



Universiteit Leiden

## COURSE AND EXAMINATION REGULATIONS

Valid from 1 September 2019

Bachelor's programme Psychology

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 with them. In accordance with Article 9.18 of the Act, the Programme Committee is assigned the task of annually assessing the implementation of the OER.

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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) Psychology, 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 by the Institute of Psychology.

### **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. Prospectus:                    the electronic prospectus containing specific and binding information about the programme. The 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 reader            the first or second examiner to read and assess the thesis/final paper/final report. The first reader 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;<sup>1</sup>
- 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 relate: 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;

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<sup>1</sup> [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 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.<sup>2</sup> 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.<sup>3</sup> These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain which conduct is not tolerated and the consequences that apply.

1.3.3 Furthermore, the following Faculty codes of conduct apply to the programme:  
not applicable

## Chapter 2 **Description of the Programme**

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

The programme has the following objectives:

- a. to gain knowledge, skills and understanding of the field of psychology (art. 2.3);
- b. academic training (art. 2.3);
- c. preparation for further studies; in particular master's level education in psychology (art. 2.3);
- d. a certain degree of preparation for a career in the field (art. 2.3).

### Article 2.2 **Specialisations**

Not applicable.

### 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

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

<sup>3</sup>[Leiden University Regulations on ICT and Internet Use](#)

The student:

- Has a general understanding and orientation of psychology and its sub-disciplines, including its global historical and philosophical background and the foundations of the profession;
- Has knowledge of the methods and techniques used in psychological research.

b. Applying knowledge and understanding:

The student:

- Is able to analyse and conceptualise problems and to report findings in writing and verbally both to fellow scientists and the broader public;
- Is able to set up, conduct and report on simple psychological research;
- Is able to understand and assess medium-level psychological research and literature; and is knowledgeable about the research methods and technical skills commonly used at this level;
- Has knowledge of and is able to apply the methods and techniques used in psychological research.

c. Judgement

The student:

- Is aware of the ethical practices in thinking and acting which are part of a scientific attitude and has knowledge of the specific ethical practices in thinking and acting current in the field of psychology.

d. Communication

The student:

- can clearly formulate his/her analyses and recommendations for colleagues in the field and a wider public (including potential clients);
- is able to present both in writing and verbally at an academic level.

e. Learning skills

The student possesses the following skills:

- Study skills: systematic approach to studies, usage of computer based technology, proficiency in English, studying of texts;
- Academic skills: is capable of analysis, conceptualisation, reasoning; is able to formulate problems and (help) find solutions; is able to set up, conduct, report, and assess (simple) research; is able to systematically search and select literature; is able to judge his or her own research as well as the research of others; is able to reflect on the profession and work of practitioners;
- General professional skills: is able to discuss, come up with arguments; work in a team; carry out project-based work; is observant; is able to conduct interviews.

#### Article 2.4 Structure of the programme

There are two versions of the programme. The Dutch version is offered both in a full-time and a part-time format. With effect from 2019-2020, the first year of the program will no longer be offered part-time. The programme's full-time and part-time format are offered during the day time and evening. The international version of the bachelor's programme Psychology (IBP) is offered in a full-time format only.

The nominal duration of the full-time programme is 3 years.

#### 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 of Examiners Psychology:

- a. Mind and Brain
- b. Group Dynamics and Decision Making
- c. Psychology of Health and Illness
- d. Psychology: a comprehensive introduction
- e. Brain and Cognition

The interdisciplinary minor Brain and Cognition is accessible for Psychology students.

2.7.2 The description of the components belonging to a particular minor can be found in the Prospectus. The 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 programme

#### Article 2.9 **Language of instruction**

2.9.1 In accordance with the Code of Conduct on the Language of Instruction and Examination<sup>4</sup> the language(s) of instruction and examination in the programme is (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 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.<sup>5</sup>

## Article 2.10 **Quality**

The programme is accredited by NVAO<sup>6</sup> 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 150 ECTS credits. These compulsory components include the set components from which students are obliged to choose. These compulsory components are listed in appendix 1. For each component, the study load (in credits) and level are listed. The predetermined set of 'optional' courses from which a student is obliged to choose a certain number form part of these components. At least 30 credits within psychology must be taken at 400 level. These courses are referred to as specialisation course (see appendix 1). These courses may have prerequisite requirements as mentioned in article 4.2.

3.1.3 The Prospectus further specifies the actual structure of the programme, i.e. the study load, level,<sup>7</sup> 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 and 3.1.2, 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

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<sup>4</sup> [Code of Conduct on Language of Instruction](#)

<sup>5</sup> [Guideline on Language Policy](#)

<sup>6</sup> The Accreditation Organisation of the Netherlands and Flanders

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

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.<sup>8</sup> 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:

- Mind and Brain
- Group Dynamics and Decision Making
- Psychology of Health and Illness
- Psychology: a comprehensive introduction

One of the courses in the following minor has too much of an overlap with compulsory components of the programme. This course will not be considered part of obligatory credits.

The course Statistics for linguistic research of the minor Second Language Acquisition

### Article 3.3 **Practicals**

3.3.1 For each component, the Prospectus specifies which practicals are included, the nature and scope of the student's workload for these practicals and whether participation in 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 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 ten days before the date of the 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 programme-specific section of these Course and Examination Regulations and the Prospectus specify the

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

components to which this condition applies. The program offers students 30 credits of 'free choice' of optional courses, of which at least 5 credits must be taken at the 300 level.

#### 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 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 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 Prospectus states otherwise or unless the Board of Examiners decides otherwise.

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 Prospectus.

4.1.4 In accordance with Article 7.13 (2) (h) of the Act, the 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 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. The obligatory sequence of courses is also listed in Appendix 6.

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 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,<sup>9</sup> before reaching a decision.

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

4.3.4 Examinations are held in the language(s) of instruction for 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**

4.4.1 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 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 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 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.

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<sup>9</sup> [Protocol on Studying with a Disability](#)

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 (final grade; not a partial grade) 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 (only 0,5). The result is not to be expressed as a number between 5.0 and 6.0. A partial 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.

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 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;
- for part-time students: the bachelor's final examination was passed within six academic years;
- none of the examinations have been taken more than once.

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:

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;
- for part-time students: the bachelor's final examination was passed within five academic years;
- none of the examinations have been taken more than once.

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.

## **Chapter 5 Admission to the Programme 2019-2020**

### **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 to a bachelor's programme with a selection procedure .

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:

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 at VWO level, a passing final grade in the written central state examination at the HAVO level or the internal Mathematics test of the Institute of Psychology.
- English at VWO level.. For the Dutch-language program, a pass for the subject of English on the HAVO diploma is sufficient. For the English-language program (or in the case of an insufficient grade for English at HAVO level) an English test must be done: IELTS 6.5 / Toefl 90 / Cambridge Advanced or Proficiency 180.

### 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, the following additional entry requirements apply.<sup>10</sup>  
Non applicable.

5.2.3.2 The Board of Examiners will determine how these tests are conducted.

5.2.3.3 If students may start the programme before the deficiency has been removed, this must be stated here.

### 5.2.4 Dutch and English languages<sup>11</sup>

5.2.4.1 Only applicable to Dutch-taught Bachelors: 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-advanced* 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 of 5.2.4.1.

5.2.4.3 (Only applicable to English-taught bachelor's programmes) 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);

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

<sup>11</sup> [Letter of the Minister of Education, Culture and Science of 11 July 2018, decision on costs of standardised tests.](#)

- 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 (Only applicable to English-taught bachelor's programmes) 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 (Only applicable to English-taught bachelor's programmes) If the student does not meet the requirements in 5.2.4.3, at least one of the following language requirements can be set:

- The International English Language Testing System (IELTS). Minimum score 6.5.
- The Test of English as a Foreign Language (TOEFL). Minimum score 570 (paper-based) / 230 (computer-based) / 90 (internet-based).
- Cambridge Certificate in Advanced English (CAE) or Cambridge Certificate of Proficiency in English (CPE) 180

#### 5.2.5 **Entrance examination**

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:

Subject	Level
English	VWO State exam in English
Mathematics	VWO State exam Mathematics A or the internal Mathematics test of the Institute of Psychology
Biology	VWO State exam in Biology

### Article 5.3 **Selection for the programme**

#### 5.3.1 **Confirmation of admission**

The Faculty Board will provide proof of admission if the candidate meets the selection requirements as set out in Article 5.3.2 insofar as the maximum number of candidates that may be enrolled in the programme is not exceeded.

#### 5.3.2 **Selection criteria**

When the number of admissible candidates exceeds the maximum number of candidates that may be enrolled in the programme, a selection procedure will start. The selection criteria used are:

- the results earned in pre-university education
- the results of an online module consisting of 3 parts; Introduction to Psychology, Methods and Statistics and Study and Career Opportunities.

The selection criteria are described in detail in the Regulations Selection Bachelor Psychology 2019 - 2020.

#### 5.3.3 **Selection procedure**

The selection procedure is as follows:

Upon registration candidates must upload their already achieved results. When the number of admissible candidates exceeds the maximum number of candidates that may be enrolled, candidates will receive an invitation for the online module. The selection committee is mandated to supervise the selection and determine the ranking. Candidates are informed of the outcome of the selection process via the admission system.

The selection procedure is described in detail in the Regulations Selection Bachelor Psychology 2019-2020.

## **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.<sup>12</sup>

### **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 The department imposes additional requirements concerning components that students must pass for to obtain a positive binding study advice as referred to in 6.3.1: If a student fails to pass at least one of the following courses: Introduction to Research Methods and Statistics, Inferential Statistics, Experimental and Correlational Research, a negative binding study advice will be given.

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.

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<sup>12</sup> [Leiden University Regulation on the Binding Study Advice](#)

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

6.4.1 The student draws up a plan for the 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 Prospectus.

6.4.2 The plan referred to in 6.4.1 also specifies the frequency and manner of supervision.

#### 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.

#### 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.<sup>13</sup> 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.

### **Chapter 7 Evaluation of the Programme**

#### Article 7.1 **Evaluation of the programme**

The programme is evaluated as follows:

- The courses are evaluated yearly. A standardised questionnaire is offered to students during the final examination or course meeting. The results of the course evaluations and the reaction of the professor is discussed in the Bachelor's Programme Committee. The Bachelor's Programme Committee advises the Board of Education about possible measures to improve the quality of the courses.
- The programme is evaluated yearly. A standardised questionnaire is offered to students in their third year. The results of the questionnaires are discussed in a meeting with the Director of Studies and the Faculty Board and in the Bachelor's Programme Committee. When needed, the Board of Education takes measures to improve the programme's quality.

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

### **Chapter 8 Final Provisions**

#### Article 8.1 **Amendments**

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<sup>13</sup> [Protocol on Studying with a Disability](#)

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 1. The courses of the bachelor programme**

Attendance is required for the courses with a practical. This is described in the course descriptions of these courses in the Prospectus. The assessment of these courses consists of the successful completion of the practical exercises, practical and work group assignments, and the successful completion of examinations and the bachelor's thesis. Lectures can include information that may be tested upon during the examinations. If this is the case, it will be indicated in the Prospectus. The assessment methods are described in the Prospectus.

**Art. 1.** The first year (*propaedeutic*) includes the courses listed below; a total of 60 credits (EC):

Courses	Level	Practical	Credits
Academic Skills Tutorial (including 8 hours as subject in experiments)	100	Yes	5 credits
Introduction to Psychology	100	Yes	5 credits
History of Psychology	100	Yes	5 credits
Psychology and Science	100	Yes	5 credits
Introduction to Research Methods and Statistics	100	Yes	5 credits
Inferential Statistics	100	Yes	5 credits
Experimental and Correlational Research	200	Yes	5 credits
Social and Organisational Psychology	200	Yes	5 credits
Cognitive Psychology	200	Yes	5 credits
Bio- and Neuropsychology	200	Yes	5 credits
Personality, Clinical and Health Psychology	200	Yes	5 credits
Developmental and Educational Psychology	200	Yes	5 credits

**Art. 2a.** The second and third year (*post-propaedeutic phase*)

The second and third year include the compulsory courses listed below; a total of 60 credits (EC).

Courses	Level	Practical	Credits
Perspective on Career Planning	200	Yes	5
Psychometrics	200	Yes	5
Psychodiagnostics	200	Yes	5

Courses	Level	Practical	Credits
Interpersonal Professional Skills	200	Yes	5
Multivariate Data Analysis	300	Yes	5
Stress, Health and Illness	300	Yes	5
Developmental Psychopathology	300	Yes	5
Group Dynamics	300	Yes	5
Consciousness	300	Yes	5
Bachelor Project Psychology	400	Yes	15

**Art. 2b.** The student follows a minimum of 30 credits of specialisation courses within psychology. Please note: the section Methodology and Statistics offers 2 specialisation courses of 5 credits each (Casual inference in Field Experiments and Good Research Practices). These 2 courses together form a prerequisite for the master specialisation Methodology and Statistics in Psychology from the academic year 2020 – 2021. The courses have lectures in English and work group sessions in Dutch and English. The Institute of Psychology offers the following courses:

Specialisation courses	Level	Practical	Credits
Applied Cognitive Psychology (ACP)	400	Yes	10
Clinical Child and Adolescent Psychology (CCAP)	400	Yes	10
Clinical Neuropsychology (CNP)	400	Yes	10
Clinical Psychology (CP)	400	Yes	10
Cognitive Neuroscience (CN)	400	Yes	10
Economic and Consumer Psychology (ECP)	400	Yes	10
Health and Medical Psychology (HMP)	400	Yes	10
School Psychology (SP)	400	Yes	10
Social Psychology in Organizations (SPO)	400	Yes	10
Causal Inference in Field Experiments (CFE)	400	Yes	5
Good Research Practices (GRP)	400	Yes	5

**Art. 2c.** The 30 credits of ‘free choice’ of optional courses can be used for courses offered by the Institute of Psychology (see art. 2.b) or, with permission from the Board of Examiners, for courses offered by other institutions offering scientific higher education. Optional courses can be taken at the 100, 200, 300 or 400 level. However, at least 5 of the 30 optional credits must be taken at the 300 level. The language of instruction is English.

<b>Optional courses</b>	<b>Level</b>	<b>Practical</b>	<b>Credits</b>
Attention: Theory and Practice (ATP)	300		5
Cross-cultural Psychology of Health and Illness (CPHI)	300		5
Culture and Diversity at Work (CDW)	300		5
Emotion and Cognition (EC)	300		5
Artificial Intelligence and Neurocognition (AIN)	300		5
Psychological and Neurobiological Consequences of Child Abuse (PNCCA)	300		5
Psychology of Advertising (PoA)	300		5
Pharmacological and Biological Approaches to Clinical and Health Psychology (PBACHP)	300		5
Psychotherapy: Theory, Research & Practice (PTRP)	300		5
Sexology (S)	300		5
The Adolescent Brain (AB)	300		5

Appendix 2. Minors offered by the Institute of Psychology

<b>Group Dynamics and Decision Making</b>	<b>EC</b>	<b>Block</b>	<b>Level</b>	<b>max. 25 participants</b>
1. Introduction to Psychology	5	1	100	
2. Group Dynamics	5	2	300	
3. Culture and Diversity at Work	5	3	300	
4. Emotion and Cognition	5	3	300	
5. Social and Organisational Psychology	5	3	200	
6. Psychology of Advertising	5	4	300	

Courses 4 and 6 can be taken only after successful completion of courses 1 and 2.

<b>Psychology of Health and Illness</b>	<b>EC</b>	<b>Block</b>	<b>Level</b>	<b>max. 25 participants</b>
1. Introduction to Psychology	5	1	100	
2. Stress, Health and Disease	5	1	300	
3. Personality, Clinical and Health Psychology	5	2	200	
4. Psychological and Neurobiological Consequences of Child Abuse	5	2	300	
5. Sexology	5	3	300	
6. Cross-cultural Psychology of Health and Illness	5	4	300	

Courses 4, 5 and 6 can be taken only after successful completion of courses 1 and 2.

<b>Mind and Brain</b>	<b>EC</b>	<b>Block</b>	<b>Level</b>	<b>max. 25 participants</b>
1. Introduction to Psychology	5	1	100	
2. Consciousness	5	2	300	
3. Artificial Intelligence and Neurocognition	5	2	300	
4. Emotion and Cognition	5	3	300	
5. Attention: Theory and Practice	5	3	300	
6. Cognitive Psychology	5	4	200	

Courses 3, 4 and 5 can be taken only after successful completion of courses 1 and 2.

<b>Psychology: a comprehensive introduction</b>	<b>EC</b>	<b>Block</b>	<b>Level</b>	<b>max. 25 participants</b>
1. Introduction to Psychology	5	1	100	
2. Personality, Clinical and Health Psychology	5	2	200	
3. Developmental and Educational Psychology	5	3	200	
4. Social and Organisational Psychology	5	3	200	
5. Cognitive Psychology	5	4	200	
6. Cross-cultural Psychology of Health and Illness	5	4	300	

Course 6 can be taken only after successful completion of courses 1 and 2.

Appendix 3. Courses offered by the Institute of Psychology as part of an interdisciplinary minor or at the Leiden University College

**Interdisciplinary minor Brain and Cognition**

<b>Title</b>	<b>Level</b>	<b>Credits</b>
Perception, Attention and Decision Making	300	5
Neurochemistry	300	5
Minor Project Brain and Cognition	300	5

**Interdisciplinary minor Child Abuse and Neglect**

<b>Title</b>	<b>Level</b>	<b>Credits</b>
Psychological and Neurobiological Consequences of Child Abuse	300	5

**LUC**

<b>Title</b>	<b>Level</b>	<b>Credits</b>
Introduction to Psychology	100	5
Social Psychology. Human Nature and Global Challenges	200	5
Psychology of Stress and Health	200	5
Cooperation Conflict and Negotiation	300	5
Applied Developmental Psychopathology	300	5
Cognitive Psychology: Rationality and Emotions in Human Behaviour	300	5
Mental Health and Illness	300	5

**Appendix 4. Pre-master's course**

The Institute of Psychology offers in its pre-master's programme the course Preparatory Statistics. This course is not a part of the regular bachelor's degree programme.

Title	Level	Credits
Preparatory Statistics	300	5

## **Appendix 5. Transitional Provisions**

### 2. Part-time programme

As of 1 September 2019 the admission of new students in the part-time programme psychology will be discontinued. Part-time students who started the programme in the academic year 2018-2019 or before, can complete their programme in part-time.

## Appendix 6. The order of exams

For students that are enrolled in the International Bachelor in Psychology programme the provisions from article 3.2.1 apply; electives can only be taken, once the propaedeutic phase has been completed. Students of other programmes may only sit examinations that are subject to a compulsory sequence once they have passed the examinations for one or more other components. The compulsory sequence of courses is listed below:

- The Adolescent Brain: after completing Developmental and Educational Psychology
- Attention: Theory and Practice: after completing Cognitive Psychology
- Pharmacological and Biological Approaches to Clinical and Health Psychology: after completing Personality, Clinical and Health Psychology (PCH)
- Cross-cultural psychology of Health and Illness: after completing PCH
- Culture and Diversity at Work: after completing Social and Organisational Psychology
- Emotion and Cognition: after completing Cognitive Psychology
- Artificial Intelligence and Neurocognition: after completing Introduction to Psychology and Cognitive Psychology ór Consciousness
- Psychological and Neurobiological consequences of Child Abuse: after completing the first year (propaedeuse)
- Psychotherapy: Theory, Research and Practice: after completing PCH
- Psychology of Advertising: after completing Social and Organisational Psychology
- Psychometrics: after completing one of the methodology and statistics courses from the first year (Introduction to Research Methods and Statistics, Inferential Statistics or Experimental and Correlational Psychology)
- Sexology: after completing PCH

The second and third year courses below can only be followed after one or multiple examinations (as mentioned) have been passed.

- Bachelor project: after completing the first year (propaedeuse) and Multivariate Data Analysis
- Multivariate Data Analysis: after completing Introduction to Research Methods and Statistics and Inferential Statistics

The specialisation courses can only be followed after the first year (*propaedeuse*) has been successfully completed:

- Applied Cognitive Psychology
- Cognitive Neuroscience
- Health and Medical Psychology
- Clinical Neuropsychology
- Clinical Psychology
- Clinical Child and Adolescent Psychology
- School Psychology
- Economic and Consumer Psychology
- Social Psychology in Organisations
- Causal Inference in Field Experiments (5 EC)
- Good Research Practices (5 EC)