



# Course and Examination Regulations

Valid from 1 September 2015

## Master's Programme in Psychology (research)

These course and examination regulations have been drawn up in accordance with Section 7.13 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*)<sup>1</sup> and additional quality marks as set out in the framework document Leiden University Register of Study Programmes [*Leids universitair register opleidingen*].

Pursuant to Section 7.14 of the Act the faculty board regularly evaluates the course and examination regulations and assesses, for the purpose of monitoring and, if necessary, adjustment of the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act is assigned the task of assessing how the course and examination regulations are implemented.

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1. The Dutch Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] came into effect on 1 September 1993. It is sometimes referred to by its acronym *WHW*.

## Chapter 1 General Provisions

### Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the master's degree programme in Psychology, hereinafter referred to as the programme. The programme is instituted in the Faculty of Social and Behavioural Sciences of Leiden University, hereinafter referred to as: the faculty, and is delivered in Leiden by the Institute of Psychology.

### 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 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 study;
- e. ECTS: The European Credit Transfer System;
- f. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- g. 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 may 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]<sup>2</sup>: 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. Final grade: Grade used to indicate a particular average score or ability;
- k. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register<sup>2</sup> of the programmes offered by Leiden University, kept under supervision of the Executive Board, referred to in Section 7 of the Executive and Management Regulations;
- 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

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

	Programmes;
m. 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 of a final assignment/thesis/graduation report,</li> <li>- writing of a paper, or designing an experiment,</li> <li>- executing a research assignment,</li> <li>- participating in fieldwork or an excursion,</li> <li>- completing a traineeship, or</li> <li>- participating in another educational activity aimed at acquiring particular skills;</li> </ul>
n. Programme	A coherent set of components, aimed at the realisation of well-defined goals in the area of knowledge, understanding skills that a graduate of the programme is supposed to have acquired. Each programme ends with a final examination.
o. Student:	A person registered with Leiden University for the purpose of taking courses, and/or the sitting of examinations and the taking of examinations within the programme;
p. Working day:	Monday to Friday, excluding public holidays and compulsory closures;
q. The Act:	The Higher Education and Research Act [ <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> ] (WHW);
q Thesis supervisor:	The primary supervisor of the thesis;
r Second reader:	A member of the staff appointed to referee the thesis;
s Portfolio:	A file of monitoring and assessment kept by students (1) to demonstrate that they have attained the level of academic education required for the diploma, (2) offers insight into their personal process of academic development during the programme, and (3) make supervision and study and career advise possible;
t Master's thesis:	The result of one of the practicals as referred to under j., first bullet;
u Enrolment procedure:	The procedure before the beginning of each semester in which students are to enrol for courses.

Other terms have the meaning given to them by the Act.

### **Article 1.3 Code of Conduct**

1.3.1 The programme and its courses are subject to the rules established in the Code of Conduct for Teachers and Students in ICT-supported Education,<sup>3</sup> as well as (additional) faculty codes of conduct.

1.3.2 The Code of Conduct for Behaviour of Teachers and Students<sup>4</sup> applies and is meant 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>3</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 on 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>4</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 on the following website: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

## Chapter 2 Description of the Programme

### Article 2.1 Objectives of the Programme

See article 2.3

### Article 2.2 Specialisations

The programme offers the following specialisations or tracks:

- Developmental Psychology
- Clinical and Health Psychology
- Cognitive Neuroscience
- Social and Organisational Psychology

The student chooses one track on entering the programme.

### Article 2.3 Objectives and Achievement Levels

The following achievement levels apply with regard to each track:

#### *Knowledge and understanding*

Graduates demonstrate advanced knowledge and understanding of

1. classic and contemporary theoretical models to explain decision making and action control in self-regulation of human behaviour, in general and in the domain of specialization.
2. methodologies and data collection techniques designed to answer research questions at the appropriate level of aggregation (society, organization, group, individual) and/or test specific hypotheses.

#### *Applying knowledge and understanding*

Graduates demonstrate the comprehensive ability to:

3. analyse psychological phenomena at the appropriate level of aggregation (society, organization, group, individual) and translate these analyses into scientific research questions.
4. critically select, study and review literature that is relevant to the issue.
5. develop, implement and evaluate interventions aimed at changing behaviour at the appropriate level of aggregation: society, organization, group, individual.
6. choose and apply appropriate statistical methods and to critically evaluate the outcomes of different statistical analyses.
7. acknowledge the added value of applying scientific knowledge or methods from (sub)disciplines other than one's own domain of specialisation.

#### *Professional conduct and judgement*

Graduates demonstrate the comprehensive ability to:

8. form judgments on the basis of a proper selection, understanding, valuation and integration of the available scientific evidence.
9. reflect on the social and ethical responsibilities associated with the application of scientific knowledge, advices or judgments. In the context of diagnosis and treatment and in academic research situations, professional conduct will be assessed in the obligatory components of all Master's programme specializations in which relevant aspects of professional conduct can be observed, discussed and assessed. Professional conduct will be assessed on the basis of the student's observable behaviour and reflection on this behaviour,

with regard to the student's future professional practice as a psychologist and to the NIP (Dutch Association of Psychologists) professional code. This involves the following aspects: handling tasks/work, relating to others, relating to oneself, and the student's reflection on these aspects. The assessment method will be regulated by the Board of Examiners of the Institute of Psychology, and laid down in the Rules and Regulations.

#### *Communication*

Graduates demonstrate the comprehensive ability to:

10. communicate (orally and in writing) about scientific knowledge, the empirical evidence on which this knowledge is based, and its theoretical or applied implications, to (non)specialist, multi-disciplinary audiences.

#### *Learning skills*

Graduates demonstrate the comprehensive ability to:

11. critically reflect on the strengths and weaknesses of their own and others' research, in order to design follow-up research.  
12. develop autonomy and confidence in designing and conducting research, as well as contribute to a research group by proper management and filing of research data.

### **Article 2.4 Structure of the Programme**

The programme offers full-time tuition only.

### **Article 2.5 Study Load**

The course load of the programme is 120 credits.

### **Article 2.6 Start of the programme; Uniform Structure of the Academic Year**

The programme starts on 1 September and on 1 February of each year. As 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<sup>5</sup>. Obligatory enrolment for courses will take place approximately a week before the start of the programme in September and February.

### **Article 2.7 Final Examinations**

The programme includes a final examination.

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5. The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board on 14 October 2004 and reviewed on 12 January 2010.

## **Article 2.8 Language of Instruction**

In line with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*<sup>6</sup>] the language(s) of instruction and examination of the programme is English. Students are expected to be sufficiently proficient in English.

## **Article 2.9 Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO)<sup>7</sup> and complies with the applicable national and international quality requirements, and with the quality standards with regard to teaching set out in the framework document Leiden University Register of Study Programmes..

# **Chapter 3 Curriculum**

## **Article 3.1 Compulsory Components and electives**

- 3.1.1 The programme includes compulsory components totalling a study load of 90 or 100 credits. These compulsory components include the set components from which a student is obliged to choose. The components are listed in Appendix 1.
- 3.1.2 The e-prospectus further specifies the actual structure of the programme, i.e. the study load, the level, the content and the structure of the curriculum components. Entrance requirements are formulated in appendix I and in said prospectus as well.

## **Article 3.2 Freedom of Choice**

- 3.2.1 In addition to the components referred to in 3.1.1, students select components totalling a study load of 20 or 30 credits.
- 3.2.2 Electives are to be chosen from the master programme of Psychology or Psychology (research) or from the list in appendix 1 article 1.1.f. Students who wish to take an elective course from another master programme need to ask approval from the Board of Examiners. Requests will be evaluated on academic level and relevance for the specialisation.
- 3.2.3 In addition to the components taught at this university and subject to the approval of the Board of Examiners, students may also select components offered by other Dutch universities or a foreign university or another legal entity offering accredited programmes (for first-degree programmes). These courses will be evaluated on academic level and relevance for the specialisation.

## **Article 3.3 Practicals and master's thesis**

- 3.3.1 The e-prospectus lists for each component which practicals they include, what the nature of these practicals is, and the students' 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 Appendix 1 and the e-prospectus specify the scope and study load of the thesis. It also contains a description of the standards that the thesis must meet and the further procedure applying to the supervision.

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<sup>6</sup> 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)

<sup>7</sup> The Accreditation Organisation of the Netherlands and Flanders.

### **Article 3.4 Participation in and enrolment for courses**

Participation in courses is in order of registration, with the provision that students who are registered in a specialisation are guaranteed access to courses of the obligatory part of the specialisation if they enrol on time. Certain courses can only be followed once the examination of a previous course has been successfully completed. The programme-specific section lists to which courses this condition applies.

### **Article 3.5 Dissemination of Study Material**

3.5.1 Students are not allowed to make audio or video recordings of lectures without explicit prior permission from the lecturer concerned. 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 not allowed to disseminate or publish study materials in any shape or form. Students are authorised to use the materials for their personal 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.

The prospectus lists the components for which one or more additional dates for examinations are offered on which students may sit the examinations for those components. Registration for exams is obligatory. See Rules and Regulations of the Board of Examiners for procedures.

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 mark for a component is made up of several partial marks, 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 specified 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.

4.1.8 If the examination at the end of a component has been completed successfully, and a student takes the resit of this examination without having obtained permission to do so from the Board of Examiners, the results of the last examination will not be assessed.

### **Article 4.2 Obligatory Sequence of Examinations**

4.2.1 The e-prospectus specifies which examinations cannot be taken before the examinations of one or more other components have been successfully completed. Detailed information on this is included in Appendix 1.

4.2.2 For the components and their related examinations that 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 examination will take the form of a written or oral test, or a skills test.
- 4.3.2 In special cases, on request of the student, the Board of Examiners may allow the student to take the examination in a manner that deviates from the one prescribed in the e-prospectus.
- 4.3.3 Students with a disability 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 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 upon requests to adjust the manner in which examinations are taken.
- 4.3.5 The examination will take place in English, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*].
- 4.3.6 Students will be assessed on an individual basis in case of 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 provided otherwise.
- 4.4.2 Oral examinations are public, unless the Board of Examiners or the examiner concerned has decided otherwise, owing to special circumstances, or unless the student objects.

### **Article 4.5 Rules set by the Board of Examiners**

- 4.5.1 In accordance with Section 7.12b (3) of the Act, the Board of Examiners sets out rules concerning the execution of their tasks and responsibilities and the measures they can take in this respect.
- 4.5.2 The Board of Examiners guarantees the right of a student to appeal against decisions of the Board or the examiners.
- 4.5.3 In addition, the Board is responsible for formulating a procedure for the appointment of a first supervisor (and a second reader) for the master's thesis as well as the procedure surrounding the assessment of the master's thesis and how the responsibilities are divided between the first and second supervisor. The assessment of the master's thesis by both readers is registered on the Assessment Form Master Thesis included in the e-prospectus and the Rules and Regulations of the Board of Examiners.

### **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 an examination or test, will and provide the administration office of the department with the information necessary to give the student a written notification of the examination results. University regulations shorten this period for examinations in August and January to provide that all results are registered before 15 February and 15 September and a diploma can be issued before these dates.
- 4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student will be notified thereof within the specified time limit. The student will also be informed of the relevant procedure in such cases.
- 4.6.4 The result of the examination shall be expressed as a whole or halve number between 1.0 and 10.0, 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 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 papers as referred to in Article 4.8 below and of the appeals procedure.

4.6.8 (Not applicable)

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

4.7.1 Every examination and exemption granted has a validity period of a minimum of the nominal duration of the study programme + 1 year i.e. 3 years.

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 by one year each time (Article 4.9 of the Rules and Regulations of the Board of Examiners)

4.7.3 The validity period referred to in paragraphs 4.7.1 and 4.7.2 begins on 1 September of the academic year following the date on which the grade or exemption was granted

#### **Article 4.8 Access to Marked Examination Scripts and Evaluation**

4.8.1 Students have the right to view their marked examination script, at their request, for a period of at least 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 at the request of the student. The opportunity to do so will be announced together with the examination results..

4.8.4 The Board of Examiners is authorised to decide whether the test will be reviewed collectively or individually.

4.8.5 The Board of Examiners determines where and when the evaluation will take place.

4.8.6 Students who, due to circumstances beyond their control, are unable to attend the review meeting referred to in paragraph 4.8.3 will 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, one of a programme's components that is similar in content and level to the component for which the student requests exemption;
- The student has demonstrated, through relevant work or professional experience, sufficient skills and knowledge in relation to the component.

In principle, no exemption will be granted for the master's internship and thesis.

#### **Article 4.10 The Final Examination**

4.10.1 The student will be awarded a diploma by the Board of Examiners once it becomes clear that the final examination has been successfully completed and the student is in possession of a bachelor's degree as referred to Article 5.2.1 or Article 5.3.1, or a proof of admission as referred to in Article 5.1

4.10.2 The Board of Examiners is entitled to perform an additional test of the knowledge, understanding and skills of the examination candidate and assess the results.

- 4.10.3 Graduation 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.
- 4.10.4 Pursuant to the regulations<sup>8</sup> referred to in Section 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone the graduation.
- 4.10.5 This request must be submitted within five working days of the student receiving his or her examination results. In this request the student must state when he or she wishes to graduate.
- 4.10.6 The Board of Examiners will approve the request if the student has not been enrolled in the programme for longer than 4 years. In exceptional cases, the Board of Examiners may decide to act otherwise.
- 4.10.7 A supplement written in English complying with the agreed European standard format is attached to the degree certificate. The certificate also includes a Latin certificate.

#### **Article 4.11 The Degree**

- 4.11.1 The degree of Master of Science is awarded to those who have passed the final examination of the programme.
- 4.11.2 The degree certificate states the degree awarded.

#### **Article 4.12 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 components for which an exemption has been granted and components for which the student only obtained proof of attendance. Components which were completed in other departments including departments abroad have to be approved by the Board of Examiners
- 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 totalling these figures, 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 components have been completed with a minimum grade of 6.0.
  - The student has a weighted average grade of 8.0 or higher.
  - The grade for the master’s thesis is 8.0 or higher
- 4.12.5 The diploma and diploma supplement will contain the ‘summa cum laude’ distinction if the following conditions are met:
- All components have been completed with a minimum grade of 6.0.
  - The student has a weighted average grade of 9.0 or higher.
  - The grade for the master’s thesis is 9.0 or higher
- 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 paragraphs 4 and 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.

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<sup>8</sup> Leiden University Regulation on postponement of graduation: <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-uitstel-afstuderen-universiteit-leiden.html>

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 the PhD track.

## **Chapter 5 Admission to the Programme XXX**

### **Section 5.1 Admission**

#### **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 Articles 5.2 and 5.3 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 to the 2015-2016 Academic Year**

Without prejudice to the stipulations in article 5.1.2 regarding maximum capacity, persons with a bachelor's degree or an equivalent degree will be admitted to the programme who:

- possess the skills, understanding and knowledge that are required for earning the bachelor's degree in Psychology or a related field; including the basic knowledge on university level of the following components
    - introduction to psychology
    - social and organisational psychology
    - personality psychology
    - cognitive psychology
    - neuropsychology and/or psychophysiology and/or biopsychology
    - clinical psychology
    - developmental and educational psychology

*and*

    - advanced courses (at least 30 ec) on a third year Bachelor level on topics pertaining to the preferred master specialisation within the MSc Psychology.

*and*
  - have sufficient knowledge of Methodology and Statistics (at least 20 EC): introductory and more advanced courses in methodology and statistics of psychological research (including psychometrics, multivariate data analysis) and the use of SPSS.
  - have earned the degree of Bachelor at a university, or demonstrate to meet the requirements for such a degree; *and*
  - have proof of thorough proficiency in written and spoken English, e.g. by means of an IELTS score of 7,5 or a TOEFL score of 113/263/625 or equivalent (for non-native speakers of English).
  - A high grade for the bachelor thesis (7.5 or higher or ranking among the top 20 per cent of your class).
  - A high average grade for coursework (7.5 or higher or ranking among the top 20 per cent of your class).
  - Students are admitted to a specific track. They can change tracks until the beginning of the second semester if they meet the conditions for this second track.
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<sup>9</sup> The Regulation on Admission to Master's Programmes 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)

### **Article 5.3 Admission to the 2016-2017 Academic Year**

Without prejudice to the stipulations in article 5.1.2 regarding maximum capacity, persons with a bachelor's degree from a university programme or an equivalent degree will be granted admission to the programme who:

- possess the skills, understanding and knowledge that are required for earning the bachelor's degree in Psychology or a related field; including the basic knowledge on university level of the following components
  - introduction to psychology
  - social and organisational psychology
  - personality psychology
  - cognitive psychology
  - neuropsychology and/or psychophysiology and/or biopsychology
  - clinical psychology
  - developmental and educational psychology

*and*

  - advanced courses (at least 30 ec) on a third year Bachelor level on topics pertaining to the preferred master specialisation within the MSc Psychology.

*and*
- have sufficient knowledge of Methodology and Statistics (at least 20 EC): introductory and more advanced courses in methodology and statistics of psychological research (including psychometrics, multivariate data analysis) and the use of SPSS.
- have earned the degree of Bachelor at a university, or demonstrate to meet the requirements for such a degree; *and*
  - have proof of thorough proficiency in written and spoken English, e.g. by means of an IELTS score of 7,5 or a TOEFL score of 113/263/625 or equivalent (for non-native speakers of English) with at least an IELTS score of 7,0 on partial scales of these tests and at least a TOEFL score of 25 (reading), 25 (listening), 23 (speaking) and 27 (writing) on partial scales of these tests.
  - A high grade for the bachelor thesis (at least 7.5 or equivalent).
  - A high average grade for bachelor coursework (at least 7.5 or equivalent).
- Students are admitted to a specific track. They can change tracks until the beginning of the second semester if they meet the conditions for this second track.

### **Article 5.4 Deficiencies**

5.4.1 Students who have obtained a bachelor's degree or an equivalent degree, but who still have a deficiency of 5 credits, may be admitted to the programme if it can be reasonably expected that they will meet the admission requirements within a limited amount of time.

5.4.2 Students who still have deficiencies as referred to in 5.4.1 may follow the programme, once they have been admitted, but they may not take any final examinations or examinations that are specified by the Faculty Board in their decision to allow admission.

5.4.3 For admission as referred to in 5.4.1, the Board of Admissions will formulate a remedial programme with examination opportunities.

5.4.4 If a student is admitted to the programme on the grounds of 5.4.1, the tests that must be completed in order to fulfil the entry requirements do not in any way form part of the curriculum of the master's programme.

### **Article 5.5 Bridging Programme (pre-master programme)**

(not applicable)

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

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

6.1.1 The Student Services Centre maintains records of the results of individual students. Students can consult their own results digitally.

6.1.2 The Student Services Centre provides each student on request with a certified copy of the results obtained.

6.1.3 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 Supervision**

The institute provides an introduction and counselling for all students.

### **Article 6.3 Supervision of the Final Assignment**

6.3.1 The student will make a plan together with the supervisor referred to in 3.3.2. This plan will be based on the study load specified for the component in the appendix referred to in 3.3.2.

6.3.2 The plan referred to in 6.3.1 will also specify the frequency and manner of supervision

### **Article 6.4 Professional Sports**

Students who play sports at a professional level are offered the opportunity to adjust their study programmes to their sporting activities wherever possible. The institute follows the guidelines drawn up by the Executive Board to determine who fits into this category.

### **Article 6.5 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 arising 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.

### **Article 6.6 Stay Abroad and Traineeship**

For students who may suffer from a demonstrable delay in their studies as a result of a stay abroad or traineeship that 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, the Course and Examination Regulations apply for the duration of one year for those students who are enrolled in the programme for the first time.

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 prior to the date on which these regulations entered into force, Chapters 3 and 4 of the Course and Examination Regulations continue to apply in the form as at the time of the first enrolment.

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

they applied in any year no more than five years prior to the date on 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 pursuant to 7.1.1, 7.1.2 or 7.1.3 are no longer offered, the Board of Examiners will indicate components to replace them. If necessary, components may be proposed that are offered by another institution.

## **Chapter 8 Final Provisions**

### **Article 8.1 Amendments**

8.1.1 Amendments to these regulations are implemented by a separate order of the Faculty Board with the prior consent of the Faculty Council.

8.1.2 Amendments to these regulations which 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

## Article 1 Programme Contents

### Article 1.1 Programme Contents

#### 1.1.a. Compulsory Coursework

All students must follow the compulsory coursework (70 or 80 EC in total). It includes the following courses:

1. Analysis of Own Data (5 EC, level 500)
2. Designing an Empirical Study (5 EC, level 500)
3. Applied Multivariate Data Analysis A- Mini-courses in Statistics (5 EC, level 500)
4. Applied Multivariate Data Analysis B- Mini-courses in Statistics (5 EC, level 500)
5. Experimentation I: Programming Psychological Experiments (5 EC, level 500)
6. Experimentation II: Neuroscientific research methods (5 EC, level 500)
7. Scientific Writing (5 EC, level 500)
8. Presenting Your Research (practical, 5 EC, level 500)
9. Thesis, including colloquiums (20 EC, level 600)
10. Internship (10 or 20 EC, level 600)

The remaining credits are divided between obligatory track specific courses (20 EC) see list below per track, and (track-specific) electives (20 or 30 EC). For more information on the electives offered, besides the ones offered by the specific tracks (specialisations), see the Course and Examination Regulations (OER) of the general Master's Programme in Psychology.

#### 1.1.b. Track (Specialisation) Clinical and Health Psychology

Compulsory courses:

1. Research topics in health promotion (5 EC, level 500)
2. Evaluating interventions in patients with chronic disease (5 EC, level 500)
3. Advanced Topics in Experimental Clinical Psychology (5 EC, level 500)
4. Biological Underpinnings of Psychopathology (5 EC, level 500)

#### 1.1.c. Track (Specialisation) Developmental Psychology

Compulsory courses:

1. Developmental Cognitive Neuroscience (5 EC, level 500)
2. Dynamic Assessment (5 EC, level 500)
3. Gene-Environment Interactions in Developmental Psychopathology (5 EC, level 500)
4. (A)typical Emotional Development: Autism, Deafness and Somatisation (5 EC, level 500)

#### 1.1.d. Track (Specialisation) Cognitive Neuroscience

Compulsory courses:

1. Cognitive Neuroscience of Action Control (5 EC, level 500)
2. Neuromodulation of Cognition (5 EC, level 500)
3. Social Cognitive Neuroscience (5 EC, level 500)
4. Reinforcement Learning and Decision Making: Neural and Computational Mechanisms (5 EC, level 500)

#### 1.1.e. Track (Specialisation) Social and Organisational Psychology

Compulsory courses:

1. Group processes and Intergroup Relations (10 EC, level 500)
2. Social Judgment and Decision Making (10 EC, level 500)

1.1.f Elective on offer for all tracks: Research Apprenticeship (5 EC, level 500)

**1.1.g. Electives on offer for students with profile Brain an Cognition**

From Master programme Education and Child Studies

1. Learning, cognition and the brain
2. Attachment
3. Clinical assessment and treatment/Neuroscience
4. Child Abuse and Neglect
5. Neurodevelopmental assessment and treatment

From Master programme Linguistics

6. Theoretical and experimental approaches to language acquisition;

From Master programme Biomedical Sciences

7. Clinical Pharmacology
8. Imaging in Neurosciences and Cardiovascular Research
9. Translational Neurogenetics

From Master programme Computer Science

10. Evolutionary Algorithms
11. Neural Networks
12. Bio-modeling and Petri Nets
13. Bayesian Networks



## **Appendix 2 Admission Procedure for the Master's Programme (research)**

### **2.1 Applications for the master's programme should include:**

1. A completed application form;
2. Certified copies of university certificates, degrees and diplomas. Translations into English are required.
3. Two letters of recommendation from academic staff members for applicants not having graduated from Leiden University;
4. A personal statement of motivation including the learning objective to participate in the MSc programme;
5. A curriculum vitae;
6. Proof of a thorough proficiency in written and spoken English, e.g. by means of an IELTS score of 7,5 or a TOEFL score of 113/263/625 or equivalent (for non-native speakers of English).
7. Proof of payment of the application fee.

The Admissions Board advised by the staff will evaluate the application for admission in terms of the criteria set out in article 5.3 and decide upon the admission.

### **2.2 Applications for courses of the master's programme**

Students from other master's programme at Leiden University, who want to add one of the courses of the MSc Psychology (research) to their programme, need the approval of the research master coordinator of this programme to enter a course. He will base his approval on his evaluation of the entry level of the student and the capacity of the course.

## **Appendix 3 Master's Thesis and Internship Regulations**

### **1. Regulations for the Master's Thesis**

The procedure for assessing the grades for master's thesis is part of the e-prospectus.

### **2. Regulations for the Internship**

As part of the programme students need to do a mandatory internship of at least 10 or 20 credits. The criteria for the supervision and grading of internships are indicated in the e-prospectus.