



Universiteit Leiden

Course and Examination Regulations

Valid from 01-09-2015

Master's Programme Archaeology (research)

These course and examination regulations have been drawn up in accordance with Section 7.13 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW) (henceforth the Act) and additional quality marks as set out in the framework document Leiden University Register of Study Programmes [*Leids universitair register opleidingen*].

Pursuant to Section 7.14 of the Act the faculty board regularly evaluates the course and examination regulations and assesses, for the purpose of monitoring and, if necessary, adjusting the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act, the department teaching committee is assigned the task of annually assessing how the course and examination regulations are implemented.

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Rules and Regulations Board of Examiners;

e-prospectus;

Examination Policy

Chapter 1 General Provisions

Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the master's degree programme 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.

Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Admissions Board: The Board, appointed by the Faculty Board, which has as its task, by applying the entry requirements, specified in these regulations and in accordance with the number specified by the Executive Board pursuant to Section 7.30b (3) under (b) of the Act, to assess which applicants will be granted admission to the master's programme;
- b. Board of Examiners: The Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- c. Component: A study unit of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. Every component involves an end-of-course examination;
- d. Credit: The unit expressing the course load of a course component pursuant to the Act. According to the ECTS one credit equals 28 hours of studying;
- e. ECTS: The European Credit Transfer System;
- f. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- g. Examination [tentamen]: 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;
- h. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- i. Final examination [examen]: The interim examinations [tentamens] linked to the components of the programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (1) of the Act carried out by the Board itself;
- j. Final grade: Grade used to indicate a particular average score or ability;
- k. Leiden University Register of Study Programmes [Leids Register of Study Programmes]: Register¹ of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Article 7 of the Executive and Management Regulations;

¹ 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

*universitair register
opleidingen*]:

- l. 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;¹
- m. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- the writing of a thesis,
 - the writing of a paper, the design and implementation of a project, or the creation of a technological design,
 - the implementation of a research assignment,
 - the participation in fieldwork or an excursion,
 - the completion of a traineeship, or
 - the taking part in another educational activity aimed at acquiring particular skills;
- n. Programme: A coherent set of components, aimed at the realisation of well-defined goals in the area of knowledge, understanding and skills that a graduate of the programme is supposed to have acquired. Each programme ends with a final examination.
- o. Student: a person registered with Leiden University for the purpose of taking courses, and/or the sitting of examinations and the taking of examinations of the programme;
- p. The Act: The Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW).
- q. Working day: Monday to Friday, excluding public holidays;
- r. First reader: Examiner appointed by the faculty, who supervised the student while working on his thesis. Together with the second reader he examines the thesis.
- s. Second reader: Examiner appointed by the faculty who, together with the first reader, examines the thesis.
- t.

Other terms have the meaning assigned to them in the Act.

Article 1.3 Codes of conduct

1.3.1 The Code of Conduct for Teachers and Students in ICT-supported Education,² 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 Students³ applies and is intended to create a framework for a good, safe and stimulating work and study environment within Leiden

² 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

³ 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 at the following website: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

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

Chapter 2 Description of the Programme

Article 2.1 Objectives of the Programme

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

The programme Archaeology offers the following specialisations:

- Archaeological Heritage in a Globalising World
- Human Origins
- Prehistoric Farming Communities in North-Western Europe
- The Transformation of the Roman World
- Town and Country in the Mediterranean Region and the Near East
- Bioarchaeology

Students admitted to the MSc-programme choose the specialisation Bioarchaeology.

Article 2.3 Achievement Levels

Graduates will have reached the following achievement levels:

a. The theoretical context

The graduate:

1. is, like the Master Archaeology, well aware of the current research problems and themes, and their history.
2. is, like the Master, within their chosen track as well as on a more general archaeological level, capable of placing research questions and relevant related archaeological data within a scientific, philosophical and theoretical framework and reflect critically upon it.
3. in addition, is capable of applying theories and methods in a broader discipline transcending academic framework and in new, multidisciplinary contexts.

b. Occupation specific knowledge and understanding

The graduate:

1. possesses, like the Master, thorough knowledge and understanding of the theories and methods used in their chosen track and as such is able to interpret any relevant archaeological data.

c. Applied archaeological skills and methods

The graduate:

1. possesses, like the Master, thorough knowledge and understanding of the methods and techniques required for field and laboratory research for their chosen track and has the analytical skills to process data obtained from fieldwork;
2. in addition, is capable of developing and applying original, creative ideas within their own archaeological research;
3. in addition, is capable of independently planning and executing this research/fieldwork with an original component within their own track, including adequately managing organizational, legal, logistical, social and administrative aspects, and efficiently using available time and resources.

d. Multidisciplinary skills

The graduate:

1. is, like the Master, 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 and is, in addition, capable of stepping out of the box of their own track to combine alpha-, beta- and gamma applications in a creative and confident way.

e. Academic skills

The graduate:

1. is, like the Master, capable of 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;
2. is, like the Master, capable of 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;
3. is, like the Master, capable of analysing and interpreting archaeological data using modern (digital) techniques and instruments;
4. is, like the Master, capable of adequately applying and integrating graphical footage into a presentation so as to clarify and/or strengthen their argumentation (and vice versa).
5. is, like the Master, capable of taking criticism in a constructive and business-like manner and where necessary to revise their own previous position and is, in addition, capable of criticizing the research of others in the same way;
6. in addition, is capable of writing an academic report on their own research/fieldwork in academic English or another relevant language within the specialization, ultimately culminating in a substantiated personal position and recommendations for further research, with the potential of being published;
7. in addition, is capable of presenting a clear oral report to a public of international specialists and peers, in at least academic English or another relevant language within the specialization;
8. in addition, is capable of functioning independently in academic networks or teams.

f. Social orientation

The graduate:

1. like the Master, has the ability to convey research data and -interpretations together with corresponding theoretical and methodological approaches to an audience of non-specialists, both orally and in writing;
2. in addition, is capable to reflect on the ethical-social aspects of Archaeology and is able to debate the latest archaeological developments and their significance to society, the field of Archaeology and their own research, and can communicate and discuss this from an international globalizing perspective;
3. in addition, is capable of assisting archaeological education at Bachelor level, under supervision of the lecturer and primarily in the education of academic and study skills (tutorship).

Article 2.4 Structure of the Programme

The programme offers full-time tuition only.

Article 2.5 Study Load

The course load of the programme is 120 credits.

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

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

Article 2.7 Final Examination of the Programme

The programme includes a final examination.

Article 2.8 Language of Instruction

In compliance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*⁵] 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 of the programme.

Article 2.9 Quality

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) and complies with the applicable national and international quality requirements, and with the quality standards with regard to teaching set out in the framework document Leiden University Register of Study Programmes.

⁴ 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.

⁵ The Code of Conduct on the Language of Instruction and Examination [*Gedragscode 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

Chapter 3 Curriculum

Article 3.1 Compulsory Components

3.1.1 The programme includes compulsory components totalling a study load of 60 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 study load, the level,⁶ the contents and the structure of the curriculum components.

Article 3.2 Freedom of Choice

3.2.1 In addition to the components referred to in 3.1.1, students select components totalling a study load of 10 credits.

3.2.2 The choice of components requires the approval of the Board of Examiners.

3.2.3 In addition to the components taught at this university and subject to the approval 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 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. In granting permission, the Board of Examiners will also indicate under which programme of the institution this programme is intended to fall.⁷

Article 3.3 Practicals

3.3.1 The e-prospectus lists for each component which practicals they include, what the nature of these practicals is, and the student's workload for these practicals, as well as whether participation in these practicals is mandatory for entry to the examination of the component. The Board of Examiners may grant exemption from a practical, in which case the Board may or may not impose alternative requirements.

3.3.2 The e-prospectus specifies the scope and study 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 components

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 courses can only be followed once the examination of a previous course has been successfully completed. The programme-specific section lists to which courses this condition applies.

⁶ In accordance with the 'abstract structure' as described in the framework document Leiden University Register of Study Programmes.

⁷ In accordance with Section 7.3d of the Act ('free programme in Academic Education').

Article 3.5 **Recording Lectures**

3.5.1 Students are not allowed 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 allowed to use the recording for his/her own use; all forms of duplication or publication of the recordings are prohibited.

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

Chapter 4 Examinations, Final Examination 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 successfully complete the component by means of a representative resit test. 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 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.

4.1.6 Admission to a second opportunity to sit the examination is subject to certain conditions: the student needs to have participated in the first exam opportunity, or needs to have cancelled participation in the first exam well in time and with valid argumentation via onderwijs@arch.leidenuniv.nl.

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 completed successfully, 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 Order**

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 the examination. If necessary, the Board of Examiners will seek expert advice, as provided for in the Protocol on Studying with a Disability, before reaching a decision.

4.3.4 The Board of Examiners decides upon requests to adjust the manner in which examinations are taken.

4.3.5 The examination shall take place in the English language or in another language, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragcode voertaal*].

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. The Board of Examiners has formulated a number of rules and regulations for this contingency.

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 15 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 be successfully completed if the result is 6.0 or higher.

4.6.6 The successful completion a practical may qualify as the successful completion of an examination in the sense of Article 7.10 of the Act.

4.6.7 The written or electronic notification of the examination result informs students of their right to inspect their marked examination papers referred to in Article 4.8 below and of the appeals procedure.

4.6.8 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 successfully completed and/or what the conditions are under which the results of partial examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

Article 4.7 Period of Validity of Results

4.7.1 Every examination and exemption granted has a validity period of 5 years.

4.7.2 The Board of Examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity by one year each time (Article 4.9 of the Rules and Regulations of the Board of Examiners).

4.7.3 The validity period referred to in paragraphs 4.7.1 and 4.7.2 begins on 1 September of the academic year following the date on which the grade or exemption was granted.

Article 4.8 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

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.

Article 4.10 **Final Examination**

- 4.10.1 The student will be awarded a diploma by the Board of Examiners once he or she can provide sufficient proof that all the tests of the final examination have been successfully completed and the student is in possession of a bachelor's degree as referred to Article 5.1 or a proof of admission as referred to in Article 5.2.
- 4.10.2 The Board of Examiners is entitled to perform an additional test of the knowledge, understanding and skills of the examination candidate and assess the results.
- 4.10.3 Graduation does not take place before the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One diploma will be awarded for each programme.
- 4.10.4 Pursuant to the regulations referred to in Section 7.11 (3) of the Act a student who is entitled to graduate may ask the Board of Examiners to postpone the event, as long as the enrolment period for the programme in question has not exceeded the nominal duration of studies plus one year.
- 4.10.5 This request must be submitted within five working days of the student receiving his or her examination results. In this request the student must state when he or she wishes to graduate.
- 4.10.6 The Board of Examiners can also approve the request if not approving it would lead to extreme unfairness.
- 4.10.7 A supplement written in Dutch 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 degree of Master of Arts or Science is awarded to those who have passed the final examination of the programme.
- 4.11.2 The degree certificate states the degree awarded.

Article 4.12 **Final grade**

- 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, with the exception of components for which an exemption has been granted and components for which the student only obtained proof of attendance. Components which were completed in other departments including departments abroad have to be approved by the Board of Examiners.
- 4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) of each component by the highest grade awarded for this component, then adding these up, and finally dividing the result by the number of study credits obtained.
- 4.12.4 The diploma and the diploma supplement will contain the 'cum laude' distinction if the following conditions are met:
- All components were completed with a minimum grade of 6.0.
 - The weighted average of the student is 8.0 or higher.
 - The grade for the master's thesis is 8.0 or higher.
- 4.12.5 The diploma and diploma supplement will contain the 'summa cum laude' distinction if the following conditions are met:
- All components must be completed with a minimum grade of 6.0.

- The student must have a weighted average grade of 9.0 or higher.
- The master's thesis was graded 9.0 or higher.

4.12.6 In exceptional cases, the Board of Examiners may decide to award a distinction, on the condition that the grades obtained do 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, possible 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 distinction will be awarded.

Article 4.13 **Further Education**

The diploma awarded grants access to the PhD track.

Chapter 5 Admission to the Programme

Section 5.1 Admission

Article 5.1 **Confirmation of Admission**

5.1.1A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in Article 5.2 in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded.

5.1.2The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.⁸

Article 5.2 **Admission to the academic year 2015-2016**

5.2.1Without prejudice to the stipulations of Article 5.1.1 regarding maximum capacity, persons who are in possession of (one of) the following degree(s) are granted direct admission to the programme:

Not applicable

5.2.2Without prejudice to the stipulations in Article 5.1.1 regarding maximum capacity, persons who do not meet the entry requirements set in 5.2.1 will be granted admission to the programme:

Not applicable

5.2.3not applicable

Article 5.3 **Admission to the academic year 2016-2017**

5.3.1Without prejudice to the stipulations of Article 5.1.1 regarding maximum capacity, persons who are in possession of (one of) the following degree(s) are granted direct admission to the programme:

⁸ The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by degree on 20 December 2005 and 6 March 2007; it can be found on the following website: www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html

Not applicable

5.3.2 Without prejudice to the stipulations in Article 5.1.1 regarding maximum capacity, persons who do not meet the entry requirements set in 5.3.1 will be granted admission to the programme:

Not applicable

5.3.3 not applicable

Article 5.4 Deficiencies

5.4.1 Students who possess a bachelor's degree or an equivalent diploma but who nevertheless still have 1-15 study credits worth of deficiencies, can be admitted to the programme if it can be reasonably expected that they will be able to meet the entry requirements within a reasonable period of time.

5.4.2 Students who still have deficiencies as referred to in 5.4.1 may follow the course, after being admitted to the programme, but they may not take final examinations or examinations which are specified by the Faculty Board in their decision to allow admission.

5.4.3 For admission as referred to in 5.4.1, the Admissions Board will formulate a catching up programme with examination opportunities.

5.4.4 If on the grounds of 5.4.1 a student is admitted to the programme, the tests which must be completed in order to fulfil the entry requirements do not in any way form part of the curriculum of the master's programme.

Article 5.5 Bridging Programmes (Premasters)

5.5.1 The programme has organised 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.

5.5.2 Information regarding the bridging programmes can be requested from the department (head Education Affairs: a.m.ajpassa@arch.leidenuniv.nl).

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student Progress Report

6.1.1 The department administration keeps records of the study results of individual students.

6.1.2 The department administration provides each student with an overview of the study results obtained at least 1 time a year.

6.1.3 If, in the opinion of the department, the student is seriously lagging behind compared with the required study progress, the department will draw the student's attention to the possibility of support in formulating a study plan.

Article 6.2 Introduction and Student Counselling

The department provides an introduction and counselling for all students.

Article 6.3 Supervision of the Final Assignment

6.3.1 The student makes a plan for the final assignment together with the supervisor as referred to in 3.3.2. This plan is based on the study load specified for this component in the appendix referred to in 3.3.2.

6.3.2 The plan referred to in 6.3.1 also specified the frequency and manner of supervision.

Article 6.4 Professional Sports

Students who play sports at a professional level are offered the opportunity to adjust their study programme to their sporting activities wherever possible. The department follows the guidelines drawn up by the Executive Board to determine who fits into this category.

Article 6.5 Disability or chronic illness

Where possible, students with a disability or chronic illness are offered the opportunity to adjust their study programme in accordance with the limitations resulting from their disability or illness. These adjustments will be made as much as possible in accordance with the limitations resulting from their disability or illness but may not affect the quality or level of difficulty of a course unit or the examination programme.

Article 6.6 Stay Abroad and Traineeship

For students who as a result of a stay abroad or traineeship 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.

Chapter 7 Transitional Provisions

Article 7.1 Provisions Concerning Students Previously Enrolled in the Programme

7.1.1 As of 1 September 2012, for students who are enrolled in the programme for the first time, the Course and Examination Regulations apply for the duration of one year.

7.1.2 For students who were enrolled in the programme for the first time before 31 August 2012 at a point in time no longer than five years before the date on which these regulations entered into force, chapters 3 and 4 of the Course and Examination Regulations still apply in the form they had at the point in time of the first enrolment.

7.1.3 For students who were enrolled in the programme for the first time before 31 August 2012 at a time no longer than five years before the date on these regulations entered into force, or upon request of the student, the Board of Examiners may choose to apply the Course and Examination Regulations as it was in any year no longer than five years prior to the date at which these regulations entered into force.

7.1.4 If components as referred to in 3.1.1 and 3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1 and 7.1.2 are no longer on offer, the Board of Examiners will indicate components to replace them. If necessary, components may be indicated that are offered by another institution.

Chapter 8 Final Provisions

Article 8.1 Amendments

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

8.1.2 Amendments to these regulations which apply to a particular academic year shall be implemented before the beginning of that year and published in the prescribed manner, unless earlier implementation of an

amendment to the regulations is strictly necessary and in all reasonableness does not harm the students' interests.

8.1.3 Amendments to these regulations may not adversely affect any prior decision pertaining to students taken by the Board of Examiners on the basis of these regulations.

Article 8.2 **Publication**

The department is responsible for the publication of these regulations, of the rules and guidelines set by the Board of Examiners, and of any amendment to these articles via the university website.

Article 8.3 **Entry into Force**

These regulations will enter into force on 1 September 2015.