



Universiteit Leiden

Course and Examination Regulations

Valid from 1 September 2013

Bachelor's Programmes:

African Languages and Cultures
Ancient Cultures of the Mediterranean World
Art History
China Studies
Dutch Language and Culture
Dutch Studies
English Language and Culture
Film and Literary Studies
French Language and Culture
German Language and Culture
Greek and Latin language and culture
Hebrew and Jewish Studies
History
Islam Studies
Italian Language and Culture

Japanese Studies
Korean Studies
Latin American Studies
Liberal Arts and Sciences: Global Challenges;
International studies
Linguistics
Middle Eastern Studies
Philosophy
Russian Studies
South and Southeast Asian Studies
Theology
World Religions

*Being phased out (ending date 31 December 2014):
names as referred to in the CROHO register*

Egyptische taal en cultuur
Slavische talen en culturen
Talen en culturen van India en Tibet
Talen en culturen van Indonesië
Talen en culturen van Mesopotamië en Anatolië
Vergelijkende Indo-Europese taalwetenschap

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.

These course and examination regulations consist of two sections: a general section that is the same for all programmes and a section that contains information that is specific to a particular programme, what is known as the programme-specific section of the course and examination regulations. In the text below the relevant articles will refer to this section.

Contents (faculty section and programme-specific section have the same structure)

1. General Provisions
2. Description of the Programme
3. Curriculum
4. Examinations, Final Examination and Further Education
5. Admission to the Programme
6. Student Counselling and Study Advice
7. Transitional Provisions
8. Final Provisions

Appendices to faculty section

Appendix A - General Academic Skills

Appendix B - Bachelor's Thesis Regulations

Appendix C - Special Entrance Examination Regulations

Appendix D - Rules and Regulations of the Boards of Examiners of the Faculty of Humanities

Appendices to programme-specific section

Appendix E - Curriculum (enclosed with the programme-specific section)

Appendix F - e-prospectus (see <https://studiegids.leidenuniv.nl>)

Appendix G - Compensation Regulations (if applicable enclosed with the programme-specific section)

Appendix H - Regulation on referral in the post-propaedeutic phase (if applicable enclosed with the programme-specific section)

Chapter 1 General Provisions

Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the bachelor's degree programmes:

African Languages and Cultures
Ancient Cultures of the Mediterranean World
Art History
China Studies
Dutch Studies
Dutch Language and Culture
English Language and Culture
Film and Literary Studies
French Language and Culture
German Language and Culture
Greek and Latin Language and Culture
History
Hebrew and Jewish Studies
Islam Studies
Italian Language and Culture
Japanese Studies
Korean Studies
Latin American Studies
Liberal Arts and Sciences: Global Challenges; International studies
Linguistics
Middle Eastern Studies
Philosophy
Russian Studies
South and Southeast Asian Studies
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Being phased out:

Egyptische taal en cultuur
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Talen en culturen van India en Tibet
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Vergelijkende Indo-Europese taalwetenschap

The programme is instituted in the Faculty of Humanities of Leiden University, hereinafter referred to as: the faculty, and is taught in Leiden or The Hague.

The use of the term 'programme' below should be taken to mean each of the above bachelor's programmes.

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Bachelor's thesis The account of one of the practical exercises provided for in o., which has come about in accordance with the provision of appendix B (Bachelor's Thesis Regulations);
- 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 study;
- 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*]¹: 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. Examination element: An element of the examination of a study component, in which the knowledge, understanding and skills of the student are assessed with regard to this study component. Examination elements are all the accomplishments (written and oral examinations, written assignments, papers, oral presentations etc.) of a student that are assessed with a mark that counts towards the final mark for a study component.
- i. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- j. Final examination [*examen*]: The interim examinations (*tentamens*) linked to the components of the programme or of the first-year programme [*propedeuse*] of the bachelor's degree 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;
- k. first reader/reviewer: The examiner who is responsible for the supervision of the bachelor's thesis and in consultation with the second reader/reviewer determines the final mark;
- l. First year [*propedeuse*]: The first year of the degree programme, as part of the degree programme as defined in Section 7.8 of the Act;
- m. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register² 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;
- n. 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
- o. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- completing a bachelor's thesis,
 - writing a paper or completing a technological design,
 - the implementation of a research assignment,

1 The *examen* is actually a review of the student's academic achievements to decide whether or not (s)he has completed all requirements for graduation. The Dutch term used for a test of the student's knowledge or skills is '*tentamen*'.

2 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

- the participation in fieldwork or an excursion,
 - the completion of a traineeship, or
 - taking part in another educational activity aimed at acquiring particular skills;
- p. Pre-University College: A teaching programme offered by Leiden University to selected pupils of the fifth and sixth grades of secondary education;
- q. 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 expected to have acquired. Each programme ends with a final examination.
- r. Second reader/reviewer: The examiner who assesses the bachelor's thesis in consultation with the first reader/reviewer;
- s. Student: A person registered with Leiden University for the purpose of taking courses, and/or sitting examinations and taking examinations of the programme;
- t. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*).
- u. Working day: Monday to Friday, excluding public holidays;

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,³ 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 Students⁴ applies and is intended to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students associate with each other respectfully and in which mutual acceptance and trust are important values.

³ 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 at the following website: www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html

⁴ 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>

Chapter 2 Description of the Programme

Article 2.1 Article 2.1 Objectives of the Programme

See the programme-specific section.

Article 2.2 Specialisations and Combined Programmes

See the programme-specific section.

Article 2.3 Achievement Levels

See the programme-specific section.

Furthermore, each Humanities programme at Leiden University trains students in the general academic skills that the Faculty has formulated. These are included in appendix A.

Article 2.4 Structure of the Programme

2.4.1 The programmes offers full-time tuition.

In addition, the following programmes also offer part-time tuition:

- Art History
- English Language and Culture
- French Language and Culture
- History
- Islam Studies
- Philosophy
- Theology
- World Religions

The part-time programmes French Language and Culture, History, Islam Studies, Theology, and World Religions are offered as a daytime programme; the part-time programme English Language and Culture is offered as an evening programme; the part-time programmes Art History and Philosophy offer a combination of daytime and evening classes.

2.4.2 The nominal duration of part-time programmes is five years.

Article 2.5 Study Load

The course load of the programme is 180 credits. The first year (*propaedeutic phase*) 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.⁵

Article 2.7 Final Examinations of the Programme

The following final examinations can be taken within the programme:

- a. the final examination for the first year [*propaedeuse*]
- b. the final examination for the bachelor's degree programme

⁵ 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.

The final examination for the bachelor's degree programme can only be taken when the final examination for the first year has been passed.

Article 2.8 Language of Instruction

See the programme-specific section.

Article 2.9 Quality

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) and 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.

Chapter 3 Curriculum

Article 3.1 Compulsory Components

3.1.1 The programme includes compulsory components totalling a study load of 150 credits. These compulsory components include the optional courses [*keuzevakken*] from which a student is obliged to choose.

3.1.2 Appendix E (Curriculum) and the e-prospectus contain 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 30 credits. Students may only participate in these courses once they have passed the propaedeutic examination.

3.2.2 The choice of components requires the approval of the Board of Examiners. The Board of Examiners shall base its judgement of the student's selection exclusively on the coherence and the level of the components selected. The package of courses chosen by the student must at least contain one component at level 300. The approval of the Board of Examiners is not required in case of minor programmes with a study load of 30 credits that are registered as such in the Leiden University Register of Study Programmes.

3.2.3 In addition to the components taught at this university, optional courses may also include, subject to the approval the Board of Examiners, components offered by other Dutch universities or a foreign university or components offered by a government-funded or government-approved Institute for Higher Vocational Education.

3.2.4 Components in which the student participates in the framework of the Honours College cannot be used as optional courses.

3.2.5 A student who is enrolled for the programme can put together a programme consisting of components that are taught by an institution to which a final examination is attached. This requires permission from the most appropriate Board of Examiners. If necessary, the Institutional Board will mandate a Board of Examiners to take the decision.⁷

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').

3.2.6 See the programme-specific section for minor programmes that cannot be chosen because their content is similar, fully or in part, with compulsory components of the programme.

Article 3.3 Practicals

3.3.1 For every component listed in Appendix E of the programme-specific section, the e-prospectus lists 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 Appendix B (Bachelor's Thesis Regulations) states the size and study load of the bachelor's thesis, including the requirements that must be met by the thesis and the procedure applying to the supervision of the thesis.

Article 3.4 Participation in courses

3.4.1 Participation in courses 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 the programme.

3.4.2 Students may only participate in certain courses once they have passed the examination for a preceding course. The programme-specific section lists the courses to which this condition applies.

Article 3.5 Duplication of course materials

3.5.1 Students are not allowed to make audio or video recordings of lectures without explicit prior permission from 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 prohibited from all forms of duplication or publication of course 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 For each component, examinations will be held twice per academic year.

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

4.1.3 If the mark for a component results from several partial marks, deviation is possible from the number of sittings as referred to in 4.1.1. In that case students cannot sit a second examination, except for components of which partial examination element must have been successfully completed in order to pass the course. In Appendix E (Curriculum) is stated for each component of the programme whether a second examination (resit) is applicable.

4.1.4 In accordance with Section 7.13, second paragraph under (h) of the Act, the e-prospectus specifies the dates of the examinations.

4.1.5 The student is required to sit the examination or each of the examination elements that constitute the examination at the first occasion during the academic year in question, unless the Board of Examiners decides otherwise in individual cases.

4.1.6 Not applicable.

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 an examination has been passed successfully, the opportunity to do a resit lapses. Should a student nevertheless take part in a resit without explicit permission from the Board of Examiners, no grade will be given. The result of the first test will remain valid.

Article 4.2 Obligatory Order

4.2.1 The programme-specific section 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 following a motivated written request by the student, decide on a different sequence.

Article 4.3 Methods of Assessment and Examination Formats

4.3.1 Appendix E (Curriculum) states which form the examination, or the examination elements that constitute the examination, will take for each course. The e-prospectus contains a further explanation of the methods of assessment.

4.3.2 In special cases, on the written and reasoned request of the student, the Board of Examiners may allow the student to take the examination or one or more examination elements which together constitute the examination in a manner that deviates from that prescribed in Appendix E (Curriculum).

4.3.3 Students with a disability may take examinations or the examination elements which together constitute the examination 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, accordance with the code of conduct on the language of instruction and examination [*Gedragscode voertaal*⁸].

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 (Appendix D).

⁸ Code of conduct on the language of instruction and examination: <http://www.regulations.leiden.edu/education-students/language-of-instruction.html>

4.5.2 The Board guarantees the right of a student to appeal against decisions of the Board or the examiners.

4.5.3 The appointment of a first and second reader/reviewer for the bachelor's thesis, as well as the procedure surrounding the assessment of the bachelor's thesis and how the responsibilities, including determining the mark, are divided between the first and the second reviewer, is established in the Bachelor's Thesis Regulations (Appendix B).

Article 4.6 Assessment

4.6.1 The terms for assessing oral and written examinations and examination elements are as follows:

- a. Immediately after the oral examination, the examiner will inform students of their results and will give them a written or electronic notification of these results;
- b. Within fifteen working days after the date of the examination or examination element, the examiner will 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;
- c. Immediately after the student has been notified of his or her results for the last of the examination elements in accordance with article 4.6.1 sub a or b, the examiner determines the final mark for the course and provides the administration office of the department with the information necessary to notify the student of the results in uSis.

4.6.2 The period between the announcement of the result of an examination to the student and a retake of the examination in question is at least 5 working days.

4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.1 (b), the student will be notified thereof within said time limit. The student will also be informed of the relevant procedure in such cases.

4.6.4 The result of the examination will be expressed as a whole or fractional number with one decimal between 1.0 and 10.0, including both limits. The result will 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 Successfully completing a practical may count as successfully completing an examination as referred to in 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 below which provides for the access of students to examination scripts – 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 Appendix G of the programme-specific section.

Article 4.7 Period of Validity of Results

4.7.1 Every examination and exemption granted in the first year [*propaedeuse*] has a validity period of 3 years for full-time students and of 4 years for part-time students.

4.7.2 The first-year certificate is valid indefinitely.

4.7.3 Every examination and exemption granted in the post-first-year [*post-propaedeuse*] phase has a validity period of 10 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 a maximum of one year each time. The regulations are included in Art. 4.12 of the Rules and Regulations of the Board of Examiners.

Article 4.8 Access to Marked Examinations Scripts 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 or examination element questions and assignments, as well as – if possible – the marking criteria, may be inspected.

4.8.3 The marked test will be evaluated with the examiner at the request of the student. This opportunity, which applies to both written and oral examination elements and examinations, 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 will 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 examination elements, 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 Pre-University College. In this case, the Board of Examiners shall determine for which component or components exemption can be granted.

4.9.2 Where the components concern a minor, the Board of Examiners responsible will only decide on granting an exemption after the Board of Examiners of the programme that provides the minor has been consulted.

4.9.3 If this concerns courses that belong to the core faculty curriculum (Area Studies, Introduction to Religious Studies, Introduction to Historical Studies, Introduction to Literary Studies, Introduction to Linguistics, Philosophy of Science, World Art Studies) the responsible Board of Examiners will only decide whether to grant an exemption after hearing the lecturer who gives the core course in question.

Article 4.10 Final Examination

4.10.1 The student will be awarded a diploma by the Board of Examiners when the final examination has been passed.

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. It is recorded on the diploma that the programme has been delivered by Leiden University.

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 and 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 The degree of Bachelor of Arts 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 Further Education

4.12.1 See the programme-specific section.

4.12.2 Where the bachelor's degree obtained has insufficient relevance to a master's degree programme, entry requirements may be set. These entry requirements are specified in the Course and Examination Regulations of the master's degree programme concerned.

Chapter 5 Admission to the Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

5.1.1 For requirements for direct admission to the programme refer to Sections 7.24, 7.25 and 7.28 of the Act and, if the programme is as such pursuant to Article 6.7 of the Act, also meet the selection requirements included under Article 5.8.

5.1.2 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its power under Section 7.28 (1), 2nd and 3rd sentence, of the Act.

Section 5.2 Admission

Article 5.2 Substitution of entry requirements for 'old style' VWO (Higher Secondary Education)

Those in possession of a VWO diploma which was obtained in accordance with the criteria on higher education established on 31 July 1998 in pursuance of the Act can compensate for possible deficiencies by taking examinations at the level of the VWO final examination. In order to determine possible deficiencies, it is necessary to contact the study adviser of the programme.

Article 5.3 Equivalent prior qualifications

5.3.1 A person who is not in possession of a VWO diploma but is nevertheless eligible for direct admission on the basis of the Act, may be required to take a test on the subjects referred to in Article 5.3 at the level of a VWO final examination for the profile that allows for direct admission.

5.3.2 Students are admissible to the programmes of Dutch Studies, Liberal Arts and Sciences: Global Challenges; International Studies, or South and Southeast Asian Studies who possess a recognised foreign diploma of secondary or preparatory academic training that appears on the national list and who meet the language requirement stated in art. 5.5.3.

Article 5.4 Further requirements and deficiencies

5.4.1 In accordance with the Regulations on Further Requirements for Higher Education 2007,⁹ the following additional entry requirements apply:

<i>Programme:</i>	<i>Required qualifications:</i>
Greek and Latin Language and culture:	Higher Secondary Education (VWO) final examination, which includes the Greek <i>or</i> Latin examination.

Persons who have not taken the VWO final examination in either of the classical languages (Greek and Latin) must take a replacement examination at the level of the VWO final examination in one of the two languages.

5.4.2 The Board of Examiners will determine the way in which these tests will be organised.

Article 5.5 Language Requirements

5.5.1 Those in possession of a diploma obtained outside the Netherlands may comply with the requirement of an adequate command of the Dutch Language by passing an examination of level 5+6 of the Dutch as a Second Language Course organised by Leiden University.

5.5.2 The Board of Examiners may, in special cases, grant exemption from the examination referred to in 5.5.1.

5.5.3 Notwithstanding the above the following applies to the programmes in Dutch Studies, Liberal Arts and Sciences: Global Challenges; International Studies, and South and Southeast Asian Studies (from September 2013 offered as an English-taught bachelor's programme): a sufficient command of the Dutch language is not required. For the programmes mentioned above students must have a sufficient command of English at a minimum level of 6.5 (IELTS) or TOEFL 570/230 or Cambridge Certificate of Advanced English (CAE) – grade C.

Article 5.6 University Entrance Examination

The regulations included as Appendix C are applicable to the admissions assessment, as provided for in article 7.29 of the Act.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student Progress Report

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

6.1.2 The department 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, each student is requested by the department to submit an annual study plan, showing which examinations he or she intends to take, and indicating the

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

extracurricular activities relevant to the programme, as well as other side activities recognised by the Executive Board, in which he or she plans to participate.

Article 6.2 Introduction and Student Counselling

6.2.1 The department provides an introduction and counselling for all students who are enrolled in the programme, with the aim of helping students familiarise themselves with possible study options within and outside the programme.

6.2.2 The department offers students the possibility to discuss their study progress with a tutor, a mentor or a student adviser at least once a year.

Article 6.3 Study Recommendation

6.3.1 In their first and second year of enrolment, as long as the first year examination [*propaedeuse*] has not been passed, every student is provided with a written recommendation with respect to the continuation of his or her studies. The Board of Examiners has been mandated by the Faculty Board to provide this study recommendation. For information on the requirements, the number of times the recommendation is given, as well as the (possible) consequences of the recommendation, see the Regulations on the Binding Study Recommendation of Leiden University [*Regeling bindend studieadvies Universiteit Leiden*] which applies to the relevant academic year, and 6.3.2.

6.3.2 If a degree programme imposes additional requirements regarding components that have to be considered for the third recommendation referred to in 6.3.1, these are included in the programme-specific section.

6.3.3 A binding negative recommendation only applies to the programme and associated specialisations in which the student is enrolled.

6.3.4 Students may request an oral explanation of the study recommendation as well as information on the progress of their studies within or outside the faculty and any other possible education options.

Article 6.4 Professional Sports

Students who play sports at 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 those students to whom this category applies.

Article 6.5 Permanent Disabilities

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.

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 a duration of one year.

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

7.1.3 For students who were enrolled before 31 August 2012 for the first time in the programme at a point in time 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 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 Hardship Clause

In special cases the Board of Examiners can diverge from the provisions of these course and examination regulations in favour of the student if the application of these would lead to disproportionate disadvantage or extreme unfairness.

Article 8.2 Amendments

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

8.2.2 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.

8.2.3 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 8.3 Publication

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

Article 8.4 Entry into Force

These regulations will enter into force on 1 September 2013.

Appendix A - General Academic Skills

Graduates of the bachelor's programme can:

I Elementary research skills, including heuristic skills

1. collect and select specialised literature using traditional and electronic methods and techniques;
2. analyse and evaluate this in terms of quality and reliability;
3. formulate a well-defined research problem based on this;
4. set up, under supervision, a study of a limited size taking into consideration the traditional and electronic methods and techniques relevant for the discipline;
5. formulate a reasoned conclusion on the basis of this;
6. also make use of the acquired research skills outside the student's own discipline.

II Written presentation skills

1. explain research findings in a clear and well-argued way;
2. formulate an answer to questions concerning the discipline or a topic within it
 - in the form of a clear and well-structured written presentation
 - in accordance with the criteria set by the discipline
 - using relevant illustration or multimedia techniques
 - aimed at a specific target group.

III Oral presentation skills

1. explain research results in a clear and well-argued way;
2. formulate an answer to questions relating to the discipline or topic within it
 - in the form of a clear and well-structured oral presentation
 - in accordance with the criteria set by the discipline
 - making use of modern presentation techniques
 - aimed at a specific target group;
3. participate actively in a specialist discussion.

IV Collaboration and learning skills

1. be sociable and communicative when working with others;
2. give and receive feedback to and from peers in a constructive fashion and use reasoned criticism to revise one's own point of view or own argumentation;
3. take on board the instructions and criticism of supervisors, and take previous instructions and criticism into account in new situations;
4. be able to make a realistic schedule and to stick to the agreed schedule and prioritisation.

Appendix B – Bachelor’s Thesis Regulations

For the Bachelor’s Thesis Regulations of the Faculty of Humanities see:
<http://www.hum.leidenuniv.nl/studenten/reglementen/>

Appendix C - Colloquium Doctum

General Criteria

In the admission assessment, provided for in article 7.29 of the WHW, candidates are assessed on the basis of the following criteria:

- They must at least possess a senior general secondary education (HAVO) diploma or be at the senior general secondary education level;
- They must have several years of relevant work experience.

Depending on the level of the prior education and any relevant work experience of the candidates, they may be required to take a maximum of six pre-university education state examinations and/or Open University courses.

- VWO state examinations¹⁰:
 - Dutch;
 - English;
 - German;
 - French;
 - History;
 - Social Studies;
 - Economics;
 - Geography;
 - Philosophy;
 - Mathematics (A, B, or C);
 - Classical Cultural Education.
- General pre-education courses without central written final examinations;
 - Subject cluster assignment.

VWO modular certificates in one of these courses that have already been awarded do not grant unconditional exemption. The Board of Examiners decide whether VWO modular certificates that have already been awarded mean that one or more exemptions can be granted.

- Open University (OU) courses:
 - Orientation course in the humanities;
 - Writing practical 1 (professional writing);
 - Writing practical 2 (academic writing) (only in combination with Writing practical 1);
 - Rhetoric (only in combination with Writing practical 1);
 - History: Antiquity;
 - History: Middle Ages;
 - Socio-Economic History;
 - The Netherlands in the 19th and 20th century;
 - Introduction to Literature;
 - Literary Studies.

¹⁰ For further information on state examinations, see:

http://www.ib-groep.nl/particulieren/examens/Staatsexamens/s10_aanmelden_staatsexamen.asp

Candidates who have not completed a recognised Dutch HBO propaedeutic programme

- Candidates who have earned fewer than 20 credits of an HBO propaedeutic programme can also be examined on up to six components on the above list of VWO state examinations and OU courses;
- Candidates who have earned 20 to 40 credits of an HBO propaedeutic programme can also be examined on up to five components on the above list of VWO state examinations and OU courses;
- Candidates who have earned 40 credits or more of an HBO propaedeutic programme can also be examined on up to three components on the above list of VWO state examinations and OU courses;

Term

Candidates must have successfully completed the required VWO state examinations and/or OU courses before they can start with the bachelor's programme.

The completed VWO state examinations and/or OU courses lose their validity for the special entrance examination after the start of the academic year following the academic year for which the candidate has initially applied for admission. In individual cases and due to special circumstances the Faculty Board can, on the advice of the Board of Examiners, extend this by the number of months they consider necessary.

Appendix D - Rules and Regulations of the Boards of Examiners of the Faculty of Humanities

For the Rules and Regulations of the Boards of Examiners of the Faculty of Humanities see:
<http://www.hum.leidenuniv.nl/studenten/reglementen/>