sit an examination, this is laid down in appendix 2.

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 The Board of Examiners may draw up regulations that specify the conditions under which it may exercise its authority as specified in Article 7.12b, third paragraph, of the Act to determine whether every examination needs to be passed and/or under which conditions the results of constituent examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

#### **Article 4.7 Validity of examinations**

4.7.1 The Faculty Board may limit the validity of an examination pass, subject to the authority of the Board of Examiners to extend the period of validity in individual cases. The period of validity of an examination pass may only be limited if the examined knowledge, understanding or skills are demonstrably outdated.

4.7.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity for a period to be specified by the Board itself. In the event of special circumstances in the sense of article 7.51, second clause, of the law, the Board of Examiners will act in accordance with the pertinent provisions in article 7.10, fourth clause of the law.

4.7.3 The validity period referred to in 4.7.1 starts on 1 September of the academic year following that in which the mark was obtained or the exemption granted.

#### **Article 4.8 Inspection and final evaluation**

4.8.1 Students are entitled to view their marked examination for a period of 30 days following the publication of the results of a written examination.

4.8.2 During the period referred to in 4.8.1, students may inspect the examination questions and assignments, as well as the grading schemes used to grade the examination. It is not allowed to copy or photograph in any way the exam questions or answers without the explicit approval of the examiner.

4.8.3 The manner in which the feedback session on the examination will be held is specified in the e-Prospectus.

4.8.4 The Board of Examiners is authorised to decide whether the viewing of the examination paper and the feedback session are to be collective or individual.

4.8.5 The examiners determine where and when the feedback session will take place.

4.8.6 At least five workdays before re-examination students will have an opportunity to inspect their exam.

4.8.7 Students who are unable to attend the feedback session referred to in paragraph 4.8.3 due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in 4.8.1 .

#### **Article 4.9 Exemption from examinations and/or practicals**

At the student's request and after consultation with the examiner in question, the Board of Examiners may grant the student exemption from one or more examinations or practicals if the student:

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

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

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

4.10.2 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the programme or specialisation was delivered by Leiden University.

4.10.4 Pursuant to the regulations<sup>9</sup> referred to in Article 7.11, third paragraph, 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 nominal term of study plus one academic year.

4.10.5 This request must be submitted within five working days of the student receiving notification of his or her final examination results. In the request the student must indicate when he or she wishes to receive the degree certificate.

4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.

4.10.7 A supplement in Dutch or in English that conforms to the standard European Diploma Supplement format, including the grading table applicable for the degree programme, is attached to the degree certificate. In addition to the degree certificate, students are also issued with a translation of the degree certificate and a certificate in Latin.

4.10.8 The graduation ceremony will take place at least two times per academic year on dates set by the Board of Examiners.

#### Article 4.11 **The Degree**

4.11.1 The degree of Master of Science is awarded to those who have passed the final examination of the programme.

4.11.2 The degree certificate specifies which degree has been awarded.

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

4.12.1 The student is awarded a grade for the final examination.

4.12.2 The final grade is based on the weighted average of the marks obtained for all examinations that belong to the final examination, with the exception of the examinations for which an exemption was granted or examinations for which the student only obtained a proof of attendance. Components completed from other programmes, including components followed abroad, must be approved by the Board of Examiners.

4.12.3 The weighted average of all grades is determined by multiplying the number of ECTS credits for each component by the grade awarded for this component, adding these together and then dividing the result by the number of credits earned.

4.12.4 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the 'cum laude' classification if the following conditions are met for the full-time programmes:

- the weighted average for all components is 8.0 or higher;
- all components have been completed with a minimum grade of 7.0;
- the (weighted average) grade for the (major) research project (incl. master's thesis and oral presentation) is 8.0 or higher; and
- the final examination was completed within three years.
- the weighted average grade for all components of the programme excluding research projects and internships is 8.0 or higher; passes (V) and exemptions (VR) will not be taken into consideration.
- the student has taken part in no more than 1 resit.

The Board of Examiners sets corresponding conditions for part-time programmes.

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9. Leiden University Regulation on postponement of graduation:

<https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-postponing-graduation>

4.12.5 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the 'summa cum laude' classification if the following conditions are met:

- the weighted average for all components is 9.0 or higher;
- all components have been completed with a minimum grade of 8.0;
- the (weighted average) grade for the (major) research project (incl. master's thesis and oral presentation) is 9.0 or higher; and
- the final examination was completed within two years.
- the weighted average grade for all components of the programme excluding research projects and internships is 8.0 or higher; passes (V) and exemptions (VR) will not be taken into consideration;
- the student has taken part in no more than 1 resit.

The Board of Examiners sets corresponding conditions for part-time programmes.

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average grade does not differ by more than 0.5 from the grades stipulated in 4.12.4 and 4.12.5. This may involve such considerations as the student's development throughout his or her study programme, any exceptional performances on the part of the student in completing the final paper or thesis and any other relevant exceptional circumstances.

4.12.7 If a student has been subject to disciplinary measures as a result of irregularity, fraud or plagiarism, he or she is not rewarded a distinction.

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

The degree awarded grants access to a PhD programme.

## Chapter 5 Access and Admission to the Programme

### Article 5.1 Confirmation of admission

5.1.1 The Faculty Board provides confirmation of admission if the student meets the entry requirements specified in Article 5.2 or Article 5.3, as long as the maximum number that the Executive Board has determined may be enrolled has not been exceeded. If admission is on the basis of article 5.2.1, proof of registration is also confirmation of admission.

5.1.2 Confirmation of admission must be applied according to the rules specified in the Regulations for Admission to Master's Programmes.<sup>10</sup>

### Article 5.2 Admission to the programme

5.2.1 Pursuant to Article 7.30b, first paragraph, of the Act it is laid down in Appendix 1 whether holders of specific degrees may be admitted to the programmes and one of its specialisations.

5.2.2 The Board of Admissions may, on request, admit persons to the programmes who do not meet the requirements specified in 5.2.1 but who can demonstrate to the satisfaction of the Board of Admissions that they possess an equal level of knowledge, understanding and skills as holders of a degree specified in 5.2.1, possibly under further conditions, without prejudice to the conditions specified in 5.2.4.

5.2.3 As further clarification of Article 2.8 concerning the student's command of the language of instruction and the language requirement for English-taught master's programmes is laid down in Appendix 1. The language requirement for Dutch-taught master's programme specialisations is laid down in Appendix 1. The Board of Admissions may request that applicants demonstrate an adequate command at this level.

5.2.4 Alongside the requirements specified in 5.2.1 and 5.2.2, when further qualitative admission requirements apply for the programme pursuant to Article 7.30b, second paragraph, of the Act, they are laid down in Appendix 1.

5.2.5 If the Executive Board has determined a maximum capacity for the programme, the order of admission will be determined by the qualitative admission requirements as referred to in 5.2.4.

### Article 5.3 Deficiencies

5.3.1 Holders of a bachelor's degree from a research university or an equivalent diploma but who have a maximum of 15 credits of deficiencies, may be admitted to the programme, as long as it may reasonably be expected that they will meet the entry requirements within a reasonable period of time.

5.3.2 Students who still have deficiencies as referred to in 5.3.1 when admitted to the programme may participate in the programme but may not sit any examinations or examinations that the Faculty Board has specified in its decision to grant admission.

5.3.3 For the admissions referred to in 5.3.1, the Board of Admissions puts together a catch-up programme with examination opportunities.

5.3.4 If students are admitted to the programme on the basis of 5.3.1, and must sit examinations to meet the entry requirements, these are not considered part of the curriculum of the master's programme.

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10. The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by degree on 20 December 2005, 6 March 2007, and May 2014; it can be found on the following website: <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-for-admission-to-master-programmes>

**Article 5.4 Bridging programmes (pre-masters)**

5.4.1 The Director of Education can compile an individual bridging programme in order to remedy deficiencies in the prior education of the candidate.

5.4.2 Information about the bridging programme Astronomy can be found in appendix 1. Information on other, individual, bridging programme can be requested by the study adviser or programme coordinator.

5.4.3 If a student is admitted to the programme under paragraph 5.3.1, tests that are taken in order to meet the admission requirements cannot be part of the curriculum of the master's programme.

## Chapter 6 Student Counselling and Study Advice

### Article 6.1 Student progress report

6.1.1 The Graduate School Office, on behalf of the Faculty Board, keeps records of the results of individual students.

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

### Article 6.2 Introduction and student counselling

The department is responsible for the introduction and student counselling.

### Article 6.3 Supervision of the Master's Thesis

6.3.1 The student draws up a plan for the Master's thesis together with the supervisor referred to in 3.3.2. This plan is based on the study load specified in Appendix 1 and e-Prospectus for this component.

6.3.2 The plan referred to in 6.3.1 also specifies the frequency and manner of supervision.

### Article 6.4 Professional sports and other cultural or social activities

6.4.1 Students who play sports at professional level are given the opportunity to adjust their study programme to their sporting activities wherever possible. The department determines who falls within this category in line with the guidelines drawn up by the Executive Board.

6.4.2 Students who contribute to cultural or social activities which in the opinion of the Faculty Board are similar to the activities as referred to in 6.4.1, are offered the opportunity to adjust their study programmes to their activities wherever possible.

### Article 6.5 Disability or chronic medical condition

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition. The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.<sup>11</sup>

### Article 6.6 Study and internships abroad

Special measures will be taken for students who suffer from a demonstrable delay in their studies as a result of study, a research project, or an internship abroad that has been approved by the Board of Examiners, in order to limit the delay.

## Chapter 7 Evaluation of the Programme

### Article 7.1 Evaluation of the programme

The programme is evaluated through course-evaluations and (partial)programme-evaluations.

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<sup>11</sup> <http://media.leidenuniv.nl/legacy/protocol-studeren-met-een-functiebeperking-2012-versie-cvb-28-08-12.pdf>



## Chapter 8 **Final Provisions**

### Article 8.1 **Amendments**

8.1.1 Amendments to these regulations are implemented by a separate order of the Faculty Board with the prior consent of the Faculty Council, or the programme committee, depending on the topics concerned.

8.1.2 Amendments to these regulations which apply to a particular academic year must be implemented before the start of that year and published in the prescribed manner, unless earlier implementation of an amendment to the regulations is strictly necessary and in all reasonableness does not harm students' interests.

8.1.3 Amendments to these regulations may not adversely affect any prior decision pertaining to students taken by the Board of Examiners on the basis of these regulations.

### Article 8.2 **Publication**

The Graduate School of Science is responsible for publishing these regulations, the rules and guidelines set by the Board of Examiners, and any amendment to these articles via the university website.

### Article 8.3 **Term of application**

The OER apply for the duration of one academic year.

### Article 8.4 **Entry into force**

These regulations enter into force on September 01, 2018.

Prof.dr. G.R. de Snoo

Decaan Faculteit W&N, Universiteit Leiden