



Universiteit Leiden

# Course and Examination Regulations

Valid as of 1 September 2016

## 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  
International studies  
Italian Language and Culture  
Japanese Studies  
Korean Studies  
Latin American Studies  
Linguistics  
Middle Eastern Studies  
Philosophy  
Religious Studies  
Russian Studies  
South and Southeast Asian Studies

*Being phased out (ending date 31 December 2018):*

Hebrew and Jewish Studies  
Islam Studies  
Theology

*Part-time programmes (being phased out):*

History (ending date 31 August 2019 )  
Theology (ending date 31 August 2018)

Islam Studies (ending date 31 August 2018)

These course and examination regulations have been drawn up in accordance with the Higher Education and Research Act (henceforth: the Act) and the following Leiden University regulations:

- the Regulation on the Binding Study Advice
- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the Course and Examination Regulations (henceforth the OER) and considers, for the purpose of monitoring and adjusting the study load, how much time it takes students to comply with them. In accordance with Article 9.18 of the Act, the departmental committee is assigned the task of annually assessing the implementation of the OER.

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)**

1. General Provisions
2. Description of the Programme
3. Curriculum
4. Examinations and Final Examination
5. Admission to the Programme
6. Student Counselling and Study Advice
7. Transitional Provisions
8. Final Provisions

### **Appendices to faculty section**

Appendix A - General Academic Skills

Appendix B - Bachelor's Thesis Regulations

Appendix C – Colloquium Doctum Regulation

Appendix D - Cancelled

### **Appendices to programme-specific section**

Appendix E – Curriculum (see <https://studiegids.leidenuniv.nl>)

Appendix F - E-prospectus (see <https://studiegids.leidenuniv.nl>)

Appendix G – Cancelled (as of 2015-2016, Compensation Regulations form part of the e-prospectus)

# Chapter 1 General Provisions

## Article 1.1 Scope of the Regulations

These regulations apply to the following teaching and examinations of the bachelor's degree programmes: (henceforth referred to as the programme).

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  
International studies  
Italian Language and Culture  
Japanese Studies  
Korean Studies  
Latin American Studies  
Linguistics  
Middle Eastern Studies  
Philosophy  
Religious Studies  
Russian Studies  
South and Southeast Asian Studies

*Being phased out (ending date 31 December 2018):*  
*Hebrew and Jewish Studies*  
*Islam Studies*  
*Theology*

*Part-time programmes (being phased out):*  
*History (ending date 31 August 2019)*  
*Theology (ending date 31 August 2018)*  
*Islam Studies (ending date 31 August 2018)*

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 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. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW);
- b. 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);

- c. Board of Examiners: The Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- d. 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;
- e. 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;
- f. Degree classification: Further degree classification by the board of Examiners
- g. EC: See: credit;
- h. ECTS: The European Credit Transfer System;
- i. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- j. Examination [*tentamen*]<sup>1</sup>: 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;
- k. 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.
- l. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- m. 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;
- n. 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;
- o. 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;
- p. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register<sup>2</sup> of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Article 7 of the Executive and Management Regulations;
- q. Level: The level of a component according to the abstract structure as defined in the framework document of the Leiden University Register of Study Programmes;<sup>2</sup>

---

<sup>1</sup> 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*'.

<sup>2</sup> 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](http://www.onderwijs.leidenuniv.nl/onderwijsbeleid).

- f. nominal duration of study: the study load in years of study as established in the Central Register of Higher Education Programmes;
- s. portfolio: a monitoring and assessment file that makes it possible for students to (1) demonstrate that they have attained a sufficient level of academic education to be awarded the degree; (2) record their personal process of academic learning during the programme; and (3) receive appropriate supervision and study advice;
- t. 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,
  - the completion of a traineeship, or
  - the taking part in another educational activity aimed at acquiring particular skills;
- u. propaedeuse: the first year of the programme and the part of the programme defined in Article 7.8 of the Act;
- v. Pre-University College: A teaching programme offered by Leiden University to selected pupils of the fifth and sixth grades of secondary education;
- w. 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.
- x. Second reader/reviewer: The examiner who assesses the bachelor's thesis in consultation with the first reader/reviewer;
- y. 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;
- z. Working day: Monday to Friday, excluding public holidays.

Other definitions have the meaning that the Act ascribes them.

### Article 1.3 Codes of conduct

1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students<sup>3</sup> is applicable. The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which lecturers and students respect to each other and in which mutual acceptance and trust are important values.

---

<sup>3</sup><http://reglementen.leidenuniv.nl/gedragcodes/gedragcode-omgangsvormen.html>

1.3.2. The Leiden University Regulations on ICT and Internet Use<sup>4</sup> are also applicable. These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain which conduct is not tolerated and the consequences that apply.

## Chapter 2 Description of the Programme

### 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.

### 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 (*being phased out; ending date 31 August 2019*)
- Islam Studies (*being phased out; ending date 31 August 2018*)
- Philosophy
- Religious Studies
- Theology (*being phased out; ending date 31 August 2018*)

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 programme has a study load of 180 ECTS credits. The propaedeuse has a study 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. In terms of regular courses, the programme is based on the university semester system and comprises 42 teaching weeks.

### Article 2.7 Minors

2.7.1 The following minors are offered on the authority of the Board(s) of Examiners listed below:

---

<sup>4</sup><http://reglementen.leidenuniv.nl/gedragcodes/regeling-ict-en-internetgebruik.html>

<b>Minoren</b>	<b>Verantwoordelijke examencommissie</b>
American Studies	Art and Literature and American Studies
Boek, boekhandel en uitgeverij	Literatuur- en Mediawetenschappen
Chinese Economy and Society	Chinastudies
Cultural Memory of War and Conflict	Neerlandistiek
Culture and Society in Marocco	Midden-Oostenstudies
De middeleeuwen en de vroegmoderne tijd	Duitse taal en cultuur en Engelse taal en cultuur
De oudheid voor iedereen	Griekse en Latijnse taal en cultuur
Dutch Studies	Neerlandistiek
Ethiek, politiek en cultuur: filosofie van het menselijk handelen	Wijsbegeerte
European Union Studies	International Relations
Game Studies and Cultural Analysis	Literatuur- en Mediawetenschappen
Gender and Sexuality in Society and Culture	Literatuur- en Mediawetenschappen
International en intercultureel management	Geschiedenis
Islam: Religion and Society	Midden-Oostenstudies
Journalistiek en nieuwe media	Literatuur- en Mediawetenschappen
Latijns-Amerikastudies	Latijns-Amerikastudies
Museums, Heritage and Collections	Kunst- en cultuurwetenschappen
Religion in a Changing World	Religiewetenschappen
Taalwetenschap: taal en communicatie	Taalwetenschap
Theater en film	Literatuur- en Mediawetenschappen
Tweedetaalverwerving	Neerlandistiek
Vertalen Engels-Nederlands	Duitse taal en cultuur en Engelse taal en cultuur

2.7.2 The description of the components belonging to a particular minor can be found in the e-Prospectus. The e-Prospectus also specifies which Board of Examiners is authorised to examine the individual components that comprise the minor.

2.7.3 The educational minors are the responsibility of the ICLON Board of Examiners.

2.7.4 Components that are offered in the context of the Honours tracks are the responsibility of the Honours Academy Board of Examiners. Final Examinations of the Programme

## Article 2.8 **Final examination for the propaedeuse**

2.8.1 The following final examinations/the following final examination can be taken within the programme:

- a. the final examination for the propaedeuse
- b. the final examination for the bachelor's degree programme

If the programme has a final examination for the propaedeuse, students may only sit the final examination for the bachelor's degree programme once they have passed this.

## Article 2.9 **Language of Instruction**

See the programme-specific section.

## Article 2.10 **Quality**

The programme is accredited by NVAO<sup>5</sup> and meets the national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards set out in the Leiden Register of Study Programmes Framework Document.

# Chapter 3 Curriculum

## Article 3.1 **Compulsory Components**

3.1.1 The programme includes compulsory components worth a total study load of 150 credits. These compulsory components include the set components from which students are obliged to choose.

3.1.2 The e-Prospectus further specifies the actual structure of the programme, i.e. the study load, level<sup>6</sup>, contents and structure of the components on the curriculum.

## Article 3.2 **Optional components**

3.2.1 In addition to the components referred to in 3.1.1, students select components from those on offer worth a total study load of 30 credits. Students may only follow these components once they have passed the propaedeuse.

3.2.2 The Board of Examiners must approve the student's selection of components. The Board or Examiners bases its evaluation of the student's selection solely on the coherence and level of the components selected. The approval of the Board of Examiners is not required for minor programmes with a study load of 30 credits that are recognised as such by Leiden University nor for the minors recognised by Delft University of Technology and Erasmus University Rotterdam.

3.2.3 In addition to the components taught at this university, and subject to the approval of the Board of Examiners, student may select components offered by other Dutch or foreign

---

<sup>5</sup> The Accreditation Organisation of the Netherlands and Flanders

<sup>6</sup> In accordance with the 'abstract structure', as referred to in the Leiden Register of Study Programmes Framework Document.

universities, or components offered by another legal entity offering accredited undergraduate higher education programmes.

3.2.4 Students may not use components that they follow within the scope of the Honours College as optional components.

3.2.5 Students who are enrolled in the programme can assemble their own programme of components that are taught by the institution as long as a final examination is associated with these. They will require the permission of the most appropriate Board of Examiners. When granting such permission, the Board of Examiners also indicates to which University programme the programme is considered to belong.<sup>7</sup> If necessary, the Executive Board appoints a Board of Examiners to take this decision.

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 each component, the e-Prospectus specifies which practicals are included, the nature and scope of the student's workload for these practicals and whether participation in these is a condition of entry to the examination for the component. The Board of Examiners may grant a student exemption from a practical, in which case the Board may choose to apply alternative conditions.

3.3.2 The e-Prospectus specifies the scope and study load of the final assignment/thesis/final report, and the requirements that the final assignment/thesis/final report must meet.

### Article 3.4 **Allocation to components**

Students are allocated to components in order of registration, on the provision that students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme. Students may only take certain components once they have passed the examination of a preceding component. The programme-specific section of the OER or the e-Prospectus specifies the components to which this condition applies.

### Article 3.5 **Distribution of study materials**

3.5.1 Students are not permitted to make audio or video recordings of lectures without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the recording for their own use; all forms of distribution or publication of the recordings are prohibited.

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

---

<sup>7</sup> In accordance with Article 7.3d of the Act (free curriculum in higher education').

## Chapter 4 Examinations and Final Examinations

### Article 4.1 Frequency of Examinations

4.1.1 Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of the resit for practicals.

4.1.2 If a component comprises a practical, students may only sit the examination as referred to in paragraph 4.1.1 if they have passed the practical, unless the Board of Examiners decides otherwise.

4.1.3 *not applicable*

4.1.4 In accordance with Article 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 Contrary to the provisions of Article 4.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.

4.1.7 A student may take a resit if he or she has been awarded a fail or a pass for the final grade. The resit has to take place within the same academic year. A student can only resit the written partial exams for the weighting that the relevant partial exams carry: resits for assignments, theses, presentations and work placements with a passed mark are not possible. The highest grade obtained is the valid grade. Resitting an exam that has been passed is possible a maximum of three times during the whole of the bachelor's programme.

### Article 4.2 Obligatory Sequence

4.2.1 The e-Prospectus specifies whether there are any examinations that students may not sit until they have passed the examinations for one or more other components.

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 substantiated written request by the student, agree to an alternative sequence.

### Article 4.3 Examination Formats

4.3.1 The e-Prospectus (appendix E) states whether an examination or the constituent examinations for a component will take the form of a written, oral or other examination.

4.3.2 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty of the examination. If necessary, the Board of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability, before reaching a decision.

4.3.3 In special cases, the Board of Examiners may, at the request of the student and within the scope of the OER, permit a student to sit an examination in another manner than specified in the e-Prospectus.

4.3.4 Examinations are held in the language(s) of instruction for this programme that are specified in the OER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.

#### **Article 4.4 Oral Examination**

4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise.

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned decides 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 Article 7.12b, third paragraph, of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in this respect.

4.5.2 The Board of Examiners must guarantee that students are entitled to appeal against decisions of the Board of Examiners or the examiners.

#### **Article 4.6 Assessment**

4.6.1 The examiner determines the mark immediately after an oral examination has been conducted. The student is informed of this through the University study progress system.

4.6.2 The examiner marks any written examination or constituent examination within 15 working days of the day on which the examination or constituent examination was taken, and provides the departmental office with the information necessary to provide the student with electronic notification of the examination results. The student is informed of this through the University study progress system.

4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student is notified accordingly within the specified term. The student is also informed of the relevant procedure in such cases.

4.6.4 The examination result will be expressed as a whole number or a number to a maximum of one decimal place up to and including 1.0 and 10.0. The result will not be expressed as a number between 5.0 and 6.0.

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

4.6.6 If students have to complete a practical in order to be permitted to sit an examination, the Board of Examiners may decide that they have passed the examination once they have successfully completed the practical.

4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

4.6.8 The Board of Examiners may draw up regulations that specify the conditions under which it may exercise its authority as specified in Article 7.12b, third paragraph, of the Act to determine whether every examination needs to be passed and/or under what conditions the results of constituent examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

#### Article 4.7 Validity of results

4.7.1 Every examination and exemption granted in the propaedeuse is valid for four years, unless the propaedeutic examination has been passed, in which case Article 4.7.2 applies. Examinations and exemptions granted in the propaedeuse of part-time programmes remain valid for 10 years.

4.7.2 The propaedeutic examination is valid indefinitely.

4.7.3 Every examination and exemption granted in the post-propaedeuse is valid for 10 years.

4.7.4 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity for a period to be specified by the Board itself.

4.7.5 The validity period referred to in paragraphs 1 and 3 starts on 1 September of the academic year following that in which the mark was obtained or the exemption granted.

#### Article 4.8 **Inspection and final evaluation**

4.8.1 Students are entitled to view their marked examination for a period of 30 days following the publication of the results of a written examination.

4.8.2 During the period referred to in 4.8.1, students may inspect the examination questions and assignments, as well as the marking schemes used to mark the examination.

4.8.3 Students may request feedback on the marked examination. The opportunity for this will be announced together with the examination results.

4.8.4 The Board of Examiners is authorised to decide whether the feedback session is held in a group or individually.

4.8.5 The Board of Examiners determines where and when the feedback session takes place.

4.8.6 Students who are unable to attend the feedback session referred to in paragraph 4.8.3 due to circumstances beyond their control will be granted another opportunity, if possible within the period referred to in 4.8.1.

#### Article 4.9 **Exemption from examinations and/or practicals**

At the student's request and after consultation with the examiner in question, the Board of Examiners may grant the student exemption from one or more examinations or practicals if the student:

- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
- has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the component in question.

#### **Article 4.10 Final examination**

- 4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.
- 4.10.2 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.
- 4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the programme or specialisation was delivered by Leiden University.
- 4.10.4 Pursuant to the regulations referred to in Article 7.11, third paragraph, of the Act, a student who is entitled to graduate may request the Board of Examiners to postpone graduation as long as the student has not exceeded the nominal term of study plus one academic year.
- 4.10.5 This request must be submitted within five working days of the student receiving notification of his or her final examination results. In the request the student must indicate when he or she wishes to receive the degree certificate.
- 4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.
- 4.10.7 A supplement in Dutch or in English that conforms to the standard European Diploma Supplement format is attached to the degree certificate. In addition to the degree certificate, students are also issued with a translation of the degree certificate and a certificate in Latin.

#### **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 specifies which degree has been awarded.

#### **Article 4.12 Degree classification**

- 4.12.1 The student is awarded a mark for the final examination.
- 4.12.2 The final mark is based on the weighted average of the marks obtained for all examinations that belong to the final examination, with the exception of the examinations for which an exemption was granted or examinations for which the student only obtained a proof of attendance. Components that the student has completed from other programmes, together with components followed abroad must be approved by the Board of Examiners.
- 4.12.3 The weighted average of all marks is determined by multiplying the number of ECTS credits for each component by the mark awarded for this component, adding these together and then dividing the result by the number of credits earned.
- 4.12.4 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the 'cum laude' classification if the following conditions are met:

For the bachelor's final examination:

- All components of the bachelor's programme were completed with a minimum grade of 6.0.

- The weighted average for all components is 8.0 or higher.
- The mark for the bachelor's thesis is 8.0 or higher.
- The bachelor's final examination was completed within four academic years.

For the first-year examination:

- 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 components were completed with a minimum grade of 6.0.
- The student has a weighted average grade of 9.0 or higher.
- The bachelor's thesis is graded 9.0 or higher.
- The bachelor's final examination was completed within three years.

For the first-year examination:

- The student has a weighted average grade of 9.0 or higher.
- The first-year examination was completed within one year.

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average mark does not differ by more than 0.5 from the grades stipulated in the fourth and fifth paragraphs above. This may involve such considerations as the student's development throughout his or her study programme, any exceptional performances on the part of the student in completing the final paper or thesis and any other relevant exceptional circumstances.

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

## **Chapter 5 Access and 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 regulations regarding admission to the bachelor's programme are 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 powers under Section 7.28 (1), 2nd and 3rd sentence, of the Act.

### ***Section 5.2 Admission***

#### **Article 5.2.1 Admission with propaedeuse from a university of applied sciences**

The holder of a propaedeuse diploma from a university of applied sciences who is not in possession of a diploma as referred to in Article 7.24, first paragraph, of the Act or of a diploma 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 Executive Board is granted admission to the propaedeuse of the programme.

#### **Article 5.2.2 Equivalent qualifications**

A person who is not in possession of a pre-university (VWO) diploma awarded after 2007, but who 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 5.2.3.1 at the level of a VWO final examination for the profile that allows for direct admission.

#### **Article 5.2.3 Further requirements and deficiencies**

5.2.3.1 Accordance with the Regulations of the Minister of Education, Culture and Science of 3 April 2014, nr. 540459 regarding admission to higher education, 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.

5.2.3.2 The Board of Examiners determines how these tests are conducted.

5.2.4.3 Notwithstanding the above, the following applies to the programmes in Dutch Studies, 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 5.2.5 Entrance Examination**

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

#### **Article 5.3.1 Confirmation of admission**

The Faculty Board confirms the student's admission if he or she meets the selection requirements specified in Article 5.3.2 insofar as the maximum number of students that may be enrolled in the programme has not been exceeded.

## 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 Students may inspect their results in the student progress system at any time.
- 6.1.3 From the second year of enrolment, the department asks all students to submit an annual study plan, indicating the examinations they intend to take, and the extracurricular activities relevant to the programme or recognised by the Executive Board in which they intend to participate.

### Article 6.2 Introduction and student counselling

As referred to in the Regulation on the Binding Study Advice,<sup>8</sup> the department must provide an introduction and counselling for all students who are enrolled in the programme, in order to familiarise them with their study options in the programme and elsewhere and to facilitate their progress in their studies.<sup>9</sup>

### Article 6.3 Study Advice

- 6.3.1 In their first year of enrolment, all students are provided with advice on the continuation of their studies. The Board of Examiners is authorised by the Faculty Board to issue 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 Leiden University Regulation on the Binding Study Advice that applies to the study year in question as well as 6.3.2.
- 6.3.2 If a degree programme imposes additional requirements concerning components that students must have passed for the study advice referred to in 6.3.1., these are included in the programme-specific section.
- 6.3.3 A binding negative study advice with refusal only applies to the programme and associated specialisations in which the student is enrolled. The binding study advice also applies to any bachelor's programme which shares the propaedeuse.
- 6.3.4 Students may request an oral explanation of the study advice as well as information on their progress within or outside the Faculty and on any other possible education options.

### Article 6.4 Supervision of the thesis/final paper/final report

- 6.4.1 The student draws up a plan for the final report together with the supervisor referred to in 3.3.2. This plan is based on the study load specified in the e-Prospectus for this component.
- 6.4.2 The plan referred to in 6.4.1 also specifies the frequency and manner of supervision.

### Article 6.5 Professional sports

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

---

<sup>8</sup> <http://reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-bindend-studieadvies.html>

<sup>9</sup> [media.leidenuniv.nl/legacy/bsa-regeling-universiteit-leiden-2013.pdf](http://media.leidenuniv.nl/legacy/bsa-regeling-universiteit-leiden-2013.pdf).

## Article 6.6 **Disability or chronic medical condition**

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition.<sup>10</sup> The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.

## Article 6.7 **Study and internships abroad**

Special measures will be taken for students who suffer from a demonstrable delay in their studies as a result of study or an internship abroad that has been approved by the Board of Examiners, in order to limit the delay.

---

<sup>10</sup> <http://media.leidenuniv.nl/legacy/protocol-studeren-met-een-functiebeperking-2012-versie-cvb-28-08-12.pdf>.

## **Chapter 7 Transitional Provisions**

### **Article 7.1 Provisions concerning students already enrolled in the programme**

- 7.1.1 As of 1 September 2012, the OER apply for the duration of one year for students who enrol for the first time in the programme.
- 7.1.2 For students who enrolled in the programme for the first time before 31 August 2012 and at a point in time no longer than five years before the date on which these regulations entered into force, Chapters 3 and 4 of the OER still apply in the form they took at the time of the first enrolment.
- 7.1.3 For students who 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 at the request of the student, the Board of Examiners may choose to apply the OER in the form they took in any year no longer than five years prior to the date on which these regulations entered into force.
- 7.1.4 If components as referred to in Articles 3.1.1 and 3.2 of the OER that are applicable pursuant to 7.1.1, 7.1.2 and 7.1.3 are no longer offered, the Board of Examiners specifies alternative components. These may be components 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 start 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.

### **Article 8.2 Publication**

The department is responsible for publishing these regulations, the 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 2016.

# 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 examinations<sup>11</sup>:
  - 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.

---

<sup>11</sup> For further information on state examinations, see:  
[www.duo.nl/particulieren/staatsexamenkandidaat/u-doet-staatsexamen-vo/aanmelden-staatsexamen-vo.asp](http://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>.