

Model OER M 2019-2020 EN
Established

COURSE AND EXAMINATION REGULATIONS

Valid from 1 September 2019

Master's programme Political Science

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

Contents

1. General Provisions
2. Description of the Programme
3. Curriculum
4. Examinations, Final Examination and Further Education
5. Admission to the Programme
6. Student Counselling and Study Advice
7. Evaluation of the Programme
8. Final Provisions

Appendices

- e-Prospectus <https://studiegids.leidenuniv.nl>
- Appendix 1a: Instructional Components of the 5 specialisations of the Master's in Political Science offered in Leiden, September start
- Appendix 1b: Instructional Components of the specialisation International Organisation of the Master's in Political Science offered in The Hague, September start
- Appendix 2a: Instructional Components of the 5 specialisations of the Master's in Political Science offered in Leiden, February start
- Appendix 2b: Instructional Components of specialisation International Organisation of the Master's in Political Science offered in The Hague, February start
- Appendix 3: Master's Specialisations in Political Science (Conflict and Cooperation) and in International Organisation (Leiden); Transitional regulations

Chapter 1 General Provisions

Article 1.1 Scope of the regulations

These regulations apply to the teaching and examinations of the Master's programme in Political Science, henceforth referred to as the programme.

The programme is instituted in the Faculty of Social and Behavioural Sciences of Leiden University, hereinafter referred to as: the Faculty, and is taught in Leiden and/or The Hague by the institute of Political Science.

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Board of Admissions: the Board established by the Faculty Board that has the duty of determining, with the application of the entry requirements referred to in Article 7.30b, (1) and (3) of the Act and the University Regulations for Admission to Master's Programmes, which applicants can be admitted to this Master's programme;
- b. Board of Examiners: the Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act;
- c. component: 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;
- d. credit: the unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study;
- e. degree classification: further degree classification by the Board of Examiners;
- f. ECTS: European Credit (Transfer System);
- g. e-Prospectus: the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- h. examination: 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. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination and final examinations;

- i. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- j. final examination: the examinations 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 itself, as referred to in Article 7.10 of the Act;
- k. 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;
- l. Leiden Register of Study Programmes register of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulations;
- m. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document¹;
- n. nominal duration of study the study load in years of study as established in the Central Register of Higher Education Programmes;
- o. portfolio: a monitoring and assessment file with which students (1) demonstrate that they have achieved a sufficient level of academic education to be awarded the degree; (2) record their personal process of academic learning during the programme; and (3) receive appropriate supervision and study advice;
- p. 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,
 - completing an internship, or
 - participating in another educational activity aimed at acquiring particular skills;
- q. 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;
- r. student: a person enrolled at Leiden University in order to follow the courses,

¹ [Leiden Register of Study Programmes Framework Document](#)

- and/or sit the examinations and final examinations associated with the programme;
- s. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- t. working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;
- u. master's thesis: The result of one of the practicals referred to under p.

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.² 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 teachers 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.³ 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.

Chapter 2 **Description of the Programme**

Article 2.1 **Objectives of the programme**

The programme has the following objectives:

- the broadening and deepening of knowledge, understanding, skills and use of methodology in the area of political science;
- the furtherance of academic training;
- preparation for an academic career and/or post-graduate education;
- preparation for a career, e.g. in politics, governmental organisations, public administrations, public service, interest associations, the media, consultancy, and (international) business.

Article 2.2 **Specialisations**

The programme in Political Science has the following specialisations:

- International Politics
- Nationalism, Ethnic Conflict and Development
- Parties, Parliaments and Democracy
- Political Legitimacy and Justice
- International Organisation
- Nederlandse Politiek/Dutch Politics

²[Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students](#)

³[Leiden University Regulations on ICT and Internet Use](#)

Article 2.3 Learning outcomes

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

- a. Knowledge and understanding
Graduates of the programme are expected to demonstrate knowledge and understanding of the 'State of the Art' in Political Science (with a particular emphasis on the field of the specialisation that the student has chosen). The master's programme builds upon the qualifications of Political Science Bachelor degrees or a degree in a related field, and extends this knowledge and understanding towards developing and applying original ideas, often within a research context.
- b. Applying knowledge and understanding:
The master's programme aims to provide additional knowledge and understanding which is geared towards problem-solving in new or unfamiliar environments within the broader scholarly and applied context.
- c. Judgement
By time of the completion of the master's programme, graduates are expected to have the ability to integrate the knowledge and understanding they have acquired during the study for handling complexity, and formulating judgements with incomplete or limited information. The master's training is also expected to include reflections on the social and ethical responsibilities that arise from the applied side of Political Science.
- d. Communication
Graduates of the master's programme will be able to communicate the conclusions of their scholarly research, their knowledge and understanding to an audience beyond traditional academia. The master's training will provide them with the necessary presentation skills.
- e. Learning skills
The learning skills acquired during the master's programme will allow students to continue to think analytically, study independently, and work autonomously as well as collectively.

Article 2.4 Structure of the programme

The programme offers full-time tuition.

Article 2.5 Study load

The programme has a study load of 60 ECTS credits.

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

The programme starts on 1 September and on 1 February of each year. In terms of regular courses, the programme is based on the university semester system and comprises 42 teaching weeks.

Article 2.7 Final examinations of the programme

The programme is associated with a master's final examination.

Article 2.8 Language of instruction

2.8.1 In accordance with the Code of Conduct on the Language of Instruction and Examination⁴ the language(s) of instruction and examination in the programme is (are): *English* (and *Dutch* for some components of the Dutch Politics specialisation). 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 OER in English for English-taught programmes.

2.8.2 Contrary to Article 2.8.1, in individual cases the Board of Examiners can permit the student to write the final thesis in another language, in accordance with the Guideline on Language Policy.⁵

Article 2.9 **Quality**

The programme is accredited by NVAO⁶ and meets the national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards for teaching set out in the Leiden Register of Study Programmes Framework Document.

Chapter 3 **Curriculum**

Article 3.1 **Compulsory components**

3.1.1 The programme includes compulsory components worth a total study load of 60 ECTS credits. 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,⁷ contents and structure of the components on the curriculum.

Article 3.2 **Optional components**

3.2.1 Alongside the components referred to 3.1.1, the student selects components worth a total study load of 0 ECTS.

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

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

3.2.4 Students who are enrolled in the programme may assemble their own programme of components that are taught by an 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

⁴ [Code of Conduct on Language of Instruction](#)

⁵ Guideline on Language Policy [\[insert hyperlink\]](#)

⁶ The Accreditation Organisation of the Netherlands and Flanders.

⁷ In accordance with the 'abstract structure', as described in the Framework Document of the Leiden University Register of Study Programmes.

permission, the Board of Examiners also indicates to which University programme the programme is considered to belong.⁸ 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 these is a condition of entry to (other parts of) the examination. The Board of Examiners may exempt students from a practical, in which case the Board choose to apply alternative conditions.

3.3.2 The e-Prospectus specifies the scope and study load of the thesis/final paper/final report, including the requirements that the final assignment/thesis/final report must meet.

Article 3.4 **Sitting examinations and taking part in programme components**

3.4.1 Students who wish to sit an examination must register no later than ten days before the date of the examination (and 5 days before the date of re-examination), in line with the applicable procedure.

3.4.2 Students are allocated to components in order of registration, on the provision that, provided they register in good time, 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 e-Prospectus specifies 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 or education-related meetings 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. The materials are for students' own use only.

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

⁸ In accordance with Article 7.3h of the WHW ('free curriculum in higher education').

4.1.3 If the mark for a component results from several constituent examinations, it is possible to depart from the number of examinations and resits as referred to in 4.1.1. In this case article 3.3. of the Examination Rules and Regulations relating to the degree programmes in Political Science applies.

4.1.4 In accordance with Article 7.13 (2) (h) of the Act, the e-Prospectus specifies the dates of the examinations.

4.1.5 The Board of Examiners may set certain rules for taking the resit.

4.1.6 Contrary to the provisions of Article 4.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.

4.1.7 If a student has passed an examination linked to a given component but nevertheless resits this examination without the permission of the Board of Examiners, this result is not valid.

Article 4.2 **Obligatory sequence**

4.2.1 The e-Prospectus specifies the sequence in which examinations must be taken. Students may only sit examinations that are subject to a compulsory sequence once they have passed the examinations for one or more other components.

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 constituent examination for a component will take the form of a written, oral or other test.

4.3.2 Students with a disability or chronic medical condition are 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 of the examination. If necessary, the Board of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability,⁹ 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.

Article 4.4 **Oral examinations**

⁹ [Protocol on Studying with a Disability](#)

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 and regulations set by the Board of Examiners

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

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 determines the mark immediately after an oral examination has been conducted. The student is informed of this through the University study progress system.

4.6.2 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 taken, and informs the departmental office of the result by entering this into the University study progress system. The student is informed of this through the University study progress system. The student will be informed of the result at least five working days before the next resit of the examination. If this deadline is not met, the resit can be postponed.

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 or Brightspace and in a personal e-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.

4.6.4 The examination result is expressed as a whole number or a number to a maximum of one decimal place up to and including 1.0 and 10.0 (rounded to .0 or .5). The result is not 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 Not applicable.

4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

4.6.8 Not applicable.

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 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.

4.7.3 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.

Article 4.8 **Inspection and feedback session**

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 marking schemes used to mark the examination.

4.8.3 The time and manner of the inspection and feedback session on the examination 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 examiner determines where and when the viewing of the examination paper and the feedback session will take place.

4.8.6 Students who are unable to attend the feedback session due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in 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 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 referred to in Article 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone graduation, as long as the student has not exceeded the maximum period of enrolment of two years for the programme in question.

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 issued with a translation of the degree certificate and a certificate in Latin.

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 mark for the final examination.

4.12.2 The final mark is based on the weighted average of the marks obtained for all examinations that form part of 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 marks is determined by multiplying the number of ECTS credits for each component by the mark 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 diploma supplement include 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;
- the mark for the Master's thesis is 8.0 or higher;
- the examination was passed within the nominal duration of study + 1 year.

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

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

- the weighted average for all components is 9.0 or higher;
- the mark for the Master's thesis is 9.0 or higher;
- the examination has been passed within the nominal duration of study.

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average mark does not differ by more than 0.5 from the marks stipulated in the fourth and fifth paragraphs above. 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 awarded a distinction.

Article 4.13 **Further education**

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

Chapter 5 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 Articles 5.2 and 5.3, as long as the maximum number of students that the Executive Board has determined may be enrolled in the programme has not been exceeded. If admission is on the basis of Article 5.2.1, the proof of registration is also confirmation of admission.

5.1.2 Confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to Master's Programmes.¹⁰

Article 5.2 Admission to the programme

5.2.1 Pursuant to Article 7.30b (1) of the Act holders of one of the following degrees may be admitted to the programme and one of its specialisations:

- a bachelor's degree (from a recognized university, as defined by the University) in Political Science, provided the conditions laid out in 5.2.4.1 are fulfilled.
- a bachelor's degree in a related discipline, provided the conditions laid out in 5.2.4.1 are fulfilled.

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, points a and b, but who can demonstrate to the satisfaction of the Board of Admissions that they possess the same level of knowledge, understanding and skills as holders of a degree specified 5.2.1, points a and b, possibly under further conditions, without prejudice to the conditions specified in 5.2.4.

Article 5.2.3 Dutch and English languages¹¹

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

- An International Baccalaureate diploma (or other with English A);
- A diploma of secondary or higher education completed in the US, the United Kingdom, Ireland, New Zealand, Australia or Canada (with the exception of French-taught education in Canada);
- A diploma of an English-taught university degree programme completed at a Dutch research university.
- A pre-university education (VWO) diploma.
- A high school (or higher) diploma determined by SEA (Admissions Office) in an EER country, where English has been studied up to and including the final year of the programme, and where the level of English can be considered comparable to Dutch VWO (pre-university education).

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

- IELTS 7.0 and band scores of at least 6.5;
- TOEFL (internet-based) 100 with the following minimum band scores: 22 (reading), 22 (listening), 22 (speaking) and 25 (writing).
- Cambridge English Proficiency

¹⁰[Regulations for Admission to Master's Programmes](#)

¹¹ Letter of the Minister of Education, Culture and Science of 11 July 2018, decision on costs of standardised tests (costs of standardised tests, including language tests, are to be paid by the study programme from the academic year 2019-2020). This applies for all students. If possible, the Minister will make a decision on a different procedure for students with a diploma from outside the Netherlands.

5.2.3.3 As further clarification of Article 2.8 concerning command of the language of instruction, a student who is not a native Dutch speaker and who wishes to be admitted to a Dutch-taught master's programme must have passed *TUL-halfgevorderd* (equivalent to state examination NT2-II) or *TUL-gevorderd*.

5.2.3.4 If so wished, the language requirements specified in this article can be included as one of the qualitative admission requirements referred to in Article 5.2.4.

Article 5.2.4 **Qualitative admission requirements**

5.2.4.1 In addition to the requirements specified in 5.2.1 or 5.2.2, the following qualitative admission requirements apply for the programme pursuant to Article 7.30b (2) of the Act:

- good academic record as evidenced by a grade point average of 7 or higher in the Dutch system (or equivalent) or other indicators (relevant extracurricular activities, honours programme, etc.). If the student holds more than one bachelor degree, the board of admissions will determine the average grade on the basis of the bachelor degree that is the closest to political science;
- at least 80 EC in political science or political science relevant subjects where the average grade point of the 80 (or more) ECs is 7 or higher in the Dutch system (or equivalent).
- competency in Social Science Research Methodology, as evidenced in coursework and;
- two letters of reference (except for BSc Political Science students of Leiden University), curriculum vitae and a motivation letter;
- sufficient proficiency in the English language, as described in article 5.2.3.

NB. If the applicant cannot demonstrate competency in Social Science Research Methodology, s/he will be required to take a course Introduction to Research Design in Political Science (SPOC) (3 EC).

Article 5.2.5 **Capacity limitation**

5.2.5.1 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 Article 5.2.4.1.

Article 5.3 **Deficiencies**

5.3.1 Holders of a bachelor's degree from a research university, a related university bachelor's diploma as referred to in 5.2.1, point b or an equivalent diploma with 5 (may vary from 1 to 15) ECTS 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 the deficiencies referred to in 5.3.1 when admitted to the programme may participate in the programme but may not sit any final examinations or examinations that the Faculty Board has specified in its decision to grant admission.

5.3.3 For the admission referred to in 5.3.1 the Board of Admissions assembles a catch-up programme with examination opportunities.

5.3.4 If students is 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.

Article 5.4 **Bridging programmes** (Pre-master's)

Not applicable

Chapter 6 Student Counselling and Study Advice

Article 6.1 **Student progress report**

6.1.1 The Faculty Board keeps records of the results achieved by 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 thesis/final paper/final report**

6.3.1 The student draws up a plan for the thesis/the final paper/final report together with the first reader, as referred to in 3.3.2. This plan is based on the study load for this component, as specified in the e-Prospectus.

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

Article 6.4 **Professional sports**

Students who engage in sports at a 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.

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.¹²

¹²[Protocol on studying with a disability](#)

Article 6.7 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 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 as follows:

- Courses will be evaluated with a standardized evaluation form at the final exam or final lecture. The results of the evaluations are discussed in the master Teaching Committee. The master Teaching Committee will advise the Programme Board about possible measures to improve quality.
- The programme is evaluated among master students on an annual basis through a standardized evaluation form. The results are discussed in a meeting between the Directors of Studies and Faculty Board, and in the Master Teaching Committee. The Programme Board will take measures to improve quality when needed.

The Programme Board/Programme Director will inform the Teaching Committee about the outcomes of the evaluation.

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 or the programme committee, depending on the topics concerned, with the prior consent of the Faculty Council.

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 the 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 department 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

Model Course and Examination Regulations 2019-20

The OER apply for the duration of one academic year.

Article 8.4 **Entry into force**

These regulations enter into force on 1 September 2019.

Appendix 1a

The instructional components of the 5* specialisations of the master's in Political Science offered in Leiden leading to the degree of Master of Science in Political Science at Leiden University in 2019-2020 are:**

September start

Specialisations:

International Politics
 Political Legitimacy and Justice
 Parties, Parliaments and Democracy
 Nationalism, Ethnic Conflict and Development
 Dutch Politics/Nederlandse Politiek

Components:

	<i>EC</i>		<i>Level</i>
Great Debates in Political Science **	5	practical	500
Methods in Political Science (provisional title) **	5	practical	500
Specialisation Core Course	10	practical	500
2 seminars à 10 EC	20	practical	500
1 Specialisation Thesis Seminar* including Master's Thesis Proposal and Master's Thesis	20	practical	600

OR

Great Debates in Political Science**	5	practical	500
Methods in Political Science (provisional title) **	5	practical	500
Specialisation Core Course	10	practical	500
1 seminar à 10 EC	10	practical	500
Internship Project Seminar Practical Report	15	practical	500
Internship Project Seminar: Thesis (total of 30 EC)	15	practical	600

+ Students who have found an internship placement must submit their internship for approval to ensure academic level and the possibility to conduct research; limited capacity to facilitate and supervise internships and the Internship Project Seminar implies that a maximum of 15 students can follow this option.

If a component includes a practical or discussion group, the course instructor can establish a required attendance rule.

In Leiden students take one out of five specialisations that are offered. The student takes the Core Course and the Thesis Seminar within his/her specialisation. The minimum number of participants in a (thesis) seminar is 8. If fewer participants enroll, the (thesis) seminar may be cancelled by the Director of Studies. Also, in case of a small number of participants a thesis seminar may be offered combined for more than one specialisation.

For the respective specialisations the student takes the following Core Course and Thesis Seminar (provisional):

Specialisation International Politics:

Core Course Conflict and Cooperation in International Politics

Thesis Seminar International Politics (International Institutions – Armed Conflict – Political Economy of Development and Democracy)

Specialisation Political Legitimacy and Justice:

Core Course Legitimacy and Political Obligation

Thesis Seminar Political Legitimacy and Justice

Model Course and Examination Regulations 2019-20

Specialisation Parties, Parliaments and Democracy:
Core Course Democracy, Political Parties, and the Challenges of Representation
Thesis Seminar Democracy, Political Parties and the Challenges of Representation

Specialisation Nationalism, Ethnic Conflict and Development:
Core Course Governance and Diversity in Developing Countries
Thesis Seminar Nationalism, Ethnic Conflict and Development (Borders and Migration –Governance Reforms in Developing Countries)

Specialisation Dutch Politics/Nederlandse Politiek:
Core Course Nederlandse Politieke Instituties
Thesis Seminar Dutch Political Institutions: origin, functioning, and legitimacy

Students choose two elective seminars from the following list of seminars that will be offered in the academic year 2019-2020 (provisional):

1. Elections and Political Careers
2. Elections in Emerging Democracies
3. European Union: Integration and Disintegration
4. States, Citizens, and Migrants
5. Transnational Politics of Human Rights
6. Political Representation and Parliamentary Politics
7. Contemporary Debates on Justice
8. International Organizations in Times of Rising Nationalism
9. Crisis Management
10. Visual World Politics
11. The Political Economy of Natural Resource-led Development

The minimum number of participants in a seminar is 8. If fewer participants enroll, the seminar may be cancelled by the Director of Studies.

*Students from the September intake complete their thesis seminar in the Spring semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take the thesis seminar only once in their academic year.

**Students from the September intake complete the compulsory courses Great Debates and Methods in Political Science (provisional title) in the Fall semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take Great Debates and Methods in Political Science only once in their academic year.

***As of September 2019 the specialisation in Dutch Politics/Nederlandse Politiek is offered in Leiden. For students who have started this specialisation before September 2019 in The Hague, the transitional regulations for the mandatory courses The Politics of Policy Making and Policy Evaluation in National and International Contexts are:

The Politics of Policy Making (10 EC) is replaced by an elective seminar (10 EC) from the specialisation Dutch Politics/Nederlandse Politiek as offered in Leiden;
Policy Evaluation in National and International Contexts (10 EC) is replaced by an elective seminar (10 EC) from the specialisation Dutch Politics/Nederlandse Politiek as offered in Leiden.

Appendix 1b

The instructional components of the specialisation International Organisation of the master's in Political Science offered in The Hague leading to the degree of Master of Science in Political Science at Leiden University in 2019-2020 are:

September start

<i>Components:</i>	<i>EC</i>		<i>Level</i>
Great Debates in Political Science**	5	practical	500
Methods in Political Science ** (provisional title)	5	practical	500
Specialisation Core Course	10	practical	500
The Politics of Policy-Making: National and International Challenges***	10	practical	500
Policy Evaluation in National and International Contexts****	10	practical	500
Specialisation Thesis Seminar*	20	practical	600
including Master's Thesis Proposal and Master's Thesis			

OR

Great Debates in Political Science **	5	practical	500
Methods in Political Science ** (provisional title)	5	practical	500
Specialisation Core Course	10	practical	500
The Politics of Policy-Making: National and International Challenges***	10	practical	500
Internship Project Seminar Practical Report	15	practical	500
Internship Project Seminar: Thesis (total of 30 EC)	15	practical	600

+ Students who have found an internship placement must submit their internship for approval to ensure academic level and the possibility to conduct research; limited capacity to facilitate and supervise internships and the Internship Project Seminar implies that a maximum of 15 students can follow this option.

If a component includes a practical or discussion group, the course instructor can establish a required attendance rule.

In The Hague students can follow the specialisation International Organisation. The student takes the Core Course and the Thesis Seminar within his/her specialisation. The minimum number of participants in a (thesis) seminar is 8. If fewer participants enroll, the (thesis) seminar may be cancelled by the Director of Studies. Also, in case of small numbers of participants a thesis seminar may be offered combined for more than one specialisation.

Within the specialisation International Organisation the student takes the following Core Course and Thesis Seminar (provisional):

Core Course Dynamics of International Organisation
Thesis Seminar International Organisation

* Students from the September intake complete their thesis seminar in the Spring semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take the thesis seminar only once in their academic year.

** Students from the September intake complete the compulsory courses Great Debates and Methods in Political Science in the Fall semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take Great Debates and Methods in Political Science only once in their academic year.

*** Students from the September intake complete the course The Politics of Policy-Making in block II: November-December. Students can take the course The Politics of Policy-Making only once in their academic year.

**** Students from the September intake complete the course Policy Evaluation in block III: February-March. Students can take the course Policy Evaluation only once in their academic year.

Appendix 2a

February start

Students who start **the master's in Political Science (5 specialisations offered in Leiden)** in February 2020 take the compulsory courses Great Debates and Methods in Political Science (provisional title) and choose 2 seminars à 10 EC in their first semester (February-June). In the Fall semester they take the Specialisation Core Course and the Specialisation Thesis Seminar.

Specialisations:

International Politics
 Political Legitimacy and Justice
 Parties, Parliaments and Democracy
 Nationalism, Ethnic Conflict and Development
 Dutch Politics/Nederlandse Politiek

<i>Components:</i>	EC		<i>Level</i>
Great Debates in Political Science **	5	practical	500
Methods in Political Science ** (provisional title)	5	practical	500
Two seminars à 10 EC	20	practical	500
Specialisation Core Course	10	practical	500
Specialisation Thesis Seminar* including Master's Thesis Proposal and Master's Thesis	20	practical	600

OR

Great Debates in Political Science **	5	practical	500
Methods in Political Science ** (provisional title)	5	practical	500
One seminar à 10 EC	10	practical	500
Specialisation Core Course	10	practical	500
Internship*** including Practical Report + Internship Project Seminar: Thesis (total of 30 EC)	15	practical	500
	15	practical	600

+ *Students who have found an internship placement must submit their internship for approval to ensure academic level and the possibility to conduct research; limited capacity to facilitate and supervise internships and the Internship Project Seminar implies that a maximum of 15 students can follow this option.*

If a component includes a practical or discussion group the course instructor can establish a required attendance rule.

Semester 2 (September-January) for February-intake 2019*:**

Specialisation Core Course	10	practical	500
Specialisation Thesis Seminar* including Master's Thesis Proposal and Master's Thesis	20	practical	600

OR

Specialisation Core Course	10	practical	500
Internship*** (<i>note: takes place from June till August</i>) incl. Practical Report + Internship Project Seminar: Thesis (total of 30 EC)	15	practical	500
	15	practical	600

In Leiden students take one out of five specialisations that are offered. The student takes the Core Course and the Thesis Seminar within his/her specialisation. The minimum number of participants in a (thesis) seminar is 8. If fewer participants enroll, the (thesis) seminar may be cancelled by the Director of Studies. Also, in case of small numbers of participants a thesis seminar may be offered combined for more than one specialisation.

For the respective specialisations the student takes the following Core Course and Thesis Seminar (provisional):

Specialisation International Politics:

Core Course Conflict and Cooperation in International Politics

Thesis Seminar International Politics

Specialisation Political Legitimacy and Justice:

Core Course Legitimacy and Political Obligation

Thesis Seminar Political Legitimacy and Justice

Specialisation Parties, Parliaments and Democracy:

Core Course Democracy, Political Parties, and the Challenges of Representation

Thesis Seminar Parties, Parliaments and Democracy

Specialisation Nationalism, Ethnic Conflict and Development:

Core Course Governance and Diversity in Developing Countries

Thesis Seminar Nationalism, Ethnic Conflict and Development

Specialisation Dutch Politics/Nederlandse Politiek:

Core Course Nederlandse Politieke Instituties

Thesis Seminar Dutch Politics/Nederlandse Politiek

Semester 1 (February-June) for February-intake 2020:

Great Debates in Political Science**	5	practical	500
Methods in Political Science ** (provisional title)	5	practical	500
Two seminars à 10 EC	20	practical	500

Seminars to be offered in February-June (provisional):

1. Contemporary Debates on Justice
2. Political Representation and Parliamentary Politics
3. International Organisations in Times of Rising Nationalism
4. Crisis Management
5. Visual World Politics
6. The Political Economy of Natural Resource-led Development
7. The Making of Modern International Relations

The minimum number of participants in a seminar is 8. If fewer participants enroll, the seminar may be cancelled by the Director of Studies.

*Students from the February intake complete their thesis seminar in the Fall semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take the thesis seminar only once in their academic year.

** Students from the February intake complete the compulsory courses Great Debates and Methods in Political Science in the Spring semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take Great Debates and Methods in Political Science only once in their academic year.

*** Students from the February intake who are considering to do the Internship Track are advised to contact their study advisor to discuss the consequences for their programme structure and study plan.

Model Course and Examination Regulations 2019-20

****As of September 2019 the specialisation in Dutch Politics/Nederlandse Politiek is offered in Leiden. For students who have started this specialisation in February 2019 in The Hague, this means that they will attend the courses of their Fall semester (Core Course and Thesis Seminar) *in Leiden*.

Appendix 2b

February start

Students who start **the master's in Political Science, specialisation International Organisation, offered in The Hague** in February 2020 take the compulsory courses Great Debates and Skills, and they take the course The Politics of Policy-Making and the course Policy Evaluation in their first semester (February-June). In the Fall semester of academic year 2019-2020 they take the Specialisation Core Course and the Specialisation Thesis Seminar.

Specialisation International Organisation

<i>Components:</i>	EC	<i>Level</i>
Great Debates in Political Science**	5	practical 500
Methods in Political Science ** (provisional title)	5	practical 500
The Politics of Policy-Making: National and International Challenges***	10	practical 500
Policy Evaluation in National and International Contexts****	10	practical 500
Specialisation Core Course	10	practical 500
Specialisation Thesis Seminar* including Master's Thesis Proposal and Master's Thesis	20	practical 600

OR

Great Debates in Political Science **	5	practical 500
Methods in Political Science ** (provisional title)	5	practical 500
Specialisation Core Course	10	practical 500
The Politics of Policy-Making: National and International Challenges***	10	practical 500
Internship***** including Practical Report + Internship Project Seminar: Thesis (total of 30 EC)	15	practical 500
	15	practical 600

+ *Students who have found an internship placement must submit their internship for approval to ensure academic level and the possibility to conduct research; limited capacity to facilitate and supervise internships and the Internship Project Seminar implies that a maximum of 15 students can follow this option.*

If a component includes a practical or discussion group, the course instructor can establish a required attendance rule.

Semester 2 (September-January) for February-intake 2019:

Specialisation Core Course	10	practical	500
Specialisation Thesis Seminar* including Master's Thesis Proposal and Master's Thesis	20	practical	600

In The Hague students can follow the specialisation International Organisation. The student takes the Core Course and the Thesis Seminar within his/her specialisation. The minimum number of participants in a (thesis) seminar is 8. If fewer participants enroll, the (thesis) seminar may be cancelled by the Director of Studies. Also, in case of a small number of participants a thesis seminar may be offered combined for more than one specialisation.

The student takes the following Core Course and Thesis Seminar (provisional):

Core Course Dynamics of International Organisation	10	practical	500
Thesis Seminar International Organisation	20	practical	600

OR

Specialisation Core Course	10	practical	500
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Model Course and Examination Regulations 2019-20

Internship***** (note: takes place from June till August) incl. Practical Report +	15	practical	500
Internship Project Seminar: Thesis (total of 30 EC)	15	practical	600

Semester 1 (February-June) for February-intake 2020:

Great Debates in Political Science**		5	practical	500
Methods in Political Science ** (provisional title)	5		practical	500
The Politics of Policy Making: National and International Challenges***		10	practical	500
Policy Evaluation in National and International Contexts****		10	practical	500

*Students from the February intake complete their thesis seminar in the Fall semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take the thesis seminar only once in their academic year.

** Students from the February intake complete the compulsory courses Great Debates and Methods in Political Science (provisional title) in the Spring semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take Great Debates and Skills only once in their academic year.

*** Students from the February intake complete the course The Politics of Policy-Making in block III: February-March. Students can take the course The Politics of Policy-Making only once in their academic year.

**** Students from the February intake complete the course Policy Evaluation in block IV: April-May. Students can take the course Policy Evaluation only once in their academic year.

***** Students from the February intake who are considering to do the Internship Track are advised to contact their study advisor to discuss the consequences for their programme structure and study plan.

Appendix 3

Master's specialisations in Political Science (conflict and cooperation) and in International Organisation (Leiden); transitional regulations

As of September 2018 the specialisations in Political Science (Conflict and cooperation) and International Organisation (Leiden) are no longer offered. For students of these specialisations who have not passed all of their courses successfully in earlier academic years, the following transitional rules apply:

1. Conflict and Cooperation: Classics (5 EC) is replaced by Great Debates in Political Science (5 EC)
2. Advanced Academic and Professional Skills (5 EC) is replaced by Methods in Political Science (provisional title) in academic year 2019-2020
3. Core Course Dynamics of International Organisation (10 EC) is replaced by Core Course Dynamics of International Organisation (10 EC), as offered in The Hague
4. 30 EC of elective seminars (for the specialisation IO it is 20 EC of elective seminars) remains 30 EC of elective seminars (see e-Prospectus for an overview of elective seminars)
5. Specialisation Thesis Seminar (20 EC) is replaced by a thesis seminar from the new specialisations in consultation with the Director of Studies, on the basis of, among other things, the distribution of participants and spots available.

If a component includes a practical or discussion group the course instructor can establish a required attendance rule.

The minimum number of participants in a (thesis) seminar is 8. If fewer participants enroll, the (thesis) seminar may be cancelled by the Director of Studies. Also, in case of a small number of participants a thesis seminar may be offered combined for more than one specialisation.

Important notes:

Students from the September intake complete their thesis seminar in the Spring semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take the thesis seminar only once in their academic year.

Students from the February intake complete their thesis seminar in the Fall semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take the thesis seminar only once in their academic year.

Students from the September intake complete the compulsory courses Great Debates and Methods in Political Science (provisional title) in the Fall semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take Great Debates and Methods in Political Science only once in their academic year.

Students from the February intake complete the compulsory courses Great Debates and Methods in Political Science in the Spring semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take Great Debates and Methods in Political Science only once in their academic year.

Students from the *September 2019 intake* have priority where placement in the seminars of the 1st block (September/October) i.e. the Core Course of their specialisation is concerned.