



Universiteit Leiden

# Course and Examination Regulations

valid from 01/09/2015

## Bachelor's Programme in Archaeology

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) 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 course 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 assessing how the course and examination regulations are implemented.

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# Section1 General Provisions

## Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the bachelor's degree programme in Archaeology, hereinafter referred to as the programme.

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

## Article 1.2 Definitions

In these Regulations, the following definitions apply:

- a. ECTS: the European Credit Transfer System;
- b. e-prospectus: the electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- c. final examination: includes the interim examinations [tentamens] linked to the components of the programme or the foundation stage 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;
- d. Board of Examiners: the Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- e. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- f. Leiden University Register of Study Programmes [Leids universitair register opleidingen]: register of the programmes offered by Leiden University<sup>1</sup>, maintained under the supervision of the Executive Board, referred to in Article 7 of the Executive and Management Regulations;
- g. final grade: grade used to indicate a particular average score or ability;
- h. 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>1</sup>;
- i. component: a study unit of the programme as defined in Section 7.3 of the Act. The course load for each component is expressed as whole credits. Every component involves an examination;
- j. programme: a coherent set of components, aimed at the achievement of well-defined goals in the area of knowledge, understanding and skills that a graduate of the programme is supposed to have acquired. Every programme involves a final examination;

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<sup>1</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)

- k. practical: a practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- the writing of a paper/thesis/final report,
  - the creation of a workpiece or a technological design,
  - the performance of a research assignment,
  - participation in fieldwork or an excursion,
  - the completion of a work placement, or
  - the taking part in another educational activity aimed at acquiring particular skills;
- l. Pre-University College: a course programme of Leiden University for a select group of students from the two top classes in VWO (PRE-UNIVERSITY EDUCATION);
- m. foundation stage: the foundation stage of the programme, as a component of the programme, as defined in Section 7.8 of the Act;
- n. student: a person registered with Leiden University for the purpose of taking courses, and/or the sitting of examinations and the taking of final examinations of the programme;
- o. credit: the unit expressing the course load of a course component pursuant to the Act. According to the ECTS one credit equals 28 hours of studying;
- p. examination: 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 component;
- q. working day: Monday to Friday, not including official public holidays;
- r. the Act: The Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW);
- s. first reader: Examiner appointed by the faculty, who has primary responsibility for supervising the final project and the thesis and examines the final project in consultation with the second reader;
- t. second reader: Examiner appointed by the faculty who, in consultation with the first reader, examines the thesis.

The other terms have the meanings assigned to them in the Act.

### Article 1.3 Codes of Conduct

1.3.1 The rules set out in the Code of Conduct for Teachers and Students in ICT-supported Education<sup>2</sup>, 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 Students<sup>3</sup> applies and is intended to create a framework for a good, safe and stimulating work and study environment within Leiden

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<sup>2</sup> 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 on the following website: [www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html](http://www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html).

University, in which teachers and students associate with each other respectfully and in which mutual acceptance and trust are important values.

## Section2 Description of the Programme

### Article 2.1 Objectives of the Programme

The Bachelor's programme qualifies students to an elementary academic level that enables the student to be involved, under supervision, in field work (prospecting, excavations), academic research and archaeological policy work.

The student will possess the necessary knowledge of materials and be familiar with the capabilities of archaeological and related techniques. The student will also be familiar with the theoretical principles upon which he/she can draw when analysing observations and hypotheses. The student will also be able to write a report on the research conducted. Finally, the student will also be aware of and capable of handling the ethical aspects inherent in working with cultural heritage.

Drawing on this knowledge and skills base, the Bachelor's graduate will be able to acquire a position in professional practice or successfully attend a Master's programme in the field at another university in the Netherlands or abroad.

### Article 2.2 Specialisations

(not applicable)

### Article 2.3 Learning outcomes

The Bachelor's programme is designed such that, as well as acquiring more knowledge, over the consecutive years, the student is also expected to gain a better understanding of the subject and, ultimately, is able to apply the knowledge and understanding acquired to new data in a manner that yields fresh (academic) insights.

Consequently, the foundation stage is an introductory stage during which the focus is on conveying knowledge and study skills. During Bachelor 2, this knowledge is supplemented and students acquire a deeper understanding of archaeological issues. Finally, during Bachelor 3, the student is expected to apply that knowledge and understanding to his or her own research, culminating in a thesis.

The learning outcomes are as follows:

#### *a. The theoretical context*

The graduate of the Bachelor's in Archaeology has knowledge and understanding of:

- the main current and historical core archaeological concepts, theories and movements in broad terms and the philosophical and methodological core concepts that are involved.

#### *b. Occupation specific knowledge and understanding*

The graduate of the Bachelor's in Archaeology has knowledge and understanding of:

- the evolutionary and regional context of the development of people and culture from the first anthropoids, in broad terms;
- the theoretical, methodological, cultural-historical, cosmological and/or material core subjects of a number of regions and/or periods.

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<sup>3</sup>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/gedragrcode-omgangsvormen.pdf>

*c. Applied archaeological skills and methods*

The graduate of the Bachelor's 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 analysis techniques;
- prepare for and conduct an archaeological field investigation, including adequately managing the organisational, legal, logistical, social and administrative aspects;
- select and apply methods and techniques for an archaeological field investigation (excavation method, taking samples for dating or specialist research);
- select and apply simple, relevant statistical methods and techniques or clearly communicate with a statistician/specialist.

In routine occupational practice, as stipulated in the KNA (Dutch Archaeology Quality Standard), a graduate of the Bachelor's in Archaeology will be capable of undertaking these steps independently, under the supervision of and following checks by a senior archaeologist. The status of *actor* pursuant to the KNA can only be attained after three years' work experience.

*d. Multidisciplinary skills*

The graduate of the Bachelor's in Archaeology:

- possesses basic knowledge of theories and core concepts relevant to archaeology from the social and scientific disciplines, namely cultural anthropology, earth sciences and ecology and is able under supervision to use and apply in an archaeological context simple methods and techniques used in the social and scientific disciplines;
- is able to hold a clear discussion with a specialist from another discipline about complex issues requiring a multidisciplinary approach.

*e. Academic skills*

The graduate of the Bachelor's in Archaeology is able to:

- independently gather literature on a particular subject or theme with the aid of traditional and modern (digital) techniques and select this literature for its relevance and quality;
- independently study, analyse and appraise literature with regard to the quality of the data, arguments and conclusions and produce a clear, written summary, with his/her own constructively critical comments;
- use and incorporate images in an argument in a manner that clarifies and/or consolidates the question addressed;
- under supervision, prepare a work plan for a report or a project which, as a minimum, contains the following components: a substantiated research question, a research method, a critical analysis and assessment or relevant views (literature research), his/her own substantiated view and recommendations for further research;
- present a properly substantiated, clear argument (research data and interpretations, criticism, possible solutions) in the form of a presentation or lecture, supported if necessary by digital presentation techniques;
- participate in and lead an academic debate in a rational, constructive manner;
- produce a clear, written report on small-scale, independent research;
- work as a part of a team on joint research projects.

*f. Social orientation*

The graduate of the Bachelor's in Archaeology has knowledge and understanding of:

- the socio-cultural significance of archaeology and the relevant ethical, political and economic questions;
- the organisation of the archaeological system from the perspective of increasing globalisation;

- the conveying of archaeological information to target groups of archaeological specialists and laypeople.

#### Article 2.4 **Structure of the Programme**

The Archaeology programme offers full-time tuition.

#### Article 2.5 **Course load**

The programme has a course load of 180 credits. The foundation stage has a course load of 60 credits and forms an integral part of the programme.

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

The programme starts on 1 September. As far as courses are concerned, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters<sup>4</sup>.

#### Article 2.7 **Minors**

2.7.1 The Archaeology in Practice minor is offered under the authority of the Board of Examiners.

2.7.2 The components for the minor in question are described in the e-prospectus.

2.7.3 The educational minors come within the remit of the Board of Examiners of ICLON.

2.7.4 Components offered as part of the Honours course come within the remit of the Board of Examiners of the Honours Academy.<sup>5</sup>

#### Article 2.8 **Final Examinations of the Programme**

2.8.1 The programme involves the following final examination(s):

- a. the foundation exam
- b. the Bachelor's exam

Before the Bachelor's exam can be sat, the student must have passed the foundation exam.

#### Article 2.9 **Language of Instruction**

In compliance with the Code of Conduct on the Language of Instruction and Examination [Gedragcode voertaal] <sup>6</sup>the languages of instruction and examination in the programme are *Dutch and English*. Students are expected to have an adequate command of the language(s) of instruction of the programme.

#### Article 2.10 **Quality**

The programme is accredited by the NVAO<sup>7</sup> 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.

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<sup>4</sup>. 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.

<sup>5</sup> [http://media.leidenuniv.nl/legacy/20131112-onderwijsreglement-def-goede-links-\(3\).pdf](http://media.leidenuniv.nl/legacy/20131112-onderwijsreglement-def-goede-links-(3).pdf)

<sup>6</sup>. 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](http://media.leidenuniv.nl/legacy/language%20of%20instruction.pdf)

## Section3 Curriculum

### Article 3.1 Compulsory Components

- 3.1.1 The programme includes compulsory components totalling a course load of 180 credits. These compulsory components include the set components [keuzevakken] from which a student is obliged to choose.
- 3.1.2 The e-prospectus contains a further specification of the course load, the level<sup>8</sup>, the contents and the structure of the curriculum components.

### Article 3.2 Freedom of Choice

- 3.2.1 In addition to the compulsory components referred to in 3.1.1, students select components totalling a course load of 30 credits. Students can only participate in the course for these components once they have passed the foundation exam.
- 3.2.2 The choice of components requires the approval of the Board of Examiners. When assessing the student's choice, the Board of Examiners will base its decision solely on the cohesion and level of the chosen package. This approval is not required if it concerns the minor programmes worth 30 credits that are indicated as such in the Leiden University Register of Study Programmes.
- 3.2.3 In addition to the components taught at this university and subject to the approval of the Board of Examiners, students may also select components offered by other Dutch universities or a foreign university or another legal entity offering accredited programmes (for first-degree programmes).
- 3.2.4 Components in which students participate as part of the Honours College cannot be selected.
- 3.2.5 A student who is enrolled for the programme can, with the permission of the most apt Board of Examiners, put together a programme consisting of components which are taught by an institution to which a final examination is attached. If necessary, the board of the institution will designate a Board of Examiners responsible for making the decision<sup>9</sup>.
- 3.2.6 By way of departure from 3.2.2, the following minor cannot be chosen because the content is entirely or partly the same as the compulsory components of the programme: Archaeology in Practice.
- 3.2.7 When attending two different programmes, there may - subject to the approval of the Board of Examiners - be an overlap of no more than 30 ECTS without offsetting. This overlap will be registered in uSis against one of the two programmes as an exemption. If the overlap is greater than this, the additional overlap must be offset by components taught as part of the Archaeology programme, with the approval of the Board of Examiners. The exception to this is the thesis, which may only count towards one programme.

### Article 3.3 Practicals

- 3.3.1 The e-prospectus lists for each component which practicals they include, the nature of these practicals, and the student's workload for these practicals, as well as whether participation in these

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<sup>7</sup> Accreditation Organisation of the Netherlands and Flanders

<sup>8</sup> In accordance with the 'abstract structure' as described in the framework document Leiden University Register of Study Programmes.

<sup>9</sup> In accordance with Section 7.3d of the Act ('free programme in Academic Education').



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 The e-prospectus specifies the scope and course load of the thesis. It also contains a description of the standards that the thesis must meet and the further procedure applying to the supervision.

#### **Article 3.4 Participation in a component**

Participation in components 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 that programme. Certain components can only be followed once the examination for a previous component has been passed. The e-prospectus lists the components to which this condition applies.

#### **Article 3.5 Dissemination 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, the student is only legally permitted to use the recording for his/her own use; all forms of duplication or publication of the recordings are prohibited.

3.5.2 Students are not permitted to disseminate or publish study materials in any shape or form. Students are authorised to use the materials solely for their personal use.

## **Section 4 4. Examinations, Final Examinations and Further Education**

#### **Article 4.1 Frequency of Examinations**

4.1.1 Examinations will be held twice during the academic year for each component offered in that year.

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

4.1.3 If the mark for a component is made up of several partial marks, it is possible to deviate from the number of examinations as referred to in 4.1.1., on the condition that the student is at least given the opportunity to resit the final test for the component. Where applicable, this is specified in the e-prospectus.

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 on the first occasion after the component has ended, unless the Board of Examiners decides otherwise in individual cases. If a student fails to sit an examination on the first occasion, he or she will be excluded from the resit.

4.1.6 Admission to a second opportunity to sit the examination may be subject to rules set by the Board of Examiners. These rules are detailed in the Rules and Regulations of the Board of Examiners.

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 the examination at the end of a component has been successfully completed, and a student takes the resit of this examination without having obtained permission to do so from the Board of Examiners, the results of the last examination will not be assessed.

## Article 4.2 **Obligatory Sequence**

- 4.2.1 The e-prospectus 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 upon motivated written request of the student, decide on a different sequence.

## Article 4.3 **Examination Formats**

- 4.3.1 The e-prospectus states whether assessment may take place by means of either a written or oral examination or a skills test.
- 4.3.2 In special cases, on request of the student, the Board of Examiners may allow the student to take the examination in a manner that deviates from the one prescribed in the e-prospectus.
- 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 of 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 Dutch or English or in another language, in accordance with the Code of Conduct on the Language of Instruction and Examination [Gedragscode voertaal].
- 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.

## 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.
- 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 In addition, the Board of Examiners is responsible for formulating a procedure for the appointment of a first and second supervisor for the final report, as well as the procedure surrounding the assessment of the final report and how the responsibilities, including determining the mark, are divided between the first and the second supervisor.

## Article 4.6 **Assessment**

- 4.6.1 Immediately after the oral examination, the examiner shall inform students of their results and hand them a written notification of these results.

- 4.6.2 Within fifteen working days after the date of the examination or test, the examiner shall mark any written examination or other test and provide the administration office of the department with the information necessary to present the student with a written or electronic notification of the examination results.
- 4.6.3 If the examiner is unable to comply with the period of fifteen working days specified in article 4.6.2, the student shall be notified thereof within said time limit. 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 have been passed if the result is 6.0 or higher.
- 4.6.6 The successful completion of a practical may qualify as the successful completion of an examination pursuant to 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 and of the appeals procedure.
- 4.6.8 The Board of Examiners formulates regulations which specify the conditions under which the Board may exercise its authority as specified in Section 7.12b (3) of the Act to determine that not every examination needs to be passed and/or the conditions under which the results of partial examinations can compensate for one another. These rules are detailed in the Rules and Regulations of the Board of Examiners.

#### **Article 4.7 Period of Validity**

- 4.7.1 Every examination and exemption granted during the foundation stage has a validity period of 5 years, unless the foundation exam has been passed, in which case Article 4.7.2 applies.
- 4.7.2 The foundation exam is valid indefinitely.
- 4.7.3 Every examination and exemption granted during the post-foundation stage has a validity period of 5 years.
- 4.7.4 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 (Article 4.9 of the Rules and Regulations of the Board of Examiners).
- 4.7.5 The validity period referred to in paragraphs 1 and 3 begins on 1 September of the academic year following the date on which the grade or exemption was granted.

#### **Article 4.8 Access to Marked Examinations and Evaluation**

- 4.8.1 Students have the right to view their marked examination for a period of thirty days following the publication of the results of a written examination.
- 4.8.2 During the period referred to in 4.8.1, the examination questions and assignments, as well as – if possible – the marking criteria, may be inspected.
- 4.8.3 The marked test will be evaluated at the request of the student. The opportunity to do so will be announced together with the examination results.
- 4.8.4 The Board of Examiners is authorised to decide whether the test will be 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**

4.9.1 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 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, or
- The student has successfully completed the Pre-University College; in this case, the Board of Examiners decides the component or components for which exemption is to be granted.

4.9.2 If the components concerned are part of the minor, the appropriate Board of Examiners will only make a decision on whether or not to grant an exemption once the Board of Examiners for the programme that provides the minor has been consulted.

#### **Article 4.10 Final Examination**

4.10.1 The Board of Examiners issues a degree certificate once it has been proved that the final examination has been successfully completed.

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 The degree certificate will not be issued before the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate will be awarded for each programme. The degree certificate will indicate that the programme was provided by Leiden University.

4.10.4 Pursuant to the regulations referred to in Section 7.11 (3) of the Act,<sup>10</sup> a student who is entitled to graduate may ask the Board of Examiners to postpone the event, as long as the enrolment period of four years for the programme in question has not been exceeded.

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 or 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 Bachelor's degree with the suffix "of Arts" is awarded to those who have passed the final examination.

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<sup>10</sup> Regulations on the deferment of graduation at Leiden University:

4.11.2 The degree certificate states the degree awarded.

#### Article 4.12 **Final Grades**

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

4.12.2 The final grade is determined on the basis of the weighted average of all the examinations that make up the final examination, with the exception of components for which an exemption has been granted and components for which the student only obtained proof of attendance.

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:

For the Bachelor’s exam, the conditions are as follows:

- all subjects were completed with a minimum grade of 6.0.
- the weighted average of the student is 8.0 or higher.
- the grade for the Bachelor’s thesis is 8.0 or higher.
- the Bachelor’s exam was passed within four years.

For the foundation exam, the conditions are as follows:

- the weighted average of the student is 8.0 or higher.
- the foundation exam was passed within a year.

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

For the Bachelor’s exam, the conditions are as follows:

- all subjects were completed with a minimum grade of 6.0.
- the weighted average of the student is 9.0 or higher.
- the grade for the Bachelor’s thesis is 9.0 or higher.
- the Bachelor’s exam was passed within three years.

For the foundation exam, the conditions are as follows:

- the weighted average of the student is 9.0 or higher.
- the foundation exam was passed within a year.

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

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

4.12.8 The final grade actually awarded by the Board of Examiners may not diverge from the weighted average final grade indicated by more than 0.5 points.

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

4.13.1 Not applicable

4.13.2 Admission requirements may apply to other Master's programmes and specialisations. These requirements are stipulated in the Course and Examination Regulations for the Master's programme in question.

The entry requirements for the Archaeology Master's programme are as follows:

*Students:*

*- who achieve an average grade of 6-6.5, students with an average of less than 6.0 will be automatically turned down, and/or*

*- who submit an unconvincing motivation letter (in terms of content and/or language skills) and/or*

*- who have extended the normal duration of the course by more than one year*

*may be called for an interview, following which the Admissions Board will decide whether to accept or reject the student.*

*Students who achieve an average grade higher than 6.5 will be automatically accepted.*

*NB: the average grade applies to BA2 and BA3.*

*The following applies with regard to the English language requirements:*

*For students from outside the Netherlands, the following language requirement also applies: IELTS 7.0, at least a 6.0 for all bands; TOEFL 570 (paper-based)/230 (computer-based)/90 (internet-based). Students with an IELTS score of 6.5 must attend an English language course in August at the Academic Language Centre and may be accepted on condition that they have successfully completed a professional English language course at the Academic Language Centre.*

## **Section5 Access and Admission to the Programme**

### **Section 5.1 Direct Access**

#### **Article 5.1 Direct Access**

5.1.1 Students who meet the requirements stipulated in Sections 7.24 and 7.25 of the Act have direct access to the programme.

5.1.2 The rules on admission to the Bachelor's programme are laid out in Leiden University's Enrolment Regulations.

5.1.3 The Executive Board may refuse admission in certain instances provided for by the Act, by exercising its power pursuant to the second and third sentences of Section 7.28(1) of the Act.

## **Section 5.2 Admission**

### **Article 5.2 Admission with HBO foundation**

Students who possess a good pass certificate for a foundation examination at a university but do not hold a diploma as referred to in Article 7.24, first paragraph, or a diploma which, pursuant to the second paragraph, is regarded by ministerial decree or by the institution's board as at least equivalent:

may be directly admitted to the foundation stage of the programme, provided they passed the foundation examination with an average grade of 7 or higher and obtained a score of 7 or higher for the HAVO English examination;

### **Article 5.3 Alternative Requirements for "Old-Style" VWO**

5.3.1 For students who hold a pre-university VWO diploma obtained in accordance with the regulations in force on 31 July 1998 and adopted pursuant to the Secondary Education Act, any deficiencies will be rectified by sitting tests at the level of the VWO final examination. The student advisor for the programme must be contacted to identify deficiencies.

### **Article 5.4 Equivalent Prior Qualifications**

Students who are not in possession of a pre-university VWO diploma but can nevertheless be enrolled by law may be required to sit a test in the subjects named in Article 5.5. at the level of the VWO final examination in the profile that grants direct admission.

### **Article 5.5 Additional Previous Qualifications and Deficiencies**

5.5.1 Pursuant to the Regulations on Additional Qualification Requirements HE 2007<sup>11</sup>, no previous qualifications are required.

5.5.2 The Board of Examiners determines how the tests are to be sat.

### **Article 5.6 Dutch language**

5.6.1 Holders of a diploma issued outside the Netherlands may satisfy the requirement of a sufficient command of the Dutch language by having passed the level 3 examination of the Dutch as a Second Language course, organised by Leiden University.

5.6.2 In exceptional cases, the Board of Examiners may grant exemption from the examination referred to in 5.6.1.

### **Article 5.7 Special Entrance Examination (Colloquium Doctum)**

The admission assessment referred to in Section 7.29 of the Act relates to the following subjects at the level indicated:

Subject	Test
Dutch	Pre-university state examination
English	Cambridge equivalent
Mathematics A	Pre-university state examination

## **Paragraph 5.3 Selection for the Programme**

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<sup>11</sup><http://www.cfi.nl/public/cfi-online/ocwregelingen/2009/03/hoensbs2009104932.aspx>

## Article 5.8 **Confirmation of Admission**

A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in Article 5.9 in so far as the maximum number of enrolled students for 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's programme are as follows:

- The diploma must be equivalent to a pre-university VWO diploma, assessed by the Admissions Office;
- The English test must have been passed with the following outcomes: 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 was an International Baccalaureate assessed in English; or
- the previous education is a Dutch VWO diploma.

## Article 5.10 **Selection Procedure**

The selection procedure is as follows:

The selection procedure for the international variant of the Bachelor's programme is described in the English version of the Course and Examination Regulations. The Regulations have been published on the faculty website.

# Section 6 **Student Guidance and Study Recommendation**

## 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 Starting from the second year of enrolment, the department requires each student to present a study plan indicating which exams he/she intends to sit and the extracurricular activities of relevance to the programme and other activities recognised by the Executive Board in which he/she intends to participate.

## Article 6.2 **Induction and Student Guidance**

The department provides induction and guidance for students who have enrolled on the programme, partly to help them decide on possible courses of study within and outside the programme and to monitor the student's progress, as set out in the Leiden University Regulations on the Binding Study Advice [Regeling Bindend Studieadvies Universiteit Leiden]<sup>12</sup>.

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<sup>12</sup> <http://media.leidenuniv.nl/legacy/bsa-regeling-universiteit-leiden-2013.pdf>



### **Article 6.3 Study Recommendation**

- 6.3.1 In his/her first and second year of enrolment, each student receives a written recommendation on the continuation of his/her programme of study. The Board of Examiners issues the study recommendation on behalf of the faculty board. Information about the requirements, frequency and timing of the recommendation and the potential consequences of that recommendation can be found in the Leiden University Regulations on the Binding Study Advice as applicable in the academic year in question, and in 6.3.2.
- 6.3.2 Not applicable.
- 6.3.3 A binding negative advice applies only to the programme on which the student is enrolled.
- 6.3.4 On request, the student will be given a verbal explanation of the recommendation and information about the continuation of his/her studies within or outside the faculty, as well as any other study options.

### **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 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.

### **Article 6.6 Stay Abroad and Work Placement**

For students who as a result of a stay abroad or work placement which was approved of by the Board of Examiners may suffer from a demonstrable delay in their studies, measures will be taken to limit the delay.

## **Section 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, chapters 3 and 4 of the Course and Examination Regulations still apply in their version as applicable at the time of first enrolment.
- 7.1.3 For students who were 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 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 they were applied in any year no longer than five years prior to the date on which these regulations entered into force..
- 7.1.4 If components as referred to in 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 offered, the Board of Examiners will indicate components to replace them. If necessary, components may be indicated that are offered by another institution.

## **Section 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 documents via the university website.

### **Article 8.3 Entry into Force**

These Regulations will enter into force on 1 September 2015.