Honours Academy Course Regulations

Valid from 1 September 2018

Leiden University Honours Academy, September 2018
Relating to the extracurricular Leiden University Honours programmes for talented and motivated students in the following programmes:
- Pre-University College
- Honours College including Bachelor’s Honours Classes
- (International) Leiden Leadership Programme
- Master’s Honours Classes

Chapter 1: General Provisions

Article 1.1 Scope of the Regulations

The honours programmes and Pre-University College, Honours College, Leiden Leadership Programme and International Leiden Leadership Programme are extracurricular and do not constitute a course of study as understood in article 7.3a of the Higher Education and Academic Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW); neither do they culminate in an academic degree as understood in the WHW. This means that the regulations that arise from the WHW, including Course and Examination Regulations [Onderwijs-en Examenregeling] (OER), do not apply to these programmes. The present regulations nevertheless regulate a number of cases similarly to how those relating to regular courses are regulated in the WHW. It should also be mentioned in this context that students enrolled in the honours programmes can derive no rights from the WHW, the regulations associated with the WHW, or obligations arising from the WHW. However, students who take part in the honours programmes can derive rights from the present regulations.

These regulations apply to courses offered in the context of the Pre-University College, the Honours College (including Bachelor’s Honours Classes), the Leiden Leadership Programme and the International Leiden Leadership Programme and Master’s Honours Classes, hereafter referred to as: PRE, HC, LLP, ILLP, and Master’s HClasses, respectively, as well as to any faculty or supra-faculty programmes that may be developed in the future.

The E-prospectus forms an appendix to these Course Regulations and describes in greater detail the study programmes and any additional rules that apply to the faculty tracks of HC, the Bachelor’s Honours Classes, the LLP, the ILLP and the Master’s Honours Classes.
**Article 1.2 Definitions**

In these regulations, the following definitions apply:

a. **Admissions Board**

   These regulations distinguish between four Admissions Boards: (1) the Admissions Board operating within the framework of PRE, (2) the faculty Admissions Board operating with the framework of the HC, (3) the Admissions Board operating in the framework of LLP and ILLP, and (4) the Admissions Board operating in the framework of the Master’s Honours Classes.

b. **Bachelor’s Honours Classes**

   Bachelor’s Honours Classes are stand-alone modules worth 5 EC each which are offered by faculties and by the Honours Academy within the framework of the Honours College.

c. **Board of Examiners**

   These regulations distinguish between three Boards of Examiners: (1) the Board of Examiners of the study programme in which the student is enrolled, (2) the Board of Examiners of the faculty offering the honours track/class/component and (3) the Board of Examiners of the Honours Academy.

d. **Certificate / diploma**

   The certificate/diploma awarded once all the conditions of the various honours programmes have been met.

e. **Credit**

   The unit expressing the study load of a course in accordance with the ECTS, one credit is equal to 28 hours of study.

f. **Course**

   A study unit as defined in Article 7.3 of the WHW. The study load of each course is expressed as whole credits. Every course involves an end-of-course examination.

g. **Course block**

   A component of the PRE curriculum that is tested.

h. **Course coordinator**

   The employee of Leiden University who, under the supervision of the Dean of the Honours Academy, is responsible for the content of the education provided by a particular course within the PRE.

i. **Dean of the Honours Academy**

   The Dean of the Honours Academy, appointed by the Executive Board and, in accordance with the provisions in the General Regulations and the Honours Academy Regulations, responsible for the PRE, HC, LLP, ILLP, or Master’s HClasses.

j. **ECTS / EC**

   European Credit Transfer System (course credits)

k. **E-prospectus**

   The electronic prospectus containing specific and binding information about the programme.
l. Examination
An evaluation of the knowledge, understanding and skills of a student with respect to a particular course, and an assessment thereof (in accordance with Article 7.10 of the WHW) by at least one examiner appointed for this purpose by the Board of Examiners. An examination can consist of more than one examination element.

m. Examiner
Person appointed by the authorised Board of Examiners to conduct examinations, in accordance with Article 7.12c of the WHW.

n. Governing Board
The Honours Academy Governing Board, consisting of course portfolio holders from the Faculty Boards and from Leiden University’s LUMC Board of Directors, chaired by the vice-rector of Leiden University.

o. Honours Academy (HA)
The academic partnership for honours education established in accordance with the General Regulations governing the Faculty Boards, the Board of Directors of the LUMC and the Executive Board of Leiden University and described in greater detail in the General Regulations and in the Honours Academy Regulations.

p. Honours Academy Regulations
The administrative regulations governing the Honours Academy, as established by the Executive Board and approved by the Faculty Boards and the Board of Directors of the LUMC.

q. Honours College (HC)
A two- or three-year extracurricular academic programme (consisting of faculty and supra-faculty components) for selected very talented and motivated bachelor’s students, which leads to a certificate once at least 30 EC have been completed. The programme is listed on the student’s diploma supplement. Admission to the HC is based on a faculty selection procedure.

r. Honours Council
An Honours Academy advisory body, described in greater detail in the Honours Academy Regulations.

s. Honours Classes Coordinator
The Honours Academy employee specifically charged with organising the Honours Classes and guiding and advising HC students.

t. HC Advisory Board
An Honours Academy advisory body for the Honours College, described in greater detail in the Honours Academy Regulations.

u. HC coordinator
The Honours Academy employee specifically charged with organising and fine-tuning HC teaching in collaboration with the faculties.

v. HC Faculty Coordinator
The contact person for the HC designated by the Faculty Board.
An academic extracurricular programme for selected very talented and motivated international (advanced) master’s students, which leads to a certificate worth 5 EC. The programme is listed on the student’s diploma supplement. Admission to the ILLP is based on a university selection procedure.

An academic extracurricular programme for selected very talented and motivated master’s students which leads to a certificate worth 20 EC. The programme is listed on the student’s diploma supplement. Admission to the LLP is based on a university selection procedure.

The register of programmes offered by Leiden University, maintained under the supervision of the Executive Board, in accordance with Article 7 of the Executive and Management Regulations [Bestuurs- en beheersreglement].

The level of a course according to the abstract structure defined in the framework document of the Leiden University Register of Study programmes.

An Honours Academy advisory body for the (I)LLP as described in greater detail in the Honours Academy Regulations.

The Honours Academy employee specifically charged with organising the LLP/ILLP courses and guiding and advising LLP/ILLP students.

Master’s Honours Classes are stand-alone modules worth 5 or 10 EC each which are offered by faculties and by the Honours Academy to talented and motivated master’s students.

A practical assignment as defined in Article 7.12, second paragraph, under (d), of the WHW, in one of the following forms:
- a thesis/ dissertation/ graduate report
- a paper or an experimental design
- a research assignment
- fieldwork or excursion
- a traineeship, or
- another educational activity aimed at acquiring specific skills

An Honours Academy advisory body for the Pre-University College as described in greater detail in the Honours Academy Regulations.

The Honours Academy staff member specifically charged with organising the PRE programme and guiding and advising PRE students.
The VWO teacher designated by a school to guide the PRE students enrolled at that school.

Eight-week stand-alone modules for very talented and motivated pupils in the fifth grade of preparatory secondary education (VWO) and higher, worth on average 1 EC. Admission is based on a university selection procedure.

The curriculum offered by Leiden University faculties and the LUMC that encompasses the University’s specific programme for selected very talented and motivated pupils in preparatory secondary education (VWO) who are able and willing to take on a greater challenge. The Pre-University College (PRE College) is a two-year pre-university curriculum worth 15 EC. Admission to the Pre-University College is based on a university selection procedure.

A coherent set of courses with the aim of realising well-defined goals in terms of knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme ends with a final examination.

Lecturer at Leiden University responsible for the curriculum of the LLP/ILLP-programme.

A guide containing specific information about the PRE.

A person enrolled at Leiden University for the purpose of taking courses and/or sitting examinations and final examinations in a specific study programme, and who has also been admitted to the PRE, HC, LLP, ILLP, or Master’s Honours Class.

Courses that are not part of either a faculty-specific honours track or of faculty Honours Classes. These include the full PRE and LLP programmes and the Honours Classes organised by the Honours Academy.

A Leiden University or LUMC staff member who is affiliated with the (I)LLP as a teacher-coach.


Monday to Friday, with the exception of public holidays and mandatory university or faculty ADV days (days with shorter working hours).
Article 1.3 Codes of Conduct

The courses offered by the Honours Academy are subject to all Leiden University codes of conduct for employees and/or students, as well as to any additional faculty codes of conduct.
Chapter 2: Description of the Programmes

Article 2.1 The Programmes

The Pre-University College is a two-year academic programme worth 15 EC for very talented and motivated pupils in the fifth grade of preparatory secondary education (VWO) and higher. The Pre-University Classes are eight-week stand-alone modules for talented pupils in the fifth grade of preparatory secondary education (VWO) and higher.

The HC is an extracurricular academic programme worth at least 30 EC for Leiden University bachelor’s students who are willing and able to take on a greater challenge.

The LLP is an extracurricular academic programme worth 20 EC for talented and motivated master’s students from Leiden University, Delft University of Technology and Erasmus University Rotterdam.

The ILLP is an extracurricular academic programme worth 5 EC for Dutch and international talented and motivated master’s students from Leiden University, Delft University of Technology and Erasmus University Rotterdam.

Master’s Honours Classes are stand-alone interdisciplinary, extracurricular course modules worth 5 or 10 EC, offered by the Honours Academy, in collaboration with the faculties, to talented and motivated Leiden University master’s students.

Article 2.2 Objectives of the Programmes

2.2.1 The Objectives of the PRE

The Pre-University College offers a select group of talented pupils from the fifth and sixth grades of VWO a challenging curriculum to be taken in addition to the VWO curriculum and in which
   a. Knowledge, skills and understanding are acquired in a wide range of academic education and research
   b. Academic training plays a central role
   c. Participants are prepared for further study, particularly with a view to enrolment in a university bachelor’s programme

A Pre-University Class offers a select group of talented pupils from the fifth and sixth grades of VWO a challenging module to be taken in addition to the VWO curriculum in which
   a. Knowledge, skills and understanding are gained in a specific area of academic education and research
   b. Participants are prepared for further study, particularly with a view to enrolment in a university bachelor’s programme
2.2.2 The Objectives of the HC

The Honours College offers selected bachelor’s students with the ambition and ability to take on more than the regular bachelor’s programme a high-level coherent and challenging extracurricular programme, as described in more detail in Article 3.2 of these regulations.

The Honours College stimulates students to develop their innovative abilities to a higher degree than allowed in a regular bachelor’s programme. To achieve this goal, the Honours College programmes focus on developing the following aspects.

a. **Knowledge and understanding:** Students gain in-depth knowledge of the discipline of their regular bachelor’s programme, while also coming into contact with knowledge and skills from one or more other disciplines, or they choose, alongside their regular bachelor’s programme, to completely devote themselves to the study of one or more other disciplines.

b. **Judgment and the ability to apply knowledge and understanding:** Students learn to formulate solutions to academic and social problems from a multi- or interdisciplinary perspective.

c. **Skills:** Students learn to take part in academic and/or social debates involving various academic or societal perspectives. With an open mind, they learn to identify and critically assess various new and existing perspectives, and connect academia to society.

d. **Academic attitude:** Students learn to take responsibility for their own personal development and learning process, and to be open to multi- and interdisciplinary collaboration.

In addition, the Honours College aims to create a learning environment with much room for experimenting with educational format and content, also from a multi- or interdisciplinary perspective.

2.2.3 The Objectives of the LLP

The LLP offers a coherent and challenging extracurricular programme to selected master’s students who can cope with more than the regular programme. The programme is organised at supra-faculty level. Upon completion of the programme, graduates will have achieved the following objectives:

a. **Students develop an inquiring, critical attitude, insight into their own strengths and weaknesses, and the ability to reflect on their own actions (personal sensitivity);**

b. **Students understand the strengths and weaknesses of others. Based on these insights they are able to operate more effectively in their interactions with others (interpersonal sensitivity);**

c. **As members of an interdisciplinary team, students understand and have first-hand experience of the dynamics of a professional organisation. Based on this understanding they are able to operate more effectively in different professional and other organisations (organisational sensitivity).**

2.2.4 The Objectives of the ILLP

The ILLP offers a coherent and challenging extracurricular programme selected international (advanced) master’s students who can cope with more than the regular programme. The programme is organised at supra-faculty level. Upon completion of the programme, graduates will have achieved the following objectives:

a. **Students develop an inquiring, critical attitude, insight into their own strengths and weaknesses, and the ability to reflect on their own actions (personal sensitivity)**

b. **Students understand the strengths and weaknesses of others. Based on these insights they are able to operate more effectively in interaction with others (interpersonal sensitivity)**
2.2.5 The Objectives of the Master's Honours Classes

Master's Honours Classes are interdisciplinary, extracurricular course modules worth 5-10 EC at level 600, which are offered by the Honours Academy in collaboration with the faculties to talented and motivated master's students. Upon completion of a Master's Honours Class students have

a. Learned to approach a complex academic and social issue from a variety of disciplines and angles
b. Gained knowledge of the latest developments in academic thinking relating to this problem in a variety of disciplines
c. Worked in a multidisciplinary team
d. Learned what knowledge, understanding and skills from other disciplines they need to apply in their own field in order to analyse and solve the issue in question
e. Made an individual contribution to analysing the issue and suggesting a direction for a solution

Article 2.3 Learning Outcomes of the Programme

2.3.1 Upon completion of the Pre-University College, pupils will have achieved the following learning outcomes:

a. Knowledge and understanding of the objectives, nature, methods and organisation of various academic disciplines
b. Knowledge and understanding of the position of academia in society
c. Knowledge, understanding and skills in the basics of academic research
d. The ability to critically approach academic knowledge and place this knowledge within the perspective of philosophy of science

More details about the learning outcomes of each component of the PRE College programme can be found in the PRE College Course and Examinations Regulations (Onderwijs- en Examenregeling) (OER). See https://www.universiteitleiden.nl/pre-college/medezeggenschap--oer.

2.3.2 Upon completion of a Pre-University Class, pupils will have achieved the following learning outcomes:

a. Knowledge and understanding of a specific academic discipline
b. Knowledge, understanding and skills in the basics of academic research

These learning outcomes are described in greater detail for each PRE Class. See https://www.universiteitleiden.nl/pre-classes/programma.

2.3.3 The objectives of the HC have been translated into specific learning outcomes for each track. These are described in the E-prospectus https://www.universiteitleiden.nl/honours-academy/onderwijs/honours-college.

2.3.4 Upon completion of the LLP, students will have achieved the following learning outcomes:

a. Knowledge and understanding of their own talents and needs and those of others
b. Knowledge and understanding of professional and other organisations
c. Knowledge and understanding of leadership and other skills required for their own growth as leaders
d. The ability to work effectively and at a high level in various social contexts

The learning outcomes of the LLP are described in greater detail for each component of the programme. See https://www.universiteitleiden.nl/honours-academy/leiden-leadership-programme/programma.
2.3.5 Upon completion of the ILLP, students will have achieved the following learning outcomes:

a. Knowledge and understanding of their own talents and needs and those of others
b. Knowledge, understanding and skills, including leadership skills, required to work effectively in organisational structures operating in an international context
c. Knowledge and understanding of the skills, including leadership skills, required for their own development as leaders

The learning outcomes of the ILLP are described in greater detail for each component of the programme. See https://www.universiteitleiden.nl/en/honours-academy/international-leiden-leadership-programme/programme.

**Article 2.4 Start of the Programmes**

2.4.1 The PRE College begins on 1 October of each calendar year.

2.4.2 PRE Classes begin on 1 January of each calendar year and last for a maximum of three months.

2.4.3 The orientation programme of the HC begins on 1 February of each calendar year. Once admission is final, as defined in Article 5.3.2 or 5.3.3, respectively, the student is allowed to follow the programme.

2.4.4 The LLP begins on 1 September of each calendar year.

2.4.5 The ILLP begins on 1 February of each calendar year.

2.4.6 Master’s HClasses are organised between November and May.

**Article 2.5 End of the Programmes**

2.5.1 a. Students who successfully complete all components of the PRE College on or before 31 August of the sixth year of VWO are awarded a PRE diploma in accordance with Article 6.1 of these regulations.

2.5.1 b. Students who successfully complete a PRE Class are awarded a certificate in accordance with Article 6.1 of these regulations.

2.5.2 a. Students who, no later than 31 August of their third year of study, (1) meet all requirements for a bachelor’s degree with an average grade of at least 7.0 for all completed bachelor’s courses and (2) successfully complete all HC components as referred to in Article 3.2.2 (faculty track) or all components approved by the faculty HC Board of Examiners as referred to in Article 3.2.4 (individual track) to a value of at least 30 EC, are awarded an HC certificate in accordance with Article 6.1 of these regulations.

2.5.2 b. Student who successfully complete a double degree as referred to in Article 3.24 of these regulations with two diplomas with a weighted average grade of at least 7.0 for all completed bachelor’s courses, and who also follow at least one interdisciplinary Bachelor’s Honours Class and meet the study progress requirement are awarded an HC certificate as described in Article 6.1 of these regulations. The study progress requirements for the Double Bachelor’s Plus programme are
as follows:

- 210-239 EC completed within 3 years
- 240-269 EC completed within 3.5 years
- 270-299 EC completed within 4 years
- 300-329 EC completed within 4.5 years
- ≥330 EC completed within 5 years

2.5.3 Students who successfully complete all components of the LLP on or before 31 August of the academic year in which they began the LLP are awarded an LLP certificate in accordance with Article 6.1 of these regulations.

2.5.4 Students who successfully complete all components of the ILLP on or before 31 August of the academic year in which they began the ILLP are awarded an ILLP certificate in accordance with Article 6.1 of these regulations.

**Article 2.6 Quality**

2.6.1 The programmes meet the quality standards for teaching set out in the framework document of the Leiden University Register of Study Programmes.

2.6.2 In accordance with Article 3, first paragraph, of the General Regulations, all teaching, as regards implementation of the faculty components of the honours programmes, its organisation and its quality, falls to the faculties under the responsibility of the Faculty Board.

Each faculty appoints a Board of Examiners (faculty HC Board of Examiners) responsible for the quality of assessment and its final level as regards the course components pertaining to HC in accordance with Article 3.2 of these regulations.

2.6.3 In accordance with Article 3, second paragraph, of the General Regulations, teaching, as regards the implementation of the supra-faculty components of the honours programmes, is provided and organised by the Honours Academy under the responsibility of the Dean of the Honours Academy, in consultation with the Faculty Boards and the Dean of the LUMC Board of Directors.

On the grounds of Article 15 of the Honours Academy Regulations, the Dean is responsible for ensuring that the frameworks and protocols established by the Executive Board with regard to the design and implementation of teaching quality assurance are implemented within the Honours Academy. In accordance with Article 10 of the HA regulations, the Dean appoints the members of the Honours Academy Board of Examiners.
Chapter 3: Curriculum

Article 3.1 PRE Curriculum

3.1.1 Pre-University College

a. The programme consists of courses with a minimum total study load of 15 EC.
b. The study load, level, content and teaching format of all curriculum courses are described in greater detail at [https://www.universiteitleiden.nl/pre-college/programma](https://www.universiteitleiden.nl/pre-college/programma) and in the PRE College Course and Examination Regulations

3.1.2 Pre-University Classes

a. A Pre-University Class consists of courses comparable to a study load of 1 EC.
b. The study load, level, content and teaching format of all curriculum courses are described in greater detail at [https://www.universiteitleiden.nl/pre-classes/aanbod](https://www.universiteitleiden.nl/pre-classes/aanbod).

Article 3.2 HC Curriculum

3.2.1 The curriculum has a minimum total study load of 30 EC and may consist of a faculty track as described in Article 3.2.2, or a faculty track complemented with elective courses chosen by the students themselves as described in Article 3.2.3 (individual HC track), or a double bachelor's degree as described in greater detail in Article 3.2.4 (Double Bachelor's Plus).

3.2.2 Faculty track

a. The Faculty Board sets out the faculty track and associated rules in the E-prospectus. The faculty track consists of various courses and research components (including elective components), all of which are described in the E-prospectus.
b. The following conditions apply to faculty tracks:
   - A faculty track must conform to Leiden University's vision for honours education and the profile of an honours student.
   - A faculty track must encompass at least 30 EC, of which at least 20 EC of courses and/or research activities.
   - A faculty track must include one or more introductory courses in the first year of the bachelor's programme.
   - A faculty track must include the obligation to take an interdisciplinary Bachelor's Honours Class worth 5 EC from the Bachelor's Honours Classes set out and published annually by the Honours Academy.
   - A faculty track must include at least 5 EC worth of elective courses among the remaining 25 EC.
   - A faculty track must involve an achievement level that exceeds that of the regular bachelor's level.
   - A faculty track may contain courses from a regular study programme, as long as the course in question represents an additional level of difficulty within the confines of the bachelor's degree, as described in greater details in the regulations set out by the Faculty Board and mentioned under (a).
   - A faculty track must be broad in scope (interdisciplinary) and/or in depth (disciplinary).
   - A faculty track must stimulate students to expand their horizons, both in an international
A faculty track should involve small-scale teaching, or at least recognises the teacher-student relationship as the guiding principle in teaching.

- A faculty track must assign one or more talent coaches to provide students with individual guidance.

A faculty track must assign one or more talent coaches to provide students with individual guidance.

c. The E-prospectus specifies the study load, level, content and teaching format of each course in the faculty track.

3.2.3 Individual track

a. The HC Curriculum may consist of a faculty track in combination with courses chosen by the students themselves (individual track). The faculty HC Board of Examiners may, at the student’s request, exempt a student from the courses and research components mentioned in Article 3.2.2 (a). This allows the student to expand his or her choice of electives by substituting one or more of these courses for other courses and activities. The conditions set out in Article 3.2.2 apply regardless.

b. Within the scope of the further regulations set out by the Faculty Board and described in Article 3.2.2 (a), the faculty HC Board of Examiners sets out the manner in which the courses included in the track may be substituted and the conditions under which substitute courses and activities such as traineeships, a stay abroad, etc., are recognised as components of an individual track for which the institution awards EC. The following courses are automatically accepted as substitutes: courses from other faculty tracks, Bachelor’s Honours Classes from the selection set out and published by the Honours Academy, LUC classes and courses from regular study programmes, provided the latter include an additional challenge either individually or as a whole. This additional challenge must be specified and motivated in the HC study plan referred to under (c).

c. The faculty HC Board of Examiners will only award an exemption once the student has submitted a substantiated study plan (HC study plan) in consultation with the faculty coordinator. The HC study plan should in any case include (1) a description of the personal learning pathway guaranteed by the individual track and (2) a rationale for why the suggested individual track should be recognised as a curriculum culminating in an Honours College certificate. The HC study plan requires the substantiated approval of the faculty HC Board of Examiners.

d. The faculty HC Board of Examiners withholds approval of the HC study plan if the components suggested by the student do not encompass the minimum 30 EC, if the plan includes less than 20 EC worth of teaching or research activities, if the HC study plan is not in line with Leiden University’s vision on honours education and the profile of an honours student, or if the study plan fails to include an interdisciplinary Bachelor’s Honours Class worth 5 EC from the selection of Honours Classes set out and published annually by the Honours Academy.
3.2.4 Double Bachelor’s Plus

a. The HC curriculum may consist of a combination of two bachelor’s programmes, provided
   - The student taking both bachelor’s programmes meets Leiden University’s profile of an
     honours student, and
   - Both bachelor’s programmes are taken at a Dutch university, of which at least one is Leiden
     University, and
   - The curriculum of the double study programme with respect to establishing study progress
     requirements has been approved by the HA Board of Examiners, and
   - The student takes at least one interdisciplinary Honours Class (worth 5 EC) from the
     Honours Classes selection set out and published annually by the Honours Academy.

**Article 3.3 LLP Curriculum**

3.3.1 The curriculum consists of compulsory courses with a total study load of 20 EC.

3.3.2 The study load, level, content and teaching format of all curriculum courses are described in
greater detail in the E-prospectus.

**Article 3.4 ILLP Curriculum**

3.4.1 The curriculum consists of compulsory courses with a total study load of 5 EC.

3.4.2 The study load, level, content and teaching format of all curriculum courses are described in
greater detail in the E-prospectus.
Chapter 4: Examinations

Article 4.1 Scope of Chapter 4

Chapter 4 applies to all courses offered by the Honours Academy: namely, the PRE College, the faculty and supra-faculty Bachelor's Honours Classes, the LLP, ILLP and the Master's Honours Classes. The courses taught in the context of the HC or the PRE Classes that are offered by a faculty or a faculty study programme fall under the responsibility of the Board of Examiners appointed by the relevant Faculty Board.

Article 4.2 Frequency of Examinations

4.2.1 Examinations are held once or twice per academic year for each course offered in that year.

4.2.2 Students are obliged to take part in the first examination opportunity following the end of a course, unless the Board of Examiners decides otherwise at the student's request.

4.2.3 Admission to the resit may be subject to conditions arising from the Board of Examiners’ regulations. These conditions are listed in the E-prospectus.

4.2.4 In exceptional cases, the Board of Examiners may allow an additional resit at the student's request.

4.2.5 If an examination is completed successfully, the student's right to a resit lapses. If the student resits an examination without permission from the Board of Examiners, no grade will be awarded. The result of the first examination will stand.

Article 4.3 Honours Academy Board of Examiners

4.3.1 The HA Board of Examiners sets out rules governing the implementation of its duties and authorities and the measures it is authorised to take in this context. The HA Board of Examines draws up regulations and guidelines to this end.

4.3.2 The Examination Appeals Board [College van Beroep voor de Examens] (CBE) processes students’ appeals against decisions of the Board of Examiners as set out in Article 4a of the CBE Procedural Regulations [Reglement van Orde CBE]. These appeals are open to decisions – where relevant – in accordance with Article 7.61 of the WHW.

Article 4.4 Assessment

4.4.1 Immediately after an oral examination, the examiner formulates an assessment and hands the student a written notification of the outcome.

4.4.2 The examiner marks any written examination or other test within fifteen working days following the date of the examination or test, and provides the department's course administration with the information necessary to inform students in writing or by e-mail of the examination results.
4.4.3 If the examiner is unable to comply with the period of fifteen working days referred to in 4.4.2, students are notified of this fact within this period. Students are also informed of the procedure to follow in such cases.

4.4.4 The result of the examination is expressed as a whole number or a fraction with one decimal between 1.0 and 10.0, including both limits. The result is not expressed as a number between 5.0 and 6.0.

4.4.5 An examination is considered to be a pass if it is awarded a grade of 6.0 or higher.

4.4.6 Successful completion of a practical may qualify as a successfully completed examination in accordance with Articles 4.4.4 and 4.4.5 of these regulations.

4.4.7 The written or electronic notification of the examination results informs students of their right to inspect their marked examination papers as referred to in Article 4.6 of these regulations and of the appeals procedure.

**Article 4.5 Period of Validity of Results**

4.5.1 Every PRE examination result is valid for a period of 2 years, every HC examination for a period of 4 years, and every LLP and ILLP examination for a period of 1 year.

4.5.2 In accordance with its own guidelines, the HA Board of Examiners may, at the student’s request, extend the period of validity by one year at a time (Article 4.9 of the Rules and Guidelines of the HA Board of Examiners).

**Article 4.6 Right to Inspect Marked Examination Papers and Evaluation**

4.6.1 Students have the right to inspect their marked examination paper for a period of thirty days following publication of the results.

4.6.2 During the period referred to in Article 4.6.1, the examination questions and assignments may also be inspected as well as – where possible – the assessment criteria.

4.6.3 At the student’s request, an evaluation may take place. Students are informed of this option when they receive their examination results.

4.6.4 The examiner is authorised to decide whether an examination is reviewed collectively or individually.

4.6.5 The examiner determines where and when the review takes place.

4.6.6 Students who can demonstrate that they are unable to attend the review referred to in 4.6.3 due to circumstances beyond their control are granted another opportunity for evaluation, if possible within the period referred to in 4.6.1.
Chapter 5: Admission to the Programme

Article 5.1 Proof of Admission

5.1.1 A student in possession of a proof of admission to the PRE, HC, LLP, ILLP, or an Honours Class has access to the courses and examinations of the programme in question.

5.1.2 The admission decision is issued as proof of admission by the Admissions Board of PRE, HC, LLP, ILLP or the Master's Honours Class, if the student meets the admission criteria.

5.1.3 If a student does not meet the admission criteria, the student may be admitted subject to conditions.

5.1.4 No appeal or objection may be filed against an admission decision.

Article 5.2 PRE Admission

5.2.1 Admission to the Pre-University College

a. Only pupils from the fifth year of VWO who are selected by the selection committee are admitted to the programme. The pupils must fit the following profile:
   - Good or excellent results in the transition report from the fourth to the fifth year of VWO
   - Motivated to follow a more challenging programme alongside their VWO programme
   - A broad interest in academia, and
   - Enrolled at one of the schools taking part in the PRE
b. As a rule, the first academic year is intended for pupils in the fifth year of VWO and the second academic year for pupils in the sixth year of VWO.
c. Pupils are only admitted following the selection procedure described at https://www.universiteitleiden.nl/pre-college/aanmelding--selectie.

5.2.2 Admission to a Pre-University Class

a. As a rule, only pupils in the fifth and sixth year of VWO who are selected by the selection committee are admitted to the programme. The pupils must fit the following profile:
   - Good or excellent results in the transition report from the fourth to the fifth or from the fifth to the sixth year of VWO
   - Motivated to follow a more challenging programme alongside their VWO studies
   - Interested in specific academic disciplines
b. Pupils are only admitted following the selection procedure described at https://www.universiteitleiden.nl/pre-classes/aanmelding--selectie.
Article 5.3 HC Admission

5.3.1 Provisional Admission to the HC

a. Each Faculty Board that offers a faculty track sets out an admission procedure for the HC Curriculum and appoints the members of the Admissions Board.

b. According to the faculty admissions procedure (see https://www.student.universiteitleiden.nl/studie-en-studeren/honoursonderwijs/honours-college/aanmelden) a student is granted provisional admission to the HC if the faculty Admissions Board is of the opinion that the student meets the following admission requirements:
   - The student is officially enrolled as a bachelor’s student at Leiden University,
   - The student was granted admission to the first year of a bachelor’s programme of one of the University’s faculties,
   - The student is motivated and ambitious and willing to take on an additional challenge and make the necessary effort and commitment,
   - The student has good academic results,
   - The student has made satisfactory progress in his/her own studies,
   - The student has the potential to complete the HC within the designated period.

5.3.2 Definitive Admission

a. At the start of their second bachelor’s year, students may be granted definitive admission to the HC if they
   - completed the first year of the bachelor’s programme [propedeuse] within one year
   - meet the admission criteria referred to in 5.3.1 in the opinion of the faculty Admissions Board
   - successfully completed the faculty orientation programme

b. Students receive proof of definitive admission in accordance with Article 5.1 of these regulations.

5.3.3 Alternative Route to Definitive Admission

If the faculty Admissions Board is of the opinion that a student is particularly suitable to be admitted to the HC, the faculty Admissions Board may grant the student definitive admission to the HC no later than at the end of the second bachelor’s year and in deviation of one or more of the criteria listed in Article 5.3.2(a). The proof of admission referred to in Article 5.1 of these regulations contains the rationale for this deviation from the rules and is sent to the Dean of the Honours Academy for his/her information at the earliest opportunity.

5.3.4 Withdrawal of Admission

In principle, the definitive admission is valid for the entire track of minimum 30 EC, but it is subject to the student’s academic performance. Admission may be withdrawn in the event of insufficient academic progress in the regular programme or the Honours track, or if there are other significant reasons for withdrawing admission. The grades awarded for track courses may also constitute grounds for withdrawal.
The HC coordinator checks at least once a year whether the HC students enrolled in his/her track meet the admissions criteria.

**Article 5.4 LLP Admission**

5.4.1 Every year, the Dean of the Honours Academy appoints a selection committee. This committee includes at least two lecturers involved in the LLP and the LLP course coordinator. The committee advises the Dean on the admission of candidates.

5.4.2 Students are admitted to the LLP if the Admissions Board considers that they meet the following criteria:
   a. A valid enrolment as a master’s student at Leiden University, Delft University of Technology, or Erasmus University Rotterdam
   b. Motivated, ambitious and willing to take on an additional challenge and to make the effort required
   c. Good academic results, and
   d. The potential to complete the LLP within the designated period

5.4.3 The LLP has a limited number of available places. If the number of suitable candidates exceeds the number of available places, the Dean decides which candidates are admitted to the programme – having first consulted the selection committee.

5.4.4 The selection procedure is described at [https://www.universiteitleiden.nl/honours-academy/leiden-leadership-programme/aanmelding-en-selectie](https://www.universiteitleiden.nl/honours-academy/leiden-leadership-programme/aanmelding-en-selectie).

**Article 5.5 ILLP Admission**

5.5.1 Every year, the Dean of the Honours Academy appoints a selection committee. This committee includes at least two lecturers involved in the ILLP and the ILLP course coordinator. The committee advises the Dean on the admission of candidates.

5.5.2 Students are admitted to the ILLP if the Admissions Board is of the opinion that they meet the following admission criteria:
   a. A valid enrolment as a master’s or advanced master’s student at Leiden University, Delft University of Technology, or Erasmus University Rotterdam
   b. Motivated, ambitious and willing to excel
   c. Good academic results, and
   d. The potential to complete the ILLP within the designated period

5.5.3 The ILLP has a limited number of available places. If the number of suitable candidates exceeds the number of available places, the Dean decides which candidates are admitted to the programme – having first consulted the selection committee.

Chapter 6 Diploma / Certificate

Article 6.1 Diploma / Certificate

6.1.1 The HA Board of Examiners issues a certificate when it becomes apparent that the requirements set out in Article 2.5 of these regulations have been met. PRE College students are given a diploma. This diploma is written in English and in Latin.

6.1.2 In accordance with its own guidelines, the HA Board of Examiners may at the student’s request, grant an extension of the requirements set out in Article 2.5. The Board of Examiners may in this context seek the advice of the faculty honours coordinator, or the Board of Examiners of the study programme in which the student is enrolled, or of the programme that offers the relevant courses.

6.1.3 The HA Board of Examiners may instigate its own examination-related investigation into the knowledge, understanding and skills of the candidate and assess the results of this investigation.

6.1.4 The certificate is awarded only once the Executive Board declares that all procedural requirements (including the obligation to pay tuition fees) for the award of an HC, LLP or ILLP certificate have been met.

6.1.5 Only one certificate is awarded for each programme. The certificate states that the programme was offered by Leiden University.

6.1.6 The results of individual courses with accompanying grades are listed on the diploma supplement.
Chapter 7: Student Supervision and Study Advice

Article 7.1 Professional Sports

In exceptional circumstances, students who play sports at a professional level, or who develop their talents in another very intensive way, are offered the opportunity to adjust their honours programme to these extracurricular activities, in consultation with the HA and/or the faculty. The HA follows the guidelines set out by the Executive Board regarding professional sports.

Article 7.2 Long-term Disability

Students with a disability or chronic illness are offered the opportunity to as much as possible adjust their study programme to the limitations resulting from their disability. These adjustments are tailored as much as possible to the individual functional disability of the student in question, but may not affect the quality or level of difficulty of a course or examination programme. If necessary, before reaching a decision, the HA Board of Examiners seeks expert advice, as referred to in the Protocol for Studying with a Disability [Protocol studeren met een functiebeperking].

Article 7.3 Study Abroad and Traineeship

For students whose academic progress can be shown to have been delayed as a result of a study abroad period approved by the Board of Examiners or an approved traineeships, measures are taken to limit any study delay as much as possible.
Chapter 8: Final Provisions

Article 8.1 Modifications

Modifications to these regulations are established by the board of the Honours Academy subject to the approval of the Executive Board and the consent of the University Council.

Article 8.2 Publication

The Dean of the Honours Academy is responsible for publishing these regulations and its appendices and the rules and guidelines set out by the HA Board of Examiners, as well as any modifications to these documents via the university website (concerning the HA).

Article 8.3 Hardship Clause

In accordance with its own guidelines, the HA Board of Examiners may, in exceptional circumstances and at the student’s request, grant the student dispensation from one or more of the requirements listed in these regulations.

Article 8.4 Entry into force

These regulations enter into force on 1 September 2018.