



Course and Examination Regulations

Valid as of 1 September 2014

Master's Programmes

African Studies
African Studies (research)
Arts and Culture
Arts and Culture (research)
Asian Studies (60 EC)
Asian Studies (120 EC)
Asian Studies (research)
Classics and Ancient Civilisations
Classics and Ancient Civilisations (research)
History
History (research)
International Relations
Latin American Studies
Latin American Studies (research)

Linguistics
Linguistics (research)
Literary Studies
Literary Studies (research)
Media Studies
Middle Eastern Studies
Middle Eastern Studies (research)
Neerlandistiek
North American Studies
Philosophy (60 EC)
Philosophy (120 EC)
Russian and Eurasian Studies
Theology and Religious Studies

*Being phased out (ending date 31 December 2014)
names as referred to in the CROHO register*

Afrikaanse taalkunde
Arabische, Nieuwperzische en Turkse talen en culturen
Area Studies: Asia and the Middle East (research)
Boek en digitale media
Classics and Ancient Near Eastern Civilizations
(research)
Duitse taal en cultuur
Egyptische taal en cultuur
Engelse taal en cultuur
European Union Studies
Film and Photographic Studies
Franse taal en cultuur
Geschiedenis
Godgeleerdheid
Griekse en Latijnse taal en cultuur
Hebreeuwse en Aramese talen en culturen
History: Societies and Institutions (research)
Indian and Tibetan Studies
Indonesian Studies
Islamic Studies
Islamic Theology
Italiaanse taal en cultuur

Kunstgeschiedenis
Latin American and Caribbean Studies (research)
Linguistics: Structure and Variation in the Languages of
the World (research)
Literatuurwetenschap
Nederlandkunde/Dutch Studies
Nederlandse taal en cultuur
Ruslandkunde
Slavische talen en culturen
Study of Art and Literature (research)
Taalwetenschap
Talen en culturen van Afrika
Talen en culturen van China
Talen en culturen van Indiaans Amerika
Talen en culturen van Japan
Talen en culturen van Korea
Talen en culturen van Latijns Amerika/Spaans
Talen en culturen van Mesopotamië en Anatolië
Vergelijkende Indo-Europese taalwetenschap
Wijsbegeerte
Wijsbegeerte van een bepaald wetenschapsgebied

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 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
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)	

*being phased out (ending date 31 December 2014)
names as referred to in the CROHO register*

Afrikaanse taalkunde	Kunstgeschiedenis
Arabische, Nieuwperzische en Turkse talen en culturen	Latin American and Caribbean Studies (research)
Area Studies: Asia and the Middle East (research)	Linguistics: Structure and Variation in the Languages of the World (research)
Boek en digitale media	Literatuurwetenschap
Classics and Ancient Near Eastern Civilizations (research)	Nederlandkunde/Dutch Studies
Duitse taal en cultuur	Nederlandse taal en cultuur
Egyptische taal en cultuur	Ruslandkunde
Engelse taal en cultuur	Slavische talen en culturen
European Union Studies	Study of Art and Literature (research)
Film and Photographic Studies	Taalwetenschap
Franse taal en cultuur	Talen en culturen van Afrika
Geschiedenis	Talen en culturen van China
Godgeleerdheid	Talen en culturen van Indiaans Amerika
Griekse en Latijnse taal en cultuur	Talen en culturen van Japan
Hebreeuwse en Aramese talen en culturen	Talen en culturen van Korea
History: Societies and Institutions (research)	Talen en culturen van Latijns Amerika/Spaans
Indian and Tibetan Studies	Talen en culturen van Mesopotamië en Anatolië
Indonesian Studies	Vergelijkende Indo-Europese taalwetenschap
Islamic Studies	Wijsbegeerte
Islamic Theology	Wijsbegeerte van een bepaald wetenschapsgebied
Italiaanse taal en cultuur	

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, which has as its task, by applying the entry requirements, specified in these regulations and in

- accordance with the number specified by the Executive Board pursuant to Section 7.30b of the Act, to assess which applicants will be granted admission to the master's programme;
- 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 grade 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, 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 master's thesis, and in consultation with the second reader/reviewer determines the final mark;
- m. 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;
- 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:

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 at the following website: www.onderwijs.leidenuniv.nl/onderwijsbeleid.

- the writing of a master'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;
- q. 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 supposed 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 registered with Leiden University for the purpose of taking courses, and/or sitting examinations and taking the final examination 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.

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 Objectives of the Programme

See the programme-specific section.

Article 2.2 Specialisations

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 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 2.3 **Achievement Levels**

See the programme-specific section.

Article 2.4 **Structure of the Programme**

2.4.1 The programmes offers full-time tuition.

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

- Arts and Culture
- History
- 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

being phased out:

- English Language and Culture
- French Language and Culture
- History
- Theology
- Islamic Theology
- Art History
- Philosophy
- Philosophy of a Specific Discipline

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 is three years.

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.

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.

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

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 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 A (Master'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.

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.

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 3.5 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, 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 The student is required to sit the examination or the examination elements that constitute the examination at 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 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, 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 D (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 English 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 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 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 (see Appendix B).
- 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 determining the mark, 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 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;
 - b. Within fifteen working days of the date of the examination or examination element the examiner shall mark any written or other examination or examination element and provide the student with a written or electronic notification of the examination 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.

- 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 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.

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 element or 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 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 shall 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

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.

Article 4.10 Final Examination

4.10.1 The student will be awarded a diploma by the Board of Examiners once he or she can provide sufficient proof that all the tests of the final examination have been successfully completed and the student is in possession of 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 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 in question has not exceeded the nominal duration of studies plus one year.

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. 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 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, with the exception of the components for which an exemption was granted and components for which the student only obtained 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:
- 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 master’s thesis is 8.0 or higher.
 - The master’s final examination was completed within two years for programmes of 60 EC, or within three years for programmes of 120 EC.
- 4.12.5 The diploma and diploma supplement will contain the ‘summa cum laude’ distinction if the following conditions are met:
- 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 master’s thesis was graded 9.0 or higher.
 - The master’s final examination was completed within one year for programmes of 60 EC, or within two years for programmes of 120 EC.
- 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 master’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**

The diploma awarded grants access to the 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 Article 5.2 or Article 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

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 degree 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 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 it can be reasonably expected that they will be able to meet the entry requirements within a reasonable period of time.

5.4.2 Students who still have deficiencies as referred to in 5.4.1 may follow the course, after being admitted to the programme, but they may not take final examinations or examinations which 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 Admissions Board will formulate a catching up programme with examination opportunities.

5.4.4 If on the grounds of 5.4.1 a student is admitted to the programme, the tests which 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 (Premasters)**

See the programme-specific section.

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 If, in the opinion of the department, the student is seriously lagging behind compared with the required 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 Counselling**

The department provides an introduction and counselling for all students.

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 also specifies the frequency and manner of supervision.

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 who fits into this category.

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 illness. These adjustments will be made as much 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, 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.
- 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 department 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 – Master’s Thesis Regulations

For the Master’s Thesis Regulations see:

<http://hum.leidenuniv.nl/studenten/reglementen/regelingen-algemeen.html>.

Appendix B – 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>.

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.