



Universiteit Leiden

# Course and Examination Regulations

valid as of 1 September 2024

Programme-specific section:

## Master's Programme: Latin American Studies

These Course and Examination Regulations (henceforth OER) have been drawn up in accordance with the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW] (henceforth the Act) and the following Leiden University regulations:

- the Leiden Register of Study Programmes Framework Document;
- the Academic Calendar;
- the Regulations for Student Registration, Tuition Fees and Examination Fees;
- the Regulations for Admission to Master's Programmes;
- the Online Proctoring Protocol Leiden University.

The model OER are laid down in Dutch and then translated into English. In the event that there are differences between the two versions, the Dutch version will prevail.

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

These Course and Examination Regulations consist of two sections:

- a faculty section that is the same for all master's programmes and
- a section that contains information that is specific to a particular programme, what is known as the programme-specific section of the Course and Examination Regulations.

In the text below the relevant articles will refer to this programme-specific section. Other articles are included in the faculty section.

### Contents

1. General Provisions
2. Description of the Programme
3. Curriculum
4. Examinations, Final Examination and Further Education
5. Admission to the Programme
6. Student Counselling and Study Advice
7. Evaluation of the Programme
8. Final Provisions

### Appendices

Faculty Section:

Appendix A - Master's Thesis Regulations

Appendix B - General Academic Skills

Appendix C - Internship Regulations for Humanities Bachelor's and Master's programmes

Appendix D – Enrolment protocol

Programme-specific Section:

Appendix E – Prospectus (see <https://studiegids.leidenuniv.nl>)

## **Chapter 2 Description of the Programme**

### **Article 2.1 Objectives of the programme**

The programme has the following objectives:

1. to enable students to acquire academic knowledge, understanding and skills, and train them in the use of scientific methods in the field of Latin American Studies;
2. to enable students to develop the following academic and professional skills:
  - independent academic reasoning and conduct,
  - the ability to analyse complex problems,
  - the ability to clearly report academic results, both in writing and orally;
3. to prepare students for an academic career and further education;
4. to prepare students for a career outside academia.

### **Article 2.2 Specialisations**

Not applicable.

### **Article 2.3 Learning outcomes**

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

1. Knowledge and understanding
  - a. Graduates possess comprehensive knowledge and understanding of the subjects which are central in one of the three tracks: Public Policies in Latin America; Cultural Analysis in Latin America; and Language Variation and Bilingualism in Latin America.
  - b. Graduates have knowledge of the most important contemporary theoretical debates within the central theme of the track they have chosen and they are able to critically reflect on those debates.
2. Application of knowledge and understanding
  - a. Graduates have the ability to analyse the texts which are treated in the track they have chosen in a critical manner and to place these texts in their linguistic, cultural and/or historical context.
  - b. Graduates are able to translate the acquired knowledge on key issues and the academic debates around them into relevant research questions, which in terms of content and scope can be studied through independent research.
  - c. Graduates have a thorough knowledge of up-to-date research methods used in the followed path (such as interviewing techniques, cultural analysis, and so forth) and are able to use this knowledge in an independent way within the context of a concrete and feasible research design.
  - d. Graduates are able to carry out independent research in the field of Latin American studies and possess the intercultural skills to work there or in the context of their research more broadly with relevant individuals and institutions.
3. Judgement

- a. Graduates are able to make careful considerations about the academic merits and utility of academic arguments and of material that is at the basis of their research and subsequent final report.
- b. Graduates can form a good judgment about the social, cultural and ethical aspects which should be taken into account when conducting and reporting about their research.

#### 4. Communication

- a. Graduates are capable of making well-structured and clear oral presentations on an academic subject for an audience of specialists or non-specialists.
- b. Graduates are able to write scientific reports in Spanish, Portuguese or English.
- c. Graduates are able to present in a concise and clear manner the subject and the goals of their research to individuals and institutions which can contribute to this research.

#### 5. Learning Skills

- a. Graduates possess the learning skills that enable them to pursue a follow-up study which demands a great amount of self-organisation and self-sufficiency.
- b. Graduates are able to apply the acquired knowledge, insights and skills in a work environment, even if it does not totally match the followed disciplinary path or if it is not related to the Latin American region.

### Article 2.5 **Study load**

The programme has a study load of 60 credits.

### Article 2.8 **Language of instruction**

2.8.1. Subject to the Code of Conduct on the Language of Instruction and Examination<sup>1</sup> the language in which the instruction is given and in which the examinations and final examinations are held is Spanish, Portuguese and/or English. Students are expected to have an adequate command of the language of instruction and examination in the programme, in accordance with the requirements stated in Article 5.2.3. As appropriate, the Faculty publishes the OER in English for English-taught programmes.

2.8.2. Contrary to Article 2.8.1, in individual cases the Board of Examiners can permit the student to write the final thesis in another language, in accordance with the Guideline on Language Policy.<sup>2</sup>

## Chapter 3 **Curriculum**

### Article 3.1 **Compulsory components**

3.1.1 The programme includes compulsory components worth a total study load of 60 credits. These compulsory components include the set components from which a student is obliged to choose. Students are allowed to take 10 EC from the national Master language curriculum as one of the compulsory components.

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

### Article 4.2 **Obligatory sequence**

4.2.1 Not applicable.

---

<sup>1</sup> [Code of Conduct on Language of Instruction](#)

<sup>2</sup> [Guideline on Language Policy](#)

### Article 4.3 **Form of examination**

4.3.6 Not applicable.

## **Chapter 5 Admission to the Programme as of September 2025**

### Article 5.1 **Confirmation of admission**

See the faculty section.

### Article 5.2 **Admission to the programme**

5.2.1 Holders of one of the following degrees may be admitted to the programme (Article 7.30b (1) of the Act):

- a. A bachelor's degree from a Dutch research university (in the specialisation) in Latin American Studies;
- b. To be considered as holding a degree sufficiently related to the one specified in 5.2.1a, applicants must meet the following requirements:
  - a bachelor's degree from a research university, equivalent to the level of a Dutch academic Bachelor's degree, including the General Academic Skills listed in Appendix B of the Faculty section of these regulations, and
  - possess comparable qualities in the field of knowledge, understanding and skills with those acquired upon graduating from the bachelor's programme referred to in article 5.2.1, specifically:
    - o elementary knowledge and understanding of the most important linguistic, cultural and/or historical developments in Latin America; and
    - o the ability to deal with theories about the chosen research subject and to apply those theories into a concrete case study;

Applicants with a bachelor's degree from a Dutch research university in International Studies who have completed all area courses for Latin America and the programme's Spanish or Portuguese language classes are regarded to have fulfilled all entry requirements.

- c. a bachelor's degree and additionally having passed the prescribed pre-master's/bridging programme pursuant to article 5.4.1. Students may overrun the allotted time for the prescribed pre-masters/bridging programme by one semester (in case of a pre-master's/bridging programme of 30 EC or less) or one study year (in case of a pre-master's/bridging programme of more than 30 EC).

It is possible to apply to this programme with a degree from a Dutch University of Applied Sciences (hbo), subject to the assessment by the Faculty Board.

5.2.2 Any person who fails to meet the degree requirements or prescribed pre-master's requirement referred to in 5.2.1 may submit a request to the Board of Admissions. The Board of Admissions assesses whether the applicant may be granted admission to the programme.

To this end, the Board of Admissions assesses whether the applicant possesses sufficient knowledge, understanding and skills at the same level as a bachelor's degree or related bachelor's degree as referred to in 5.2.1, (a) and (b) or whether they meet these conditions after additional requirements have been met. The Board may also impose further conditions.

The Board of Admissions assesses, where relevant, whether the applicant meets the qualitative selection requirements referred to in 5.2.4.

#### *Admission process*

Applicants as referred to in Article 5.2.1.b and Article 5.2.2 are requested to provide the Board of Admissions with:

- copies of diploma(s) and transcript(s);
- proof of language proficiency (if applicable, see 5.2.3);
- curriculum vitae (résumé);
- a filled in 'Questionnaire Master Application' demonstrating that the candidate 1) has gained knowledge, understanding and skills in the field (of the specialisation) of the MA programme and 2) has acquired general academic skills as listed in Appendix B of the Faculty section of these regulations.

Applicants may be asked to submit a writing sample, proving the aforementioned qualities in the field of knowledge, understanding and skills.

The admission process may include an interview with the Board of Admissions, should this be necessary to clarify whether the applicant has the same level of knowledge, understanding and skills as holders of a degree specified in 5.2.1.a.

For further information on the admission procedure and required application documents please see <https://www.universiteitleiden.nl/en/education/admission-and-application/masters>.

### **Article 5.2.3 Language requirements**

5.2.3.1 As further clarification of Article 2.8 concerning command of the language of instruction, a student who wishes to be admitted to an English-taught master's programme must have one of the following diplomas, or must meet the criteria of:

- an [International Baccalaureate](#) diploma from a programme taught in English (or an IB diploma with English A);
- a diploma of secondary or higher education completed in Australia, Canada (with the exception of French-taught programmes in Canada), Ireland, Malta, New Zealand, Singapore, the United Kingdom, the United States or South-Africa;
- a diploma of an English-taught university degree programme completed at a Dutch research university;
- a diploma of an English-taught higher professional education (hbo) programme at a Dutch university of applied sciences;
- a Dutch pre-university education (vwo) diploma.

5.2.3.2 If a student who wishes to be admitted does not meet the requirements in 5.2.3.1, the language level can be demonstrated with one of the following tests:

- English IELTS 6.5; where each separate component score must be at least 6.0;
- TOEFL (Internet based) 90, where each separate component score must be at least 20;
- Cambridge English C2 Proficiency, or C1 Advanced with overall score 180, where each separate component score must be at least 169.

At the time when the student applies for the programme, the test must have been taken no more than two calendar years previously.

The following additional language requirements for Spanish and/or Portuguese apply:

- Candidates should be sufficiently proficient in the language of instruction, Spanish and/or Portuguese, to be assessed by the Admission Board. These are the levels of the BA Latin American Studies at Leiden University and other comparable academic degree programmes:
  - Listening: CEFR B2;
  - Reading: CEFR C1;
  - Spoken interaction: CEFR B2;
  - Spoken production: CEFR B2;
  - Writing: CEFR B2.
- Candidates who have previous knowledge of Spanish or Portuguese (e.g. heritage speakers) will be assessed by the Admissions Board.

The test result may not be older than two years at the time of enrolment for the programme.

5.2.3.3 Not applicable.

5.2.3.4 Not applicable.

For more information on language tests and diplomas which are sufficient with regard to the required command of English please see <https://www.universiteitleiden.nl/en/education/admission-and-application/masters>.

#### Article 5.2.4 **Qualitative admission requirements**

5.2.4.1 Not applicable.

#### Article 5.2.5 **Capacity limitation**

5.2.5.1 Maximum capacity: not applicable.

#### Article 5.3 **Deficiencies**

See the faculty section.

#### Article 5.4 **Pre-master's programmes and educational modules**

5.4.1 For applicants with an academic bachelor's degree from a research university, equivalent to the level of a Dutch WO bachelor's degree, or applicants with a bachelor's degree from a university of applied sciences (hbo), who do not meet the admission requirements as specified in article 5.2.1b, the Board of Admissions may impose a pre-master's programme, tailored to the individual background of the prospective student, to be completed before admission into the MA programme.

Pre-master's/bridging programmes must be completed successfully within the prescribed period as specified in sub Article 5.2.1c.

5.4.2 Information regarding the bridging programmes can be requested from the coordinator of studies of the programme.

5.4.3 The language requirements for a pre-master's programme are identical to the language requirements for the master's programme for which admission has been requested. These requirements must be met before the start of the premaster.

5.4.4. Students who have obtained a university's bachelor's or master's degree, and who meet the requirements set for sufficiently related subjects, may be enrolled for the exclusive purpose of following and completing an educational module in order to obtain a 'limited level-two' teaching qualification<sup>3</sup>.

5.4.5. The educational modules are the responsibility of the ICLON Board of Examiners.

## **Chapter 7 Evaluation of the programme**

### **Article 7.1 Evaluation of the programme**

The programme is evaluated as follows:

- course evaluations
- programme evaluation

The Programme Committee advises the Programme Board based on the outcomes of the evaluation.

---

<sup>3</sup> In Leiden, this concerns a teaching qualification in one of the following relevant school subjects: *Chinese Taal en Cultuur, Duits, Engels, Filosofie, Frans, Geschiedenis en Staatsinrichting, Godsdienst en Levensbeschouwing, Griekse en Latijnse Taal en Cultuur, Nederlands* or *Spaans*. During registration, students in an educational module are subject to the ICLON Course and Examination Regulations and the ICLON Board of Examiners.