



Universiteit Leiden

Course and Examination Regulations

Valid from 1 September, 2014

Bachelor's Programme Liberal Arts & Sciences: Global Challenges (BA and BSc) [Leiden University College The Hague (LUC)]

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 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, adjusting the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act the Programme Council of LUC The Hague is assigned the task of annually assessing how the course and examination regulations are implemented.

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Appendix: Honours and Grading System LUC The Hague

More appendices are located in the LUC e-prospectus and include a programme overview with descriptions of majors, minors, annual course and examination time-tables, and course outlines and pre-requisites, as well as bachelor's thesis (Capstone) guidelines, teaching and grading guidelines, and the examination rules and regulations (<https://studiegids.leidenuniv.nl/en/studies/show/3001/liberal-arts-and-sciences>).

Chapter 1 General Provisions

Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the bachelor's degree programme of Liberal Arts & Sciences: Global Challenges (BA and BSc), hereinafter referred to as the programme. The programme is instituted in the Faculty Campus The Hague of Leiden University, hereinafter referred to as: the faculty, and is taught at Leiden University College in The Hague.

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Board of Examiners: The Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- b. 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 end-of-course examination;
- c. College: The international honours college of Leiden University which offers a full-time small-scale and intensive Liberal Arts and Sciences BA and BSc study programme within a residential concept to students selected for admission;
- 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. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is available at <https://studiegids.leidenuniv.nl/en/studies/show/3001/liberal-arts-and-sciences>;
- g. Examination [*tentamen*]¹: 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 can 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*] linked to the components of the programme or of the first-year programme [*propaedeuse*] of the bachelor's degree programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (1) of the Act carried out by the Board itself;
- j. First year [*propaedeuse*]: The first year of the degree programme, being part of the degree programme as defined in Section 7.8 of the Act;

¹ 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*'.

- k. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register² of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Section 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;
- m. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- the writing of a bachelor's thesis (Capstone),
 - the writing of a paper, the design and implementation of a project, or the creation of a technological design,
 - the completion of a research assignment,
 - the participation in fieldwork or an excursion,
 - oral presentation,
 - the completion of a traineeship, or
 - the taking part in another educational activity aimed at acquiring particular skills;
- n. Pre-University College: A teaching programme offered by Leiden University to selected pupils of the fifth and sixth grades of secondary education;
- o. Programme: A coherent set of components, aimed at the realisation of well-defined goals 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;
- p. 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;
- q. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*);
- r. Working day: Monday to Friday, excluding public holidays;
- s. Supervisor: The supervisor of a student's bachelor's thesis, as defined in the Capstone Overview (located in the e-Prospectus);
- t. Reader: The second evaluator of a student's bachelor's thesis, as defined in the Capstone Overview (located in the e-Prospectus);
- u. Portfolio: A monitoring and assessment file with which students (1) demonstrate that they have achieved a sufficient level of academic education to be awarded the degree, (2) document their personal process of academic learning during the programme and (3) make it possible for appropriate supervision and study advice to be given;

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

² The framework document *Leids universitair register opleidingen* [Leiden University Register of Study Programmes] can be found on the following website: www.onderwijs.leidenuniv.nl/onderwijsbeleid.

Article 1.3 **Codes of conduct**

1.3.1 The Code of Conduct for Teachers and Students in ICT-supported Education,³ as well as (additional) faculty and LUC The Hague codes of conduct, apply to the programme and its courses.

1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students⁴ applies and 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 programme at the College has the objective to train students in the tradition of the Liberal Arts and Sciences, with a focus on Global Challenges, leading to graduates who have the knowledge, skills and orientation described in Article 2.3.

Article 2.2 **Specialisations**

The following Majors are offered in the second and third year of the programme:

Global Justice

Global Public Health

Human Interaction

International Development

Policy Science

Political Arts

Sustainability

World Politics

For students who have enrolled in the programme for the first time on 1 September 2014, the Specialisations (Majors) mentioned above will be replaced by: International Justice; Global Public Health; Human Diversity; Governance, Economics, and Development; Earth, Energy, and Sustainability; and World Politics.

Article 2.3 **Achievement Levels**

Graduates of the programme will have reached the following achievement levels, listed as far as possible according to the accreditation framework of the Accreditation Organisation of the Netherlands and Flanders (NVAO) (“Dublin descriptors”):

2.3.1 Knowledge in Major

LUC The Hague graduates:

³ 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.

⁴ 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/gedragcode-omgangsvormen.pdf>.

- a Have an overview of the knowledge base in the domain of their chosen Major. This includes knowledge of the most important theories, models, concepts and discourse of the area of study.
- b Demonstrate deep knowledge by not just learning facts but by applying concepts and models with reference to real world cases.
- c Are able to analyse real world cases, choosing the most appropriate research methods for the case at hand.

2.3.2 Knowledge in General Education

LUC The Hague graduates:

- a Have insight in the origins and interaction of humans with each other and the planet they inhabit, based in the natural sciences, law, social sciences and humanities.
- b Have a broad knowledge base that enables them to place global challenges in multiple perspectives.

2.3.3 Academic skills

LUC The Hague graduates:

- a Demonstrate the ability to rationally analyse and evaluate cases, arguments and lines of reasoning, distinguishing between facts and opinions.
- b Can research, individually or in a group, a case, problem or issue and integrate knowledge, analytical, problem solving and communication skills to come to a solution, recommendation, or advice.
- c Demonstrate quantitative literacy when consuming information and arguments which rely on mathematical and statistical elements.

2.3.4 Interdisciplinary skills

LUC The Hague graduates:

- a Have an understanding of the various fields of study, their subject matter, epistemology, ontology, methodology, and research methods.
- b Can analyse a complex case and determine which disciplines and research methods are needed to come to a solution.
- c Can combine knowledge and methods from various disciplines to come to an integrated approach for the case at hand.
- d Are able to create new ideas and contribute to solutions by bringing together or reapplying existing knowledge.
- e Can argue a well-considered stance, making use of the relevant disciplines.

2.3.5 Global Citizenship

LUC The Hague graduates:

- a Accept and act upon their social and civic responsibilities in a respectful and ethical way.
- b Have acquired building blocks allowing them to make a positive contribution to world peace, security, and sustainability, at local, national or global level.
- c Have an open mind towards the world they live in, acknowledging that they will have to continue to reflect critically upon their own values and beliefs while coming into contact with others.
- d Are able to work and live in different cultural environments.

2.3.6 Personal skills

LUC The Hague graduates:

- a Are able to reflect upon their own opinions and ideas and are open to changing their mind when new insights or knowledge are presented.
- b Have leadership skills and are able to take responsibility to contribute to change.

2.3.7 Communication skills

LUC The Hague graduates:

- a Have excellent written and oral presentation skills and are able to select the proper format and register for a lay or specialised audience.
- b Are able to present their ideas and analyses in an unambiguous and coherent way, using the appropriate methods of communication for the situation.
- c Have learned to work in a team, both organizing and contributing to the group process, with respect for all group members.
- d Appreciate, value and use diversity in academic disciplines, cultural backgrounds, and personal styles.

2.3.8 Learning skills

LUC The Hague graduates:

- a Have developed a way of life that is aimed at continuous learning, regardless of their stage of life. They will continue to develop and pursue their academic curiosity throughout their careers and life and are able to organise their own learning.
- b Have acquired the skills to detect and remedy deficiencies in their own knowledge and have the tools to obtain, evaluate, and process new information quickly.
- c Demonstrate profound respect for academic integrity and ethical scholarship.

Article 2.4 **Structure of the Programme**

The programme is offered through full-time tuition only.

Article 2.5 **Study Load**

The course load of the programme is 180 credits. The first year [*propaedeuse*] has a course load of 60 credits and forms an integral part of the programme.

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

The programme starts on 1 September. As far as courses are concerned, the programme is based on the uniform structure of the academic year, which is divided into two semesters of two blocks each.⁵

Article 2.7 **Final Examinations of the Programme**

The following final examination can be taken within the programme:

- the final examination for the bachelor's degree programme.

Article 2.8 **Language of Instruction**

In compliance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*⁶] the language of instruction and examination in the programme is English. The student is

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 and reviewed on 12 January 2010.

expected to have a sufficient mastery of the language of instruction and examination upon admission into 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 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 45 credits, excluding the bachelor's thesis.

3.1.2 The e-prospectus contains a further specification of the study load, the level,⁷ the contents and the structure of the curriculum components.

Article 3.2 **Optional Courses**

3.2.1 In addition to the components referred to in 3.1.1, students select components totalling a study load of 135 credits, of which at least 105 credits must be earned within the College, except in cases where the Board of Examiners decides otherwise. To comply with the requirements of a specific Major, students need to complete 80 credits.

3.2.2 The choice of components requires the approval of the Board of Examiners. The Board of Examiners shall base its judgement of the student's selection exclusively on the coherence and level of the components selected. This approval is not required in case of minor programmes with a study load of 30 credits that are registered as such in the Leiden University Register of Study Programmes.

3.2.3 In addition to the components taught at this university optional courses may also include, subject to the approval the Board of Examiners, components offered by other Dutch universities or a foreign university or components offered by another legal entity offering accredited programmes.

3.2.4 Because LUC The Hague is an international honours college, components in which the student participates in the framework of the Honours College of Leiden University can be used as optional courses.

3.2.5 A student who is enrolled for the programme can define a programme consisting of components that are taught by an institution to which a final examination is attached. This requires permission from the most appropriate Board of Examiners. If necessary, the College Board will mandate the Board of Examiners to take the decision.⁸

3.2.6 (not applicable)

⁶ 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.

⁷ In accordance with the 'abstract structure' as described in the framework document Leiden University Register of Study Programmes.

⁸ In accordance with Section 7.3d of the Act ('free programme in Academic 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 student's 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 states the size and study load of the bachelor's thesis, including the requirements that must be met and the procedure applying to the thesis supervision.

Article 3.4 **Participation in courses**

Because of the Major/Minor structure of the programme, participation in components (courses) is allocated on the basis of registration, need to fulfil the programme requirements and preference, with the provision that students who are registered in a particular Major are guaranteed access to courses that are an obligatory part of their programme. Students may only participate in certain courses once they have passed the examination of a preceding course; specific requirements are listed in the e-prospectus.

Article 3.5 **Duplication of course materials**

- 3.5.1 Students are not allowed to make audio or video recordings of lectures without explicit prior permission from 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 prohibited from all forms of duplication or publication of course materials. The materials are for students' own use only.

Chapter 4 Examinations, the Final Examination and Further Education

Article 4.1 **Frequency of Examinations**

- 4.1.1 For each component in the College, examinations will be held only once per academic year, unless the Board of Examiners decides otherwise.
- 4.1.2 (not applicable)
- 4.1.3 (not applicable)
- 4.1.4 In accordance with Section 7.13, second paragraph under (h) of the Act, the e-prospectus specifies the dates of the examinations.
- 4.1.5 (not applicable)
- 4.1.6 Admission to 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 a replacement sitting, at the student's request.
- 4.1.8 (not applicable)

Article 4.2 **Obligatory Order**

- 4.2.1 The e-prospectus specifies which components with their attendant 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 attendant examinations which must be completed in a given sequence, the Board of Examiners may in special cases, and following a motivated written request by the student, decide on a different sequence.

Article 4.3 **Methods of Assessment and Examination Formats**

- 4.3.1 The e-prospectus states whether assessment takes place by means of a written or oral examination, a skills test, or a combination thereof.
- 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 e-prospectus.
- 4.3.3 Students with a disability or chronic illness may take examinations in a manner that has been adjusted to their particular disability, in order to accommodate their disability as much as possible. 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 may decide upon request to adjust the manner in which examinations are taken.
- 4.3.5 The examination shall take place in English or in another language, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*].
- 4.3.6 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.
- 4.3.7 The requirements for a component given in a colloquium or seminar are specified in the e-prospectus.

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 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 this respect. The Board of Examiners has formulated a number of rules and regulations for this contingency.
- 4.5.2 The Board 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 supervisor and reader of the bachelor's thesis, as well as the procedure surrounding the assessment of the thesis and how the responsibilities, including determining the grade, are divided between the supervisor and reader.

Article 4.6 **Assessment**

- 4.6.1 Immediately after an oral examination, the examiner shall inform the student of his/her results and hand him/her a written notification of these results.
- 4.6.2 The examiner shall grade any written examination or other test within ten working days after the date of the examination or test, and shall provide the administration office of the College with the information necessary to present the student with a written or electronic notification of the examination results.
- 4.6.3 If the examiner is unable to comply with the period of ten working days specified in Article 4.6.2, the student shall be notified thereof within the time limit indicated. The student shall also be informed of the relevant procedure in such cases.
- 4.6.4 The result of the examination shall be expressed in letter grades, ranging from A plus (A+) to F, with A+ representing the highest grade and F the lowest.
- 4.6.5 The examination is considered to be successfully completed if the result is C minus (C-) or higher.
- 4.6.6 Successfully completing a practical may count as successfully completing an examination as referred to in 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 graded examination papers referred to in Article 4.8 below and of the appeals procedure.
- 4.6.8 The Board of Examiners formulates regulations which 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 (not applicable)
- 4.7.2 (not applicable)
- 4.7.3 Every examination and exemption granted has a validity period of 4 years.
- 4.7.4 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 4.10 of the Rules and Regulations of the Board of Examiners).

Article 4.8 **Access to Graded Examination Papers and Evaluation**

- 4.8.1 Students have the right to view their graded 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 grading criteria, may be inspected by the student.
- 4.8.3 The graded examination will be evaluated with the examiner 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 examination will be evaluated collectively or individually.
- 4.8.5 The Board of Examiners 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 4.8.3 shall be granted another opportunity for evaluation, 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 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, 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, or
- The student has successfully completed Pre-University College. In this case, the Board of Examiners shall determine for which component or components exemption can be granted.

4.9.2 Where the components concern a minor offered outside the College, the Board of Examiners responsible will only decide on granting an exemption after the Board of Examiners of the programme that provides the minor has been consulted.

Article 4.10 Final Examination

4.10.1 The Board of Examiners will award a diploma when there is sufficient proof that all the examinations have been passed and that a final GPA of 2.0 or higher has been acquired.

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 does not take place before the Executive Board has declared that all procedural requirement (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 programme has been delivered jointly by Leiden University and Leiden University College The Hague.

4.10.4 Pursuant to the regulations 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 event as long as the enrolment period for the programme of four years has not been exceeded.

4.10.5 This request must be submitted within five working days of the student receiving his or her examination results. In this request the student must state when he or she wishes to graduate.

4.10.6 The Board of Examiners can also approve the request if not approving it would lead to extreme unfairness.

4.10.7 A supplement written in English complying with the agreed European standard format is attached to the degree certificate. In addition, students are also issued a Latin certificate.

Article 4.11 The Degree

4.11.1 The degree of Bachelor of Arts or Bachelor of Science is awarded to those who have passed the final examination of the programme. The Board of Examiners is responsible for determining which components of the study programme count towards the Bachelor of Arts and which to the Bachelor of Science degree.

4.11.2 The degree certificate states the degree awarded as well as the Major completed.

Article 4.12 Distinctions

4.12.1 The Board of Examiners may attach a distinction to the result of a final examination.

- 4.12.2 The distinction is determined on the basis of the weighted average of all the components of the post-first-year phase, with the exception of the components for which an exemption was granted or components for which the student only obtained a proof of attendance. Components from other programmes, including foreign programmes, count towards the distinction, provided that they were approved by the Board of Examiners. The award of a distinction also depends on the number of years within which the final examination was completed.
- 4.12.3 (not applicable)
- 4.12.4 (not applicable)
- 4.12.5 (not applicable)
- 4.12.6 (not applicable)
- 4.12.7 In determining the number of years of study, which counts towards the decision to award a distinction, any study delay resulting from board membership activities or personal circumstances and which has been recorded by the Executive Board may be taken into account.
- 4.12.8 If a student was found guilty of fraud in the course of his or her studies, he or she will not be awarded a distinction.
- 4.12.9 (not applicable)
- 4.12.10 The final GPA and the distinctions for the programme of LUC The Hague are listed in the appendix 'Honours and Grading System LUC The Hague'.

Article 4.13 Further Education

- 4.13.1 (not applicable)
- 4.13.2 For other master's programmes and specialisations, other entry requirements may apply. These entry requirements are specified in the Course and Examination Regulations of the master's programme in question.

Chapter 5 Admission to the Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

- 5.1.1 Pursuant to Article 6.7 of the Act, admission to the programme is granted to any person who meets the selection requirements included under Article 5.9.
- 5.1.2 (not applicable)
- 5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its power under Section 7.28 (1), 2nd and 3rd sentence, of the Act.

Section 5.2 Admission

Article 5.2 Admission with first-year diploma from a university of higher professional education

Any person in possession of a diploma from a successfully completed first-year examination from a university of higher professional education who is not in possession of a diploma as referred to in Article 7.24 (1), or that is considered on the grounds of the second paragraph to be at least equal to such a diploma either by virtue of the Ministry Regulations or by the Institutional Board:

must demonstrate that he/she possesses the knowledge, insight and skills required to successfully complete the bachelor's programme. This can be demonstrated by means of the following:

- a) Proficiency in English. Ideally, the applicant
 1. is a native speaker of English, or
 2. has at least a grade 8 in English at Dutch VWO, or
 3. has passed a TOEFL-test with the following minimum scores: (i) paper-based test: an overall score of 600; (ii) computer-based test: 237; (iii) internet-test: 100, or
 4. has an IELTS test with an overall score of 7.0 (at least 7.0 in each of the four components), or
 5. holds a Certificate of Proficiency in English (grade C) or a Certificate in Advanced English (grade A), or
 6. has a European Baccalaureate (70% for English), or
 7. has an International Baccalaureate (grade 5 for Standard English);
- b) Proficiency in mathematics. Ideally, the applicant
 1. has a VWO Wiskunde B or D grade 6.5, or VWO Wiskunde A grade 7, or VWO Wiskunde C grade 8, or
 2. has an International Baccalaureate (standard level math) grade 6, or
 3. has GCE AS-level grade A, or GCE A-level grade B, or
 4. has AP Calculus grade 3, or
 5. has German Abitur grade 11 (average), or
 6. has SAT grade 650 in math level-1 or level-2;
- c) Overall well-rounded academic excellence across multiple academic subjects and domains of activity as demonstrated in the application materials and interview;
- d) Suitability to study in an international environment and a commitment to contribute to it;
- e) Commitment to contribute to the campus environment at LUC The Hague in a positive manner.

Article 5.3 **Substitution of entry requirements for 'old style' Pre-university Education (VWO)**

Those in possession of a pre-university (VWO) diploma which was obtained in accordance with the criteria on higher education established on 31 July 1998 in pursuance of the Act can compensate for possible deficiencies by taking examinations at the level of the pre-university (VWO) final examination. In order to determine possible deficiencies, it is necessary to contact the study adviser of the programme.

Article 5.4 **Equivalent prior qualifications**

(not applicable)

Article 5.5 **Further requirements and deficiencies**

5.5.1 In accordance with the Regulations on Further Requirements for Higher Education 2007,⁹ the following additional entry requirements apply:

- a) Proficiency in English: see Article 5.2.a;

⁹ http://wetten.overheid.nl/BWBR0022022/geldigheidsdatum_04-07-2014

- b) Proficiency in mathematics: see Article 5.2.b;
- c) Overall academic excellence as shown in the application materials and interview;
- d) Suitability to study in an international environment and a commitment to contribute to it;
- e) Commitment to contribute to the campus environment at LUC The Hague in a positive manner.

Deficiencies in prior education in the subjects mentioned below can be compensated for by taking the relevant tests at the level of the required pre-university (VWO) final examination profile:

- f) Proficiency in English: see Article 5.2.a;
- g) Proficiency in mathematics: see Article 5.2.b. For students with marginal mathematics scores the Admissions Board may require students to enroll in a remedial math course at LUC.

5.5.2 The Board of Examiners will determine the way in which these tests will be organised.

5.5.3 (not applicable)

Article 5.6 **The Dutch Language**

5.6.1 (not applicable)

5.6.2 (not applicable)

Article 5.7 **University Entrance Examination**

The entrance tests as referred to in Section 7.29 of the Act applies to the following subjects and the level referred to therein:

- a) Proficiency in English: see Article 5.2.a;
- b) Proficiency in mathematics: see Article 5.2.b.

Section 5.3 Selection for the programme

Article 5.8 **Proof of admission**

The Faculty Board provides proof of admission if the student meets the selection requirements as set out in Article 5.9 insofar as the maximum number of students that may be enrolled in the programme is not exceeded.

Article 5.9 **Selection criteria**

The selection criteria applied are academic strengths, social and international engagement, motivation to study at LUC, and fit for the programme.

Article 5.10 **Selection procedure**

The selection procedure is as follows: complete applications are reviewed by the Board of Admissions, which includes a review of the applicants academic profile and motivation for studying at LUC The Hague. Applicants who are deemed admissible are then invited for a personal interview either at LUC The Hague or via multimedia. Decisions on admission applications are made by the Dean of LUC The Hague with the formal approval of the Faculty Board of the Faculty Campus The Hague.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student Progress Report

- 6.1.1 The College keeps records of the study results of individual students.
- 6.1.2 The College provides each student with an overview of the study results obtained at least once a year.
- 6.1.3 Starting from the first year of enrolment, each student is requested to discuss an annual study plan with their tutor, showing which examinations (s)he intends to take, and indicating the extracurricular activities relevant to the programme, as well as other subsidiary activities recognised by the Executive Board, in which (s)he plans to participate.

Article 6.2 Introduction and Student Counselling

The College provides an introduction and counselling for all students who are enrolled in the programme, with the aim of helping students familiarise themselves with possible study options within and outside the programme and promoting their study progress, as established in the Regulations on the Binding Study Advice of Leiden University.¹⁰

Article 6.3 Study Advice

- 6.3.1 In their first and second year of enrolment, all students are provided with a written advice with respect to the progress of their studies. The Board of Examiners has been mandated by the Faculty Board to provide this study advice. For information on the requirements, the number of times the advice is issued, as well as the (possible) consequences of this advice, see the Regulations on the Binding Study Advice of Leiden University [Regeling bindend studieadvies Universiteit Leiden] which applies to the relevant academic year, and 6.3.2.
- 6.3.2 (not applicable)
- 6.3.3 A binding negative study advice only applies to the programme in which the student is enrolled.
- 6.3.4 Students may request an oral explanation of the study advice as well as information on the progress of their studies within or outside the faculty and any other possible education options.

Article 6.4 Professional Sports

Students who play sports at professional level are offered the opportunity to adjust their study programme to their sporting activities wherever possible. The College follows the guidelines drawn up by the Executive Board to determine those students to whom this category applies.

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 resulting from their disability or chronic illness. These adjustments will be made as much as possible in accordance with the individual functional disability of the student in question, but may not affect the quality or level of difficulty of a course unit or the examination programme.

¹⁰ <http://media.leidenuniv.nl/legacy/leiden-university-regulation-on-the-binding-study-advice--okt-13.pdf>

Article 6.6 **Stay Abroad and Traineeship**

For students who are likely to suffer a demonstrable delay in their studies as a result of a stay abroad or traineeship that was approved by the Board of Examiners, measures will be taken 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, for students who are enrolled in the programme for the first time, the Course and Examination Regulations apply for the duration of one year.

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 before the date on which these regulations entered into force, chapters 3 and 4 of the Course and Examination Regulations still apply in the form they had 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 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. If necessary, components may be indicated 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 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 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 College is responsible for the publication of these regulations, of the rules and guidelines set by the Board of Examiners, and of any amendment to these articles via the university website.

Article 8.3 **Entry into Force**

These regulations will enter into force on 1 September 2014.

Appendix Honours and Grading System LUC The Hague

Table 1: Honours Categories

Bachelor degree (without honours)	2.00-2.99
Honours	3.00-3.49
Cum laude	3.50-3.79
Magna cum laude	3.80-3.89
Summa cum laude	3.90-4.00

Table 2: Grade descriptors

Letter	Grade Point	Description
A+	4.0	Outstanding: An outstanding answer showing an extraordinary understanding of the issues and methodologies; original, independent thinking informs an answer based upon rigorous argument accurately supported by evidence derived from a wide range of source material; could not be bettered at undergraduate level in the time
A	4.0	Very good: An answer demonstrating a high level of understanding of the issues and methodologies; the answer displays independent thought, and strong and well organised argument, using a wide range of sources
A-	3.7	
B+	3.3	Good: A good answer showing most but not necessarily all of the above. The level of independent thinking is a bit lower
B	3.0	
B-	2.7	
C+	2.3	Pass: An answer demonstrating satisfactory understanding of the issues, with a reasonable and reasonably well organised argument supported by a standard range of sources. The answer may display some shortcomings, but no fundamental errors
C	2.0	
C-	1.7	
D+	1.3	Conditional Pass / Poor: An answer which shows minimal, inadequate or limited understanding of some of the issues raised by the question, with substantial omissions or irrelevant material, and limited use of relevant material. Poorly conceived and poorly directed to the question
D	1.0	
D-	0.7	
F	0.0	Fail: Unsatisfactory, but will show skeletal grasp of some relevant issues and necessary material and/or skills. There may be gross misconceptions which nevertheless show some evidence of an elementary grasp of issues. Or: no answer offered. Or: an answer which is totally irrelevant or fundamentally wrong

Remarks

- A final GPA of 2.0 (= C) or higher is required to graduate (Article 4.10.1). The final GPA will be calculated on the basis of the weighted average of all the components of the post-first-year phase (last four semesters of the programme; 120 EC or more), excluding the components for which an exemption was granted or components for which the student only obtained a proof of attendance (Article 4.12.2). Note that the requirement of a final GPA of 2.0 automatically entails that each individual C- will always have to be compensated by at least a C+.
- If students fail a course (D or F grade) they will have to repeat the whole course.
- For students who were enrolled in the programme for the first time before 1 September 2014: these students are allowed to have two D-grades (D-/D/D+) among the final grades and will earn up to 10 credits for these courses. However, they will not count for the BSA-requirement of Leiden University. Note that the requirement of a final GPA of 2.0 automatically entails that D's will always have to be compensated by at least B's (D+ by B-, D by B, D- by B+). D-grades are not allowed for a number of crucial elements in the curriculum: (1) all compulsory courses in BA1; (2) all courses counting towards the Major; (3) the bachelor's thesis. D-grades are also not permitted as prerequisites for sequential (100-200-300 level) courses.