



Universiteit Leiden

# Course and Examination Regulations

valid from 1 September 2015

## Research Master's Programme Political Science and Public Administration

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

Pursuant to Article 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, the Institute's teaching committee is assigned the task of annually assessing how the course and examination regulations are implemented.

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## Chapter 1 General Provisions

### Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the research master's degree programme in Political Science and Public Administration, hereinafter referred to as the programme. The programme is instituted in the Faculty of Social and Behavioural Sciences and the Faculty Campus the Hague of Leiden University, hereinafter 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.

The board of examiners for the degree programmes in Political Science has issued further Rules and Regulations<sup>1</sup> in addition to and subordinate to the Course and Examination Regulations.

### Article 1.2 Definitions

In these regulations the following definitions apply:

- a. board of admissions: The Board, appointed by the Faculty Board, that is responsible for assessing which applicants will be granted admission to the master's programme. The Board applies the entry requirements, specified in these regulations and, where appropriate, in accordance with the maximum number specified by the Executive Board pursuant to Section 7.30b (3) under (b) of the Act;
- b. board of examiners: the board of examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- c. component: a 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;
- 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. EC: European credits
- g. examination [tentamen]<sup>2</sup>: 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] related to the components of the programme, including, where the board of examiners has so decided, an examination in accordance with Section 7.10 (2) of the Act carried out by the board itself;
- j. Leiden University Register of Study Programmes [Leids universitair register opleidingen] register<sup>3</sup> of the programmes offered by Leiden University, maintained under supervision of the Executive Board, referred to in Article 7 of the Executive and Management Regulations;

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1. Document Examination Rules and Regulations relating to the degree programmes in Political Science to be found in the digital course prospectus on the website [www.fsw.leidenuniv.nl/politicalscience](http://www.fsw.leidenuniv.nl/politicalscience).
  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)

k. 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;
l. practical:	practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms: <ul style="list-style-type: none"> <li>- writing a thesis/final assignment/final report,</li> <li>- writing a paper, or the creation of an artistic outcome,</li> <li>- conducting a research assignment,</li> <li>- participating in fieldwork or an excursion,</li> <li>- completing a traineeship, or</li> <li>- taking part in another educational activity aimed at acquiring particular skills;</li> </ul>
m. e-Prospectus:	the electronic prospectus containing specific and binding information about the programme;
n. student:	a person registered with Leiden University for the purpose of taking courses, and/or sitting examinations and final examinations of the programme;
o. the Act:	the Higher Education and Research Act [ <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> ] (WHW).
p. working day:	Monday to Friday, excluding public holidays;
q. master's thesis:	the result of the practical as referred to under Article 3.3.2;
q. 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 supposed to have acquired. Each programme ends with a final examination;
r. final grade	grade used to indicate a particular average score or ability.

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

### **Article 1.3 Codes of Conduct**

- 1.3.1 The Code of Conduct for Teachers and Students in ICT-supported Education,<sup>4</sup> as well as (additional) faculty codes of conduct, apply to the programme and its courses.
- 1.3.2 The Code of Conduct for Behaviour of Teachers and Students<sup>5</sup> 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.

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<sup>4</sup> The Code of Conduct for Teachers and Students in ICT-supported education was adopted by the Executive Board on 30 June 2005 and can be found 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)

<sup>5</sup> The Code of Conduct for the Behaviour of Teachers and Students was adopted by the Executive Board on 19 October 2010 and can be found at the following website: <http://media.leidenuniv.nl/legacy/gedragcode-omgangsvormen.pdf>

## **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 research master's programme offers two specialisations:

- Political Science
- Public Administration

### **Article 2.3 Achievement Levels**

Graduates of the programme have reached the following achievement levels:

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 registration 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 in September. 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>6</sup>.

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

The programme includes a final examination.

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

In compliance with the Code of Conduct on the Language of Instruction and Examination [*Gedragcode Voertaal*<sup>7</sup>] the language of instruction and examination in the programme is: English.

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

#### **Article 2.9 Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) 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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6. The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board on 14 October 2004 and reviewed on 12 January 2010.

7. The Code of Conduct on Language of Instruction and Examination [*Gedragcode voertaal*] was adopted by the Executive Board on 28 May 2013 and can be found at the following website: [www.reglementen.leidenuniv.nl/legacy/language of instruction.pdf](http://www.reglementen.leidenuniv.nl/legacy/language%20of%20instruction.pdf)

## Chapter 3 Curriculum

### Article 3.1 Compulsory Components

3.1.1 The Political Science track of the programme includes compulsory components (including the master's thesis) totalling a study load of 100 credits. The Public Administration track of the programme includes compulsory components (including the master's thesis) totalling a study load of 100 EC. These components are listed in Appendix 1 and in the course prospectus. The study load (in credits) and level<sup>8</sup> have been stated for each of the components.

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

### Article 3.2 Freedom of Choice

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 à 10 EC each) totalling a 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 à 5 EC each) totalling a study load of 20 credits *within* the master Public Administration programme.

3.2.2 Not applicable

3.2.3 Not applicable

3.2.4 Not applicable

### Article 3.3 Practicals

3.3.1 The e-prospectus and/or the course outline on blackboard list for each component which practicals they include, what the nature and the student's workload for these practicals are, 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 and Appendix 1 specify the scope and study load of the master's thesis. In addition, 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 second reader.

### Article 3.4 Participation in Components

Participation in programme components takes place in order of registration, with the provision that students who are registered in a programme and register for programme components within the set registration period are guaranteed access to programme components belonging to the compulsory components of that programme.

### Article 3.5 Dissemination of Study Material

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

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

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

## Chapter 4 Examinations, the Final Examination and Further Education

### Article 4.1 Frequency of Examinations

4.1.1 For each component offered in an academic year, examinations will be held twice during that year, unless the examination exclusively or partly consists of written coursework and/or assignments in which case article 3.3 of the Examination Rules and Regulations relating to the degree programmes in Political Science applies. If the student is unable to complete the Master thesis by the deadline due to circumstances beyond his/her control, a suitable solution will be sought by the board of examiners after consultation with the student.

4.1.2 If a component contains a practical, students may only sit the examination as referred to in article 4.1.1 if they have successfully completed the practical, unless the board of examiners provides 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 as referred to in the first line of 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 Section 7.13 (2) (h) of the Act, the e-prospectus includes general information on the frequency of examinations and the opportunities for students to take examinations.

4.1.5 Not applicable

4.1.6 Not applicable

4.1.7 In special cases, the board of examiners may allow for an additional sit, at the student's request.

4.1.8 If an examination at the end of a component has been passed successfully, the opportunity to do a resit for this particular component lapses. Should a student take part in a resit without explicit permission from the board of examiners, the results of the last examination will not be assessed. The result of the first test will remain valid.

### Article 4.2 Obligatory Sequence

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

4.2.1 For the components and their related examinations which must be completed in a given sequence, the board of examiners may in special cases, and following a motivated written request of the student, decide on an alternative sequence.

### Article 4.3 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, at the 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 as far as possible to accommodate their particular disability. These adjustments may not affect the quality or level of difficulty of 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 decides on requests to adjust the manner in which examinations are taken.

4.3.5 The examinations will take place in English or Dutch and shall comply 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.



#### **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 the student has lodged an objection.

#### **Article 4.5 Rules set by the board of examiners**

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

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

4.5.3 The board of examiners oversees a procedure for the appointment of two examiners for the final report (thesis), i.e. a supervisor and second reader, as well as the procedure for assessing the final report and how the responsibilities, including determining the grade, are divided between the first and the second supervisor.

#### **Article 4.6 Assessment**

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

4.6.2 Within fifteen working days after the date of the examination or test, the examiner shall mark any written examination or other test and provide the relevant administration office with the information necessary to present the student with a written or electronic notification of the result of the examination.

4.6.3 If the examiner is unable to comply with section 4.6.2, the student shall be notified thereof within specified 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 number or a number with one decimal between 1.0 and 10 (rounded to .0 or .5), including both limits. The result shall not be expressed as a number between 5.0 and 6.0.

4.6.5 The examination is considered to be successfully completed if the result is 6.0 or higher.

4.6.6 The successful completion of a practical may qualify as the successful completion of an examination in the sense of Section 7.10 of the Act.

4.6.7 The written or electronic notification of the examination result informs students of their right to inspect their marked examination scripts referred to in Article 4.8 below and of the appeals procedure.

4.6.8 Not applicable

4.6.9 The e-prospectus provides for the procedure regarding the assessment of the master's thesis and the division of responsibilities between the thesis supervisor and the second reader. In case of substantial disagreement between supervisor and second reader in determining the thesis' mark, supervisor and second reader can request the board of examiners for a third reader. The third reader receives a specific assignment from the board of examiners.

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

4.7.1 Every examination and granted exemption has a validity period of 4 years. The board of examiners may oblige students to take an additional or a substitute test for examinations that were passed more than 4 years ago.

4.7.2 The board of examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity.

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

4.8.1 Students have the right to view their marked examination, 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 examination will be reviewed with the examiner if the student so requests. 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 review will take place collectively or individually.

4.8.5 The board of examiners determines where and when the review will take place.

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

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

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;
- The student has demonstrated, through relevant work or professional experience, sufficient skills and knowledge in relation to the relevant component.

## **Article 4.10 Final Examination**

4.10.1 The board of examiners will award a diploma once it becomes clear that all the tests of the final examination have been passed and the student is in possession of a bachelor's degree as referred to in Article 5.1 or a proof of admission as referred to in Article 5.1.

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 results.

4.10.3 The final examination will be held at least once per academic year on dates set by the board of examiners. Part of the final examination may be the defence of the master's thesis.

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

4.10.5 Pursuant to the regulations 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 graduation.

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

4.10.7 The board of examiners can approve the request if the student has not been enrolled in the programme for longer than 3 years. In exceptional cases, the board of examiners may decide to act otherwise.

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

### **Article 4.11 The Degree**

4.11.1 The degree of Master of Science in Political Science and Public Administration is awarded to those who have started the programme as of September 2011 and who have passed the final examination of the programme.

4.11.2 The degree certificate states the degree awarded.

### **Article 4.12 Final Grade**

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

4.12.2 The final grade is determined on the basis of the weighted average of all the examinations, with the exception of the components for which an exemption was granted and components for which the student only obtained proof of attendance.

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

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

- All courses must be completed with a minimum grade of 6.0.
- The student must have a weighted average grade of 8.0 or higher.
- The master's thesis was graded 8.0 or higher.
- The master's final examination was completed within three years.

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

- All courses must be completed with a minimum grade of 6.0.
- The student must have a weighted average grade of 9.0 or higher.
- The master's thesis was graded 9.0 or higher.
- The master's final examination was completed within two years.

4.12.6 In exceptional cases, the board of examiners may decide to award a distinction, on the condition that the grades obtained do not diverge from the specifications in articles 4.12.4 and 4.12.5 above by more than 0.5 points. These exceptional cases might involve such considerations as the development of the student throughout his/her study programme, possible exceptional performances on the part of the student in completing the final assignment or thesis, or other relevant exceptional circumstances.

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

### **Article 4.13 Further Education**

The diploma awarded grants access to a PhD track.

## Chapter 5 Access and admission to the Programme

### Article 5.1 Confirmation of Admission

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

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

### Article 5.2 Admission Requirements

5.2.1 Without prejudice to the provision in section 5.1.1 regarding the capacity, students are admitted to the research master's programme on the basis of a 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 With due observance of the provisions of Section 7.30b of the Act, the admission committee will use the following criteria for assessing the student's suitability for this programme:

. 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 credits;

. Research skills, having completed the research cycle independently or in a small group;

. Motivation for conducting research in political science and/or public administration;

. 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.

### Article 5.3 Deficiencies

Not applicable

### Article 5.4 Bridging Programmes

Not applicable

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<sup>9</sup> The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by decree on 20 December 2005 and 6 March 2007; it can be found on the following website: [www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html](http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html)

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

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

6.1.1 The Board of the Institute of Political Science and the Board of the Faculty of Social Sciences are jointly responsible for the keeping of records of the study results of individual students.

6.1.2 The Board of the Institute of Political Science and the Board of the Faculty of Social Sciences are jointly responsible for the provision of an overview of the study results obtained by each student, at the request of individual students.

6.1.3 At any point in time a student can request a report through uSis about his/her study progress that contains an overview of the exams that are still to be completed. If, in the opinion of the Institute, a student has a serious delay compared with the nominal study progress, the Institute will draw the student's attention to the possibility of support in formulating a study plan.

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

The Institute provides an 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 thesis supervisor referred to in 3.3.2. This plan is based on the study load specified in the appendix referred to in 3.3.2.

6.3.2 The plan referred to in 6.3.1 also specifies the frequency and manner of supervision.

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

Students who play sports at a professional level are offered the opportunity to adjust their study programme 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 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 illness. These adjustments will be made as far as possible in accordance with the limitations resulting from their disability or illness but may not affect the quality or level of difficulty of a course unit or the examination programme.

## **Chapter 7 Transitional Provisions**

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

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

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 3.1.1 and 3.2.1 of the Course and Examination Regulations applicable pursuant to 7.1.1 and 7.1.2 are no longer offered, 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 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 Institute is responsible for the publication of these regulations, the rules and guidelines set by the board of examiners, and any amendment to these articles via the university website.

### **Article 8.3 Entry into Force**

These regulations will enter into force on 1 September 2015.

## Appendix 1 a

The instructional components of the Political Science track of the Research Master's programme in Political Science and Public Administration at Leiden University in 2015-2016 are:

<i>Components</i>	<i>EC</i>		<i>Level</i>
<i>First Year (2015-2016) (provisional)</i>	<i>60</i>		
1. <b>Conflict and Cooperation: The Classics*</b>	5	practicum	500
2. Advanced Academic and Professional Skills	5	practicum	500
3. <b>One seminar**</b>	10	practicum	600
4. <b>One seminar**</b>	10	practicum	600
5. Institutions and Institutionalism I: Political Perspectives	5	practicum	600
6. Institutions and Institutionalism II: Organizational Perspectives	5	practicum	600
7. Methods: Qualitative Data Collection and Analysis	5	practicum	600
8. Seminar: Cabinet Government	10	practicum	600
9. Methods: Quantitative Data Collection and Analysis	5	practicum	600
<i>Second Year (2015-2016), for cohort started in 2014 (provisional)</i>			
1. International Cooperation and Institutions	10	practicum	600
2. Proposal Lab	5	practicum	600
3. <b>Seminar: Federalism in Post-Conflict Societies</b>	10	practicum	600
4. Methods: Advanced Methodology	5	practicum	600
5. Replication Workshop	5	practicum	600
6. Philosophy of Science	5	practicum	600
7. Research Master Thesis Lab	5	practicum	600
8. <b>Political Science Research Master's Thesis</b>	15	practicum	600

If a component includes a practicum 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. Transnational Politics of Human Rights
2. Political Parties and Democracy: conflict and cooperation

**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 1 b

The instructional components of the Public Administration track of the Research Master's programme in Political Science and Public Administration at Leiden University in 2015-2016 are:

<i>Components</i>	<i>EC</i>		<i>Level</i>
<i>First Year (2015-2016) (provisional)</i>	<i>60</i>		
1. <b>Seminar: Public Institutions*</b>	5	practicum	500
2. Advanced Academic and Professional Skills	5	practicum	500
3. <b>Seminar**</b>	5	practicum	500***
4. <b>Seminar**</b>	5	practicum	500***
5. <b>Seminar**</b>	5	practicum	500***
6. <b>Seminar**</b>	5	practicum	500***
7. Institutions and Institutionalism I: Political Perspectives	5	practicum	600
8. Institutions and Institutionalism II: Organizational Perspectives	5	practicum	600
9. Seminar: Cabinet Government	10	practicum	600
10. Methods: Quantitative Data Collection and Analysis	5	practicum	600
11. Methods: Qualitative Data Collection and Analysis	5	practicum	600
<i>Second Year (2015-2016), for cohort started in 2014 (provisional)</i>	<i>60</i>		
1. International Cooperation and Institutions	10	practicum	600
2. Proposal Lab	5	practicum	600
3. <b>Seminar: Policy Formulation in the EU</b>	10	practicum	600
4. Methods: Advanced Methodology	5	practicum	600
5. Replication Workshop	5	practicum	600
6. Philosophy of Science	5	practicum	600
7. Research Master Thesis Lab	5	practicum	600
8. <b>Public Administration Research Master's Thesis</b>	15	practicum	600

If a component includes a practicum 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 program 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).*