



Universiteit Leiden

Course and Examination Regulations

Valid as of 1 September 2014

Bachelor's Programmes:

African Languages and Cultures
Ancient Cultures of the Mediterranean World
Art History
China Studies
Dutch Language and Culture
Dutch Studies
English Language and Culture
Film and Literary Studies
French Language and Culture
German Language and Culture
Greek and Latin Language and Culture
History
Islam Studies
Italian Language and Culture
Japanese Studies
Korean Studies
Latin American Studies
Liberal Arts and Sciences: Global Challenges; International studies
Linguistics
Middle Eastern Studies
Philosophy
Religious Studies
Russian Studies
South and Southeast Asian Studies

Being phased out (ending date 31 December 2014)

(names as referred to in the CROHO register):

Egyptische taal en cultuur
Ruslandkunde
Slavische talen en culturen
Talen en culturen van India en Tibet
Talen en culturen van Indonesië
Talen en culturen van Mesopotamië en Anatolië
Vergelijkende Indo-Europese taalwetenschap

Being phased out (ending date 31 December 2018):

Hebrew and Jewish Studies
Theology

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.

These Course and Examination Regulations consist of two sections: a faculty section that is the same for all programmes and a section that contains information that is specific to a particular programme, what is known as the programme-specific section of the Course and Examination Regulations. In the text below the relevant articles will refer to this section.

Contents (faculty section and programme-specific section have the same structure)

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Chapter 1 General Provisions

Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the bachelor's degree programmes:

African Languages and Cultures
Ancient Cultures of the Mediterranean World
Art History
China Studies
Dutch Studies
Dutch Language and Culture
English Language and Culture
Film and Literary Studies
French Language and Culture
German Language and Culture
Greek and Latin Language and Culture
History
Islam Studies
Italian Language and Culture
Japanese Studies
Korean Studies
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Being phased out:

Egyptische taal en cultuur
Hebrew and Jewish Studies
Ruslandkunde
Slavische talen en culturen
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Talen en culturen van Mesopotamië en Anatolië
Theology
Vergelijkende Indo-Europese taalwetenschap

These programmes are instituted in the Faculty of Humanities of Leiden University, hereinafter referred to as: the faculty, and are taught in Leiden. One exception is the programme Liberal Arts and Sciences: Global Challenges; International Studies, which is taught in The Hague.

The use of the term 'programme' below should be taken to mean each of the above bachelor's programmes.

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Bachelor's thesis: The account of one of the practical exercises provided for in p., which has come about in accordance with the provision of appendix B (Bachelor's Thesis Regulations);
- 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 (or ‘EC’) equals 28 hours of studying;
- e. EC: See: credit;
- f. ECTS: The European Credit Transfer System;
- g. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- h. Examination [*tentamen*]¹: 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 examination element;
- i. Examination element: An element of the examination of a study component, in which the knowledge, understanding and skills of the student are assessed with regard to this study component. Examination elements are all the accomplishments (written and oral examinations, written assignments, papers, oral presentations etc.) of a student that are assessed with a mark that counts towards the final mark for a study component.
- j. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- k. Final examination [*examen*]: The interim examinations [*tentamens*] linked to the components of the programme or of the first-year programme [*propedeuse*] of the bachelor’s degree 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;
- l. First reader/reviewer: The examiner who is responsible for the supervision of the bachelor’s thesis and in consultation with the second reader/reviewer determines the final mark;
- m. First year [*propedeuse*]: The first year of the degree programme, as part of the degree programme as defined in Section 7.8 of the Act;
- n. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register² 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;
- o. 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;²
- p. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- the writing of a bachelor’s thesis,
 - the writing of a paper, the design and implementation of a project, or the creation of a technological design,
 - the implementation of a research assignment,
 - the participation in fieldwork or an excursion,

¹ The *examen* is actually a review of the student’s academic achievements to decide whether or not (s)he has completed all requirements for graduation. The Dutch term used for a test of the student’s knowledge or skills is ‘*tentamen*’.

² The framework document *Leids universitair register opleidingen* [Leiden University Register of Study Programmes] can be found on the following website: www.onderwijs.leidenuniv.nl/onderwijsbeleid.

- the completion of a traineeship, or
 - the taking part in another educational activity aimed at acquiring particular skills;
- q. Pre-University College: A teaching programme offered by Leiden University to selected pupils of the fifth and sixth grades of secondary education;
- r. 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 expected to have acquired. Each programme ends with a final examination.
- s. Second reader/reviewer: The examiner who assesses the bachelor's thesis in consultation with the first reader/reviewer;
- t. Student: A person registered with Leiden University for the purpose of taking courses, and/or sitting examinations and taking the final examinations of the programme;
- u. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW);
- v. Working day: Monday to Friday, excluding public holidays.

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,³ 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 Students⁴ 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.

Chapter 2 Description of the Programme

Article 2.1 Article 2.1 Objectives of the Programme

See the programme-specific section.

Article 2.2 Specialisations and Combined Programmes

See the programme-specific section.

Article 2.3 Achievement Levels

See the programme-specific section.

³ 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 on the following website: www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html.

⁴ 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 on the following website: media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf.

Article 2.4 **Structure of the Programme**

2.4.1 The programmes offer full-time tuition.

In addition, the following programmes also offer part-time tuition:

- Art History
- English Language and Culture
- French Language and Culture
- History
- Islam Studies
- Philosophy
- Religious Studies
- Theology

2.4.2 The part-time programmes French Language and Culture, History, Islam Studies, Theology, and World Religions are offered as a daytime programme; the part-time programme English Language and Culture is offered as an evening programme; the part-time programmes Art History and Philosophy offer a combination of daytime and evening classes.

2.4.3 The nominal duration of part-time programmes is five years.

Article 2.5 **Study Load**

The course load of the programme is 180 credits. The first year [*propedeuse*] has a course load of 60 credits and forms an integral part of the programme.

Article 2.6 **Start of the Programme; Uniform Structure of the Academic Year**

The programme starts on 1 September. 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.⁵

Article 2.7 **Final Examinations of the Programme**

The following final examinations can be taken within the programme:

- a. the final examination for the first year [*propedeuse*]
- b. the final examination for the bachelor's degree programme

The final examination for the bachelor's degree programme can only be taken after the final examination for the first year has been passed. Exception is the programme Liberal Arts and Sciences: Global Challenges; International Studies, in which only the final examination for the bachelor's degree programme can be taken.

Article 2.8 **Language of Instruction**

See the programme-specific section.

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.

⁵ The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board on 14 October 2004 and reviewed on 12 January 2010.

Chapter 3 Curriculum

Article 3.1 Compulsory Components

- 3.1.1 The programme includes compulsory components totalling a study load of 150 credits. These compulsory components include the optional courses [*keuzevakken*] from which a student is obliged to choose.
- 3.1.2 Appendix E (Curriculum) and the e-prospectus contain a further specification of the study load, the level,⁶ the contents and the structure of the curriculum components.

Article 3.2 Optional Courses

- 3.2.1 In addition to the components referred to in 3.1.1, students select components from the components on offer, totalling a study load of 30 credits. Students may only participate in these components once they have passed the first-year examination [*propedeuse*]. For the programme Liberal Arts and Sciences: Global Challenges; International Studies the ‘first-year examination’ in this article is to be understood as completing the total of components (worth 60 credits) of the first year.
- 3.2.2 The choice of components requires the approval of the Board of Examiners. The Board of Examiners shall base its judgement of the student’s selection exclusively on the coherence and the level of the components selected. This approval is not required in case of minor programmes with a study load of 30 credits that are registered as such in the Leiden University Register of Study Programmes.
- 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 components offered by another legal entity offering accredited programmes.
- 3.2.4 Components in which the student participates in the framework of the Honours College cannot be used as optional courses.
- 3.2.5 A student who is enrolled for the programme can put together a programme consisting of components that are taught by an institution to which a final examination is attached. This requires permission from the most appropriate Board of Examiners. If necessary, the Institutional Board will mandate a Board of Examiners to take the decision.⁷
- 3.2.6 See the programme-specific section for minor programmes that cannot be chosen because their content is similar, fully or in part, with compulsory components of the programme.

Article 3.3 Practicals

- 3.3.1 For every component listed in Appendix E of the programme-specific section, the e-prospectus lists 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 B (Bachelor’s Thesis Regulations) states the size and study load of the bachelor’s thesis, including the requirements that must be met by the thesis and the procedure applying to the supervision of the thesis.

⁶ In accordance with the ‘abstract structure’ as described in the framework document Leiden University Register of Study Programmes.

⁷ In accordance with Section 7.3d of the Act (‘free programme in Academic Education’).

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 the programme.

Article 3.5 **Duplication of course materials**

3.5.1 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.

3.5.2 Students are prohibited from all forms of duplication or publication of course materials. The materials are for students' own use only.

Chapter 4 Examinations, the 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.

4.1.2 If a component contains a practical, students may only sit the examination as referred to in paragraph 4.1.1 or the examination elements that constitute the examination if they have successfully completed the practical, unless the Board of Examiners decides otherwise.

4.1.3 Not applicable.

4.1.4 In accordance with Section 7.13, second paragraph under (h) of the Act, the e-prospectus specifies the dates of the examinations.

4.1.5 Students are required to sit the examination or each of the examination elements that constitute the examination on the first occasion during the academic year in question, unless the Board of Examiners decides otherwise in individual cases.

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 for this particular component 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 The programme-specific section 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 following a motivated written request by the student, decide on a different sequence.

Article 4.3 **Methods of Assessment and Examination Formats**

- 4.3.1 Appendix E (Curriculum) states which form the examination, or the examination elements that constitute the examination, will take for each course. The e-prospectus contains a further explanation of the methods of assessment.
- 4.3.2 In special cases, on the written and reasoned request of the student, the Board of Examiners may allow the student to take the examination or one or more examination elements which together constitute the examination in a manner that deviates from that prescribed in Appendix E (Curriculum).
- 4.3.3 Students with a disability or chronic illness 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 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 Dutch language or in another language, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragcode voertaal*⁸].
- 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 their 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 (Appendix D).
- 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 The appointment of a first and second reader/reviewer for the bachelor's thesis, as well as the procedure surrounding the assessment of the bachelor's thesis and how the responsibilities, including determining the mark, are divided between the first and the second reviewer, is established in the Bachelor's Thesis Regulations (Appendix B).

Article 4.6 **Assessment**

- 4.6.1 The terms for assessing oral and written examinations and examination elements are as follows:
- a. Immediately after the oral examination, the examiner shall inform the student of his/her results and hand him/her a written or electronic notification of these results;

⁸ The Code of Conduct on the Language of Instruction and Examination [*Gedragcode voertaal*] was adopted by the Executive Board on 28 May 2013 and can be found on the following website: media.leidenuniv.nl/legacy/language_of_instruction.pdf.

- b. Within fifteen working days after the date of the examination or examination element, the examiner shall mark any written examination or other test and provide the administration office of the department with the information necessary to present the student with a written or electronic notification of the examination results;
 - c. Immediately after the assessment of the last of the examination elements that constitute the examination has been published in accordance with Article 4.6.1 sub a or b the examiner will determine the final mark for the examination of the course and will provide the administrative department with the data required to inform the student of the result in uSis.
- 4.6.2 The period between the announcement of the result of an examination to the student and a retake of the examination in question is at least 5 working days.
- 4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.1 sub b, the student shall be notified thereof within the time limit indicated. The student shall also be informed of the relevant procedure in such cases.
- 4.6.4 The result of the examination shall be expressed as a whole or fractional number with one decimal 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 to be successfully completed if the result is 6.0 or higher.
- 4.6.6 Successfully completing a practical may qualify as successfully completing an examination as referred to in Section 7.10 of the Act.
- 4.6.7 The written or electronic notification of the examination result informs students of their right to inspect their marked examination papers referred to in Article 4.8 below and of the appeals procedure.
- 4.6.8 The Board of Examiners formulates regulations which specify the conditions under which the Board may exercise its authority as specified in Section 7.12b (3) of the Act to determine that not every examination needs to be successfully completed and/or what the conditions are under which the results of partial examinations can compensate for one another. These regulations are included in Appendix G of the programme-specific section.

Article 4.7 **Period of Validity of Results**

- 4.7.1 Every examination and exemption granted in the first year [*propedeuse*] has a validity period of 3 years for full-time students and of 4 years for part-time students, unless the first-year examination has been passed in which case Article 4.7.2 applies.
- 4.7.2 The first-year certificate is valid indefinitely.
- 4.7.3 Every examination and exemption granted in the post-first-year [*post-propedeuse*] phase has a validity period of 10 years.
- 4.7.4 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. The regulations are included in Art. 4.12 of the Rules and Regulations of the Board of Examiners.
- 4.7.5 For the programme Liberal Arts and Sciences: Global Challenges; International Studies the ‘first year’ is to be understood as the total of components (worth 60 credits) of the first year, and ‘first-year examination’ as the completion of this total.

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 or examination element questions and assignments, as well as – if possible – the marking criteria, may be inspected.

- 4.8.3 The marked test will be evaluated with the examiner at the request of the student. This opportunity, which applies to both written and oral examination elements and examinations, will be announced together with the results of the examination element or the examination.
- 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 will 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

- 4.9.1 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 examination elements, 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, or
 - The student has successfully completed Pre-University College. In this case, the Board of Examiners shall determine for which component or components exemption can be granted.
- 4.9.2 Where the components concern a minor, the Board of Examiners responsible will only decide on granting an exemption after the Board of Examiners of the programme that provides the minor has been consulted.
- 4.9.3 If this concerns components that belong to the core faculty curriculum (Area Studies, Introduction to Religious Studies, Introduction to Historical Studies, Introduction to Literary Studies, Introduction to Linguistics, Philosophy of Science, World Art Studies) the responsible Board of Examiners will only decide whether to grant an exemption after hearing the lecturer who gives the component in question.

Article 4.10 Final Examination

- 4.10.1 The Board of Examiners will award a diploma when there is sufficient proof that all the tests have been passed.
- 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. It is recorded on the diploma that the programme has been delivered by Leiden University.
- 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 of four years has not been exceeded.
- 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 Dutch and in English complying with the agreed European standard format is attached to the degree certificate. In addition, students are also issued a translation of the certificate and a Latin certificate.

Article 4.11 **The Degree**

4.11.1 The degree of Bachelor of Arts 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 **Distinctions**

4.12.1 The Board of Examiners may attach a distinction to the result of a final examination.

4.12.2 The distinction is determined on the basis of the weighted average of all the components of the first-year or post-first-year phase, respectively, with the exception of the components for which an exemption was granted, components from the honours track or components for which the student only obtained a proof of attendance. Components from other programmes, including foreign programmes, do count towards the distinction, provided that they were approved by the Board of Examiners. The award of a distinction also depends on the number of years within which the final examination was completed.

4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) of each component by the highest grade awarded for this component, then adding these up, and finally dividing the result by the number of study credits obtained.

4.12.4 The diploma and the diploma supplement will contain the ‘cum laude’ distinction if the following conditions are met:

For the bachelor’s final examination:

- All courses were completed with a minimum grade of 7.0.
- The weighted average of the student is 8.0 or higher.
- The grade for the bachelor’s thesis is 8.0 or higher.
- The bachelor’s final examination was completed within four years.

For the first-year examination:

- There can be no more than two courses with a grade lower than 7.0.
- The weighted average of the student is 8.0 or higher.
- The first-year examination was completed within one year.

4.12.5 The diploma and diploma supplement will contain the ‘summa cum laude’ distinction if the following conditions are met:

For the bachelor’s final examination:

- All courses must be completed with a minimum grade of 8.0.
- The student must have a weighted average grade of 9.0 or higher.
- The bachelor’s thesis was graded 9.0 or higher.
- The bachelor’s final examination was completed within three years.

For the first-year examination:

- There can be no more than two courses with a grade lower than 8.0.
- The student must have a weighted average grade of 9.0 or higher.
- The first-year examination must be completed within one year.

4.12.6 Other considerations may play a role in determining whether a student is awarded a distinction. Examples include such aspects as the development of the student throughout his/her study programme, possible exceptional performances on the part of the student in completing the bachelor’s thesis, or other relevant exceptional circumstances.

4.12.7 If a student was found guilty of fraud in the course of his or her studies, he or she will not be awarded a distinction.

4.12.8 The distinction awarded by the Board of Examiners may not deviate by more than 0.5 credits from the distinction indicated by the weighted average.

Article 4.13 Further Education

4.13.1 See the programme-specific section for the master's programmes, or specialisations, of which a graduate fulfils the entry requirements.

4.13.2 For other master's programmes and specialisations, other entry requirements may apply. These entry requirements are specified in the Course and Examination Regulations of the master's programme in question.

Chapter 5 Admission to the Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

5.1.1 Direct admission to the programme is granted to any person who meets the requirements set out in Sections 7.24 and 7.25 of the Act.

5.1.2 The regulation regarding admission to the bachelor's programme is established in the Enrolment Regulations of Leiden University.

5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its power under Section 7.28 (1), 2nd and 3rd sentence, of the Act.

Section 5.2 Admission

Article 5.2 Admission with first-year diploma from a university of higher professional education

Any person in possession of a diploma from a successfully completed first-year examination from a university of higher professional education who is not in possession of a diploma as referred to in Article 7.24 (1), or that is considered on the grounds of the second paragraph to be at least equal to such a diploma either by virtue of the Ministry Regulations or by the Institutional Board is granted direct admission to the first-year phase of the programme.

Article 5.3 Substitution of entry requirements for 'old style' Pre-university Education (VWO)

Those in possession of a pre-university (VWO) diploma which was obtained in accordance with the criteria on higher education established on 31 July 1998 in pursuance of the Act can compensate for possible deficiencies by taking examinations at the level of the pre-university (VWO) final examination. In order to determine possible deficiencies, it is necessary to contact the study adviser of the programme.

Article 5.4 Equivalent prior qualifications

5.4.1 A person who is not in possession of a pre-university (VWO) diploma but is nevertheless eligible for direct admission on the basis of the Act, may be required to take a test on the subjects referred to in Article 5.5 at the level of a VWO final examination for the profile that allows for direct admission.

5.4.2 Students are admissible to the programmes of Dutch Studies, Liberal Arts and Sciences: Global Challenges; International Studies, or South and Southeast Asian Studies if they have completed foreign secondary or preparatory academic training that equals the Dutch VWO-programme and meet the language requirement stated in art. 5.6.3.

Article 5.5 Further requirements and deficiencies

5.5.1 In accordance with the Regulations on Further Requirements for Higher Education 2007,⁹ the following additional entry requirements apply:

Programme:

Required qualifications:

Greek and Latin Language and culture: Pre-university (VWO) final examination, which includes the Greek or Latin examination.

Persons who have not taken the pre-university (VWO) final examination in either of the classical languages (Greek and Latin) must take a replacement examination at the level of the pre-university (VWO) final examination in one of the two languages.

5.5.2 The Board of Examiners will determine the way in which these tests will be organised.

Article 5.6 Language Requirements

5.6.1 Those in possession of a diploma obtained outside the Netherlands may comply with the requirement of an adequate command of the Dutch Language by passing an examination of level 5+6 of the Dutch as a Second Language Course organised by Leiden University.

5.6.2 The Board of Examiners may, in special cases, grant exemption from the examination referred to in 5.6.1.

5.6.3 Notwithstanding the above, the following applies to the programmes in Dutch Studies, Liberal Arts and Sciences: Global Challenges; International Studies, and South and Southeast Asian Studies (from September 2013 offered as an English-taught bachelor's programme): a sufficient command of the Dutch language is not required. For the programmes mentioned above students must have a sufficient command of English at a minimum level of IELTS 6.5, TOEFL 90 (internet-based) or Cambridge Certificate of Advanced English (CAE) - grade C.

Article 5.7 University Entrance Examination

The regulations included as Appendix C are applicable to the admissions assessment, as provided for in article 7.29 of the Act.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student Progress Report

6.1.1 The department administration keeps records of the study results of individual students.

6.1.2 The department administration provides each student with an overview of the study results obtained at least once a year.

6.1.3 Starting from the second year of enrolment, each student is requested by the department to submit an annual study plan, showing which examinations he or she intends to take, and indicating the extracurricular activities relevant to the programme, as well as other side activities recognised by the Executive Board, in which he or she plans to participate.

⁹ <http://www.cfi.nl/public/cfi-online/ocwregelingen/2009/03/hoensbs2009104932.aspx>.

Article 6.2 **Introduction and Student Counselling**

The programme provides an introduction and counselling for all students who are enrolled in the programme, with the aim of helping students familiarise themselves with possible study options within and outside the programme and promoting their study progress, as established in the Regulations on the Binding Study Advice of Leiden University.¹⁰

Article 6.3 **Study Advice**

6.3.1 In their first and second year of enrolment, all students are provided with a written advice with respect to the progress of their studies. The Board of Examiners has been mandated by the Faculty Board to provide this study advice. For information on the requirements, the number of times the advice is issued, as well as the (possible) consequences of this advice, see the Regulations on the Binding Study Advice of Leiden University [*Regeling bindend studieadvies Universiteit Leiden*] which applies to the relevant academic year, and 6.3.2.

6.3.2 If a degree programme imposes additional requirements regarding components that have to be considered for the first binding study advice referred to in 6.3.1, these are included in the programme-specific section.

6.3.3 A binding negative study advice only applies to the programme and associated specialisations in which the student is enrolled.

6.3.4 Students may request an oral explanation of the study advice as well as information on the progress of their studies within or outside the faculty and any other possible education options.

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 those students to whom this category applies.

Article 6.5 **Disability or Chronic Illness**

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 chronic illness. These adjustments will be made as much as possible in accordance with the individual functional disability of the student in question, but may not affect the quality or level of difficulty of a course unit or the examination programme.

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 the duration of one year.

7.1.2 For students who were enrolled in the programme for the first time before 31 August 2012 at a point in time no longer than five years before the date on which these regulations entered into force, the stipulations of the Course and Examination Regulations regarding the curriculum still apply in the form it had at the moment of the first enrolment.

¹⁰ media.leidenuniv.nl/legacy/bsa-regeling-universiteit-leiden-2013.pdf

7.1.3 For students who were enrolled in the programme for the first time before 31 August 2012 at a point in time longer than five years before the date on which 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, 7.1.2 and 7.1.3 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 programme is responsible for the publication of these regulations, of the rules and guidelines set by the Board of Examiners, and of any amendment to these articles via the university website.

Article 8.3 Entry into Force

These regulations will enter into force on 1 September 2014.

Appendix A – General Academic Skills

Graduates of the bachelor's programme can:

I Elementary research skills, including heuristic skills

1. collect and select specialised literature using traditional and electronic methods and techniques;
2. analyse and evaluate this in terms of quality and reliability;
3. formulate a well-defined research problem based on this;
4. set up, under supervision, a study of a limited size taking into consideration the traditional and electronic methods and techniques relevant for the discipline;
5. formulate a reasoned conclusion on the basis of this;
6. also make use of the acquired research skills outside the student's own discipline.

II Written presentation skills

1. explain research findings in a clear and well-argued way;
2. formulate an answer to questions concerning the discipline or a topic within it
 - in the form of a clear and well-structured written presentation
 - in accordance with the criteria set by the discipline
 - using relevant illustration or multimedia techniques
 - aimed at a specific target group.

III Oral presentation skills

1. explain research results in a clear and well-argued way;
2. formulate an answer to questions relating to the discipline or topic within it
 - in the form of a clear and well-structured oral presentation
 - in accordance with the criteria set by the discipline
 - making use of modern presentation techniques
 - aimed at a specific target group;
3. participate actively in a specialist discussion.

IV Collaboration and learning skills

1. be sociable and communicative when working with others;
2. give and receive feedback to and from peers in a constructive fashion and use reasoned criticism to revise one's own point of view or own argumentation;
3. take on board the instructions and criticism of supervisors, and take previous instructions and criticism into account in new situations;
4. be able to make a realistic schedule and to stick to the agreed schedule and prioritisation.

Appendix B – Bachelor’s Thesis Regulations

For the Bachelor’s Thesis Regulations of the Faculty of Humanities see:
<http://hum.leidenuniv.nl/studenten/reglementen/regelingen-algemeen.html>.

Appendix C - Colloquium Doctum Regulation

General Criteria

In the admission assessment, provided for in article 7.29 of the WHW, candidates are assessed on the basis of the following criteria:

- They must at least possess a senior general secondary education (HAVO) diploma or be at the senior general secondary education level;
- They must have several years of relevant work experience.

Depending on the level of the prior education and any relevant work experience of the candidates, they may be required to take a maximum of six pre-university education state examinations and/or Open University courses.

- VWO state examinations¹¹:
 - Dutch;
 - English;
 - German;
 - French;
 - History;
 - Social Studies;
 - Economics;
 - Geography;
 - Philosophy;
 - Mathematics (A, B, or C);
 - Classical Cultural Education.
- General pre-education courses without central written final examinations;
 - Subject cluster assignment.

VWO modular certificates in one of these courses that have already been awarded do not grant unconditional exemption. The Board of Examiners decides whether VWO modular certificates that have already been awarded mean that one or more exemptions can be granted.

- Open University (OU) courses:
 - Orientation course in the humanities;
 - Writing practical 1 (professional writing);
 - Writing practical 2 (academic writing) (only in combination with Writing practical 1);
 - Rhetoric (only in combination with Writing practical 1);
 - History: Antiquity;
 - History: Middle Ages;
 - Socio-Economic History;
 - The Netherlands in the 19th and 20th century;
 - Introduction to Literature;
 - Literary Studies.

¹¹ For further information on state examinations, see:
www.duo.nl/particulieren/staatsexamenkandidaat/u-doet-staatsexamen-vo/aanmelden-staatsexamen-vo.asp.

Candidates who have not completed a recognised Dutch HBO propaedeutic programme

- Candidates who have earned fewer than 20 credits of an HBO propaedeutic programme can also be examined on up to six components on the above list of VWO state examinations and OU courses;
- Candidates who have earned 20 to 40 credits of an HBO propaedeutic programme can also be examined on up to five components on the above list of VWO state examinations and OU courses;
- Candidates who have earned 40 credits or more of an HBO propaedeutic programme can also be examined on up to three components on the above list of VWO state examinations and OU courses;

Term

Candidates must have successfully completed the required VWO state examinations and/or OU courses before they can start with the bachelor's programme.

The completed VWO state examinations and/or OU courses lose their validity for the special entrance examination after the start of the academic year following the academic year for which the candidate has initially applied for admission. In individual cases and due to special circumstances the Faculty Board can, on the advice of the Board of Examiners, extend this by the number of months they consider necessary.

Appendix D - Rules and Regulations of the Boards of Examiners of the Faculty of Humanities

For the Rules and Regulations of the Boards of Examiners of the Faculty of Humanities see:
<http://hum.leidenuniv.nl/studenten/reglementen/regelingen-algemeen.html>.