



Universiteit Leiden

## Faculty of Science

### **Additional Rules and Regulations of the Boards of Examiners for the degree programmes**

Valid from 7 October, 2019

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## **Chapter 1 Bachelor's in Mathematics [Wiskunde]**

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

### **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.

### **Article 1.2 Resits of 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.

### **Article 1.3 Assessment final examination**

Contrary to what is stated in the general rules and regulations, there will be at least three assessors for the final examination. The first and second assessor are examiners, as specified by the general rules and regulations. The third and other assessors will be appointed by the Board of Examiners and do not have to be examiners.

### **Artikel 1.4 Making exams**

Each exam has to be read and checked by a second examiner or postgraduate student before the exam is held. This is to ensure that questions are clear and the exam is of an appropriate level.

### **Artikel 1.5 Contributions of homework assignments to the final grade**

Homework assignments, including assignments for which it is not possible to verify whether a student has done them independently, can count for at most 25% of the final grade. The Board of Examiners can exempt courses from this rule.

## **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.

### **Article 2.1 Resits of 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.

### **Article 2.2 Assessment final examination**

Contrary to what is stated in the general rules and regulations, there will be at least three assessors for the final examination. The first and second assessor are examiners, as specified by the general rules and regulations. The third and other assessors will be appointed by the exam committee and do not have to be examiners. The graduation committee will include a member of the Board of Examiners.

### **Article 2.3 Making exams**

Each exam has to be read and checked by a second examiner or postgraduate student before the exam is held. This is to ensure that questions are clear and the exam is of an appropriate level.

### **Article 2.4 Contributions of homework assignments to the final grade**

Homework assignments, including assignments for which it is not possible to verify whether a student has done them independently, can count for at most 40% of the final grade. The Board of Examiners can exempt courses from this rule.

## **Chapter 3 Master's in Statistical Science for the Life and Behavioural Sciences**

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

### **Article 3.1 Results of 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.

### **Article 3.2 Expiration of partial exams**

When a student has failed to pass a course within an academic year, the results of partial exams belonging to that course will expire. The examiner can choose to deviate from this rule when doing so avoids unnecessary examination of students.

## **Chapter 4 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 4.1 Additional conditions with respect to Article 4.10 – Order during examinations**

4.1.1 In contrast to what is laid down in Article 4.10.2 of the OER students are permitted to leave the room where the examination is conducted after 60 minutes after the established starting time.

4.1.2 Examinations will exclusively be conducted with pen and paper, all other appliances and electronic equipment are not allowed on the desk and must be stored out of sight. Specific appliances can only be used with explicit approval of the Board of Examiners.

### **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.

### **Article 4.3 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 5.0.

## **Chapter 5 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 5.1 Additional conditions with respect to Article 4.10 – Order during examinations**

In contrast to what is laid down in Article 4.10.2 of the OER students are permitted to leave the room where the examination is conducted after 60 minutes after the established starting time.

### **Article 5.2 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 6 Bachelor's in Astronomy [Sterrenkunde]**

### **Article 6.1 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 one examinations, none of which is for a course in astronomy, and b) the other parts 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 6.2 Admission to examinations in the post-first-year phase**

In addition to the provisions of Article 4.5.1 and 4.5.2 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 6.3 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 7 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 8 Bachelor's in Physics [Natuurkunde]**

### **Article 8.1 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 one course, and that all other courses were graded 6.0 or higher. The grade of practical course 'Experimentele Natuurkunde' must always be a 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.

### **Article 8.2 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 Physics 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.

Final examination candidates who started their Bachelor's programme in 2017 or earlier and who have obtained a 5.0 for a single second or third year's course examination may request the Board of Examiners in writing to nonetheless award the Bachelor's diploma. This request can only be granted if said examination was taken in the academic year 2018-19 or before that.

## **Chapter 9 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 10 Bachelor's in Bio-Pharmaceutical Sciences [Bio-Farmaceutische Wetenschappen]**

### **Article 10.1 Additional conditions with respect to Article 4.5 (of the Faculty's Rules and Regulations) – Admission to courses, examinations and practicals**

10.1.1 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 'Inleiding BFW'.

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

10.1.3 Students who have failed, or failed to attend, both the examination (including tests during practicals) and the resit for a particular course will not be allowed to sit subsequent examinations or practicals of the same course unless the Board of Examiners has specifically granted them permission to do so.

10.1.4 When courses have entry requirements or additional conditions, those set out in (the appendix to) the OER and / or e-prospectus.

10.1.5 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.

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

### **Article 10.2 Additional conditions with respect to Article 4.6 – Registering for courses and resits**

10.2.1 In addition to article 4.6.2 and 4.6.3, the procedure for registration for courses and exams/resits is made available in the 'Tentamenprocedure BSc BFW', which will be published in the Blackboard-module 'Opleiding BFW bachelor' under 'Examencommissie, reglementen en richtlijnen'. Students and responsible examiners are expected to take note of these procedures before the start of the academic year.

### **Article 10.3 Additional conditions with respect to Article 4.11 – Assessment of examinations**

10.3.1 In addition to article 4.11.6 each partial test of the final assessment of a practical, described in article 4.11.7, should be minimally 5.5. The weighted average of the final assessment of a practical should be minimally 6.0, unless stated otherwise in the appendix of the OER.

10.3.2 In case an examination of a component only consists of a practical examination the provisions stated in 10.3.1 also apply.

### **Article 10.4 Additional conditions with respect to Article 4.14 – Inspection and final evaluation**

Following the provisions set out in Article 4.14.2 and 4.14.3, students are not allowed to take the examination assignments with them at the end of any examination of the bachelor programme Bio-Pharmaceutical Sciences. Students are also not allowed to distribute or publish their own or other students' reports made of the practical, measurement reports, or any other kind of tests or assignments such as computer programmes and applications made during, or concerning a practical.

## **Article 10.5    Format requirements Bachelor's research project [onderzoeksopdracht]**

The format requirements and guidelines for the supervision of the Bachelor's research project can be found in the 'Richtlijnen bachelor onderzoeksopdracht Bio-Farmaceutische Wetenschappen', which will be published on the digital learning environment 'Bacheloronderzoeksproject [academic year]'. Every student, daily supervisor and examiner responsible is expected to have studied these guidelines before the start of the research project.

## **Article 10.6    Additional conditions with respect to Article 4.12 – Assessment of the Bachelor's research project**

In addition to article 4.12.1 the following regulations apply in case the assessments/grades of the first and second examiner:

- are equal: the grade will automatically be taken as the final grade for the research project.
- differ by 0.5 grade point: the grade of the first examiner will be taken as the final grade.
- differ by 1.0 grade point: the average of both grades will be taken as the final grade. In case the average is 5.5 the first and second examiner have to reach agreement by using the available consensus form. If the examiners are unable to reach agreement, a third examiner will do a third assessment, using the available 'third examiner' form. The grade of the third examiner will be taken as the final grade.
- differ by more than 1.0 grade points: the first and second examiner have to reach agreement by using the available consensus form. This agreement may not result in a 5.5 grade. If the examiners are unable to reach agreement, a third examiner will do a third assessment, using the available 'third examiner' form. The grade of the third examiner will be taken as the final grade.

## **Article 10.7    Dissection regulation**

10.7.1 For compulsory components of the Bachelor's programme, including the first-year [*propaedeuse*] 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.

10.7.2 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 10.8    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 10.9    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, 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 11 Master's in Bio-Pharmaceutical Sciences**

### **Article 11.1 Additional conditions with respect to Article 4.4 (of the Faculty's Rules and Regulations) – Admission to courses, examinations and practicals**

11.1.1 In case optional courses have entry requirements or additional conditions for admission formulated, these will be put down in the appendices to the OER (Master's degree programmes).

11.1.2 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 BS, 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'.

11.1.3 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.

11.1.4 In exceptional cases, the Board of Examiners may decide to grant a student exemption from the stipulations under 11.1.1 to 11.1.3.

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

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

### **Article 11.2 Additional conditions with respect to Article 4.6 – Registering for courses and resits**

11.2.1 In addition to article 4.6.2 and 4.6.3, the procedure for registration for courses and exams/resits is made available in the 'Registration for courses and examination BPS', which will be published in the digital learning environment 'MSc Bio-Pharmaceutical Sciences' page 'Course schedule and registration in uSis'. Students and responsible examiners are expected to take note of these procedures before the start of the academic year.

### **Article 11.3 Additional conditions with respect to Article 4.14 – Inspection and final evaluation**

Following the provisions set out in Article 4.14.2 and 4.14.3, students are not allowed to take the examination assignments with them at the end of any examination of the master programme Bio-Pharmaceutical Sciences. Students are also not allowed without permission of the examiner to distribute or publish their own or other students' reports made of the practical, measurement reports, or any other kind of tests or assignments such as computer programmes and applications made during, or concerning a practical.

### **Article 11.4 Additional conditions to Research Project 1, Literature Study and Research Project 2**

11.4.1 The student has to request permission before starting Research Project 1, the Literature Study and Research Project 2. The procedure to request this permission as well as the required documents are published in the digital learning environment, module Bio-Pharmaceutical Sciences.

11.4.2 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', which will be published in the digital learning

environment, module 'MSc Bio-Pharmaceutical Sciences'. Every student, daily supervisor and examiner responsible is expected to have studied these guidelines before the start of the research project or literature study.

11.4.3 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.

11.4.4 In exceptional cases, the Board of Examiners may decide to grant a student exemption from the stipulations under 11.4.3.

## **Chapter 12 Master's in Chemistry**

### **Article 12.1 Additional conditions with respect to Article 4.4**

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 12.2 Additional conditions with respect to Article 4.8 – 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 inspect this report. The examiner registers the grade at the student administration department.

### **Article 12.3 Additional conditions with respect to Article 4.11 – Assessment of the examinations**

If an examination takes the form of partial tests, every component must be graded 5.0 or higher for the examination to be successfully completed. By way of derogation from this, an examiner can decide that one or more components must be graded at least 6.0 for the examination to be successfully completed. In such cases this must be published in the e-Prospectus.

### **Article 12.4 Additional conditions with respect to Article 4.12 – Assessment of the final examination report (thesis)**

All research projects (including the minor and major research projects, which includes the Master's thesis) are assessed on the basis of a (digital) assessment form. The student submits the Master's thesis in pdf-format. The assessed report is then digitally archived in pdf-format 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.

In principle, the Board of Examiners will only grant permission for a research project when it can be carried out within the enrolment period of three (3) years and any previous projects are finished.

### **Article 12.5 Additional conditions Cum Laude**

12.5.1 In addition article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all theoretical components is lower than 8,0.

12.5.2 In addition article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 8.0.

12.5.3 In addition article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all theoretical components is lower than 9.0.

12.5.4 In addition article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 9.0.



## **Article 12.6 Retention period student papers**

The student's final papers of all (major, minor and external) research projects will be retained for a period of at least seven (7) years after being checked for plagiarism.

## **Chapter 13 Master's in Life Science & Technology**

### **Article 13.1 Additional conditions with respect to Article 4.4**

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 13.2 Additional conditions with respect to Article 4.8 – 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 inspect this report. The examiner registers the grade at the student administration department.

### **Article 13.3 Additional conditions with respect to Article 4.11 – Assessment of the examinations**

If an examination takes the form of partial tests, every component must be graded 5.0 or higher for the examination to be successfully completed. By way of derogation from this, an examiner can decide that one or more components must be graded at least 6.0 for the examination to be successfully completed. In such cases this must be published in the e-Prospectus.

### **Article 13.4 Additional conditions with respect to Article 4.12 – Assessment of the final examination report (thesis)**

All research projects (including the minor and major research projects, which includes the Master's thesis) are assessed on the basis of a (digital) assessment form. The student submits the Master's thesis in pdf-format. The assessed report is then digitally archived in pdf-format 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.

In principle, the Board of Examiners will only grant permission for a research project when it can be carried out within the enrolment period of three (3) years and any previous projects are finished.

### **Article 13.5 Additional conditions Cum Laude**

13.5.1 In addition article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all theoretical components is lower than 8,0.

13.5.2 In addition article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 8.0.

13.5.3 In addition article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all theoretical components is lower than 9.0.

13.5.4 In addition article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 9.0.

### **Article 13.6 Retention period student papers**

The student's final papers of all (major, minor and external) research projects will be retained for a period of at least seven (7) years after being checked for plagiarism.

## Chapter 14 Bachelor's in Biology [Biologie]

### Article 14.1 Appendix to Article 1.2 – Definitions

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

14.1.2 **Degree programmes related to the Biology programme:** all degree programmes of the Faculty of Science of Leiden University where a research project with a biological component can be done, as well as the programmes in Medicine and Bio-Medical Sciences of Leiden University.

### Article 14.2 Additional conditions with respect to Article 4.4 – Entry requirements for courses, examinations and practicals

14.2.1 Students are expected to purchase the required reading for a given course, as set out in the course description in the e-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.

14.2.2 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.

14.2.3 For the electives for Year 2 and Year 3 of the Bachelor programme the lecturer may decide to make lecture attendance compulsory.

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

14.2.5 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.

14.2.6 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.

14.2.7 During the academic year there are two opportunities for examination for each course, an exam and a retake. If a student does not pass the course after these two opportunities, and the course is not mandatory, the student is allowed once to participate in the exam and in the retake for the course in the following year. If the student has still not passed after those attempts, the course needs to be replaced by a different course or the course has to be taken again.

If, after participation in one year, a student participates in an exam or a retake in the following year the highest obtained result will count.

14.2.8 Students need approval in advance from the exam committee for an oral examination. It is the student's responsibility to approach an examiner with the request for an oral examination. It is not mandatory for an examiner to allow the student to take an oral examination.

### Article 14.3 Additional conditions with respect to Article 4.11 – Examination assessment

14.3.1 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 ND (not participated).

14.3.2 If an examination of the first year (propedeutic phase) takes the form of partial tests, every component must be graded 5.0 or higher for the examination to be successfully completed. If an examination of the second or third year takes the form of partial tests, every component must be graded 5.6 or higher for the examination to be successfully completed.

### Article 14.4 Additional conditions with respect to Article 7.1 – 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.

### **Article 14.5 Dissection regulation**

14.5.1 For compulsory components of the Bachelor's programme, including the first-year [*propædaeuse*] 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.

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

### **Article 14.6 Regulations Bachelor Research project**

The regulations for the bachelor project en for the supervision and evaluation are published in the 'Biology Bachelor Research Projects – Information and Regulations'. Students, daily supervisors en examiners are expected to have taken notice of these regulations prior to the start of the Bachelor Research Project.

### **Article 14.7 Requirements for passing the first-year examination**

A student is considered to have successfully completed the first-year programme [*propædaeuse*] according to the 2019-2020 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.

## Chapter 15 Master's in Biology

### Article 15.1 Appendix to Article 1.2 – Definitions

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

15.1.2 **Degree programmes related to the Biology programme:** all degree programmes of the Faculty of Science of Leiden University where a research project with a biological component can be done as well as the programmes in Medicine and Bio-Medical Sciences of Leiden University.

### Article 15.2 Additional conditions with respect to Article 4.5 – Entry requirements for courses, examinations and practicals

15.2.1 Students are expected to purchase the required reading for a given course, as set out in the course description in the e-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.

15.2.2 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.

15.2.3 For all components of the Master programme, the lecturer may decide to make lecture attendance compulsory.

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

15.2.5 The scope for electives in the Master's programme may not comprise more than 15 EC of courses that do not contain any biological component.

15.2.6 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.

### Article 15.3 Additional conditions with respect to Article 4.12 – Examination assessment

15.3.1 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 ND (not participated). The final grade for this examination will be indicated as INC (incomplete).

15.3.2 If, after participation in one year, a student participates in an exam or a retake in the following year the highest obtained result will count.

15.3.3 If an examination takes the form of partial tests, every component must be graded 5.6 or higher for the examination to be successfully completed.

### Article 15.4 Additional conditions with respect to Article 7.1 – Student file

Master's students are expected to have their study plan for the coming academic year approved by the Board of Examiners at the start of the year.

### Article 15.5 Additional conditions Cum Laude [valid from September 1, 2017]

15.5.1 In addition article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all theoretical components is lower than 8.0.

15.5.2 In addition article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 8.0.

15.5.3 In addition article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all theoretical components is lower than 9.0.

15.5.4 In addition article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 9.0.

### **Article 15.6 Dissection regulation**

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

### **Article 15.7 Regulations Master Research project**

The regulations for the bachelor project en for the supervision and evaluation are published in the 'Biology Master Research Projects – Information and Regulations'. Students, daily supervisors en examiners are expected to have taken notice of these regulations prior to the start of the Master Research Project.

### **Article 15.8 Successful completion of the Master's examination**

A second specialisation can be recorded on the Master's diploma if the student complies to the requirements of said specialisation and has obtained at least 160 EC (120 + 40).

## **Chapter 16 Master's in Governance of Sustainability**

The study program has no additional conditions with regard to participation in course units and also no success rules for the exams.

### **Article 16.1 Time to reach a decision**

In contrast to what is stated in the general Rules and Regulations, the examiner and the Board of Examiners will reach a decision within *fifteen* working days after receiving a student's request or letter of appeal against an examiner's decision regarding a request for an examination to be taken in a different manner than specified in the e-prospectus.

### **Article 16.2 Changes in examinations**

If an examiner, under special circumstances, wants to offer an examination in a different form than specified in the e-prospectus, (a) the examiner(s) need to submit the proposed changes in the form of the examination for *approval* by the Board of Examiners and (b) need to clearly *motivate* their proposal, no later than 15 working days before the start of the course.

### **Article 16.3 Copy of written examinations**

In addition to what is stated in the general Rules and Regulations, examiner(s) submit(s) a copy of each of the written examinations or written tests (s)he (they) set(s), the set questions and assignments, *and* the model answers *and* the filled in examinations/assignments by students, to the education office of the programme (to be made accessible to the Board of Examiners).

### **Article 16.4 Dates of constituent practicals**

The deadlines for submitting practical assignments (if relevant) will be set by the examiner and communicated to the students at the start of the course component. This does not apply to master's theses, for which separate deadlines are set by the Board of Examiners.

### **Article 16.5 Assessment of the final examination report (thesis)**

Additional rules, guidelines and information in relation to the supervision and assessment of the final examination report (thesis) can be found in the Thesis Research Project protocol.

### **Article 16.6 Stakeholder engagement**

Students engaging with stakeholders for their Thesis Research Project or the Sustainability Challenge need to pay special attention to research ethics, according to the standards of the [FGGA Ethics Committee](#) and to all the underlying standards mentioned on their website. Thesis supervisors and/or coordinators of the Sustainability Challenge are responsible for checking if these standards are met during the process of writing the thesis and/or doing the Sustainability Challenge project.



## **Chapter 17 Specialisation Business Studies**

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

## **Chapter 18 Specialisation Science Communication and Society**

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