



Universiteit Leiden



**Faculty of Science, Leiden University**

**and**

**Faculty of Technology, Policy and Management,  
Delft University of Technology**

**31 August 2020 to 31 August 2021**

**Course and Examination Regulations  
Master's Programme**

**Industrial Ecology**

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These Course and Examination Regulations have been drawn up in accordance with Section 7.13 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek; WHW*] (henceforth the Act). 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 Programme Committee is assigned the task of annually assessing the implementation of the OER.

## **Section 1 – General Provisions**

### **Article 1.1 – Scope of the regulations**

These Regulations apply to the teaching and examinations in the Master's programme Industrial Ecology that is instituted in the Faculty of Science of Leiden University and the Faculty of Technology, Policy and Management at Delft University of Technology, referred to hereinafter as 'the faculties'. The Faculty of Science of Leiden University is responsible for coordinating the joint programme.

These regulations also apply to the teaching and examinations for students in the Erasmus Mundus International Master's Programme on Circular Economy (CIRCLE) who follow either their first year or their second year of the Industrial Ecology programme at Leiden University and Delft University of Technology.

### **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: one of the courses or practicals in the programme, as referred to in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is 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. Curriculum: the entirety of components that make up the study programme for the Master's degree audit;
- g. Degree classification: further degree classification by the Board of Examiners
- h. Delft University of Technology Register of Study Programmes: register of the programmes offered by Delft University of Technology, maintained under supervision of the Executive Board;
- i. Diploma: a document (certificate), awarded by the Board of Examiners, 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

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has been awarded; the date of accreditation of the programme; and, if applicable, which qualification is attached to the final examination;

- j. ECTS: the European Credit Transfer System;
- k. Prospectus: the digital prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations.
- l. 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 and final examinations;
- m. Examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12 of the Act;
- n. Executive Board: the Executive Board is responsible for the daily management of either Leiden University or Delft University of Technology and is in charge of all administrative affairs, the management of the university (see also 'Faculty Board');
- o. Faculty Board: the Faculty Boards of the Faculty of Science of Leiden University and the Faculty of Technology, Policy and Management of Delft University of Technology take joint decisions on the structuring of the programme, and for the purpose of the programme are considered as one Faculty Board;
- p. Final examination [examen]: the examinations [*tentamens*] associated with the components belonging to the programme, including an investigation to be carried out by the Board of Examiners, as referred to in Article 7.10 of the Act;
- q. Implementation Regulations: Implementation Regulations of the Industrial Ecology Master's programme;
- r. Institutions: Leiden University and Delft University of Technology;
- s. Language of instruction: the language of a programme, in which lectures and tutorials are given and examinations and final examinations are held;
- t. Leiden Register of Study Programmes [Leids universitair register opleidingen]: Framework document 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;
- u. Level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document;
- v. Nominal duration of study: the study load in years of study as established in the Central Register of Higher Education Programmes
- w. 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 literature study;
  - carrying out a research assignment;
  - participating in fieldwork or an excursion;
  - completing an internship;
  - conducting experiments;

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- carrying out a computer programming assignment, or
  - participating in another educational activity aimed at acquiring particular skills;
- x. Primary/secondary examiner: the first or second examiner to read and assess the final thesis report;
- y. Programme: the programme to which the CER 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;
- z. Programme Committee: The programme committee of the programme established and appointed by the faculty board in accordance with article 10.3c of the Act;
- aa. Programme management: the programme director and programme coordinators;
- bb. Rules and Guidelines: Rules and Guidelines of the Board of Examiners;
- cc. Student: a person enrolled at Leiden University and Delft University of Technology in order to follow the courses and/or sit the examinations and final examinations associated with the Industrial Ecology programme;
- dd. 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](#) 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](#) are also applicable. These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain which conduct is not tolerated and the consequences that apply.
- 1.3.3. Students are expected to act according to the Netherlands Code of Conduct for Research Integrity (2018) and in the spirit of the [Leiden University Data Management Regulations](#).

## **Section 2 – Description of the programme**

### **Article 2.1 – Objectives of the programme**

The objective of the programme is to enable graduates to operate independently in the professional field, and to make them eligible for admission to a PhD programme. The exit qualifications of the programme can be found in the Implementation Regulations. In terms of structure, final qualifications and other quality marks the programme meets the provisions of “[The Leiden University Register of Study Programmes](#) and the Delft University of Technology Register of Study Programmes. The Master's programme is intended to enable students:

1. to acquire scientific knowledge, understanding and methodological, technical and communication skills in the programme field;
2. to acquire an academic mind-set, with a critical, scientific and creative way of thinking, awareness of ethical and social aspects in relation to their own research, and an understanding of the professional field and of the consequences of their own actions in that field;

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3. to prepare for an academic career and further education, in particular a PhD programme;
4. to prepare for a career in society.

### **Article 2.2 – Structure of the programme**

The programme offers full-time tuition only.

### **Article 2.3 – Study load**

The programme has a study load of 120 ECTS credits.

### **Article 2.4 – Start of the programme; uniform structure of the academic year**

The programme starts on September 1 and has a second intake on February 1 each year. Admission in September is however preferred. In terms of the components, the programme is based on the university semester system and comprise 42 teaching weeks<sup>1</sup>.

### **Article 2.5 – Language of instruction**

In accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode Voertaal*<sup>2</sup>] the language of instruction and examination in the programme is English. Students are expected to have an adequate command of the language(s) of instruction and examination in the programme (also see the Implementation Regulations, article 1.4.).

### **Article 2.6 - Quality**

The programme is accredited by the NVAO<sup>3</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 and the Delft University of Technology Register of Study Programmes.

## **Section 3 – Curriculum**

### **Article 3.1 – Study programme**

The study programme as given in the Implementation Regulations is proposed by the programme director and confirmed by the Faculty Boards.

### **Article 3.2 – Compulsory components**

- 3.2.1 The programme includes compulsory components as specified in the Implementation Regulations.
- 3.2.2 The Prospectus (Leiden University) and study guide (TU Delft) further specify the structure of the programme, i.e. the study load, level, learning objectives, contents, assessment and structure of the components in the curriculum.

### **Article 3.3 – Optional components**

- 3.3.1 In addition to the components referred to in Article 3.2.1, the student selects optional components. For the optional components the following shall apply:

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<sup>1</sup> 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.

<sup>2</sup> 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>

<sup>3</sup> Accreditation Organisation of the Netherlands and Flanders [*Nederlands Vlaamse Accreditatieorganisatie*]

1. The Board of Examiners must approve the student's selection of components;
  2. such approval should be given before the student begins the optional component in question.
- 3.3.2 In addition to the components taught at the two institutions, 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..
- 3.3.3 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>4</sup>. If necessary, the Executive Board appoints a Board of Examiners to take this decision.

#### **Article 3.4 - Practicals**

- 3.4.1 For each component, the 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 (other parts of) the examination. The Board of Examiners may grant a student exemption from a practical, in which case the Board may choose to apply alternative conditions.
- 3.4.2 Appendix 1 to these regulations, as well as the 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 3.5 – Allocation to examinations and components**

- 3.5.1 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. The Implementation Regulations specify the components to which this condition applies.
- 3.5.2 In case the number of participants in elective components offered by the degree programme is limited, a placement procedure is determined for each component. This placement procedure will be announced in the Prospectus prior to the start of the component.

#### **Article 3.6 - Distribution of study materials**

- 3.6.1 Students are not permitted to take photographs or make audio or video recordings of lectures or of education-related meetings, including the feedback sessions after examinations (including examination assignments and model answers), without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the recording for their own use; all forms of distribution or publication of the recordings are prohibited.
- 3.6.2 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.
- 3.6.3 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

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

video recordings have been made or will be made does not absolve students from any rules regarding the requirement of their presence.

### **Article 3.7 – Double Degree with Delft University of Technology**

When a student follows another Master's degree programme at Delft University of Technology at the same time, the student must obtain at least 60 extra unique EC besides a complete Master's degree programme of 120 EC, with two separate thesis reports.

## **Section 4 – Examinations and Final Examination**

### **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. The dates of the examination(s) (including the retake) is (are) mentioned in the course manual.
- 4.1.2 When students have to complete a practical in order to be permitted to sit an examination as referred to in article 4.1.1, this is laid down in the Implementation Regulations. In such cases, students may only sit the examination 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 0 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 the Prospectus.
- 4.1.4 In accordance with Article 7.13, second paragraph under (h) of the Act, the Prospectus specifies the dates of the examinations, or contains clear hyperlinks to examination dates published online elsewhere.
- 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 Guidelines of the Board of Examiners.
- 4.1.6 Contrary to the provisions of Article 0 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 Implementation Regulations and/or the 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 – Forms of examination**

- 4.3.1 The 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. Where this information is not given in the Prospectus, students shall be notified of the type of examination for the component in question no later than the start of the said component.
- 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.

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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>5</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 CER, permit a student to sit an examination in another manner than specified in the Prospectus.
- 4.3.4 Examinations are held in the language(s) of instruction for this programme that are specified in the CER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.
- 4.3.5 Students can be assessed individually in the case of presentations, research, reports or other study activities that are performed as part of a group.
- 4.3.6 Students are offered the chance to prepare for a written exam by means of example questions and (if possible) example answers.

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

- 4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise. Prior to an oral examination, the student must be able to provide proof of identity.
- 4.4.2 Oral examinations shall not be public, unless the Board of Examiners or the examiner concerned decides otherwise, owing to special circumstances, or unless the student objects.
- 4.4.3 If a student agrees, an oral examination may be recorded by the examiner on video. This recording can be put forward to a second examiner for the purpose of grading the student.

#### **Article 4.5 – Assessment**

- 4.5.1 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.
- 4.5.2 The examiner marks any written examination or other form of examination or constituent examination within 15 working days of the day on which the examination or constituent examination was held, The result is notified to the student. The final grade is recorded in the University study progress system, and the student is informed about it via that system.
- 4.5.3 The examiner marks any practical within 15 working days of the day on which participation in the last practical component took place, or on which a practical report was handed in to the examiner.
- 4.5.4 The examiner marks any written examination or constituent examination at least 5 working days 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. If the examiner is unable to comply with the period of 15 or 5 working days specified in article 4.5.2, 4.5.3 and 4.5.4, the student is notified accordingly through Brightspace and/or in a message sent 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.
- 4.5.5 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.
- 4.5.6 The result of the examination is considered to be a pass if the result is 6.0 or higher.

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<sup>5</sup> The protocol on studying with a disability can be found on the following website:  
<https://www.student.universiteitleiden.nl/en/study--studying/exceptional-circumstances/studying-with-a-disability/studying-with-a-disability/leiden-university/guest?cf=leiden-university&cd=guest>

- 4.5.7 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 **Fout! Verwijzingsbron niet gevonden.**, as well as of the appeals procedure.
- 4.5.8 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 4.6 – Validity of examinations**

- 4.6.1 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.
- 4.6.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity of examinations for a period to be specified by the Board itself. In the event of special circumstances in the sense of article 7.51, 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.
- 4.6.3 The validity period referred to 4.7.1 starts on 1 September of the academic year following that in which the mark was obtained or the exemption granted.
- 4.6.4 The validity period of a partial grade (*deelcijfer*) is limited until the end of the academic year following the academic year in which the partial grade was obtained.

#### **Article 4.7 – Inspection and feedback session**

- 4.7.1 Students are entitled to view their marked examination for a period of 30 days following the publication of the results of a written examination.
- 4.7.2 During the period referred to in 4.7.1, 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.
- 4.7.3 The time and manner of the inspection and of the feedback on the examination is specified on Brightspace.
- 4.7.4 The examiners determine where and when the feedback session will take place.
- 4.7.5 At least five workdays before re-examination students will have an opportunity to inspect their marked exam.
- 4.7.6 Students who are unable to attend a feedback session referred to in paragraph 4.7.3 due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in **Fout! Verwijzingsbron niet gevonden.**

#### **Article 4.8 – Exemptions or deviation from examinations and/or practicals**

- 4.8.1 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

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- 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.
- 4.8.2 If an exemption is granted, a student receives the ECTS allocated for the component for which the exemption was granted..
- 4.8.3 An exemption will not be granted on the basis of components obtained on Bachelor's level. The student can however then still request a deviation. A deviation implies that the student is allowed to complete another component as a replacement for the component for which a deviation was granted.
- 4.8.4 The extent of the exemptions or deviations may not exceed 12 ECTS credits.

#### **Article 4.9 – Final Examination**

- 4.9.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.
- 4.9.2 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.
- 4.9.3 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. The degree certificate states that the programme was delivered by Leiden University and Delft University of Technology.
- 4.9.4 Pursuant to the regulations<sup>6</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.
- 4.9.5 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.
- 4.9.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.
- 4.9.7 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.

#### **Article 4.10 – The Degree**

- 4.10.1 The degree of Master of Science is awarded to those who have passed the final examination of the programme.
- 4.10.2 The degree certificate specifies which degree has been awarded.
- 4.10.3 The degree will be a Leiden University/Delft University of Technology joint degree.

#### **Article 4.11 – Degree classification**

- 4.11.1 The student is awarded a grade for the final examination.
- 4.11.2 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

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6. Leiden University Regulation on postponement of graduation can be found on the following website:  
<https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/regulations-on-postponing-graduation>

attendance. Components completed from other programmes, including components followed abroad, must be approved by the Board of Examiners.

- 4.11.3 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.
- 4.11.4 The Board of Examiners may attach a distinction to the result of a final examination. The distinction is determined on the basis of the weighted average of all the components calculated as described in Article 4.11.3.
- 4.11.5 The degree certificate and the diploma supplement will include the 'cum laude' classification if the following conditions are met:
- All components have been completed with a minimum grade of 7.0;
  - The weighted average for all components is 8.0 or higher;
  - The grade for the master's thesis is 8.5 or higher;
  - The final examination was completed within two and a half years - if a student has been deregistered for a period of time, this period does in principle also count -, and
  - The student has taken part in no more than two resits of the Industrial Ecology core courses.
- 4.11.6 The degree certificate and diploma supplement will include the 'summa cum laude' classification if the following conditions are met:
- All components have been completed with a minimum grade of 8.0;
  - The weighted average for all components is 9.0 or higher;
  - The grade for the master's thesis is 9.0 or higher;
  - The final examination was completed within two and a half years - if a student has been deregistered for a period of time, this period does in principle count towards the cum laude determination - and
  - The student has taken part in no more than two resits of the Industrial Ecology core courses.
- 4.11.7 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 4.11.5 and 4.11.6. 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.
- 4.11.8 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 4.12 – Rules set by the Board of Examiners**

4.12.1 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.

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

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

The degree awarded grants access to a PhD programme.

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## **Section 5 – Student Counselling and Study Advice**

### **Article 5.1 – Student progress report**

- 5.1.1 The Science Education and Student Office of Leiden University's Faculty of Science, on behalf of the Faculty Board, keeps records of the results of individual students.
- 5.1.2 Students may inspect their results in the university's student progress system at any time. If, in the view of the programme department, any student has fallen significantly behind schedule in his or her studies, the department shall alert the student of the possibility of seeking support in drawing up a study schedule.

### **Article 5.2 – Supervision and student counselling**

The programme offers support and guidance to students covering programme supervision, counselling and other advice.

### **Article 5.3 – Supervision of the Master's Thesis Research Project**

- 5.3.1 The student draws up a plan for the Master's thesis referred to in 0 together with the supervisor. This plan is based on the study load specified in the Implementation Regulations and the Prospectus for this component.
- 5.3.2 The plan referred to in 5.3.1 also specifies the frequency and manner of supervision.

### **Article 5.4 – Professional sports and other cultural or social activities**

- 5.4.1 Students who play sports at professional level are given the opportunity to adjust their study programme to their sporting activities wherever possible. The programme determines who falls within this category in line with the guidelines drawn up by the Executive Board of Leiden University<sup>7</sup>.
- 5.4.2 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 5.4.1, are offered the opportunity to adjust their study programmes to their activities wherever possible.

### **Article 5.5 – 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>8</sup> A request for an adjustment of the study programme must be done via the Leiden University students deans.

### **Article 5.6 – Study abroad**

Any student who decides to study abroad needs approval in advance from the Board of Examiners and the International Office of the Faculty of Science of Leiden University. More information can be found on Brightspace in the specific procedure for going abroad.

## **Section 6 – Evaluation of the programme**

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<sup>7</sup> More information on combining studying with top-level sport can be found on the following website:

<https://www.student.universiteitleiden.nl/en/study--studying/exceptional-circumstances/top-level-sport/studying-and-top-level-sport/>

<sup>8</sup> The protocol on studying with a disability can be found on the following website: <http://media.leidenuniv.nl/legacy/protocol-studeren-met-een-functiebeperking-2012-versie-cvb-28-08-12.pdf>

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### **Article 6.1 – Programme**

The programme is evaluated through course-evaluations, evaluation meetings for all students at the end of the each semester and through an exit survey. The Programme Director will inform the Education Committee about the outcomes of the evaluation.

### **Article 6.2 – Courses**

Courses are evaluated through online surveys sent to all participating students and evaluation meetings for all students at the end of each semester. The Programme Director will inform the Education Committee and course coordinators about the outcomes of the evaluation.

## **Section 7 – Transitional Provisions**

### **Article 7.1 – Transitional Provisions**

7.1.1 If the composition of the study programme undergoes intrinsic changes or if these regulations are amended, transitional regulations will be incorporated into the Implementation Regulations.

7.1.2 Such transitional regulations are required to include:

- A provision concerning the exemptions that can be given on the basis of the examinations already passed;
- The number of times that it is still possible to sit for examinations under the conditions of the old programme;
- A provision specifying the period of validity of the transitional regulations.

7.1.3 If a compulsory component is removed from the study programme, at least four opportunities to sit an examination in this component will be granted after the last classes have been taught: an examination as part of the component, a resit in the same academic year, and at least two resits in the subsequent academic year. If a student is unsuccessful in completing the compulsory component with the help of these extra resits, the transition rules as described in the Implementation Regulations apply.

## **Section 8 – Final provisions**

### **Article 8.1 – Amendments**

8.1.1 Amendments to these regulations are implemented by a separate order of the Faculty Boards, as mentioned in Article 1.1, with the prior consent of the Faculty Councils, 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**

Both Leiden University (Science Education and Student Office) and Delft University of Technology are responsible for publishing these regulations, the rules and guidelines set by the Board of Examiners, and any amendment to these articles via the university websites.

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**Article 8.3 – Term of application**

The CER apply for the duration of one academic year.

**Article 8.4 – Entering into force**

These Regulations enter into force on 31 August 2020.