Course and Examination Regulations
valid from 1 September 2016

Research Master’s Programme Political Science and Public Administration

These course and examination regulations have been drawn up in accordance with the Higher Education and Research Act (henceforth the Act) and the following Leiden University regulations:

- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees
- the Regulations for Admission to Master’s Programmes

Pursuant to Article 7.14 of the Act, the Faculty Board regularly evaluates the Course and Examination Regulations (henceforth the OER) and considers, for the purpose of monitoring and adjusting the study load, how much time it takes students to comply with them. In accordance with Article 9.18 of the Act, the departmental committee is assigned the task of annually assessing the implementation of the OER.

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Chapter 1  General Provisions

Article 1.1  Scope of the Regulations

These regulations apply to the teaching and examinations of the research master’s degree programme in Political Science and Public Administration, henceforth referred to as ‘the programme’.

The programme is instituted in the Faculty of Social and Behavioural Sciences and the Faculty of Governance and Global Affairs of Leiden University, henceforth referred to as ‘the Faculty’, and is taught in Leiden and The Hague by the Institute of Political Science and the Institute of Public Administration, henceforth referred to as ‘the Institutes’.

Article 1.2  Definitions

In these regulations the following definitions apply:

a. the Act: the Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW);

b. Board of Admissions: the board established by the Faculty Board whose duty it is to determine which applicants may be admitted to this master’s programme by applying the entry requirements pursuant to Article 7.30b, first and third paragraph, of the Act and the University Regulations for Admission to Master’s Programmes;

c. Board of Examiners: The Board of Examiners for the programme, established and appointed in accordance with Article 7.12a of the Act;

d. component: a unit of study in the programme, as defined in Article 7.3 of the Act. The study load of each component is expressed in whole credits. Each component is associated with an examination;

e. credit: the unit expressing the study load of a component pursuant to the Act. According to the ECTS, one credit equals 28 hours of study;

f. degree classification: further degree classification by the Board of Examiners;

g. ECTS: the European Credit Transfer System;

h. e-Prospectus: the electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;

i. examination: an inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act) by at least one examiner appointed for this purpose by the Board of Examiners. An examination may consist of several constituent examinations;

j. examiner: the person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act;

k. final examination: the examinations associated with the components belonging to the programme, insofar as the Board of Examiners has determined this, including a review to be carried out by the Board of Examiners, as referred to in article 7.10, second paragraph, of the Act;
l. first reader/supervisor: the first examiner to read and assess the thesis/final paper/final report;

m. Leiden Register of Study Programmes: register of the programmes offered by Leiden University\(^1\), maintained under the supervision of the Executive Board, as referred to in Article 7 of the Executive and Management Regulation;

n. level: the level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes framework document\(^1\);

o. nominal duration of study: the study load in years of study as established in the Central Register of Degree Programmes;

p. portfolio: a monitoring and assessment file that makes it possible for students to (1) demonstrate that they have attained a sufficient level of academic education to be awarded the degree; (2) record their personal process of academic learning during the programme; and (3) receive appropriate supervision and study advice;

q. practical: a practical assignment as defined in Article 7.13, second paragraph, in point (d), of the Act, that takes one of the following forms:

- writing a thesis/final paper/final report
- writing a paper or creating an artistic work
- carrying out a research assignment
- participating in fieldwork or an excursion
- completing an internship, or
- participating in another educational activity aimed at acquiring particular skills

r. programme: the programme to which the OER relate: a coherent set of components aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is associated with a final examination;

s. second reader/supervisor: the second examiner to read and assess the thesis/final paper/final report;

t. student: a person enrolled at Leiden University in order to follow the courses and/or sit the examinations and final examinations associated with the programme;

u. EC: European credits

x. master’s thesis the result of one of the practicals referred to under q.

The other definitions have the meaning that the Act ascribes them.

\(^1\) The Leiden Register of Study Programmes Framework Document
Article 1.3  Codes of Conduct

1.3.1  The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students\textsuperscript{2} is applicable. The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which lecturers and students respect each other and in which mutual acceptance and trust are important values.

1.3.2  The Leiden University Regulations on ICT and Internet Use\textsuperscript{3} are also applicable. These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain which conduct is not tolerated and that consequences that apply.

Chapter 2  Description of the Programme

Article 2.1  Objectives of the Programme

The programme aims at providing students with:

- a thorough grounding in the literature on administrative and political institutions and
- a rigorous training in the methodological skills that are necessary to conduct research in this field.

Students acquire this knowledge and these skills not only by being taught, but also by gaining hands-on experience with the way in which a general research interest is transformed into a theoretically informed puzzle with specific hypotheses, how a research method is chosen that is appropriate for the hypotheses that are to be tested, what problems can be encountered in data collection and analysis, how the data can be interpreted to test the hypotheses, and how the results can be presented effectively. With this research master the Institutes hope to contribute to the development of talented students into candidates who are well qualified for a PhD programme in this field, or for research-oriented positions in various organizations.

The programme will train students to become advanced researchers in political science and public administration and policy analysts for consultancy companies or the public sector. At the end of the programme, students are expected to be able to present a theoretical analysis of political institutions, to show that they possess adequate skills in research methodology, to elaborate and test new hypotheses, and to produce a thesis that demonstrates their capacity to join a PhD programme.

The programme will complement the substantive and elementary research competencies of the Bachelor’s programme with high-level competencies of content and research methodology for research into political institutions and their designs, workings and implications. A graduate of the research master’s programme will be able to formulate a research proposal that will meet high standards.

Article 2.2  Specialisations

The programme has the following specialisations:

- Political Science
- Public Administration

\textsuperscript{2} Regulations of University Leiden
\textsuperscript{3} The Leiden University Regulations on ICT and Internet Use
Article 2.3 Learning Outcomes

Graduates of the programme have attained the following learning outcomes, listed according to the Dublin descriptors:

1. Knowledge and understanding of important political science and public administration issues, fields of research, theories and approaches;
2. Ability to independently select and apply a theoretical framework to respond to political science and public administration issues;
3. Advanced, up to date knowledge of quantitative and qualitative methodology for political science and public administration research;
4. Knowledge and understanding of philosophy and ethics of social-scientific research;
5. Knowledge and understanding of 'the state of the art' theory and developments in research on administrative and political institutions and their designs, workings and implications;
6. Ability to judge scientific research in the fields of political science and public administration;
7. Understanding and ability to independently conduct political science and public administration research (from formulation of the problem to conclusion);
8. Ability to formulate, conduct and manage research on administrative and political institutions;
9. Ability to independently report in writing on political science and public administration research conducted using current scientific standards and to write research reports for publication in national and international political science and public administration journals;
10. Ability to make oral presentations at national and international political science and public administration panel discussions and to contribute to the scientific discourse on administrative and political institutions.

Article 2.4 Structure of the Programme

The programme offers full-time tuition.

Article 2.5 Study Load

The programme has a study load of 120 ECTS credits.

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

The programme starts on 1 September of each year. In terms of the courses, the programme is based on the university semester system and comprises 42 teaching weeks.

Article 2.7 Final Examinations in the Programme

The programme is associated with a final examination.

Article 2.8 Language of Instruction

In compliance with the Code of Conduct on the Language of Instruction the language of instruction and examination in the programme is English. Students are expected to have an adequate command of the language of instruction and examination in the programme, in accordance with the requirements stated in Article 5.2.3. As appropriate, the Faculty publishes the OER in English for English-taught programmes.

4 The Code of Conduct on the Language of Instruction was adopted by the Executive Board on 28 May 2013
Article 2.9  Quality

The programme is accredited by NVAO\(^5\) and meets the applicable national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards set out in the Leiden Register of Study Programmes Framework Document.

Chapter 3  Curriculum

Article 3.1  Compulsory components

3.1.1  The Political Science specialisation includes compulsory components (including the master’s thesis) worth a total study load of 100 credits. The Public Administration specialisation includes compulsory components (including the master’s thesis) worth a total study load of 100 EC. These compulsory components include the pre-defined components from which students are obliged to choose.

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

Article 3.2  Optional Components

3.2.1  In addition to the components referred to in article 3.1.1 the Political Science track of the programme includes elective components (two Political Science seminars of 10 EC each) worth a total study load of 20 credits within the master Political Science programme. In addition to the components referred to in article 3.1.1 the Public Administration track of the programme includes elective components (four Public Administration seminars of 5 EC each) worth a total study load of 20 credits within the master Public Administration programme.

3.2.2  The Board of Examiners must approve the student’s selection of components.

3.2.3  In addition to the component taught at this university, and subject to the approval of the Board of Examiners, students may select component offered by other Dutch or foreign universities, or component offered by another legal entity offering accredited undergraduate higher education programmes.

3.2.4  Students who are enrolled in the programme can assemble their own programme of component that are taught by the institution as long as a final examination is associated with these. They will require the permission of the most appropriate Board of Examiners. When granting such permission, this Board of Examiners also indicates to which University programme the programme is considered to belong.\(^6\) If necessary, the Executive Board appoints a Board of Examiners to take this decision.

Article 3.3  Practicals

3.3.1  For each component, the e-Prospectus specifies which practicals are included, the nature and scope of the student’s workload for these practicals and whether participation in them is a condition of entry to the examination for the component. The Board of Examiners may grant a student exemption from a practical, in which case the Board may choose to apply alternative conditions.

3.3.2  The e-Prospectus and Appendix 1 specify the scope and study load of the master’s thesis, and the requirements that the master’s thesis must meet.

\(^5\) The Accreditation Organisation of the Netherlands and Flanders

\(^6\) In accordance with Section 7.3d of the Act (‘individual curriculum in higher education’).
Article 3.4  Allocation to Components

Students are allocated to programme components in order of registration, with the provision that students who are enrolled in a programme and register for programme components in the set registration period are guaranteed access to the components that are compulsory components of the programme.

Article 3.5  Distribution of Study Material

3.5.1. Students are not permitted to make audio or video recordings of lectures without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the recording for their own use; all forms of distribution or publication of the recordings are prohibited.

3.5.2. Students are prohibited from all forms of distribution or publication of study 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  Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of resit for practicals.

4.1.2  If a component involves a practical, students may only sit the examination as referred to in paragraph 4.1.1 if they have passed the practical, unless the Board of Examiners decides otherwise.

4.1.3  If the mark for a component results from several partial marks, it is possible to deviate from the number of examinations and resits as referred to in article 4.1.1. In this case article 3.3 of the Examination Rules and Regulations relating to the degree programmes in Political Science applies.

4.1.4  In accordance with Article 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  In departure from Article 4.1 and at a student’s request, the Board of Examiners may in exceptional circumstances allow an additional resit.

4.1.7  If a student has passed an examination linked to a given component but nevertheless resits this examination without the permission of the Board of Examiners, the result of the last sitting will not be assessed.

Article 4.2  Obligatory Sequence

4.2.1  The e-Prospectus specifies whether there are any examinations that students may not sit until they have passed the examinations for one or more other components.

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 substantiated written request by the student, agree to an alternative sequence.
Article 4.3  Form of Examination

4.3.1 The e-Prospectus states whether an examination or the constituent examinations for a component will be in the form of a written, oral or other examination.

4.3.2 Students with a disability or chronic medical condition will be given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty the examination. If necessary, the Board of Examiners will seek expert advice, as referred to in the Protocol on Studying with a Disability, before reaching a decision.

4.3.3 In special cases, the Board of Examiners may, at the request of the student and within the scope of OER, permit a student to sit an examination in another manner than specified in the e-Prospectus.

4.3.4 Examinations are held in the language(s) of instruction for this programme that are specified in the OER. At the request of the student, the Board of Examiners may permit him or her to sit an examination in another language.

Article 4.4  Oral Examinations

4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise.

4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned decides 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 Article 7.12b, third paragraph, of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in this respect.

4.5.2 The Board of Examiners must guarantee that students are entitled to appeal against decisions of the Board of Examiners or the examiners.

Article 4.6  Assessment

4.6.1 The examiner will determine the mark immediately after an oral examination has been conducted. The student will be informed of this through the University study progress system.

4.6.2 The examiner will mark any written examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was taken, and will provide the departmental office with the information necessary to provide the student with electronic notification of the examination results. The student will be informed of this through the University study progress system.

4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student will be notified thereof within the specified time limit. The student will also be informed of the relevant procedure in such cases.

4.6.4 The result of the examination shall be expressed as a whole number or a number with one decimal place between 1.0 and 10.0 (rounded to .0 or .5), including both limits. The result will not be expressed as a number between 5.0 and 6.0.

4.6.5 The examination is considered to be a pass if the result is 6.0 or higher.

4.6.6 If students have to complete a practical in order to be permitted to sit an examination, the Board of Examiners may decide that they have passed the examination once they have successfully completed the practical.

4.6.7 Together with the written or electronic notification of examination results, students are also informed of their right to inspect their marked examination papers, as referred to in Article 4.8, as well as of the appeals procedure.
Article 4.7  Validity of Results

4.7.1 Every examination and exemption granted is valid for four years.

4.7.2 The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity for a period to be specified by the Board itself.

4.7.3 The validity period referred to in paragraph 1 above starts on 1 September of the academic year following that in which the mark was obtained or the exemption granted.

Article 4.8  Inspection and Final Evaluation

4.8.1 Students are entitled to view their marked examination for a period of 30 days following the publication of the results of a written examination.

4.8.2 During the period referred to in 4.8.1, students may inspect the examination questions and assignments, as well as the marking schemes used to mark the examination.

4.8.3 Students may request feedback on the marked examination. The opportunity for this will be announced together with the examination results.

4.8.4 The Board of Examiners is authorised to decide whether the feedback session is held in a group or individually.

4.8.5 The Board of Examiners determines where and when the feedback session takes place.

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

Article 4.9  Exemption from Examinations and/or Practicals

At the student’s request and after consultation with the examiner in question, the Board of Examiners may grant the student exemption from one or more examinations or practicals if the student:

- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
- has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the component in question.

Article 4.10  Final Examination

4.10.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.

4.10.2 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the programme or specialisation was delivered by Leiden University.

4.10.4 Pursuant to the regulations referred to in Article 7.11, third paragraph, of the Act, a student who is entitled to graduate may request the Board of Examiners to postpone graduation as long as the student has not exceeded the nominal term of study plus one academic year.
4.10.5 This request must be submitted within five working days of the student receiving notification of his or her final examination results. In the request the student must indicate when he or she wishes to receive the degree certificate.

4.10.6 The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.

4.10.7 A supplement in Dutch or in English that conforms to the standard European Diploma Supplement format is attached to the degree certificate. In addition to the degree certificate, students are also issued with a translation of the degree certificate and a certificate in Latin.

**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 specifies which degree has been awarded.

**Article 4.12 Degree Classification**

4.12.1 The student is awarded a mark for the final examination.

4.12.2 The final mark is based on the weighted average of the marks obtained for all examinations that belong to the final examination, with the exception of the examinations for which an exemption was granted or examinations for which the student only obtained a proof of attendance. Components that the student has completed from other programmes, together with components followed abroad must be approved by the Board of Examiners.

4.12.3 The weighted average of all marks is determined by multiplying the number of ECTS credits for each component by the mark awarded for this component, adding these together and then dividing the result by the number of credits earned.

4.12.4 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement includes the ‘cum laude’ classification if the following conditions are met:

- the weighted average for all components is 8.0 or higher;
- the mark for the master’s thesis is 8.0 or higher;
- the examination was passed within the nominal study duration plus one year.

4.12.5 Without prejudice to the provisions of 4.12.6 and 4.12.7, the degree certificate and the diploma supplement include the ‘summa cum laude’ classification if the following conditions are met:

- the weighted average for all components is 9.0 or higher;
- the mark for the master’s thesis is 9.0 or higher;
- the examination was passed within the nominal study duration.

4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, on the condition that the weighted average mark does not differ by more than 0.5 from the grades stipulated in the fourth and fifth paragraphs above. This may involve such considerations as the student’s development throughout his or her study programme, any exceptional performances on the part of the student in completing the final paper or thesis and any other relevant exceptional circumstances.

4.12.7 If a student has been subject to disciplinary measures as a result of irregularity, fraud or plagiarism, no classification will be awarded.
Article 4.13 Further Education

The degree awarded grants access to a PhD programme.

Chapter 5 Admission to the Programme

Article 5.1 Confirmation of Admission

5.1.1 The Faculty Board confirms the student’s admission if he or she meets the entry requirements specified in Articles 5.2 or 5.3, insofar as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded. If admission is on the basis of article 5.2.1, the confirmation of registration is also confirmation of admission.

5.1.2 Students must apply for confirmation of admission according to the rules specified in the Regulations for Admission to Master’s Programmes.

Article 5.2 Admission to the Programme (requirements)

5.2.1 Pursuant to Article 7.30b, first paragraph, of the Act holders of one of the following degrees may be admitted to the programme and one of its specialisations:

- BSc in Political Science or in Public Administration or a BSc with a Major in each of these fields, obtained with excellent results. In addition, students holding a degree in another scientific field may also be accepted if their prior studies or other relevant experience can be considered equivalent.

5.2.2 The Board of Admissions may, on request, grant admission to the programmes to persons who do not meet the requirements specified in 5.2.1 but who can demonstrate to the satisfaction of the Board of Admissions that they possess an equal level of knowledge, understanding and skills as the holders of a degree specified in 5.2.1, possibly under conditions to be further determined, without prejudice to the requirements in 5.2.4.

5.2.3 In further clarification of Article 2.9 pertaining to the command of the language of instruction and the language requirement for English-taught master’s programmes: a TOEFL score of at least 625 (paper based)/263 (computer based)/110 (internet based) or an IELTS score of at least 7.5 or CPE-C. The Board of Admissions may request that applicants demonstrate that they have attained this level.

5.2.4 Alongside the requirements specified in 5.2.1 and 5.2.2, the Board of Admissions will use the following criteria for assessing the candidate’s suitability for the programme, pursuant to Article 7.30b, second paragraph, of the Act:

- Excellent academic performance, as evidenced by a transcript (average grade at BSc level of 8 (rounded to a whole number) or higher in the Dutch grading system or equivalent in other grading systems) and/or other indicators (relevant extracurricular activities, honours programme, etc.);
- English-language proficiency (TOEFL > 625 (paper based)/263 (computer based)/110 (internet based) or IELTS test level 7.5 or CPE-C);
- Writing proficiency in English at the pre-university education level [vwo];
- Training in research methods and techniques and statistics at the BSc level should minimally account for 15 EC;
- Research skills, having completed the research cycle independently or in a small group;
- Motivation for conducting research in political science and/or public administration;

7 The Regulations for Admission to Master’s Programmes
• Demonstrable affinity with an area of research in the programme, as evidenced by a BSc thesis relating to that area or by a comparable paper in which relevant literature and research is discussed.

5.2.5 If the Executive Board has determined a maximum capacity for the programme, the order of admission will be determined by the qualitative admission requirements as referred to in Article 5.2.4.

Article 5.3 Deficiencies
Not applicable.

Article 5.4 Bridging Programmes (Pre-Master’s)
Not applicable.

Chapter 6 Student Counselling and Study Advice

Article 6.1 Student Progress Report
6.1.1 The Faculty Board keeps records of the results of individual students.
6.1.2 Students may inspect their results in the student progress system at any time.

Article 6.2 Introduction and student counselling
The department is responsible for the introduction and student counselling.

Article 6.3 Supervision of the Master’s Thesis
6.3.1 The student draws up a plan for the final report together with the supervisor. This plan is based on the study load specified in the e-Prospectus for this component.
6.3.2 The plan referred to in 6.4.1 also specifies the frequency and manner of supervision.

Article 6.4 Professional sports
Students who play sports at professional level are given the opportunity to adjust their study programme to their sporting activities wherever possible. The department determines who falls within this category in line with the guidelines drawn up by the Executive Board.

Article 6.5 Disability or chronic medical condition
Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition. The programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the programme itself.

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8 The Leiden University Protocol on studying with a disability
Article 6.6 Study and internships abroad

Special measures will be taken for students who suffer from a demonstrable delay in their studies as a result of study or an internship abroad that has been approved by the Board of Examiners, in order to limit the delay.

Chapter 7 Transitional Provisions

Article 7.1 Provisions concerning students already enrolled in the programme

7.1.1 As of 1 September 2012, the OER applies for the duration of one year for students who enrol in the programme for the first time.

7.1.2 Not applicable.

7.1.3 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.

7.1.4 If components as referred to in Articles 3.1.1 and 3.2 of the OER that are applicable pursuant to 7.1.1, 7.1.2 and 7.1.3 are no longer offered, the Board of Examiners will specify alternative components. These may be components 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 that apply to a particular academic year will be implemented before the beginning of that year and published in the prescribed manner, unless earlier implementation of an amendment to the regulations is strictly necessary and in all reasonableness does not harm the students' interests.

8.1.3 Amendments to these regulations may not adversely affect any prior decision pertaining to students taken by the Board of Examiners on the basis of these regulations.

Article 8.2 Publication

The department is responsible for publishing these regulations, the rules and guidelines set by the Board of Examiners, and any amendment to these articles via the university website.

Article 8.3 Entry into force

These regulations enter into force on 1 September 2016.
Appendix 1a

The instructional components of the Political Science track of the Research Master’s programme in Political Science and Public Administration at Leiden University in 2016-2017 are:

<table>
<thead>
<tr>
<th>Components</th>
<th>EC</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year (2016-2017) (provisional)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Conflict and Cooperation: The Classics***</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>2. Advanced Academic and Professional Skills***</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>3. One seminar **</td>
<td>10</td>
<td>practical</td>
</tr>
<tr>
<td>4. One seminar **</td>
<td>10</td>
<td>practical</td>
</tr>
<tr>
<td>5. Institutions and Institutionalism I: Political Perspectives</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>6. Institutions and Institutionalism II: Organizational Perspectives</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>7. Methods: Qualitative Data Collection and Analysis</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>8. Methods: Quantitative Data Collection and Analysis</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>9. Seminar: Cabinet Government</td>
<td>10</td>
<td>practical</td>
</tr>
</tbody>
</table>

| **Second Year (2016-2017), for cohort that started in 2015 (provisional)** |     |         |
| 1. International Cooperation and Institutions                           | 10  | practical | 600 |
| 2. Proposal Lab                                                          | 5   | practical | 600 |
| 4. Methods: Advanced Methodology                                        | 5   | practical | 600 |
| 5. Replication Workshop                                                  | 5   | practical | 600 |
| 6. Philosophy of Science                                                 | 5   | practical | 600 |
| 7. Political Science Research Master’s Thesis                           | 20  | practical | 600 |

If a component includes a practical or discussion group the board of examiners can establish a required attendance rule.

*Bold means that the course is track specific.

** Seminars (another seminar of the first semester of the MSc Political Science may be chosen upon approval of the program director of the Political Science track):

1. Crisis Management
2. Conflict and Cooperation: Applying Game Theory in International Relations

*** Students complete the core courses Classics and Skills in the fall semester of that academic year. Requests for an exception must be addressed to the Board of Examiners. Students can take Classics and Skills only once in their academic year.

NB: In these seminars students will write a substantial research paper. Further requirements will be posted in the e-Prospectus and/or respective syllabi.
Appendix 1b

The instructional components of the Public Administration track of the Research Master’s programme in Political Science and Public Administration at Leiden University in 2016-2017 are:

<table>
<thead>
<tr>
<th>Components</th>
<th>EC</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year (2016-2017) (provisional)</strong></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>1. Seminar: Public Institutions*</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>2. Advanced Academic and Professional Skills</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>3. Seminar**</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>4. Seminar**</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>5. Seminar**</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>6. Seminar**</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>7. Institutions and Institutionalism I: Political Perspectives</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>8. Institutions and Institutionalism II: Organizational Perspectives</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>9. Seminar: Cabinet Government</td>
<td>10</td>
<td>practical</td>
</tr>
<tr>
<td>10. Methods: Quantitative Data Collection and Analysis</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>11. Methods: Qualitative Data Collection and Analysis</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td><strong>Second Year (2016-2017), for cohort that started in 2015 (provisional)</strong></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>1. International Cooperation and Institutions</td>
<td>10</td>
<td>practical</td>
</tr>
<tr>
<td>2. Proposal Lab</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>3. Seminar: Policy Formulation in the EU</td>
<td>10</td>
<td>practical</td>
</tr>
<tr>
<td>4. Methods: Advanced Methodology</td>
<td>5</td>
<td>practical</td>
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<tr>
<td>5. Replication Workshop</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>6. Philosophy of Science</td>
<td>5</td>
<td>practical</td>
</tr>
<tr>
<td>7. Public Administration Research Master’s Thesis</td>
<td>20</td>
<td>practical</td>
</tr>
</tbody>
</table>

If a component includes a practical or discussion group the board of examiners can establish a required attendance rule.

* **Bold means that the course is track specific.**

** **Seminars of the first semester of the MSc Public Administration may be chosen upon approval of the programme director of the Public Administration track.**

*** **For research master students these seminars will be upgraded to level 600 by way of writing an extra assignment (i.e. a substantial research paper).**