



Universiteit Leiden

# Course and Examination Regulations

valid from 1 September 2011

## Research Master's Programme in Developmental Psychopathology in Education and Child Studies

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*)<sup>1</sup> 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 Research Master's Programme in Developmental Psychopathology in Education and Child Studies, 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 for Education and Child Studies.

### 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]<sup>2</sup>: 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]<sup>2</sup>: 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] register<sup>3</sup> 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 the creation of a technological design,
  - the implementation of a research assignment,

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2. The *examen* is actually a review of the student's academic achievements to decide whether or not (s)he has completed all requirements for graduation. The Dutch term used for a test of the student's knowledge or skills is '*tentamen*'.

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

- 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]<sup>4</sup> shall apply to the programme and its courses.

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4. The Code of Conduct for Teachers and Students in ICT supported education [Gedragscode docenten en studenten binnen ICT en onderwijs] was adopted by the Executive Board on 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](http://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**

The programme has the following objectives:

to teach students how they themselves can derive a research question from the existing insights in the discipline, and through performing scientific research can contribute to the development of new fundamental theoretical insights or well-grounded practical theories, which have the primary goal of advancing Education and Child Studies as an academic discipline. The research master's programme trains students for functions in the public or private sector in which advanced research skills and substantial practical research experience are among the qualifications required (research agencies or research departments in businesses or governmental organisations). At the same time the master's programme trains students for functions or educational courses in which scientific research is performed for an academic dissertation and doctoral degree in the sciences.

The graduate from the research masters course will possess sound competence in:

- as part of a team, preparing, carrying out and evaluating scientific research in a relatively independent manner;
- preparing scientific reports in English;
- participating in scientific discourse with colleagues;
- managing part of a research project – for instance, collecting the data – in a relatively independent manner.

The programme is concluded with the preparation of an article which, in terms of its level, would be ready for submission to a refereed international scientific journal.

### **Article 2.2 Specialisations**

Not applicable.

### **Article 2.3 Achievement Levels**

The following achievement levels apply with regard to the programme:

1. A profound awareness of the role of education and learning for children's and adolescents' development and social participation;
2. A thorough understanding of the various theories and methodological approaches (data analysis techniques included) which are commonly used in the research programmes that are central to this research master;
3. The capacity to identify a theoretical framework suitable for addressing relevant problems and issues related to education and learning;
4. The capacity to apply various theoretical frameworks in conducting independently basic research in education and learning;
5. The ability of critically selecting, studying and analyzing literature relevant to the issues and problems presented by the curriculum and the connected research programmes;
6. The capacity to report independently about relevant research which is carried out according to current academic standards;
7. The ability to independently formulate, perform and assess scientific research at a level suitable to preparing scientific publications;
8. The ability to write scientific reports in English
9. Advanced, up to date knowledge of quantitative en qualitative research methodology;

10. Profound knowledge of philosophy and ethics of social research;
11. The ability to engage in the international academic debate;
12. The fundamentals of research project management.

#### **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 1 September and on 1 February of each year. As to taught courses, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters<sup>5</sup>.

#### **Article 2.7 Final Examinations**

2.7.1 A final examination is attached to the programme:

2.7.2 Not applicable.

#### **Article 2.8 Language of Instruction**

In compliance with the Code of Conduct regarding Foreign Languages [*Gedragscode Voertaal*<sup>6</sup>] the language(s) of instruction and examination in the programme is English. Students are required to be sufficiently proficient in the language or languages 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.

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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.

6. The Code of Conduct regarding Foreign Languages [*Gedragscode voertaal*] was adopted by the Executive Board on 11 July 2002 and can be found at the following website: [www.reglementen.leidenuniv.nl/legacy/language\\_of\\_instruction.pdf](http://www.reglementen.leidenuniv.nl/legacy/language_of_instruction.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 110 credits. These components are listed in Appendix A. The study load (in credits) and level<sup>7</sup> have been stated for each of the components.

3.1.2 The prospectus includes more detailed information on the content and structure of each component.

### 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 10 credits. The following rules apply:

3.2.2 Components totalling a study load of 10 credits must be chosen from Mastercourses (level 500 or 600) on offer in Leiden University or in other universities to be decided after consultation with the supervisor and upon approval of the curriculum director and the board of examiners.

3.2.3 Not applicable.

### Article 3.3 Practicals

3.3.1 Several components of the Research Master's programme Developmental Psychopathology contain a practical (article 1.2, k). These components are included in the e-prospectus and encompass an exercise in skills according to the specification given in the e-prospectus. Attendance of practicals is mandatory. Please also refer to Appendix B.

3.3.2 Appendix A states the size and study load of the master's thesis. The e-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 substitution is made if a supervisor is no longer able to perform his/her tasks as such.

### 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 of the obligatory part of the programme.

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7. 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.
- 4.1.2 Not applicable.
- 4.1.3 In accordance with Section 7.13 (2) (h) of the Act, the examination dates have been included in the schedule on [www.fsw.leidenuniv.nl](http://www.fsw.leidenuniv.nl) > pedagogische wetenschappen > rooster.
- 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 e-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 e-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, on the condition that the nature and content of the knowledge, skills and attitude which are assessed permit this. If necessary, the board of examiners will seek expert advice before reaching a decision.
- 4.3.4 All examinations shall comply with the code of conduct on the language of instruction and examination [*Gedragcode voertaal*<sup>f</sup>].
- 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; in this respect, it shall at least set out rules regarding
- the provision of a copy of their marked examination paper to students;
  - safeguarding the legal rights of students during oral examinations, for instance by recording those or by having those attended by a second examiner.

Furthermore, the board shall set out the procedure involved in the appointment of the thesis supervisor (and a second reader /referee) by the board of examiners, and the procedure regarding the assessment of the master's thesis and the division of responsibilities between the thesis supervisor and the second reader / referee.

## **Article 4.6 Assessment**

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

4.6.2 Within fifteen working days after the date of the examination, the examiner shall mark any written or other test and provide the administration office of the Institute 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 Institute'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 1 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 master's thesis is defended as part of the final examination.

## **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 four 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 board of examiners is authorised to decide whether the test 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 4.8.5 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 sufficient proof that all tests have been passed. Furthermore, the student must have earned a bachelor's degree as referred to in Article 5.1, or possess proof of admission as referred to in Article 5.2. the Student Service Centre Education and Child Studies (Onderwijsdienst Pedagogische Wetenschappen).

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 Graduation will take place eleven times per academic year on dates set by the board of examiners.

4.10.4 The board of examiners sets out rules indicating the conditions under which they will exercise the power granted to them in Section 7.12b (3) of the Act to decide that not all tests must have been passed, and/or the conditions under which results of subtests may compensate one another.

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

5.2.2 Students may apply for proof of admission in accordance with the rules laid down in the Regulation for Admission to Master's Programmes [Regeling toelating masteropleidingen]<sup>8</sup>.

#### Article 5.3 Admission Requirements

Without prejudice to the provision in Paragraph 5.2.1 regarding the capacity, those will be admitted to the programme who have earned a national degree in one of the academic bachelor's degree programmes in one of the behavioural sciences or a degree in an equivalent programme, e.g. as conferred by international research-partner institutes. In addition, students holding a master's degree in another scientific field may also be accepted to the programme. Earlier academic performance at BA-level will be taken into consideration, as an indicator for completing the Research Master successfully.

In particular, applicants must possess:

1. Demonstrable affinity with knowledge of an area of research in the programme, as evidenced by a BA thesis relating to that area or by a comparable paper in which relevant literature and research is discussed (please, send a copy together with completed admission form);
2. Training in methods and techniques in educational research and statistics at the BA level should minimally account for 16 ECTS credits;
3. Research skills, having completed the research cycle independently or in a small group;
4. English-language proficiency as evidenced by TOEFL 623 (paper based), 263 (computer based), 106 (internet based) or IELTS test level 7, 5; writing proficiency in English at the pre-university education level.

#### Article 5.4 Deficiencies

5.4.1 Not applicable.

#### Article 5.5 Bridging Programmes

5.5.1 Not applicable.

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8. 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](http://www.reglementen.leidenuniv.nl)

## **Chapter 6 Student Counselling and Study Advice**

### **Article 6.1 Student Progress Report**

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

6.1.2 The Institute provides each student at request with a copy of the results obtained.

6.1.3 If the Institute concludes that a student is experiencing a significant delay in comparison to the nominal study progress, it shall inform the student of the support available for drawing up an individual study plan.

### **Article 6.2 Introduction and Student Counselling**

The Institute 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. This plan is based on the study load laid down in Appendix A.

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 Institute follows the guidelines drawn up by the Executive Board to determine who fits into this category.

### **Article 6.5 Permanent Disabilities**

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, on the condition that the nature and content of the knowledge, skills and attitude which are assessed permit this.

## 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 no longer than three years prior to the date these Regulations came into force, Chapter 3 of the Course and Examination Regulations remains applicable as they were formulated at the time of first enrolment.

7.1.2 Not applicable.

7.1.3 In case components as referred to in **Error! Reference source not found.** and 3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1 and **Error! Reference source not found.** 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 Institute 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 1 September 2011.

## Appendices

### Appendix A: Compulsory components – including course load and level (Article 3.1.1 and 3.3.2)

Component	Ects	Level
Conducting and evaluating empirical research	5	500
Attachment and developmental psychopathology: theory, research, and clinical applications	5	600
Recent advances in developmental psychopathology	5	500
Learning, cognition and the brain	5	600
Methods and instruments in cognitive and affective neuroscience	5	600
Neurodevelopmental assessment and treatment	5	600
Applied multivariate data analysis 1	5	500
Research internship and tutorials on writing a master thesis	45	600
Applied multivariate data analysis 2	5	500
Test theory and scale development	5	600
Four courses (20 ects), choice from: <ul style="list-style-type: none"> <li>• Family functioning and developmental psychopathology across childhood and adolescence;</li> <li>• Clinical assessment and treatment: general introduction</li> <li>• Clinical assessment and treatment: clinical skills</li> <li>• Learning problems and impairments: state of the art;</li> <li>• Child abuse and neglect: neurobiological consequences and intervention</li> </ul>	5 per course	500/600
Electives	10	500/600

**Appendix B: Course components that include a practical (3.3.1)**

Information about components containing a practical with mandatory attendance is included in the e-prospectus: [www.studiegids.leidenuniv.nl](http://www.studiegids.leidenuniv.nl) > Masteropleidingen > Developmental Psychopathology (Research).