



REGULATIONS FOR ADMISSION TO MASTER'S PROGRAMMES AT LEIDEN UNIVERSITY

The Executive Board of Leiden University, having regard to Section 7.30b(4) of the Higher Education and Research Act in conjunction with Section 9.2(2) of that Act, has decided to adopt the Regulations for Admission to Master's Programmes at Leiden University, as follows:

Chapter 1. General provisions

Article 1.1. Definitions

1. In these Regulations, the following definitions apply:
 - a. The Act: the Higher Education and Research Act (WHW);
 - b. Application: enrolment application submitted via Studielink;
 - c. Studielink: the joint online application and enrolment system of all the Dutch universities and universities of applied sciences and the Education Executive Agency (DUO);
 - d. uSis: student information system used by Leiden University;
 - e. Enrolment: registration as a student, having met all the admission requirements (in accordance with these Regulations for Admission to Master's Programmes) and enrolment conditions (in accordance with the Regulations for Student Registration, Tuition Fees and Examination Fees of Leiden University);
 - f. Applicant: a person who has applied and who submits a request for admission to a master's programme in uSis;
 - g. Admission decision: confirmation of admission as issued on behalf of the Executive Board if the applicant meets the admission requirements;
 - h. Bachelor's diploma: bachelor's degree from a university;
 - i. Successful completion of the final examination of a bachelor's degree programme: the point when a student has completed his/her bachelor's degree programme. This is the case if:
 - (1) the student is in possession of a bachelor's diploma, or
 - (2) the student does not yet possess a bachelor's diploma but has successfully completed all the examinations of the relevant bachelor's programme, unless the Board of Examiners of the said bachelor's programme has explicitly specified that the final examination should also include an additional investigation conducted by the Board of Examiners. In this case, the student is considered to have completed his/her bachelor's programme once the Board of Examiners has conducted this investigation and has established that the student does indeed possess the necessary knowledge, understanding and skills;
 - j. Premaster: possibility for eliminating any deficiencies related to not meeting the admission requirements referred to in Section 7.30e of the Act;
 - k. OER: Course and Examination Regulations (*onderwijs- en examenregeling*);
 - l. Executive Board: institutional board of Leiden University.
2. For the application of these Regulations, the term Faculty Board also includes the Director of ICLON.



Article 1.2. Conditions for enrolment in master's programmes

1. Enrolment for a master's programme is only open to applicants who meet the admission requirements as specified in the OER of the relevant master's programme. In addition, the other conditions for enrolment as specified in the Regulations for Student Registration, Tuition Fees and Examination Fees of Leiden University are applicable.
2. The Executive Board may establish a maximum number of persons who can be enrolled in a given study programme (capacity restriction). In such instances, this should be announced in due time, and in any event no later than the start of the academic year preceding that to which this maximum applies. This announcement will be shown on the website of the relevant master's programme and on the general website(s) that provide information on the admission requirements and application procedures for master's programmes at Leiden University.

Chapter 2. Procedure for admission to a master's programme

Article 2.1. Request for admission

1. An application for a master's programme must be submitted via Studielink. If the applicant is not directly admissible, a request for admission must also be submitted in uSis. The request must include the documents that are required to assess whether the applicant can be admitted to the chosen master's programme.
2. The application and request for admission must be submitted in accordance with the following dates that lie before the start of the master's programme for which admission is requested.

For master's programmes that start on 1 September, this is the preceding 15 May, and for master's programmes that start on 1 February, it is the preceding 15 November.

For master's programmes with a capacity restriction (Article 1.2, second paragraph) that start on 1 September, it is the preceding 1 April, and for those that start on 1 February, it is the preceding 15 October. These dates have been set because of the selection procedure associated with the capacity restriction.

For applications from non-EU/EEA/Swiss students for master's programmes that start on 1 September, it is the preceding 1 April. For applications from non-EU/EEA/Swiss students for master's programmes that start on 1 February, it is the preceding 15 October. These dates have been set because of the visa application and, where relevant, arranging accommodation.

For applications for teacher training programmes that start on 1 September, it is the preceding 1 May, and for those that start on 1 February, it is the preceding 1 November. These dates have been set because of the practical part of the study programme and the time required for orientation and familiarisation between students, teaching staff and internship schools.
3. In exceptional cases, the Executive Board may set an alternative deadline; this will happen in any case for lateral entrants in the master's programme in Medicine.
4. Before the request for admission can be accepted for processing, a fee for administration costs (the application fee) must have been paid. The Executive Board will set the amount of the fee. Students of Leiden University and students of other Dutch higher education institutions are exempt from paying for administration costs.



Article 2.2 Admission and premaster

If the possibility of a premaster is included in the OER of a master's programme, the applicant can be admitted after passing the premaster. In the case of a master's programme with a capacity restriction, the procedure referred to in Article 2.5, second paragraph also applies.

Admission is also subject to the conditions for the premaster specified in the OER of the relevant master's programme and in the Regulations for Student Registration, Tuition Fees and Examination Fees of Leiden University.

Article 2.3. Authority and mandate for admission

1. The Executive Board has the authority to grant admission pursuant to Section 7.30b of the Act. It has mandated this authority to the Faculty Board.
2. The admission decision is made by the Faculty Board on behalf of the Executive Board. If a capacity restriction has been established, the maximum number of students who can be enrolled for the study programme, as set by the Executive Board, is applicable.
3. The Faculty Board can further mandate this authority to the Board of Admissions. In the case of a two-year master's programme in the field of education, the admission decision will not be made without first consulting the Board of the ICLON for advice.

Article 2.4. Board of Admissions

1. The Faculty Board is responsible for appointing a Board of Admissions for each master's programme or group of master's programmes.
2. The members of this Board of Admissions are appointed from among the members of staff charged with teaching the relevant master's programme or group of master's programmes. In addition, a secretary can be added from among the administrative staff to support the Board of Admissions.
3. Membership of the Board of Admissions is not compatible with membership of the Board of Examiners of the relevant master's programme or group of master's programmes.
4. Contrary to the previous paragraph, on the reasoned request of the Faculty Board, a combination of memberships can be permitted where appropriate, to be assessed by the Executive Board.

Article 2.5. Task of the Board of Admissions

1. The Board of Admissions is charged with the task of applying the admission requirements specified in the OER of the relevant master's programme to assess which applicants can be granted admission to this master's programme. The Board of Admissions presents its conclusions by means of advice to the Faculty Board. If Article 2.3, third paragraph applies, the Board of Admissions presents its conclusions by means of the admission decision.
2. If the Executive Board has exercised its authority to establish a capacity restriction for a master's programme, the Board of Admissions will indicate a ranking of suitability of the applicants who, in its view, may be granted admission. This ranking will be determined on the basis of the results of the assessment of the admission requirements specified in the OER.
3. An applicant who has been conditionally granted admission must demonstrate that he/she meets the admission requirements referred to in the first paragraph no later



- than the day before the master's programme starts. If this is not possible due to circumstances beyond his/her control, the required evidence can be submitted until the last the day of the month in which the master's programme started.
4. Admission to a master's programme may be subject to restrictions regarding the choice of specialisations or programme variants.
 5. The Board of Admissions prepares an annual report of its activities. The report contains a list of the advice it has issued during that year or, if the third paragraph of Article 2.3. applies, of the decisions it has made during that year on behalf of the Faculty Board.

Article 2.6. Sub-mandate to the Admissions Office

Contrary to the provisions of Article 2.3, third paragraph, the Faculty Board can mandate its authority to make admission decisions to the University's Admissions Office. The Faculty Board will stipulate the cases in which the admission decisions are further mandated to the Admissions Office.

Article 2.7. Admission in case of deficiency

If an applicant with a bachelor's diploma fails to meet the admission requirements specified in the OER of the chosen master's programme, he/she can still be granted admission if the deficiency does not exceed 15 credits. The applicant can only take the final examination of this master's programme, or one or more specified components of this, once the Board of Admissions has established that this deficiency has been remedied. The specified components of the final examination will be stated in the admission decision.

Article 2.8. Safety net to guarantee accessibility

1. The Executive Board guarantees that all students who complete a bachelor's programme at this University will have the opportunity to follow a master's programme within Leiden University.
2. At least one master's programme must be accessible within the discipline in which the student completed the bachelor's programme.
3. When determining the admission requirements or selection criteria of each master's programme, the Faculty Board will ensure that those requirements and criteria have not been formulated in such a way that a student is blocked from moving up to the master's level within the discipline within the faculty.
4. The Faculty Board will consult the Executive Board if, in its view, there is reasonable doubt concerning this upward move/accessibility.
5. If no master's programmes within the discipline are accessible, the Executive Board will designate a master's programme at Leiden University to which the bachelor's programme graduate will be granted admission.

Article 2.9. Admission decision/communication with the applicant

1. The Faculty Board will provide an admission decision to an applicant who is admitted to a master's programme. This decision will always specify the master's programme and, where appropriate, the specialisation(s) or programme variant(s) to which the applicant has been granted admission, as well as the deadlines for completing enrolment for the relevant master's programme.
2. An applicant whose request for admission has been rejected by or on behalf of the Faculty Board will be notified accordingly by the faculty. If the Faculty Board has



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- mandated its authority to the Admissions Office (Article 2.6), the applicant will be notified by the Admissions Office.
3. If the request for admission has been rejected or the admission decision has been issued with certain restrictions, the reasons for this decision will be given by or on behalf of the Faculty Board. If the Faculty Board has mandated its authority to the Admissions Office (Article 2.6), the reasons for the decision will be given by the Admissions Office.

Article 2.10. Appeal to CBE

The applicant can lodge an appeal with the Examination Appeals Board (CBE) against an admission decision made by the Faculty Board or on its behalf by the Board of Admissions or the Admissions Office within six weeks of receiving that admission decision.

Chapter 3. Final provisions and transitional provisions

Article 3.1 Official title

These Regulations may be cited as: Regulations for Admission to Master's Programmes at Leiden University (in Dutch: *Regeling toelating masteropleidingen Universiteit Leiden*).

Article 3.2. Effective date

These Regulations will enter into effect on 1 September 2022.

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These Regulations were adopted by the Executive Board in its decision of 27 April 2005, and amended in its decisions of 20 December 2005, 6 March 2007, 6 November 2007, 16 December 2008, 29 May 2012, 6 May 2014, 22 August 2017, 13 July 2021 and 12 July 2022.



Explanation

General

Pursuant to Section 7.30b(4) of the Higher Education and Research Act (WHW, hereafter referred to as the Act), the Executive Board is required to establish regulations which provide procedural rules regarding admission to master's programmes in case the number of applicants for a master's programme exceeds the set number of places for that master's programme. These Regulations are intended to satisfy the requirements of this Section.

The Executive Board also considers it desirable to provide rules regarding several other matters, such as the mandate, that relate to admission to master's programmes in cases other than those referred to in the first paragraph.

Article 1.2

A number of conditions must be met for enrolment in a university degree programme, according to the system established in the Act. These conditions are administrative, financial, and educational in nature. If all of these conditions have been met, the Executive Board can initiate enrolment.

This also applies to enrolment for a master's programme. The educational condition in this case consists of the requirement that an applicant for a master's programme must be granted admission to the relevant master's programme by the institutional board. The Executive Board has mandated this authority to the Faculty Boards, which can, in some cases and if so wished, mandate it further to other bodies (sub-mandate).

The Executive Board may have set a limit on the number of students that can be enrolled in a given master's programme: the capacity restriction. Potential applicants should be informed of this fact in good time; for this purpose the term can be observed that applies on the basis of the Code of Conduct for International Students. A capacity restriction must be announced no later than one year before the start of the academic year to which it applies. If a capacity restriction has been established, an additional admission requirement is that the set number of students to be enrolled is not exceeded.

Students are required to have fully completed a university bachelor's programme before being allowed to start on a master's programme. These are two separate programmes that follow on from one another, which means that it is essential to have completed the bachelor's programme in order to successfully follow the master's programme. The condition that applicants for a master's programme are only granted admission on the condition that they have successfully completed the final examination of the bachelor's level (i.e. that they are in possession of a university bachelor's degree) holds for all students. In addition, the master's programme is expected to be so intensive and heavy in terms of study load that students would have little opportunity to remedy any deficiencies.

The final bachelor's examination should be successfully completed no later than the last day of the month before the start of the master's programme. Each master's programme has two starting times in a year, when new students can join the programme: 1 September and 1 February; the final bachelor's examination must therefore be successfully completed no later than 31 August and 31 January, respectively.



Article 2.1

Under the Act, the Executive Board is responsible for both admission and enrolment; the Faculty Board is mandated to make decisions regarding admission. The request for admission should, unless otherwise specified, be submitted to the University's Admissions Office, which acts as the contact point for both current and prospective students. Applicants must use the digital admissions portal in uSis for submitting the request for admission. This request must be accompanied by the documents required to assess whether the applicant is eligible for admission to the relevant master's programme.

As a rule, the application must be submitted according to the dates determined in the second paragraph of Article 2.1 before the start of the relevant master's programme. The Executive Board can, however, set an alternative deadline in exceptional cases. In any case, an alternative deadline will apply to lateral entrants in the master's programme in Medicine. For students from outside the EU/EEA/Switzerland, the deadlines are 1 April and 15 October respectively. This is related to the fact that these students require a provisional residence permit (MVV) and need to make accommodation arrangements.

For master's programmes with a capacity restriction that start on 1 September, the deadline is 1 April because of the selection procedure that the applicants will have to go through from that date. For master's programmes with a capacity restriction that start on 1 February, the deadline is 15 October because of the selection procedure that the applicants will have to go through from that date.

To prevent unnecessary costs being incurred by the University in connection with the processing of a request for admission, applicants are required to pay an administration fee as set by the Executive Board. Students who have been awarded a bachelor's degree in the Netherlands pursuant to the Act are exempt from paying this fee.

Article 2.2

To prevent students on bridging programmes having to demonstrate multiple times that they meet the admission requirements, this article explains when the admission requirements can be met by means of a premaster.

Article 2.3

As indicated above in 1.2 and 2.1, the Executive Board has mandated its authority to grant admission to the Faculty Board. The Faculty Board can sub-mandate this authority to the Board of Admissions.

The signature at the bottom of the admission decisions should indicate that this decision was made on behalf of the Executive Board.

Article 2.4

The Faculty Board can decide that an appointment is for a fixed term, such as three years, or for an indefinite period. The Faculty Board can also decide whether re-appointment is possible or not.



Under this Article, the Faculty Board is responsible for appointing a Board of Admissions for each master's programme or group of master's programmes. In view of the need to separate functions, it has been decided that membership of the Board of Admissions is not compatible with membership of the Board of Examiners.

To alleviate the workload of the members of the Board of Admissions, administrative support can be provided by a secretary.

Article 2.5

The Board of Admissions is responsible for assessing which applicants can be granted admission to the master's programme, by applying the admission requirements specified in the OER of the relevant master's programme. If there are more applicants than can be enrolled according to the maximum available capacity, the Board of Admissions is responsible for ranking the applicants in order of suitability for the master's programme on the basis of the admission requirements specified in the OER. The Board of Admissions offers its conclusions as advice to the Faculty Board. The decision concerning admission is made by the Faculty Board, on the basis of its mandate. The Faculty Board can further mandate this authority to the Board of Admissions or – pursuant to Article 2.6 – to the Admissions Office. If the third paragraph of Article 2.3. applies, the Board of Admissions makes the admission decision on the basis of its sub-mandate. In the case of a two-year master's programme in the field of education, the admission requirements specified in the OER also relate to educational aspects; as a result, the ICLON should also be involved in assessing a request for admission. If the master's programme in question has a capacity restriction, the Faculty Board's decision will take account of the maximum number of students that can be enrolled.

A student who has been granted conditional admission should submit all evidence demonstrating that he/she has met the admission requirements no later than the last day before the start of the master's programme. If he/she is unable to do this due to circumstances beyond his/her control, this term will be extended until the last day of the month in which the master's programme started.

The Board of Admissions or the administrative support staff prepares an annual report, in which it reports (in terms of quantity) on the advice it has issued to the Faculty Board during that year and the decisions it has made on behalf of the Faculty Board during that year. In the annual report, the Board of Admissions can express its monitoring role in relation to the Faculty Board regarding the feasibility of the admission requirements in practice.

Article 2.6

This article allows for the possibility that the Faculty Board, contrary to the provisions of Article 2.3, third paragraph, can mandate to the Admissions Office the authority to make decisions concerning admission in cases specified by the Faculty Board. If this is the case, the Admissions Office will make the admission decision on the basis of its sub-mandate.

Article 2.7

This article allows for the possibility that someone who wishes to be admitted to a



master's programme but does not - or does not yet - fulfil the admission requirements specified in the OER for this master's programme can nevertheless be admitted to this master's programme.

This relates to applicants who have a university bachelor's diploma. They can be admitted to the relevant master's programme by or on behalf of the Faculty Board if their deficiency does not exceed 15 credits. Those admitted in this way are allowed to attend the programme courses but are only allowed to take the final examination or one or more components of the final examination, as specified in the admission decision, once the Board of Admissions has established to its satisfaction that their deficiency has been remedied. Admission to one-year teacher training programmes is only possible if the student has completed the master's programme; in these cases too, conditional admission is possible if the deficiency is small.

Article 2.8

Within the framework of the agreements made between all the universities and the Minister of Education, Culture and Science (OCW) about admission and selection, and having regard to Section 7.30b(6) of the Act, this article stipulates how a 'safety net' will be fulfilled, finding an appropriate solution for bachelor's programme graduates of Leiden University who are at risk of not being granted admission to a master's programme at any university and are at risk of being 'left behind'.¹ The universities endorse the (sectoral) accessibility of the master's phase - a safety net guarantees that bachelor's programme graduates will have access to at least one master's programme within their discipline. For Leiden University, this article fulfils the obligation to establish a safety net. The second paragraph states that a master's programme must be accessible within the discipline in which the bachelor's programme was completed, regardless of a capacity restriction that has been established. This means that a master's programme must be accessible within a discipline. Examples of disciplines are social sciences, natural sciences and law.

When determining the admission requirements or selection criteria of each master's programme, the Faculty Board must ensure that those requirements and criteria have not been formulated in such a way that a student is blocked from moving up to the master's level within the discipline within the faculty. If this is not possible, the Executive Board can designate a master's programme to which the bachelor's programme graduate will be admitted.

Article 2.9

The faculty is responsible for communicating on behalf of the University with anyone who submits a request for admission. If the Faculty Board or – on the basis of a mandate from the Faculty Board – the Board of Admissions grants the request and thus decides in favour of admission, the faculty will send the applicant an admission decision. This admission decision should always include the name of the relevant master's programme and, as appropriate, the particular programme variant(s) to which the applicant has been granted admission. The decision should also specify the deadline for enrolment for this master's programme. If enrolment has not been completed by the time the deadline expires, the admission decision loses its validity.

¹ See the letter from the Minister of OCW to the Lower House of 7 July 2017 about 'selection and accessibility of higher education'.



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An applicant whose request for admission has been rejected by or on behalf of the Faculty Board will be notified accordingly by the faculty. If making the admission decision has been mandated to the Admissions Office, the applicant will be notified by the Admissions Office.

If the request for admission was rejected or the admission decision was only issued under certain conditions, the reasons for this decision made by or on behalf of the Faculty Board must be specified. If the admission decision has been mandated to the Admissions Office, the reasons for the decision will be given by the Admission Office. This is particularly important in view of the possibility of lodging an administrative appeal with the University's Examination Appeals Board.

Article 2.10

This article states that applicants whose request for admission has been rejected by or on behalf of the Faculty Board, or whose request has only been approved under certain conditions, can appeal to the University's Examination Appeals Board. The appeal must be lodged by the applicant within six weeks of receiving the decision.