



Universiteit Leiden

# Course and Examination Regulations

valid from 01-09-2014

## Bachelor of Archaeology

These course and examination regulations have been drawn up pursuant to Article 7.13 of the Higher Education and Research Act (WHW) and are supplemented by quality characteristics as defined in the framework document *Leids universitair register opleidingen* (Leiden University programme register).

Pursuant to Article 7.14 of the Higher Education and Research Act, the faculty board regularly appraises the course and examination regulations and in order to monitor and if necessary adjust the study load, also considers the study load involved for the students. Based on Article 9.18 of the Higher Education and Research Act, the programme committee is responsible for annually appraising the course and examination regulations.

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# Chapter 1 **General provisions**

## Article 1.1 **Applicability of the regulations**

This regulation applies to the courses and exams in the Bachelor of Archaeology programme, hereinafter referred to as: the programme.

The programme is given in the Faculty of Archaeology at Leiden University, hereinafter referred to as: the faculty and is given in Leiden.

## Article 1.2 **Definitions**

The following definitions are used in these regulations:

- a. **ects:** the European Credit Transfer System;
- b. **e-study guide:** the electronic study guide containing specific and binding information about the programme. The e-study guide is included as an appendix to these regulations;
- c. **exam:** refers to the exams associated with the programme, or course units in the propaedeutic phase of the programme, insofar as determined by the Examination Committee, including its own assessment as referred to in article 7.10, section 1, of the Act;
- d. **Examination Committee:** the Examination Committee of the programme, established and appointed pursuant to article 7.12a of the Act;
- e. **examiner:** the person designated by the Examination Committee to organise the exams, pursuant to article 7.12c of the Act;
- f. **Leiden university programme register:** the register<sup>1</sup> of the programmes organised by Leiden University kept by the Executive Board as referred to in article 7 of the Board and Management regulations;
- g. **level:** the level of a course unit according to the abstract structure as described in the framework document Leiden university programme register<sup>1</sup>;
- h. **course unit:** a course unit in the programme as referred to in article 7.3 of the Act. The study load of each course unit is expressed as whole study credits. Each course unit is concluded with an exam;
- i. **programme** a cohesive series of course units, aimed at achieving the described goals with respect to knowledge, insight and skills the graduate of the programme is required to obtain. Each programme is concluded with an exam.
- j. **practical exercise:** a practical exercise as intended in article 7.13, section two, under d of the Act, in one of the following forms:
  - writing a thesis/final project/graduation report
  - completing a project or draft design

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<sup>1</sup> The framework document Leiden university programme register is available to read at [www.onderwijs.leidenuniv.nl/onderwijsbeleid](http://www.onderwijs.leidenuniv.nl/onderwijsbeleid)

- conducting a research assignment
  - participating in fieldwork or an excursion
  - completing an internship, or
  - participating in another educational activity aimed at acquiring certain skills;
- k. Pre-University College: an educational programme organised by Leiden University for a select group of students from the two highest classes of pre-university college (VWO);
- l. propaedeutic year: the propaedeutic phase of the programme, which is referred to in article 7.8 of the Act;
- m. student: the person who is enrolled at Leiden University to follow the programme and/or take the tests and exams associated with the programme;
- n. study credit: the unit with which the study load of an educational unit is expressed pursuant to the Act; according to the ECTS, one study credit is equivalent to 28 hours of study;
- o. exam: an assessment of the student's knowledge, insight and skills with respect to a certain course unit, as well as the assessment of the results of that examination (pursuant to article 7.10 of the Act) by at least one examiner appointed by the Examination Committee. An exam may consist of several parts;
- p. working day: Monday to Friday with the exception of official Bank Holidays;
- q. the Act: the Higher Education and Research Act (WHW).
- r. first examiner: the examiner appointed by the faculty who is primarily responsible for supervising the graduation project, reporting and assessing the graduation project in consultation with the second examiner.
- s. second examiner: the examiner appointed by the faculty who, in consultation with the first examiner, assesses the reporting of the graduation project.

The other terms have the meaning as attributed to them in the Act.

### Article 1.3 **Codes of conduct**

1.3.1 The education programme is subject to the rules described in the Code of conduct for lecturers and students within ICT and education<sup>2</sup>, as well as the (supplementary) faculty code of conduct.

1.3.2 The code of conduct relating to relationships between lecturers and students<sup>3</sup> applies and aims to provide a framework for a good, safe and stimulating work and study climate within Leiden University, whereby lecturers and students treat each other respectfully and whereby mutual acceptance and mutual trust are important values.

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<sup>2</sup> The Code of conduct for lecturers and students within ICT and education was adopted by the Executive Board on 30 June 2005 and can be consulted at [www.reglementen.leidenuniv.nl/gedragscodes/gedragscode-ict-en-onderwijs.html](http://www.reglementen.leidenuniv.nl/gedragscodes/gedragscode-ict-en-onderwijs.html).

<sup>3</sup> The code of conduct regarding relationships between lecturers and students was adopted by the Executive Board on 19 October 2010 and can be consulted at <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

## Chapter 2 Programme description

### Article 2.1 Aim of the programme

The Bachelor programme educates students to an elementary academic level which enables the student to work under supervision on site work (prospecting, excavating), scientific research and archaeological policy tasks.

The student has the necessary knowledge of materials and is familiar with the possibilities of archaeometric and associated techniques. The student also knows the theoretical principles with which he/she can analyse observations and hypotheses. Furthermore, the student is able to report on the research performed. Finally, the student is well aware of and can handle the ethical aspects involved in working with cultural heritage.

Based on this knowledge and these skills, the Bachelor can work professionally in the field or successfully pursue a Master in the subject at another university in the Netherlands or abroad.

### Article 2.2 Graduation options

(not applicable)

### Article 2.3 Final qualifications

The structure of the Bachelor programme is designed to ensure that the student adds to his/her knowledge in each of the years. Furthermore, he/she is expected to have more insight into the material and to be able to apply the new knowledge and insights to new data, thus producing new (scientific) insights.

The propaedeutic year is therefore an introductory year, focused on the transfer of knowledge and study skills. In Bachelor 2, this knowledge is supplemented and more insight into archaeological issues is acquired. Finally in Bachelor 3, the student is expected to apply knowledge and insights to his/her own research, resulting in a thesis.

The final qualifications are as follows:

#### *a. The theoretical context*

The Bachelor in Archaeology has knowledge of and insight into:

- the main current and historical archaeological key terms, theories and ideas and the contributing scientific-philosophical and methodological ideas.

#### *b. Subject-specific knowledge and insight*

The Bachelor in Archaeology has knowledge of and insight into:

- the outlines of the evolutionary and regional context of human and cultural development from the very first humans;
- the key theoretical, methodological, cultural-historical, cosmological and/or material themes from several regions and/or periods.

#### *c. Practical archaeological skills and methods*

The Bachelor in Archaeology is able to:

- methodically and critically analyse and interpret archaeological data such as finds, traces and spatial data, using *state of the art* analytical techniques;
- prepare and implement an archaeological field survey, managing the organisational, legal, logistic, social and administrative aspects;
- select and apply methods and techniques for an archaeological field survey (excavation method, taking samples for dating or specialist research);

- select and apply simple, relevant statistical methods and techniques, or communicate clearly with a statistician/specialist.

In daily work practice, as established in the KNA, a graduate Bachelor archaeologist will only be able to perform these steps under the supervision of and after inspection by a senior archaeologist. Only after three years of work experience can the status of *actor* in the sense of the KNA be obtained.

#### *d. Multidisciplinary skills*

The Bachelor in Archaeology:

- has basic knowledge of theories and key terms relevant to Archaeology from the social and natural sciences, i.e. cultural anthropology, earth sciences and ecology and, under supervision, is able to use and apply simple methods and techniques from social and natural sciences in an archaeological context;
- can consult clearly with a specialist from another branch of science about complex issues that require a multidisciplinary approach.

#### *e. Academic skills*

The Bachelor in Archaeology is able to:

- independently collect literature on a certain subject or theme using traditional and modern (digital) techniques and select this literature on relevance and quality;
- independently study, analyse and evaluate literature with respect to the quality of the data, arguments and conclusions and give a clear written summary of this, provided with his/her own constructive/critical commentary;
- use and integrate visual material in an argument in such a way that it clarifies and/or strengthens the presentation of the question;
- under supervision, draw up and implement a work plan for a report or project containing at least the following parts: a defended research question, a research method, a critical analysis and evaluation of relevant opinions (literature survey), a personal opinion defended with arguments, and recommendations for further research;
- present a well structured argument (research data and interpretations, criticism, possible solutions) in the form of a paper or lecture, if necessary supported by digital presentation techniques;
- participate and lead an academic discussion in a rational, constructive way;
- write a clear report about small-scale, independent research;
- work in a team on joint research projects.

#### *f. Social orientation*

The Bachelor in Archaeology has knowledge of and insight into:

- the sociocultural meaning of archaeology and the associated ethical, political and economic issues;
- the organisation of the archaeological system from a globalising perspective;
- providing archaeological information to both specialist archaeological and non-archaeological target groups.

### **Article 2.4 Design of the programme**

The Archaeology programme is full time.

### **Article 2.5 Study load**

The programme has a study load of 180 study credits. The propaedeutic phase has a study load of 60 study credits and is an integral part of the programme.

## Article 2.6 **Start of the programme; uniform year division**

The programme starts on 1 September. Courses are taught in uniform semesters<sup>4</sup>.

## Article 2.7 **Exams during the programme**

2.7.1 During the programme, the following exam(s) can be taken:

- a. the propaedeutic exam
- b. the Bachelor exam

Students must pass the propaedeutic exam before taking the Bachelor exam.

## Article 2.8 **Language**

Taking into account the language in the Code of Conduct<sup>5</sup>, the languages used in the programme are *Dutch and English*. The student is expected to have good command of the languages used in the programme.

## Article 2.9 **Quality**

The programme is accredited by the NVAO<sup>6</sup> and fulfils the quality requirements for educational programmes at both national and international levels. The programme also meets the quality standards for education described in the framework document Leiden university register programme.

# Chapter 3 **Study programme**

## Article 3.1 **Compulsory course units**

3.1.1 The programme includes compulsory course units with a total study load of 180 study credits. These course units also include the options from which the student is required choose.

3.1.2 The study load, the level<sup>7</sup>, the contents and the educational form of the course units in the study programme are described in more detail in the e-study guide.

## Article 3.2 **Options**

3.2.1 Besides the compulsory units referred to in 3.1.1, the student chooses units worth 30 study credits. These units may only be taken after the student has passed the propaedeutic exam.

3.2.2 The Examination Committee must approve the choice of education units. When assessing the student's choice, the Examination Committee only focuses on the cohesion and level of the chosen package. This approval is not required if it concerns minor programmes worth 30 study credits that are incorporated as such in the Leiden University programme register.

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<sup>4</sup>. The uniform division of the year into semesters, including the explanation, was adopted by the Executive Board on 14 October 2004 and amended on 12 January 2010

<sup>5</sup>. The language of the Code of Conduct was adopted by the Executive Board on 28 May 2013 and can be consulted at [www.reglementen.leidenuniv.nl/gedragcodes/gedragcode-voertaal.html](http://www.reglementen.leidenuniv.nl/gedragcodes/gedragcode-voertaal.html).

<sup>6</sup> The Netherlands-Flemish Accreditation Organisation

<sup>7</sup>. In accordance with the 'abstract structure' as described in the Framework Document Leiden University programme register

- 3.2.3 Besides the course units taught at this university, the student may choose options – with the approval of the Examination Committee – given by another Dutch or foreign university or another legal person with accredited initial education.
- 3.2.4 Course units taken by the student in the framework of the Honours College may not be used to fill the options.
- 3.2.5 A student who has enrolled in the programme may put together a programme including course units given by an institution and that involve an exam. Permission is duly required from the most relevant Examination Committee. If necessary, the board will appoint an Examination Committee to be responsible for the decision<sup>8</sup>.
- 3.2.6 In deviation from the provisions in 3.2.2, the following minor cannot be chosen because the content wholly or partially corresponds with compulsory course units in the programme: Archaeology in Practice.
- 3.2.7 When following two different programmes and after permission from the Examination Committee, an overlap may exist of a maximum of 30 ects, without compensation. This overlap is registered in uSis for one of the two programmes as an exemption. If there is a larger overlap, this extra overlap must be compensated by course units given within the Archaeology programme, after approval by the Examination Committee. An exception to this is the thesis: a thesis can only count for one programme.

### Article 3.3 **Practical exercises**

- 3.3.1 The e-study guide provides information about which practical exercises are involved in each course unit, the nature and extent of the student's tasks and whether participation in these practical exercises is compulsory, this with a view to admission to the relevant exam, subject to the authority of the Examination Committee to exempt a student from that obligation, with or without imposing new requirements.
- 3.3.2 The e-study describes the extent and study load of the thesis, as well as the standards to be met by the thesis and the procedure concerning supervision.

### Article 3.4 **Participation in a course unit**

Students are admitted to a course unit in order of enrolment. Students who are enrolled in the programme are guaranteed a place in the units that are a compulsory part of the programme. Some units may only be taken after the student has passed the exam pertaining to a previous unit. The e-study guide explains which units are subject to this condition.

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

- 3.5.1 Students are not permitted to make audio or video recordings of lectures without express permission in advance from the lecturer concerned. If permission is granted, the student is only entitled to use the recording for personal use. Distribution or publication of the recording is not permitted in any way.
- 3.5.2 Students may not distribute or publish study materials in any way whatsoever. The student is only entitled to use the materials for personal use.

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<sup>8</sup> Pursuant to article 7.3d of the WHW ('free education programme in higher education').

## Chapter 4      **Tests and exams, further studies**

### Article 4.1 **Exam opportunity**

- 4.1.1 Students are offered two opportunities during each academic year to take the exam associated with each of the course units offered in that year.
- 4.1.2 If a course unit involves a practical exercise, students may only take an exam as referred to in 4.1.1 if they have passed the practical exercise, subject to the authority of the Examination Committee to decide otherwise.
- 4.1.3 If the grade for a course unit is composed of several exams, the number of opportunities to take the exams may differ from that mentioned in 4.1.1. In that case, this will be indicated in the e-study guide.
- 4.1.4 Pursuant to article 7.13, section two sub h of the Act, the exam dates are given in the e-study guide.
- 4.1.5 The student must take the exam at the first opportunity offered after the end of the relevant course unit, unless the Examination Committee decides otherwise in individual cases.
- 4.1.6 Admission to a second exam opportunity may be subject to conditions pursuant to the regulations of the Examination Committee. These regulations are included in the Examination Committee regulations and guidelines.
- 4.1.7 In special cases, the Examination Committee may allow an extra re-sit, following a request from the student.
- 4.1.8 Once the student has passed the exam, he/she may not re-sit the exam for the course unit concerned. If an exam is taken again without the permission of the Examination Committee, it will not be marked. The result of the first exam will stand.

### Article 4.2 **Compulsory order of exams**

- 4.2.1 The e-study guide lists the course units and the exams that may not be taken before a student has passed the exams pertaining to one or more other units.
- 4.2.2 With respect to course units and the compulsory order of the associated exams, in individual cases and in response to a written and reasoned request from the student, the Examination Committee may allow a different order.

### Article 4.3 **Form of the exams**

- 4.3.1 The e-study guide describes whether the exams or parts of exams relating to a course unit are taken in writing or verbally or by means of a skills test.
- 4.3.2 In special cases and at the request of the student, the Examination Committee may allow an exam to be taken in a different way than described in the e-study guide.
- 4.3.3 Students with a disability or chronic illness may be offered the opportunity to take the exams in a way that accommodates their individual disability. These modifications must not affect the exam's quality or degree of difficulty. If necessary, and as referred to in the Protocol Studying with a Disability, the Examination Committee will obtain expert advice before taking a decision.
- 4.3.4 The Examination Committee decides with respect to requests for modifications to the exams.
- 4.3.5 Exams are taken in Dutch or English or, in accordance with the Code of Conduct language, in a different language.

4.3.6 Presentations, research, reports or other projects undertaken in groups will be assessed individually.

#### **Article 4.4 Verbal exams**

4.4.1 In verbal exams, only one person at a time is examined, unless the Examination Committee decides otherwise.

4.4.2 Verbal exams are public, unless the Examination Committee or the relevant examiner decides otherwise in a special case, or if the student has lodged an objection.

#### **Article 4.5 Examination Committee Regulations**

4.5.1 In accordance with article 7.12b, section 3, of the Act, the Examination Committee adopts regulations about the performance of its tasks and authorisations and about the measures it can take in that respect. The Examination Committee has drawn up regulations and guidelines for that purpose.

4.5.2 The Examination Committee ensures that the right of the student to appeal against decisions of the Examination Committee or examiners is safeguarded.

4.5.3 In addition, the Examination Committee establishes the procedure for appointing a first and second examiner of the graduation report, as well as the procedure concerning the assessment of the graduation report and how the first and second examiners share responsibilities, including determining the grade.

#### **Article 4.6 Assessment**

4.6.1 At the end of a verbal exam, the examiner immediately provides an assessment and gives the student a written statement in this respect.

4.6.2 Within fifteen working days after the day on which the exam or part of the exam was taken, the examiner assesses a written or other exam or part of an exam and forwards the grade to the programme administration, which issues the written or digital certificate to the student.

4.6.3 If this cannot be completed within the fifteen working days referred to in 4.6.2, the student will be duly informed within this period. The student will also be informed about the procedure that then comes into force.

4.6.4 The result of the exam is expressed as a whole grade or a grade with a maximum of one decimal, between 1.0 and 10.0 inclusive. The result will not be expressed in a grade between 5.0 and 6.0.

4.6.5 The exam is passed if the grade is 6.0 or higher.

4.6.6 A satisfactory result of a practical exercise may count as passing an exam in the sense of article 7.10 of the WHW.

4.6.7 On the written or digital certificate showing the result of the exam, the student is informed about the right to view the paper as referred to in article 4.8 and the appeal procedure.

4.6.8 The Examination Committee establishes regulations that show the conditions under which it will use its authority pursuant to art. 7.12b, section 3, of the Act to determine that not every exam needs to be passed and/or under which conditions the results of parts of exams can compensate each other. These regulations are included in the Regulations and Guidelines of the Examination Committee.

#### **Article 4.7 Validity**

4.7.1 Every exam and exemption in the propaedeutic year is valid for 5 years, except when the student has passed the propaedeutic exam. In that case, article 4.7.2 applies.

4.7.2 The propaedeutic exam has unlimited validity.

- 4.7.3 Every exam and exemption from the post-propaedeutic phase is valid for 5 years.
- 4.7.4 Pursuant to its guidelines and at the request of the exam candidate, the Examination Committee may extend the validity by one year at a time (art. 4.9 Regulations and Guidelines of the Examination Committee).

#### Article 4.8 **Right to access and review**

- 4.8.1 For thirty days directly after publishing the result of a written exam, the student is entitled to view his/her assessed work.
- 4.8.2 During the period referred to in 4.8.1, students may see the questions and assignments of the exam concerned, as well as the standards that formed the basis for the assessment.
- 4.8.3 The student may request a review. This option is published at the same time as the result of the exam.
- 4.8.4 The Examination Committee is authorised to determine whether the review takes place collectively or individually.
- 4.8.5 The review takes place at a time and place determined by the Examination Committee.
- 4.8.6 If the student involved is prevented by force majeure from attending the review referred to in 4.8.3, he/she is offered another opportunity, if possible within the period mentioned in 4.8.1.

#### Article 4.9 **Exemption from exams and/or practical exercises**

- 4.9.1 In response to a request from the student, the Examination Committee can, after hearing examiner concerned, grant exemption from taking one or more exams or from participating in practical exercises, if the student:
- has completed a similar course at a university or university of applied science, or
  - demonstrates through work or professional experience that he/she has sufficient knowledge and skills with regard to the course unit concerned, or
  - has passed the Pre-University College; in this case, the Examination Committee determines for which course unit or units exemption is granted.
- 4.9.2 If the course units relate to the minor, the relevant Examination Committee only decides whether to grant exemption after hearing the Examination Committee of the programme that organises the minor.

#### Article 4.10 **Exam**

- 4.10.1 The Examination Committee issues a certificate to show that the student has passed the exam.
- 4.10.2 The Examination Committee can initiate a review relating to the exam into the knowledge, insight and skills of the candidate and assess the results.
- 4.10.3 The certificate is not issued until after the Executive Board has declared that all the procedural requirements (including fulfilling the obligation to pay tuition fees) have been satisfied. One certificate is issued for each programme. The certificate states that the programme was given by Leiden University.
- 4.10.4 Pursuant to the regulation as referred to in article 7.11, section 3, of the Act, the person who is entitled to a certificate issued by the Examination Committee may request a delay in issuing the certificate, as long as the enrolment period of four years is not exceeded.
- 4.10.5 This must be submitted within five working days of the student being informed of the result of the exam. With this request, the student indicates when he/she wishes to receive the certificate.

4.10.6 The Examination Committee may also honour the request if failure to honour the request would be considered unreasonable.

4.10.7 The certificate is accompanied by a supplement in Dutch or English that complies with the European standard format. Together with the certificate, a translation of the certificate and a certificate in Latin is issued.

#### Article 4.11 **Degree conferral**

4.11.1 Students who pass the exam are awarded the Bachelor degree with the addition «of Arts ».

4.11.2 The degree is noted on the exam certificate.

#### Article 4.12 **Judicia**

4.12.1 The Examination Committee can add a judicium to a final exam.

4.12.2 The basis for determining the judicium is the weighted average for all course units of the propaedeutic year or the post propaedeutic respectively, except for the course units for which exemption has been granted, which belong to an honours programme or for which only proof of participation is registered. Course units that have been completed at other institutions, also abroad, still count in determining the judicium, as long as this is approved by the Examination Committee.

4.12.3 The weighted average of all grades is determined by multiplying the number of credits (EC) for each course unit by the highest awarded grade for that element, adding together the results and dividing the result by the number of credits obtained.

4.12.4 On the degree certificate and on the diploma supplement, the judicium ‘cum laude’ is given if the following requirements have been met:

For the bachelor exam, the following applies:

- all subjects must have been completed with at least a 7.0.
- a student has obtained a weighted average of 8.0 or higher.
- for the bachelor thesis, a minimum 8.0 has been obtained.
- the bachelor exam was passed within four years.

For the propaedeutic exam, the following applies:

- a student has obtained a weighted average of 8.0 or higher.
- no more than two subjects have a grade lower than a 7.0.
- the propaedeutic exam was passed within a year.

4.12.5 On the degree certificate and on the diploma supplement, the judicium ‘summa cum laude’ is given if the following requirements have been met:

For the bachelor exam, the following applies:

- all subjects must have been completed with at least an 8.0.
- a student has obtained a weighted average of 9.0 or higher.
- for the bachelor thesis, a minimum 9.0 has been obtained.
- the bachelor exam was passed within three years.

For the propaedeutic exam, the following applies:

- a student has obtained a weighted average of 9.0 or higher.
- no more than two subjects have a grade lower than an 8.0.
- the propaedeutic exam was passed within a year.

4.12.6 To determine the judicium, other considerations may play a role. These might include aspects like the student’s development during the programme, an exceptional performance in the final project or thesis or other relevant special circumstances.

4.12.7 If a student has committed fraud during his/her studies, no judicium will be awarded.

4.12.8 The judicium signed by the Examination Committee may only deviate up to a maximum of 0.5 points from the average indexed judicium.

#### **Article 4.13 Further education**

4.13.1 Students who have been awarded a Bachelor degree based on an exam within the Archaeology programme at Leiden University meet the admission requirements for the Master programme in Archaeology at Leiden University.

4.13.2 For other Master programmes and graduation subjects, requirements may be imposed on admission. These requirements are listed in the Course and Examination Regulations of the relevant Master programme.

## **Chapter 5 Admission to the programme**

### **Paragraph 5.1 Direct admission**

#### **Article 5.1 Direct admission**

5.1.1 Students who have fulfilled the conditions mentioned in articles 7.24 and 7.25 of the Act are directly admitted to the programme.

5.1.2 The regulation concerning admission to the Bachelor programme is incorporated in the regulation for enrolment at Leiden University.

5.1.3 The Executive Board may refuse admission in certain cases described in the Act by using its authority pursuant to the second and third lines in article 7.28, section 1, of the Act.

### **Paragraph 5.2 Admission**

#### **Article 5.2 Admission with Higher Vocational Education propaedeutic year**

A student who has been awarded a certificate for passing the propaedeutic exam at a university of applied sciences, who does not have a diploma as referred to in article 7.24, section 1, or, based on the second section of the ministerial regulation, who has a diploma that is at least equivalent in the opinion of the board of the institute:

is directly admitted to the propaedeutic phase of the programme, as long as the propaedeutic exam has been passed with an average 7 or higher and the student concerned scored a 7 or higher for the HAVO English exam;

#### **Article 5.3 New requirements 'old style' VWO**

5.3.1 For the student with a VWO diploma obtained according to the provisions valid on 31 July 1998 and pursuant to the Higher Education and Research Act, any deficiencies will be compensated by taking exams at the level of the VWO school-leaving exam. In order to identify any deficiencies, students should contact the study advisor in the programme.

#### Article 5.4 **Equivalent previous education**

Students who do not have a VWO diploma but can still be enrolled pursuant to the Act may be required to take an exam in the subjects mentioned in article 5.5 at the level of the VWO school-leaving exam in the profile that gives direct admission.

#### Article 5.5 **Further previous education requirements and deficiencies**

5.5.1 Pursuant to the Regulation Further Previous Education Requirements HO 2007<sup>9</sup>, no previous education requirements apply.

5.5.2 The Examination Committee determines the way in which the exams are organised.

#### Article 5.6 **Dutch language**

5.6.1 Students with a diploma from outside the Netherlands may fulfil the requirement regarding sufficient command of the Dutch language by passing the exam level 3 of the *Dutch as a foreign language* course organised by Leiden University.

5.6.2 In special cases, the Examination Committee may grant exemption from the exam referred to under 5.6.1.

#### Article 5.7 **Colloquium Doctum**

The admission test, referred to in article 7.29 of the Act, relates to the following exams at the stated level:

subject	Exam
Dutch	VWO national exam
English	Cambridge equivalent
Maths A	VWO national exam

### **Paragraph 5.3 Selection for the programme**

#### Article 5.8 **Proof of admission**

Proof of admission will be provided by the faculty board if the student fulfils the selection requirements pursuant to article 5.9 insofar as the maximum number of students who may enrol in the programme is not exceeded.

#### Article 5.9 **Selection criteria**

The selection criteria applied are:

The selection criteria for the international variant of the bachelor programme are as follows:

- The diploma must be equivalent to a VWO (pre-university) diploma, assessed by the Admission Office;
- The English test should be taken with the following results: IELTS min. 6.5; TOEFL 570 (paper based)/230 (computer based)/ 90 (internet based); Cambridge Certificate of Proficiency in English/ Cambridge Certificate in Advanced English (grade A-C).

Unless:

- the previous education was completed in Canada (exception: Quebec), the United States, the United Kingdom, Ireland, New Zealand or Australia; or
- the previous education is an International Baccalaureate tested in English; or
- the previous education is a Dutch VWO diploma.

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

## Article 5.10 **Selection procedure**

The selection procedure is as follows:

The selection procedure for the international variant of the Bachelor programme is included in the English version of the Course and Education Regulations. The regulations are published on the faculty website.

# Chapter 6 **Study supervision and advice**

## Article 6.1 **Study progress administration**

- 6.1.1 The board of the programme registers the individual study results of the students.
- 6.1.2 At least once a year, the board provides the student with an overview of the study results achieved.
- 6.1.3 As from the second year of enrolment, the programme asks every student to provide a study plan listing the exams he/she plans to take and in which programme-relevant extracurricular activities and additional activities recognised by the Executive Board he/she intends to take part.

## Article 6.2 **Introduction and supervision**

The programme provides an introduction and study supervision for students who are enrolled in the programme, also to help them explore possible study routes in and outside the programme and for their study progress, as recorded in the Regulation Binding Study Advice Leiden University<sup>10</sup>.

## Article 6.3 **Study advice**

- 6.3.1 In their first and second years of enrolment, every student receives written advice about the continuation of their studies. The Examination Committee is authorised by the faculty board to issue this study advice. For information about the requirements, the number of times and dates when this happens, as well as for the consequences which may be attached, please refer to the Regulation Binding Study Advice Leiden University as this applies in the relevant study year and to 6.3.2.
- 6.3.2 Not applicable.
- 6.3.3 Binding negative advice only applies to the programme in which the student is enrolled.
- 6.3.4 If required, the student will be given a personal explanation about the advice and information about the continuation of his/her studies inside or outside the faculty and about any other educational possibilities.

## Article 6.4 **Top sports**

Students who are engaged in top level sports are given the opportunity to tailor their studies to their sports activities as far as is reasonably possible. In order to establish who belongs to this category, the programme applies the guidelines of the Executive Board.

## Article 6.5 **Disability or chronic illness**

Students with a disability or chronic illness are given the opportunity to adjust their studies to the limitations of their disability or chronic illness as far as is reasonably possible. These modifications are aligned as well as possible to the student's individual functional limitations but may not affect the quality or difficulty of the exam programme.

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<sup>10</sup> <http://media.leidenuniv.nl/legacy/bsa-regeling-universiteit-leiden-2013.pdf>

## Article 6.6 **International travel and internships**

For students who incur demonstrable study delays as a result of a stay abroad approved by the Examination Committee or an approved internship, a regulation exists to limit the delay.

# Chapter 7 **Transition provisions**

## Article 7.1 **Provisions relating to students who have enrolled for the programme before**

7.1.1 As of 1 September 2012, for students enrolling in the programme for the first time, the Course and Examination regulations remain in force for one year.

7.1.2 For students who enrolled in the programme for the first time before 31 August 2012 at a time no longer than five years before the date on which this regulation came into force, chapters 3 and 4 of the Course and Examination Regulations remain applicable as they were at the moment of the first enrolment.

7.1.3 For students who enrolled in the programme for the first time before 31 August 2012 at a time longer than five years before the date on which this regulation came into force, or at the request of the student, the Examination Committee may declare that the Course and Examination Regulations which applied in any year no longer than five years before the date on which this regulation became effective are applicable to the student.

7.1.4 If course units as referred to in articles 3.1.1 and 3.2 of the Course and Examination Regulations applicable based on 7.1.1, 7.1.2 or 7.1.3 are no longer offered, the Examination Committee will provide alternative units. If necessary, course units that are offered by another institute will be assigned.

# Chapter 8 **Final provisions**

## Article 8.1 **Amendment**

8.1.1 Amendments to this regulation are adopted by the faculty board after prior agreement by the faculty council in a separate decree.

8.1.2 Amendments to this regulation which apply to a certain academic year must be adopted by the start of that academic year and published in the agreed way. Deviations are only permitted if a more rapid introduction of a change is strictly necessary and if the interests of the students will be reasonably undamaged.

8.1.3 An amendment may not negatively affect any decision pertaining to students that, pursuant to this regulation, has been taken by the Examination Committee with regard to a student.

## Article 8.2 **Publication**

The programme is responsible for publishing this regulation and the rules and guidelines adopted by the Examination Committee, as well as for each change of these documents on the university website.

## Article 8.3 **Effective date**

This regulation becomes effective on 1 September 2014.