



Course and Examination Regulations

Valid as of 1 September 2015

Master's Programmes

African Studies	Linguistics
African Studies (research)	Linguistics (research)
Arts and Culture	Literary Studies
Arts and Culture (research)	Literary Studies (research)
Asian Studies (60 EC)	Media Studies
Asian Studies (120 EC)	Middle Eastern Studies
Asian Studies (research)	Middle Eastern Studies (research)
Classics and Ancient Civilisations	Neerlandistiek/Dutch Studies
Classics and Ancient Civilisations (research)	North American Studies
History	Philosophy (60 EC)
History (research)	Philosophy (120 EC)
International Relations	Russian and Eurasian Studies
Latin American Studies	Theology and Religious Studies
Latin American Studies (research)	

These Course and Examination Regulations have been drawn up in accordance with Section 7.13 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW) (henceforth the Act) and additional quality stipulations 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 master's degree programmes:

African Studies	Linguistics
African Studies (research)	Linguistics (research)
Arts and Culture	Literary Studies
Arts and Culture (research)	Literary Studies (research)
Asian Studies (60 EC)	Media Studies
Asian Studies (120 EC)	Middle Eastern Studies
Asian Studies (research)	Middle Eastern Studies (research)
Classics and Ancient Civilisations	Neerlandistiek/Dutch Studies
Classics and Ancient Civilisations (research)	North American Studies
History	Philosophy (60 EC)
History (research)	Philosophy (120 EC)
International Relations	Russian and Eurasian Studies
Latin American Studies	Theology and Religious Studies
Latin American Studies (research)	

These programmes are instituted in the Faculty of Humanities of Leiden University, hereinafter referred to as: the faculty, and are taught in Leiden.

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

Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Admissions Board: The Board, appointed by the Faculty Board, that is responsible for assessing which applicants will be granted admission to the master's programme. The Board applies the entry requirements, specified in these regulations and, where appropriate, in accordance with the maximum number specified by the Executive Board pursuant to Section 7.30b of the Act;
- 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 component of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. All components involve 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 study;
- 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

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*'.

	accordance with Section 7.10 of the Act, by at least one examiner appointed for this purpose by the Board of Examiners. An examination may consist of more than one component;
i. Examiner:	The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
j. Final examination [examen]:	The interim examinations [<i>tentamens</i>] related to the components of the programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (1) of the Act carried out by the Board itself;
k. First reader/reviewer:	The examiner who is responsible for the supervision of the master's thesis, and in consultation with the second reader/reviewer determines the final mark;
l. Final grade	Grade used to indicate a particular average score or ability;
m. Leiden University Register of Study Programmes [Leids universitair register opleidingen]:	Register ² 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;
n. 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
o. Master's thesis:	The account of one of the practical exercises provided for in p., which has come about in accordance with the provisions of appendix A (Master's Thesis Regulations);
p. Practical:	Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms: <ul style="list-style-type: none"> - writing a master's thesis, - writing a paper or creating an artistic outcome, - conducting a research assignment, - participating in fieldwork or an excursion, - completing a traineeship, or - taking part in another educational activity aimed at acquiring particular skills;
q. Programme:	A coherent set of components, aimed at achieving well-defined objectives 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;
r. Second reader/reviewer:	The examiner who assesses the master's thesis in consultation with the first reader/reviewer;
s. Student:	A person enrolled at Leiden University for the purpose of taking courses, and/or sitting examinations and final examinations of the programme;
t. The Act:	The Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW);
u. Working day:	Monday to Friday, excluding public holidays;
v. Portfolio:	A file for monitoring and assessment by means of which students (1) show that they have acquired a level of academic education that is sufficient to obtain a diploma, (2) offers insight into their personal process of academic growth in the course of the programme and (3) make it possible to provide supervision and study and career advice.

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

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

Article 1.3 Codes of conduct

1.3.1 The programme and its courses are subject to the rules established in the Code of Conduct for Teachers and Students in ICT-supported Education,³ as well as (additional) faculty codes of conduct.

1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students⁴ applies. This Code 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 Objectives of the Programme

See the programme-specific section.

Article 2.2 Specialisations

See the programme-specific section.

Article 2.3 Achievement Levels

See the programme-specific section.

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:

- Arts and Culture
- History (being phased out; ending date 31/08/2017)
- Linguistics: English Language and Linguistics
- Linguistics: French Language and Linguistics
- Literary Studies: English Literature and Culture
- Literary Studies: French Literature and Culture
- Philosophy (60 EC)
- Philosophy (120 EC)
- Theology and Religious Studies

2.4.2 All part-time programmes are offered as a daytime programme, except for the MA programmes Linguistics: English Language and Linguistics, and Literary Studies: English Literature and Culture, which offer a combination of daytime and evening classes.

2.4.3 The nominal duration of part-time programmes with a study load of 60 EC is two years and of part-time programmes with a study load of 120 EC three years.

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 at 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: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>.

Article 2.5 Study Load

See the programme-specific section.

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

The programme starts on 1 September and 1 February of every year. As far as courses are concerned, the programme is based the uniform structure of the academic year, with the academic year being divided into semesters.⁵

The Master's Programme in Asian Studies (120 EC) only starts on 1 September.

Article 2.7 Final Examination of the Programme

The programme includes a final examination.

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.

Chapter 3 Curriculum

Article 3.1 Compulsory Components

3.1.1 See the programme-specific section.

3.1.2 Appendix D (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 Freedom of Choice

3.2.1 Not applicable.

3.2.2 Not applicable.

3.2.3 Not applicable.

3.2.4 A student who is enrolled for the programme can, with the permission of the most appropriate Board of Examiners, put together a programme consisting of components which are taught by an institution to which a final examination is attached. In granting permission, the Board of Examiners will also indicate under which programme of the institution this programme is intended to fall.⁷ If necessary, the Executive Board will mandate a Board of Examiners to take this decision.

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

⁶ 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 3.3 Practicals

3.3.1 For every component listed in Appendix D of the programme-specific section the e-prospectus lists which practicals they include, what the nature of these practicals is, and the students' 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 A (Master's Thesis Regulations) states the size and study load of the final thesis. It also contains a description of the standards that the thesis must meet and the further procedure applying to the supervision.

Article 3.4 Participation in courses

Participation in programme components takes place in order of registration, with the provision that students who are enrolled in a programme are guaranteed admission to the obligatory courses of that programme. Certain courses can only be followed once the examination of a previous course has been successfully completed. The programme-specific section lists to which courses this condition applies.

Article 3.5 Dissemination of Study Material

3.5.1 Students are not allowed to make audio or video recordings of lectures without the explicit prior permission of 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 not allowed to disseminate or publish study materials in any shape or form. Students are only authorised to use the materials for their personal use.

Chapter 4 Examinations, Final Examination and Subsequent Education

Article 4.1 Frequency of Examinations

4.1.1 Examinations will be held twice during the academic year for each component offered in 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 Not applicable.

4.1.6 Not applicable.

4.1.7 In special cases, the Board of Examiners may allow for an additional resit, at the student's request.

4.1.8 If an examination has been passed successfully, the opportunity to do a resit 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 Sequence

4.2.1 The programme-specific section specifies which 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 related examinations that must be completed in a given sequence, the Board of Examiners may in special cases, and following a motivated written request by the student, agree to an alternative sequence.

Article 4.3 Examination Formats

4.3.1 Appendix D (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, at 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 D (Curriculum).

4.3.3 Students with a disability or chronic illness may take examinations in a manner that has been adjusted as far as possible 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 will decide upon requests to adjust the manner in which examinations are taken.

4.3.5 The examination will take place in English or in another language, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*⁸].

4.3.6 Students will be assessed on an individual basis in case of presentations, research, reports or other course activities that require students to work in groups.

4.3.7 If the master's thesis has to be presented this is mentioned in the programme-specific section.

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 has lodged an objection.

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.

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 master's thesis, as well as the procedure surrounding the assessment of the master's thesis and how the responsibilities, including

⁸ The Code of Conduct on the Language of Instruction and Examination [*Gedragscode 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.

determining the grade, are divided between the first and the second reviewer, is established in the Master's Thesis Regulations (Appendix A).

Article 4.6 Assessment

4.6.1 The terms for assessing oral and written examinations and examination elements are as follows:

- a. Immediately after an oral examination, the examiner will form his or her assessment and will hand him/her a written notification of the outcome;
- b. The examiner will mark any written examination or other test within fifteen working days after the date of an examination and administration office of the department with the information necessary to give the student a written 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 will be notified thereof within the specified time limit. The student will also be informed of the relevant procedure in such cases.

4.6.4 The result of the examination will be expressed as a whole or fractional number with one decimal between 1.0 and 10.0, including both limits. The result will not be expressed as a number between 5.0 and 6.0.

4.6.5 The result of the examination is considered to be a pass if the result is 6.0 or higher.

4.6.6 The successful completion of a practical may qualify as the successful completion of an examination in the sense of 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 as referred to in Article 4.8 below and of the appeals procedure.

4.6.8 Not applicable.

Article 4.7 Period of Validity of Results

4.7.1 Every examination and every exemption granted within a one-year programme has a validity period of 3 years for full-time students and 4 years for part-time students. The period of validity for every examination and every exemption granted within a two-year programme on or after 1 September 2014 is 4 years for full-time students and 5 years for part-time students. The period of validity for every examination and every exemption granted within a two-year programme before 1 September 2014 is 10 years.

4.7.2 The Board of Examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity by one year each time. These regulations are included in Art. 4.12 of the Rules and Regulations of the Board of Examiners.

4.7.3 The validity period referred to in paragraphs 4.7.1 and 4.7.2 begins on 1 September of the academic year following the date on which the grade or exemption was granted.

Article 4.8 Access to Marked Examinations and Evaluation

- 4.8.1 Students have the right to view their marked examination for a period of thirty days following the publication of the results of a written examination.
- 4.8.2 During the period referred to in 4.8.1, the examination questions and assignments, as well as – if possible – the marking criteria, may be inspected.
- 4.8.3 The marked test will be reviewed at the request of the student. The opportunity to do so will be announced together with the examination results.
- 4.8.4 The Board of Examiners is authorised to decide whether the test will be reviewed collectively or individually.
- 4.8.5 The Board of Examiners determines where and when the review will take place.
- 4.8.6 Students who, due to circumstances beyond their control, are unable to attend the review meeting referred to in paragraph 4.8.3 will be granted another opportunity to review the test, if possible within the period referred to in 4.8.1.

Article 4.9 Exemption from Examinations and/or Practicals

At the student's request and following consultation with the examiner involved, the Board of Examiners may grant the student exemption from one or more examinations or practicals under the following conditions:

- The student has successfully completed, at a university or an institute of higher professional education, a programme component that is similar in content and level to the component for which the student requests exemption, or
- The student has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the relevant component.

Article 4.10 Final Examination

- 4.10.1 The student will be awarded a diploma by the Board of Examiners once it becomes clear that the final examination has been successfully completed and the student is in possession of a bachelor's degree as referred to Article 5.2.1 or Article 5.3.1, or a proof of admission as referred to in Article 5.1.
- 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 will 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 graduation.
- 4.10.5 This request must be submitted within five working days of the student being informed of his or her examination results via the appropriate form.
- 4.10.6 The Board of Examiners will approve the request if the student has not been enrolled in the programme for longer than 4 years. In exceptional cases, the Board of Examiners may decide to act otherwise.
- 4.10.7 A supplement written in Dutch and in English complying with the agreed European standard format is attached to the degree certificate. The certificate also includes a translation of the certificate and a Latin certificate.

Article 4.11 The Degree

4.11.1 A degree of Master of Arts is awarded to persons who have passed the final examination of the programme.

4.11.2 The degree certificate states the degree awarded.

Article 4.12 Final grade

4.12.1 Every result of a final examination is awarded a final grade.

4.12.2 The final grade is determined on the basis of the weighted average of all the examinations, with the exception of components for which an exemption has been granted and components for which the student only obtained proof of attendance. Components which were completed in other departments, including departments abroad have to be approved by the Board of Examiners.

4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) for each component by the grade awarded for this component, then totalling these figures, 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:

- All components have been completed with a minimum grade of 6.0.
- The weighted average of the student is 8.0 or higher.
- The grade for the master’s thesis is 8.0 or higher.

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

- All components have been with a minimum grade of 6.0.
- The student must have a weighted average grade of 9.0 or higher.
- The master’s thesis was graded 9.0 or higher.

4.12.6 In exceptional cases, the Board of Examiners may decide to award a distinction, on the condition that the grades obtained do not diverge from the specifications in paragraphs 4 and 5 above by more than 0.5 points. These exceptional cases might involve such considerations as the development of the student throughout his/her study programme, possible exceptional performances on the part of the student in completing the final assignment or thesis, or other relevant exceptional circumstances.

4.12.7 If a student has been subject to a disciplinary measure as a result of irregularity, fraud or plagiarism, no distinction will be awarded.

Article 4.13 Further Education

The diploma awarded grants access to a PhD track.

Chapter 5 Admission to the Programme

Section 5.1 Admission

Article 5.1 Confirmation of Admission

5.1.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in the Articles 5.2 and 5.3, in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded. If a maximum

capacity is determined, the procedure for admission and selection is established in appendix F (Maximum Capacity and Admission Procedure).

5.1.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.⁹

Article 5.2 **Admission to the Academic Year 2014-2015**

See the programme-specific section.

Article 5.3 **Admission to the Academic Year 2015-2016**

See the programme-specific section.

Article 5.4 **Deficiencies**

5.4.1 Students who possess a bachelor's degree or an equivalent diploma but who nevertheless still have deficiencies of up to 15 credits can be admitted to the programme if they can be reasonably be expected to meet the entry requirements within an acceptable period of time.

5.4.2 Students who still have deficiencies as referred to in 5.4.1 may follow the programme, once they have been admitted, but they may not take any final examinations or examinations that are specified by the Faculty Board in their decision to allow admission.

5.4.3 For admission as referred to in 5.4.1, the Board of Admissions will formulate a remedial programme with examination opportunities.

5.4.4 If a student is admitted to the programme on the grounds of 5.4.1, the tests that must be completed in order to fulfil the entry requirements do not in any way form part of the curriculum of the master's programme.

Article 5.5 **Bridging Programmes (Pre-masters)**

See the programme-specific section.

Chapter 6 Student Supervision and Study Advice

Article 6.1 **Student Progress Report**

6.1.1 The department administration maintains 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 If, in the opinion of the department, a student has a serious delay compared with the nominal study progress, the department will draw the student's attention to the possibility of support in formulating a study plan.

Article 6.2 **Introduction and Student Supervision**

The department provides an introduction and counselling for all students.

⁹ The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by decree on 20 December 2005 and 6 March 2007; it can be found on the following website: www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html.

Article 6.3 Supervision of the Master's Thesis

6.3.1 The student makes a plan for the master's thesis together with the supervisor as referred to in article 3.3.2. This plan is based on the study load specified for this component in appendix D.

6.3.2 The plan referred to in 6.3.1 will also specify the frequency and manner of supervision.

Article 6.4 Professional-level Sports

Students who play a sport at professional level are offered the opportunity to adjust their study programme to their sporting activities wherever possible. The department will determine who falls within this category in line with the guidelines drawn up by the Executive Board.

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

Chapter 7 Transitional Provisions

Article 7.1 Provisions Concerning Students Previously Enrolled in the Programme

7.1.1 As of 1 September 2012, the Course and Examination Regulations apply for the duration of one year for those students who are enrolled in the programme for the first time.

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 prior to the date on which these regulations entered into force, Chapters 3 and 4 of the Course and Examination Regulations continue to apply as at the time of the first enrolment.

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 pursuant to 7.1.1, 7.1.2 or 7.1.3 are no longer offered, the Board of Examiners will indicate components to replace them. If necessary, components may be proposed 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 will 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 department is responsible for publishing these regulations, rules and guidelines set by the Board of Examiners, and any amendment to these articles via the university website.

Article 8.3 Entry into Force

These regulations will enter into force on 1 September 2015.

Appendix A – Master’s Thesis Regulations

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

Appendix C – General Academic Skills

In order to be admitted to a master's programme at the Faculty of Humanities the candidate must possess the following general academic skills:

I Elementary research skills, including heuristic skills

1. collect and select specialist 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 to the discipline;
5. formulate a reasoned conclusion on the basis of this;
6. also make use of the acquired research skills outside one'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 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 fellow students in a constructive fashion and use reasoned criticism to revise one's own point of view or 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 keep to the agreed schedule and prioritisation.