



## Course and Examination Regulations

Valid from 1 September 2015

### Master's Programmes Cultural Anthropology and Development Sociology

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

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

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# 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 Cultural Anthropology and Development Sociology, hereinafter referred to as the programme.

The programme is instituted in the Faculty of Social and Behavioural Sciences of the Leiden University, hereinafter referred to as the faculty, and is taught in Leiden by the Institute of Cultural Anthropology and Development Sociology.

## Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Board of Admissions: The Board, appointed by the Faculty Board, that is responsible for assessing which applicants will be granted admission to the master's programme. The Board applies the entry requirements, specified in these regulations and, where appropriate, in accordance with the maximum number specified by the Executive Board pursuant to Section 7.30b (3) under (b) of the Act;
- b. Board of Examiners: The Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- c. Component: A component of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. all components involve an end-of-course examination;
- d. Credit: The unit expressing the course load of a course component pursuant to the Act. According to the ECTS, one credit equals 28 hours of study;
- e. ECTS: The European Credit Transfer System;
- f. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- g. Examination [tentamen]: An evaluation of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof, in accordance with Section 7.10 of the Act, by at least one examiner appointed for this purpose by the Board of Examiners. An examination may consist of more than one component;
- h. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- i. Final examination [examen]: The interim examinations [tentamens] related to the components of the programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (2) of the Act carried out by the Board itself;
- j. Final grade: Grade used to indicate a particular average score or ability;

- k. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register<sup>1</sup> of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Article 7 of the Executive and Management Regulations;
- l. Level: The level of a component according to the abstract structure as defined in the framework document of the Leiden University Register of Study Programmes;<sup>1</sup>
- m. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- writing a thesis,
  - writing a paper or creating an artistic outcome,
  - conducting a research assignment,
  - participating in fieldwork or an excursion,
  - completing a traineeship, or
  - taking part in another educational activity aimed at acquiring particular skills;
- n. Programme: A coherent set of components, aimed at achieving well-defined objectives in the area of knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme ends with a final examination.
- o. Student: A person enrolled at Leiden University for the purpose of taking courses, and/or sitting examinations and final examinations of the programme;
- p. Working day: Monday to Friday, excluding public holidays;
- q. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW).
- r. First reader/supervisor: Equal to examiner as referred to under h;
- s. Second reader/supervisor: A person consulted by the thesis supervisor/ examiner with regard to the grade of the thesis;
- t. Portfolio: A file for monitoring and assessment by means of which students (1) show that they have acquired a level of academic education that is sufficient to obtain a diploma, (2) offers insight into their personal process of academic growth in the course of the programme and (3) make it possible to provide supervision and study and career advice;

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

### Article 1.3 Codes of conduct

1.3.1 The programme and its courses are subject to the rules established in the Code of Conduct for Teachers and Students in ICT-supported Education,<sup>2</sup> as well as (additional) faculty codes of conduct.

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<sup>1</sup> The Leiden University Register of Study Programmes [*Leids universitair register opleidingen*] framework document can be found on the following website: [www.onderwijs.leidenuniv.nl/onderwijsbeleid](http://www.onderwijs.leidenuniv.nl/onderwijsbeleid)

<sup>2</sup> The Code of Conduct for Teachers and Students in ICT-supported education was adopted by the Executive Board on 30 June 2005 and can be found on the following website: [www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html](http://www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html)

1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students<sup>3</sup> applies. This Code is intended to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students associate with each other respectfully and in which mutual acceptance and trust are important values.

## Chapter 2 Description of the Programme

### Article 2.1 Objectives of the Programme

The Master of Arts program aims to provide students with a state-of-the-art knowledge of Cultural Anthropology and Development Sociology by building on the current approaches and theories in its main sub-fields and emphasizing new insights or paradigms that may replace more traditional concerns. More specifically the objectives of the MA program are:

- a. to provide MA students with general theoretical knowledge of the discipline and a thorough knowledge of culture and society in a certain region in order to enable them to analyze the social problems of that region, to report on them in a scientific way and to give advice on policies;
- b. to equip MA students with the scientific skills needed to independently design and execute fundamental and applied research;
- c. to provide MA students with the knowledge, skills and instruments needed on the job market, in societies that are culturally familiar as well as in those that are new and different

### Article 2.2 Specialisations

The programme offers the following specialisations:

- Anthropology of a Sustainable World
- Anthropology of Media and Visual Culture

### Article 2.3 Achievement Levels

Graduates of the programmes will be qualified to design and execute anthropological and sociological research independently. The following achievement levels apply with regard to the programme:

#### *Knowledge and insight*

- h1. Specific knowledge of and insight into recent theoretical developments and debates within the disciplines of cultural anthropology and development sociology, and the capacity to follow these debates independently and judge their standpoints on their merits;
- h2. detailed ethnographic and socio-historical knowledge of a specific region of the world, in order to conduct independent research in this region or advise and inform others about it;
- h3. specific knowledge of and insight in at least one thematic specialization in the field of cultural anthropology and development sociology, in order to do independent research into this topic, or inform and advise others about it;

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<sup>3</sup> The Code of Conduct for the Behaviour of Teachers and Students was adopted by the Executive Board on 19 October 2010 and can be found on the following website: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

- h4. thorough knowledge of and insight into the uses of qualitative and quantitative methods and techniques of anthropological and sociological research, so as to independently set up, execute and report on it;
- h5. good knowledge of academic English.

#### *Skills*

- i1. the skills of finding, critically judging and processing relevant sources of information in specialist subfields of anthropology and development sociology;
- i2. the skills needed for recognizing, formulating and operationalizing a clear research problem in anthropological and/or sociological terms;
- i3. the skills of proposing, organising, and executing long-term fieldwork independently;
- i4. the skill of reporting on results of research, whether orally, in writing or by audiovisual means, and communicating information, ideas and advice to both specialist and non-specialist audiences;
- i5. the skills required for the use of wordprocessing, literature research, recording of research data, and analyzing research data both qualitatively and quantitatively;
- i6. the skills of integrating knowledge of and insight into the nature, relationships and dynamics of core aspects of society and culture, processes of development, and their institutional embedding.

#### *Attitudes*

- j1. awareness of one's social responsibility as anthropologist or development sociologist and researcher;
- j2. a critical, reflexive and creative attitude towards the process of gathering, analyzing, reporting on and discussing scientific knowledge;
- j3. a critical and reflexive attitude towards one's performance as anthropologist or development sociologist, both personally and institutionally;
- j4. a critical and reflexive awareness of the ethical and social context and implications of one's actions as anthropologist or development sociologist and researcher;
- j5. reflexivity about one's own cultural background and respect for other worldviews and ways of life.

### **Article 2.4 Structure of the Programme**

The programme offers full-time tuition only

### **Article 2.5 Study Load**

The course load of the programme is 60 credits.

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

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

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<sup>4</sup> The uniform semester structure and the accompanying explanatory notes were adopted by the Executive Board on 14 October 2004 and revised on 12 January 2010.

## Article 2.7 **Final Examination of the Programme**

The programme includes a final examination.

## Article 2.8 **Language of Instruction**

In line with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*<sup>5</sup>] the language of instruction and examination of the programme is English.

Students are expected to have an adequate command of the language of instruction of the programme.

## Article 2.9 **Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO)<sup>6</sup> and complies with the applicable national and international quality requirements, and with the quality standards with regard to teaching set out in the framework document Leiden University Register of Study Programmes.

# Chapter 3 Curriculum

## Article 3.1 **Compulsory Components**

3.1.1 The programme includes compulsory components totalling a study load of 60 credits. These compulsory components include the set components from which a student is obliged to choose.

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

## Article 3.2 **Freedom of Choice**

3.2.1 In addition to the components referred to in 3.1.1, students select components totalling a study load of 0 credits.

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

3.2.3 (not applicable)

3.2.4 Students who are enrolled in the programme can put together their own programme by combining components offered by an institution to which a final examination is attached. This requires the permission of the most appropriate Board of Examiners. In granting this permission, this Board of Examiners also indicates under which programme of the institution the chosen programme should fall.<sup>7</sup> If necessary, the Executive Board will mandate a Board of Examiners to take this decision.

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<sup>5</sup> The Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*] was adopted by the Executive Board on 28 May 2013 and can be found on the following website: [media.leidenuniv.nl/legacy/language of instruction.pdf](http://media.leidenuniv.nl/legacy/language%20of%20instruction.pdf)

<sup>6</sup> The Accreditation Organisation of the Netherlands and Flanders.

<sup>7</sup> In accordance with Section 7.3d of the Act ('Individual curriculum in higher education').

### Article 3.3 **Practicals**

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

3.3.2 The e-prospectus specifies the scope and study load of the thesis. It also contains a description of the standards that the thesis must meet and the further procedure applying to the supervision.

### Article 3.4 **Participation in Components**

Participation in programme components takes place in order of registration, with the provision that students who are enrolled in a programme are guaranteed admission to the obligatory courses of that programme. Certain component can only be followed once the examination of a previous component has been successfully completed. The e-prospectus states to which courses this condition applies.

### Article 3.5 **Dissemination of Study Material**

3.5.1 Students are not allowed to make audio or video recordings of lectures without the explicit prior permission of the relevant lecturer. Should such permission be granted, the student is only legally allowed to use the recording for his/her own use; all forms of duplication or publication of the recordings are prohibited.

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

## **Chapter 4 Examinations, Final Examination and Subsequent Education**

### Article 4.1 **Frequency of Examinations**

4.1.1 Examinations will be held twice during the academic year for each component offered in that year.

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

4.1.3 If the mark for a component is made up of several partial marks, it is possible to deviate from the number of examinations as referred to in 4.1.1, on the condition that the student is at least given the opportunity to successfully complete the component by means of a representative resit test. Where applicable, this is specified in the e-prospectus.

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

4.1.5 *[not applicable]*

4.1.6 Participation in a second opportunity to sit the examination may be subject to certain conditions set by the Board of Examiners. These conditions are specified in the Rules and Regulations of the Board of Examiners.

4.1.7 In special cases, the Board of Examiners may allow for an additional resit, at the student's request.

4.1.8 If the examination at the end of a component has been completed successfully, and a student takes the resit of this examination without having obtained permission to do so from the Board of Examiners, the results of the last examination will not be assessed.

#### Article 4.2 **Obligatory Sequence**

4.2.1 The e-prospectus specifies which examinations cannot be taken before the examinations of one or more other components have been successfully completed.

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

#### Article 4.3 **Examination Formats**

4.3.1 The e-prospectus states whether an examination or partial examination will take the form of a written or oral test, or a skills test.

4.3.2 In special cases, at the request of the student, the Board of Examiners may allow the student to take the examination in a manner that deviates from that prescribed in the e-prospectus.

4.3.3 Students with a disability or chronic illness may take examinations in a manner that has been adjusted as far as possible to accommodate their particular disability. These adjustments may not affect the quality or level of difficulty the examination. If necessary, the Board of Examiners will seek expert advice, as provided for in the Protocol on Studying with a Disability, before reaching a decision.

4.3.4 The Board of Examiners will decide on requests to adjust the manner in which examinations are taken.

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

4.3.6 Students will be assessed on an individual basis in case of presentations, research, reports or other course activities that require students to work in groups.

4.3.7 The final report will be presented in a written form.

#### Article 4.4 **Oral Examinations**

4.4.1. An oral examination may involve only one student at a time, unless the Board of Examiners has decided otherwise.

4.4.2. Oral examinations are public, unless the Board of Examiners or the examiner concerned has decided otherwise, owing to special circumstances, or unless the student has lodged an objection.

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

4.5.1 In accordance with Section 7.12b (3) of the Act, the Board of Examiners sets out rules concerning the execution of their tasks and responsibilities and the measures they can take in this respect.

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

4.5.3 In addition, the Board of Examiners is responsible for formulating a procedure for the appointment of a first and second supervisor for the final report, as well as the procedure for assessing the final report and how the responsibilities, including determining the grade, are divided between the first and the second supervisor.

## **Article 4.6 Assessment**

- 4.6.1 Immediately after an oral examination, the examiner will form his or her assessment and will hand the student a written notification of the outcome.
- 4.6.2 The examiner will mark any written examination or other test within fifteen working days after the date of an examination or test, will and provide the administration office of the department with the information necessary to give the student a written notification of the examination results.
- 4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student 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 result of the examination will be expressed as a whole number or a number with one decimal between 1.0 and 10.0, including both limits. The result will not be expressed as a number between 5.0 and 6.0.
- 4.6.5 The result of the examination is considered to be a pass if the result is 6.0 or higher.
- 4.6.6 The successful completion of a practical may qualify as the successful completion of an examination in the sense of Section 7.10 of the Act.
- 4.6.7 The written or electronic notification of the examination result informs students of their right to inspect their marked examination papers as referred to in Article 4.8 below and of the appeals procedure.
- 4.6.8 The Board of Examiners formulates regulations that specify the conditions under which the Board may exercise its authority as specified in Section 7.12b (3) of the Act to determine that not every examination needs to be successfully completed and/or what the conditions are under which the results of partial examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

## **Article 4.7 Period of Validity of Results**

- 4.7.1 Every examination and exemption granted has a validity period of a minimum of the nominal duration of the study programme + 1 year.
- 4.7.2 The Board of Examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity by one year each time (Article 4.9 of the Rules and Regulations of the Board of Examiners).
- 4.7.3 The validity period referred to in paragraphs 4.7.1 and 4.7.2 begins on 1 September of the academic year following the date on which the grade or exemption was granted.

## **Article 4.8 Access to Marked Examinations and Evaluation**

- 4.8.1 Students have the right to view their marked examination for a period of thirty days following the publication of the results of a written examination.
- 4.8.2 During the period referred to in 4.8.1, the examination questions and assignments, as well as – if possible – the marking criteria, may be inspected.
- 4.8.3 The marked test will be reviewed at the request of the student. The opportunity to do so will be announced together with the examination results.
- 4.8.4 The Board of Examiners is authorised to decide whether the test will be taken collectively or individually.
- 4.8.5 The Board of Examiners determines where and when the review will take place.

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

#### Article 4.9 **Exemption from Examinations and/or Practicals**

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

- The student has successfully completed, at a university or an institute of higher professional education, a programme component that is similar in content and level to the component for which the student requests exemption, or
- The student has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the relevant component.

#### Article 4.10 **Final Examination**

4.10.1 The student will be awarded a diploma by the Board of Examiners once it becomes clear that the final examination has been successfully completed and the student is in possession of a bachelor's degree as referred to Article 5.2.1 or Article 5.3.1, or a proof of admission as referred to in Article 5.1.

4.10.2 The Board of Examiners is entitled to perform an additional test of the knowledge, understanding and skills of the examination candidate and assess the results.

4.10.3 Graduation will not take place before the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One diploma will be awarded for each programme. It is recorded on the diploma that the specialisation of the programme has been delivered by Leiden University.

4.10.4 Pursuant to the regulations<sup>8</sup> referred to in Section 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone the graduation.

4.10.5 This request must be submitted within five working days of the student being informed of his or her examination results via the appropriate form.

4.10.6 The Board of Examiners will approve the request if the student has not been enrolled in the programme for longer than 4 years. In exceptional cases, the Board of Examiners may decide to act otherwise.

4.10.7 A supplement written in English complying with the agreed European standard format is attached to the degree certificate. The certificate also includes a translation of the certificate and a Latin certificate.

#### Article 4.11 **The Degree**

4.11.1 A degree of Master of Arts is awarded to persons who have passed the final examination of the programme.

4.11.2 The degree certificate states the degree awarded.

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<sup>8</sup> Leiden University Regulation on postponement of graduation: <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-uitstel-afastuderen-universiteit-leiden.html>

## Article 4.12 **Final Grade**

4.12.1 Every result of a final examination is awarded a final grade.

4.12.2 The final grade is determined on the basis of the weighted average of all the examinations, with the exception of components for which an exemption has been granted and components for which the student only obtained proof of attendance. Components which were completed in other departments including departments abroad have to be approved by the Board of Examiners.

4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) for each component by the grade awarded for this component, then totalling these figures, and finally dividing the result by the number of study credits obtained.

4.12.4 The diploma and the diploma supplement will contain the 'cum laude' distinction if the following conditions are met:

- All components have been completed with a minimum grade of 6.0.
- The weighted average grade of the student is 8.0 or higher.
- The grade for the master's thesis is 8.0 or higher.

4.12.5 The diploma and diploma supplement will specify the 'summa cum laude' distinction if the following conditions are met:

- All components have been completed with a minimum grade of 6.0.
- The student has a weighted average grade of 9.0 or higher.
- The grade for the master's thesis is 9.0 or higher.

4.12.6 In exceptional cases, the Board of Examiners may decide to award a distinction, on the condition that the grades obtained do not diverge from the specifications in paragraphs 4 and 5 above by more than 0.5 points. These exceptional cases might involve such considerations as the development of the student throughout his/her study programme, possible exceptional performances on the part of the student in completing the final assignment or thesis, or other relevant exceptional circumstances.

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

## Article 4.13 **Further Education**

The diploma awarded grants access to a PhD track.

# Chapter 5 **Access and admission to the Programme**

## Section 5.1 Admission

### Article 5.1 **Confirmation of Admission**

5.1.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in Articles 5.2 and 5.3 in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded.

5.1.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>9</sup>

#### Article 5.2 **Admission to the 2015-2016 Academic Year**

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

- A Bachelor's degree from the programme "Culturele antropologie en ontwikkelingssociologie" of Leiden University

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

- If they are in possession of a bachelor's degree from a university programme, or can demonstrate that they meet the requirements set by such a degree;
- if they have knowledge, understanding and skills which should have been acquired by the end of the bachelor's programmes referred to in Article 5.2.1;
- If in the opinion of the Faculty Board they possess a sufficient command of the language of instruction of the programme (TOEFL score of at least 600/250/100 or an IELTS score of at least 7.0).

#### Article 5.3 **Admission to the 2016-2017 Academic Year**

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

- A Bachelor's degree from the programme "Culturele antropologie en ontwikkelingssociologie" of Leiden University

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

- If they are in possession of a bachelor's degree from a university programme, or can demonstrate that they meet the requirements set by such a degree;
- if they have knowledge, understanding and skills which should have been acquired by the end of the bachelor's programmes referred to in Article 5.2.1;
- If in the opinion of the Faculty Board they possess a sufficient command of the language of instruction of the programme (TOEFL score of at least 600/250/100 or an IELTS score of at least 7.0).

#### Article 5.4 **Deficiencies**

*Not applicable.*

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<sup>9</sup> The Regulation on Admission to Master's Programmes can be found on the following website: [www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html](http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html)

## Article 5.5 **Bridging Programmes (Pre-masters)**

- 5.5.1 The Admissions Committee of the Institute of Cultural Anthropology and Development Sociology can compile a bridging programme (Premaster) in order to make up for deficiencies for the assigned students. The programme is compiled in the admission process and can contain a maximum of 60 EC. Upon the successful completion of the bridging programme the student can be admitted to the programme by the Admissions Committee. The components that can be used for the bridging programme (Premaster) are listed in the e-prospectus.
- 5.5.2 Information regarding the bridging programmes can be requested from the Admissions Committee of the Institute of Cultural Anthropology and Development Sociology.

# Chapter 6 Student Supervision and Study Advice

## Article 6.1 **Student Progress Report**

- 6.1.1 The department administration/Faculty Board maintains records of the study results of individual students.
- 6.1.2 The department administration/Faculty Board provides each student with an overview of the study results obtained upon request of the student.
- 6.1.3 If, in the opinion of the department, a student has a serious delay compared with the nominal study progress, the department will draw the student's attention to the possibility of support in formulating a study plan.

## Article 6.2 **Introduction and Student Supervision**

The department provides an introduction and counselling for all students.

## Article 6.3 **Supervision of the Final Report**

- 6.3.1 The student will make a plan for the final report together with the supervisor as referred to in 3.3.2. This plan will be based on the study load specified for this component in the appendix referred to in 3.3.2.
- 6.3.2 The plan referred to in 6.3.1 will also specify the frequency and manner of supervision.

## Article 6.4 **Professional-level Sports**

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

## Article 6.5 **Disability or Chronic Illness**

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

## Article 6.6 **Stay Abroad and Traineeship**

For students who may suffer from a demonstrable delay in their studies as a result of a stay abroad or traineeship that has been approved by the Board of Examiners, particular measures will be put in place to limit the delay.

# Chapter 7 **Transitional Provisions**

## Article 7.1 **Provisions Concerning Students Previously Enrolled in the Programme**

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

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

7.1.3 *Not applicable.*

7.1.4 If components as referred to in 3.1.1 and 3.2 of the Course and Examination Regulations pursuant to 7.1.1, 7.1.2 or 7.1.3 are no longer offered, the Board of Examiners will indicate components to replace them. If necessary, components may be proposed that are offered by another institution.

# Chapter 8 **Final Provisions**

## Article 8.1 **Amendments**

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

8.1.2 Amendments to these regulations which apply to a particular academic year 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 will enter into force on 1 September 2015.

## Appendix A :

Components of the Specialization Anthropology of Media and Visual Culture:

Large Issues, Small Places	5 EC	Level 500
Doing Ethnography	5 EC	Level 500
Research Proposal	5 EC	Level 600
Media and Culture, part 1	5 EC	Level 500
Media and Culture, part 2	5 EC	Level 500
Fieldwork	15 EC	Level 600
Writing Seminar: Telling Your Story	5 EC	Level 600
Master Thesis	15 EC	Level 600

Components of the Specialization Anthropology of a Sustainable World:

Large Issues, Small Places	5 EC	Level 500
Doing Ethnography	5 EC	Level 500
Research Proposal	5 EC	Level 600
<ul style="list-style-type: none"> <li>• Environment and Development, part 1 <i>or</i></li> <li>• Global Economy and Culture, part 1</li> </ul>	5 EC	Level 500
<ul style="list-style-type: none"> <li>• Environment and Development, part 2 <i>or</i></li> <li>• Global Economy and Culture, part 2</li> </ul>	5 EC	Level 500
Fieldwork	15 EC	Level 600
Writing Seminar: Telling Your Story	5 EC	Level 600
Master Thesis	15 EC	Level 600

Components of methodological option “Visual Ethnography as a Method” which is possible within both specializations:

Large Issues, Small Places	5 EC	Level 500
Doing Ethnography	5 EC	Level 500
Research Proposal	5 EC	Level 600
<ul style="list-style-type: none"> <li>• SPECIALIZATION COURSE, part 1</li> </ul>	5 EC	Level 500
Visual Ethnography: Fieldwork preparations	5 EC	Level 500
Fieldwork with Film	<b>10 EC</b>	Level 600
Visual Ethnography: Analysis and Editing	<b>5 EC</b>	Level 500
Writing Seminar: Telling Your Story	5 EC	Level 600
Master Thesis with a Film Component	15 EC	Level 600

## Appendix B:

### **Point of reference for assessment of the MA-thesis in Cultural Anthropology and Development Sociology**

#### *Structure*

- Title and subtitle reflect content
- Structure of the report is clear from the table of contents

#### *Theoretical Framework*

- Clearly formulated thesis argument (why, what how)
- Thesis statement is anthropological
- Literature is relevant (critically collected)
- Academic relevance of topic is clear (why)
- Social relevance of the topic is addressed (why)

#### *Fieldwork*

- Research gives a sense of place and a sense of the population studied
- Research was carried out systematically and updated when necessary
- Respect and consideration was shown for research participants
- Offers detailed insight into the specific work carried out
- Shows reflexivity and ethical awareness

#### *Specific Structure*

- Introductory paragraph explains the subject of each chapter
- Data and literature are critically analysed
- No unnecessary tangents or repetition
- Originality/creativity in the framing and implementation of the research
- The chapters form a coherent whole with a clear logic from question to answer and a conclusion/discussion

#### *Academic conventions*

- Bibliography is consistent and adheres to house style and includes only references cited
- Correct referencing at the appropriate place in the text
- Consistent and correct use of concepts
- Academic language is used clearly and without typographical errors

### **Point of reference for assessment of combined audiovisual & written MA projects**

(A: Audiovisual; W: Written)

#### *Structure*

- A & W: Titles reflect content

- W: Structure of the written report is clear from the table of contents
- A & W: The audiovisual and textual components of the project complement each other and contribute to a scholarly treatise on the fieldwork executed.

#### *Theoretical Framework*

- W: Clearly formulated argument (why, what how)
- A & W: The argument made is anthropological
- W: Literature is relevant (critically collected)
- A & W: Academic relevance of topic is clear (why)
- A & W: Social relevance of the topic is addressed (why)

#### *Fieldwork*

- A & W: Research gives a sense of place and a sense of the population studied
- A & W: Research was carried out systematically and updated when necessary
- A & W: Respect and consideration was shown for research participants
- W: Offers detailed insight into the specific work carried out
- A & W: Shows reflexivity and ethical awareness

#### *Specific Structure*

- A & W: Data and literature have critically been analyzed
- A & W: No unnecessary tangents or repetition
- A & W: Originality/creativity in the framing and cinematographic interpretation of the research
- A: sequences form coherent wholes, or if otherwise constructed can be accounted for.
- W: The chapters form a coherent whole with a clear logic from question to answer and a conclusion/discussion

#### *Academic conventions*

- A: Titling is consistent, and credits and acknowledgements are appropriate.
- A: Quality of image and sound is sufficient
- W: Bibliography is consistent and adheres to house style and includes only references cited
- W: Correct referencing at the appropriate place in the text
- W: Consistent and correct use of concepts
- W: Academic language is used clearly and without typographical errors.