

**ADDITIONAL RULES AND REGULATIONS OF THE PSYCHOLOGY BOARD OF EXAMINERS AS REFERRED TO IN SECTION 7.12 OF THE HIGHER EDUCATION AND RESEARCH ACT.**

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## **I BOARD OF EXAMINERS**

### **SECTION 1 – STRUCTURE AND AUTHORITY OF THE BOARD OF EXAMINERS**

1. The Board of Examiners consists of five members from the five sections.
2. The Board of Examiners has the following responsibilities and authority:
  - a) The Board of Examiners puts forward provisions to the faculty concerning the Teaching and Examination Regulations, including annual amendments of the appendices; it ensures compliance with the regulations.
  - b) The Board of Examiners makes recommendations regarding the Additional Rules and Regulations to the Institute and ensures compliance with these rules and regulations.
  - c) The Board of Examiners takes decisions on atypical study programmes (e.g.: exemptions; flexible degree programmes, etc).
  - d) The Board of Examiners supervises the regulations for examination requirements and procedures.
  - e) The Board of Examiners functions as the primary arbitration board where conflicts over examinations, examination requirements or curricula exist.
  - f) The Board of Examiners issues study advice for first-year students in accordance with statutory provisions on study advice.

### **SECTION 2 – THE CRITERIA**

The Board of Examiners or the examiner will use the following criteria as guidelines, and will weigh up the importance of each criterion in turn:

- 1) to maintain quality requirements and selection requirements regarding final examinations and examinations;
- 2) efficiency requirements including:
  - to limit the time lost by students in preparing for an examination, as much as possible;
  - to induce students to cease with their studies if they are unlikely to pass their examinations or final examinations;
  - to protect students who plan to take on too large a study load;
  - to treat students who have fallen behind with their studies as a result of circumstances beyond their control with a proper degree of leniency.

## **II Study supervision**

### **SECTION 3 - ORGANISATION OF SUPERVISION AND COACHING WITHIN THE INSTITUTE OF PSYCHOLOGY**

- 1) In September, every student is assigned a university supervisor or mentor. Each tutor/mentor group has 12 students, and the tutor/mentor will have an introductory meeting with each individual member of the university supervisor group in September.

- 2) There will be 12 university supervisor group meetings throughout the course of the year. In these meetings, four issues that are important for the successful completion of a university degree programme will be discussed: studying, planning experiments, giving presentations, and writing essays. The topics and assignments dealt with in university supervisor group meetings are closely related to the courses that students are taking at that moment. The assessment of the university supervisor group performance will be based on the assignments handed in and the contribution to the discussions during the university supervisor group meetings.
- 3) In addition to the above there will also be the opportunity to discuss study results and any problems students may encounter. In the event of the latter, the university supervisor will schedule individual meetings with the student concerned.
- 4) The courses of the degree programme are scheduled in such a way that the first examinations take place in October. This means that students will receive feedback and will learn about the requirements of the degree programme at an early stage of their studies. The second examination round is in December, giving students the opportunity to resit examinations. The study results obtained will form the basis of the progress advice in January.
- 5) Throughout the first year, information will be collected with regard to the students' study progress. Individual meetings will be scheduled with students and tutors and/or study counselors three times a year, in which the student receives study advice, based on the information regarding study progress.

#### **SECTION 4 – REGISTRATION OF STUDENT PROGRESS**

- 1) Psychology students do not receive any form of evidence after taking an examination. Instead, students can view their exam results via the computer system.
- 2) Students may request an overview of their academic results from the Student Information Desk.
- 3) Full-time first-year students receive an overview of academic results three times, with a view to the binding study advice.
- 4) Part-time students (during the first two years of the course) receive an overview of their academic results three times, with a view to the binding study advice.
- 5) If results attained do not appear in the overview via uSis within three weeks, the student is advised to check the reason for the omission or omissions. In most cases the results were probably not handed in yet by the university supervisor at the Student Information Desk. In such cases it is sufficient to check regularly. If the result is for a test or examination taken some time ago, it is recommended the student contact the university supervisor or lecturer. Some courses are completed in parts for which the student is tested in stages, and each stage must be passed before the final result is awarded. In that case the results of the course cannot be processed by the Student Information Desk until each stage has been completed.
- 6) If electives are attended in another institute of the University of Leiden, the results are automatically passed on to the administration office of the Institute of Psychology. If a student takes an option at another institution or abroad, it is their own responsibility to ensure that an authentic and signed document is produced in evidence at the Student Information Desk. If a student attends a course in another country it is advisable, prior to leaving the country, to make agreements about the assessment of the course component(s) taken abroad.
- 7) Examinations are dated the same day they are sat. Written work is dated on the day the work was formally approved;

- 8) The lecturer publishes the examination results within 15 working days after the examination date. The lecturer will timely let the students know when this deadline can't be met;
- 9) The lecturer publishes the assessment of written work within 15 working days after the work is handed in, provided the work is handed in within the term prescribed by the lecturer. The lecturer will timely let the students know when this deadline can't be met;
- 10) Where a student is required to correct work, the lecturer will advise the assessment of the corrected version within 10 working days after receiving the corrected work;
- 11) For course components for which examinations are taken in stages, different examinations that form part of a larger examination or examinations assessed in conjunction with other written work, no credits are registered until the entire course component has been assessed as sufficient. Exceptions may apply.

#### **SECTION 5 - REGISTRATION OF EXAMINATIONS AND EXAMINATION COMPONENTS**

- 1) The Board of Examiners, in this case the Psychology Office, is responsible for the registration of the results of examinations and examination components.
- 2) No information on registered details, with exception to those concerning degree certificates issued, will be given to anyone except the student, the student counsellor, the head of the Psychology Office, and the director of studies of the section, the appropriate authorities and the Examinations Appeals Board. It is possible to differ from the provisions in subsection 13.1 above with permission of the student.

#### **SECTION 6 – SUPERVISION AND COACHING DURING THE FIRST AND SECOND YEAR**

##### *General provisions regarding full-time students*

- 1) Throughout the academic year, each (full-time) first-year student receives study advice at five intervals, i.e.:
  - a) Preliminary study advice (late January)
  - b) Progress advice (before 1 June)
  - c) Progress advice (no later than by the end of August). A student receives a negative study advice if he/she has achieved less than 40 credits in the first year of enrolment (before 31 August) for the first-year examination, and if he/she has passed none of the three Research Methods and Technique courses. A negative study advice is binding. If the student has met the requirements obliged in the first year, this advice is also the final advice.
  - d) Progress advice (may second year)
  - e) Final advice
- 2) The study advice is binding; if the binding study advice is negative it is not possible to continue the degree programme during four academic years at the University of Leiden.
- 3) A student who requests to be deregistered before 1 February of the first year of registration receives no study advice. This student may enrol again in the same programme, the next academic year.
- 4) Under certain circumstances a study advice may be postponed or the Board of Examiners may, by applying the hardship clause, refrain from issuing a negative advice. A final study advice can be appealed against. More information is contained in the Student Charter.

##### *General provisions regarding part-time students.*

- 1) Throughout the academic year, each (full-time) first-year student receives study advice at three intervals, i.e.:
  - a) Preliminary study advice (in May, the first year of enrolment)
  - b) Progress advice (in May the second year of enrolment)
  - c) Progress advice (no later than by the end of August of the second year of enrolment). A student receives a negative study advice if he/she has achieved less than 40 credits in the first year of enrolment (before 31 August) for the first-year examination, and if he/she has passed none of the three Research Methods and Technique courses. A negative study advice is binding. If the student has met the requirements obliged in the first year, this advice is also the final advice.
  - d) Progress advice (January third year of enrolment)
  - e) Final advice. A student receives a negative study advice if he/she has achieved less than 40 credits in the first year of enrolment (before 31 August) for the first-year examination, and if he/she has passed none of the three Research Methods and Technique courses. The study advice is binding;
- 2) If the binding study advice is negative it is not possible to continue the degree programme during four academic years at the University of Leiden.
- 3) A student who requests to be deregistered before 1 February of the first year of registration receives no study advice. This student may enrol again in the same programme, the next academic year.
- 4) Under certain circumstances a study advice may be postponed or the Board of Examiners may, by applying the hardship clause, refrain from issuing a negative advice. A final study advice can be appealed against. More information is contained in the Student Charter.

#### **SECTION 7 – DISABILITIES/FUNCTIONAL DISORDERS**

- 1) Wherever reasonable, possible and not in conflict with the academic objectives, students with a disability or chronic illness are offered the opportunity to adjust their study programme in accordance with their limitations.
- 2) The Board of Examiners, by delegation the student counsellors, decides for every educational component of the programme, in cooperation with the concerning staff, which adjustments are reasonable and achievable. In order to make use of the option of an alternative examination format the student has to consult the student counsellor. The student counsellor will pass the information concerning the alternative conditions on to Fenestra after the students consent. After approval of the student counsellor the student has to announce at the Student Information Desk when he wants to take the exam under this alternative conditions. This is to be done not later than 10 calendar days before the examination. If the student fails to announce his wish for an alternative examination, the possibility of an alternative examination for this date expires.
- 3) In case the student didn't announce one week in advance of the exam, there will be the possibility to register for €20,-. This paid registration can be done at the Student Information Desk until two working days in advance up till exactly 12.00 am.
- 4) The announcement does not replace the internet-registration for examination (see section 10).

#### **III PROCEDURES REGARDING ENROLMENT FOR COURSES AND EXAMS**

## **SECTION 8 – COURSE REGISTRATION**

- 1) Students must register for all courses and course activities, for example lectures and work group meetings, in the second and subsequent years through uSis, within the registration period stipulated by the institute. Only students who have registered in time have the right to attend courses.
- 2) Courses which are not compulsory for certain degree programmes may have a limited number of participants. Students will be admitted according to their order of registration.
- 3) There is one registration period for one semester only, in which students can sign up for courses.
- 4) Students who are not registered for a course are not allowed to attend that course. Marks will not be recorded on the student transcript (list of marks).
- 5) In exceptional circumstances the student counsellor has the discretion to permit a student to register for a course after the regular registration for the course has closed, in consultation with the lecturer concerned. The Student Information Desk [*Onderwijsbalie*] will issue a new participants list. Only students on the participants list may be given marks for the course concerned.
- 6) Course registration is separate from examination registration. Students registered for a course are not automatically registered for the examination. In other words, students wishing to sit a course examination must register for that examination even though he or she has registered for the course itself.

## **SECTION 9 – ORDER AND CONDUCT DURING STUDY ACTIVITIES**

- 1) Once the study activity has begun, no more students are admitted to the hall or room. The lecturer will announce at the first meeting whether or not account is to be taken of an ‘*academisch kwartiertje*’, i.e. whether or not the study activity will start fifteen minutes later than indicated on the original timetable.
- 2) A student who has to leave the lecture room prior to termination of the study activity for an extraordinary reason must request permission to do so from the lecturer. In all other cases it is not permitted to leave the room prior to the end of the activity.
- 3) Rules 1 and 2 also apply to the entering/leaving of the lecture hall or room before or after a break.
- 4) It is not permitted to consume any beverages or foods in the hall or study room.
- 5) During a study activity it is not permitted to be engaged with any activity bearing no relation to the study activity (e.g. reading newspapers, making phone calls, listening to music, etc.).
- 6) Mobile phones and the like must be switched off during all study activities.
- 7) It is not permitted to behave in a disruptive manner or obstruct the lecturer in performing his/work, or hindering other students in participating in the study activity (e.g. chatting, moving about the room, and so on.)
- 8) With regard to compulsory course components students are obliged to participate and behave in accordance with the rules of conduct described above. With regard to non-compulsory course component students are free to choose whether or not to attend. If they choose to attend, students are obliged to observe the rules of conduct described above. The lecturer may remove a student, who does not abide by the rules, from the activity. If a student has been removed twice he may be expelled from the activity for the remainder of the academic year. In that case the student will not be able to earn credits for the activity concerned.

## SECTION 10 – REGISTRATION FOR EXAMINATIONS

- 1) Students must register for each examination they want to take. Students are not allowed to sit an examination without being registered. It is possible to register up to 10 calendar days before the examination takes place. Final registration dates can be found on uSis. It is not possible to register after these dates.
- 2) Students must register for examinations through U-Twist. Otherwise, students may register by post (postal date stamp) or by sending an e-mail to the Student Information Desk ([ONDERWIJSBALIEPSYCHOLOGIE@FSW.LEIDENUNIV.NL](mailto:ONDERWIJSBALIEPSYCHOLOGIE@FSW.LEIDENUNIV.NL)). Students may only register by telephone in cases of sickness or exceptional circumstances beyond their control.
- 3) In case the student didn't register one week in advance of the exam, there is the possibility to register after payment of handling costs of €20,-. This paid registration can be personally done at the Student Information Desk until two working days in advance up till exactly 12.00 am.

Day of Exam	Paid registration possible until
Monday	Thursday 12.00 am
Tuesday	Friday 12.00 am
Wednesday	Monday 12.00 am
Thursday	Tuesday 12.00 am
Friday	Wednesday 12.00 am

- 4) Late withdrawal or non-appearance at an examination for which the student has registered will result in the student being unable to register for next examinations, unless a statement of absence due to circumstances beyond the student's control has been issued by one of the student counsellors before or after the examination, or unless the student reimburses the cost of reserving a place for said examination.
- 5) Students who have already registered for, but subsequently decide not to sit an examination, may withdraw up to 10 calendar days before the sitting. Students can cancel their registration via U-Twist, or in writing to the Student Information Desk.
- 6) Examination marks of students who have not registered with the Student Information Desk or are not listed on the examination candidate list will not be recorded on the students' progress reports or students' transcripts.

## SECTION 11 – EXAMINATION DATES AND TIMES

- 1) When a course is rounded off with an examination, the examination will take place no later than 10 working days after the end of the course.
- 2) Written examinations are to be held at dates and times which have been established at least two months beforehand by the Board of Examiners.
- 3) The intended dates and times referred to in section 2.1 should be reported to the Student Information Desk [*Onderwijsbalie*], in order for these to be announced to students in a timely fashion.

- 4) Oral examinations are to be held at a date and time which has been decided by the examiner or examiners after consulting the student.
- 5) Sections 2.1, 2.2 and 2.3 also apply to examinations other than written and oral examinations.

#### **SECTION 12– REGULATIONS FOR THE CONDUCT OF EXAMINATIONS AND CLASS DISCIPLINE**

- 1) It is the responsibility of the Board of Examiners to ensure that invigilators are always present during written examinations, in order to oversee the correct procedures. Only staff who is appointed by the university may invigilate.
- 2) Candidates must provide proof of registration at the examination, in the form of a print from uSis, so that the Board of Examiners can authenticate it against the university register. Candidates may be required to show valid identification.
- 3) Candidates must comply with the instructions of the Board of Examiners and/or the lecturer responsible at all times, i.e. candidates must comply with instructions published prior to the start of the examination, and with instructions given during the examination itself or immediately after the examination.
- 4) Students who fail to comply with the provisions set out in or pursuant to subsections 4.2 and 4.3 may be excluded from the examination by the Board of Examiners and/or the lecturer responsible for the examination.
- 5) Candidates are allowed to enter the examination room up to half an hour after the invigilator has indicated the official commencement of the examination. Candidates may not leave the examination room during the first half hour of the examination; Students who were not present during the first half hour of the examination will not be permitted to enter the examination room to sit the examination.
- 6) Candidates are not permitted to have mobile telephones, buzzers, message-watches and programmable calculators visible on their person, desk or elsewhere during examinations. The use of such communication or IT mediums may result in the candidate being excluded from the examination in question. In addition, the invigilator will immediately inform the Board of Examiners so that appropriate measures may be taken.

#### **SECTION 13 – QUESTIONS AND ASSIGNMENTS**

- 1) Students will be informed of the sources on which the examination questions and assignments will be based, i.e. the required reading including written, digital and oral course materials (for example during lectures and work group meetings). Examination questions and assignments will be limited to these sources.
- 2) The main sources referred to above must be published before the start of course preparing the student for the examination. Definitive information with regard to the required reading for each course component of the bachelor's degree programme must be published in the prospectus, at the very latest, three weeks before the examination is held. The Board of Examiners and/or the responsible lecturer should ascertain that all candidates are up-to-date with the definitive information regarding the required reading for any course in the master's programme at least two weeks before the examination.
- 3) Examination questions and assignments must be spread evenly over the subject material.
- 4) The examination must represent the course objectives in content and in format.

- 5) Examination questions and assignments must be plain and unambiguous.
- 6) Essay questions should indicate how extensive the student's answer should be.
- 7) The Board of Examiners and/or the responsible lecturer must publish, in a timely manner, how the examinations are to be sat. They must also publish how many questions will be included in the examination and how the final assessment is to be determined.
- 8) Every examination is graded with a mark from 1-10.

#### **SECTION 14 – ALTERNATIVE EXAMINATION FORMATS**

- 1) In order to make use of the option of an alternative examination format, i.e. an examination format that is different from the original format, the student, after having consulted the director of studies or student counsellor, must submit a request to the Board of Examiners.
- 2) Any student who has sat a particular examination twice may ask the examiner to be allowed to sit the examination using an alternative examination format, provided that the marks from the first two occasions add up together to at least a '9'. This request will only be considered acceptable if the failures are thought to be the result of the choice of format. Any such request should be supported by a recommendation of one of the student counsellors. The responsible lecturer should only depart from the recommendation made in exceptional cases.

#### **SECTION 15 – ASSESSMENT OF EXAMINATIONS**

- 1) The marks for written examinations must, wherever possible, be awarded on the basis of marking criteria determined prior to the examination, or – should this apply – on the basis of retrospectively adjusted marking criteria, i.e. new marking criteria established after the marking of the examination. The examiner must apply rules for adjustment of marking criteria approved by the institute teaching committee.
- 2) The manner of the assessment must be so transparent that the student can see how the examination results have been arrived at.
- 3) To pass an examination the student must acquire a mark of 5.50 or higher. The provisions for the rounding off of examination marks can be found in Appendix 2. Rounding off applies only to the final combined mark.
- 4) Students may not resit examinations which they have already passed.
- 6) In subjects where the final result is dependant on several results, and where the failure of an examination nevertheless results in an overall pass, the student may not resit the failed examination.

#### **SECTION 16 – INTERNSHIP AND THESIS**

##### *Assessment of the Thesis*

- 1) Only individual products may be put forward for assessment as a thesis.
- 2) A thesis proposal should be submitted to and approved by the section of the master's degree programme, before proceeding with the thesis.
- 3) Both a thesis supervisor of the specialisation and a second assessor are involved in the assessment of a thesis. An external supervisor has a consultative voice in the assessment of a thesis.

- 4) After the assessment and discussion of the draft thesis, the student has the opportunity to rework his thesis into a final and definitive version.
- 5) The final assessment – the mark for the thesis – will be based on the definitive version of the thesis. The final assessment is made by the supervisor of the specialisation. An external supervisor has a consultative voice in the assessment in figures.
- 6) In the event of disagreement between the thesis supervisor and the second assessor, the Board of Examiners will arrange for an expert lecturer or a qualified member of the board to give his opinion.

In addition to the provisions pertaining to the assessment of theses (please refer to Section 12 below), the Institute draws up guidelines concerning the internship and thesis. These guidelines include provisions regarding requirements as to the content of the internship and thesis, as well as procedural guidelines. The Guidelines for internships and theses are published in the prospectus.

#### **SECTION 17 – ACADEMIC FRAUD**

- 1) In the event of academic fraud in a course component or examination, the Board of Examiners or the lecturer responsible can exclude the student from further participation of the said course component or examination.
- 2) If it can be established that an examination, thesis, 'take-home' examination, research report, essay or such like, or any part thereof, has not been produced by the student, and yet he or she has presented the work for marking claiming to be the author, this may be considered to be fraud, which may result in course failure, or exclusion from the examination or course component in question.
- 3) Copyright law applies to exam assignments. This means that it is not permitted to take home, copy, either wholly or in part, or in any other way reproduce or transfer examination questions without the express permission of the responsible lecturers, and that violation of this provision, i.e. infringement of the copyright on exam questions, will be dealt with in the same manner as academic fraud.
- 4) The lecturer responsible will immediately inform the Board of Examiners of any measures taken pursuant to subsections 6.1 to 6.3.
- 5) Fraud established by a lecturer must be presented to the Board of Examiners, preferably with evidence of the fraud.
- 6) If the Board of Examiners judges that exclusion of the student from the course component or examination was justified, then the student can be excluded from further participation of the course component or examination in question for a period of time to be decided upon by the Board of Examiners. This exclusion period may be up to a maximum of one year after the fraud has been established. The Board of Examiners can also exclude a student from participation in courses and examinations of one of the programmes of the Faculty of Social sciences. This exclusion period may be up to a maximum of one year after the fraud has been established. Courses attended at another institution for higher education during the period of exclusion can not be included in the curriculum. In the event of serious fraud the Executive Board can terminate the enrolment in the study programme.

- 7) In addition, from January 1, 2006 the Faculty of Social Sciences has instituted the Ephorus system to be used by instructors for the systematic detection of plagiarism in students' written work. Ephorus compares texts submitted by students with an extensive database of source documents, including papers and theses of other students and electronic documents on the internet, and evaluates the texts for similarities. For each text submitted by a student, the instructor receives a report from Ephorus on identified similarities and can on this basis take any necessary action. For the student, the establishment of the Ephorus system means that from this point each written assignment must be submitted both in printed form to the instructor and in electronic form on Blackboard. Students will be notified via the instructor's blackboard site on the details of the electronic submission process.

#### **IV CERTIFICATES**

##### **SECTION 18 – THE FIRST-YEAR CERTIFICATE AND THE FIRST-YEAR EXAMINATION TRANSCRIPT**

- 1) To prove that a first-year examination has been passed, a degree certificate is issued by or on behalf of the Board of Examiners. The degree certificate is signed by at least two members of the Board of Examiners. The certificates are issued in public, unless the Board of Examiners decide otherwise, and under special circumstances.
- 2) A document accompanying the degree certificate (a transcript referred to as the diploma supplement) will list the names of the examination components passed.
- 3) The degree certificate or the diploma supplement (the document accompanying the degree certificate, i.e. the transcript or list of marks) will cite the final grade achieved. The rules for awarding final marks can be found in Appendix 1.
- 4) The registration for the issuing of a degree certificate is arranged by the Student Information Desk of the relevant institute, in compliance with the relevant statutory regulations, no later than 30 days before the degree certificate is due to be issued, in accordance with Article 19 of the Teaching and Examination Regulations.
- 5) The procedure is set out in Appendix 3 – Programme Regulations.

##### **SECTION 19 – THE BACHELOR'S DEGREE: DEGREE CERTIFICATE AND DEGREE TRANSCRIPT**

- 1) To prove that the Bachelor's examination has been passed, a degree certificate is issued by or on behalf of the Board of Examiners. The degree certificate is signed by at least two members of the Board of Examiners. The certificates are issued in public, unless the Board of Examiners decide otherwise, and under special circumstances.
- 2) A document accompanying the degree certificate (a transcript referred to as the diploma supplement) will list the names of the examination components passed.
- 3) The degree certificate or the diploma supplement (the document accompanying the degree certificate, i.e. the degree transcript) will cite the final grade achieved. The rules for awarding final marks can be found in Appendix 1.
- 4) The registration for the issuing of a degree certificate is arranged by the Student Information Desk of the relevant institute, in compliance with the relevant statutory regulations, no later than 30 days before the degree certificate is due to be issued, in accordance with Article 5.10 of the Teaching and Examination Regulations.
- 5) The procedure is set out in Appendix 3 – Programme Regulations.

#### **SECTION 20 – THE MASTER’S DEGREE: DEGREE CERTIFICATE AND DEGREE TRANSCRIPT**

- 1) To prove that the Master’s examination has been passed, a degree certificate is issued by or on behalf of the Board of Examiners. The degree certificate is signed by at least two members of the Board of Examiners. The certificates are issued in public, unless the Board of Examiners in special circumstances decides otherwise.
- 2) A document accompanying the degree certificate (a transcript referred to as the diploma supplement) will list the names of the examination components passed.
- 3) The degree certificate or the diploma supplement (the document accompanying the degree certificate, i.e. the degree transcript) will cite the final grade achieved. The rules for awarding final marks can be found in Appendix 1.
- 4) The registration for the issuing of a degree certificate is arranged by the Student Information Desk of the relevant institute, in compliance with the relevant statutory regulations, no later than 30 days before the degree certificate is due to be issued, in accordance with Article 4.11 of the Teaching and Examination Regulations.
- 5) The procedure is set out in Appendix 3.
- 6) One Master’s degree certificate is awarded. When a student finishes a second specialisation the student will only receive a list of marks and a diploma supplement.

#### **SECTION 21 – DATE OF COMMENCEMENT**

The above rules and regulations were drawn up during the Board of Examiners’ meeting of August 2011 and is revised in August 2012. These rules and regulations will enter into force on 1 September 2012.

## APPENDIX 1 – REGULATIONS FOR AWARDING FINAL GRADES

### First-year certificate and Bachelor degree

1) The following two degree classifications may be awarded with regard to **first-year certificates**, and **Bachelor's degrees**, pass [*geslaagd*] and with honours (with distinction) [*cum laude*]

2) Pass [*geslaagd*]:

For the calculation of the grade point average, course components are weighed in accordance with the number of study points. The weighted average of a pass degree is between 6.00 and 8.50.

- For this classification all subjects of the programme must have been passed.

3) With Honours [*cum laude*]:

If a candidate has shown exceptional competency during an examination, the degree certificate will cite the words 'with honours' or 'distinction'. To ascertain exceptional competency, an average mark of at least 8.50 needs to be awarded. The following rules apply to first-year certificates and bachelor's degrees:

- All subjects of the programme must have been passed.
- The calculation is done with all the subjects on the supplement of the diploma, except for subjects earning a V ('Pass') and designated extra curricular subjects.
- The calculation must cover at least two-thirds of the number of study points.
- For the calculation of the grade point average, course components are weighed in accordance with the number of study points.
- To be awarded a *cum laude* degree, a bachelor student is not allowed to have passed more than two course components by taking a resit.
- For bachelor's degrees counts that the student has no more than two subjects with a mark lower than 7.0.
- For bachelor's degrees, first-year subjects are not included in the calculation of the grade point average.

### Master's degree

1) The following two degree classifications may be awarded with regard to **Master's degrees**, pass [*geslaagd*] and with honours (with distinction) [*cum laude*]

2) Pass [*geslaagd*]:

For the calculation of the grade point average, course components are weighed in accordance with the number of study points. The weighted average of a pass degree is between 6.00 and 8.50.

- For this classification all subjects of the programme must have been passed.

3) With Honours [*cum laude*]:

The degree certificate will cite the words 'with honours' or 'distinction' which can be awarded by the Board of Examiners in the case of an average mark of at least 8.50. The following rules apply to Master's degrees:

- All subjects of the programme must have been passed.
- The calculation is done with all the subjects on the supplement of the diploma, except for designated extra curricular subjects.
- When at least one-third of the subjects is earning a V ('Pass') the degree classification 'with honours' or 'cum laude' is not applicable.
- For the calculation of the grade point average, course components are weighed in accordance with the number of study points.
- To be awarded a *cum laude* degree, a master student is not allowed to pass any course components by taking a resit.
- For master's degrees the fact is taken into account that the student has not finished any subject with a mark lower than 7.0.
- The master's thesis has achieved a mark of 8.0. or higher.

#### APPENDIX 2 – ROUNDING RULES

- 1) A student passes an examination if a mark of 5.50 or higher is achieved. The institute awards whole numbers and .5 marks, with the exception of 5.5; this mark is not awarded.
- 2) For a 5 or 6 to be awarded the following rules apply:
  - marks higher than 4.75 and lower than 5.50 are rounded to 5;
  - marks higher than or equal to 5.50 and lower than 6.25 are rounded to 6.
- 3) The rounding off of other marks using decimal figures is as follows:
  - decimal figures lower than .25 round down,
  - .25 and decimal figures lower than .75 round to .5,
  - .75 and higher round up.
 Example: 6.24 becomes 6  
 5.71 becomes 6  
 5.55 becomes 6  
 7.75 becomes 8
- 4) If an examination mark is arrived at by combining marks from a number of parts, then the provisions pertaining to rounding off marks apply only to the final combined mark.

## APPENDIX 3 Examinations in Psychology

### SECTION 1 PROCEDURE FOR FIRST YEAR

- 1) Procedure for full-time students successfully completing their first year [*propedeuse*] and for part-time students successfully completing the first year [*propedeuse*] in two years. The date for the official handing out of the first-year diplomas will be pronounced on the website [www.psychology.leidenuniv.nl](http://www.psychology.leidenuniv.nl)
- 2) All examination results are verified by the Education Division [*Onderwijsdienst*].
- 3) If the student has met the requirements of the first year, (i.e. total of 60 ECTS points attained and compulsory subjects completed) he will receive an invitation to attend the first-year diploma ceremony, advising date, time and place of the ceremony and containing two admission tickets (1 for the student and 1 for an invitee).
- 4) If any results are missing the first-year examination [*propedeuse-examen*] will be postponed until the results are complete.
- 5) If a student is unable to attend the diploma ceremony, he/she must report this to the Student Information Desk. In such cases the first-year diploma can be collected from the Student Information Desk as of the day after the official first-year diploma ceremony.
- 6) Procedure for students who have satisfied the requirements for the completion of the first year (i.e. total of 60 ECTS points attained, compulsory subjects completed, registration and payment requirements fulfilled): student must report to the Student Information Desk of the Institute of Psychology to apply for the first-year examination. If, after verification, it is established that the student has satisfied the above requirements, he/she will receive a letter advising when the first-year diploma certificate can be collected at the Student Information Desk of the Institute of Psychology.

### SECTION 2 – PROCEDURE FOR BACHELOR’S EXAMINATIONS IN PSYCHOLOGY

- 1) The Bachelor’s degree certificate is dated the last (work) day of the month in which the student has produced his/her last work. Bachelor diploma ceremonies are held at least twice yearly, in August, and in March.
- 2) If a student expects to complete his/her Bachelor studies in Psychology in the near future, he/she must submit a ‘Bachelor Examination Application Form’ to the Student Information Desk of the Institute of Psychology, on the 2<sup>nd</sup> floor of the Pieter de la Court building, or forward a request by post or email.
- 3) The student must apply for the Bachelor’s examination at least two months before graduation ceremony. After receiving the application the Student Information Desk prepares a provisional file listing any missing academic results (if applicable) and will forward the file to the student. The student will subsequently be given the opportunity to submit any missing result(s) to the Student Information Desk of the Institute of Psychology until the last (work) day of the month in which he/she wishes to graduate.
- 4) The Student Information Desk will process the academic results in the student progress system. A student is able to graduate if he/she has passed the first-year examination, completed all compulsory subjects, achieved 180 registered ECTS credits, and met the registration and payment requirements.

- 5) The Student Information Desk will verify, on the last (work) day of the month in which the student wishes to graduate, that all above requirements have been satisfied.
- 6) The student will receive an invitation to attend the official degree ceremony no later than two weeks before the ceremony.
- 7) If a student does not wish to attend the official degree ceremony, he/she must report this to the Student Information Desk of the Institute of Psychology at least 2 weeks before the ceremony. In this case the student can collect their degree certificate from the Student Information Desk as of the day after the official degree ceremony.

### SECTION 3 – PROCEDURE FOR MASTER’S EXAMINATIONS IN PSYCHOLOGY

- 1) The Master’s degree certificate is dated the last (work) day of the month in which the candidate has produced his/her last academic result. The official degree ceremony in the academic year 10-11 will be held four times (please refer to the ‘overview of master’s examination dates 2012/2013’)
- 2) The student who expects to complete his/her final academic work reports to the Student Information Desk of the Institute of Psychology no later than six weeks in advance (to graduation, not to the degree ceremony; please refer to ‘final date for the application for graduation’). He/she must submit an ‘Master’s Examination Application Form’ with the Student Information Desk of the Institute of Psychology, on the 2<sup>nd</sup> floor of the Pieter de la Court building, or forward a request by post or email (for the address, please refer to the bottom of page).
- 3) After receiving the application the secretariat of the Student Information Desk will prepare a provisional file listing any missing academic results (if applicable), and will forward this file to the student. The student will subsequently be given the opportunity to submit the missing results to the Student Information Desk of the Institute of Psychology until the last (work) day of the month in which he/she wishes to graduate (please refer to ‘final date for handing in academic results’).
- 4) The Student Information Desk will process the academic results in the student progress system. A student is able to graduate if he/she has completed all compulsory subjects, achieved 60 registered ECTS credits, and has met the registration and payment requirements.
- 5) The Student Information Desk will verify on the last (work) day of the month in which the student wishes to graduate and which students will qualify for graduation.
- 6) At least two weeks before the official ceremony the invitations will be sent out advising the time of the graduation ceremony.
- 7) If a student does not wish to attend the official degree ceremony, he or she must report this to the Student Information Desk of the Institute of Psychology at least 2 weeks before the ceremony. In such cases the student can collect their Master’s degree certificate from the Student Information Desk as of the day after the official degree ceremony.

## Appendix 4 – Regulation on combining specialisations and programmes at the Institute of Psychology

### **1 Taking more courses than 60 EC, or 120 EC respectively in the master's programme in Psychology.**

#### *1.1. A student chooses more courses than required.*

No permission is required for this. All courses are specified on the diploma supplement. Courses from the bachelor's programme taken during the master's programme will be mentioned as extra-curricular minors (for example, with a view to qualification for the post-master's training programme as psychologist or psychotherapist in the healthcare sector). They do not count towards the 60 EC or 120 EC stipulated for the programme. They also do not contribute to determining the final grade for the diploma.

#### *1.2. A master's student from the one-year programme wishes to choose a research master's subject.*

The application procedure is as follows: the master's student notifies his/her mentor. The mentor will discuss the issue with the appropriate lecturer and the track leader of the research master's programme. The master's student then has to submit a request, with a letter of motivation, to the co-ordinator of the research master's programme. This request will be accompanied by a written recommendation by his/her mentor, a grade list from the bachelor's programme and – if applicable – a summary of the results achieved to date from the master's subjects.

#### *1.3. A research master's student wishes to take an intensive course from the one-year master's programme of a related specialisation.*

The approval of the senior instructor or the lecturer or co-ordinator of the course is sufficient (provided there are enough places available). For the Clinical and Health Psychology track, this option is offered as a standard so that research master's students can meet the requirements for the post-master's programme leading to qualification as a psychologist in the healthcare sector. Students are always free to opt for electives from the one-year master's programme.

#### *1.4. A student wishes to take an extra internship.*

This only applies if the student chooses a second master's specialisation. See 2 for further details.

### **2 Combining master's specialisations and programmes.**

#### **A. A student who has already graduated from a master's programme in Psychology.**

##### *2.1 A graduate with a Leiden MSc in Psychology wishes to take a second MSc specialisation, but lacks the required advanced-level subject from the bachelor's programme.*

In discussion with the senior instructor of the specialisation, the student may follow the advanced subject before or during the master's programme. The student will not receive a second diploma, but a certificate that stipulates the courses and grades achieved.

2.2 *A graduate with a Leiden MSc. Diploma in Psychology (RM) subsequently wishes to take the one-year master's.*

This is only permitted if it is an unrelated master's specialisation. Such a student will receive two diplomas (MSc. in Psychology and MSc. in Psychology (research)). As these are two separate programmes, a second admission procedure is required, unless the student holds a Leiden bachelor's diploma in Psychology. The student will receive two diplomas. If the student wishes to take subjects from a related specialisation, he/she will not receive a diploma, but a certificate specifying the subjects passed.

2.3 *A graduate with a Leiden MSc. Psychology diploma subsequently wishes to take the two-year master's programme (RM).*

This is only permitted if this is an unrelated master's specialisation. The student will receive two diplomas from two different subjects (MSc. Psychology and MSc. Psychology (research)). As the second programme is a selective programme, an application procedure will always be required. Students receive two diplomas.

## **B. A student has not yet graduated**

2.4 *A master's student of the MSc programme in Psychology wishes to take a second master's specialisation.*

A student can only start a second master's if he/she meets the following conditions:

The student must have obtained a minimum of 20 EC of compulsory subjects in the first master's specialisation. In addition, the student must have obtained the appropriate advanced-level subject (that gives access to the second master's specialisation). The student then requests the permission of the study adviser, who verifies that the student has met these requirements. On graduation, a student who has taken two master's specialisations will receive a single diploma with a supplement that stipulates the two specialisations. The second master's specialisation is only mentioned if all the conditions of the second master's specialisation have been met. The following conditions apply:

- The theses for both master's specialisations can be combined if the senior instructors of both master's specialisations give their approval. Both senior instructors should agree with the proposal for a combined thesis (administrative note: a grade will be given for the first specialisation and an exemption for the second specialisation). If permission is not given, the student will write a separate thesis for each master's specialisation.
- The internships for both master's specialisations may be combined if the senior instructors give their approval. Both senior instructors should agree with the proposal for a combined internship (administrative note: a grade will be given for the first specialisation, and an exemption for the second specialisation). If permission is not given, the student will take a separate internship for each master's specialisation.
- The compulsory courses of the first master's specialisation may count as minors for the second master's specialisation.

2.5 *A research master's student wishes to take a master's specialisation and a one-year master's programme simultaneously.*

The same rule applies here as that described above for a master's student who wishes to take a second master's specialisation, i.e. the student has obtained a minimum of 20 EC in compulsory

subjects. The student will receive one MSc diploma in Psychology (research) specifying all the courses and grades passed, unless the specialisation in question is unrelated. In this case, the student will receive two diplomas.

The compulsory subjects of the one-year master's specialisation may count as minors for the research master's programme. In order to be considered for two diploma's, the student must be enrolled for both programmes while following the programmes.

## APPENDIX 5:

### 1. Structure of Supervision within the University

There are a minimum of five feedback occasions in the supervision provided by the University to students writing a master's thesis. These occasions relate to the (interim) products submitted:

1. Introduction
2. Method
3. *Research proposal, supported by a realistic time plan; once this has been approved by the University supervisor, a second reader will be consulted.*
4. Results
5. Discussion
6. *Draft version of the master's thesis; once this has been approved by the University supervisor, a second reader, also from the University, will be consulted.*

Agreements on these feedback occasions will be made between the University thesis supervisor and the student at the start of the process of the master's thesis. Deadlines will also be agreed for the submission of the interim and final products. These agreements will be confirmed in writing.

The discussions between the University thesis supervisor and the student will focus attention on the time plan. The supervisor will monitor whether the planning is being met and, if necessary, will see that the student takes measures to ensure the plan is still met or makes any modifications to the plan that are necessary.

A supervisor from outside the University (for example, the institution where the research is being conducted) will play an advisory role in assessing the final version of the master's thesis. The University thesis supervisor will determine the final grade on the basis of our specific University criteria, following consultation with the second reader (also from the University). The assessment criteria apply across the whole department and are available on the website of our master's programmes.

### 2. Procedure in the event of a (repeatedly) unsatisfactory result

*As regards the research proposal:*

- Only once the first (i.e. University) supervisor has approved the research proposal will this be forwarded to the second reader (also from Leiden University).
- If, after two feedback occasions, the first supervisor considers the research proposal still unsatisfactory, the thesis co-ordinator of the relevant master's specialisation will be notified. A deadline will then be set for the student to submit a satisfactory research proposal. In this event, the supervisor will indicate in writing what has to be rectified as a minimum in order for the proposal to be considered satisfactory.
- If the research proposal is still unsatisfactory after the deadline, the thesis co-ordinator can determine that the student has to start a new thesis with a new supervisor.

- In the event that the research proposal is assessed as satisfactory by the first supervisor but as unsatisfactory by the second reader, the parties are advised to make every effort to find a solution through mutual discussion, if necessary with the mediation of the co-ordinator or a second (University) reader.
- In all events, once approval has been given, in addition to feedback on the content of the thesis, a qualitative evaluation will also be given (in terms of adequate, more than adequate, or good) and confirmed in writing. This interim assessment is based on a (small) part of the total product and does not offer any guarantee of a particular final grade.

*As regards the final grade:*

- Only once the first (i.e. University) supervisor has approved the final product will this be passed to the second reader (also from within the University).
- If, after two feedback occasions, the first supervisor considers the research proposal still unsatisfactory, the thesis co-ordinator of the relevant master's specialisation will be notified. A deadline will then be set for the student to submit a satisfactory final product (a second attempt). In this event the supervisor will indicate *in writing* what has to be rectified as a minimum in order for the final product to be considered satisfactory. The grade for a second attempt should be a maximum of a 6.
- If the final product is still unsatisfactory after the deadline, the thesis co-ordinator can determine that the student has to start a new thesis with a new supervisor.
- If there are grounds for the supervisor to believe that a new attempt has little likelihood of success, he or she will discuss with the senior lecturer of the relevant master's specialisation the measures to be taken.
- In the event that the final product is assessed as satisfactory by the first supervisor, but as unsatisfactory by the second reader, the parties are advised to make every effort to find a solution through mutual discussion, if necessary with the mediation of the co-ordinator or a second (University) reader.