



Universiteit Leiden

Course and Examination Regulations 2008-2009

Master's Programme in Philosophy of a Specific Discipline

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)¹ and additional quality marks as set out in the framework document Leiden University Register of Study Programmes [*Leids universitair register opleidingen*].

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¹. The Dutch Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] came into effect on 1 September 1993. It is sometimes referred to by its acronym WHW.

Chapter 1 General Provisions

Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the master's degree programme in Philosophy of a Specific Discipline, hereinafter referred to as the programme. The programme is offered by the Faculty of Philosophy of Leiden University, hereinafter referred to as: the faculty.

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. board of admissions: the committee that, under the aegis and on behalf of the faculty board, and in accordance with the admission requirements, decides which students are to be admitted to the programme;
- b. board of examiners: the board of examiners of the programme, established in accordance with Section 7.12 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 examination;
- d. credit: the unit expressing the course load of a course component pursuant to the Act. According to the ECTS one credit equals 28 hours of studying;
- e. ECTS: the European Credit Transfer System;
- f. examination [*tentamen*]²: an evaluation of the knowledge, understanding and skills of the student in respect of a particular component, and an assessment thereof, in accordance with Section 7.10 of the Act, by at least one examiner appointed to this purpose;
- g. examiner: the person appointed by the board of examiners to conduct examinations and examinations, in accordance with Section 7.12 of the Act;
- h. final examination [*examen*]²: evaluation whereby the board of examiners, in accordance with Section 7.10 of the Act, verifies whether the candidate (student) has successfully completed all components and other requirements of the master's degree programme;
- i. Leiden University Register of Study Programmes (*Leids universitair register opleidingen*) register³ of the programmes offered by Leiden University, kept under supervision of the Executive Board;
- j. 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;
- k. practical: practical assignment as defined in section 7.13 (2) (d) of the Act, in one of the following forms:
 - the writing of a thesis,
 - the writing of a paper, the design and implementation of a project, or the creation of a technological design,
 - the implementation of a research assignment,
 - the participation in fieldwork or an excursion,
 - the completion of a traineeship, or

². 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*'.

³. The framework document *Leids universitair register opleidingen* [Leiden University Register of Study Programmes] can be found at the following website: www.bamainfo.leidenuniv.nl

- the taking part in another educational activity aimed at acquiring particular skills;
- l. prospectus: a document containing details and binding information on the programme;
- m. student: a person registered with Leiden University for the purpose of taking courses, the sitting of examinations and the taking of examinations of the programme;
- n. the Act: the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW).
- o. working day: Monday to Friday, excluding public holidays;
- p. master's thesis: the result of one of the practicals as referred to under k.;
- q. thesis supervisor: the member of the teaching staff of the faculty who supervises the thesis and acts as first examiner;
- r. second reader: the member of the teaching staff who takes part in examining the thesis.

Other terms have the meaning given to them by the Act.

Article 1.3 Code of Conduct regarding ICT and Education

The Code of Conduct regarding ICT and Education [*Gedragscode ICT en Onderwijs*]⁴ shall apply to the programme and its courses.

⁴. The Code of Conduct for Teachers and Students in ICT supported education [*Gedragscode docenten en studenten binnen ICT en onderwijs*] was adopted by the Executive Board on 26 May 2005 and can be found at the following website: www.ictbeleid.leidenuniv.nl

Chapter 2 Description of the Programme

Article 2.1 Objectives of the Programme

The programme has the following objectives:

1. with respect to knowledge, understanding and their applications
 - a. to impart scholarly knowledge, insight, methods, and skills in the field of philosophy, building on the foundations laid in the BA-programme in Philosophy of a Specific Discipline;
 - b. to impart a scholarly attitude, which is characterized by the student's capacity to:
 - engage in individual and independent academic thought and action;
 - analyse complex problems;
 - write academic reports;
 - apply specialist skills in an intellectual and social context.
2. with respect to a career
 - a. to prepare students for a profession in the field of the specific discipline for which philosophical knowledge, insight and skills have added value;
 - b. to prepare students for other professions in which philosophical knowledge, insight and skills have added value;
 - c. to prepare students to some extent for an academic career and for postgraduate education, in particular for a PhD project;
 - d. to prepare students for any non-academic career for which general academic skills such as abstraction skills, heuristic capability and creativity are required.

Article 2.2 Specialisations

(Not applicable)

Article 2.3 Achievement Levels

The following achievement levels apply with regard to the programme:

1. Knowledge and understanding and their applications
Students who have completed the programme
 - a. have acquired knowledge and understanding of the history, the foundations, the methodology and/or ethics of the specific discipline, that is founded upon and extends that associated with the level of the bachelor's programme in the philosophy of a specific discipline;
 - b. have acquired knowledge and understanding of the social and cultural impact of philosophy in general and of the philosophy of the specific discipline in particular;
 - c. have acquired knowledge and understanding of the main parts of the philosophy of the specific discipline, of their problems, methods, and central concepts, that is founded upon and extends that associated with the bachelor's level, and that provides a basis for originality in developing and applying original ideas and analyses;
 - d. know the discussions in the forefront of their field, and are able to take part in them;
 - e. are able to contribute to current discussions in philosophy and in new and complex contexts related to philosophy;
 - f. are able to contribute to the social debate on the basis of their philosophical knowledge and understanding.
2. Making judgments
Students who have completed the programme
 - a. are able to handle philosophical complexity and to formulate judgments based on information from diverse sources, even if this information is limited or incomplete;
 - b. have a realistic view of the tenability and reliability of their own conclusions;
 - c. are able to integrate or confront different approaches to philosophical questions.
3. Communication skills
Students who have completed the programme

- a. have been trained in giving clear expositions of philosophical problems, ideas, theories, interpretations and argumentations, to specialist and non-specialist audiences, in English, and, in case of students who are Dutch native speakers, in Dutch as well;
 - b. are able to write philosophical papers whose quality equals that of articles in refereed journals in the field.
4. Learning skills
- Students who have completed the programme have developed the learning skills to allow them to continue their study in a research context in a manner that may be largely self-directed, and to conceive and design a PhD project.

Article 2.4 Structure of the Programme

The programme offers both full-time and part-time tuition.
The part-time programme is offered as a daytime course.

Article 2.5 Start of the programme

The programme will start on 1 September and on 1 February of each year.

Article 2.6 Study Load

The course load of the programme is 120 credits.

Article 2.7 Uniform Structure of the Academic Year

As to taught courses, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters⁵.

Article 2.8 Language of Instruction

In compliance with the Code of Conduct regarding Foreign Languages [*Gedragscode Voertaal*⁶] the languages of instruction and examination in the programme are Dutch and English.
Students are required to be sufficiently proficient in the languages of instruction used in the programme.

Article 2.9 Quality

The programme must comply with the applicable national and international quality requirements, and with the quality standards with regard to education set out in the framework document Leiden University Register of Study Programmes.

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.

⁶. The Code of Conduct regarding Foreign Languages [*Gedragscode voertaal*] was adopted by the Executive Board on 11 July 2002 and can be found at the following website: www.reglementen.leidenuniv.nl

Chapter 3 Curriculum

Article 3.1 Compulsory Components

3.1.1 The compulsory components (*including the master's thesis*) are listed in Appendix 1 (*Prospectus*). The study load and level have been stated for each of the components. The number of credits is stated to indicate the study load.

3.1.2 The prospectus will include more detailed information on the content and structure of each compulsory component.

Article 3.2 Practicals

The programme comprises a practical unit in the form of a master's thesis with a workload of 30 credits.

Article 3.3 Registration for Courses

Participation in courses is in order of registration, with the provision that students who are registered in a programme are guaranteed access to courses of that programme.

Article 3.4 Master's Thesis

Appendix 2 states the size and study load of the master's thesis. Furthermore, said Appendix states the criteria with which the thesis must comply, as well as the relevant procedures, including the way in which the supervisor is appointed and a substitution is made if a supervisor is no longer able to perform his/her tasks as such.

Chapter 4 Examinations and Final Examination

Article 4.1 Frequency of Examinations

4.1.1 For each component, examinations will be held 2 times per academic year.

4.1.2 If a component contains a practical part, students may only sit the examination as referred to in paragraph 4.1.1 if they have successfully completed the practical, unless the board of examiners provides otherwise.

4.1.3 In accordance with Section 7.13 (2) (h) of the Act, Appendix 1 includes information on the opportunities for students to take examinations

Article 4.2 Obligatory Order

(not applicable)

Article 4.3 Methods of Assessment and Examination Formats

4.3.1 Appendix 1 states whether assessment may take place by means of either a written or an oral examination or a skills test.

4.3.2 In special cases, on request of the student, the board of examiners may allow the student to take the examination in a manner that deviates from the one prescribed in Appendix 1.

4.3.3 Students with a disability may take examinations in a manner that has been adjusted to their particular disability, in order to accommodate their disability as much as possible. If necessary, the board of examiners will seek expert advice before reaching a decision.

4.3.4 All examinations shall comply with the code of conduct on the language of instruction and examination [*Gedragcode voertaal*⁶].

4.3.5 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 provided otherwise.

4.4.2 *(not applicable)*.

4.4.3 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 Academic Fraud

4.5.1 In accordance with Section 7.12, subsection 4 of the Act, the board of examiners has set out, in the Examination Rules and Regulations [Regels en Richtlijnen voor de examens], the measures to be taken in the event of academic fraud, including plagiarism.

4.5.2 In accordance with Section 7.12, subsection 4 of the Act, the board of examiners shall set out rules regarding the proper procedures during examinations and the measures to be taken to that end. The board ensures the right of the student to appeal against decisions of the board or the examiners; in this respect, it shall at least set out rules regarding

- the provision of a copy of their marked examination paper to students;
- safeguarding the legal rights of students during oral examinations, for instance by recording those or by having those attended by a second examiner.

Furthermore, the board shall set out the procedure involved in the appointment of the thesis supervisor (and a second reader /referee) by the board of examiners, and the procedure regarding the

assessment of the master's thesis and the division of responsibilities between the thesis supervisor and the second reader / referee.

Article 4.6 Assessment

4.6.1 Immediately after the oral examination, the examiner shall inform students of their result and hand them a written notification of that result.

4.6.2 Within fifteen working days after the date of the examination, the examiner shall mark any written or other test and provide the administration office of the department with the information necessary to present the student with a written notification of the result of the examination.

4.6.3 If the examiner is unable to comply with section **Fout! Verwijzingsbron niet gevonden.**, which provides that results must be submitted to the department's administration within fifteen working days, the student shall be notified thereof within said time limit. The student shall also be informed of the relevant procedure in such cases.

4.6.4 The written or electronic notification of the examination result shall inform students of their right to view their marked examination scripts – referred to in Article 4.8 below which provides for the access of students to examination scripts – and of appeals procedure.

4.6.5 At the request of the student, a written proof of the examination result shall be sent to the student.

Article 4.7 Assessment of the Master's Thesis

The master's thesis shall be defended as part of the final examination.

Article 4.8 Period of Validity of Results

The board of examiners may oblige students to take an additional or a substitute test for examinations that were passed more than 5 years ago.

Article 4.9 Access to Marked Examination Scripts and Evaluation

4.9.1 Students have the right to view their marked examination script, at their request, for a period of at least thirty days following the publication of the results of the written examination.

4.9.2 During the period referred to in the first paragraph, the examination questions and assignments, as well as – if possible – the marking criteria may be inspected.

4.9.3 The marked test will be evaluated with the examiner if the student so requests. An opportunity for evaluation will be announced together with the examination results.

4.9.4 The board of examiners is authorised to decide whether the test will be evaluated collectively or individually.

4.9.5 The board of examiners determines where and when the evaluation will take place.

4.9.6 Students who, due to circumstances beyond their control, are unable to attend the evaluation referred to in paragraph 4.9.5 shall be granted another opportunity for evaluation, if possible within the period referred to in paragraph 4.9.1 above.

Article 4.10 Exemption from examinations and/or practicals

At the student's request and after consultation with the examiner involved, the board of examiners may grant the student exemption from one or more examinations or practicals under the following conditions:

- The student has successfully completed, at a university or an institute of higher professional education, one of a programme's components that is similar in content and level to the component for which the student requests exemption;

- The student has demonstrated, through relevant work or professional experience, sufficient skills and knowledge in relation to the component.

Article 4.11 The Final Examination

4.11.1 The board of examiners determines the result of the final examination when the student provides sufficient proof that all tests have been passed. Furthermore, the student must have earned a bachelor's degree as referred to in Article 5.1, or possess proof of admission as referred to in Article 5.2. Students must file their applications for the final examination with the board of examiners.

4.11.2 Before determining the result of the final examination, the board of examiners may itself conduct an examination to establish whether the student has achieved the programme's attainment level.

4.11.3 The final examination may be held at any time during the academic year.

Article 4.12 The Master's Degree

4.12.1 The degree of Master of Arts is awarded to those who have passed the final examination.

4.12.2 The degree certificate states the degree awarded.

4.12.3 A supplement complying with the guidelines of the Act and of the Leiden University Register of Study Programmes (*Leids universitair register opleidingen*) is attached to the degree certificate.

4.12.4 Persons awarded a master's degree are eligible to pursue a doctorate.

Chapter 5 Admission to the Master's Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

Requirements for direct admission to the master's programme are:
a bachelor's degree in Philosophy obtained after completion of the BA programme in Philosophy of a Specific Discipline at Leiden University.

Section 5.2 Conditional Admission

Article 5.2 Proof of Admission

5.2.1 The faculty board must grant proof of admission to students who meet the admission requirements laid down in Article 5.3, insofar as the maximum number of students to be enrolled will not be surpassed. The maximum number is set by the Executive Board.

5.2.2 Students may apply for proof of admission in accordance with the rules laid down in the Regulation for Admission to Master's Programmes [*Regeling toelating masteropleidingen*]⁷.

Article 5.3 Admission Requirements

Without prejudice to the provision in article 5.2.1 regarding the capacity, those will be admitted to the programme who:

- possess the skills, understanding and knowledge that are required for earning the bachelor's degree referred to in Article 5.1;
- have earned the degree of Bachelor at a university not being a university of professional education, or demonstrate to meet the requirements for such a degree;
- are sufficiently proficient in the languages of instruction, to be assessed by the board of admissions.

Article 5.4 Deficiencies

5.4.1 Students who have obtained a bachelor's degree or an equivalent degree, but who still have a deficiency of 15 credits, may be admitted to the programme if it can be reasonably expected that they will meet the admission requirements within a limited amount of time.

5.4.2 Students with the deficiencies referred to in paragraph 5.4.1 may participate in the programme after admission, but will not be allowed to take examinations nor the tests named by the faculty board when granting admission to the programme.

5.4.3 For the admission referred to in paragraph 5.4.1, the board of admissions will compile an individual bridging programme with tests.

5.4.4 If a student is admitted to the programme under paragraph 5.4.1, tests that are taken in order to meet the admission requirements cannot be part of the curriculum of the master's programme.

Article 5.5 Bridging Programmes

(not applicable)

⁷. The Regulation for Admission to Master's Programmes [*Regeling toelating masteropleidingen Universiteit Leiden*] was adopted by the Executive Board on 27 April 2005 and reviewed on 20 December 2005 and 6 March 2007; it can be found at www.reglementen.leidenuniv.nl

Chapter 6 Student Counselling

Article 6.1 Student Progress Report

- 6.1.1 The department keeps records of the results of individual students.
- 6.1.2 The department provides each student with a copy of the results obtained at least twice a year.
- 6.1.3 If the department concludes that a student is experiencing a significant delay in comparison to the nominal study progress, it shall inform the student of the support available for drawing up an individual study plan.

Article 6.2 Introduction and Student Counselling

The department takes care of the student's introduction to the programme and student counselling.

Article 6.3 Supervision of the Master's Thesis

- 6.3.1 The student draws up a graduation plan together with the supervisor referred to in Article 3.4. This plan is based on the study load laid down in the appendix referred to in Article 3.4.
- 6.3.2 The plan referred to in the first paragraph includes details on the frequency of sessions with the thesis supervisor and the manner of supervision.

Article 6.4 Professional Sports

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

Article 6.5 Permanent Disabilities

Where possible, students with a disability or chronic illness are offered the opportunity to adjust their study programmes in accordance with the limitations resulting from their disability or illness.

Chapter 7 Final Provisions

Article 7.1 Amendments

Amendments to these regulations are implemented by a separate order of the faculty board with the prior consent of the faculty council.

Amendments to these regulations which also 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 students' interests.

Furthermore, amendments to the regulations may not adversely affect any prior decision pertaining to students taken by the board of examiners on the basis of these regulations.

Article 7.2 Publication

The department takes care of 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 7.3 Entry into Force

These regulations will enter into force on 1 September 2008.

Appendices

Appendix 1: Prospectus (Compulsory components – including course load and level (Article 3.1); Course components that include a practical (Article 3.2); Scope, procedure and study load of master's thesis, and criteria that apply to the master's thesis (Article 3.4); Examination dates (Article 4.1); Methods of assessment and examination formats (Article 4.3))

Appendix 2. MA thesis (article 3.4)

1. The workload of the MA thesis is 30 credits.
2. After consulting his or her tutor, a student sends a proposal to the the board of examiners relating to the choice of thesis supervisor. The supervisor's duties normally amount to approximately thirty hours, devoted to tutorials, reading and providing comments. The number of contact hours will normally be at least ten.
3. In agreement with the student, the supervisor proposes a second reader from the members of the faculty to the board of examiners. If no one with the required expertise is available within the faculty, the second examiner is appointed from outside the faculty. The second reader is appointed by the board of examiners.
4. If necessary, a replacement supervisor is appointed by the the board of examiners.
5. The duty of the second reader consists in giving a marginal check of the grade proposed by the supervisor; in other words, the second reader determines whether the supervisor's decision about the grade could reasonably have been reached. The second reader provides the the board of examiners with a concise written report of his or her findings. In the event of a difference of opinion between the supervisor and the second reader that cannot be resolved by them, the the board of examiners makes the final decision.
6. The MA thesis is an independent academic contribution to philosophy, comparable to an article in a scholarly journal in philosophy. The length of the MA thesis is normally approximately 12,000 words. Depending on the subject, the student and the supervisor may agree on a different length. Other formal requirements that the thesis must satisfy are also agreed upon by the student and the supervisor.
7. The grade of the MA thesis is determined by the examiners after the questioning in the MA examination. The thesis supervisor proposes a grade, giving a reasoned case, and taking account of the evaluation of the second reader and the candidate's performance in the questioning. The weighted mean of the candidate's grades, and therefore also the designation of the class of the degree, can be established only after the grade of the thesis has been determined.
8. After graduation, the student provides the faculty with two copies of the MA thesis for the archive.