



Universiteit Leiden

Course and Examination Regulations

valid from September 1, 2011

Master's Programme International Relations and Diplomacy

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*].

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, adjustment of the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act is assigned the task of assessing how the course and examination regulations are implemented.

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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 International Relations and Diplomacy, hereinafter referred to as the programme. The programme is instituted in the Faculty of Social and Behavioural Sciences of Leiden University, hereinafter referred to as the faculty, and is delivered in Leiden by the Institute of Political Science.

The board of examiners for the degree programmes in Political Science has issued further Rules and Regulations² in addition to and subordinate to the Course and Examination Regulations.

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, advises which students are to be admitted to the programme;
- b. board of examiners: the board of examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- c. component: a study unit of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. Every component involves an 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]³: 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 by the board of examiners;
- g. examiner: the person appointed by the board of examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- h. final examination [examen]³: the interim examinations [tentamens] linked to the components of the programme, including, where the board of examiners has so decided, an examination in accordance with Section 7.10 (1) performed by the board itself;
- i. Leiden University Register of Study Programmes [Leids universitair register opleidingen] register⁴ of the programmes offered by Leiden University, kept under supervision of the Executive Board, referred to in Section 7 of the Executive and Management Regulations;
- 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

2. Document Examination Rules and Regulations relating to the degree programmes in Political Science to be found in the digital course prospectus on the website www.fsw.leidenuniv.nl/politicalscience.

3. 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*'.

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

- the creation of a technological design,
 - the implementation of a research assignment,
 - the participation in fieldwork or an excursion,
 - the completion of a traineeship, or
 - 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 and/or 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.;

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

Article 1.3 Code of Conduct regarding ICT

The Code of Conduct for Teachers and Students in ICT supported Education [Gedragscode docenten en studenten binnen ICT en onderwijs]⁵ shall apply to the programme and its courses.

5. 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 30 June 2005 and can be found at the following website: www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html

Chapter 2 Description of the Programme

Article 2.1 Objectives of the Programme

In the current era of global interdependence, collaborative efforts are needed in order to meet the most important challenges in international politics, security and economics. Increased transnational channels of communication and global trade and capital flows characterise an increasingly interconnected world of both nation states and non-state actors. Challenges to global governance can be met most effectively by patterns of international and transnational cooperation and diplomacy. This program contributes to these aims by educating students for relevant careers. The goal of the educational program is to impart to students the knowledge, insight, and skills in the field of international relations and diplomacy that will prepare them well for careers in international governmental and non-governmental organizations, international diplomacy, national or international public administrations, 'think tanks' and research institutions, international interest associations or international business.

Article 2.2 Specialisations

Not applicable

Article 2.3 Achievement Levels

The main intellectual end qualifications and achievement levels with regard to the programme are as follows:

Students have knowledge of and insight into:

- a) the theoretical foundations of international relations, conflict resolution, and diplomacy;
- b) the theory and practice of international organisation;
- c) key historical developments in international relations and diplomacy;
- d) applications of related disciplines (psychology, economics, international law, history) to international relations;
- e) research design and research methods in political science

The skill qualifications and achievement levels with regard to the programme are as follows:

Students are able to:

- a) formulate fundamental questions concerning international relations and diplomacy;
- b) design and execute an appropriate research strategy to develop answers to these questions using empirical evidence;
- c) reason by analogy to construct appropriate comparative analyses of historical and contemporary events and processes;
- d) apply non-specialist knowledge from related fields to explain and understand international relations and to build theoretical arguments;
- e) present academic findings in written papers, reports, and oral presentations

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 120 credits.

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

The programme starts on 5 September 2011. As to taught courses, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters⁶.

Article 2.7 Final Examinations

2.7.1 A final examination is attached to the programme.

2.7.2 Any student enrolled in the programme may, with the permission of the board of examiners, compose a curriculum from components offered by an institution that has an examination attached to it. When granting permission, the board of examiners specifies to which degree programme offered by the institution that curriculum is deemed to belong.

Article 2.8 Language of Instruction

In compliance with the Code of Conduct regarding Foreign Languages [*Gedragscode Voertaal*⁷] the language of instruction and examination in the programme is: English.

Students are required to be sufficiently proficient in the language of instruction used in the programme.

Article 2.9 Quality

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

6. The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board on 14 October 2004 and reviewed on 12 January 2010.

7. 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/legacy/language of instruction.pdf](http://www.reglementen.leidenuniv.nl/legacy/language%20of%20instruction.pdf)

Chapter 3 Curriculum

Article 3.1 Compulsory Components

3.1.1 The programme includes compulsory components (including the master's thesis) totalling a study load of 120 credits. These components are listed in Appendix 1 and in the course prospectus. The study load (in credits) and level⁸ have been stated for each of the components.

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

Article 3.2 Freedom of Choice

3.2.1 Not applicable

3.2.2 Not applicable

3.2.3 Not applicable

Article 3.3 Practicals

3.3.1 The course prospectus and the course outline on blackboard list the components which include practicals, stating the nature and the student's workload for these practicals, and indicating 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 that case, the board may or may not impose alternative requirements.

3.3.2 The course prospectus and Appendix 1 state the size and study load of the master's thesis. Furthermore, the course prospectus 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 second reader.

Article 3.4 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 belonging to the compulsory components of the programme.

8. in accordance with the 'abstract structure' as described in the Framework document Leiden University Register of Study Programmes

Chapter 4 Examinations, the Final Examination and Further Education

Article 4.1 Frequency of Examinations

4.1.1 For each component, examinations will be held at least twice per academic year, unless the examination exclusively or partly consists of written coursework and/or assignments in which case article 3.3 of the Examination Rules and Regulations relating to the degree programmes in Political Science applies.

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, the course prospectus includes general information on the frequency of examinations and the opportunities for students to take examinations.

4.1.4 Not applicable

4.1.5 Not applicable

Article 4.2 Obligatory Order

Not applicable

Article 4.3 Methods of Assessment and Examination Formats

4.3.1 The course prospectus 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 the course prospectus.

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 The examinations shall comply with the code of conduct on the language of instruction and examination [Gedragcode voertaal⁷].

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 Rules set by the Board of Examiners

4.5.1 In accordance with Section 7.12b (3) of the Act, the board of examiners has set out rules concerning the execution of their tasks and responsibilities and the measures they can take in that connection. These include the measures to be taken in the event of academic fraud, including plagiarism.

4.5.2 The board ensures the right of the student to appeal against decisions of the board or the examiners.

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 4.6.2, 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 result of the examination shall be expressed as a whole or fractional number between 0 and 10, including both limits. The result shall not be expressed as a number between 5 and 6.

4.6.5 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.

4.6.6 The course prospectus provides for the procedure regarding the assessment of the master's thesis and the division of responsibilities between the thesis supervisor and the second reader. Part of the final examination may be the defence of the master's thesis

Article 4.7 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 4 years ago.

Article 4.8 Access to Marked Examination Scripts and Evaluation

4.8.1 Students have the right to view their marked examination script, at their request, for a period of thirty days following the publication of the results of the 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 evaluated with the examiner if the student so requests. An opportunity for evaluation will be announced together with the examination results.

4.8.4 The examiner is authorised to decide whether the test will be evaluated collectively or individually.

4.8.5 The examiner determines where and when the evaluation will take place.

4.8.6 Students who, due to circumstances beyond their control, are unable to attend the evaluation referred to in paragraph 4.8.5 shall be granted another opportunity for evaluation, if possible within the period referred to in paragraph 4.8.1 above.

Article 4.9 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 4.10 The Final Examination

4.10.1 The student is awarded a diploma by the board of examiners when he provides proof that all tests have been passed. Furthermore, the student must possess proof of admission as referred to in Article 5.2. Students must file their applications for graduation with the administration office of the Institute.

4.10.2 As part of the final examination, the board of examiners is entitled to perform an additional test of the knowledge, understanding and skills of the student and assess the result.

4.10.3 The final examination will be held at least once per academic year.

4.10.4 Not applicable

4.10.5 Graduation does not take place before the Executive Board has declared that all procedural requirements have been met. For each programme, no more than one diploma will be awarded. It is recorded on the diploma that the programme has been delivered by Leiden University.

4.10.6 Pursuant to the regulation referred to in Section 7.11 (3) of the Act the student who is entitled to graduate may ask the board of examiners to postpone the event.

4.10.7 A supplement written in English complying with the agreed European standard format is attached to the degree certificate.

Article 4.11 The Degree

4.11.1 The degree of Master of Science in International Relations and Diplomacy is awarded to those who have started the programme per September 1, 2010 or later and who have passed the final examination of the programme. The degree of Master of Arts in International Relations and Diplomacy is awarded to those who have started the programme before September 1, 2010 and who have passed the final examination of the programme.

4.11.2 The degree certificate states the degree awarded.

Article 4.12 Further Education

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

Chapter 5 Admission to the Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

Not applicable

Section 5.2 Conditional Admission

Article 5.2 Proof of Admission

5.2.1 Proof of admission is required for enrolment.

5.2.2 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.

5.2.3 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*]⁹.

Article 5.3 Admission Requirements

5.3.1 Without prejudice to the provision in article 5.2.2 regarding the capacity, students are admitted to the master's programme who have:

1. A Bachelor's degree (or equivalent) in Political Science, International Relations, Public Administration, Economics, International Law, Sociology, or History from a recognized university. In exceptional cases, applicants with prior education in other fields, but with outstanding academic qualities may be admitted to the programme;
2. Demonstrated excellence in the prior academic education;
3. Demonstrated proficiency in spoken and written English (TOEFL score 600/250/100 or IELTS score 7.0).

Article 5.4 Deficiencies

Not applicable

Article 5.5 Bridging Programmes

Not applicable

9. 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 and Study Advice

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, at his/her request, with a copy of the results obtained.

6.1.3 At any point in time a student can request a report through Usis about his/her study progress that contains an overview of the exams that are still to be completed. The student can discuss this report with the study advisor of the programme who will support him/her in drawing up an individual study plan in case the student is experiencing a significant delay in comparison to the nominal study progress.

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 3.3.2. This plan is based on the study load laid down in the appendix referred to in 3.3.2.

6.3.2 The plan referred to in 6.3.1 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 Transitional Provisions

Article 7.1 Provisions concerning Students Previously Enrolled in the Programme

7.1.1 For students who were newly enrolled in the programme prior to the date these Regulations came into force, the board of examiners may declare, at their discretion or at the student's request, the Course and Examination Regulations applicable as they were formulated in any year prior to the date these Regulations came into force.

7.1.2 Not applicable

7.1.3 In case components as referred to in article 3.1.1 and 3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1 and 7.1.2 are no longer on offer, the board of examiners will indicate components to replace them.

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 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.

8.1.3 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 8.2 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 8.3 Entry into Force

These regulations will enter into force on September 1, 2011.

Appendix 1

The instructional components of the programme leading to the degree of Master of Science in International Relations and Diplomacy at Leiden University in 2011-2012 are:

<i>Components</i>	<i>ECTS</i>	<i>Level</i>
<i>First Year (in 2011-2012) (provisional)</i>	60	
1. International Relations: Theories and Approaches	10	500
2. Qualitative Research Methods	5	500
3. Conflict and Conflict Resolution	10	500
4. Quantitative Research Methods	5	500
5. Trends in Diplomacy Today	5	500
6. European Integration	5	500
7. International Negotiation	5	500
8. Internship	15	500
<i>Second Year (in 2011-2012) (provisional)</i>	60	
1. Insurgency and Political Order	10	500
2. Global governance	5	500
3. China's Diplomacy	5	500
4. The Politics of World Trade	5	500
5. Thesis Lab	5	600
6. Internship	15	500
7. Thesis	15	600

All courses have a practicum format for which the Board of Examiners can establish a required attendance rule.

Appendix 2

Rules relating to fraudulent practices as described in article 7.12, section 4 of the Higher Education and Research Act (WHW).

1. In urgent cases, the examiner may decide to exclude the candidate on the basis of his own observation or an oral report by the supervisor. He sees to it that immediately after the examination a written report is drawn up for the board, a copy of which is handed over to the candidate.
2. To check for plagiarism, the Ephorus software is used. The course description of each component indicates which versions might be checked next to the final version. To that end, the student is required to turn in written coursework both in digital and in printed format, according to the guidelines given through Blackboard.
3. If academic fraud, including plagiarism, is suspected, the board suspends the determination of the result of the examination, and appoints a disciplinary committee from its members and the examiners; the committee shall have three members, and shall not include the examiner or examiners nor the supervisors present at the examination session.
4. The disciplinary committee shall give at least the examiner or examiners involved as well as the candidate the opportunity to be heard.
5. If the disciplinary committee establishes academic fraud, the examination is declared invalid. The board may also deprive the student of the privilege to take any examinations listed by the committee for a period of up to one year.