

COURSE AND EXAMINATION REGULATIONS

Valid from 1 September 2019

Bachelor's programmes 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 Regulation on the Binding Student Advice;
- the Leiden Register of Study Programmes Framework Document;
- the Academic Calendar;
- the Regulations for Student Registration, Tuition Fees and Examination Fees

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the OER and considers, for the purpose of monitoring and – if necessary - 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.

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Chapter 1 General provisions

Article 1.1 Scope of the regulations

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

The programme is instituted in the Faculty of Social and Behavioural Sciences of Leiden University, henceforth referred to as the Faculty, and is taught in Leiden and The Hague by the Institute of Political Science

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. 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;
- b. 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;
- 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. EC(TS) European Credit (Transfer System);
- e. e-Prospectus: the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- f. degree classification: further degree classification by the Board of Examiners;
- g. 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;
- h. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;
- i. 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;

- j. first/second examiner the first or second examiner to read and assess the thesis/final paper/final report. The first examiner is also the supervisor;
- k. 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;
- l. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document;¹
- m. nominal duration of study the study load in years of study as established in the Central Register of Higher Education Programmes;
- n. 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;
- o. 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;
- p. Pre-University College: a teaching programme offered by Leiden University to selected pupils in the fifth and sixth grades of secondary education (VWO);
- 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. propaedeuse: the first year of the programme and the part of the programme defined in Article 7.8 of the Act. An examination is associated with this phase, unless the Faculty determines otherwise in these regulations;

¹[Leiden Register of Study Programmes](#)

- s. student: a person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations associated with the programme;
- t. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW];
- u. working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board;

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

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

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

Chapter 2 Description of the Programme

Article 2.1 Objectives of the programme

The programme has the following objectives:

- to provide students with knowledge, understanding and skills in the field of Political Science;
- to provide students with academic training;
- to prepare students for a further academic career, in particular for the Master's programme in Political Science, and the Master's programme in Political Science and Public Administration (Research);
- to prepare students for a career outside academia.

Article 2.2 Specialisations

The programme has the following specialisations:

- Politicologie
- Internationale Politiek (IP)
- Internationale Betrekkingen and Organisaties (IBO) (will gradually disappear)
- International Relations and Organisations (IRO)

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

The student possesses demonstrable knowledge and understanding of the discipline of Political Science at a level that builds on the foundation of pre-university education (VWO), and has been supported in this by advanced textbooks and an introduction to original research and the frontiers of the discipline, concerning in particular:

1. The key concepts and concept structures in the study of political phenomena such as politics, the state, political systems, democracy, power, influence, policy, political culture, political behaviour, international regimes, international organisations, political conflict and conflict resolution;
2. Theories, models and approaches in the analysis of political phenomena at national and international level;
3. Methodology and techniques of political science research, computer programmes for statistical analysis and ethical aspects of scholarship.

With regard to the object of study, the programme covers the following fields (material learning outcomes):

- a. The institutions and workings of political systems in a comparative perspective;
- b. Political orientations and the political behaviour of the public and elites;
- c. Political philosophy;
- d. The institutions and workings of the Dutch political system;

- e. International relations and international organisations;
- f. European collaboration, integration and the European Union;
- g. Research methods;
- h. Basic knowledge of the auxiliary disciplines of Law, Economics and History

b. Applying knowledge and understanding:

The student is able to apply concepts and theories of Political Science to research or a literature study of a limited scope, to design and conduct a (simple) study of political phenomena and to select an appropriate research method. The student possesses an understanding of the relevance and application of concepts and theories of Political Science within the societal context.

c. Judgement

The student is able to analyse and assess political phenomena by collecting and interpreting relevant data, and explaining and considering ethical and normative aspects of Political Science research. The student is able to evaluate Political Science literature and theoretical and empirical research independently, critically, logically and substantively.

d. Communication

The student is able to:

1. Write a satisfactory research report for an audience of specialists and non-specialists; this includes the consistent use of an accepted citation style;
2. Deliver a clear and structured oral presentation reporting information, ideas and research to an audience of specialists and non-specialists.

e. Learning skills

The student possesses the learning skills required for further studies at master's level that require a greater degree of autonomy. In particular, the student is able to analyse academic texts, distinguish between the main idea and the details, and to identify the key concepts, key argument and potential problem areas. The student is able to find academic and journalistic sources in a traditional or digital library.

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 180 credits. The propaedeuse has a study load of 60 credits and forms an integral part of the programme.

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

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

Article 2.7 **Minors and Honours education**

2.7.1 The following minors are offered, which are the responsibility of the Board(s) of Examiners listed below:

- Political Science: Conflict and Consensus

2.7.2 The description of the components belonging to a particular minor can be found in the e-Prospectus. The e-Prospectus also specifies which Board of Examiners is authorised to examine the minor.

2.7.3 The educational minors are the responsibility of the ICLON Board of Examiners.

2.7.4 Components that are offered in the context of the Honours tracks are the responsibility of the Honours Academy Board of Examiners.

Article 2.8 **Final examinations of the programme**

2.8.1 The following final examination can be taken within the programme:

- a. the final examination for the bachelor's programme

If the programme has a propaedeutic examination, students may only sit the final examination for the programme once they have passed the propaedeutic examination.

Article 2.9 **Language of instruction**

2.9.1 In accordance with the Code of Conduct on the Language of Instruction and Examination⁴ the language(s) of instruction and examination in the programme are: Dutch and English. 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 5.2.4. As appropriate, the Faculty publishes the OER in English for English-taught programmes.

2.9.2 Contrary to Article 2.9.1, 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 2.10 **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.

⁴ [Gedragcode voertaal](#)

⁵ [Guideline on Language Policy](#)

⁶ The Accreditation Organisation of the Netherlands and Flanders.

Chapter 3 **Curriculum**

Article 3.1 **Compulsory components**

3.1.1 The programme includes compulsory components worth a total study load of 150 credits. These compulsory components include the set components from which students are obliged to choose.

3.1.2 not applicable

3.1.3 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 In addition to the components referred to in 3.1.1, the department gives students a choice of optional subjects worth a total study load of 30 credits. Students may only follow these components once they have passed the first-year (propaedeuse) phase.

3.2.2 The Board of Examiners must approve the student's selection of components. The Board of Examiners bases its evaluation of the student's selection solely on the coherence and level of the components selected. The approval of the Board of Examiners is not required for minor programmes with a study load of 30 credits that are recognised as such by Leiden University nor for the minors recognised by Delft University of Technology and Erasmus University Rotterdam.

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 may not use components that they follow within the scope of the Honours College as optional components.

3.2.5 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 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.

3.2.6 Contrary to Article 3.2.2, students may not choose the following minor programmes at Leiden University, Delft University of Technology or Erasmus University Rotterdam because their content is similar, fully or in part, to compulsory components in the programme:

- Political Science: Conflict and Consensus

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

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

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 the (other parts of) examination for the component. The Board of Examiners may exempt students from a practical, in which case the Board can choose to apply alternative conditions.

3.3.2 The e-Prospectus specifies the scope and study load of the thesis/final paper/final report, and the requirements that the thesis/final paper/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 10 days before the date of the examination (and 5 days before the date of re-examination), following the applicable procedure.

3.4.2 Students are allocated to programme components in order of registration, on the provision that, providing 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 have 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 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.

4.1.2 Not applicable

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, on the understanding that students are given the opportunity to resit and pass the component by taking an examination that is representative for the component. If applicable, this is specified in the e-Prospectus.

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. These rules are specified in the Rules and Regulations of the Board of Examiners.

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

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.

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

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 the 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**

4.1.1 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 of 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 the right of students 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 or other form of examination or constituent examination within 15 working days of the day on which the examination or constituent examination is 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 will be expressed as a whole number or a half number, placed up to and including 1.0 and 10.0. The result is not expressed as a number between 5.0 and 6.0.

4.6.5 The examination result is considered to be a pass if it 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 The Board of Examiners may draw up rules that specify under which conditions it may exercise its power as specified in Article 7.12b (3) of the Act to determine that students do not have to pass every examination and/or under which conditions the results of constituent examinations can compensate for each other. These rules are specified in the Rules and Regulations of the Board of Examiners.

Article 4.7 **Length of 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 shall act in accordance with the pertinent provisions in article 7.10, fourth clause of the law.

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

Article 4.8 **Inspection and final evaluation**

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

4.8.2 Within 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 papers 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 viewing of the examination paper and 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**

4.9.1 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
- 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, or
- has passed Pre-University College, in which case, the Board of Examiners determines the component(s) for which the exemption is granted.

4.9.2 If the exemption concerns the components that belong to a minor, the Board of Examiners responsible first consults the Board of Examiners of the programme that provides the minor before deciding whether to grant an exemption.

Article 4.10 **Final examination**

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

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

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

4.10.4 Pursuant to the regulations 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 four 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 Bachelor 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. Programme 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:

For the Bachelor's final examination:

- the weighted average for all components is 8.0 or higher;
- the grade for the bachelor's thesis is 8.0 or higher;
- the Bachelor's final examination was passed within four academic years.

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:

for the Bachelor's final examination:

- the weighted average for all components is 9.0 or higher;
- the grade for the Bachelor's thesis is 9.0 or higher;
- the Bachelor's final examination was passed within three academic years.

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.

Chapter 5 Admission to the Programme 2020-2021

Article 5.1 Direct admission

5.1.1 Direct admission to the programme is granted to those persons who meet the requirements set out in Articles 7.24 and 7.25 of the Act, under the assumption that, for the LUC and programmes with a fixed quota, the selection criteria and procedure as stated in Articles 5.3.2 and 5.3.3 apply.

5.1.2 Not applicable

5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its powers under Article 7.28 (1), second and third sentences, of the Act.

5.1.4 If on the basis of Article 7.53 of the Act, the Executive Board has determined a limited first enrolment for the programme, the procedure described in Articles 5.3.2 and 5.3.3 is applicable.

Article 5.2 Admission

5.2.1 Admission with propaedeuse from a university of applied sciences

The holder of a propaedeuse diploma from a university of applied sciences who is not in possession of a diploma as referred to in Article 7.24 (1) of the Act or of a diploma that is considered on the grounds of the second paragraph to be at least equal to such a diploma either by virtue of the Ministerial Regulations or by the Executive Board:

a) must demonstrate that he/she possesses the knowledge, understanding and skills required to successfully complete the bachelor's programme. This can be demonstrated by means of the following:

- Mathematics (VWO certificate or Boswell Beta) and English (VWO certificate) for admission to Politicologie or Internationale Politiek;
- Mathematics (VWO certificate or Boswell Beta) and English (see English requirements for IRO in Article 5.2.4 for admission to the specialisation IRO)

5.2.2 Equivalent qualifications

A person who is not in possession of a pre-university (VWO) diploma awarded after 2007, but who is nevertheless eligible for direct admission on the basis of the Act, may be required to take a test on the subjects referred to in Article 5.2.3.1 at the level of a VWO final examination for the profile that allows for direct admission.

5.2.3 Further prior education requirements and deficiencies

5.2.3.1 In accordance with the Regulations of the Minister of Education, Culture and Science of 3 April 2014, no. 540459 regarding admission to higher education, no additional entry requirements apply.¹⁰

¹⁰ [Regulations of the Minister of Education, Culture and Science of 3 April 2014 pertaining to admission to higher education.](#)

5.2.3.2 Not applicable

5.2.3.3 Not applicable

5.2.4 Dutch and English languages¹¹

5.2.4.1 Holders of a diploma obtained outside the Netherlands meet the requirement of a sufficient command of the Dutch Language if they have passed the examination level *TUL-gevorderd* examinations, organised by Leiden University. An International School diploma or a comparable international programme provided in the Netherlands is considered to be a diploma obtained outside the Netherlands.

5.2.4.2 The Board of Examiners may, in special cases, grant exemption from the examination referred to in 5.6.1.

5.2.4.3 Holders of a diploma obtained outside the Netherlands meet the requirement of a sufficient command of the English language if they have one of the following diplomas:

- 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 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).

5.2.4.4 Holders of a Dutch diploma meet the requirement of a sufficient command of the English language if they have a pre-university education (VWO) diploma.

5.2.4.5 If the student does not meet the requirements in 5.2.4.3, at least one of the following language requirements can be set:

- IELTS 6.5 (at least 6 for each component);
- TOEFL (Internet-based) Overall 90 (at least 20 for each component);
- Cambridge CAE Overall grade C/180 at least 169 or higher for all components).

5.2.5 Entrance examination¹²

The entrance examination as referred to in Article 7.29 of the Act applies to the following subjects at a level determined by the department:

For International Politics IP (previously IBO)/Political Science

- at least a HAVO (vocational secondary school) diploma, and
- some years of relevant work experience, and
- qualifications in the following subjects:
 - Mathematics C VWO certificate (or equivalent)
 - English VWO certificate / or IELTS 6.0/TOEFL IBT 79

¹¹ [Letter of the Minister of Education, Culture and Science of 11 July 2018](#)

¹² [Letter of the Minister of Education, Culture and Science of 11 July 2018](#)

For IRO

- at least a HAVO (vocational secondary school) diploma, and
- some years of relevant work experience, and
- qualifications in the following subjects:
 - Mathematics C VWO certificate (or equivalent)
 - English VWO certificate / or requirements specified in Article 5.2.4

Article 5.3 **Selection for the programme** [*Applies to programmes with a fixed quota and LUC*]

5.3.1 **Confirmation of admission**

The Faculty Board provides confirmation of admission if the student meets the selection criteria specified in Article 5.3.2, as long as the maximum number of students that may be enrolled in the programme has not been exceeded.

Article 5.3.2 **Selection criteria**

The selection criteria are:

An applicant is deemed admissible if he or she meets the admission criteria for the Political Science bachelor specialisations: *Internationale Politiek*, or *Politologie*, or International Relations and Organisations as listed above in Chapter 5, articles 5.1 up to and including 5.2.5.

Admissible applicants will be considered for selection by the Institute of Political Science through a selection procedure. Students will be selected for the Political Science bachelor programme on the basis of their grades earned in pre-university education, motivation letter, and online assignment. The format of the motivation letter and the online assignment is decided by the Institute and announced in advance on the website. The grade average and the motivation letter will each account for 40% of the total score, the online assignment will account for 20% of the total score.

5.3.3 **Selection Procedure**

The selection procedure is as follows:

Applicants apply for the Political Science bachelor programme before January 15, 2020 and supply their (predicted) grades and average in the uSis portal upon application. Depending on the kind of diploma the applicants receive for their previous education, the average will be provided by the school, or by the Leiden University admissions office, or, in the case of Dutch VWO diplomas, by the applicants themselves. The latter will be checked at random by the Institute's selection committee.

If the total number of applicants is higher than the capacity fixus of 600, all applicants who meet the admissions requirements and those who are still being processed by the admissions office will be invited on the 27th of January 2020 to participate in the online selection procedure. All candidates who do not meet the admissions requirements and/or have been refused, will not be invited to participate in the selection process.

The candidates will receive an online invitation consisting of:

- a) the request to upload a motivation letter before February 3rd 2020, and
- b) a link to a weblecture that they are asked to watch to prepare for the online assignment, and

c) the message that they will receive log-in instructions regarding the 14th of February 2020 and will have 24 hours to complete the assignment.

On the 4th of February 2020 the online assignment will be available to participants. In order to limit the opportunity for fraud, the online assignment will be available for 24 hours worldwide.

After the weighted averages have been calculated, a ranking will be made of all participants. Candidates will be given their selection results on April 15, 2020.

The full selection procedure will be outlined in the Selection Regulation Leiden University.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student progress report

6.1.1 The Faculty Board keeps records of the results of individual students.

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

6.1.3 From the second year of enrolment, the department asks all students to submit an annual study plan, indicating the examinations they intend to take, and the extracurricular activities relevant to the programme or recognised by the Executive Board in which they intend to participate.

Article 6.2 Introduction and student counselling

As referred to in the Regulation on the Binding Study Advice, the department must provide an introduction and counselling for all students who are enrolled in the programme, in order to familiarise them with their study options in the programme and elsewhere and to facilitate their progress in their studies.¹³

Article 6.3 Study advice

6.3.1 In their first year of enrolment, all students are provided with advice on the continuation of their studies. The Board of Examiners is authorised by the Faculty Board to issue this study advice. For information on the requirements, the number of times the advice is issued, as well as the possible consequences of this advice, see the Leiden University Regulation on the Binding Study Advice that applies to the study year in question as well as 6.3.2.

6.3.2 Not applicable

6.3.3 A binding negative study advice with refusal only applies to the programme and associated specialisations in which the student is enrolled. The binding study advice also applies to any bachelor's programme which shares the propaedeuse with the programme.

6.3.4 Students may request an oral explanation of the study advice as well as information on their progress within or outside the Faculty and on any other possible education options.

Article 6.4 Supervision of the thesis/final paper/final report

6.4.1 Not applicable.

6.4.2 Not applicable.

Article 6.5 Professional sports

Students who play 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.

¹³ [Leiden University Regulation on the Binding Study Advice](#)

Article 6.6 **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.¹⁴ 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.

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.

¹⁴ <https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/protocol-studying-with-a-disability>

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 bachelor Teaching Committee. The bachelor Teaching Committee will advise the Programme Board about possible measures to improve quality.
- The programme is evaluated among third year 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 bachelor Teaching Committee. The Programme Board will take measures to improve quality when needed.

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 that apply to a particular academic year will 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 Faculty Board or the programme department is responsible for publishing these regulations, the rules and guidelines set by the Board of Examiners, as well as any amendment to these articles, via the University website.

Article 8.3 Term of application

The OER applies for the duration of one academic year.

Article 8.4 Entry into force

These regulations enter into force on 1 September 2019.

Appendix 1a – Propaedeuse¹⁵ for the bachelor’s programme in Political Science

<i>Course</i>	<i>EC</i>	<i>Level</i>	
Mentoraat		100	
Nationale Politiek I: Het Nederlandse Politiek Bestel	5	100	
Inleiding Internationale Politiek (inclusief Academische Vaardigheden: Inleiding Internationale Politiek)	8	100	workgroup
Recht	5	100	
Statistiek I: Beschrijven en Presenteren	5	200	workgroup
Politiek en Beleid (inclusief Academische Vaardigheden: Politiek en Beleid)	7	200	workgroup
Economie voor Politicologen	5	100	
Statistiek II: Analyse en Onderzoek	5	200	workgroup
Inleiding Vergelijkende Politicologie (inclusief Academische Vaardigheden: Inleiding Vergelijkende Politicologie)	7	200	workgroup
Politiek van de Europese Unie	5	200	
Inleiding Politieke Wetenschap (inclusief Academische Vaardigheden: Inleiding Politieke Wetenschap)	8	200	workgroup

The instructors can set rules on the compulsory attendance of any practicals, workgroups or seminars. If attendance is compulsory, this must be stated in the e-prospectus.

Transition regulations¹⁶

For specific transition regulations per course for students who started in academic year 2017-2018, please consult OER 2018/19.

¹⁵ Propaedeuse or propaedeutic phase means the courses in the first year of the bachelor’s programme.

¹⁶ Students who are not studying according to the nominal duration of study can draw up an adjusted study plan with the study adviser.

Appendix 1b

Propaedeuse¹⁷ for the bachelor's programme in Political Science: Internationale Politiek (IP)

<i>Course</i>	<i>EC</i>	<i>Level</i>	
Mentoraat		100	
Nationale Politiek I: Het Nederlandse Politiek Bestel	5	100	
Inleiding Internationale Politiek (inclusief Academische Vaardigheden: Inleiding Internationale Politiek)	8	100	workgroup
Inleiding Internationale Organisaties	5	100	
Statistiek I: Beschrijven en Presenteren	5	200	workgroup
Politiek en Beleid (inclusief Academische Vaardigheden: Politiek en Beleid)	7	200	workgroup
Economie voor Politicologen	5	100	
Statistiek II: Analyse en Onderzoek	5	200	workgroup
Inleiding Vergelijkende Politicologie (inclusief Academische Vaardigheden: Inleiding Vergelijkende Politicologie)	7	200	workgroup
Politiek van de Europese Unie	5	200	
Inleiding Politieke Wetenschap (inclusief Academische Vaardigheden: Inleiding Politieke Wetenschap)	8	200	workgroup

The instructors can set rules on the compulsory attendance of any practicals, workgroups or seminars. If attendance is compulsory, this must be stated in the e-prospectus.

Transition regulations for IBO students¹⁸

For specific transition regulations per course for students who started in academic year 2017-2018, please consult OER 2018/19.

¹⁷ Propaedeuse or propaedeutic phase means the courses in the first year of the bachelor's programme.

¹⁸ Students who are not studying according to the nominal duration of study can draw up an adjusted study plan with the study adviser.

Appendix 1c

Propaedeuse¹⁹ for the bachelor's programme in Political Science: International Relations and Organisations (IRO)

<i>Course</i>	<i>EC</i>	<i>Level</i>	
Mentoring Sessions		100	
Introduction to International Organisations	5	100	
Introduction to International Relations (including Academic Skills: Introduction to International Relations)	8	100	workgroup
Statistics I	5	200	workgroup
Actors in World Politics (including Academic Skills: Actors in World Politics)	7	200	workgroup
Economics for Political Scientists	5	100	
Statistics II	5	200	workgroup
Global History	5	100	
Introduction to Comparative Politics (including Academic Skills: Introduction to Comparative Politics)	7	200	workgroup
Introduction to Political Science (including Academic Skills: Introduction to Political Science)	8	200	workgroup
Politics of the European Union	5	200	

The instructors can set rules on the compulsory attendance of any practicals, workgroups or seminars. If attendance is compulsory, this must be stated in the e-prospectus.

Transition regulations²⁰

For specific transition regulations per course for students who started in academic year 2017-2018, please consult OER 2018/19.

¹⁹ Propaedeuse or propaedeutic phase means the courses in the first year of the bachelor's programme.

²⁰ Students who are not studying according to the nominal duration of study can draw up an adjusted study plan with the study adviser.

Appendix 2a

Second (B2) and third (B3) year of the bachelor's programme in Political Science

B2

<i>Course</i>	<i>EC</i>	<i>Level</i>	
Vergelijkende Analyse van Politieke Stelsels	5	200	
Methoden en Technieken van Politicologisch Onderzoek	10	300	
Europese Geschiedenis	5	200	
Politieke Psychologie	5	300	
Academische Vaardigheden: Onderzoeksontwerp ¹	5	300	workgroup
Geschiedenis van de Politieke Filosofie	5	300	
Nationale Politiek II: Nederlandse Politieke Geschiedenis	5	200	
Contemporaine Politieke Filosofie	5	300	
Rationele Keuzetheorie	5	300	
Analyse van de Internationale Politiek	5	200	
Academische Vaardigheden: Data-analyse	5	300	workgroup

B3

<i>Course</i>	<i>EC</i>	<i>Level</i>
Three bachelor seminars ²	30	400
Bachelor project	15	400
Optional components ³	15	100 to 400

The instructors can set rules on the compulsory attendance of any practicals, workgroups or seminars. If attendance is compulsory, this must be stated in the e-prospectus.

¹ Successful completion of the course Academische Vaardigheden: Onderzoeksontwerp will be a prerequisite for the course Bachelor project as of 2019-2020.

² The Institute of Political Science determines the range of third-year courses each year, following the advice of the Teaching Committee. These courses are listed in the e-Prospectus.

³ The optional components chosen by the student must be approved in writing in advance by the Board of Examiners. Elective courses or individual courses from a minor worth a total of 15 EC taught at Leiden University qualify for the optional components, as do elective courses from another institution of higher education in the Netherlands or abroad, or an internship. The courses from the bachelor's programme in Political Science (including the courses from the IBO, IP and IRO specialisations) do not qualify for the optional components. The minor Politics: Conflict and Consensus can also not be chosen for the optional components.

Transition regulations²¹

Students who began their studies in the 2016-2017 academic year and who have not passed Comparative Analysis of Political Systems in year 2 must follow Vergelijkende Analyse van Politieke Stelsels.

Students who began their studies in the 2016-2017 academic year and who have not passed Politieke Filosofie must follow Geschiedenis van de Politieke Filosofie and Contemporaine Politieke Filosofie.

²¹ Students who are not studying according to the nominal duration of study can draw up an adjusted study plan with the study adviser.

Bachelor Course and Examination Regulations 2019-20

Students who began their studies in the 2016-2017 academic year and who have not passed Vaardigheden 5 and/or 6 in year 2 must follow Academische Vaardigheden: Onderzoeksontwerp in the 2018-2019 academic year for 5 EC.

Students who began their studies in the 2016-2017 academic year and who have not passed Vaardigheden 7 and/or 8 must follow Academische Vaardigheden: Data-analyse in the 2018-2019 academic year for 5 EC.

Assessment

Students have passed the bachelor's final examination once they have passed all the courses (with a mark of 6 or higher) in the programme.

Bachelor seminars (B3) in 2018–2019 (subject to change)

<i>Courses</i>	<i>EC</i>	<i>Level</i>
- Democratietheorie	10	400
- Verkiezingen en Kiesgedrag (in Nederland)	10	400
- Social Movements and Political Violence	10	400
- Parliaments and Parliamentary Decision-Making	10	400
- Democratie in Stad en Dorp	10	400
- Analyse van Politiek-Filosofische Teksten	10	400
- The Netherlands and the EU	10	400
- Ruimtelijke Modellen van Nederlandse Politiek	10	400
- Postcommunistische Transitie	10	400

Appendix 2b

Second (B2) and third (B3) year of the bachelor's programme in Political Science: Internationale Betrekkingen en Organisaties (IBO)

B2

<i>Course</i>	<i>EC</i>	<i>Level</i>	
Vergelijkende Analyse van Politieke Stelsels	5	200	
Methoden en Technieken van Politicologisch Onderzoek	10	300	
Europese Geschiedenis	5	200	
Ontwikkelingsvraagstukken in de Internationale Politiek	5	300	
Academische Vaardigheden: Onderzoeksontwerp ¹	5	300	workgroup
International Security	5	200	
Introduction to International Political Economy	5	300	
Contemporaine Politieke Filosofie of Rationele Keuzetheorie*	5	300	
International Law	5	200	
Analyse van de Internationale Politiek	5	200	
Academische Vaardigheden: Data-analyse	5	300	workgroup

*students need to select one of these courses

B3

<i>Course</i>	<i>EC</i>	<i>Level</i>
Two bachelor seminars ²	20	400
Bachelor project	15	400
Optional components ³	25	

The instructors can set rules on the compulsory attendance of any practicals, workgroups or seminars. If attendance is compulsory, this must be stated in the e-prospectus.

¹Successful completion of the course Academische Vaardigheden: Onderzoeksontwerp will be a prerequisite for the course Bachelor project as of 2019-2020.

²The Institute of Political Science determines the range of third-year courses each year, following the advice of the Teaching Committee.

³The optional components chosen by the student must be approved in writing in advance by the Board of Examiners. Elective courses or individual courses from a minor worth a total of 25 ECs taught at Leiden University qualify for the optional components, as do elective courses from another institution of higher education in the Netherlands or abroad, or an internship. The courses from the bachelor's programme in Political Science (including the courses from the IBO, IP and IRO specialisations) do not qualify for the optional components. Therefore the minor in Politics: Conflict and Consensus cannot be chosen for the optional components.

Transition regulations²²

Students who began their studies in the 2016-2017 academic year and who have not passed Comparative Analysis of Political Systems must follow Vergelijkende Analyse van Politieke Stelsels.

Students who began their studies in the 2016-2017 academic year and who have not passed Rationele Keuzetheorie need to do this course again in the academic year 2018-2019. They are not allowed to choose Contemporaine Politieke Filosofie in the academic year 2018-2019 instead.

²² Students who are not studying according to the nominal duration of study can draw up an adjusted study plan with the study adviser.

Bachelor Course and Examination Regulations 2019-20

Students who began their studies in the 2016-2017 academic year and who have not passed Vaardigheden 5 and/or 6 must follow Academische Vaardigheden: Onderzoeksontwerp for 5 EC.

Students who began their studies in the 2016-2017 academic year and who have not passed Vaardigheden 7 and/or 8 must follow Academische Vaardigheden: Data-analyse for 5 EC.

Assessment

Students have passed the bachelor's final examination once they have passed all the courses (with a mark of 6 or higher) in the programme.

Bachelor seminars (B3) in 2018–2019 (subject to change)

<i>Courses</i>	<i>EC</i>	<i>Level</i>
- Freedom, Equality and Power: Topics in Political Philosophy	10	400
- Playing with the Enemy: Studying Art-based Peacebuilding	10	400
- Political Psychology in International Relations	10	400
- Critical Readings in Political Philosophy: Plato and Aristotle	10	400
- Utopia, Anarchy and Anti-state Behaviour	10	400
- Preventing Terrorism in Multicultural Europe	10	400
- Development and Poverty Reduction	10	400
- Mediazation of Politics	10	400
- Philosophical Theories of Rights	10	400
- The Normative Dimensions of the Global Economy	10	400
- Politiek van Ontwikkelingslanden	10	400
- Seminar: titel wordt nog bekend gemaakt	10	400

Appendix 2c

**Second (B2) year of the bachelor's programme in Political Science:
International Relations and Organisations (IRO)**

B2

<i>Course</i>	<i>EC</i>	<i>Level</i>	
Research Methods in Political Science	10	300	
Comparative Analysis of Political Systems	5	200	
Analysing International Relations	5	200	
Academic Skills: Research Design*	5	300	workgroup
International Development	5	300	
International Law and Human Rights	5	200	
International Political Economy	5	300	
Global Security	5	300	
Academic Skills: Data Analysis	5	300	workgroup
Contemporary Political Philosophy	5	300	
Rational Choice Theory	5	300	

The instructors can set rules on the compulsory attendance of any practicals, workgroups or seminars. If attendance is compulsory, this must be stated in the e-prospectus.

*Successful completion of the course Academic Skills: Research Design will be a prerequisite for the course Bachelor project as of 2019-2020.

Appendix 3a

Sequence of examinations in the bachelor's programme in Political Science

Students do not need to sit first-year and second-year examinations in any particular sequence. The following applies to the third year of the bachelor's programme.

- 1.a. Students will be granted entry to the third-year examinations once they have passed the propaedeutic phase in Political Science at Leiden University.
- b. Students may be granted permission to sit certain parts of the third year examinations before they have passed the propaedeutic phase under the following conditions:
 - a. This permission relates solely to examinations for elective courses.
 - b. This permission automatically expires if the student has not passed the propaedeutic phase by the end of the second year of registration.
 - c. This permission does not apply to full minors, internships or study abroad.
 - d. The results of any examinations that the student has sat without meeting the entry requirements above and without the explicit permission of the Board of Examiners will be declared invalid.
- 2.a. Students may only participate in the bachelor project if they have passed the propaedeutic phase and earned at least 40 ECs in the second year, including the course Methoden en Technieken van Politicologisch Onderzoek and the course whose content forms the basis of the bachelor project.
- b. Students may only take third year bachelor seminars once they have passed the propaedeutic phase. If students wish to take the third-year bachelor seminars listed below, they must have first passed the following additional courses:
 - Postcommunistische transitities
after Comparative Analysis of Political Systems
 - The Netherlands and the EU
after Politiek van de EU
 - Verkiezingen en Kiesgedrag (in Nederland)
after Politieke Psychologie
 - Democratietheorie
after Analyse van Politiek-Filosofische Teksten
 - after** Politieke Filosofie
- c. Students may only take minors if they have passed the propaedeutic phase.
- d. Students may only do an internship (as part of the Optional components) if they have passed the propaedeutic phase and earned at least 40 ECs in the second year, including the course Methoden en Technieken van Politicologisch Onderzoek.

Appendix 3b

Sequence of examinations in the bachelor's programme in Political Science: Internationale Betrekkingen en Organisaties (IBO)

Students do not need to sit first-year and second-year examinations in any sequence. The following applies to the third year of the bachelor's programme:

- 1.a. Students will be granted entry to the third-year examinations once they have passed the propaedeutic phase in Political Science at Leiden University.
- b. Students may be granted permission to sit certain parts of the bachelor's final examination before they have passed the propaedeutic phase under the following conditions:
 - a. This permission relates solely to examinations for elective courses.
 - b. This permission automatically expires if the student has not completed the propaedeutic phase by the end of the second year of registration.
 - c. This permission does not apply to full minors, internships or study abroad.
 - d. The results of any examinations that the student has sat without meeting the entry requirements above and without the explicit permission of the Board of Examiners will be declared invalid.
- 2.a. Students may only participate in the bachelor's project if they have passed the propaedeutic phase and earned at least 40 ECs in the second year, including the course Methoden en Technieken van Politicologisch Onderzoek and the course whose content forms the basis of the bachelor's project.
- b. Students may only take third-year bachelor seminars once they have passed the propaedeutic phase. If students wish to take the third-year bachelor seminars listed below, they must have first passed the following additional courses:
 - The Normative Dimensions of the Global Economy
 - after** Introduction to International Political Economy
 - Politiek van Ontwikkelingslanden
 - Development and Poverty Reduction
 - after** Ontwikkelingsvraagstukken in de Internationale Politiek
 - Preventing Terrorism in Multicultural Europe
 - after** International Security
- c. Students may only take minors once they have passed the propaedeutic phase.
- d. Students may only do an internship (as part of the optional components) if they have passed the propaedeutic phase and earned at least 40 ECs in the second year, including the course Methoden en Technieken van Politicologisch Onderzoek.