



Course and Examination Regulations

Valid from 1 September 2015

Bachelor's Programme Psychology

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 Section 7.14 of the Act the Faculty Board regularly evaluates the course and examination regulations and assesses, for the purpose of monitoring and, if necessary, adjusting the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act the department 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 bachelor's degree programme psychology, hereinafter referred to as the programme. This programme is offered in two versions: the Dutch version and the international version. The latter version is referred to as the International Bachelor in Psychology (IBP). The programme is part of the Faculty of Social and Behavioural Sciences of Leiden University, hereinafter referred to as: the faculty, and is taught in Leiden by the Institute of Psychology

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Board of Examiners: The Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- b. Component: A study unit of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. Each component involves an end-of-course examination;
- c. Credit: The unit expressing the course load of a component pursuant to the Act. According to the ECTS, one credit equals 28 hours of study;
- d. ECTS: The European Credit Transfer System;
- e. e-Prospectus: The electronic prospectus containing specific and binding information about the programme. The e-Prospectus is included as an attachment to these regulations;
- f. Examination [*tentamen*]: 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 test;
- 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*]: The interim examinations (*tentamens*) related to the components of the programme or of the first-year programme [*propaedeuse*] of the bachelor's degree programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (2) of the Act carried out by the Board itself;
- i. Final grade: Grade used to indicate a certain average score or ability;
- j. First year [*propaedeuse*]: The first year of the programme, as part of the programme as defined in Section 7.8 of the Act;²
- k. Leiden University Register of Study Programmes [*Leids universitair register*]: Register¹ of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Section 7 of the Executive and Management Regulations;

¹ The framework document *Leids universitair register opleidingen* [Leiden University Register of Study Programmes] can be found on the following website: www.onderwijs.leidenuniv.nl/onderwijsbeleid.

opleidingen]:

- l. Level: The level of a component according to the abstract structure as defined in the framework document of the Leiden University Register of Study Programmes;
- m. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- writing a thesis/final assignment/final report,
 - writing a paper, the design and implementation of a project, or the creation of a technological design,
 - implementing a research assignment,
 - participating in fieldwork or an excursion,
 - completing a traineeship, or
 - taking part in another educational activity aimed at acquiring particular skills;
- n. Pre-University College: A teaching programme offered by Leiden University to selected pupils of the fifth and sixth grades of secondary education (VWO);
- o. Programme: A coherent set of components, aimed at achieving well-defined objectives in the area of knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme ends with a final examination.
- p. Student: A person enrolled at Leiden University for the purpose of following courses, and/or sitting examinations and final examinations of the programme;
- q. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*).
- r. Working day: Monday to Friday, excluding public holidays;
- r. First reader/supervisor The first assessor of the bachelor thesis;
- s. Second reader/supervisor The member of scientific staff appointed by the Institute of Psychology/Unit concerned as the co-reader of the bachelor thesis;
- t. Portfolio A monitoring and assessment file with which students (1) demonstrate that they have achieved a sufficient level of academic education to be awarded the degree, (2) document their personal process of academic learning during the programme and (3) make it possible for appropriate supervision and study advice to be given;

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

Article 1.3 Codes of conduct

1.3.1 The programme and its courses are subject to the Code of Conduct for Teachers and Students in ICT-supported Education,² as well as (additional) faculty codes of conduct.

² The Code of Conduct for Teachers and Students in ICT-supported education was adopted by the Executive Board on 30 June 2005 and can be found on the following website: www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html.

1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students³ applies. This Code is intended to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students interact with each other respectfully and in which mutual acceptance and trust are important values.

Chapter 2 Description of the Programme

Article 2.1 Objectives of the Programme

The programme has the following objectives:

- a. to gain knowledge, skills and understanding of the field of psychology (art. 2.3),
- b. academic training (art. 2.3),
- c. preparation for further studies; in particular master's level education in psychology (art.2.3),
- d. a certain degree of preparation for a career in the field (art. 2.3).

Article 2.2 Specialisations

(not applicable)

Article 2.3 Achievement Levels

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

a. Knowledge and understanding

The student:

- Has a general understanding and orientation of psychology and its sub-disciplines, including its global historical and philosophical background and the foundations of the profession;
- Has knowledge of the methods and techniques used in psychological research

b. Applying knowledge and understanding

- Is able to analyse and conceptualise problems and to report findings in writing and verbally both to fellow scientists and the broader public;
- Is able to set up, conduct and report on simple psychological research;
- Is able to understand and assess medium-level psychological research and literature; and is knowledgeable about the research methods and technical skills commonly used at this level;
- Has knowledge of and is able to apply the methods and techniques used in psychological research;

c. Ability to formulate judgments

Is aware of the ethical practices in thinking and acting which are part of a scientific attitude and has knowledge of the specific ethical practices in thinking and acting current in the field of psychology;

d. Learning skills

- study skills: systematic approach to studies, usage of computer based technology, proficiency in English, studying of texts;

³ The Code of Conduct for the Behaviour of Teachers and Students was adopted by the Executive Board on 19 October 2010 and can be found on the following website: <http://media.leidenuniv.nl/legacy/gedragcode-omgangsvormen.pdf>.

- academic skills: is capable of analysis, conceptualisation, reasoning; is able to formulate problems and (help) find solutions; is able to set up, conduct, report, and assess (simple) research; is able to systematically search and select literature; is able to present both in writing and verbally at an academic level; is able to judge his or her own research as well as the research of others; is able to reflect on the profession and work of practitioners;
- general professional skills: is able to discuss, come up with arguments; work in a team; carry out project-based work; is observant; is able to conduct interviews

Article 2.4 **Structure of the Programme**

There are two versions of the programme. The Dutch version is offered both in a full-time and a part-time format. The full-time programme is offered during the day time, and in exceptional cases in the evening. The part-time programme is offered during the daytime with the exception of compulsory components. These are offered in the evening. Examinations can be held in daytime or evenings.

The international version of the bachelor's programme Psychology (IBP) is offered in a full-time format only. All programme parts are offered in the daytime.

The nominal duration of studies of the full time programme is 3 years and that of the part-time programme is 5 years.

Article 2.5 **Study Load**

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

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

The programme starts on 1 September. As far as courses are concerned, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters.⁴

Article 2.7 **Minors**

2.7.1 The following minors are offered on the authority of the Board(s) of Examiners to students who do not study Psychology:

- a. Mind and Brain
- b. Group Dynamics and Decision Making
- c. Psychology of Health and Illness
- d. Development: from Infant to Adolescent

2.7.2 The description of the components that are part of the relevant minor are included in the e-Prospectus. The e-Prospectus also specifies which Board of Examiners is authorised to set examinations or test the separate components of the minor.

2.7.3 The educational minors fall under the responsibility of the Board of Examiners of the ICLON.

2.7.4 Components that are offered in the context of the Honours tracks fall under the responsibility of the Board of Examiners of the Honours Academy.⁵

Article 2.8 **Final Examinations of the Programme**

The following final examinations can be taken within the programme:

⁴ The uniform semester structure and the accompanying explanatory notes were adopted by the Executive Board on 14 October 2004 and revised on 12 January 2010.

⁵ [http://media.leidenuniv.nl/legacy/20131112-onderwijsreglement-def-goede-links-\(3\).pdf](http://media.leidenuniv.nl/legacy/20131112-onderwijsreglement-def-goede-links-(3).pdf)

- a. the final examination for the first year [*propaedeuse*]
- b. the final examination for the bachelor's degree programme

The final examination for the bachelor's degree programme can only be taken after the final examination for the first year has been passed.

Article 2.9 Language of Instruction

In compliance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*]⁶ the language(s) of instruction and examination in the programme are: Dutch and English. There are two versions of the programme. In the Dutch version of the programme Dutch is the official language of communication and instruction in the first year of the programme and Dutch and English are the official languages of communication and instruction in the second and third year. In the international version (IBP) of the programme English is the official language of communication and instruction. Students enrolled in the Dutch version of the programme are expected to have a sufficient mastery of Dutch and English; students enrolled in the international version of the programme are expected to have sufficient mastery of English. The criteria used to determine sufficient command of English and Dutch can be found in article 5.6. and 5.7. The student is expected to have a sufficient mastery of the language(s) of instruction and examination in the programme.

Article 2.10 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, as well as with the quality standards with regard to teaching set out in the framework document Leiden University Register of Study Programmes.

Chapter 3 Curriculum

Article 3.1 Compulsory Components

3.1.1 The programme includes compulsory components totalling a study load of 150 credits. These components are listed in appendix 1. For each component, the study load (in credits) and level⁷ are listed.

The predetermined set of 'optional' courses from which a student is obliged to choose a certain number form part of these components. At least three of these optional courses within psychology must be taken at the 400 level. These courses are referred to as specialisation courses (see appendix 1.) These courses may have prerequisite requirements as mentioned in article 4.2. Students can replace 1 specialisation course by 2 optional courses of 5 credits each offered by the section Methodology and Statistics (Appendix 1.2.c).

3.1.2 The e-Prospectus contains a further specification of the actual structure of the programme, i.e. the study load, the level,⁸ the contents and the structure of the curriculum components.

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

7. In accordance with 'the abstract structure' as describe in the Framework document Leiden university *Leids universitair register opleidingen* [Leiden University Register of Study Programmes]

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

Article 3.2 **Optional Components**

- 3.2.1 In addition to the components referred to in 3.1.1, students select components from the range offered, totalling a study load of 30 credits.
- 3.2.2 The choice of components requires the approval of the Board of Examiners. The Board of Examiners will base its judgement of the student's selection exclusively on the coherence and level of the components selected. This approval is not required in case of minor programmes with a study load of 30 credits that are registered as such in the Leiden University Register of Study Programmes and in the e-Prospectus. Students must choose a minimum of one course of 5 credits for a component that is at least at 300 level as part of the 30 credits optional space.
- 3.2.3 In addition to the components taught at this university and subject to the approval the Board of Examiners, students may also select components offered by other Dutch universities or a foreign university, or components offered by another legal entity offering accredited programmes.
- 3.2.4 Components in which the student participates in the framework of the Honours College cannot be used as optional courses.
- 3.2.5 A student who is enrolled for the programme can put together his/her own programme consisting of components that are taught by an institution to which a final examination is attached. This requires permission from the most appropriate Board of Examiners. In granting this permission, this Board of Examiners also indicates under which study programme of the institution in question this programme is required to fall.⁹ If necessary, the Executive Board will mandate a Board of Examiners to take this decision.
- 3.2.6 Contrary to 3.2.2, the following minor programmes, offered by Institute of Psychology itself, cannot be chosen because their content is the same or similar to compulsory components of the programme. These programmes will not be considered part of obligatory credits:
- a. Mind and Brain
 - b. Group Dynamics and Decision Making
 - c. Psychology of Health and Illness
 - d. Development: from Infant to Adolescent
The following minor has too much of an overlap with compulsory components of the programme. This course will not be considered part of obligatory credits.
 - e. Second Language Acquisition, i.c. Statistics

Article 3.3 **Practicals**

- 3.3.1 The E-prospectus lists for each component which practicals they include, what the nature of these practicals is, and the student's workload for these practicals, as well as whether participation in these practicals is mandatory for entry to the examination of the component. The Board of Examiners may grant exemption from a practical, in which case the Board may or may not impose alternative requirements.
- 3.3.2 The e-Prospectus states the scope and study load of the final assignment/thesis/final report, including the requirements that must be met by the final assignment/thesis/final report and the procedure applying to the supervision of this final assignment/thesis/final report.

Article 3.4 **Participation in Components**

Participation in components takes place in order of registration, with the provision that students who are registered in a programme are guaranteed admission to the obligatory components of the programme. There are certain components in which students may only participate once they have passed the examination of a preceding components. The programme-specific section lists the components to which this condition applies.

⁹ In accordance with Section 7.3d of the Act ('free programme in Academic Education').

Article 3.5 **Dissemination of Study Material**

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

3.5.2 Students are prohibited from all forms of dissemination 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 will be held twice during the academic year for each component offered in that year. Registration for the examination is required to participate in an examination. The registration rules are laid down by the Faculty Board.

4.1.2 If a component contains a practical, students may only sit the examination as referred to in paragraph 4.1.1 once they have successfully completed the practical, unless the Board of Examiners decides otherwise.

4.1.3 If the grade for a component is made up of several partial tests, it is possible to deviate from the number of examinations as referred to in 4.1.1, on the condition that the student is at least given the opportunity to successfully complete the component by means of a representative resit test. Where applicable, this is stated in the e-Prospectus.

4.1.4 In accordance with Section 7.13, second paragraph under (h) of the Act, the e-Prospectus specifies the dates of the examinations.

4.1.5 *[not applicable]*

4.1.6 *[not applicable]*

4.1.7 In special cases, the Board of Examiners may allow for an additional resit, at the student's request and upon the advice of the Study Adviser.

4.1.8 If an examination related to a given component has been passed successfully, and the student nevertheless resits this examination without permission from the Board of Examiners, the result of the last examination taken will not be assessed.

Article 4.2 **Obligatory Sequence**

4.2.1 The following components can only be followed after the examinations of the components mentioned below have been successfully completed:

- The Adolescent Brain: after completing Developmental and Educational Psychology
- Attention: after completing Cognitive Psychology
- Psychopharmacological and Biological Approaches to Clinical and Health Psychology: after completing Personality, Clinical and Health Psychology
- Causal Inference in Field Experiments: after completing Psychometrics and Multivariate Data Analysis
- Cross cultural psychology of Health and Illness: after completing Personality, Clinical and Health Psychology

- Culture and Diversity at Work: after completing Group Dynamics
- Emotion and Cognition: after completing Cognitive Psychology
- Multivariate Data Analysis: after completing Introduction to Research Methods and Statistics and Inferential Statistics
- Neurocognition and Artificial Intelligence: after completing Introduction to Psychology and Cognitive Psychology or Consciousness
- Psychological and Neurobiological Consequences of Child Abuse: propaedeuse
- Psychotherapy: Theory, Research and Practice: after completing Personality, Clinical and Health Psychology
- Psychology of Advertising: after completing Social and Organisational Psychology
- Psychometrics: after completing a methodology and statistics course from the first year
- Sexology: after completing Personality, Clinical and Health Psychology
- Bachelorproject: after completing Multivariate Data Analysis

The specialization courses can only be followed after the first-year examination (*propaedeuse*) has been successfully completed:

- Applied Cognitive Psychology
- Cognitive Neuroscience
- Health and Medical Psychology
- Clinical Neuropsychology
- Clinical Psychology
- Clinical Child and Adolescent Psychology
- School Psychology
- Economic and Consumer Psychology
- Social Psychology in Organizations

4.2.2 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 by the student, agree to an alternative sequence.

Article 4.3 Examination Formats

4.3.1 The e-Prospectus states whether an examination or partial tests of a component will take the form of a written or oral test 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 that 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 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 will decide on requests to adjust the manner in which examinations are taken.

- 4.3.5 The examination will take place in Dutch or English, depending on the language of the version of the programme the student is enrolled in, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*]]. Exceptions are listed in the e-Prospectus.
- 4.3.6 Students will be assessed on an individual basis if a component involves presentations, research, reports or other course activities that require students to work in groups.
- 4.3.7 Not applicable.

Article 4.4 **Oral Examinations**

- 4.4.1 An oral examination may involve only one student at a time, unless the Board of Examiners has decided otherwise.
- 4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned has decided otherwise, owing to special circumstances, or unless the student 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 concerning the execution of their tasks and responsibilities and the measures they can take in this respect. The Board of Examiners has formulated 'Rules and Regulations' for this contingency.
- 4.5.2 The Board guarantees the right of a student to appeal against decisions of the Board or the examiners.
- 4.5.3 In addition, the Board of Examiners is responsible for formulating a procedure for the appointment of a first and second supervisor of the final report, as well as the procedure relating to the assessment of the final report and how the responsibilities, including determining the mark, are divided between the first and second supervisor.

Article 4.6 **Assessment**

- 4.6.1 Immediately after an oral examination, the examiner will form his or her assessment and will hand the student a written notification of the outcome.
- 4.6.2 The examiner will mark any written examination or other test within fifteen working days after the date of the examination or test, and will provide the administration office of the department with the information necessary to provide the student with a written or electronic notification of the examination results.
- 4.6.3 If the examiner is unable to comply with the period of 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 will be expressed as a whole number or a number with one decimal between 1.0 and 10.0, including both limits. The result shall not be expressed as a number between 5.0 and 6.0. Rounding off applies only to the final combined mark.
- [or for the LUC] The result of the examination will be expressed in letter grades, ranging from A to F, with A representing the highest mark and F the lowest.
- 4.6.5 The result of the examination is considered to be a pass if the result is 6.0 or higher [or in the case of the LUC: C or higher].
- 4.6.6 Successfully completing a practical may qualify as successfully completing an examination as referred to in Section 7.10 of the Act.

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

4.6.8 The Board of Examiners formulates regulations that specify the conditions under which the Board may exercise its authority as specified in Section 7.12b (3) of the Act to determine that not every examination needs to be successfully completed and/or what the conditions are under which the results of partial examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

Article 4.7 Period of Validity of Results

4.7.1 Every examination and exemption granted in the first year [*propaedeuse*] has a validity period of 4 years, unless the first-year examination has been passed in which case Article 4.7.2. applies. For examinations and exemptions granted in the first year [*propaedeuse*] of part-time programmes, the validity period corresponds to the nominal duration of the study programme + 1 year.

4.7.2 The first-year certificate is valid indefinitely.

4.7.3 Every examination and exemption granted in the post-first-year [*post-propaedeuse*] phase has a validity period of a minimum of 4 years for full-time students and at least 6 years for part-time students.

4.7.4 The Board of Examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity by one year each time (in accordance with Article 4.9 of the Rules and Regulations of the Board of Examiners).

4.7.5 The validity period referred to in paragraphs 1 and 3 above starts on 1 September of the academic year following that in which the grade was obtained or the exemption granted.

Article 4.8 Access to Marked Examination Papers and Evaluation

4.8.1 Students have the right to view their marked examination for a period of thirty days following the publication of the results of a written examination.

4.8.2 During the period referred to in 4.8.1, the examination questions and assignments, as well as – if possible – the marking criteria, may be inspected.

4.8.3 The marked test can be reviewed with the examiner at the request of the student. The opportunity to do so will be made known together with the examination results.

4.8.4 The Board of Examiners is authorised to decide whether the test will be reviewed 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 paragraph 4.8.3 will be granted another opportunity for evaluation, if possible within the period referred to in 4.8.1.

Article 4.9 Exemption from Examinations and/or Practicals

4.9.1 At the student's request and after consultation with the examiner involved, the Board of Examiners may grant the student exemption from one or more examinations or practicals under the following conditions:

- The student has successfully completed, at a university or an institute of higher professional education, a programme component that is similar in content and level to the component for which the student requests exemption, or
- The student has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the relevant component, or

- The student has successfully completed Pre-University College. In this case, the Board of Examiners shall determine for which component or components exemption can be granted.

4.9.2 If the exemption relates to the components of a minor, the Board of Examiners responsible will only decide whether to grant an exemption after the Board of Examiners of the programme that provides the minor has been consulted.

Article 4.10 **Final Examination**

4.10.1 The Board of Examiners will award a diploma when there is sufficient proof that the final examination has been passed.

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 examination candidate and assess the results.

4.10.3 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 specialisation of the programme has been delivered by Leiden University.

4.10.4 Pursuant to the regulations¹⁰ referred to in Section 7.11 (3) of the Act, a student who is entitled to graduate may request the Board of Examiners to postpone graduation.

4.10.5 The request must be submitted via the appropriate form within five working days of the student being informed of his or her final examination results.

4.10.6 The Board of Examiners will approve the request if the student was not enrolled in the programme for longer than four academic years. In exceptional cases, the Board of Examiners may reach a different decision.

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

Article 4.11 **The Degree**

4.11.1 The degree of Bachelor of Science is awarded to persons 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 The result of a final examination is also awarded a final grade.

4.12.2 The final grade is determined on the basis of the weighted average of the grades obtained for all examinations falling under 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.

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

¹⁰ Leiden University Regulations on postponing graduation: <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-uitstel-afstuderen-universiteit-leiden.html>

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

For the bachelor’s final examination:

- All components of the bachelor’s programme were completed with a minimum grade of 6.0.
- The weighted average grade of the student is 8.0 or higher.
- The grade for the bachelor’s thesis is 8.0 or higher.
- The bachelor’s final examination was completed within four years.

For the first-year examination:

- The weighted average grade of the student is 8.0 or higher.
- The first-year examination was completed within one year.

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

For the bachelor’s final examination:

- All components were completed with a minimum grade of 6.0.
- The weighted average grade of the student is 9.0 or higher.
- The bachelor’s thesis is graded 9.0 or higher.
- The bachelor’s final examination was completed within three years.

For the first-year examination:

- The weighted average of the student is 9.0 or higher.
- The first-year examination was completed within one year.

4.12.6 In exceptional cases, the Board of Examiners may also decide to award a distinction, on the condition that the weighted average grade does not differ by more than 0.5 from the grades stipulated in the fourth and fifth paragraphs above. These exceptional cases may 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 disciplinary measures as a result of irregularity, fraud or plagiarism, he or she will not be awarded a distinction.

Article 4.13 Further Education

4.13.1 Persons who have been awarded a bachelor’s degree on the basis of having passed the final examination of the bachelor’s programme Psychology are considered to have met the entry requirements of the master’s programme Psychology of Leiden University.

4.13.2 For the specialisations within the master’s degree programme MSc Psychology and MSc Psychology (research), other entry requirements may apply. These entry requirements are specified in the Course and Examination Regulations of the master’s programme in question.

Chapter 5 Access and Admission to the Programme

Section 5.1 Direct Admission

Article 5.1 Direct Admission

5.1.1 Direct admission to the Dutch version of the programme is granted to any person who meets the requirements set out in Sections 7.24 and 7.25 of the Act [the following only applies to the LUC] and, in the case of a programme as referred to in article 6.7 of the Act, any persons who also meet the selection requirements included under Article 5.9. The International Bachelor Psychology uses a decentralised selection procedure.

5.1.2 [Not applicable to bachelor's programmes for which there is a set selection procedure].

The regulations regarding admission to the bachelor's programme are established in the Enrolment Regulations of Leiden University.¹¹

5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its power under Section 7.28 (1), 2nd and 3rd sentence, of the Act.

Section 5.2 Admission

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

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

- a) must demonstrate that he/she possesses the knowledge, understanding and skills required to successfully complete the bachelor's programme. This can be demonstrated by means of the following:
 - Mathematics at VWO level or a passing final grade in the written central state examination at the HAVO level

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

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

Article 5.4 Equivalent prior qualifications

A person who is not in possession of a pre-university (VWO) diploma but is nevertheless eligible for direct admission on the basis of the Act, may be required to take a test on the subjects referred to in Article 5.5 at the level of a VWO final examination for the profile that allows for direct admission.

Article 5.5 Further requirements and deficiencies

5.5.1 In accordance with the Regulations of the Minister of Education, Culture and Science of 3 April 2014, nr. 540459 regarding admission to higher education,¹² the following additional entry requirements apply. Deficiencies in prior education in the subjects mentioned below can be compensated for by taking the relevant tests at the level of the required pre-university (VWO) final examination profile:

<i>Subject</i>	<i>Test</i>
Mathematics C	Mathematics C or equivalent

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

¹¹ <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-inschrijving-collegeld-examengeld.html>

¹² <https://zoek.officielebekendmakingen.nl/stcrt-2014-11514.html>

Article 5.6 **The Dutch Language**

5.6.1 Persons in possession of a diploma obtained outside the Netherlands may comply with the requirement of an adequate command of the Dutch Language by passing an examination of level 3 of the Dutch as a Second Language Course organised by Leiden University. An international school diploma is considered to be a diploma obtained outside the Netherlands.

5.6.2 The Board of Examiners may, in special cases, grant exemption from the examination referred to in 5.6.1.

Article 5.7 **University Entrance Examination (Colloquium Doctum)**

The entrance test as referred to in Section 7.29 of the Act applies to the following subjects and at the level determined by the department for these subjects, as further specified in these Course and Examination Regulations:

<i>Subject</i>	<i>Level</i>
Dutch	Dutch NT3 level
English	TOEFL Minimum scores are 570 (paper-based) / 230 (computer-based) / 90 (internet based). Cambridge Certificate in Advanced English (CAE: Grade A, B, or C) or Cambridge Certificate of Proficiency in English (IELTS). Minimum score of 6.5.
Mathematics	VWO LEVEL CULTURE AND SOCIETY MATHEMATICS A
Biology	VWO LEVEL NATURE AND HEATH

Admission criteria for the international version of the programme (IBP)

- Students applying for the international version of the programme (IBP) are deemed admissible if they meet the following requirements: A level of education that is comparable to the Dutch VWO (pre-university high-school) level, and includes mathematics. The Admissions Office of Leiden University will determine if a foreign diploma is comparable to the Dutch VWO diploma in accordance with guidelines set by the NUFFIC and mandates granted by the Executive Board of the University.
- A level of English proficiency that is comparable to the Dutch VWO level. Students whose native tongue is English, or who have received secondary education in a country where the first language is English, or who have an IB diploma, or an EB diploma with English as the first language, are regarded as having a sufficient level of proficiency in English. Students who do not belong to the groups described above need to take one of the following tests and get the results listed for each of these tests:
 - The International English Language Testing System (IELTS). Minimum score of 6.5.
 - The Test of English as a Foreign Language (TOEFL). Minimum scores are 570 (paper-based) / 230 (computer-based) / 90 (internet based).
 - Cambridge Certificate in Advanced English (CAE: Grade A, B, or C) or Cambridge Certificate of Proficiency in English (CPE: Grade A, B or C)

Section 5.3 Selection for the programme

Article 5.8 Proof of admission

The Faculty Board will provide proof of admission if the student meets the selection requirements as set out in Article 5.9 insofar as the maximum number of students that may be enrolled in the programme is not exceeded. The international version of the bachelor programme (IBP) makes use of a decentralised selection procedure.

Article 5.9 **Selection criteria**

The selection criteria used are:

An applicant is deemed admissible if he or she meets the admission criteria for the international version listed above in the last part of section 5.2, article 5.7). Admissible applicants will be considered for selection by the Institute of Psychology through a decentralised selection procedure. Students will be selected for the international version of the programme (IBP) on the basis of their grades earned in pre-university education, motivation letter, cv, and an aptitude test. The format of the latter is decided by the Institute and announced in advance on the website. The selection regulations have been published on the university website.

Article 5.10 **Selection procedure**

The selection procedure is as follows:

Applicants for the international version of the programme (IBP) supply their (predicted) grades, motivation letter, and cv by uploading said documents into the online application system as part of the application procedure. The group of admissible students takes the aptitude test after the application deadline. Tests are graded by the institute issuing and carrying out the test and/or by the Institute of Psychology. The Institute of Psychology ranks students taking into account a weighted average of the secondary school grades, and test results, taking into account English proficiency, as well as motivational letter and cv.

Selected students are notified of their status of being selected, being on the waiting list or not being selected and/or their number in the ranking.

Chapter 6 **Student Supervision and Study Advice**

Article 6.1 **Student Progress Report**

6.1.1 The Faculty Board maintains a record of the study results of individual students.

6.1.2 The Faculty Board provides each student with an overview of the study results obtained at least 1 time a year.

6.1.3 Starting from the second year of enrolment, each student is requested by the Institute to submit an annual study plan, showing which examinations he or she intends to take, and indicating the extracurricular activities relevant to the programme, as well as other extra-curricular activities recognised by the Executive Board, in which he or she plans to participate.

Article 6.2 **Introduction and Supervision**

The Institute provides an introduction and supervision for all students who are enrolled in the programme, with the aim of helping students familiarise themselves with possible study options within and outside the programme and promoting their study progress, as established in the Regulations on the Binding Study Advice of Leiden University.¹³

Article 6.3 **Study Advice**

6.3.1 In their first and second year of enrolment, all students are provided with a written advice regarding the progress of their studies. The Board of Examiners has been mandated by the Faculty Board to issue this study advice. For information on the requirements, the number of times the advice is issued, as well as the possible consequences of this advice, see the Leiden University Regulations on the Binding Study Advice [*Regeling bindend studieadvies Universiteit Leiden*] which applies to the relevant academic year, and 6.3.2.

¹³ <http://media.leidenuniv.nl/legacy/bsa-regeling-universiteit-leiden-2013.pdf>

6.3.2 If a student fails to pass at least one of the following courses: Introduction to Research Methods and Statistics, Inferential Statistics, Experimental and Correlational Research, a negative binding study advice will be given, at the occasion of the second advice.

6.3.3 A binding negative study advice which implies a rejection only applies to the programme and related specialisations in which the student is enrolled.

6.3.4 Students may request an oral explanation of the study advice as well as information on the progress of their studies within or outside the faculty and any other possible education options.

Article 6.4 Professional Sports

Students who play sports at professional level are offered the opportunity to adjust their study programme to their sporting activities as far as possible. The department will determine who falls within this category in line with the guidelines drawn up by the Executive Board.

Article 6.5 Disability or Chronic Illness

Where possible, students with a disability or chronic illness are offered the opportunity to adjust their study programme in accordance with the limitations resulting from their disability or chronic illness.¹⁴ These adjustments will be made as far as possible in accordance with the individual functional disability of the student in question, but may not affect the quality or level of difficulty of a course unit or the examination programme.

Article 6.6 Stay Abroad and Traineeship

For students who may suffer a demonstrable delay in their studies as a result of a stay abroad or internship which has been approved by the Board of Examiners, particular measures will be put in place to limit the delay.

Chapter 7 Transitional Provisions

Article 7.1 Provisions Concerning Students Previously Enrolled in the Programme

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

7.1.2 For students who were enrolled in the programme for the first time before 31 August 2012 at a point in time no longer than five years before the date on which these regulations entered into force, Chapters 3 and 4 of the Course and Examination Regulations continue to apply as at the time of the first enrolment.

7.1.3 For students who were enrolled for the first time in the programme before 31 August 2012 at a point in time no longer than five years before the date on these regulations entered into force, or at the request of the student, the Board of Examiners may choose to apply the Course and Examination Regulations as they applied in any year no longer than five years prior to the date at which these regulations entered into force.

7.1.4 If components as referred to in 3.1.1 and 3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1 and 7.1.2 are no longer offered, the Board of Examiners will indicate components to replace them. If necessary, components may be indicated that are offered by another institution.

¹⁴ <http://media.leidenuniv.nl/legacy/protocol-studeren-met-een-functiebeperking-2012-versie-cvb-28-08-12.pdf>

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 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 will enter into force on 1 September 2015.

Appendix 1 – The courses in the programme

Attendance is required for the courses with a practical. This is described in the course descriptions of these courses in the e-Prospectus. The assessment of these courses consists of the successful completion of the practical exercises, practical and work group assignments, and the successful completion of examinations and the bachelor's thesis. Lectures can include information that may be tested upon during the examinations. If this is the case, it will be indicated in the e-Prospectus. The assessment methods are described in the e-Prospectus.

Art. 1- The first year (*propaedeutic*) includes the courses listed below; a total of 60 credits (Ects):

Courses	Level	Practical	Credits
Tutorial Academic Skills (including 8 hours as subject in experiments)	100	Yes	5 credits
Introduction to Psychology	100	Yes	5 credits
History of Psychology	100	Yes	5 credits
Psychology and Science	100	Yes	5 credits
Introduction to Research Methods and Statistics	100	Yes	5 credits
Inferential Statistics	100	Yes	5 credits
Experimental and Correlational Research	200	Yes	5 credits
Social and Organisational Psychology	200	Yes	5 credits
Cognitive Psychology	200	Yes	5 credits
Bio- and Neuropsychology	200	Yes	5 credits
Personality, Clinical and Health Psychology	200	Yes	5 credits
Developmental and Educational Psychology	200	Yes	5 credits

Art. 2.a- The second and third year (*post –propaedeutic phase*)

The second and third year include the compulsory courses listed below; a total of 60 credits (EC).

Courses	Level	Practical	Credits
Perspective on Career Planning	200	Yes	5
Psychometrics	200	Yes	5
Psychodiagnostics	200	Yes	5
Interpersonal Professional Skills	200	Yes	5
Multivariate Data Analysis	300	Yes	5
Stress, Health and Illness	300	Yes	5
Developmental Psychopathology	300	Yes	5
Group Dynamics	300	Yes	5
Consciousness	300	Yes	5

Art. 2.b. The student follows a minimum of 30 credits of specialisation courses within psychology; e.g. 3 specialisation courses. Please note: students can replace 1 specialisation course by 2 optional courses of 5 credits each offered by the section Methodology & Statistics (Appendix 1.2.c). The courses have lectures in English and work group sessions in Dutch and English. The Institute offers the following courses:

Specialisation courses	Level	Practical	Credits
Applied Cognitive Psychology (ACP)	400	yes	10
Clinical Child and Adolescent Psychology (CCAP)	400	yes	10
Clinical Neuropsychology (CNP)	400	yes	10
Clinical Psychology (CP)	400	yes	10
Cognitive Neuroscience (RM CN)	400	yes	10
Economic and Consumer Psychology (ECP)	400	yes	10
Health and Medical Psychology (HMP)	400	yes	10
School Psychology (SP)	400	yes	10
Social Psychology in Organizations (SPO)	400	yes	10

Art. 2.c. The 30 credits of ‘free choice’ of optional courses can be used for courses offered by the Institute of Psychology (see art. 2.b) or, with permission from the Board of Examiners, for courses offered by other institutions offering scientific higher education. Optional courses can be taken at the 100, 200, 300 or 400 level. However, at least 5 of the 30 optional credits must be taken at the 300 level. The language of instruction is English.

Optional courses	Level	Practical	Credits
Attention (A)	300		5
Causal inference in Field Experiments (CFE)	300		5
Cross-cultural Psychology of Health and Illness (CPHI)	300		5
Culture and Diversity at Work (CDW)	300		5
Emotion and Cognition (EC)	300		5
Good Research Practices (GRP)	300		5
Neurocognition and Artificial Intelligence (NAI)	300		5
Psychological and Neurobiological Consequences of Child Abuse (PNCCA)	300		5
Psychology of Advertising (PoA)	300		5
Pharmacological and Biological Approaches to Clinical and Health Psychology (PBACHP)	300		5
Psychotherapy: Theory, Research & Practice (PTRP)	300		5
Sexology (S)	300		5
The Adolescent Brain (AB)	300		5

Appendix 2. Minors offered by the Institute of Psychology

Group Dynamics and Decision Making

1. Introduction to Psychology	5 credits
2. Group Dynamics	5 credits
3. Culture and Diversity at Work	5 credits
4. Emotion and Cognition	5 credits
5. Social and Organisational Psychology	5 credits
6. Psychology of Advertising	5 credits

Courses 4 and 6 can be taken only after successful completion of courses 1 and 2

Psychology of Health and Illness

1. Introduction to Psychology	5 credits
2. Stress, Health and Disease	5 credits
3. Personality, Clinical and Health Psychology	5 credits
4. Psychological and Neurobiological Consequences of Child Abuse	5 credits
5. Sexology	5 credits
6. Cross-cultural Psychology of Health and Illness	5 credits

Courses 4, 5 and 6 can be taken only after successful completion of courses 1 and 2

Mind and Brain

1. Introduction to Psychology	5 credits
2. Consciousness	5 credits
3. Artificial Intelligence and Neurocognition	5 credits
4. Emotion and Cognition	5 credits
5. Attention: Theory and Practice	5 credits
6. Cognitive Psychology	5 credits

Courses 3, 4 and 5 can be taken only after successful completion of courses 1 and 2

Development: from Infant to Adolescent

1. Introduction to Psychology	5 credits
2. Developmental Psychopathology	5 credits
3. Developmental and Educational Psychology	5 credits
4. Psychological and Neurobiological Consequences of Child Abuse	5 credits
5. The Adolescent Brain	5 credits
6. Psychotherapy: Theory, Research and Practice	5 credits

Courses 5 and 6 can be taken only after successful completion of courses 1 and 2

Appendix 3. Courses offered by the Institute of Psychology in the context of an interdisciplinary minor or at Leiden University College

Interdisciplinary minor Brain and Cognition

Title	Level	Credits
<i>Introduction to Linguistics and Neurocognitive Psychology</i>	200	5 credits
Neural Underpinnings of Emotion and Cognition	300	2 credits
Pharmacology of Cognition	300	2 credits
Minor Project Brain and Cognition	300/400	15 credits

Interdisciplinary minor Child Abuse and Neglect

Title	Level	Credits
Psychological and Neurobiological Consequences of Child Abuse	300	5 credits

LUC*

Titel	Level	Credits
Introduction to Psychology	100	5
Social Psychology. Human Nature and Global Challenges	200	5
Psychology of Stress and Health	200	5
Cooperation Conflict and Negotiation	300	5
Applied Developmental Psychopathology	300	5
Cognitive Psychology: Rationality and Emotions in Human Behaviour	300	5

Minors marked * are in English. The other minors are taught in Dutch and English, or in Dutch.

Appendix 4. Pre-Master Programme

The Institute of Psychology offers in its pre-master's programme the course Preparatory Statistics. This course is not a part of the regular bachelor's degree programme.

Title	Level	Credits
Preparatory Statistics	300	5

Appendix 5. Transitional Provisions

1. Mandatory courses in the second/third year. Old and new situation:

Course and Examination Regulations 2014-2015	Course and Examination Regulations 2015-2016
Minimum 15 credits from courses within the Psychology programme at 400 level.	Minimum 30 credits from courses within the Psychology programme at 400 level.

Students that started their Bachelor programme before September 2014, can graduate in 2015-2016 with at least 15 credits from courses within the Psychology programme at 400 level. Part time students can graduate in 2016-2017 with at least 15 credits from courses within the Psychology programme at 400 level.

2. Transitional provision for in-depth courses that have been taken, but not completed in the academic year 2014-2015:

In-depth course to specialization course	Practical not completed	Exam not completed	Transitional provision
Beoordeling en Beïnvloeding	x		Practical ECP
		x	Exam ECP
Cooperation and Conflict	x		Practical SPO
		x	Exam SPO
Cognitieve Neurowetenschap	x		Practical CN
		x	Exam CN
Cognitieve Ergonomie	x		Practical ACP
		x	Exam ACP
Cognitief-intellectuele Ontwikkeling	x		Practical SP
		x	Exam SP
Health Psychology	x		Practical HMP
		x	Exam HMP
Klinische Neuropsychologie Psychopathologie, Diagnostiek en Behandeling	x	of x	Course CNP
		x	Practical CP
Social and Emotional Development Veldonderzoek	x	of x	Course CCAP
		x	Course CIFE
Optional courses			
Biopsychopathologie en Psychofarmacologie		x	No transitional provision. PBA is the new name and language of instruction is English.
Cross-cultural Psychology of Health and Illness		x	No transitional provision. Course stays the same.

Psychology of Abnormal Behaviour	x	No transitional provision. Course cancelled.
Sexology	x	No transitional provision. Course stays the same. Language of instruction is English.
Attention	x	No transitional provision. Course stays the same. Language of instruction is English.
Culture and Diversity at Work	x	No transitional provision. Course stays the same.
Emotion and Cognition	x	No transitional provision. Course stays the same.
Artificial Intelligence and Neurocognition	x	No transitional provision. Course stays the same. Language of instruction is English.
Consumer Psychology	x	No transitional provision. Course cancelled. Students can take PoA.
Child and Adolescent Psychiatry	x	No transitional provision. Course cancelled.