

COURSE AND EXAMINATION REGULATIONS

Valid from 01-09-2016.

Master's programme Archaeology

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 in the Master's programme Archaeology, henceforth referred to as the programme.

The programme is instituted in the Faculty of Archaeology. of Leiden University, henceforth referred to as the Faculty, and is taught in Leiden.

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. Board of Admissions: the board established by the Faculty Board whose duty it is to determine which applicants may be admitted to this master's programme by applying the entry requirements pursuant to Article 7.30b, first and third paragraph, of the Act and the University Regulations for Admission to Master's Programmes;
- c. Board of Examiners: The Board of Examiners for the programme, established and appointed in accordance with Article 7.12a of the Act;
- d. component: a unit of study in the programme, as defined in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is associated with an examination;
- e. credit: the unit expressing the study load of a component pursuant to the Act. According to the ECTS, one credit equals 28 hours of study
- f. degree classification: further degree classification by the Board of Examiners;
- g. ECTS: the European Credit Transfer System;
- h. e-Prospectus: the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- i. examination: an inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act) by at least one examiner appointed for this purpose by the Board of Examiners. An examination may consist of several constituent examinations;
- j. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;

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- k. final examination: the examinations associated with the components belonging to the programme, insofar as the Board of Examiners has determined this, including a review to be carried out by the Board of Examiners, as referred to in article 7.10, second paragraph, of the Act;
- l. first reader/supervisor: the first examiner to read and assess the thesis/final paper/final report;
- m. Leiden Register of Study Programmes: register of the programmes offered by Leiden University,¹ maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulation;
- n. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes framework document;**Error! Bookmark not defined.**
- o. nominal duration of study: the study load in years of study as established in the Central Register of Degree Programmes;
- p. 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;
- q. 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 particular skills
- r. 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;
- s. second reader/supervisor: the second examiner to read and assess the thesis/final paper/final

¹The Leiden Register of Study Programmes Framework Document can be found on the following website:
<http://medewerkers.leidenuniv.nl/onderwijs/beleid-regelgeving/leids-register.html>.

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- report;
- t. student: a person enrolled at Leiden University in order to follow the courses and/or sit the examinations and final examinations associated with the programme;
- u. working day: Monday to Friday, excluding the official 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 Students² 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 Use³ 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**

The programme has the following objectives

The primary aim of the archaeological Master's programme is to convey the knowledge, insights and skills that will enable the graduate to independently formulate research questions, translate these into a research plan and subsequently execute that plan.

In addition the graduate will also be qualified to hold a authoritative position within archaeological projects or an archaeologically relevant policy position. Accordingly the graduate should stay adequately informed on the ethical and social implications of their activities as well as the organizational structure of the archaeological system.

A completed Master in archaeology should, in principle, allow graduates to enroll in PhD programmes in both the Netherlands and abroad. The final requirements that every student of archaeology in Leiden is expected to meet at the conclusion of their master's degree have been defined within final qualifications on a curricular, cross-curricular and research level.

Article 2.2 **Specialisations**

² <http://reglementen.leidenuniv.nl/gedragscodes/gedragscode-omgangsvormen.html>

³ <http://reglementen.leidenuniv.nl/gedragscodes/regeling-ict-en-internetgebruik.html>

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The programme Archaeology offers the following specialisations:

- Heritage Management in a World Context
- Museum Studies
- Archaeology of the Americas
- Heritage of the Indigenous Peoples
- Palaeolithic Archaeology
- Prehistory of North-western Europe
- Archaeology of the Roman provinces, Middle Ages and Modern period
- Archaeology of the Near East
- Classical and Mediterranean Archaeology
- Archaeobotany and Archaeozoology (MSc)
- Human Osteology and Funerary Archaeology (MSc)
- Material Culture Studies (Msc)
- Digital Archaeology (MSc)

Students admitted to the MSc-programme choose either the specialisation Archaeobotany and Archaeozoology, Human Osteology and Funerary Archaeology, Material Culture Studies or Digital Archaeology.

Article 2.3 **Learning outcomes**

Graduates of the programme have attained the following learning outcomes:

a. The theoretical context

The graduate:

is capable, within their chosen specializations, of placing research questions and relevant related archaeological data within a broader scientific, philosophical and theoretical framework and reflect critically upon it.

b. Occupation specific knowledge and understanding

The graduate:

possesses a general knowledge and understanding of the theories and methods used in Archaeology as a whole;

possesses thorough knowledge and understanding of the theories and methods used in their two chosen specializations and as such is able to interpret any relevant archaeological data.

c. Applied archaeological skills and methods

The graduate:

possesses thorough knowledge and understanding of the methods and techniques required for field and laboratory research for their two chosen specialisations at a level that they can make an informed choice regarding their own archaeological research/field work within the chosen specialization;

is capable to a reasonable degree of independently of planning and executing this research/fieldwork including adequately managing organizational, legal, logistical, social and administrative aspects, and efficiently using available time and resources.

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d. Multidisciplinary skills

The graduate:

is capable of critically considering developments in adjoining alpha-, beta- and gamma disciplines regarding possible applications within their chosen specialization hence placing their own research/fieldwork within a multidisciplinary framework.

e. Academic skills

The graduate is capable to a reasonable degree of independently:

drawing up and carrying out a research/fieldwork work plan within their chosen specialization
gathering literature on a particular archaeological subject or topic using both traditional and modern (digital) techniques and selecting this literature on the basis of relevance and quality;
analysing archaeological literature in terms of data- and/or artifact interpretation and arguments and conclusions, and of assessing the interpretative and argumentative merits of said literature;
analysing and interpreting archaeological data using modern (digital) techniques and instruments;
producing a clear written summary of archaeological texts, issues, positions, etc., and providing these with their own constructive criticisms, or solution oriented comments;
reporting on their own research/fieldwork ultimately culminating in a substantiated personal position and recommendations for further research;
being capable of taking criticism in a constructive and business-like manner and where necessary to revise their own previous position;
adequately applying and integrating graphical footage into a presentation so as to clarify and/or strengthen their argumentation (and vice versa).

f. Social orientation

The graduate:

has the ability to convey research data and -interpretations along with corresponding theoretical and methodological approaches to an audience of non-specialists, in both the spoken and the written word;
is capable of introspection concerning their own perceptions and will allow for, accept but also question other points of view;
is capable of debating the latest archaeological developments and their significance to society;
is able to form an opinion within their professional field on the basis of incomplete or limited information;
can reflect on the ethical-social aspects of archaeology;
is capable of independently determining their own course within the archaeological profession, and similarly of finding their place within society.

Article 2.4 **Structure of the programme**

The programme Archaeology offers full-time tuition.

The part-time programme is offered as a daytime programme.

The nominal duration of the part-time programme is 1 year.

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Article 2.5 **Study load**

The programme has a study load of 60 ECTS credits.

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.

Article 2.7 **Final examinations in the programme**

The programme is associated with a final examination;

Article 2.8 **Language of instruction**

In compliance with the Code of Conduct on the Language of Instruction⁴ the language(s) of instruction and examination in the programme is: English. Students are expected to have an adequate command of the language(s) of instruction and examination in the programme, in accordance with the requirements stated in Article 5.2.3. As appropriate, the Faculty publishes OER in English for English-taught programmes.

Article 2.9 **Quality**

The programme is accredited by NVAO⁵ 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 The programme includes compulsory components worth a total study load of 50 credits. These compulsory components include the pre-defined components from which students are obliged to choose. Please note that the MSc-programme includes 55 credits of compulsory components.

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

Article 3.2 **Optional components**

⁴The Code of Conduct on the Language of Instruction was adopted by the Executive Board on 28 May 2013 and can be found at: <http://reglementen.leidenuniv.nl/gedragcodes/gedragcode-voertaal.html>.

⁵ The Accreditation Organisation of the Netherlands and Flanders

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3.2.1 In addition to the components referred to 3.1.1, the student selects components worth a total study load of 10 credits. Please note that the MSc-programme has 5 ects for optional components.

3.2.2 The Board of Examiners must approve the student's selection of components.

3.2.3 In addition to the component taught at this university, and subject to the approval the Board of Examiners, students may select component offered by other Dutch or foreign universities, or component offered by another legal entity offering accredited undergraduate higher education programmes.

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.⁶ If necessary, the Executive Board appoints a Board of Examiners to take this decision.

3.2.7 If a student is enrolled for two programmes, he/she may have an overlap of maximal 10 ects in the optional part of the programme, after permission of the Board of Examiners. This overlap will be registered in uSis as an exemption for one of the programmes. Please note that the overlap can never occur in the thesis.

Article 3.3 **Practicals**

3.3.1 For each component, the e-Prospectus specifies which practicals are included, the nature and scope of the student's workload for these practicals and whether participation in 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. To take part in the exam of the component students need to register in uSis. The registration procedure has been established by the Board of the Faculty (see also appendix 1). 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

⁶ In accordance with Article 7.3d of the WHW ('free curriculum in higher education').

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permitted to use the recording for their own use; all forms of distribution or publication of the recordings are prohibited.

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

Chapter 4 Examinations, Final Examination and Further 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 involves 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 If the mark for a component comprises the results from several constituent examinations, it is possible to depart from the number of examinations and resits referred to in 4.1.1, on the condition that the student is at least given the opportunity to pass the component in a resit that is representative of this component. If this is applicable, this is stated in the e-Prospectus.

4.1.4 Compensation between several constituent examinations may be possible, if stated in the e-Prospectus, and is only possible if the lowest grade is minimal a 5.

4.1.5 In accordance with Article 7.13, second paragraph under (h) of the Act, the e-Prospectus specifies the dates of the examinations.

4.1.6 The student is required to sit the examination on the first occasion after the course 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.

4.1.7 Certain conditions set by the Board of Examiners may apply to examination resits. These conditions are specified in the Rules and Regulations of the Board of Examiners.

4.1.8 In departure from Article 4.1 and at a student's request, the Board of Examiners may in exceptional circumstances allow an additional resit.

4.1.9 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 this 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.

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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 **Form of examination**

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.

4.3.5 The final report is a thesis (presented in the thesis seminar).

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 objects.

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

4.5.1 In accordance with Article 7.12b, third paragraph, of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in this respect.

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

Article 4.6 **Assessment**

4.6.1 The examiner 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

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

4.6.5 The examination result is considered to be a pass if 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 examination results, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

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

Article 4.7 **Validity of results**

4.7.1 Every examination and exemption granted is valid for at least the nominal study duration plus one year.

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 paragraph 1 above starts on 1 September of the academic year following that in which the mark was obtained or the exemption granted.

Article 4.8 **Inspection and final evaluation**

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

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

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

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

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

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

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

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

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

Article 4.10 **Final examination**

4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.

4.10.2 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme.

4.10.4 Pursuant to the regulations referred to in Article 7.11, third paragraph, of the Act, a student who is entitled to graduate may request the Board of Examiners to postpone graduation as long as the student has not exceeded the nominal term of study plus one academic year.

4.10.5 This request must be submitted within five working days of the student receiving notification of his or her final examination results. In the request the student must indicate when he or she wishes to receive the degree certificate.

4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.

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4.10.7 A supplement in Dutch or in English that conforms to the standard European Diploma Supplement format is attached to the degree certificate. In addition to the degree certificate, students are also issued with a translation of the degree certificate and a certificate in Latin.

Article 4.11 **The degree**

4.11.1 The degree of Master of Arts, or Science if the student is admitted to the MSc programme and has selected either the specialisation Archaeobotany and Archaeozoology, or Human Osteology and Funerary Archaeology, Material Culture Studies or Digital Archaeology, is awarded to those who have passed the final examination of the programme.

4.11.2 The degree certificate specifies which degree has been awarded.

Article 4.12 **Degree classification**

4.12.1 The student is awarded a mark for the final examination.

4.12.2 The final mark is based on the weighted average of the marks obtained for all examinations that belong to the final examination, with the exception of the examinations for which an exemption was granted or examinations for which the student only obtained a proof of attendance. Components that the student has completed from other programmes, together with components followed abroad must be approved by the Board of Examiners.

4.12.3 The weighted average of all marks is determined by multiplying the number of ECTS credits for each component by the mark awarded for this component, adding these together and then dividing the result by the number of credits earned.

4.12.4 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the 'cum laude' classification if the following conditions are met:

- the weighted average for all components is 8.0 or higher;
- the mark for the master's thesis is 8.0 or higher;
- the examination was passed within the nominal study duration plus one year.
- a maximum of two components are graded with grades lower than 7.0

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:

- the weighted average for all components is 9.0 or higher;
- the mark for the master's thesis is 9.0 or higher;
- the examination was passed within the nominal study duration.
- a maximum of two components are graded with grades lower than 7.0

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

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part of the student in completing the final paper or thesis and any other relevant exceptional circumstances.

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

Article 4.13 **Further education**

The degree 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 Master's Programmes.⁷

Article 5.2 **Admission to the programme**

5.2.1 Pursuant to Article 7.30b, first paragraph, of the Act holders of one of the following degrees may be admitted to the programme and one of its specialisations:

- Not applicable

5.2.2 The Board of Admissions may, on request, grant admission to the programmes to persons who do not meet the requirements specified in 5.2.1 but who can demonstrate to the satisfaction of the Board of Admissions that they possess an equal level of knowledge, understanding and skills as the holders of a degree specified in 5.2.1, possibly under conditions to be further determined, without prejudice to the requirements in 5.2.4.

5.2.3 In further clarification of Article 2.9 pertaining to the command of the language of instruction and the language requirement for English-taught master's programmes ELTS 7.0, every bandscore needs to be sufficient (6.0)/TOEFL 100 (internet based)/TOEFL 600 (paper based)/ TOEFL 250 (computer based) or Cambridge equivalent). The Board of Admissions may request that applicants demonstrate that they have attained this level. If required, the language requirement can be included in one of the qualitative admission requirements as referred to in Article 5.2.4.

⁷ The Regulations for Admission to Master's Programmes can be found at <http://reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html>

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5.2.4 Alongside the requirements specified in 5.2.1 and 5.2.2, the following qualitative admission requirements apply for the programme pursuant to Article 7.30b, second paragraph, of the Act:

- Who are in possession of qualities in the areas of knowledge, understanding and skills which should have been acquired by the end of (one of) the bachelor's programme Archaeology at Leiden University; and
- Who have obtained a bachelor's degree from a university, of who can prove that they fulfil the requirements of such a degree; and
- Who have a good academic record: students with an average (BA2 and 3) lower than 6 are rejected, sometimes a premaster might be a possibility, to be decided by the Admissions Committee. Students with an average of 6.0-6.5 and/or a non-convincing motivation letter (and/or extended their study with more than one year can be invited for an interview. The Admission Committee will decide if the student will be admitted. Students with an average higher than 6.5 will be admitted.

5.2.5 If the Executive Board has determined a maximum capacity for the programme, the order of admission will be determined by the qualitative admission requirements as referred to in Article 5.2.4.

Article 5.3 **Deficiencies**

5.3.1 Students who possess a bachelor's degree from a research university or an equivalent diploma but who have 1 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-Master's)**

[not applicable] or:

5.4.1 The faculty has developed the following bridging programmes in order to remedy deficiencies: minor consisting of 30-60 credits; minor for students of Saxion HBO Archeologie consisting of 30 credits.

5.4.2 Information about the bridging programmes can be requested from the faculty (head Education Affairs: a.m.ajjpassa@arch.leidenuniv.nl).

Chapter 6 Student Counselling and Study Advice

Article 6.1 **Student progress report**

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6.1.1 The Faculty Board keeps records of the 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 counselling**

The department is responsible for the introduction and student counselling.

Article 6.3 **Supervision of the thesis/final paper/final report**

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 6.4.1 also specifies the frequency and manner of supervision.

Article 6.4 **Professional sports**

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

Article 6.5 **Disability or chronic medical condition**

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition. The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.⁸

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 already enrolled in the programme**

7.1.1 As of 1 September 2012, the OER applies for the duration of one year for students who enrol in the programme for the first time.

7.1.2 For students who 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 OER still apply in the form they took at the time of the first enrolment.

⁸ <http://media.leidenuniv.nl/legacy/protocol-studeren-met-een-functiebeperking-2012-versie-cvb-28-08-12.pdf>

Master's programmes

7.1.3 For students who 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 these regulations entered into force, or at the request of the student, the Board of Examiners may choose to apply the OER in the form they took in any year no longer than five years prior to the date on which these regulations entered into force.

7.1.4 If components as referred to in Articles 3.1.1 and 3.2 of the OER that are applicable pursuant to 7.1.1, 7.1.2 and 7.1.3 are no longer offered, the Board of Examiners will specify alternative components. These may be components that are offered by another institution.

Chapter 8 Final provisions

Article 8.1 Amendments

8.1.1 Amendments to these regulations are implemented by a separate order of the Faculty Board with the prior consent of the Faculty Council.

8.1.2 Amendments to these regulations that 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 faculty is responsible for publishing these regulations, the rules and guidelines set by the Board of Examiners, and any amendment to these articles via the university website.

Article 8.3 Entry into force

These regulations enter into force on 1 September 2016.