



Universiteit Leiden

# Course and Examination Regulations

Valid from 1 September 2013

## Master's Programme Psychology (research)

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, 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

# 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: *[additional definitions may be added on the condition that they neither contradict the definitions below nor the Act]*

- a. Admissions Board: The Board, appointed by the Faculty Board, which has as its task, by applying the entry requirements, specified in these regulations and in accordance with the number specified by the Executive Board pursuant to Section 7.30a (3) under (b) of the Act, to assess which applicants will be granted admission to the master's 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 end-of-course 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. E-prospectus: The electronic prospectus containing specific and binding information about the programme.
- g. Examination [tentamen]: 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;
- h. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- i. Final examination [examen]: 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) of the Act carried out by the Board itself;
- j. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register<sup>1</sup> of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Article 7 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;<sup>1</sup>
- 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,

---

<sup>1</sup> 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](http://www.onderwijs.leidenuniv.nl/onderwijsbeleid)

- 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. 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 supposed to have acquired. Each programme ends with a final examination.
- n. 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;
- o. The Act: The Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW).
- p. Working day: Monday to Friday, excluding public holidays and compulsory closures;
- q. First supervisor: The primary supervisor of the thesis
- r. Second reader: A member of the staff appointed to referee the thesis;
- s. Portfolio: A file of monitoring and assessment kept by students (1) to demonstrate that they have attained the level of academic education required for the diploma, (2) offers insight in their personal process of academic development during the programme, and (3) make supervision and study and career advise possible;
- t. Master's thesis: The result of one of the practicals as referred to under j., first bullet;
- u. Enrolment procedure: The procedure before the beginning of each semester in which students are to enrol for courses.

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

### **Article 1.3 Codes of conduct**

- 1.3.1 The Code of Conduct for Teachers and Students in ICT-supported Education,<sup>2</sup> as well as (additional) faculty codes of conduct, apply to the programme and its courses.
- 1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students<sup>3</sup> 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.

<sup>2</sup> 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 at the following website: [www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html](http://www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html)

<sup>3</sup> 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 at the following website: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

## 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 or tracks:

- Developmental Psychology
- 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:

#### *Knowledge and understanding*

Graduates demonstrate advanced knowledge and understanding of

1. classic and contemporary theoretical models to explain decision making and action control in self-regulation of human behaviour, in general and in the domain of specialization.
2. methodologies and data collection techniques designed to answer research questions at the appropriate level of aggregation (society, organization, group, individual) and/or test specific hypotheses.

#### *Applying knowledge and understanding*

Graduates demonstrate the comprehensive ability to:

3. analyse psychological phenomena at the appropriate level of aggregation (society, organization, group, individual) and translate these analyses into scientific research questions.
4. critically select, study and review literature that is relevant to the issue.
5. develop, implement and evaluate interventions aimed at changing behaviour at the appropriate level of aggregation: society, organization, group, individual.
6. choose and apply appropriate statistical methods and to critically evaluate the outcomes of different statistical analyses.
7. acknowledge the added value of applying scientific knowledge or methods from (sub)disciplines other than one's own domain of specialization.

#### *Professional conduct and judgement*

Graduates demonstrate the comprehensive ability to:

8. form judgments on the basis of a proper selection, understanding, valuation and integration of the available scientific evidence.
9. reflect on the social and ethical responsibilities associated with the application of scientific knowledge, advices or judgments. In the context of diagnosis and treatment and in academic research situations, professional conduct will be assessed in the obligatory components of all Master's programme specializations in which relevant aspects of professional conduct can be observed, discussed and assessed. Professional conduct will be assessed on the basis of the student's observable behaviour and reflection on this behaviour, with regard to the student's future professional practice as a psychologist and to the NIP (Dutch Association of Psychologists) professional code. This involves the following aspects: handling tasks/work, relating to others, relating to oneself, and the student's reflection on these aspects. The assessment method will be regulated by the Board of Examiners of the Institute of Psychology, and laid down in the Rules and Regulations.

#### *Communication*

Graduates demonstrate the comprehensive ability to:

10. communicate (orally and in writing) about scientific knowledge, the empirical evidence on which this knowledge is based, and its theoretical or applied implications, to (non)specialist, multi-disciplinary audiences.

#### *Learning skills*

Graduates demonstrate the comprehensive ability to:

11. critically reflect on the strengths and weaknesses of their own and others' research, in order to design follow-up research.
12. develop autonomy and confidence in designing and conducting research, as well as contribute to a research group by proper management and filing of research data.

#### **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. 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<sup>4</sup>. Obligatory enrolment for courses will take place approximately a week before the start of the programme in September and February

#### **Article 2.7 Final Examinations of the Programme**

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*<sup>5</sup>] the language of instruction and examination in the programme is English. Students are required to be sufficiently proficient in English.

#### **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 teaching set out in the framework document Leiden University Register of Study Programmes.

---

<sup>4</sup>. 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.

<sup>5</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: <http://regulations.leiden.edu/education-students/language-of-instruction.html>

## Chapter 3 Curriculum

### Article 3.1 Compulsory Components

- 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 e-prospectus contains a further specification of the study load, the level<sup>6</sup>, the content of the curriculum components. Entrance requirements are formulated in said prospectus as well.

### Article 3.2 3.1.3 Freedom of Choice

- 3.2.1 In addition to the components referred to in 3.1.1, students select components totalling a study load of 20 or 30 credits.
- 3.2.2 Electives are to be chosen from the master programme of Psychology or Psychology (research) or from the list in appendix 1 article 1.1.f. 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.
- 3.2.3 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 another legal entity with accreditation in initial education.

### 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 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 Appendix 1 and the e-prospectus states the size and study load of the final paper/thesis/final report. It also contains a description of the standards that the final paper/thesis/final report must meet and the further procedure applying to the supervision.

### 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 that programme if they enrol on time.

### Article 3.5 Recording Lectures

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.

---

<sup>6</sup> In accordance with the 'abstract structure' as described in the framework document Leiden University Register of Study Programmes.

## Chapter 4 Examinations, Final Examination 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. 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. This is indicated in the e-prospectus.
- 4.1.3 If the mark for a component results from several partial marks, deviation is possible from the number of sittings as referred to in 4.1.1. When applicable, this is stated in the e-prospectus.
- 4.1.4 In accordance with Section 7.13 (2) (h) of the Act, the examination dates have been included in the prospectus.
- 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.
- 4.1.8 If an examination has been passed successfully, the opportunity to do a resit 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 Appendix 1 and the e-prospectus specifies which components with their attendant examinations cannot be taken before the examinations of one or more other components have been successfully completed;
- 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 upon motivated written request of the student, decide on a different sequence.

### Article 4.3 Methods of Assessment and Examination Formats

- 4.3.1 The e-prospectus states whether assessment may take place by means of either 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 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 of 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 decides upon requests to adjust the manner in which examinations are taken.
- 4.3.5 The examination shall take place in the English language, in accordance with the code of conduct on the language of instruction and examination [*Gedragscode voertaal*].
- 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 its 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 of Examiners guarantees the right of a student to appeal against decisions of the Board or the examiners.
- 4.5.3 In addition, the Board is responsible for formulating a procedure for the appointment of a first supervisor (and a second reader) for the master's thesis as well as the procedure surrounding the assessment of the master's thesis and how the responsibilities are divided between the first and second supervisor. The assessment of the master's thesis by both readers is registered on the Assessment Form Master Thesis included in Appendix 3

#### **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 (including the master's thesis) 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. University regulations shorten this period for examinations in August and January to provide that all results are registered before 15 February and 15 September and a diploma can be issued before these dates.
- 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 halve number between 1.0 and 10.0, including both limits. The result shall not be expressed as a number between 5.0 and 6.0.
- 4.6.5 The examination is considered successfully completed if the result is 6.0 or higher.
- 4.6.6 The examination candidate receives from the examiner or examiners appointed by the Board of Examiners a written or electronic notification of the examination result.
- 4.6.7 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.
- 4.6.8 (Not applicable)

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

- 4.7.1 Every examination and exemption granted has a validity period of 3 years.
- 4.7.2 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 Examinations 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 at the request of the student. The opportunity to do so 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 4.8.3 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**

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.

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

## **Article 4.10 Final Examination**

- 4.10.1 The student will be awarded a diploma by the Board of Examiners once he or she can provide sufficient proof that all the tests of the final examination have been successfully completed and the student is in possession of a bachelor's degree as referred to Article 5.1 or a proof of admission as referred to in Article 5.2. Students must file their applications for graduation within the period as mentioned in the e-prospectus.
- 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.
- 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 in question has not exceeded the nominal duration of studies plus one year.
- 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 English complying with the agreed European standard format is attached to the degree certificate. The certificate also includes a Latin certificate.

## **Article 4.11 The Degree**

4.11.1 A 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**

The diploma awarded grants access to the PhD track.

# **Chapter 5 Admission to the Programme**

## ***Section 5.1 Direct Admission***

### **Article 5.1 Direct Admission**

Not applicable.

## ***Section 5.2 Admission (by or on behalf of the Faculty Board)***

### **Article 5.2 Confirmation of Admission**

5.2.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in Article 5.3 in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded.

5.2.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>7</sup>

### **Article 5.3 Entry Requirements**

Without prejudice to the stipulations in article 5.2.1 regarding maximum 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*

---

<sup>7</sup> The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by degree on 20 December 2005 and 6 March 2007; it can be found on the following website: [www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html](http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html)

- 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).
- A high grade for the bachelor thesis (7.5 or higher or ranking among the top 20 per cent of your class).
- A high average grade for coursework (7.5 or higher or ranking among the top 20 per cent of your class).
- 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.

#### **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 5 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 admission as referred to in 5.4.1, the Admissions Board will formulate a catching up programme with examination opportunities.
- 5.4.4 If on the grounds of 5.4.1 a student is admitted to the programme, the tests which must be completed in order to fulfil the entry requirements do not in any way form part of the curriculum of the master's programme.
- 5.4.5 In special cases the Faculty Board can admit a student to the programme who is preparing for the final examination of the bachelor's programme at the student's request if reasons beyond his or her control hampered his or her progress and a disproportionate study delay would arise if he or she were not allowed to start the master's programme.
- 5.4.6 The Faculty Board considers the request on the basis of the rules in Article 2.5, second paragraph of the Regulations for Admission to the Master's Programmes.
- 5.4.7 Once he or she has passed the final examination of the bachelor's programme, his or her admission will be converted into definitive admission.
- 5.4.8 Students who are considering appealing to the hardship clause must submit the request to the faculty board before 1 August (if they wish to start on 1 September) or before 1 January (if they wish to start on 1 February) of the current academic year.

#### **Article 5.5 Bridging Programme**

(not applicable)

### **Chapter 6 Student Counselling and Study Advice**

#### **Article 6.1 Student Progress Report**

- 6.1.1 The institute keeps records of the results of individual students. Students can consult their own results digitally.
- 6.1.2 The institute provides each student on request with a certified copy of the results obtained
- 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 provides for the student's introduction to the programme and student counselling.

### **Article 6.3 Supervision of the Final Assignment**

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 programme 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 programme in accordance with the limitations resulting from their disability or illness. These adjustments will be made as much as possible in accordance with the limitations resulting from their disability or illness but may not affect the quality or level of difficulty of a course unit or the examination programme.

### **Article 6.6 Stay Abroad and Traineeship**

For students who as a result of a stay abroad or traineeship which was approved of by the Board of Examiners may suffer from a demonstrable delay in their studies, measures will be taken to limit the delay.

## **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 a duration of one year.

7.1.2 For students who before 31 August 2012 were enrolled for the first time in the programme 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 moment of the first enrolment.

7.1.3 For students who before 31 August 2012 were enrolled for the first time in the programme at a time no longer than five years before the date on these regulations entered into force, or upon request of the student, the Board of Examiners may choose to apply the Course and Examination Regulations as it was 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 and 7.1.2 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 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 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 2013.

# Appendix 1

## Article 1.1 Programme Contents

### 1.1.a. Compulsory Coursework

All students must follow the compulsory coursework (70 or 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 A- Mini-courses in Statistics (5 EC, level 500)
4. Applied Multivariate Data Analysis B- Mini-courses in Statistics (5 EC, level 500)
5. Experimentation I: Programming Psychological Experiments (5 EC, level 500)
6. Experimentation II: Neuroscientific research methods (5 EC, level 500)
7. Scientific Writing (5 EC, level 500)
8. Presenting Your Research (5 EC, level 500)
9. Thesis, including colloquiums (20 EC, level 600)
10. Internship (10 or 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 or 30 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. 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. Gene-Environment Interactions in Developmental Psychopathology (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. Neuromodulation of Cognition (5 EC, level 500)
3. Social Cognitive Neuroscience (5 EC, level 500)
4. Cognitive Neuroscience of Language (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)

### **1.1.f. Electives on offer for students with profile Brain an Cognition**

From Master programme Education and Child Studies

1. Learning, cognition and the brain
2. Attachment
3. Clinical assessment and treatment/Neuroscience
4. Child Abuse and Neglect
5. Neurodevelopmental assessment and treatment

From Master programme Linguistics

6. Theoretical and experimental approaches to language acquisition;

From Master programme Biomedical Sciences

7. Clinical Pharmacology
8. Neuroimaging
9. Translational Neurogenetics

From Master programme Computer Science

10. Evolutionary Algorithms
11. Neural Networks
12. Bio-modeling and Petri Nets
13. Bayesian Networks

## **Appendix 2 Admission Procedure for the Master's Programme**

### **2.1 Applications for the master's programme 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 for applicants not having graduated from Leiden University;
4. A personal statement of motivation including the learning objective to participate in the MSc programme;
5. A curriculum vitae;
6. Proof of a 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 Admissions Board advised by the staff will evaluate the application for admission in terms of the criteria set out in article 5.3 and decide upon the admission.

### **2.2 Applications for courses of the master's programme**

Students from other master's programme at Leiden University, who want to add one of the courses of the MSc Psychology (research) to their programme, need the approval of the research master coordinator of this programme to enter a course. He will base his approval on his evaluation of the entry level of the student and the capacity of the course.

### Appendix 3 Master's Thesis and Internship Regulations

#### 1. Assessment Form Master Thesis Psychology **A** - *Supervisor/ final grade*

Name Student: .....

Student number: .....

Master specialisation: .....

Course code: ..... number of ECs: .....

Name supervisor: .....

Unit: .....

Name second supervisor: .....

Unit: .....

Title thesis: .....

.....

Period Academic year: ..... semester: .....

Ephorus-score .....

Approval by the Ethical Committee Psychology or the Medical Ethical Committee

Number and date of approval: .....

Final grade in consultation with second supervisor:

Date: .....

Name supervisor

Name second supervisor

.....

.....

Signature

Signature

**Process:**

- **Practical input**  
To what extent has the student invested time / effort and showed research skills in the various stages of the research?
- **Intellectual input**  
"To what extent did the student contribute independently to the final product?"
- **Ethical aspects**  
To what extent has the student paid sufficient attention to e.g. professional treatment of participants and conscientious use of data and scientific sources?

U	S	G

**Unsatisfactory**  
**Satisfactory**  
**Good**

**Evaluation of process (U, S or G):**

**Content: Thesis**

- **Abstract**  
To what extent is the Abstract prepared in accordance with the requirements of relevant journals?
- **Introduction**  
To what extent does the Introduction reflect a good range of relevant literature, a good conceptual flow and relevant aims and hypotheses?
- **Method**  
To what extent does the Method section include all major elements, such as description of the design, sample, measures, procedures, and statistical choices in such a way that the study could be readily replicated?
- **Results**  
To what extent does the Results section report on analyses appropriate to the research questions?  
To what extent has the student paid attention to accuracy?
- **Discussion**  
To what extent does the Discussion section include all major elements?
- **References**  
APA rules in text and literature lists.
- **Overall presentation**  
Is the presentation of the thesis adequate with regards to overall lay-out, structure, title, tables, statistics, appendices, APA rules etc.?
- **Style of writing**  
To what extent does the student's writing style reflect effort / capacity to write clearly / engagingly?

U	S	G

**Unsatisfactory**  
**Satisfactory**  
**Good**

**Grade of content (10-point scale):**

Suggestion for final grade:

## **2. Regulations for the Internship**

Students need to do a mandatory internship of at least 10 or 20 credits. The criteria are indicated in the e-prospectus.