COURSE AND EXAMINATION REGULATIONS

Valid from 1 September 2019

Master’s programmes Vitality and Ageing.

These Course and Examination Regulations (henceforth OER) have been drawn up in accordance with the Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek; WHW] (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 Board of Directors of the LUMC regularly evaluates the OER and considers, for the purpose of monitoring and adjusting the study load, how much time it takes students to comply. In accordance with Article 9.18 of the Act, the Programme 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 of the Master’s programme(s) Vitality and Ageing, henceforth referred to as the programme.

The programme is instituted in the Faculty of Medicine of Leiden University i.c. the Leiden University Medical Center (LUMC), hereinafter referred to as: the Faculty, and is taught as indicated in Appendix 1.

Article 1.2  Definitions

In these regulations the following definitions apply:

a.  Board of Admissions: the Board established by the Board of Directors of the LUMC that has the duty of determining, with the application of the entry requirements referred to in Article 7.30b, (1) and (3) of the Act and the University Regulations for Admission to Master’s Programmes, which applicants can be admitted to this Master’s programme;

b.  Board of Examiners: the Board of Examiners for the programme, established and appointed by the Board of Directors of the LUMC in accordance with Article 7.12a of the Act;

c.  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;

d.  credit: the unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study;

e.  degree classification: further degree classification by the Board of Examiners;

f.  ECTS: European Credit (Transfer System);

g.  e-Prospectus: the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;

h.  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). An examination may consist of several constituent examinations. The inspection is conducted according to the method determined by the Board of the Examiners to assure the quality of examination and final examinations;
i. **examiner:** the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;

j. **final examination:** the examinations associated with the components belonging to the programme or the propaedeutic phase of the programme, including an investigation to be carried out by the Board of Examiners itself, as referred to in Article 7.10 of the Act;

k. **first/second reader** the first or second examiner to read and assess the thesis/final paper/final report. The first reader/reviewer is also the supervisor;

l. **Leiden Register of Study Programmes** register of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulations;

m. **level:** the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes Framework Document;

n. **nominal duration of study** the study load in years of study as established in the Central Register of Higher Education Programmes;

o. **portfolio:** a monitoring and assessment file with which students (1) demonstrate that they have achieved 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;

p. **practical:** a practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (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;

q. **programme:** the programme to which the OER relates: 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;

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1 [Leiden Register of Study Programmes Framework Document](#)
r. 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;

s. Student Council Student participation council of the LUMC, as referred to in Article 9.37 of the Act.

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 and the compulsory closure days specified by the Executive Board;

Definitions specific to the programme are laid out in Appendix 1.

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 Students 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 teachers 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 Use 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 the consequences that apply.

1.3.3 Furthermore, the following Faculty codes of conduct apply to the programme:

- Supplemental LUMC behaviour rules

Chapter 2 Description of the Programme

Article 2.1 Objectives of the programme

The programme has the following objectives: all of which are laid out in Appendix 1.

Article 2.2 Specialisations

\(^1\) Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students

\(^2\) Leiden University Regulations on ICT and Internet Use

\(^3\) Supplemental LUMC behavioural rules
Specialisations of the programmes, if applicable, are laid out in Appendix 1.

Article 2.3 Learning outcomes

Graduates of the programme have attained the following learning outcomes, listed according to the Dublin descriptors: in Appendix 1.

Article 2.4 Structure of the programme

The programmes of the LUMC offer full-time tuition.

The nominal duration of the programme is as specified in Appendix 1.

Article 2.5 Study load

The programme has a study load as specified in Appendix 1.

Article 2.6 Start of the programme; uniform structure of the academic year

Starting dates of the programme are laid out in Appendix 1. In terms of regular courses, the programme is not based on the university semester system and comprises 42 teaching weeks. Programmes of the LUMC are an exception to the university semester system. The programme is flexible and is based on the schedule of the academic year, provided by the LUMC.

Article 2.7 Final examinations of the programme

The programme is associated with a master’s final examination.

Article 2.8 Language of instruction

2.8.1 In accordance with the Code of Conduct on the Language of Instruction and Examination the language(s) of instruction and examination in the programme is specified in Appendix 1. 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.

2.8.2 Contrary to Article 2.8.1, in individual cases the Board of Examiners can permit the student to write the final thesis in another language, in accordance with the Guideline on Language Policy.

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5 Code of Conduct on Language of Instruction
6 Guideline on Language Policy
Article 2.9  Quality

The programme is accredited by NVAO\(^7\) and meets the national and international quality requirements for degree programmes. The programme’s teaching also meets the quality standards for teaching 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 as specified in Appendix 1. These compulsory components include the set components from which students are obliged to choose.

3.1.2  The e-Prospectus further specifies the actual structure of the programme, i.e. the study load, level,\(^8\) contents and structure of the components on the curriculum. Changes to the e-Prospectus are submitted to the Programme Committee and the Student Council for approval of consultation (dependent on the right of approval- and consultation).

Article 3.2  Optional components

3.2.1  Alongside the components referred to 3.1.1, the student selects components worth a total study load of as specified in Appendix 1.

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

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

3.2.4  Students who are enrolled in the programme may assemble their own programme of components that are taught by an 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, the Board of Examiners also indicates to which University programme the programme is considered to belong.\(^9\) If necessary, the Board of Directors of the LUMC appoints a Board of Examiners to take this decision.

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 these is a condition

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\(^7\) The Accreditation Organisation of the Netherlands and Flanders.

\(^8\) In accordance with the ‘abstract structure’, as described in the Framework Document of the Leiden University Register of Study Programmes.

\(^9\) In accordance with Article 7.3h of the WHW (‘free curriculum in higher education’).
of entry to (other parts of) the examination. The Board of Examiners may exempt students from a practical, in which case the Board choose to apply alternative conditions.

3.3.2 The e-Prospectus specifies the scope and study load of the thesis/final paper/final report, including the requirements that the final assignment/thesis/final report must meet.

Article 3.4 Sitting examinations and taking part in programme components

3.4.1 Registrations for examinations and resits are automatic for students enrolled in a course.

3.4.2 Students are allocated to components in order of registration, on the provision that, provided they register in good time, students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme. Students may only take certain components once they have passed the examination of a preceding component. 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 or have education-related meetings without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally 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 comprises a compulsory practical, students may only sit the examination as referred to in 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 results from several constituent examinations, it is possible to depart from the number of examinations and resits as referred to in 4.1.1, on the understanding that students are given the opportunity to resit and pass the component by taking an examination that is representative for the component. If applicable, this is specified in the e-Prospectus.

4.1.4 In accordance with Article 7.13 (2) (h) of the Act, the e-Prospectus specifies the dates of the examinations.

4.1.5 The Board of Examiners may set certain rules for taking the resit. These rules are specified in the Rules and Regulations of the Board of Examiners.
4.1.6 Contrary to the provisions of Article 4.1 and at a student’s request, the Board of Examiners may in exceptional circumstances allow an additional resit.

4.1.7 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, the result of the last sitting will not be assessed and as referred to in Article 4.1.5. In the case of a resit with the agreement of the Board of Examiners, the last obtained grade applies.

Article 4.2 Obligatory sequence

4.2.1 The e-Prospectus and the order specified in Appendix 1 specifies the sequence in which examinations must be taken. Students may only sit examinations that are subject to a compulsory sequence once they have passed the examinations for one or more other components.

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 constituent examination for a component will take the form of a written, oral or other test.

4.3.2 Students with a disability or chronic medical condition are 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 of the examination. If necessary, the Board of Examiners seeks 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 the 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 presented orally at the end of the internship in a seminar or in an alternative manner that is to be further specified in the e-Prospectus.

Article 4.4 Oral examinations

4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise.

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10 Protocol on Studying with a Disability
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 and regulations set by the Board of Examiners

4.5.1 In accordance with Article 7.12b (3) of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in the event of fraud.

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 determines the mark immediately after an oral examination or constituent examination has been conducted. The student is informed of this through the University study progress system.

4.6.2 The examiner marks any written examination or other form of examination or constituent examination within 15 working days of the day on which the examination or constituent examination was taken, and informs the Educational office of the result by entering this into the University study progress system. The student is informed of this through the University study progress system. The student will be informed of the result at least five working days before the next resit of the examination. If this deadline is not met, the resit can be postponed.

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 is notified accordingly through Blackboard or Brightspace and in a personal e-mail to the student’s u-mail address before this term expires. This notification includes the latest date by which the student will be informed of the result.

4.6.4 The examination result is 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 is not be expressed as a number between 5.0 and 6.0.

4.6.5 The result of the examination or constituent examination is considered to be a pass if the result is 6 or higher.

4.6.6 If students must complete a practical to be permitted to sit an examination, the Board of Examiners may decide that students have passed the examination once they have passed 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 rules that specify under which conditions it may exercise its power as specified in Article 7.12b (3) of the Act to determine that students do not have to pass every examination and/or under which conditions the results of constituent examinations can
Article 4.7  **Validity of examinations**

4.7.1 The Board of Directors of the LUMC may limit the validity of an examination pass, subject to the authority of the Board of Examiners to extend the period of validity in individual cases. The period of validity of an examination pass may only be limited if the examined knowledge, understanding or skills are demonstrably outdated.

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 of examinations for a period to be specified by the Board itself. In the event of special circumstances in the sense of article 7.51, second clause, of the law, the Board of Examiners will act in accordance with the pertinent provisions in article 7.10, fourth clause of the law.

4.7.3 The validity period referred to 4.7.1 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 feedback session**

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.

4.8.3 The time and manner of the inspection and feedback session on the examination is specified in the e-Prospectus.

4.8.4 The Board of Examiners is authorised to decide whether the viewing of the examination paper and the feedback session are to be collective or individual.

4.8.5 The examiner determines where and when the viewing of the examination paper and the feedback session will take place.

4.8.6 Students who are unable to attend the feedback session due to demonstrable circumstances beyond their control are 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 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. The degree certificate states that the programme or specialisation was delivered by Leiden University.

4.10.4 Pursuant to the regulations referred to in Article 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone graduation, as long as the student has not exceeded the maximum period of enrolment of the nominal duration plus one year for the programme in question.

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.

4.10.7 A supplement in Dutch or in English that conforms to the standard European Diploma Supplement format, including the grading table applicable for the degree programme, is attached to the degree certificate. In addition to the degree certificate, students are 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 Science 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 form part of 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 completed from other programmes, including 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 diploma supplement include the ‘cum laude’ classification if the following conditions are met for the full-time programmes:

- the weighted average for all components is 8.0 or higher;
- the mark for the Internships* is 8.0 or higher;
- the examination was passed within the nominal duration of study + 1 year;
- Further conditions specific to the programme are laid out in Appendix 1.

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

4.12.5 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement include the ‘summa cum laude’ classification if the following conditions are met for the full-time programmes:

- the weighted average for all components is 9.0 or higher;
- the mark for the Internships* is 9.0 or higher;
- the examination has been passed within the nominal duration of study;
- Further conditions specific to the programme are laid out in Appendix 1.

* Specified in Appendix 1

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

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 marks 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 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, he or she is not awarded a distinction.

**Article 4.13 Further education**

The degree awarded grants the holder access to a PhD programme.
Chapter 5  Admission to the Programme

Article 5.1  Confirmation of admission

5.1.1  The Board of Directors of the LUMC provides confirmation of admission if the student meets the entry requirements specified in Articles 5.2 and 5.3, as long as the maximum number of students that the Executive Board has determined may be enrolled in the programme has not been exceeded. If admission is on the basis of Article 5.2.1, the proof of registration is also confirmation of admission. The latter only applies if the stated capacity is not exceeded as further specified in Appendix 1.

5.1.2  Confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to Master’s Programmes.11

Article 5.2  Admission to the programme

5.2.1  Pursuant to Article 7.30b (1) of the Act holders of one of the following degrees may be admitted to the programme and one of its specialisations or who have successfully completed the following prescribed pre-master’s programme: specified in Appendix 1

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

Article 5.2.3  Dutch and English languages12

5.2.3.1  As further clarification of Article 2.8 concerning command of the language of instruction, a student who wishes to be admitted to an English-taught master’s programme must have one of the following diplomas or must meet the criteria of:

- An International Baccalaureate diploma (or other with English A);
- A diploma of secondary or higher education completed in the US, the United Kingdom, Ireland, New Zealand, Australia or Canada (with the exception of French-taught education in Canada);
- A diploma of an English-taught university degree programme completed at a Dutch research university;
- A pre-university education (VWO) diploma.
- A high school (or higher) diploma determined by SEA (Admissions Office) in an EER country, where English has been studied up to and including the final year of the programme, and

11 Regulations for Admission to Master’s Programmes

12 Letter of the Minister of Education, Culture and Science of 11 July 2018, decision on costs of standardised tests (costs of standardised tests, including language tests, are to be paid by the study programme from the academic year 2019-2020). This applies for all students. If possible, the Minister will make a decision on a different procedure for students with a diploma from outside the Netherlands.
where the level of English can be considered comparable to Dutch VWO (pre-university education).
The Language Advisor to the Board of Admissions may conduct an interview with the applicant by telephone to verify his/her level of English; The Board of Admissions may request that applicants demonstrate an adequate command at this level.

5.2.3.2 If a student who wishes to be admitted does not meet the requirements in 5.2.3.1, at least one of the following language requirements specified in Appendix 1 can be set.

5.2.3.3 As further clarification of Article 2.8 concerning command of the language of instruction, a student who is not a native Dutch speaker and who wishes to be admitted to a Dutch-taught master’s programme must have passed TUL-halfgevorderd (equivalent to state examination NT2-II) or TUL-gevorderd.

5.2.3.4 If so wished, the language requirements specified in this article can be included as one of the qualitative admission requirements referred to in Article 5.2.4.

Article 5.2.4 Qualitative admission requirements

5.2.4.1 In addition to the requirements specified in 5.2.1 or 5.2.2, the following qualitative admission requirements specified in Appendix 1 apply for the programme pursuant to Article 7.30b (2) of the Act.

5.2.4.2 Where article 5.2.4.1 applies, the admission requirements will be implemented as follows: specified in Appendix 1.

5.2.4.3 Where article 5.2.4.1 applies, the deadline for the admission requirements is as follows: specified in Appendix 1.

Article 5.2.5 Capacity limitation

5.2.5.1 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 5.2.4.1.

5.2.5.2 Where article 5.2.5.1 applies, the method of selection on the grounds of the criteria will be as follows: specified in Appendix 1.

5.2.5.3 Where article 5.2.5.1 applies, the deadlines for selection are as follows: specified in Appendix 1.

5.2.5.4 Where article 5.2.5.1 applies, the weighting of the criteria will be as follows: specified in Appendix 1.

Article 5.3 Deficiencies

5.3.1 Holders of a bachelor's degree from a research university, a related university bachelor’s diploma as referred to in 5.2.1, point b or an equivalent diploma with x (may vary from 1 to 15) ECTS
of deficiencies, may be admitted to the programme, as long as it may reasonably be expected that they will meet the entry requirements within a reasonable period of time.

5.3.2 Students who still have the deficiencies referred to in 5.3.1 when admitted to the programme may participate in the programme but may not sit any final examinations or examinations that the Board of Directors of the LUMC has specified in its decision to grant admission.

5.3.3 For the admission referred to in 5.3.1 the Board of Admissions assembles a catch-up programme with examination opportunities.

5.3.4 If students are admitted to the programme on the basis of 5.3.1 and must sit examinations to meet the entry requirements, these are not considered part of the curriculum of the Master’s programme.

Article 5.4 Bridging programmes (Pre-master’s)

5.4.1 If applicable for the programme, the bridging programmes (for the following target groups) in order to remove deficiencies are specified in Appendix 1.

5.4.2 Information on the bridging programmes can be requested from the study advisor of the programme.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student progress report

6.1.1 The Directorate of Education LUMC keeps records of the results achieved by 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 management of the programme 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 thesis/the final paper/final report (internships) together with the first reader (supervisor). This plan is based on the study load for the internships, as specified in the e-Prospectus and as referred to in 3.3.2.

6.3.2 The plan referred to in 6.3.1 also specifies the frequency and manner of supervision.
Article 6.4  Professional sports

Students who engage in sports at a professional level are given the opportunity to adjust their study programme to their sporting activities wherever possible. The management of the programme 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. 13

Article 6.7  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  Evaluation of the Programme

Article 7.1  Evaluation of the programme

The programme is evaluated as follows:

• Course and internship evaluations;
• Programme evaluation, at the end of the programme.

The Programme Board/Programme Director will inform the Programme Committee about the outcomes of the evaluation.

Chapter 8  Final Provisions

Article 8.1  Amendments

8.1.1 Amendments to these regulations are implemented by a separate order of the Board of Directors of the LUMC or the programme committee, depending on the topics concerned, with the prior consent of the Student Council and the departmental committee.

8.1.2 Amendments to these regulations which apply to a particular academic year must be implemented before the start 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.

13 Protocol on studying with a disability
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 Board of Directors of the LUMC or the management of the programme 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 Term of application

The OER apply for the duration of one academic year.

Article 8.4 Entry into force

These regulations enter into force on 1 September 2019.
Appendix 1: Master’s degree programme
Msc Vitality and Ageing

Ad. Chapter 1 General Provisions

Ad. Article 1.1 Scope of the regulations
The programme is taught in Leiden at the LUMC and at the campus The Hague of the Leiden University.

Ad. Article 1.2 Definitions
Internship
The Master’s Internship Committee is responsible for the procedures of all master internships

Ad. Chapter 2 Description of the Programme

Ad. Article 2.1 Objectives of the programme
The programme has the following objectives:

- to impart to students’ academic knowledge, insights and methodological background in the field of vitality and ageing;
- to enable students to develop skills to think and act interdisciplinary, independently and innovatively;
- to enable students to analyse complex issues in the field of vitality and ageing while taking into account the perspectives of older people;
- to prepare students for a career as an academic professional and innovator in the international field of vitality and ageing, regarding science, healthcare or policy.

Ad. Article 2.2 Specialisations
Not applicable.

Ad. Article 2.3 Learning outcomes
Graduates of the programme have attained the following learning outcomes, listed according to the Dublin descriptors.

The holder of a Master’s Degree in Vitality and Ageing:

a. Knowledge and understanding

K1 has subject specific knowledge and understanding of biological mechanisms of ageing;

K2 has subject specific knowledge and understanding of somatic, psychological, functional and social mechanisms in older individuals, including healthy ageing and vitality;
K3 has subject-specific knowledge and understanding of the organization of an ageing society: demography, healthcare financing and structures, prevention, models of care, international differences, health governance;

K4 has state-of-the-art knowledge and understanding of research, study designs and evidence based decision making;

K5 has the current knowledge and understanding of interdisciplinary collaboration, leadership, management and innovation.

b. Applying knowledge and understanding
A1 is able to critically analyse the challenges, shortcomings and opportunities in the fields of biology of vitality and ageing, older individuals and organisation of an ageing society;

A2 is able to conduct a scientific analysis of original data or existing literature in the field of vitality and ageing;

A3 is able to tackle complex problems in the field of vitality and ageing by designing innovative solutions;

A4 is able to develop well-founded policy recommendations regarding the organisation of an ageing society.

c. Making judgements
J1 is able to base his or her decisions on the available scientific evidence and analyses of international practices, taking ethical and societal perspectives into account;

J2 values the perspectives of older people and is able to revise prior judgments accordingly.

d. Communication
C1 is able to communicate or debate scientific or societal findings, conclusions from his/her own research, as well as the knowledge, motivation and considerations of underlying topics clearly and unambiguously to a specialist and non-specialist audience in English.

e. Learning skills
L1 has an academic level of thinking and operating within his/her field and is able and willing to further improve this level;

L2 is able to use principles of leadership and interpersonal skills in a (interdisciplinary) team environment.

Ad. Article 2.4 Structure of the programme
The nominal duration of the master programme Vitality and Ageing is one year.

Ad. Article 2.5 Study load
The programme has a study load of 60 ECTS credits.

Ad. Article 2.6 Start of the programme
The programme starts on 1 September.

Ad. Article 2.8 Language of instruction
In accordance with the Code of Conduct on the Language of Instruction and Examination\(^\text{14}\) 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 the OER in English for English-taught programmes.

Ad. Chapter 3 Curriculum

Ad. Article 3.1 Compulsory components
The programme includes compulsory components worth a total study load of 60 ECTS credits. These compulsory components include the set components from which students are obliged to choose.

Ad. Article 3.2 Optional components
Alongside the components referred to 3.1.1, the student selects components worth a total study load of 0 ECTS.

Ad. Chapter 4 Examinations, Final Examination and Further Education

Ad. Article 4.12 Degree classification
The degree certificate and the diploma supplement include the ‘cum laude’ classification if the following additional condition are met:

- all constituent exams must be passed at the first attempt;
- all programme components of the master programme were passed at the first attempt with a mark higher than 7.5.

The degree certificate and the diploma supplement include the ‘summa cum laude’ classification if the following additional condition are met:

- all constituent exams must be passed at the first attempt;
- all programme components of the master programme were passed at the first attempt with a mark higher than 8.5.

Internship is equivalent to “Science and Career”

Ad. Chapter 5 Access and Admission to the Programme

Ad. Article 5.1 Confirmation of admission
The maximum number of students that can be enrolled in the programme of the master Vitality and Ageing at LUMC is 50 students.

\(^{14}\) Code of Conduct on Language of Instruction
Ad. Article 5.2 Admission to the programme

Ad. Article 5.2.1 Pursuant to Article 7.30b (1) of the Act holders of one of the following degrees may be admitted to the programme and one of its specialisations:

- a Bachelor's degree in Medicine [Geneeskunde], or
- a Bachelor's degree in Biomedical Sciences [Biomedische wetenschappen] or
- a Bachelor's degree in [Gezondheid en Leven] or
- a Bachelor's degree in Health Sciences [Gezondheidswetenschappen] or
- a Bachelor's degree in [Voeding en Gezondheid] or
- a Bachelor's degree in [Klinische Technologie] or
- a Bachelor's degree in [Technische Geneeskunde] or
- a Bachelor's degree in Liberal Arts, with a major/specialisation in public health, global health or premedical programme from University College.
- a Bachelor's degree in Movement Sciences [Bewegingswetenschappen] or
- a Bachelor's degree in Health and Society [Gezondheid en maatschappij] or
- a Bachelor's degree in European Public Health based on the level of a bachelor’s degree, of an NVAO accredited programme, at a Dutch or Flemish University.

Ad. Article 5.2.3.2 If a student who wishes to be admitted does not meet the requirements in 5.2.3.1, at least one of the following language requirements can be set:

- IELTS 7, with for Writing and for Speaking at least score 7;
- TOEFL overall score 100 (internet-based) with for Writing at least a score of 27 and for Speaking at least a score of 23. Each test component must score a minimum of 23 (internet-based).

Ad. Article 5.2.4 Qualitative admission requirements

Ad. Article 5.2.4.1 In addition to the requirements specified in 5.2.1 or 5.2.2, the following qualitative admission requirements apply for the programme pursuant to Article 7.30b (2) of the Act:

- the degree was passed within the nominal duration of the study plus one year at the start of the master’s programme;
- grade Point Average of at least 6.0 Dutch grading system (or international equivalent) at the submission deadline;
- motivation letter; stating your knowledge of and experience in biology, your knowledge of, and experience with older individuals, and your knowledge of, and experience with management and your future career perspectives.

Ad. Article 5.2.4.2 Where article 5.2.4.1 applies, the admission requirements will be implemented as follows:

- nominal duration of the degree;
grade Point Average (GPA; the GPA is the weighted average of the Bachelor’s course grades according to the international Grading system (maximum 4.00));

- motivation letter; stating your knowledge of and experience in biology, your knowledge of, and experience with older individuals, and your knowledge of, and experience with management and your future career perspectives.

Ad. Article 5.2.4.3 Where article 5.2.4.1 applies, the deadline for the admission requirements is as follows:

- submission of all the required application documents on the 15th of April 2020.

Ad. Article 5.2.5 Capacity limitation

Ad. Article 5.2.5.2 Where article 5.2.5.1 applies, the method of selection on the grounds of the criteria will be pursuant to article 5.2.4.2 and 5.2.5.4.

Ad. Article 5.2.5.3 Where article 5.2.5.1 applies, the deadlines for selection are as follows:

- a selection procedure shall be held if the number of applicants exceeds the maximum capacity. Applicants will be informed about such a measure within four weeks of the submission deadline;
- applicants will be informed whether or not they are provisionally admitted into the programme within six weeks of the submission deadline.

Ad. Article 5.2.5.4 Where article 5.2.5.1 applies, the weighting of the criteria will be as follows:

- nominal duration of the degree, range 1-3;
- grade Point Average (GPA; the GPA is the weighted average of the Bachelor’s course grades according to the international Grading system (maximum 4.00)), range 1-4;
- motivation letter; stating your knowledge of and experience in biology, your knowledge of, and experience with older individual, and your knowledge of, and experience with management and your future career perspectives, range 0-5.

- Each applicant will be assigned a random number;
- All scores will be summed and each applicant will receive a ranking number;
- The applicants with the highest score, based on the sum of the weight of the above stated criteria, will receive the lowest available rank number (e.g. 1, 2, etc.);
- When applicants have an equal score, the pre-assigned random number determines the ranking order of the applicants (lowest pre-assigned number will obtain the lowest available rank number);
- The applicants ranked in the range 1-50 are conditionally admitted to the programme, provided that they accept the offer within two weeks. If the offer is not accepted within two weeks, we will consider it to be rejected. The position will then be offered to the applicant with the next ranking number.

Ad. Article 5.4 Bridging programmes (Pre-master's)
Not applicable.
## Contents of the programme

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<td>Organisation of the ageing society</td>
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