



Universiteit Leiden

Faculty of Science

Additional Rules and Regulations of the Boards of Examiners for the master's degree programmes

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Chapter 1	Master's in Mathematics	2
Chapter 2	Master's in Statistics and Data Science	3
Chapter 3	Master's in Computer Science, ICT in Business, and Media Technology	4
Chapter 4	Master's in Astronomy	5
Chapter 5	Master's in Physics	6
Chapter 6	Master's in Bio-Pharmaceutical Sciences	7
Chapter 7	Master's in Chemistry	9
Chapter 8	Master's in Life Science & Technology	10
Chapter 9	Master's in Biology	11
Chapter 10	Master's in Governance of Sustainability	13
Chapter 11	Specialisation Business Studies	15
Chapter 12	Specialisation Science Communication and Society	16

Chapter 1 Master's in Mathematics

The degree programme does not set any additional requirements regarding participation in courses nor any additional rules regarding the successful completion of final examinations.

Article 1.1 Resits

1.1.1 In addition to Article 4.1.1 of the OER, practical exercises cannot be retaken in the same year, unless explicitly stated otherwise in the prospectus.

1.1.2 The decision regarding whether an individual student who has nearly completed a given course will be offered the opportunity to complete it by means of additional assignments has been mandated by the Board of Examiners to the examiner(s). The decision will be taken by the examiner(s) on an individual basis, taking into account the student's motivation.

Article 1.2 Assessment final examination

In addition to what is stated in the general rules and regulations, there will be at least three assessors for the final examination. The first and second assessor are examiners, as specified by the general rules and regulations. When the third assessor isn't an examiner, they will have an advisory role in the grading. The graduation committee will include a member of the Board of Examiners.

Article 1.3 Making exams

Each exam has to be read and checked by a second examiner or PhD student before the exam is held. This is to ensure that questions are clear and the exam is of an appropriate level.

Article 1.4 Contributions of homework assignments to the final grade

Assignments not made in a surveilled examination environment, particularly homework, may at most count for 40% of the final mark. The Board of Examiners may exempt certain courses from this rule.

Article 1.5 Expiration of partial grades

Partial grades expire at the end of each academic year, unless stated otherwise in the Prospectus. If it is stipulated in the Prospectus that (some of the) partial grades do not expire, this only applies to the partial grades of the previous academic year.

Article 1.6 Participation in examinations

In the situation referred to in the first sentence of Article 4.1.3 of the OER and contrary to the second sentence of that article, participation in the examination is also possible without the practical exercise having been successfully completed, unless a condition for participation in the examination that the student has not met is explicitly stated in the study guide.

Chapter 2 Master's in Statistics and Data Science

The degree programme does not set any additional requirements regarding participation in courses nor any additional rules regarding the successful completion of final examinations.

Article 2.1 Resits of examinations

The examination board considers as a special circumstance as referred to in Article 4.1.7 in the OER in any case when the student is in the graduation phase and has only one course open in addition to graduation. An additional resit for the open course is allowed in that phase if it is necessary to avoid serious study delay (>6 months). As long as a regular retake takes place within 6 months after the thesis has been handed in, the student will participate in it first. An extra retake can be allowed by the examination board only for courses within the mandatory master program Statistics and Data Science.

Article 2.2 Expiration of partial exams

When a student has failed to pass a course within an academic year, the results of partial exams belonging to that course will expire. The examiner can choose to deviate from this rule when doing so avoids unnecessary examination of students.

Article 2.3 Additional requirement non pre-approved electives

The elective course has been assessed as satisfactory with a grade (between 6,0 and 10,0) or a 'letter rating'; an assessment consisting of a certificate of attendance is not sufficient.

Chapter 3 Master's in Computer Science, ICT in Business, and Media Technology

These degree programmes do not set any additional requirements regarding participation in courses and also no additional rules regarding the successful completion of final examinations.

Article 3.1 Additional conditions with respect to Article 4.8 – Order during examinations

In contrast to what is laid down in Article 4.8.3, students are permitted to leave the room where the examination is conducted after 60 minutes after the established starting time.

Article 3.2 Additional conditions with respect to Article 4.14 – Assessment of the final examination report (thesis)

In contrast to art. 4.14.2 in the General Rules and Regulations, the second examiner can be involved as a supervisor, as long as the assessment of the final paper happens individually and without any influence of the first examiner.

Chapter 4 Master's in Astronomy

This degree programme does not set any additional requirements regarding participation in courses and also no additional rules regarding the successful completion of final examinations.

Chapter 5 Master's in Physics

This degree programme does not set any additional requirements regarding participation in courses, nor any additional rules regarding the successful completion of final examinations.

Chapter 6 Master's in Bio-Pharmaceutical Sciences

Article 6.1 Additional conditions with respect to Article 4.4 (of the Faculty's Rules and Regulations) – Admission to courses, examinations and practicals

- 6.1.1 In case optional courses have entry requirements or additional conditions for admission formulated, these will be put down in the appendices to the OER (Master's degree programmes).
- 6.1.2 In exceptional cases, the Board of Examiners may decide to grant a student exemption from the stipulations under 6.1.1 to 4.4.3.
- 6.1.3 The costs of following elective courses are borne fully by the student.
- 6.1.4 A student may be awarded EC credits for acting as an assistant in courses of the Bio-Pharmaceutical Sciences programme, in proportion to the course load and pending permission from the Board of Examiners.

Article 6.2 Additional conditions with respect to Article 4.5 – Registering for courses and resits

- 6.2.1 In addition to article 4.5.2 and 4.5.3, the procedure for registration for courses and exams/resits is made available in the 'Registration for courses and examination BPS', which will be published in the digital learning environment 'MSc Bio-Pharmaceutical Sciences' page 'Course schedule and registration in uSis'. Students and responsible examiners are expected to take note of these procedures before the start of the academic year.
- 6.2.2 If the new registration system is ready, the procedure as laid down in the applicable Enrollment Protocol (as referred to in Article 3.4 OER 2024-2025) applies in the second semester of the academic year 2024-2025. Article 6.2.1 will lapse at that time.

Article 6.3 Additional conditions with respect to Article 4.16 – Inspection and final evaluation

Following the provisions set out in Article 4.16.2 and 4.16.3, students are not allowed to take the examination assignments with them at the end of any examination of the master programme Bio-Pharmaceutical Sciences. Students are also not allowed without permission of the examiner to distribute or publish their own or other students' reports made of the practical, measurement reports, or any other kind of tests or assignments such as computer programmes and applications made during, or concerning a practical.

Article 6.4 Additional conditions to Research Project 1, Literature Study and Research Project 2

- 6.4.1 The student has to request permission before starting Research Project 1, the Literature Study and Research Project 2. The procedure to request this permission as well as the required documents are published in the digital learning environment, module Bio-Pharmaceutical Sciences.
- 6.4.2 The format requirements for the 'Research Project 1' and the 'Literature Study' and the guidelines for the supervision and assessment can be found respectively in the 'Guidelines Research Project 1' en 'Guidelines Literature Review', which will be published in the digital learning environment, module 'MSc Bio-Pharmaceutical Sciences'. Every student, daily supervisor and examiner responsible is expected to have studied these guidelines before the start of the research project or literature study.
- 6.4.3 The 'Literature Study' that forms part of the BPS Master's programme must be carried out within a

period of five consecutive weeks, and can therefore not be combined with other course components.

- 6.4.4 In exceptional cases, the Board of Examiners may decide to grant a student exemption from the stipulations under 6.4.3.

Chapter 7 Master's in Chemistry

Article 7.1 Additional conditions with respect to Article 4.13 – Assessment of the examinations

- 7.1.1 If an examination takes the form of partial tests, every component must be graded 5.0 or higher for the examination to be successfully completed. By way of derogation from this, an examiner can decide that one or more components must be graded at least 6.0 for the examination to be successfully completed. Such additional measures must be published in the Prospectus.
- 7.1.2 Two examiners must be present at an oral examination.
- 7.1.3 Examinations, as specified in Rules and Regulations article 1.2, must be graded per individual student. Group assessments are not allowed.
- 7.1.4 For all examinations, an examination rubric is required. This rubric is part of the assessment of examinations by the Board of Examiners.

Article 7.2 Additional conditions with respect to Article 4.14 – Assessment of the final examination report (thesis)

- 7.2.1 All minor and major research projects are assessed on the basis of a digital assessment form and rubric. The details of the assessment procedure, as laid down by the Board of Examiners, can be found on the master's website at <https://masters.lic.leidenuniv.nl/research-projects>.
- 7.2.2 For the major research project, the second evaluator described in 4.14.1 consists of a team of two jury members, as described in the OER appendix of the programme, section 4.3.2.
- 7.2.3 In principle, the Board of Examiners will only grant permission for a research project when it can be carried out within the enrolment period of three (3) years and any previous projects are finished.

Article 7.3 Additional conditions degree classification

The research project as mentioned in article 4.12.4, point 3, and 4.12.5, point 3, of the OER is further specified to mean only the major research project.

Chapter 8 Master's in Life Science & Technology

Article 8.1 Additional conditions with respect to Article 4.13 – Assessment of the examinations

- 8.1.1 If an examination takes the form of partial tests, every component must be graded 5.0 or higher for the examination to be successfully completed. By way of derogation from this, an examiner can decide that one or more components must be graded at least 6.0 for the examination to be successfully completed. Such additional measures must be published in the Prospectus.
- 8.1.2 Two examiners must be present at an oral examination.
- 8.1.3 Examinations, as specified in Rules and Regulations article 1.2, must be graded per individual student. Group assessments are not allowed.
- 8.1.4 For all examinations, an examination rubric is required. This rubric is part of the assessment of examinations by the Board of Examiners.

Article 8.2 Additional conditions with respect to Article 4.14 – Assessment of the final examination report (thesis)

- 8.2.1 All minor and major research projects are assessed on the basis of a digital assessment form and rubric. The details of the assessment procedure, as laid down by the Board of Examiners, can be found on the master's website at <https://masters.lic.leidenuniv.nl/research-projects>.
- 8.2.2 For the major research project, the second evaluator described in 4.14.1 consists of a team of two jury members, as described in the OER appendix of the programme, section 4.3.2.
- 8.2.3 In principle, the Board of Examiners will only grant permission for a research project when it can be carried out within the enrolment period of three (3) years and any previous projects are finished.

Article 8.3 Additional conditions degree classification

The research project as mentioned in article 4.12.4, point 3, and 4.12.5, point 3, of the OER is further specified to mean only the major research project.

Chapter 9 Master's in Biology

Article 9.1 Appendix to Article 1.2 – Definitions

- 9.1.1 **Individual assignment:** a course or assignment that is not scheduled, and that can form part of the final examination programme.
- 9.1.2 **Degree programmes related to the Biology programme:** all degree programmes of the Faculty of Science of Leiden University where a research project with a biological component can be done as well as the programmes in Medicine and Bio-Medical Sciences of Leiden University.

Article 9.2 Additional conditions with respect to Article 4.13 – Examination assessment

- 9.2.1 If a student does not make use of the opportunity to take a scheduled partial test for an examination component, he or she will be given a ND (not participated). The final grade for this examination will be indicated as INC (incomplete).
- 9.2.2 If an examination takes the form of partial tests, every component must be graded with an unrounded 5.5 or higher for the examination to be successfully completed.

Article 9.3 Additional conditions with respect to Article 7.1 – Student file

Master's students are expected to have their study plan for the coming academic year approved by the Board of Examiners at the start of the year.

Article 9.4 Additional conditions Cum Laude [valid from September 1, 2017]

- 9.4.1 In addition to article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all theoretical components is lower than 8.0.
- 9.4.2 In addition to article 4.12.4 of the OER, the Board of Examiners will not grant the degree classification 'Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 8.0.
- 9.4.3 In addition to article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all theoretical components is lower than 9.0.
- 9.4.4 In addition to article 4.12.5 of the OER, the Board of Examiners will not grant the degree classification 'Summa Cum Laude' when the weighted average of all practical components (research projects, BS, SCS or education internships) is lower than 9.0.

Article 9.5 Dissection regulation

For elective courses in the Master's programme that involve working with laboratory animals (including dead animals), it is not possible to request a replacement assignment.

Article 9.6 Regulations Master Research project

The regulations for the master project and for the supervision and evaluation are published in the 'Biology Master Research Projects – Information and Regulations' on the Brightspace page of the programme. Students, daily supervisors en examiners are expected to have taken notice of these regulations prior to the start of the Master Research Project.

Article 9.7 Validity of Partial Grades

Partial grades expire after the academic year followed by the academic year the student obtained the partial grade. If a student did not finish a course, but has obtained one or multiple partial grades, they can only use the obtained partial grades in the following academic year. This means partial grades are valid for a total of two academic years.

Chapter 10 Master's in Governance of Sustainability

The study programme has no additional conditions with regard to participation in course units and also no success rules for the exams.

Article 10.1 Changes in examinations

If an examiner, under special circumstances, wants to offer an examination in a different form than specified in the Prospectus, (a) the examiner(s) need to submit the proposed changes in the form of the examination for *approval* by the Board of Examiners and (b) need to clearly *motivate* their proposal, no later than 15 working days before the start of the course.

Article 10.2 Copy of written examinations

In addition to what is stated in the general Rules and Regulations, examiner(s) submit(s) a copy of each of the written examinations or written tests (s)he (they) set(s), the set questions and assignments, *and* the model answers *and* the filled in examinations/assignments by students, to the education office of the programme (to be made accessible to the Board of Examiners).

Article 10.3 Dates of constituent practicals

The deadlines for submitting practical assignments (if relevant) will be set by the examiner and communicated to the students at the start of the course component. This does not apply to master's theses, for which separate deadlines are set by the Board of Examiners.

Article 10.4 Assessment of the final examination report (thesis)

Additional rules, guidelines and information in relation to the supervision and assessment of the final examination report (thesis) can be found in the Thesis Research Project protocol on the digital learning environment (Brightspace).

Article 10.5 Stakeholder engagement

Students engaging with stakeholders for their Thesis Research Project or the Sustainability Challenge need to pay special attention to research ethics, according to the standards of the [FGGA Ethics Committee](#) and to all the underlying standards mentioned on their website. Thesis supervisors and/or coordinators of the Sustainability Challenge are responsible for checking if these standards are met during the process of writing the thesis and/or doing the Sustainability Challenge project.

Article 10.6 Peer review exams

The design and setup of examinations of courses taught by a single instructor have to be peer reviewed by another examiner of the master's programme using a form provided by the Board of Examiners.

Article 10.7 Examiners

In addition to Article 3.1.2 of the Faculty of Science Rules and Regulations about the appointment of examiners, an examiner for the MSc Governance of Sustainability programme must have obtained a PhD certificate. If an examiner does not meet this requirement, the candidate then ought to have:

- substantial teaching and grading experience as a lecturer at University level, and/or;
- substantial research experience in the subject of the course;

to be appointed as examiner within the programme. The Board of Examiners will assess whether a candidate meets these requirements.

Chapter 11 Specialisation Business Studies

The specialisation does not set any additional requirements regarding participation in courses nor any additional rules regarding the successful completion of final examinations.

Chapter 12 Specialisation Science Communication and Society

The specialisation does not set any additional requirements regarding participation in courses nor any additional rules regarding the successful completion of final examinations.