

# Course and Examination Regulations

## ***Research-master's Programme Psychology: Decision-Making and Action Control in Self-Regulation of Human Behaviour***

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)<sup>1</sup> and additional quality marks as set out in the framework document Leiden University Register of Study Programmes [*Leids Universitair Register Opleidingen*].

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<sup>1</sup> The Dutch Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] came into effect on 1 September 1993. It is sometimes referred to by its acronym WHW.

# Chapter 1 General Provisions

## Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the master's degree programme of Psychology, hereinafter referred to as the programme.

The programme is offered by the Psychology Department in the Faculty of Social and Behavioural Sciences of Leiden University, hereinafter referred to as: the faculty.

## Article 1.2 Definitions

In these regulations the following definitions apply:

- a. board of admissions: the committee that, under the aegis and on behalf of the faculty board, and in accordance with the admission requirements, decides which students are to be admitted to the programme;
- b. board of examiners: the board of examiners of the programme, established in accordance with Section 7.12 of the Act;
- c. 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 examination;
- d. EC (*European Credit*): the unit expressing the course load of a course component pursuant to the Act. According to the EC one credit equals 28 hours of studying;
- e. ECTS: the European Credit Transfer System;
- f. examination [*tentamen*]<sup>2</sup>: an evaluation of the knowledge, understanding and skills of the student in respect of a particular component, and an assessment thereof, in accordance with Section 7.10 of the Act, by at least one examiner appointed to this purpose;
- g. examiner: the person appointed by the board of examiners to conduct examinations and examinations, in accordance with Section 7.12 of the Act;
- h. final examination [*examen*]<sup>2</sup>: evaluation whereby the board of examiners, in accordance with Section 7.10 of the Act, verifies whether the candidate (student) has successfully completed all components and other requirements of the master's degree programme;
- i. Leiden University Register of Study Programmes (*Leids Universitair Register Opleidingen*): register<sup>3</sup> of the programmes offered by Leiden University, kept under supervision of the Executive Board;
- j. level: the level of a component according to the abstract structure as defined in the framework document of the Leiden University Register of Study

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<sup>2</sup> The *examen* 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*'.

<sup>3</sup> The framework document *Leids Universitair Register Opleidingen* [Leiden University Register of Study Programmes] can be found at the following website: [www.bamainfo.leidenuniv.nl](http://www.bamainfo.leidenuniv.nl)

- Programmes;
- K master's project: The implementation of an empirical research assignment
- l. master's thesis and project: The written report of the master's project
- m. 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 and project,
  - 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;
- n. prospectus: An electronic or printed document containing details and binding information on the programme;
- o. student: a person registered with Leiden University for the purpose of taking courses, the sitting of examinations and the taking of 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;

Other terms have the meaning given to them by the Act.

### **Article 1.3 Code of Conduct regarding ICT and Education**

The Code of Conduct regarding ICT and Education [*Gedragscode ICT en Onderwijs*]<sup>4</sup> shall apply to the programme and its courses.

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<sup>4</sup> The Code of Conduct for Teachers and Students in ICT supported education [*Gedragscode docenten en studenten binnen ICT en onderwijs*] was adopted by the Executive Board on 26 May 2005 and can be found at the following website: [www.ictbeleid.leidenuniv.nl](http://www.ictbeleid.leidenuniv.nl)

## Chapter 2 Description of the Programme

### Article 2.1 Objectives of the Programme

The programme has the following objectives:

1. Rigorous training in the methodological and practical skills that are necessary to carry out scientific research in the field of human behaviour. Students acquire these skills by gaining hands-on experience with the way psychological theory can inform the analysis of practical problems, while they learn to see how the application of existing theory reveals how current insights need to be extended to be able to cater for contemporary social problems.
2. A broad, integrated view on psychological theory and its applications;
3. The ability to carry out psychological research at and across boundaries of traditionally-defined psychological sub-disciplines;
4. Students will have ample opportunity to get in touch with and excel in the area(s) of their choice but these activities will occur in the context of a common programme of focused research training, embedded in a wider multi-layered, theoretically-driven approach to processes of self-regulation.
5. A good balance between scientific specialisation on the one hand and methodological excellence in working within the broad perspective to psychological research on the other.
6. As regards the curriculum and required skills, the programme prepares students for admission into PhD programmes that provide advanced training in scientific research.
7. The development of an academic education in the form of :
  - independent scientific thought and action;
  - the ability to analyse complex problems;
  - scientific reporting;
  - the ability to use scientific competencies in a philosophical and social context;
  - the ability to compile an overview of recent international literature with respect to a specific question in Psychology, to discuss this literature in a critical manner, to formulate a research project which provide a possible answer to the question, to carry out this research project and, finally, to link the conclusions and suggestions that arise to the results of the research project;
  - the ability to write a report on her/his research which fulfils the norms for academic reporting.
8. the ability to compile an overview of recent international literature with respect to a specific question in Psychology, to discuss this literature in a critical manner, to formulate a research project which provide a possible answer to the question, to carry out this research project and, finally, to link the conclusions and suggestions that arise to the results of the research project;

### Article 2.2 Specialisation(s)

The programme offers the following specialisation(s):

- Child Development and Psychopathology
- Clinical and Health psychology
- Cognitive Neuroscience
- Social and Organisational Psychology

### Article 2.3 Achievement Levels

The following achievement levels apply with regard to each track:

1. The research master programme in psychology prepares students for a career as a psychological researcher, and as such, is an independent programme.
2. As regards the curriculum and required skills, the programme also prepares students for admission into PhD programmes that provide advanced training in scientific research.
3. The research master programme aims to provide students with such knowledge of psychological theory and applications that they are capable of independently developing a theoretically driven research question and conducting the necessary research to examine this question.

4. The programme provides students with in-depth and specialized knowledge of the theory and applications relevant to their chosen area of specialization.
5. The two-year programme provides the students with specific academic and research skills relevant to the work of a psychological researcher.
6. Upon completion of the programme, students have to be able to write a critical review of recent theoretical and empirical literature to develop their research question, and have to be capable of designing relevant research, collecting and analysing statistical data, and reporting the empirical research that can test the validity of their theoretical analysis in oral and written form.
7. Upon completion of the research programme, students must be able to 'manage' a research project independently, which implies that they must be able to plan and carry out a research project within a certain time limit, using particular research facilities and (financial, technical and human) resources.
8. During their second year research graduates must prepare a research proposal that meets the criteria currently used (as applicable to NWO/MagW-procedures), and forms the basis of their further research in preparation of the Master thesis and project.
9. To graduate, students will be required to write their Master thesis and project in the form of an article – in English – on the research project conducted during the internship, which is ready to be submitted and suitable for publication in an internationally recognized scientific journal.

**Article 2.4 Structure of the Programme**

The programme offers full-time tuition only.

**Article 2.5 Start of the programme**

The programme will start on 1 September of each year.

**Article 2.6 Study Load**

The course load of the programme is 120 credits.

**Article 2.7 Uniform Structure of the Academic Year**

The programme is based on the uniform structure of the academic year, with the academic year being divided into semesters<sup>5</sup>, where taught courses are concerned.

**Article 2.8 Language of Instruction**

In compliance with the Code of Conduct regarding Foreign Languages [*Gedragscode Voertaal*]<sup>6</sup> the language of instruction and examination in the programme is English.

Students are required to be sufficiently proficient in the language or languages of instruction used in the programme.

**Article 2.9 Quality**

The programme must comply with the applicable national and international quality requirements, and with the quality standards with regard to education set out in the framework document Leiden University Register of Study Programmes.

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<sup>5</sup> The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board of Leiden University on 14 October 2004.

<sup>6</sup> The Code of Conduct regarding Foreign Languages [*Gedragscode voertaal*] was adopted by the Executive Board on 11 July 2002 and can be found at the following website: [www.reglementen.leidenuniv.nl](http://www.reglementen.leidenuniv.nl)

## Chapter 3 Curriculum

### Article 3.1 Compulsory Components and electives

- 3.1.1 The compulsory components of the programme (*including the master's thesis and project*) are listed in Appendix 1. The study load and level have been stated for each of the components. The number of credits is stated to indicate the study load.
- 3.1.2 The prospectus will include more detailed information on the content and structure of each compulsory component. Entrance requirements are formulated in said prospectus as well.
- 3.1.3 Electives are to be chosen within the masterprogramme of Psychology. Students who wish to take an elective course from another masterprogramme need to ask permission from the Board of Examiners. Requests will be evaluated on academic level and relevance for the specialisation.
- 3.1.4 The electives offered by the different specialisations are listed in Appendix 1. Some mandatory components of other specialisations can be chosen as an elective course. These options will be clarified in the enrolment procedure.

### Article 3.2 Practicals

Appendix 1 lists the courses which include practicals. The prospectus contains specific information concerning the nature and scope of the activities carried out by the student.

### Article 3.3 Registration for Courses

Participation in courses is in order of registration, with the provision that students who are registered in a programme are guaranteed access to compulsory courses of that programme, when they have enrolled for those courses in time.

### Article 3.4 Master's Project and Thesis project

Appendix I states the size and study load of the master's thesis and project. Furthermore, the additional rules and regulations state the criteria to which the thesis and project or the traineeship report must comply, as well as the relevant procedures, including the way in which the supervisor is appointed and a substitution is made if a supervisor is no longer able to perform his/ her tasks as such.

## **Chapter 4      Examinations and Final Examination**

### **Article 4.1      Frequency of Examinations**

- 4.1.1 For each component, examinations will be held at least twice per academic year.
- 4.1.2 If a component contains a practical part, students may only sit the examination as referred to in article 4.1.1. if they have successfully completed the practical.
- 4.1.3 In accordance with Section 7.13 (2) (h) of the Act, the examination dates have been included in the prospectus.

### **Article 4.2      Methods of Assessment and Examination Formats**

- 4.2.1 The prospectus states whether assessment may take place by means of either a written or an oral examination or a skills test.
- 4.2.2 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 prospectus.
- 4.2.3 Students with a testified disability may take examinations in a manner that has been adjusted to their particular disability, in order to accommodate their disability as much as possible. If necessary, the board of examiners will seek expert advice before reaching a decision.
- 4.2.4 All examinations shall comply with the code of conduct on the language of instruction and examination.
- 4.2.5 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.

### **Article 4.3      Oral Examinations**

- 4.3.1 An oral examination may involve only one student at a time, unless the board of examiners has provided otherwise.
- 4.3.2 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 4.4      Academic Fraud**

In accordance with Section 7.12, subsection 4 of the Act, the board of examiners has set out, in the Additional Rules and Regulations the measures to be taken in the event of academic fraud, including plagiarism.

In accordance with Section 7.12, subsection 4 of the Act, the board of examiners shall set out rules regarding the proper procedures during examinations and the measures to be taken to that end. The board ensures the right of the student to appeal against decisions of the board or the examiners; in this respect, it shall at least set out rules regarding

- the provision of a copy of their marked examination paper to students;
- safeguarding the legal rights of students during oral examinations, for instance by recording those or by having those attended by a second examiner.

Furthermore, the board shall set out the procedure involved in the appointment of the thesis and project supervisor (and a second reader /referee) by the board of examiners, and the procedure regarding the assessment of the master's thesis and project and the division of responsibilities between the thesis and project supervisor and the second reader / referee.

#### **Article 4.5 Assessment**

- 4.5.1 Immediately after the oral examination, the examiner shall inform students of their result and hand them a written notification of that result.
- 4.5.2 The examiner shall mark any written or other test within fifteen working days after the date of the examination and provide the administration office of the department with the information necessary to present the student with a written notification of the result of the examination.
- 4.5.3 If the examiner is unable to comply with in article 4.6.2, which provides that results must be submitted to the department's administration within fifteen working days, the student shall be notified thereof within said time limit. The student shall also be informed of the relevant procedure in such cases.
- 4.5.4 The written or electronic notification of the examination result shall inform students of their right to view their marked examination scripts – referred to in article 4.9 below which provides for the access of students to examination scripts – and of appeals procedure.
- 4.5.5 At the request of the student, a written proof of the examination result shall be sent to the student.

#### **Article 4.6 Assessment of the Master's Thesis and project**

- 4.6.1 The additional rules and regulations provide for the procedure regarding the assessment of the master's thesis and project or traineeship report and the division of responsibilities between the thesis and project supervisor and the second reader / referee.
- 4.6.2 The master's thesis and project or traineeship report shall be presented to be decided on.

#### **Article 4.7 Period of Validity of Results**

The board of examiners may oblige students to take an additional or a substitute test for examinations that were passed more than 10 years ago.

#### **Article 4.8 Access to Marked Examination Scripts and Evaluation**

- 4.8.1 Students have the right to view their marked examination script, at their request, for a period of at least thirty days following the publication of the results of the written examination.
- 4.8.2 During the period referred to in the first paragraph, 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 if the student so requests. An opportunity for evaluation will be announced together with the examination results.
- 4.8.4 The board of examiners 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, due to circumstances beyond their control, are unable to attend the evaluation referred to in article 4.8.5 shall be granted another opportunity for evaluation, if possible within the period referred to in paragraph 1 above.

#### **Article 4.9 Exemption from examinations and/or practicals**

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:

- a. The student has successfully completed, at a university or an institute of higher professional education, one of a programme's components that is similar in content and level to the component for which the student requests exemption;
- b. The student has demonstrated, through relevant work or professional experience, sufficient skills and knowledge in relation to the component.

#### **Article 4.10 The Final Examination**

- 4.10.1 The board of examiners determines the result of the final examination when the student provides sufficient proof that all tests have been passed. Furthermore, the student must have earned a bachelor's degree as referred to in article 5.1. unless the student has been granted an exemption from this requirement under the conditions specified in article 5.2
- 4.10.2 Before determining the result of the final examination, the board of examiners may itself conduct an examination to establish whether the student has achieved the programme's attainment level.
- 4.10.3 The final examination will be held twice per academic year.

#### **Article 4.11 The Master's Degree**

- 4.11.1 The degree of Master of Philosophy in psychology is awarded to those who have passed the final examination.
- 4.11.2 The degree certificate states the degree awarded.
- 4.11.3 A supplement complying with the guidelines of the Act and of the Leiden University Register of Study Programmes (*Leids Universitair Register Opleidingen*) is attached to the degree certificate.
- 4.11.4 Persons awarded a master's degree are eligible to pursue a doctorate.

## Chapter 5 Admission to the Research Master's Programme

### Article 5.1 Conditional Admission

- 5.1.1 Proof of admission is required for enrolment.
- 5.1.2 The faculty board must grant proof of admission to students who meet the admission requirements laid down in Article 5.2, insofar as the maximum number of students to be enrolled will not be surpassed. The maximum number is set by the Executive Board.
- 5.1.3 Students may apply for proof of admission in accordance with the rules laid down in the Regulation for Admission to Master's Programmes [*Regeling toelating masteropleidingen*]<sup>7</sup>.

### Article 5.2 Admission Requirements

- 5.2.1 Without prejudice to the provision in Paragraph 5.1.2 regarding the capacity, those will be admitted to the programme who have

To be admitted to the research Master's programme Psychology students have to fulfil the following admission requirements:

- (a) BSc in psychology with a basic knowledge on all disciplines of psychology  
The following introductory courses have to be included in the BSc curriculum:
- Introduction to psychology (6 ECTS)
  - Social and/or organizational psychology (6 ECTS)
  - Personality psychology (6 ECT)
  - Cognitive psychology (6 ECTS)
  - Neuropsychology and/or psychophysiology and/or biopsychology (6 ECTS)
  - Clinical psychology (6 ECTS)
  - Developmental psychology (6 ECTS)
- (b) Advanced knowledge on the level of a third year Bachelor course on the topic of the master specialisation (10 ECTS)
- (c) Sufficient knowledge of Methods and Statistics: introductory and more advanced courses in methods and statistics of psychological research (including psychometrics and executing and reporting of an empirical study) (30 ECTS)
- (d) Proof of thorough proficiency in written and spoken English, e.g. by means of an IETLTS score of 7 or a TOEFL score of 570/250 or equivalent (for non-native speakers of English);
- (e) Superior grade for bachelor thesis
- (f) A high average grade for coursework
- (g) Letter of motivation by applicant
- (h) Two positive reference letters by member of academic staff
- 5.2.2 Students are admitted to a specific track. They can change tracks until the beginning of the second semester.

## Chapter 6 Student Counselling

### Article 6.1 Student Progress Report

- 6.1.1 The department keeps records of the results of individual students.
- 6.1.2 The department provides each student with a copy of the results obtained at least one time a year.
- 6.1.3 If the department concludes that a student is experiencing a significant delay in comparison to the nominal study progress, it shall inform the student of the support available for drawing up an individual study plan.

### Article 6.2 Introduction and Student Counselling

The department takes care of the student's introduction to the programme and student counselling.

### Article 6.3 Supervision of the Master's Thesis and project

- 6.3.1 The student draws up a graduation plan together with the supervisor referred to in article 3.4. This plan is based on the study load laid down in the appendix referred to in article 3.4.
- 6.3.2 The plan referred to in the first paragraph includes details on the frequency of sessions with the thesis and project supervisor and the manner of supervision.

### Article 6.4 Professional Sports

Students who play sports at a professional level are offered the opportunity to adjust their study programmes to their sporting activities wherever possible. The department follows the guidelines drawn up by the Executive Board to determine who fits into this category.

### Article 6.5 Permanent Disabilities

Where possible, students with a disability or chronic illness are offered the opportunity to adjust their study programmes in accordance with the limitations resulting from their disability or illness.

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<sup>7</sup>. The Regulation for Admission to Master's Programmes [*Regeling toelating masteropleidingen Universiteit Leiden*] was adopted by the Executive Board on 27 April 2005 and reviewed on 20 December 2005; it can be found at [www.reglementen.leidenuniv.nl](http://www.reglementen.leidenuniv.nl)

## **Chapter 7 Final Provisions**

### **Article 7.1 Amendments**

- 7.1.1 Amendments to these regulations are implemented by a separate order of the faculty board with the prior consent of the faculty council.
- 7.1.2 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 students' interests.
- 7.1.3 Furthermore, amendments to the regulations may not adversely affect any prior decision pertaining to students taken by the board of examiners on the basis of these regulations.

### **Article 7.2 Publication**

The department takes care of the appropriate publication of these regulations, of the rules and guidelines set by the board of examiners, and of any amendment to these articles.

### **Article 7.3 Entry into Force**

These regulations will enter into force on 1 September 2006

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# Appendix 1

## Article 1 Programme Contents

### 1.1.a. Compulsory Coursework

All students must follow the compulsory coursework (45 EC in total). It includes the following courses:

1. Analysis of own data (5 EC, level 500)
2. Designing an empirical study (10 EC, level 500)
3. Series mini-courses methods and statistics (10 EC, level 500)
4. Advanced experimentation I: Programming psychological experiments (5 EC, level 500)
5. Advanced Experimentation II: Neuroscientific research methods (5 EC, level 500)
6. Writing an empirical paper (5 EC, level 500)
7. Presenting your research (5 EC, level 500)

The Master's thesis and project is worth 30 EC, and the remainder credits are divided between specialisation courses (20 EC) and electives (25 EC). For more information on the electives offered, see the Course and Examination Regulations (*OER*) of the General Master's Programme in Psychology.

### 1.1.b. Track specialisation in Clinical and Health Psychology

Compulsory courses:

1. Research topics in health promotion (5 EC, level 500)
2. Evaluating interventions in patients with chronic disease (5 EC, level 500)
3. Advanced Topics in Experimental Psychopathology (5 EC, level 500)
4. Advanced Topics in Biological Underpinnings of Psychopathology (5 EC, level 500)

### 1.1.c. Track specialisation in Social and Organisational Psychology

Compulsory courses:

1. Group processes and intergroup relations (10 EC, level 500)
2. Social judgment and decision making (10 EC, level 500)

### 1.1.d. Track specialisation in Child Development and Psychopathology

Compulsory courses:

1. Developmental Cognitive Neuroscience (5 EC, level 500)
2. Dynamic Assessment (5 EC, level 500)
3. Child Psychopathology Reconsidered (5 EC, level 500)
4. (A)typical Emotional Development: Autism, Deafness and Somatisation (5 EC, level 500)

### 1.1.e. Track Specialisation in Cognitive Neuroscience

Compulsory courses:

1. Current Issues in Attention and Action Control (5 EC, level 500)
2. Current Issues in Cognitive Neuroscience (5 EC, level 500)
3. Lab in Cognitive Neuroscience (5 EC, level 500)
4. Lab in Attention and Action Control (5 EC, level 500)