



Universiteit Leiden

Course and Examination Regulations

Valid from September 2014

Bachelor's Programmes Psychology

These course and examination regulations have been drawn up in accordance with Section 7.13 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*) (henceforth the Act) and additional quality marks as set out in the framework document Leiden University Register of Study Programmes [*Leids universitair register opleidingen*].

Pursuant to Section 7.14 of the Act the faculty board regularly evaluates the course and examination regulations and assesses, for the purpose of monitoring and, if necessary, adjusting the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act the department teaching committee is assigned the task of annually assessing how the course and examination regulations are implemented.

Contents

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

Appendices

1. The courses in the programme
2. The minors offered by the Institute of Psychology
3. The courses in the interdisciplinary minors and LUC
4. The pre-master programme
5. Transitional provisions and the e-prospectus

Chapter 1 General Provisions

Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the bachelor's degree programme psychology, hereinafter referred to as the programme. This programme is offered in two versions: the Dutch version and the international version. The latter version is referred to as the International Bachelor in Psychology (IBP). The programme is part of the Faculty of Social and Behavioural Sciences of Leiden University, hereinafter 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 of the programme, established and appointed in accordance with Section 7.12a of the Act;
- b. Component: A study unit of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. Every component involves an end-of-course examination;
- c. Credit: The unit expressing the course load of a course component pursuant to the Act. According to the ECTS, one credit equals 28 hours of studying;
- d. ECTS: The European Credit Transfer System;
- e. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as part of these regulations;
- f. Examination [*tentamen*]¹: An evaluation of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof, in accordance with Section 7.10 of the Act, by at least one examiner appointed for this purpose by the Board of Examiners. An examination can consist of more than one component;
- g. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- h. Final examination [*examen*]¹: The interim examinations (*tentamens*) linked to the components of the programme or of the first-year programme [*propaedeuse*] of the bachelor's degree programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (1) of the Act carried out by the Board itself;
- i. First year [*propaedeuse*]: The first year of the degree programme, as part of the degree programme as defined in Section 7.8 of the Act;
- j. Leiden University Register of Study Programmes Register² of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Section 7

¹ The *examen* (Final examination) is actually a review of the student's academic achievements to decide whether or not (s)he has completed all requirements for graduation. The Dutch term used for a test of the student's knowledge or skills is '*tentamen*' under f.

[*Leids universitair register opleidingen*]:

of the Executive and Management Regulations;

- k. Level: The level of a component according to the abstract structure as defined in the framework document of the Leiden University Register of Study Programmes;²
- l. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- the writing of a thesis/final paper/final report,
 - the writing of a paper, the design and implementation of a project, or the creation of a technological design,
 - the implementation of a research assignment,
 - the participation in fieldwork or an excursion,
 - the completion of a traineeship, or
 - the taking part in another educational activity aimed at acquiring particular skills;
- m. Pre-University College: A teaching programme offered by Leiden University to selected pupils of the fifth and sixth grades of secondary education;
- n. Programme: A coherent set of components, aimed at the realisation of well-defined goals in the area of knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme ends with a final examination.
- o. Student: a person registered with Leiden University for the purpose of taking courses, and/or the sitting of examinations and final examinations of the programme;
- p. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*).
- q. Working day: Monday to Friday, excluding public holidays;
- r. First reader/supervisor The first assessor of the bachelor thesis;
- s. Second reader/supervisor The member of scientific staff appointed by the Institute of Psychology/Unit concerned as the co-reader of the bachelor thesis;
- t. 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) document their personal process of academic learning during the programme and (3) make it possible for appropriate supervision and study advice to be given;

Other terms have the meaning assigned to them in the Act.

² The framework document *Leids universitair register opleidingen* [Leiden University Register of Study Programmes] can be found on the following website: www.onderwijs.leidenuniv.nl/onderwijsbeleid

Article 1.3 **Codes of conduct**

1.3.1 The Code of Conduct for Teachers and Students in ICT-supported Education³ applies to the programme and its courses.

1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students⁴ applies and is intended to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students associate with each other respectfully and in which mutual acceptance and trust are important values.

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 **Achievement Levels**

Graduates of the programme will have reached the following achievement levels, listed as far as possible according to the accreditation framework of the Accreditation Organisation of the Netherlands and Flanders (NVAO) ("Dublin descriptors"):

a. Knowledge and understanding

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

- 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;

³ The Code of Conduct for Teachers and Students in ICT-supported education was adopted by the Executive Board on 30 June 2005 and can be found on the following website: www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html

⁴ The Code of Conduct for the Behaviour of Teachers and Students was adopted by the Executive Board on 19 October 2010 and can be found on the following website: <http://media.leidenuniv.nl/legacy/gedragcode-omgangsvormen.pdf>

c. Making judgments

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. Skills

The student has 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 present both in writing and verbally at an academic level; 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. The part-time programme is offered during the daytime with the exception of compulsory components. These are also offered in the evening. Examinations can be held in daytime or evenings.

The international version of the bachelor's programme Psychology (IBP) is offered in a full-time format only. All programme parts are offered in the daytime.

In the Dutch version of the programme Dutch is the official language of communication and instruction. In the international version (IBP) of the programme English is the official language of communication and instruction.

Article 2.5 **Study Load**

The course load of the programme is 180 credits. The first year (*propaedeuse*) has a course 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. As far as courses are concerned, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters.⁵

Article 2.7 **Final Examinations of the Programme**

2.7.1 The following final examination(s) can be taken within the programme:

- a. the final examination for the first year [*propaedeuse*]
- b. the final examination for the bachelor's degree programme

⁵ The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board on 14 October 2004 and reviewed on 12 January 2010.

The final examination for the bachelor's degree programme can only be taken after the final examination for the first year has been passed.

Article 2.8 **Language of Instruction**

In compliance with the Code of Conduct on the Language of Instruction [Gedragscode voertaal⁶] the languages of instruction and examination in the programme are Dutch and English. Students enrolled in the Dutch version of the programme are expected to have a sufficient mastery of Dutch; students enrolled in the international version of the programme are expected to have sufficient mastery of English. The criteria used to determine sufficient command of English and Dutch can be found in article 5.6. and 5.7. The student is expected to have a sufficient mastery of the language(s) of instruction and examination in the programme.

Article 2.9 **Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO)⁷ and complies with the applicable national and international quality requirements, and with the quality standards with regard to teaching set out in the framework document Leiden University Register of Study Programmes.

Chapter 3 **Curriculum**

Article 3.1 **Compulsory Components**

Article 3.1

3.1.1 The programme includes compulsory components totalling a study load of 150 credits. These components are listed in appendix 1. For each component, the study load (in credits) and level⁸ 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 two of these optional courses within psychology must be taken at the 400 level. These courses are referred to as optional in-depth courses (see appendix 1.) These courses may have prerequisite requirements as mentioned in article 4.2.

3.1.2. The e-prospectus further describes the study load, level⁹, content and teaching format of the components that form part of the programme.

Article 3.2 **Optional Courses**

3.2.1 In addition to the above-mentioned components referred to in 3.1.1, students select components from the components on offer, totalling a study load of 30 credits.

6. The Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*] was adopted by the Executive Board on 28 May 2013 and can be found on the following website: [media.leidenuniv.nl/legacy/language of instruction.pdf](http://media.leidenuniv.nl/legacy/language%20of%20instruction.pdf)

⁷ *Het Nederlands-Vlaamse Accreditatie Orgaan* (The Dutch-Flemish Accreditation Body)

⁸ In accordance with 'the abstract structure' as describe in the Framework document Leiden university *Leids universitair register opleidingen* [Leiden University Register of Study Programmes]

⁹ In accordance with 'the abstract structure' as describe in the Framework document Leiden university *Leids universitair register opleidingen* [Leiden University Register of Study Programmes]

3.2.2 The choice of the components requires the approval of the Board of Examiners. The Board of Examiners shall base its judgement of the student's selection exclusively on the coherence and level of the components selected. This approval is not required in case of minor programmes with a study load of 30 credits that are registered as such in the Leiden University Register of Study Programmes. Within the 30 credits of optional components to be chosen by the student (free choice) at least 5 credits must be for component at the 300 level¹⁰.

3.2.3 In addition to the components taught at this university optional courses may also include, subject to the approval the Board of Examiners, components offered by other Dutch universities or a foreign university or components offered by another legal entity offering accredited programmes.

3.2.4 Components in which the student participates in the framework of the Honours College are extra-curricular and cannot be used as optional courses.

3.2.5 (Not Applicable)

3.2.6 Contrary to stipulations in 3.2.1 the following minor programmes cannot be chosen because their content is similar, fully or in part, with compulsory components of the programme:

- a. Mind and Brain
- b. Group Dynamics and Decision Making
- c. Psychology of Health and Illness
- d. Development: from Infant to Adolescent

Article 3.3 **Practicals**

3.3.1 The e-prospectus lists for each component which practicals they include, what the nature of these practicals is, and the student's workload for these practicals, as well as whether participation in these practicals is mandatory in view of an assessment being awarded and for entry to the examination of the component. The Board of Examiners may grant exemption from a practical, in which case the Board may or may not impose alternative requirements.

3.3.2 The e-prospectus states the size and study load of the bachelor's thesis/final report/bachelor project, including the requirements that must be met by the thesis/final report and the procedure applying to the supervision of this thesis/final report.

Article 3.4 **Participation in courses**

Participation in courses takes place in order of registration, with the provision that students who are registered in a programme are guaranteed access to the obligatory courses of the programme provided they register before the deadline given. Students may only participate in certain courses once they have passed the examination of a preceding course. The programme-specific section lists the courses to which this condition applies.

Article 3.5 **Duplication of course materials**

3.5.1 Students are not allowed to make audio or video recordings of lectures without explicit prior permission from the relevant lecturer. Should such permission be granted, the student is only legally allowed to use the recording for his/her own use; all forms of duplication or publication of the recordings are prohibited.

¹⁰ In accordance with 'the abstract structure' as describe in the Framework document Leiden university *Leids universitair register opleidingen* [Leiden University Register of Study Programmes]

3.5.2 Students are prohibited from all forms of duplication or publication of course materials, including audio and video recordings, lecture slides and examinations. The materials are for students' own use only.

Chapter 4 Examinations, Final Examinations and Further Education

Article 4.1 Frequency of Examinations

4.1.1 For each component offered in an academic year, examinations will be held twice during that year. Registration for the examination is required to participate in an examination. The registration rules are outlined in the Rules and Regulation of the Board of Examiners.

4.1.2 If a component contains a practical, students may only sit the examination as referred to in paragraph 4.1.1 if they have successfully completed the practical, unless the Board of Examiners decides otherwise.

4.1.3 If the grade for a component results from several partial grade, it is possible to deviate from the number of examinations as referred to in 4.1.1, with the provision that at the very minimum, one resit is offered for the final test of the component in question. Where applicable, this is stated in the e-prospectus.

4.1.4 In accordance with Section 7.13, second paragraph under (h) of the Act, the e-prospectus specifies the dates of the examinations.

4.1.5 [not applicable]

4.1.6 [not applicable]

4.1.7 In special cases, the Board of Examiners may allow for an additional resit, at the student's request and upon the advice of the Study Adviser.

4.1.8 If an examination has been passed successfully, the opportunity to take a resit for the course component in question lapses. Should a student nevertheless take part in a resit without explicit permission from the Board of Examiners, no grade will be given. The result of the first test will remain valid.

Article 4.2 Obligatory Order

4.2.1 The below list specifies which components with their attendant examinations cannot be taken before the examinations of one or more other components have been successfully completed.

- Bio-psychopathology and Psychopharmacology: after successful completion of Personality, Clinical and Health Psychology;
- Child and Adolescent Psychiatry; after successful completion of Developmental Psychopathology; Attention; after successful completion of Cognitive Psychology and Bio and Neuropsychology;
- Consumer Psychology; after successful completion of Social and Organisational Psychology;
- Cross-cultural Psychology of Health and Illness after successful completion of Personality, Clinical and Health Psychology;
- Culture and Diversity at Work after successful completion of Group Dynamics;
- Emotion and Cognition; after successful completion of Cognitive Psychology;
- Multivariate Data Analysis; after successful completion of Introduction to Research Methods and Statistics and Inferential Statistics;
- Neurocognition and Artificial Intelligence; after successful completion of Introduction to Psychology and Cognitive Psychology or Consciousness
- Psychology of Abnormal Behaviour; after successful completion of Personality, Clinical and Health Psychology

- Psychometrics; after successful completion of one of the three Statistics courses offered by the Methodology and Statistics unit from the first year (*propaedeuse*);
- Sexology; after successful completion of Personality, Clinical and Health Psychology

The 400 level components listed below can be taken after a student has passed the first year (*propaedeuse*) and then passed the mentioned prerequisite course:

- Judging and Influencing Behaviour;
- Cognitive Intellectual Development;
- Cognitive Ergonomics;
- Cognitive Neuroscience;
- Cooperation and Conflict;
- Health Psychology;
- Clinical Neuropsychology;
- Psychopathology, Assessment and Interventions;
- Social and Emotional Development;
- Field Research (Psychology); after successful completion of Psychometrics and Multivariate Data Analysis;
- Bachelor Project (Psychology); after successful completion of Multivariate Data Analysis;

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 motivated written request by the student, decide on a different sequence.

Article 4.3 **Methods of assessment and Examination Formats**

4.3.1 The e-prospectus states whether an examination or test consists of a written or oral examination or a skills test.

4.3.2 In special cases, on request of the student, the Board of Examiners may allow the student to take the examination in a manner that deviates from the one prescribed in the e-prospectus.

4.3.3 Students with a disability or chronic illness may take examinations in a manner that has been adjusted to their particular disability, in order to accommodate their disability as much as possible. These adjustments may not affect the quality or level of difficulty the examination. If necessary, the Board of Examiners will seek expert advice, as provided for in the Protocol on Studying with a Disability, before reaching a decision.

4.3.4 The Board of Examiners may decide upon request to adjust the manner in which examinations are taken.

4.3.5 The examination shall take place in the Dutch or English language, depending on the language of the version of the programme the student is enrolled in, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragcode voertaal*]. Exceptions are listed in the e-prospectus.

4.3.6 Students will be assessed on an individual basis if a component involves presentations, research, reports or other course activities that require students to work in groups.

4.3.7 (not applicable).

Article 4.4 **Oral Examinations**

4.4.1 An oral examination may involve only one student at a time, unless the Board of Examiners has decided otherwise.

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned has decided otherwise, owing to special circumstances, or unless the student objects.

Article 4.5 Rules set by the Board of Examiners

- 4.5.1 In accordance with Section 7.12b (3) of the Act, the Board of Examiners has set out rules concerning the execution of their tasks and responsibilities and the measures they can take in this respect. The Board of Examiners has formulated a number of rules and regulations for this contingency.
- 4.5.2 The Board guarantees the right of a student to appeal against decisions of the Board or the examiners.
- 4.5.3 In addition, the Board of Examiners is responsible for formulating a procedure for the appointment of a first and second supervisor of the bachelor thesis, as well as the procedure surrounding the assessment of the bachelor thesis and how the responsibilities, including determining the mark, are divided between the first and second reader.

Article 4.6 Assessment

- 4.6.1 Immediately after the oral examination, the examiner shall inform the student of his/her results and hand him/her a written notification of these results.
- The examiner shall mark any written examination or other test within fifteen working days after the date of the examination or test, and shall provide the administration office of the Institute with the information necessary to present the student with a written or electronic notification of the examination results.
- 4.6.2 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student shall be notified thereof within the time limit indicated. The student shall also be informed of the relevant procedure in such cases.
- 4.6.3 The result of the examination (not the partial grade) shall be expressed as a whole or half number with one decimal between 1.0 and 10.0, including both limits. The result shall not be expressed as a number between 5.0 and 6.0. The partial grade is listed as a fractional number, with one decimal.
- 4.6.4 The examination is considered to be successfully completed if the result is 6.0 or higher.
- 4.6.5 Successfully completing a practical may count as successfully completing an examination as referred to in Section 7.10 of the Act.
- 4.6.6 The written or electronic notification of the examination result informs students of their right to inspect their marked examination papers referred to in Article 4.8 below and of the appeals procedure.
- 4.6.7 The Board of Examiners formulates regulations which specify the conditions under which the Board may exercise its authority as specified in Section 7.12b (3) of the Act to determine that not every examination needs to be successfully completed and/or what the conditions are under which the results of partial examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

Article 4.7 Period of Validity of Results

- 4.7.1 Every examination and exemption granted in the first year [*propaedeuse*] has a validity period of 4 years, unless the first-year examination has been passed in which case Article 4.7.2. applies.
- 4.7.2 The first-year certificate is valid indefinitely.
- 4.7.3 Every examination and exemption granted in the post-first-year [*post-propaedeuse*] phase has a validity period of a minimum of 4 years.
- 4.7.4 The Board of Examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity by one year each time (Article 4.9 of the Rules and Regulations of the Board of Examiners).

Article 4.8 Access to Marked Examination Papers and Evaluation

- 4.8.1 Students have the right to view their marked examination for a period of thirty days following the publication of the results of a written examination.
- 4.8.2 During the period referred to in 4.8.1, the examination questions and assignments, as well as – if possible – the marking criteria, may be inspected.
- 4.8.3 The marked test will be evaluated with the examiner at the request of the student. The opportunity to do so will be announced at the same time as the examination results.
- 4.8.4 The examiner is authorised to decide whether the test will be evaluated collectively or individually.
- 4.8.5 The examiner determines where and when the evaluation will take place.
- 4.8.6 Students who can prove that, due to circumstances beyond their control, they are or were unable to attend the evaluation referred to in paragraph 4.8.3 shall be granted another opportunity for evaluation, 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 involved, the Board of Examiners may grant the student exemption from one or more examinations or practicals under the following conditions:
- The student has successfully completed, at a university or an institute of higher professional education, a programme component that is similar in content and level to the component for which the student requests exemption, or
 - The student has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the relevant component, or
 - The student has successfully completed Pre-University College. In this case, the Board of Examiners shall determine for which component or components exemption can be granted.
- 4.9.2 Where the components concern a minor, the Board of Examiners responsible will only decide on granting an exemption after the Board of Examiners of the programme that provides the minor has been consulted.

Article 4.10 Final Examination

- 4.10.1 The Board of Examiners will award a diploma when there is sufficient proof that the final examination has been passed.
- 4.10.2 The Board of Examiners is entitled to perform an additional test of the knowledge, understanding and skills of the examination candidate and assess the results.
- 4.10.3 Graduation does not take place before the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One diploma will be awarded for each programme. It is recorded on the diploma that the programme has been delivered by Leiden University.
- 4.10.4 Pursuant to the regulations referred to in Section 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone the event as long as the enrolment period for the programme of four years has not been exceeded.
- 4.10.5 This request must be submitted within five working days of the student receiving his or her examination results. In this request the student must state when he or she wishes to graduate.
- 4.10.6 The Board of Examiners can also approve the request if not approving it would lead to extreme unfairness.

4.10.7 A supplement written in Dutch or in English complying with the agreed European standard format is attached to the degree certificate. In addition, students are also issued a translation of the certificate and a Latin certificate.

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 states the degree awarded.

Article 4.12 **Distinctions**

4.12.1 The Board of Examiners may attach a distinction to the result of a final examination.

4.12.2 The distinction is determined on the basis of the weighted average of all the components of the first-year or post-first-year phase, respectively, with the exception of the components for which an exemption was granted, components from the honours track or components for which the student only obtained a proof of attendance. Components from other programmes, including foreign programmes, do count towards the distinction, provided that they were approved by the Board of Examiners.

4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) of each component by the highest grade awarded for this component, then adding these up, and finally dividing the result by the number of study credits obtained.

4.12.4 The diploma and the diploma supplement will contain the 'cum laude' distinction if the following conditions are met:

For the bachelor's final examination:

- All courses were completed with a minimum grade of 7.0.
- The weighted average of the student is 8.0 or higher.
- The grade for the bachelor's thesis is 8.0 or higher.
- The bachelor's final examination was completed within four years.

For the first-year examination:

- The weighted average of the student is 8.0 or higher.
- There can be no more than two courses with a grade lower than 7.0.
- The first-year examination was completed within one year.

4.12.5 The diploma and diploma supplement will contain the 'summa cum laude' distinction if the following conditions are met:

For the bachelor's final examination:

- All courses must be completed with a minimum grade of 8.0.
- The student must have a weighted average grade of 9.0 or higher.
- The bachelor's thesis was graded 9.0 or higher.
- The bachelor's final examination was completed within three years.

For the first-year examination:

- The student must have a weighted average grade of 9.0 or higher.
- There can be no more than two courses with a grade lower than 8.0.
- The first-year examination was completed within one year.

4.12.6 Other considerations may play a role in determining whether a student is awarded a distinction. Examples include such aspects as the development of the student throughout his/her study programme, possible exceptional performances on the part of the student in completing the final assignment or thesis, or other relevant exceptional circumstances.

4.12.7 If a student was found guilty of fraud in the course of his or her studies, he or she will not be awarded a distinction.

4.12.8 The distinction awarded by the Board of Examiners may not deviate by more than 0.5 from the distinction indicated by the weighted average.

Article 4.13 Further Education

4.13.1 Those who have been awarded a bachelor's degree resulting from a final examination that is part of the bachelor's programme Psychology are considered to have met the entry requirements of the master's programme Psychology of Leiden University.

4.13.2 The specialisations within the master's degree programme MSc Psychology and MSc Psychology (research) are allowed to set requirements for the in-depth courses that have been attended and completed as part of the bachelor's programme. These entry requirements are specified in the Course and Examination Regulations of the master's programme in question.

Chapter 5 Admission to the Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

5.1.1 Direct admission to the Dutch version of the programme is granted to any person who meets the requirements set out in Sections 7.24 and 7.25 of the Act. The International Bachelor Psychology uses a decentralized selection procedure.

The regulation regarding admission to the bachelor's programme is established in the Enrolment Regulations of Leiden University.

5.1.2[Not applicable to bachelor's programmes with a set selection procedure].

5.1.3In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its power under Section 7.28 (1), 2nd and 3rd sentence, of the Act.

Section 5.2 Admission

Article 5.2 Admission with first-year diploma from a university of higher professional education

Any person in possession of a diploma from a successfully completed first-year examination from a university of higher professional education who is not in possession of a diploma as referred to in Article 7.24 (1), or that is considered on the grounds of the second paragraph to be at least equal to such a diploma either by virtue of the Ministry Regulations or by the Institutional 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 or a passing final grade in the written central state examination at the HAVO level

Article 5.3 Substitution of entry requirements for ‘old style’ Pre-university Education (VWO)

Those in possession of a pre-university (VWO) diploma which was obtained in accordance with the criteria on higher education established on 31 July 1998 in pursuance of the Act can compensate for possible deficiencies by taking examinations at the level of the pre-university (VWO) final examination. In order to determine possible deficiencies, it is necessary to contact the study adviser of the programme.

Article 5.4 Equivalent prior qualifications

A person who is not in possession of a pre-university (VWO) diploma but 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 5.5 at the level of a VWO final examination for the profile that allows for direct admission.

Article 5.5 Further requirements and deficiencies

5.5.1 In accordance with the Regulations on Further Requirements for Higher Education 2007,¹¹ the following additional entry requirements apply. Deficiencies in prior education in the subjects mentioned below can be compensated for by taking the relevant tests at the level of the required pre-university (VWO) final examination profile:

<u>Subject</u>	<u>Test</u>
Mathematics C	Mathematics C or equivalent

5.5.2 The Board of Examiners will determine the way in which these tests will be organised.

Article 5.6 The Dutch Language

5.6.1 Those in possession of a diploma obtained outside the Netherlands may comply with the requirement of an adequate command of the Dutch Language by passing an examination of level 3 of the Dutch as a Second Language Course organised by Leiden University.

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

Article 5.7 University Entrance Examination (Colloquium Doctum)

The entrance tests as referred to in Section 7.29 of the Act applies to the following subjects and the level referred to therein:

<i>Subject</i>	<i>Level</i>
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Dutch	Dutch NT3 level
English	TOEFL Minimum scores are 570 (paper-based) / 230 (computer-based) / 90 (internet based). Cambridge Certificate in Advanced English (CAE: Grade A, B, or C) or Cambridge Certificate of Proficiency in English IELTS). Minimum score of 6.5.
Mathematics	VWO LEVEL CULTURE AND SOCIETY MATHEMATICS A1
Biology	VWO LEVEL NATURE AND HEATH

Admission criteria for the international version of the programme (IBP)

- Students applying for the international version of the programme (IBP) are deemed admissible if they meet the following requirements: A level of education that is comparable to the Dutch VWO (pre-university high-school) level, and includes mathematics. The Admissions Office of Leiden University will determine if a foreign diploma is comparable to the Dutch VWO diploma in accordance with guidelines set by the NUFFIC and mandates granted by the Executive Board of the University.

¹¹ <http://www.cfi.nl/public/cfi-online/ocwregelingen/2009/03/hoensbs2009104932.aspx>

- A level of English proficiency that is comparable to the Dutch VWO level. Students whose native tongue is English, or who have received secondary education in a country where the first language is English, or who have an IB diploma, or an EB diploma with English as the first language, are regarded as having a sufficient level of proficiency in English. Students who do not belong to the groups described above need to take one of the following tests and get the results listed for each of these tests:
 - The International English Language Testing System (IELTS). Minimum score of 6.5.
 - The Test of English as a Foreign Language (TOEFL). Minimum scores are 570 (paper-based) /230 (computer-based) / 90 (internet based).
 - Cambridge Certificate in Advanced English (CAE: Grade A, B, or C) or Cambridge Certificate of Proficiency in English (CPE)

Section 5.3 Selection for the programme

Article 5.8 Proof of admission

The Faculty Board provides proof of admission if the student meets the admission requirements as set out in Article 5.9 insofar as the maximum number of students that may be enrolled in the programme is not exceeded. The international version of the bachelor programme (IBP) makes use of a decentralised selection procedure.

Article 5.9 Selection criteria

The selection criteria are:

An applicant is deemed admissible if he or she meets the admission criteria for the international version listed above in the last part of section 5.2, article 5.7). Admissible applicants will be considered for selection by the Institute of Psychology through a decentralised selection procedure. Students will be selected for the international version of the programme (IBP) on the basis of their grades earned in pre-university education, motivation letter, cv, and an aptitude test. The format of the latter is decided by the Institute and announced in advance on the website.

Article 5.10 .Selection procedure

The selection procedure is as follows:

Applicants for the international version of the programme (IBP) supply their (predicted) grades, motivation letter, and cv by uploading said documents into the online application system as part of the application procedure. The group of admissible students takes the aptitude test after the application deadline. Tests are graded by the institute issuing and carrying out the test and/or by the Institute of Psychology. The Institute of Psychology ranks students taking into account a weighted average of the secondary school grades, test content and English proficiency, as well as motivational letter and cv.

Selected students are notified of their status of being selected, being on the waiting list or not selected and/or their number in the ranking.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student Progress Report

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

6.1.2 The Faculty Board provides each student upon request with an overview of the study results obtained at least 1 time a year.

6.1.3 Starting from the second year of enrolment, each student is requested by the Institute to submit an annual study plan, showing which examinations he or she intends to take, and indicating the extracurricular activities relevant to the programme, as well as other subsidiary activities recognised by the Executive Board, in which he or she plans to participate.

Article 6.2 **Introduction and Student Counselling**

The programme provides an introduction and counselling for all students who are enrolled in the programme, with the aim of helping students familiarise themselves with possible study options within and outside the programme and promoting their study progress, as established in the Regulations on the Binding Study Advice of Leiden University.¹²

Article 6.3 **Study Advice**

6.3.1 In their first and second year of enrolment, all students are provided with a written advice with respect to the progress of their studies. The Board of Examiners has been mandated by the Faculty Board to provide 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 Regulations on the Binding Study Advice of Leiden University [Regeling bindend studieadvies Universiteit Leiden] which applies to the relevant academic year, and 6.3.2.

6.3.2. 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, at the occasion of the second advice.

6.3.3 A binding negative study advice only applies to the programme in which the student is enrolled.

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

Article 6.4 **Professional Sports**

Students who play sports at professional level are offered the opportunity to adjust their study programme to their sporting activities wherever possible. The department follows the guidelines drawn up by the Executive Board to determine those students to whom this category applies.

Article 6.5 **Disability or Chronic Illness**

Where possible, students with a disability or chronic illness are offered the opportunity to adjust their study programme in accordance with the limitations resulting from their disability or chronic illness. These adjustments will be made as much as possible in accordance with the individual functional disability of the student in question, but may not affect the quality or level of difficulty of a course unit or the examination programme.

Article 6.6 **Stay Abroad and Internship**

For students who are likely to suffer a demonstrable delay in their studies as a result of a stay abroad or internship that was approved by the Board of Examiners, measures will be taken to limit the delay.

¹²<http://media.leidenuniv.nl/legacy/leiden-university-regulation-on-the-binding-study-advice--okt-13.pdf>

Chapter 7 Transitional Provisions

Article 7.1 Provisions Concerning Students Previously Enrolled in the Programme

7.1.1 As of 1 September 2012, for students who are enrolled in the programme for the first time, the Course and Examination Regulations apply for the duration of one year.

7.1.2 For students who were enrolled in the programme for the first time before 31 August 2012 at a point in time no longer than five years before the date on which these regulations entered into force, chapters 3 and 4 of the Course and Examination Regulations still apply in the form they had at the time of the first enrolment.

7.1.3 For students who were enrolled for the first time in the programme before 31 August 2012 at a point in time no longer than five years before the date on which these regulations entered into force, or at the request of the student, the Board of Examiners may choose to apply the Course and Examination Regulations as they were in any year no longer than five years prior to the date at which these regulations entered into force.

7.1.4 If components as referred to in 3.1.1 and 3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1, 7.1.2. or 7.1.3 are no longer on offer, the Board of Examiners will indicate components to replace them. If necessary, components may be indicated that are offered by another institution.

Chapter 8 Final Provisions

Article 8.1 Amendments

8.1.1 Amendments to these regulations are implemented by a separate order of the Faculty Board with the prior consent of the Faculty Council.

8.1.2 Amendments to these regulations which also apply to a particular academic year shall be implemented before the beginning 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 programme is responsible for the publication of these regulations, of the rules and guidelines set by the Board of Examiners, and of any amendment to these articles via the university website.

Article 8.3 Entry into Force

These regulations will enter into force on 1 September 2014.

Appendix 1 – The courses in the programme

Attendance is required for the courses with a practical. This is described in the course descriptions of these courses in the e-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 e-prospectus. The assessment methods are described in the e-prospectus.

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

Course	Level	Practical	Credits
Tutorial Academic Skills (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. 2.a- The second and third year (*post –propaedeutic phase*)

The second and third year include the required courses listed below; a total of 60 credits.

Course	Level	Practical	Credits
Psychometrics	200	Yes	5
Psychodiagnostics	200	Yes	5
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	20

Art. 2.b. The student follows at least a total of 30 credits of in-depth courses and optional courses within psychology; of which at least 15 credits must be taken at the 400 level, in other words, two in-depth courses. The programme offers the following in-depth and optional courses in psychology:

Course	Level	Practical	Credits
Biopsychopathology and Psychopharmacology	300		5
Cross-cultural Psychology of Health and Illness*	300		5
Psychology of Abnormal Behaviour*	300		5
Sexology	300		5
Attention*	300		5
Culture and Diversity at Work	300		5
Emotion and Cognition*	300		5
Neurocognition and Artificial Intelligence	300		5
Consumer Psychology*	300		5
Child and Adolescent Psychiatry*	300		5
Judging and Influencing Behaviour	400	Yes	10
Cooperation and Conflict*	400	Yes	10
Cognitive Neuroscience	400	Yes	10
Cognitive Ergonomics	400	Yes	10
Cognitive Intellectual Development	400	Yes	10
Health Psychology*	400	Yes	10
Clinical Neuropsychology	400	Yes	10
Psychopathology, Assessment and Interventions	400	Yes	10
Social and Emotional Development*	400	Yes	10
Field Research (Psychology)	400	Yes	5

Art. 2.c. 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.

Courses with an * will (also) be given in English in 2014-2015.

Appendix 2. Minors offered by the Institute of Psychology

Group Dynamics and Decision Making*	
1. Introduction to Psychology	5 credits
2. Group Dynamics	5 credits
3. Culture and Diversity at Work	5 credits
4. Emotion and Cognition	5 credits
5. Social and Organisational Psychology	5 credits
6. Consumer Psychology	5 credits
Courses 4 and 6 can be taken only after successful completion of courses 1 and 2	
Psychology of Health and Illness*	
1. Introduction to Psychology	5 credits
2. Personality, Clinical and Health Psychology	5 credits
3. Emotion and Cognition	5 credits
4. Sexology	5 credits
5. Cross-cultural Psychology of Health and Illness	5 credits
6. Psychology of Abnormal Behaviour	5 credits
Courses 4, 5 and 6 can be taken only after successful completion of courses 1 and 2	
Mind and Brain*	
1. Introduction to Psychology	5 credits
2. Consciousness	5 credits
3. Neurocognition and Artificial Intelligence	5 credits
4. Emotion and Cognition	5 credits
5. Attention: Theory and Practice	5 credits
6. Cognitive Psychology	5 credits
Courses 3, 4 and 5 can be taken only after successful completion of courses 1 and 2.	
Development: from Infant to Adolescent*	
1. Introduction to Psychology	5 credits
2. Developmental Psychopathology	5 credits
3. Developmental and Educational Psychology	5 credits
4. Child and Adolescent Psychiatry	5 credits
5. Social and Emotional Development	10 credits
Courses 4 and 5 can be taken only after successful completion of courses 1 and 2	

Minors marked with an * are not available to psychology students (see Article 3.2.6.).

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

Interdisciplinary minor Brain and Cognition

Title	Level	Credits	Administrative Code
Introduction to Linguistics and Neurocognitive Psychology	200	5 credits	6468MI006Y
Brain and Cognition, Neural Underpinnings of Emotion and Cognition	300	2 credits	6468MI012Y
Psycho- and Neurolinguistics	300	2 credits	6468MI007Y
Pharmacology of Cognition	300	2 credits	6468MI011Y
Minor Project Brain and Cognition	300/400	15 credits	6468MI010Y

Interdisciplinary minor Multi-Cultural Society

Title	Level	Credits	Administrative Code
Culture and Diversity at Work	300	5 credits	646333040Y
Cross-cultural Psychology of Health and Illness	300	5 credits	646333020Y
Acquisition and Processing of Language in a Multi-cultural Society	300	5 credits	6468MI001Y

Interdisciplinary minor Child Abuse and Neglect

Title	Level	Credits	Administrative Code
Psychological and Neurobiological Consequences of Child Abuse	300	5 credits	6468MI010Y

LUC*

Cognitive Psychology: Rationality and Emotions in Human Behaviour		5 ec	
Social and Organisational Psychology		5 ec.	

Minors marked * are in English. The other minors are taught in Dutch and English, or in Dutch.

Appendix 4. Pre- Master Programme

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.

The Institute

Title	Level	Credits	Administrative Code
Preparatory Statistics	300	5	64633600

Appendix 5. Transitional Provisions

1. Because of educational reform in the 2014-15 academic year a transitional arrangement has been made for the required courses in the second year. An arrangement will be made per course for the partial results earned in courses in the 2013-14 academic year, so that these results can be applied toward the new final course grade. This arrangement will be described in relevant text in the e-prospectus.

2. Required psychology courses in the second / third year.

Until September 1, 2014, the rule is:

A student chooses 30 ec courses from the range of psychology courses, at least one course of which should be at 400 level.

After September 1, 2014, the rule is:

Students take a total of at least 30 ecs of advanced (in-depth) courses and optional courses within the psychology programme, of which *at least* 15 ec must be taken at the 400 level, in other words two in-depth courses.

Transitional arrangements:

Students who began the bachelor psychology *before* September 2012 meet the programme requirements with one 400 level course within psychology; in other words one (in-depth) advanced course.

E-Prospectus: Psychology

<https://studiegids.leidenuniv.nl/en/studies/show/2969/psychologie>

E-Prospectus: International Bachelor Psychology:

<https://studiegids.leidenuniv.nl/en/studies/show/3090/international-bachelor-in-psychology>