



Universiteit Leiden

Course and Examination Regulations

valid from 1 September 2010

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*)¹ 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, adjustment of the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act is assigned the task of assessing how the course and examination regulations are implemented.

Contents

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

Appendices 1, 2 and 3

1. 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 in Psychology, hereinafter referred to as the programme. The programme is instituted in the Faculty of Social and Behavioural Sciences of Leiden University, hereinafter referred to as: the faculty, and is delivered in Leiden by the Institute of Psychology.

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, advises which students are to be admitted to the programme;
- b. board of examiners: the board of examiners of the programme, established and appointed in accordance with Section 7.12a 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. 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;
- e. ECTS: the European Credit Transfer System;
- f. examination [tentamen]²: 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 by the board of examiners;
- 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]²: the interim examinations [tentamens] linked to the components of the programme, including, where the board of examiners has so decided, an examination in accordance with Section 7.10 (1) performed by the board itself;
- i. Leiden University Register of Study Programmes [Leids universitair register opleidingen]³: register³ of the programmes offered by Leiden University, kept under supervision of the Executive Board, referred to in Section 7 of the Executive and Management Regulations;
- 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 Programmes;
- k. 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,
 - 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,

2. 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*'.

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

- 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;
- l. prospectus: a document containing details and binding information on the programme;
- m. student: a person registered with Leiden University for the purpose of taking courses, and/or the sitting of examinations and the taking of examinations of the programme;
- n. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW).
- o. working day: Monday to Friday, excluding public holidays and compulsory closures;
- p. master's thesis: the result of one of the practicals as referred to under k., first bullet
- q. thesis supervisor: the primary supervisor of the thesis
- r. second reader / referee: a member of the staff appointed to referee the thesis
- s. portfolio a dossier of monitoring and assessment kept by students (1) to demonstrate that they have attained the level of academic education required for the diploma, (2) to illustrate the personal process of academic development during the programme, and (3) to facilitate counselling and career advising.
- t enrolment procedure The procedure before the beginning of each semester in which students are to enrol for courses

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

Article 1.3 Code of Conduct regarding ICT

The Code of Conduct for Teachers and Students in ICT supported Education [Gedragscode docenten en studenten binnen ICT en onderwijs]⁴ shall apply to the programme and its courses.

4. 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 30 June 2005 and can be found at the following website: www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html

Chapter 2 Description of the Programme

Article 2.1 Objectives of the Programme

See article 2.3

Article 2.2 Specialisations

The programme offers the following specialisations:

The programme offers the following specialisation(s) or tracks:

- Developmental Psychology
- Clinical and Health Psychology
- Cognitive Neuroscience
- Social and Organisational Psychology

Article 2.3 Objectives and 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 in the form of an article – in English – that is ready to be submitted and (in principle) 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 Study Load

The course load of the programme is 120 credits.

Article 2.6 Start of the programme; Uniform Structure of the Academic Year

The programme starts on 1 September and on 1 February of each year, unless the maximum capacity of the programme is reached in September. As to taught courses, the programme is based on the uniform structure

of the academic year, with the academic year being divided into semesters⁵. Enrolment will take place approximately a week before the start of the programme.

Article 2.7 Final Examinations

2.7.1A final examination is attached to the programme.

2.7.2Any student enrolled in the programme may, with the permission of the board of examiners, compose a curriculum from components offered by an institution that has an examination attached to it. When granting permission, the board of examiners specifies to which degree programme offered by the institution that curriculum is deemed to belong. In this case no track is indicated on the diploma and the diploma supplement.

Article 2.8 Language of Instruction

In compliance with the Code of Conduct regarding Foreign Languages [*Gedragscode Voertaal*⁶] 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 is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) and complies 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.

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.

6. 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/legacy/language_of_instruction.pdf

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 the internship) 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 master programme of Psychology. Students who wish to take an elective course from another master programme need to ask approval 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. Mandatory components of other tracks can be chosen as an elective course. Some courses of the MSc in Psychology (1 year) can be chosen as an elective course. These options will be clarified in the enrolment procedure.

Article 3.2 Freedom of Choice

- 3.2.1 In addition to the components taught at this university optional courses may also include, subject to the approval of the board of examiners, components offered by other Dutch universities or a foreign university.

Article 3.3 Practicals and master's thesis

- 3.3.1 Appendix 1 and the prospectus lists the components which include practicals, stating the nature and the student's workload for these practicals, and indicating whether participation in these practicals is mandatory for entry to the examination of the component. The board of examiners may grant exemption from a practical; in that case, the board may or may not impose alternative requirements.
- 3.3.2 Appendix 3 states the size and study load of the master's thesis. Furthermore, said Appendix states the criteria with which the thesis 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 tasks as such.

Article 3.4 Registration for Courses

Participation in courses is in order of registration, with the provision that students who are registered in a track are guaranteed access to courses of the obligatory part of the track.

Chapter 4 Examinations, the Final Examination and Further Education

Article 4.1 Frequency of Examinations

4.1.1 For each component, examinations will be held at least twice per academic year.

The prospectus lists the components for which one or more additional dates for examinations are offered on which students may sit the examinations for those components.

4.1.2 If a component contains a practical part, 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 provides otherwise.

4.1.3 In accordance with Section 7.13 (2) (h) of the Act, the examination dates have been included in the prospectus

4.1.4 (not applicable)

4.1.5 (not applicable)

Article 4.2 Obligatory Order

The board of examiners has set an obligatory order of some components of the programme. Detailed information on this will be included in Appendix 1.

Article 4.3 Methods of Assessment and Examination Formats

4.3.1 The prospectus states whether assessment may take place by means of either a written or an 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 prospectus.

4.3.3 Students with a 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.

4.3.4 The examinations shall comply with the code of conduct on the language of instruction and examination [Gedragscode voertaal⁶].

4.3.5 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 4.4 Oral Examinations

4.4.1 An oral examination may involve only one student at a time, unless the board of examiners has provided otherwise.

4.4.2 (not applicable)

4.4.3 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 that connection. These include the measures to be taken in the event of academic fraud, including plagiarism.

4.5.2 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 supervisor (and a second reader /referee) by the board of examiners, and the procedure regarding the assessment of the master's thesis and the division of responsibilities between the thesis supervisor and the second reader / referee.

Article 4.6 Assessment and Assessment of Master's thesis

- 4.6.1 Immediately after the oral examination, the examiner shall inform students of their result and hand them a written notification of that result.
- 4.6.2 Within fifteen working days after the date of the examination, the examiner shall mark any written or other test and provide the administration office of the institute with the information necessary to present the student with a written notification of the result of the examination.
- 4.6.3 If the examiner is unable to comply with section 4.6.2, which provides that results must be submitted to the institute'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.
- 4.6.4 The result of the examination shall be expressed as a whole or fractional number between 1 and 10, including both limits. The result shall not be expressed as a number between 5 and 6.
- 4.6.5 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 4.8 below which provides for the access of students to examination scripts – and of appeals procedure.
- 4.6.6 The master's thesis shall be presented in public or in another way published in the prospectus, to be decided by the board of examiners.

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 8 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 twenty working days following the publication of the results of the 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 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 board of examiners 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 paragraph 4.8.5 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

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

In principle, no exemption will be granted for the master's internship and thesis.

Article 4.10 The Final Examination

- 4.10.1 The student is awarded a diploma by the board of examiners when he 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, or possess proof of admission as referred to in Article 5.2. Students must file their applications for graduation within the period as mentioned in the prospectus.
- 4.10.2 As part of the final examination, the board of examiners is entitled to perform an additional test of the knowledge, understanding and skills of the student and assess the result.
- 4.10.3 Graduation will take place 2 times per academic year on dates set by the board of examiners.
- 4.10.4 Pursuant to the regulation referred to in Section 7.11 (3) of the Act the student who is entitled to graduate may ask the board of examiners to postpone the event.
- 4.10.5 A supplement written in English complying with the agreed European standard format is attached to the degree certificate.

Article 4.11 The Degree

- 4.11.1 The degree of Master 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 Further Education

Persons awarded a master's degree are eligible to pursue a doctorate.

Chapter 5 Admission to the Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

Not applicable.

Section 5.2 Conditional Admission

Article 5.2 Proof of Admission

5.2.1 The faculty board must grant proof of admission to students who meet the admission requirements laid down in Article 5.3, insofar as the maximum number of students to be enrolled will not be surpassed. The maximum number is set by the Executive Board.

5.2.2 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]⁷.

Article 5.3 Admission Requirements

Without prejudice to the provision in article 5.2.1 regarding the capacity, those will be admitted to the programme who:

- possess the skills, understanding and knowledge that are required for earning the bachelor's degree in Psychology or a related field; including the basic knowledge on university level of the following components
 - introduction to psychology
 - social and organisational psychology
 - personality psychology
 - cognitive psychology
 - neuropsychology and/or psychophysiology and/or biopsychology
 - clinical psychology
 - developmental and educational psychology
- and*
- advanced knowledge on the level of a third year Bachelor course on the topic of the master track

and

- have sufficient knowledge of Methods and Statistics (at least 20 EC): introductory and more advanced courses in methods and statistics of psychological research (including psychometrics, multivariate data analysis) and the use of SPSS.
- have earned the degree of Bachelor at a university, or demonstrate to meet the requirements for such a degree; *and*
- have proof of thorough proficiency in written and spoken English, e.g. by means of an IELTS score of 7,5 or a TOEFL score of 107/263/625 or equivalent (for non-native speakers of English).
- Superior grade for the bachelor thesis
- A high average grade for coursework.

Students are admitted to a specific track. They can change tracks until the beginning of the second semester if they meet the conditions for this second track.

7. 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 and 6 March 2007; it can be found at www.reglementen.leidenuniv.nl

Article 5.4 Deficiencies

- 5.4.1 Students who have obtained a bachelor's degree or an equivalent degree, but who still have a deficiency of 9 credits, may be admitted to the programme if it can be reasonably expected that they will meet the admission requirements within a limited amount of time.
- 5.4.2 Students with the deficiencies referred to in paragraph 5.4.1 may participate in the programme after admission, but will not be allowed to take examinations nor the tests named by the faculty board when granting admission to the programme.
- 5.4.3 For the admission referred to in paragraph 5.4.1, the board of admissions will compile a bridging programme with tests.
- 5.4.4 If a student is admitted to the programme under paragraph 5.4.1, tests that are taken in order to meet the admission requirements cannot be part of the curriculum of the master's programme.

Article 5.5 Bridging Programme (pre-master programme)

- 5.5.1 The institute can compile a bridging (= pre-master) programme in order to make up for deficiencies for the assigned students in the admission process up to 60 EC. Upon the successful completion of the bridging programme within a year the student can be granted admission to the master programme by the admission committee.
- 5.5.2 Information on the bridging programme may be obtained from the Psychology Office.

Chapter 6 Student Counselling

Article 6.1 Student Progress Report

- 6.1.1 The institute keeps records of the results of individual students.
- 6.1.2 The institute provides each student with a copy of the results obtained at least once a year.
- 6.1.3 If the institute 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 institute takes care of the student's introduction to the programme and student counselling.

Article 6.3 Supervision of the Master's Thesis

- 6.3.1 The student draws up a graduation plan together with the supervisor referred to in 3.3.2.. This plan is based on the study load laid down in the appendix referred to in 3.3.2.
- 6.3.2 The plan referred to in 6.3.1 includes details on the frequency of sessions with the thesis 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 institute 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.

Chapter 7 Transitional Provisions

Article 7.1 Provisions concerning Students Previously Enrolled in the Programme

7.1.1 For students who were newly enrolled in the programme no longer than three years prior to the date these Regulations came into force, Chapters 3 of the Course and Examination Regulations remains applicable as they were formulated at the time of first enrolment.

7.1.2 Not applicable

7.1.3 In case components as referred to in 3.3.1 and 3.3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1 and 7.1.2 are no longer on offer the board of examiners will indicate components to replace them.

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 students' interests.

8.1.3 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 8.2 Publication

The institute 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 8.3 Entry into Force

These regulations will enter into force on 1 September 2010.

Appendix 1

Article 1 Programme Contents

Article 1 Programme Contents

1.1.a. Compulsory Coursework

All students must follow the compulsory coursework (80 EC in total). It includes the following courses:

1. Analysis of own data (5 EC, level 500)
2. Designing an empirical study (5 EC, level 500)
3. Applied Multivariate Data Analysis - Mini-courses in Statistics (10 EC, level 500).
4. Experimentation I: Programming psychological experiments (5 EC, level 500)
5. Experimentation II: Neuroscientific research methods (5 EC, level 500)
6. Scientific Writing (5 EC, level 500)
7. Presenting Your Research (5 EC, level 500)
8. Thesis, including colloquiums (20 EC, level 600)
9. Internship (20 EC, level 600)

The remaining credits are divided between obligatory track specific courses (20 EC) see list below per track, and (track-specific) electives (20 EC). For more information on the electives offered, besides the ones offered by the specific tracks (specialisations), see the Course and Examination Regulations (*OER*) of the general Master's Programme in Psychology.

1.1.b. Track (Specialisation) 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 Clinical Psychology (5 EC, level 500)
4. Advanced Topics in Biological Underpinnings of Psychopathology (5 EC, level 500)

1.1.c. Track(Specialisation) Developmental Psychology

Compulsory courses:

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

1.1.d. Track(Specialisation) Cognitive Neuroscience

Compulsory courses:

1. Cognitive Neuroscience of Action Control (5 EC, level 500)
2. Cognitive Neuroscience of Language (5 EC, level 500)
3. Cognitive Neuroscience of Memory (5 EC, level 500)
4. Social Cognitive Neuroscience (5 EC, level 500)

1.1.e. Track (Specialisation) 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)

Appendix 2 Admission Procedure for the Master's Programme

Applications should include:

1. A completed application form;
2. Certified copies of university certificates, degrees and diplomas. Translations into English are required.
3. Two letters of recommendation from academic staff members;
4. A personal statement of motivation including the learning objective to participate in the MSc course;
5. A curriculum vitae;
6. Have proof of thorough proficiency in written and spoken English, e.g. by means of an IELTS score of 7,5 or a TOEFL score of 107/263/625 or equivalent (for non-native speakers of English).
7. Proof of payment of the application fee.

The board of admissions will appoint a committee of relevant experts, including the professor responsible for the field of study in which the student wishes to specialise. The committee will evaluate the application for admission in terms of the criteria set out in article 5.3. The final decision concerning admission rests with the board of admissions.

Appendix 3 Master's Thesis and Internship Regulations

1. Criteria for the Assessment of Master Theses

Content Description of Area Examples

Abstract

To what extent is the Abstract prepared in accordance with the requirements of relevant journals?

e.g., does the student clearly and concisely describe the objective, method, major results, and conclusions?

Introduction

To what extent does the Introduction reflect a good range of relevant literature, a good conceptual flow and relevant aims and hypotheses?

e.g., has the student included the key sources of literature (classic references)?

e.g., has the student included recent literature?

e.g., how much did the student rely on secondary sources?

e.g., is there a satisfactory 'funnel effect', such that the aims and hypotheses flow logically from the literature review?

e.g., is each hypothesis grounded in the reviewed literature?

e.g., did the student give information on the (practical/scientific) contribution of the study?

Method

To what extent does the Method section include all major elements, such as description of the sample, measures, procedures, and statistical choices in such a way that the study could be readily replicated?

e.g., has the sample been precisely described?

e.g., has the procedure, regarding the selection of participants, been concretely and clearly stated?

e.g., have the measuring instruments been precisely and clearly described?

e.g., have choices concerning qualitative and/or quantitative methods been adequately explained?

Results

To what extent does the Results section report on analyses appropriate to the research questions?

e.g., are the statistical analyses justified in the context of the research questions?

e.g., are the results presented in a concise, coherent and focused fashion, such that it is easy for the reader to see the relationship between the research questions and the results?

Discussion

To what extent does the Discussion section include all major elements?

e.g., has the student succinctly summarized aim and results of the study, but then also gone on to discuss the results?

e.g., have the results been discussed with reference to previous research?

e.g., are seemingly conflicting results from the study discussed in relation to each other?

e.g., has the student discussed the practical and/or theoretical significance of the results for the field of research?

e.g., does the student give suggestions for future research?

e.g., has the student discussed the most important limitations pertinent to the current study?

e.g., does the content of the Discussion logically relate to the content of the Introduction?

Overall presentation

Is the presentation of the thesis adequate with regards to overall lay-out, structure, title, references, tables, appendices, etc.?

e.g., is the structure of the thesis logically organized (overall lay-out, cover, chapters, paragraphs, subparagraphs, table of contents)?

e.g., is the title concise, clear and representative of the topic?

e.g., is there a good correspondence between references included in the text and in the reference list?

e.g., has the student conformed references and tables to APA guidelines?

e.g., are the appendices appropriately presented / referred to in the text?

2. Regulations for the Internship

Students need to do a mandatory internship of at least 20 credits. The criteria are indicated in the prospectus.