

COURSE AND EXAMINATION REGULATIONS

Valid from 1 September 2016

Master's programme Public Administration

These course and examination regulations have been drawn up in accordance with the Higher Education and Research Act (henceforth the Act) and the following Leiden University regulations:

- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees
- the Regulations for Admission to Master's Programmes

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the Course and Examination Regulations (henceforth the OER) and considers, for the purpose of monitoring and adjusting the study load, how much time it takes students to comply with them. In accordance with Article 9.18 of the Act, the departmental committee is assigned the task of annually assessing the implementation of the OER.

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- e-Prospectus Master Public Administration

Chapter 1 General Provisions

Article 1.1 Scope of the regulations

These regulations apply to the teaching and examinations in the Master's programme Public Administration, henceforth referred to as the programme.

The programme is instituted in the Faculty of Governance and Global Affairs of Leiden University, henceforth referred to as the Faculty, and is taught in The Hague by the Institute of Public Administration.

Article 1.2 Definitions

In these regulations the following definitions apply:

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

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- examinations, in accordance with Article 7.12c of the Act;
- k. final examination: the examinations associated with the components belonging to the programme, insofar as the Board of Examiners has determined this, including a review to be carried out by the Board of Examiners, as referred to in article 7.10, second paragraph, of the Act;
- l. first reader/supervisor: the first examiner to read and assess the thesis/final paper/final report;
- m. Leiden Register of Study Programmes: register of the programmes offered by Leiden University,¹ maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulation;
- n. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes framework document;**Fout! Bladwijzer niet gedefinieerd.**
- o. nominal duration of study: the study load in years of study as established in the Central Register of Degree Programmes;
- p. portfolio: a monitoring and assessment file that makes it possible for students to (1) demonstrate that they have attained a sufficient level of academic education to be awarded the degree; (2) record their personal process of academic learning during the programme; and (3) receive appropriate supervision and study advice;
- q. practical: a practical assignment as defined in Article 7.13, second paragraph, in point (d), of the Act, that takes one of the following forms:
- writing a thesis/final paper/final report
 - writing a paper or creating an artistic work
 - carrying out a research assignment
 - participating in fieldwork or an excursion
 - completing an internship, or
 - participating in another educational activity aimed at acquiring particular skills
- r. programme: the programme to which the OER relate: a coherent set of components aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is associated with a final examination;

¹The Leiden Register of Study Programmes Framework Document can be found on the following website:
<http://staff.leiden.edu/education/policy-regulation/leiden-register.html> .

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- s. second reader/supervisor: the second examiner to read and assess the thesis/final paper/final report;
- t. student: a person enrolled at Leiden University in order to follow the courses and/or sit the examinations and final examinations associated with the programme;
- u. working day: Monday to Friday, excluding the official public holidays;

The other definitions have the meaning that the Act ascribes them.

Article 1.3 **Codes of conduct**

1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students² is applicable. The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which lecturers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2 The Leiden University Regulations on ICT and Internet Use³ are also applicable. These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain which conduct is not tolerated and that consequences that apply.

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

- Code of Conduct Faculty of Governance and Global Affairs

Chapter 2 **Description of the Programme**

Article 2.1 **Objectives of the programme**

The Master of Science program in Public Administration is an academic programme that emphasizes the ability to understand and analytically apply insights from different approaches within Public Administration to problems of governance, policymaking and public sector management. The program aims to educate students to become academically trained public administration experts in a broad sense. The program is rooted in social science research and aims to teach students to develop a critical attitude and adopt a perspective of scholarly independence. The programme strives to convey both general knowledge of the core themes and approaches in Public Administration and an awareness of specific real-world challenges and issues in specialized areas such as public management, welfare economics, and governance beyond national administrations. Furthermore, the program emphasizes the ability to reflect on the ethical and normative dimensions of government and their consequences for the behavior of government officials and civil servants. The graduate is thus capable of recognizing and analyzing a broad range of complex problems in the domain of the public sector, both at the

² <http://regulations.leiden.edu/education-students/code-of-conduct-on-standards-of-behaviour-between-lecturers-and-students.html> & <http://regulations.leiden.edu/university-management/regulations-for-the-use-of-university-buildings-grounds-and-other-facilities.html>

³ <http://regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html>

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national and the international level. The graduate is able to undertake independent research at graduate level, applying a broad range of theoretical approaches relevant to public administration.

Article 2.2 **Specialisations**

The programme Public Administration has the following specialisations:

- International and European Governance
- Economics and Governance
- Public Management: linking politics and policy

Article 2.3 **Learning outcomes**

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

Knowledge and understanding

1 Knowledge and understanding of the broad intellectual tradition of public administration and of important concepts and theories in related disciplines (political science, economics, organisational studies, law, sociology, psychology) as relevant to understanding various governance aspects.

2 Advanced knowledge and understanding of the distinctive nature of governance in the public sector, including the functioning of organizations, policy-making, management, and/or public service delivery, in a multi-actor and multi-level context.

3 Advanced knowledge and understanding of normative issues related to public governance and of the ethics of government.

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Track specific qualifications International and European Governance (IEG)

5 IEG Advanced understanding of the complex nature of contemporary public governance arising from the interactions between actors at different levels or sectors of governance: supranational, international, national, and local actors and institutions.

6 IEG Advanced understanding of decision making in multi-level governance systems and its effects on the national and local levels of government.

7 IEG Advanced knowledge of theoretical approaches analysing the tensions between domestic policies and global trends and regulatory regimes.

8 IEG Deep awareness of the constraints and opportunities for domestic policy making arising through globalisation and the intervention of external actors and trans-border policies.

Track specific qualifications Public Management : linking politics and policy(PM)

5 PM Advanced knowledge and understanding of the key concepts and theories of public management and of state-of-the-art academic research with regard to core themes, such as management and public service performance, network management, public leadership, and human resource management.

6 PM Advanced knowledge and understanding of the key trends in the management of public organizations.

7 PM Advanced understanding of the opportunities and constraints for managerial decision-making in public organizations arising from the institutional context in which the organization is embedded.

Track specific qualifications Economics and Governance(EG)

5 EG Advanced knowledge and understanding of the principles of welfare-economics in order to analyse policy problems, and develop suitable government responses.

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6 EG Advanced knowledge and understanding of the variety of policy and regulatory instruments for addressing policy problems, with their assumptions and trade-offs.

7 EG Advanced knowledge and understanding of the challenges for the current welfare state, particularly in the areas such as pension systems, labour policy, social welfare and income distribution.

8 EG Advanced knowledge and understanding of the relationship between the state and market from different intellectual perspectives.

Applying knowledge and understanding:

1 Identify and apply effectively a relevant theoretical framework to analyse real life problems and cases in a conceptually rigorous manner.

2 Define and analyze problems in the three expertise areas, both normatively and empirically, and suggest feasible solutions for decision-making.

3 Discuss the main challenges and opportunities that actors, organisations and/or institutions are currently confronted with, and assess their impact for choices in the respective expertise areas.

4 Select an appropriate research design and method(s) to address a specific research question; collect and analyse qualitative and/or quantitative data relevant to answering the research question.

Judgement

1 Critically evaluate empirical research in the area of expertise, from a methodological and theoretical viewpoint.

2 Reach conclusions and/or solutions to problems based on data and on sound and balanced argumentation, considering the specific context of the practice/case at hand, and evaluate argumentations of others.

3 Reflect on relevant normative and ethical issues, particularly on the issue of multiple goals (legitimacy, effectiveness, etc) and on the principles of democratic government, good government, and reliable government.

4 Critically evaluate the effect of institutional context and complexity on decision-making as related to the three expertise areas.

Communication

1 Present results of a research project at the level expected from academic work in the discipline of public administration.

2 Present arguments and analyses in a format appropriate for a broader professional audience and as input to expert groups.

3 Provide strategic advice to decision-makers.

4 Build, present and defend well-grounded arguments in oral communication.

5 Engage in national debates about the issues related to the three expertise areas.

6 Function effectively in a team, potentially in a multi-disciplinary and multi-cultural setting.

Learning Skills

1 Ability to effectively identify and synthesize existing primary and secondary literature in order to address a question or problem at hand.

2 A mindset to seek evidence and draw from international and other relevant experiences for an informed judgment.

3 Ability to stay informed about current developments in the area of expertise, including the use of relevant social and other 'new' digital media, when applicable.

4 Awareness of the challenges of functioning in a multi-national environment and in a leadership position.

Article 2.4 Structure of the programme

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The programme Public Administration offers full-time tuition only. The programme consist of core courses, specialisation courses and electives. The specialisation courses together with the master's thesis form a track within the master's programme Public Administration.

The programme is offered as a daytime programme.

The nominal duration of the programme is 1 year.

Article 2.5 **Study load**

The programme has a study load of 60 ECTS credits.

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

The programme starts on 1 September and 1 February of each year. In terms of the courses, the programme is based on the university semester system and comprises 42 teaching weeks.

Article 2.7 **Final examinations in the programme**

The programme is associated with a final examination;

Article 2.8 **Language of instruction**

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

Article 2.9 **Quality**

The programme is accredited by NVAO⁵ and meets the applicable national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards set out in the Leiden Register of Study Programmes Framework Document.

Chapter 3 **Curriculum**

Article 3.1 **Compulsory components**

3.1.1 The programme includes compulsory components worth a total study load of 60 credits. These compulsory components include the pre-defined components from which students are obliged to choose.

⁴The Code of Conduct on the Language of Instruction was adopted by the Executive Board on 28 May 2013 and can be found at: <http://regulations.leiden.edu/education-students/language-of-instruction.html>.

⁵ The Accreditation Organisation of the Netherlands and Flanders

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

3.1.3. If a large difference exists between the expected and actual enrolment of students in a component the institute's board can decide to change the format of teaching methods and assessment.

3.1.4 If fewer than 15 students enrol in an component, the institute's board may decide not to offer this component or to offer it in a different form; in this case, students will be offered an alternative.

3.1.5. If more than 30 students enrol in an component, the institute's board may decide to offer this component in a different form; in this case, students will be offered an alternative.

Article 3.2 **Optional components**

3.2.1 In addition to the components referred to 3.1.1, the student selects components worth a total study load of 0 credits.

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

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

3.2.4 Students who are enrolled in the programme can assemble their own programme of component that are taught by the institution as long as a final examination is associated with these. They will require the permission of the most appropriate Board of Examiners. When granting such permission, this Board of Examiners also indicates to which University programme the programme is considered to belong.⁶ If necessary, the Executive Board appoints a Board of Examiners to take this decision.

Article 3.3 **Practicals**

3.3.1 For each component, the e-Prospectus specifies which practicals are included, the nature and scope of the student's workload for these practicals and whether participation in them is a condition of entry to the examination for the component. The Board of Examiners may grant a student exemption from a practical, in which case the Board may choose to apply alternative conditions.

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

Article 3.4 **Allocation to components**

Students are allocated to components in order of registration, on the provision that students who are enrolled in a programme are guaranteed access to the components that are obligatory to the programme. Students may only take certain components once they have passed the examination of a

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

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preceding component. The programme-specific section of the OER or the e-Prospectus specifies the components to which this condition applies.

Article 3.5 **Distribution of study materials**

3.5.1 Students are not permitted to make audio or video recordings of lectures without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the recording for their own use; all forms of distribution or publication of the recordings are prohibited.

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

Chapter 4 Examinations, Final Examination and Further Education

Article 4.1 **Frequency of examinations**

4.1.1 Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of resit for practicals.

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

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

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

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

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

4.1.7 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.

Article 4.2 **Obligatory sequence**

4.2.1 The e-Prospectus specifies whether there are any examinations that students may not sit until they have passed the examinations for one or more other components.

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4.2.2 For the components and their attendant examinations which must be completed in a given sequence, the Board of Examiners may in special cases, and following a substantiated written request by the student, agree to an alternative sequence.

Article 4.3 **Form of examination**

4.3.1 The e-Prospectus states whether an examination or the constituent examinations for a component will be in the form of a written, oral or other examination.

4.3.2 Students with a disability or chronic medical condition will be given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty the examination. If necessary, the Board of Examiners will seek expert advice, as referred to in the Protocol on Studying with a Disability, before reaching a decision.

4.3.3 In special cases, the Board of Examiners may, at the request of the student and within the scope of OER, permit a student to sit an examination in another manner than specified in the e-Prospectus.

4.3.4 Examinations are held in the language(s) of instruction for this programme that are specified in the OER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.

4.3.5 The completion of the Master's thesis is 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.

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned decides otherwise owing to special circumstances, or unless the student objects.

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

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

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

Article 4.6 **Assessment**

4.6.1 The examiner will determine the mark immediately after an oral examination has been conducted. The student will be informed of this through the University study progress system.

4.6.2 The examiner will mark any written examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was taken, and will provide the departmental office with the information necessary to provide the student with electronic

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notification of the examination results. The student will be informed of this through the University study progress system.

4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student will be notified thereof within the specified time limit. The student will also be informed of the relevant procedure in such cases.

4.6.4 The examination result will be expressed as a whole number or a number to a maximum of one decimal place up to and including 1.0 and 10.0. The result will not be expressed as a number between 5.0 and 6.0. Additional provisions regarding the expression of results is laid down in the Rules and Regulations.

4.6.5 The examination result is considered to be a pass if the result is 6.0 or higher.

4.6.6 If students have to complete a practical in order to be permitted to sit an examination, the Board of Examiners may decide that they have passed the examination once they have successfully completed the practical.

4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as of the appeals procedure.

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

Article 4.7 **Validity of results**

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

4.7.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity for a period to be specified by the Board itself.

4.7.3 The validity period referred to in paragraph 1 above starts on 1 September of the academic year following that in which the mark was obtained or the exemption granted.

Article 4.8 **Inspection and final evaluation**

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

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

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

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

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

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

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

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

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

Article 4.10 **Final examination**

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

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

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. 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, third paragraph, of the Act, a student who is entitled to graduate may request the Board of Examiners to postpone graduation as long as the student has not exceeded the nominal term of study plus one academic year.

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

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

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

Article 4.11 **The degree**

4.11.1 The degree of Master of 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 belong to the final examination, with the exception of the examinations for which an exemption was granted or examinations for which the student only obtained a proof of attendance. Components that the student has completed from other programmes, together with components followed abroad must be approved by the Board of Examiners.

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

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

- the unrounded weighted average for all components is 8.0 or higher;
- the mark for the master's thesis is 8.0 or higher;
- the examination was passed within the nominal study duration plus one year.
- All components have been completed with a minimum grade of 6.0

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

- The unrounded weighted average for all components is 9.0 or higher;
- the mark for the master's thesis is 9.0 or higher;
- the examination was passed within the nominal study duration.
- All components have been completed with a minimum grade of 7.0.
- No component may consider a resit

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average mark does not differ by more than 0.5 from the grades stipulated in the fourth and fifth paragraphs above. This may involve such considerations as the student's development throughout his or her study programme, any exceptional performances on the part of the student in completing the final paper or thesis and any other relevant exceptional circumstances.

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

Article 4.13 **Further education**

The degree awarded grants access to a PhD programme.

Chapter 5 **Admission to the Programme**

Section 5.1 **Admission**

Article 5.1 **Confirmation of admission**

5.1.1 The Faculty Board confirms the student's admission if he or she meets the entry requirements specified in Articles 5.2 or 5.3, insofar as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded. If admission is on the basis of article 5.2.1, the confirmation of registration is also confirmation of admission.

5.1.2 Students must apply for confirmation of admission according to the rules specified in the Regulations for Admission to Master's Programmes.⁷

Article 5.2 **Admission to the programme**

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

- If they are in the possession of a Bachelor's degree in Bestuurskunde from Leiden University, and
- If they have, in opinion of the faculty Board, sufficient motivation for the programme evidenced by a motivation letter; or

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

If they are in the possession of a bachelor's degree from a university programme or can demonstrate that they meet the requirements set by such a degree; and:

- If they are in possession of qualities in the area of knowledge understanding and skills which should have been acquired by the end of the bachelor's programme referred to in article 5.2.1; and
- If they have, in the opinion of the Faculty Board, sufficient motivation for the programme evidenced by a motivation letter.

⁷ The Regulations for Admission to Master's Programmes can be found at <http://regulations.leiden.edu/education-students/regulations-admission-to-masters-programmes.html>

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5.2.3 In further clarification of Article 2.9 pertaining to the command of the language of instruction and the language requirement for English-taught master's programmes: IELTS 7.0, TOEFL 100 (internet-based) or Cambridge English: Proficiency (CPE); a minimum score of IELTS 7.0 or TOEFL 25 is required for each of the four components.

The Board of Admissions may request that applicants demonstrate that they have attained this level. If required, the language requirement can be included in one of the qualitative admission requirements as referred to in Article 5.2.4.

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

- English Language

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

Article 5.3 **Deficiencies**

5.3.1 Students who possess a bachelor's degree from a research university or an equivalent diploma but who have 1 credits of deficiencies, may be admitted to the programme as long as they are expected to meet the entry requirements within a reasonable term.

5.3.2 Students who still have deficiencies as referred to in 5.3.1 after admission to the programme may participate in the programme but may not sit any examinations or tests as specified by the Faculty Board in its decision to grant admission.

5.3.3 When a student is admitted under the terms of 5.3.1, the Board of Admissions puts together a programme with examination opportunities to enable the student to catch up.

5.3.4 If students are admitted to the programme on the basis of 5.3.1, the examinations that they must sit to meet the entry requirements are not considered part of the curriculum of the master's programme.

Article 5.4 **Bridging programmes** (Pre-Master's)

5.4.1 The Institute has developed a bridging programme in order to remedy deficiencies

5.4.2 Information about the bridging programmes can be found in the E- prospectus.

5.4.3 The bridging programme must be successfully completed within one semester and in a single attempt to be admitted to the programme.

5.4.4 The bridging programme cannot be followed more than once by a student.

5.4.5 Components which may be obtained in another bridging programme of the Institute cannot be used to replace components in the Public Administration/ Crisis and Security Management bridging programme. This also applies vice versa.

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5.4.6 The bridging program for the Masters Public Administration and Crisis and Security Management is identical. Students who have failed to complete the bridging program for the Crisis and Security Management Masters Programme successfully can therefore not sign up at a later stage for the bridging of Public Administration. This also applies vice versa.

5.4.7. Students are admitted to the bridging program on the basis of demonstrated academic capacity, English proficiency as established in 5.3.2 of this OER, and affinity to the subject of the applied for Master programme, as evidenced by professional experience, completed courses and specializations, or other means.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student progress report

6.1.1 The institute keeps records of the results of individual students.

6.1.2 Students may inspect their results in the student progress system at any time.

Article 6.2 Introduction and student counselling

The institute is responsible for the introduction and student counselling.

Article 6.3 Supervision of the Master's thesis

6.3.1 The student draws up a plan for the thesis together with the supervisor referred to in 3.3.2. This plan is based on the study load specified in the e-Prospectus for this component.

6.3.2 The plan referred to in 6.4.1 also specifies the frequency and manner of supervision.

Article 6.4 Professional sports

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

Article 6.5 Disability or chronic medical condition

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition. The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.⁸ The Board of Examiners will give every consideration to the limitations of each individual student, however the Board also will bear in mind the achievement levels of the programme and the proportionality of possible adjustments.

⁸ <http://regulations.leiden.edu/education-students/protocol-on-studying-with-a-disability-at-leiden-university.html> .

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Article 6.6 **Study and internships abroad**

Special measures will be taken for students who suffer from a demonstrable delay in their studies as a result of study or an internship abroad that has been approved by the Board of Examiners, in order to limit the delay.

Chapter 7 **Transitional Provisions**

Article 7.1 **Provisions concerning students already enrolled in the programme**

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

7.1.2 *not applicable*

7.1.3 For students who were enrolled in the programme for the first time before 31 August 2012, the Board of Examiners decides to apply one of the Course and Examination Regulations that applied in any year no more than five years prior to the date on which this regulation entered into force. At the request of the student, a specific Course and Examination Regulation can be chosen.

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

Chapter 8 **Final provisions**

Article 8.1 **Amendments**

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

8.1.2 Amendments to these regulations that apply to a particular academic year will be implemented before the beginning of that year and published in the prescribed manner, unless earlier implementation of an amendment to the regulations is strictly necessary and in all reasonableness does not harm the students' interests.

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

Article 8.2 **Publication**

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

Article 8.3 **Entry into force**

These regulations enter into force on 1 September 2016.