



## Course and Examination Regulations

Valid as of 1 September 2016

### 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 the Higher Education and Research Act (henceforth the Act) and the following Leiden University regulations:

- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees
- the Regulations for Admission to Master's Programmes

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.

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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. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW);
- b. 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;
- 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 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;
- 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 study;
- 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 may consist of more than one component;
- 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*] 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;
- n. First reader/reviewer: the first examiner to read and assess the thesis/final paper/final report;
- o. 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;
- p. 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>
- q. 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);
- r. Nominal duration of study: the study load in years of study as established in the Central Register of Degree 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: a practical assignment as defined in Article 7.13, second paragraph, in point (d), of the Act, that takes one of the following forms:
- writing a thesis/final paper/final report
  - writing a paper or creating an artistic work
  - carrying out a research assignment
  - participating in fieldwork or an excursion
  - completing an internship, or
  - participating in another educational activity aimed at acquiring

<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 at the following website: [www.onderwijs.leidenuniv.nl/onderwijsbeleid](http://www.onderwijs.leidenuniv.nl/onderwijsbeleid).

particular skills

- u. Programme: the programme to which the OER relate: a coherent set of components aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is associated with a final examination;
- v. Second reader/reviewer: the second examiner to read and assess the thesis/final paper/final report;
- w. Student: A person enrolled at Leiden University for the purpose of taking courses, and/or sitting examinations and final examinations of the programme;
- x. Working day: Monday to Friday, excluding public holidays;

The 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 each other and in which mutual acceptance and trust are important values.

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 that 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**

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)

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<sup>3</sup> <http://reglementen.leidenuniv.nl/gedragscodes/gedragscode-omgangsvormen.html>

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

- 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.

#### 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 each year. In terms of the courses, the programme is based on the university semester system and comprises 42 teaching weeks. The Master's Programme in Asian Studies (120 EC) only starts on 1 September.

#### Article 2.7 **Final Examination of the Programme**

The programme is associated with 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 meets the applicable 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 See the programme-specific section.

3.1.2 The e-prospectus further specifies the actual structure of the programme, i.e. the study load, the level, the contents and the structure of the curriculum components.

#### Article 3.2 **Optional Components**

3.2.1 Not applicable.

3.2.2 Not applicable.

3.2.3 Not applicable.

3.2.4 Students who are enrolled in the programme can assemble their own programme of component 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, this Board of Examiners also indicates to which University programme the programme is considered to belong.<sup>5</sup> If necessary, the Executive Board appoints a Board of Examiners to take this decision.

### Article 3.3 **Practicals**

3.3.1 For each component, the e-prospectus specifies which practicals are included, the nature and scope of the students' workload for these practicals, and whether participation in them 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 student's own use only.

## **Chapter 4 Examinations, Final Examination and Subsequent Education**

### 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 resit for practicals.

4.1.2 If a component contains 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 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 In departure from article 4.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.

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<sup>5</sup> In accordance with Article 7.3d of the WHW ('free curriculum in higher education').

4.1.7 If a student has passed an examination linked to a given component but nevertheless resits this examination without the permission of the Board of Examiners after the academic year in which the student passed the examination, the result of the last sitting will not be assessed.

#### 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 states whether an examination or the constituent examinations for a component will be in the form of a written, oral or other examination.

4.3.2 Students with a disability or chronic medical condition will be 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 the examination. If necessary, the Board of Examiners will seek 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 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 Examinations**

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 has lodged objects.

#### Article 4.5 **Rules set by the Board of Examiners**

4.5.1 In accordance with Section 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.

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 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 examiner will determine the mark immediately after an oral examination has been conducted. The student will be informed of this through the University study progress system.



- 4.6.2 The examiner will mark any written examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was taken, and will provide the departmental office with the information necessary to provide the student with electronic notification of the examination results. The student will be 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 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 a number to a maximum of one decimal place up to an 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 result of the examination is considered to be a pass if the result 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 the examination result, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as 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 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.
- 4.7.3 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 **Inspection and final evaluation**

- 4.8.1 Students are entitled 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, 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 circumstance 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 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 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 examinations, 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 Section 7.11, third paragraph, of the Act a student who is entitled to graduate may ask the Board of Examiners to postpone the 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 written in Dutch and 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 certificate in Latin.

#### 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 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 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 which were

completed in other programmes, 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 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:

- 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 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the 'summa cum laude' classification 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 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 a disciplinary measure as a result of irregularity, fraud or plagiarism, no classification will be awarded.

#### Article 4.13 **Further Education**

The diploma awarded grants access to a PhD programme.

### **Chapter 5 Admission to the Programme**

#### **Section 5.1 Admission**

##### **Article 5.1 Confirmation of Admission**

5.1.1 The Faculty Board confirms the student's admission if he or she meets the entry requirements specified in Articles 5.2 or 5.3, insofar as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded. If admission is on the basis of article 5.2.1, the confirmation of registration is also confirmation of admission.

5.1.2 Students must apply for confirmation of admission according to the rules specified in the Regulations for Admission to the Master's programmes.<sup>6</sup>

##### **Article 5.2 Admission to the Academic Year 2016-2017 and following years**

See the programme-specific section.

##### **Article 5.3 Deficiencies**

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<sup>6</sup> 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](http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html).

5.3.1 Students who possess a bachelor's degree from a research university or an equivalent diploma but who have up to 15 credits of deficiencies, may be admitted to the programme as long as they are expected to meet the entry requirements within a reasonable term.

5.3.2 Students who still have deficiencies as referred to in 5.3.1 after admission to the programme may participate in the programme but may not sit any examinations or tests as specified by the Faculty Board in its decision to grant admission.

5.3.3 When a student is admitted under the terms of 5.3.1, the Board of Admissions puts together a programme with examination opportunities to enable the student to catch up.

5.3.4 If students are admitted to the programme on the basis of 5.3.1, the examinations that they must sit to meet the entry requirements are not considered part of the curriculum of the master's programme.

#### **Article 5.4 Bridging Programmes (Pre-masters)**

See the programme-specific section.

### **Chapter 6 Student Counselling 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 Students may inspect their results in the student progress system at any time.

#### **Article 6.2 Introduction and Student Supervision**

The department is responsible for the introduction and counselling for all students.

#### **Article 6.3 Supervision of the Master's Thesis**

6.3.1 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.

6.3.2 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.

## **Article 6.6 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.

## **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 2016.

## **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.