



Universiteit Leiden

Course and Examination Regulations

Bachelor of Laws (LL.B.) 2024-2025

Valid from 1 September 2024

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 Regulation on the Binding Study Advice
- the Leiden Register of Study Programmes Framework Document
- the Academic Calendar
- the Regulations for Student Registration, Tuition Fees and Examination Fees
- the Online Proctoring Protocol
- the Guidelines for Elective Credits and Minors

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

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Chapter 1 General Provisions

Article 1.1 Scope of the regulation

These regulations apply to the teaching and examinations of the Bachelor of Laws (LL.B.) programme, henceforth referred to as the programme.

The programme is instituted in the Faculty of Law of Leiden University (Leiden Law School), henceforth referred to as the Faculty, and is taught in Leiden and The Hague by the Faculty, its Institutes and their departments, and its Department of Education, called the Cleveringa Institute.

Article 1.2 Definitions

In these regulations the following definitions apply:

- a. Board of Examiners: The Board of Examiners for the programme, established and appointed by the Faculty Board in accordance with Article 7.12a of the Act.
- b. Component: One of the courses or practical assignments of the programme, as referred to in Article 7.3 of the Act. The study load of each, component is expressed in whole credits. Each component is concluded with an examination.
- c. Credit: The unit in EC that expresses the study load of a component as referred to in the Act. According to the ECTS, one credit equals 28 hours of study.
- d. EC(TS): European Credit (Transfer System).
- e. Education Administration Office: The office in the faculty where students can go for information and to register for courses (Education Information Centre, service desk, Faculty of Law).
- f. Prospectus: The digital prospectus containing specific and binding information about the programme. The prospectus constitutes an integral part of these regulations, and is included as an appendix.
- g. Degree classification: Further degree classification by the Board of Examiners.
- h. Digital teaching environment: A digital environment, such as Brightspace, in which students can work together, communicate and learn.
- i. Enrolment protocol: The digital enrolment protocol containing specific and binding information concerning enrolment in components, examinations and final examinations. The enrolment protocol constitutes an integral part of these regulations, and is included as an appendix.

- j. Examination (*tentamen*): An inspection of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof (in accordance with Article 7.10 of the Act). The assessment can take place in written form, orally as well as digitally, or a combination of these methods. An examination may consist of several constituent examinations. Credits are only awarded for examinations passed. The inspection is conducted according to the method determined by the Board of Examiners to assure the quality of examinations and final examinations.
- k. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Article 7.12c of the Act.
- l. Final examination (*examen*): The examinations associated with the components belonging to the programme or the propaedeutic phase of the programme, including an investigation to be carried out by the Board of Examiners itself, as referred to in Article 7.10 (2) of the Act.
- m. First/second examiner: The first or second examiner to read and assess the thesis/final paper/final report/final programme assignment. The first examiner is also the supervisor.
- n. Language of instruction: The language of a programme, in which lectures and tutorials are given and examinations and final examinations are held.
- o. Leiden Reg. of Study Programmes: Register of programmes offered by Leiden University, maintained under the supervision of the Executive Board, as referred to in Article 7 of the Management and Administration Regulations.
- p. Level: The level of a component according to the abstract structure as defined in the Leiden Register of Study Programmes framework document.¹
- q. Nominal duration of study: The study load in years of study as established in the Central Register of Higher Education Programmes.
- r. 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) record their personal process of academic learning during the programme, and (3) receive appropriate supervision and study advice.

¹ [The Leiden Register of Study Programmes framework document](#)

- s. Practical assignment: A practical assignment that contributes to an examination or final examination, as referred to in Article 7.13 (2) (d) of the Act, and takes one of the following forms:
- writing a thesis/final paper/final report/final programme assignment,
 - writing a paper or creating an artistic work,
 - carrying out a research assignment,
 - participating in fieldwork of an excursion,
 - completing an internship, or
 - participating in another educational activity aimed at acquiring particular skills
- t. Pre-University College: A teaching programme offered by Leiden University to selected pupils in the fifth and sixth grades of secondary (pre-university) education (vwo).
- u. Programme: The programme to which the OER relates: a coherent set of components, aimed at achieving clearly defined objectives relating to the knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme is concluded with a final examination.
- v. Propaedeuse: The first year of the programme and the part of the programme defined in Article 7.8 of the Act. This phase is concluded with an examination, unless the Faculty determines otherwise in these regulations.
- w. Student: A person enrolled at Leiden University in order to follow the courses, and/or sit the examinations and final examinations of the programme.
- x. The Act: The Higher Education and Research Act [*Wet op het hoger Onderwijs en wetenschappelijk onderzoek*; WHW].
- y. Working day: Monday to Friday, excluding public holidays and the compulsory closure days specified by the Executive Board.

All other terms have the meaning ascribed to them by the Act.

Article 1.3 Codes of conduct

1.3.1 The Leiden University Code of Conduct on Standards of Behaviour between Lecturers and Students is applicable.² The aim of this code is to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students respect each other and in which mutual acceptance and trust are important values.

² [Code of Conduct on Standards of Behaviour between Lecturers and Students](#)

- 1.3.2. The Code of Conduct on Remote Teaching applies;³ this provides guidelines for teaching and learning in digital environments, remote environments or any form of teaching that is primarily dependent on IT services.
- 1.3.3 The Leiden University Regulations on ICT and Internet Use are also applicable.⁴ These regulations define what is considered appropriate use of ICT and internet and how usage checks will be made. They also explain what conduct is not tolerated and the consequences that apply.
- 1.3.4 Furthermore, the Faculty codes of conduct apply to the teaching of the programme.

³ [Code of Conduct Remote Teaching](#)

⁴ [Regulations on ICT and internet use](#)

Chapter 2 Description of the Programme

Article 2.1 Objectives of the programme

The programme has the following objectives:

- To acquire knowledge and understanding of Dutch law, and in the area of law in the broader sense;
- To acquire academic-legal skills and an academic attitude in which positive law is understood on the basis of the legal system and the principles underlying that system, and further to acquire an academic education;
- To prepare students for a further academic career, in any case for admission to the Master of Laws (LL.M.) programme at Leiden University, and within that the specialisations in Civil Law, Constitutional and Administrative Law, Criminal Law and Criminology, Company Law, Financial Law, Public International Law, European Law, Labour Law, and Encyclopaedia and Philosophy of Law;
- To prepare students for a career within society.

Article 2.2 Specialisations programme

The Bachelor of Laws (LL.B.) programme has the following specialisations:

- Law (*Rechtsgeleerdheid*)
- Law-Entrepreneurship and Management
- Law-Economics
- International Business Law

Article 2.3 Learning outcomes⁵

The following learning outcomes are applicable for the specialisation **Law** (*Rechtsgeleerdheid*):

The primary objective of the programme is to provide bachelors with the knowledge, understanding and skills required for admission to the Master of Laws programme.

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

Dublin descriptors

Knowledge and understanding

Bachelors have demonstrated knowledge and understanding in a field of study that builds upon their general secondary education, and is typically at

⁵ The learning outcomes, sometimes known as attainment targets, are derived from the objectives of the programme (Article 2.1) and serve to operationalise and concretise these objectives. Learning outcomes must be formulated in such a way that they can also be assessed in a concrete manner. This makes it possible to establish whether a graduate has attained a specific outcome within the programme – in any case, for the Board of Examiners and, if necessary, also for third parties. The attainment targets thus constitute the outcomes that a student must ultimately attain to obtain the diploma.

a level that, while supported by advanced textbooks, includes some aspects that will be informed by knowledge of the most recent developments in their field of study;

Applying knowledge and understanding	Bachelors can apply their knowledge and understanding in a manner that indicates a professional approach to their work or vocation, and have competences typically demonstrated through devising and sustaining arguments and solving problems within their field of study;
Making judgements	Bachelors have the ability to gather and interpret relevant data (usually within their field of study) to inform judgements that include reflection on relevant social, scientific or ethical issues;
Communication skills	Bachelors can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences;
Learning skills	Bachelors have developed those learning skills that are necessary for them to continue to undertake further study with a high degree of autonomy.

Learning outcomes/attainment targets/envisaged learning results

Knowledge and understanding

1. Bachelors have knowledge and understanding of the applicable law and legal concepts, and of the legal system and the foundations and principles underlying the legal system.
2. Bachelors have in-depth knowledge and understanding of the following sub-areas:
 - a. civil law, including civil procedural law;
 - b. criminal law, including criminal procedural law;
 - c. constitutional and administrative law, including administrative procedural law; and
 - d. international and European law, and their relationship to and effect on Dutch law.
3. Bachelors have basic knowledge of inter alia the sub-areas tax law, business law, philosophy of law, (business) economics, social law and history of law.
4. Bachelors are familiar with the foundations of law and their meta legal aspects, and aware of the specific nature of legal practice.
5. Bachelors have knowledge on the history of law and of the historical-comparative, legal-comparative notions of law. They are able to understand law as a discursive entity – as the always provisional outcome of opinion formation and dogmatism – and have understanding of how the legal system and positive law are connected.
6. Bachelors have understanding of the social, political, ethical and scientific context in which law develops and is manifested.
7. Bachelors have knowledge and understanding of the basic notions of the philosophy of science and scientific and research methodology.

Applying knowledge and understanding

8. Bachelors are able to find the relevant legal material (laws, case law, academic literature) required for answering a legal question, in both paper and digital versions.
9. Bachelors are able to interpret and analyse relevant legal material (laws, case law, academic literature); that is to say: situate legal rules within the legal system, and identify relevant facts in a case and relate them to the relevant, applicable legal rules.

Making judgments

10. Bachelors are able to reflect critically on the law, from the perspective of the legal system.
11. Bachelors are able to formulate a relevant legal question or research question about a moderately complex legal topics or moderately complex legal case.
12. Bachelors are able to formulate a relevant evaluations framework, appropriate for legal/research question about a moderately complex legal topic.
13. Bachelors are able to determine a scientifically justified, adequate methodology for answering a legal/research question about a moderately complex legal topic.
14. Bachelors are able to build up a structured and legally substantiated argumentation, distinguishing between main issues and secondary issues, and facts and opinions.
15. Bachelors are able to make their own, legally substantiated judgement, taking account of the social and ethical dimension, with regard to answering a legal question about a moderately complex legal topic, whether or not on the basis of a specific case.

Communication skills

16. Bachelors are able to present questions, methodology, evaluation framework, research results, argumentation and conclusions in writing, in a readable style and without linguistic errors, with correct literature references, for a legal or non-legal audience; if necessary, in the form of a document used in professional legal practice, such as an advisory opinion, plea, demand, ruling etc.
17. Bachelors are able to present legal argumentation and conclusions orally, in a clear and convincing manner, for a legal or non-legal audience, and to respond adequately to questions.

Learning skills

18. Bachelors have the legal knowledge, legal understanding and legal skills that are required:
 - a. for admission to further study in a Master of Laws programme;
 - b. to work at the level of a paralegal in professions with a mostly supportive function and a general-legal orientation within both the public sector and private sector;
 - c. to be admitted, after completing a master's programme including legal courses worth at least 60 EC, to one of the 'legal robed professions' (that is to say: to satisfy the requirements of 'Civiel Effect').

Skills learning pathway

The intended learning outcomes with regard to applying knowledge and understanding, making judgments and communication skills are largely conveyed by means of the 'legal skills' learning pathway. Within this learning pathway, students develop the following interconnected skills:

Applying knowledge and understanding

1. locating a relevant legal material (sources).
2. analysing legal material.

Making judgements

3. formulating a relevant question.
4. formulating a relevant evaluation framework.
5. determining a scientifically justified, adequate methodology for answering the question.
6. building up a structured and substantiated legal argumentation.
7. making their own substantiated judgement about answering a legal question, whether or not on the basis of a specific case, taking account of the social and ethical dimension.

Communication skills

8. written presentation of questions, research and conclusions in a readable style and without linguistic errors, with correct literature references, for a legal or non-legal audience.
9. oral presentation of a substantiated legal argumentation and conclusions in a clear and convincing manner, for a legal or non-legal audience.

For the skills learning pathway, intended learning outcomes have been specified for each year of the bachelor's programme. The skills education mostly takes place within eight bachelor's courses,⁶ which build upon each other. The Leiden Law Skills overview⁷ shows the intended learning outcomes for the legal skills learning pathway in each year of the bachelor's programme.

Skills learning pathway from 2022/2023

Commencing in the 2022/2023 academic year, a minor adjustment has been made in the structure of the skills learning pathway. The original nine skills have been combined into five new skills, and one skill has been added, resulting in a total of six new skills. The new-style skills will be introduced year by year, starting in 2022/2023 with the propaedeuse courses.

Applying knowledge and understanding

1. working with legal material (legislative texts, history, rulings, legal literature).
2. research design (research question, evaluation framework, method).

Making judgements

3. substantiated (legal) judgements.
4. ethical awareness (legal and scientific).

Communication skills

5. writing skills.
6. oral skills.

Article 2.4 Structure of the programme

2.4.1 The programme offers both full-time and part-time tuition.

2.4.2 The full-time programme is offered as a daytime programme.

⁶ Bachelor year 1: Leiden Law Practices, Introduction to Law, Principles of Constitutional Law, Methods and Techniques of Legal Science; Bachelor year 2: European Law, Moot Court; Bachelor year 3: Philosophy of Law I, bachelor's Thesis.

⁷ [The Leiden Law Skills overview](#)

The part-time programme is also offered in the evening, in the sense that the classes will also be given in the evening if at least 15 part-time students participate in them. In the event of derogation in consequence of this last-mentioned factor, a practical arrangement for this will be included in the Prospectus and/or in Brightspace.

For both the full-time programme and the part-time programme, seminars and/or lectures or tutorials can also be offered from 17.00 to 19.00, if there is reason for this.

Article 2.5 Study load

The programme has a study load of 180 credits. The propaedeuse has a study 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. In terms of regular courses, the programme is based on the university semester system and comprises 42 teaching weeks.

Article 2.7 Minors, educational modules and Honours education

2.7.1 The following minors are offered, which are the responsibility of the Faculty's Board of Examiners:

- the minor in Business Administration⁸
- the minor in Criminology
- the minor in Economics and Policy
- the minor in Internet Law
- the minor in Law, Culture and Development

2.7.2 The description of the components belonging to a particular minor can be found in the Prospectus. The Prospectus also specifies which Board of Examiners is authorised to examine the minor.

2.7.3 The educational minors and educational modules are the responsibility of the ICLON Board of Examiners.

2.7.4 Components that are offered in the context of the Honours tracks are the responsibility of the Honours Academy Board of Examiners.^{9,10}

Article 2.8 Final examinations of the programme year

The following final examinations can be taken within the programme:

- a. the final examination of the propaedeuse
- b. the final examination of the bachelor's programme

⁸ This minor is offered not only in Leiden but also in The Hague. The language of instruction in The Hague is English, while in Leiden the language of instruction is Dutch.

⁹ For more information, see the [Course Regulations of the Honours Academy](#).

¹⁰ Components that are offered in the context of Honours College Law are the responsibility of the Honours College Law Board of Examiners.

Students may only sit the final examination for the bachelor's programme once they have passed the propaedeutic examination.

Article 2.9 Language of instruction

2.9.1 Subject to the Code of Conduct on the Language of Instruction and Examination,¹¹ the languages in which the instruction is given are Dutch and sometimes English.

Students are expected to have an adequate command of the languages of instruction used in the programme, in accordance with the requirements stated in Chapter 5.

2.9.2 Contrary to Article 2.9.1, 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.¹²

Article 2.10 Quality

The programme is accredited by NVAO¹³ and meets the national and international quality requirements for degree programmes. The programme's teaching also meets the quality standards for teaching set out in the Leiden Register of Study Programmes Framework Document.

¹¹ The [Code of Conduct on Language of Instruction](#) is laid down by the Executive Board.

¹² [Guideline on Language Policy](#)

¹³ The Accreditation Organisation of the Netherlands and Flanders.

Chapter 3 Curriculum

Article 3.0 Exceptions due to *force majeure* situations

If it is not possible, in the event of a crisis as defined in Article 1 of the Leiden University Regulations on Crisis Management Coordination, or other *force majeure* circumstances, such as coronavirus measures, to provide or take part in components as set out in the OER or the Prospectus, changes will be announced by the authorised body in due time, in any case in Brightspace; or alternatively a statement will be made in Brightspace regarding which other medium will be used to communicate about this.

Article 3.1 Compulsory components

3.1.1 The programme includes compulsory components¹⁴ worth a total study load of 180 ECTS credits.

In the specialisation Law (*Rechtsgeleerdheid*; see Article 2.2), the optional courses from which students are obliged to choose are included in these (compulsory) components.¹⁵ (cf. Article 3.2.1)

3.1.2 *Not applicable.*

3.1.3 The Prospectus further specifies the actual structure of the programme, i.e. the study load, level,¹⁶ content, method of examination and structure of the components of the curriculum.

Article 3.2 Optional components

3.2.1 Within the components of the specialisation Law (*Rechtsgeleerdheid*; see Article 2.2) referred to in Article 3.1.1, the programme gives students a choice of optional courses worth a total study load of 15 credits.

3.2.2 If students choose to take a minor, they are obliged to register for the minor of their choice according to the Guidelines for Elective Credits and Minors, which can be found on the Leiden University website.

3.2.3 The Board of Examiners must approve the student's selection of components. The Board of Examiners bases its evaluation of the student's selection solely on the coherence and level of the components selected.

The approval of the Board of Examiners is not required for:

¹⁴ These components are named in the Prospectus.

¹⁵ Otherwise, in accordance with the Model OER: "These compulsory components include the set components from which students are obliged to choose." In the context of this programme, this sentence pertains to the 'optional components' referred to in Article 3.2. These 'free-choice' optional components only exist in the specialisation Law (*Rechtsgeleerdheid*) and are distinct from the 'restricted-choice optional courses' (*gebonden keuzevakken*) that occur in the compulsory curriculum in all the specialisations.

¹⁶ In accordance with the 'abstract structure', as specified in the Leiden Register of Study Programmes Framework Document.

- recognised minor programmes with a study load of 30 credits offered by Leiden University, nor for the minors offered by Delft University of Technology and Erasmus University Rotterdam that are recognised by the institutions concerned;
 - the shorter version of minor programmes worth 15 credits;
 - (a combination of) (optional) courses offered by Leiden University, with the exception of the provisions of Article 3.2.6.
- 3.2.4 In addition to the components taught at this university, and subject to the approval of the Board of Examiners, students may also select components (elective courses) offered by other Dutch or foreign universities, or components offered by another legal entity providing accredited undergraduate higher education programmes.
- 3.2.5 Students may not use components that they follow within the scope of the Honours College as optional components.
- 3.2.6 Students who are enrolled in the programme may assemble their own curriculum of components that are taught by an institution, as long as these are concluded with a final examination. They will require the permission of the most appropriate Board of Examiners.¹⁷ When granting such permission, the Board of Examiners also indicates to which University programme the curriculum is considered to belong. If necessary, the Executive Board designates a Board of Examiners to take this decision.
- 3.2.7 Students who have obtained a university 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.
- 3.2.8 Contrary to Article 3.2.1 in conjunction with Article 3.2.3, students may not choose the following minor programmes (as such**) if their content is similar, fully or in part, to compulsory components of the programme or specialisations:
- the minor in Economics and Policy
 - the minor in Business Administration programme

*** However, courses that are not part of the compulsory curriculum of the minors with courses that are similar to the programme may be taken as optional components, if and insofar as there are no obstacles in terms of admission to those courses.*

Article 3.3 Practical assignments components

- 3.3.1 For each component, the Prospectus specifies which practical assignments are included, the nature and scope of the student's workload for these practical assignments (cf. Article 1.2 letter s) and whether participation in these is a condition of entry to the (other parts of) examination for the component. The Board of Examiners may exempt students from a practical assignment, in which case the Board can choose to apply alternative conditions. (Cf. Articles 4.1.1, 4.1.3 and 4.6.6)

¹⁷ In accordance with Article 7.3d of the Act ('free curriculum in higher education').

- 3.3.2 The Prospectus specifies the scope and study load of the thesis/final paper/final report/final programme assignment, and the requirements that the thesis/final paper/final report/final programme assignment must meet.^{18,19} (Cf. Article 6.4)

Article 3.4 Taking part in components and sitting examinations

3.4.1 Taking part in components

- 3.4.1.1 Students must register for the component according to the applicable enrolment protocol.²⁰ This means that students register for a component in MyStudymap, ticking the activities in which they want to participate (lecture, tutorial, practical assignment and examination). Registration is possible until no later than five calendar days before the start of the component. For some components, the term stipulated in the component's description in the Prospectus and in Article 3.4.1.4 applies. A different term applies for registration for the examination, as stipulated in Article 3.4.2.
- 3.4.1.2 Within the meaning of Article 3.4.1.1, first-year bachelor's students are automatically assigned to and enrolled for all components of the first semester, including the examination, by the Education Administration Office of their programme; or in certain programmes this is done for all components of the entire academic year.
- 3.4.1.3 In the case of a component with restrictions on the number of participants, participation takes place in order of enrolment. For students enrolled in the programme, timely enrolment guarantees placement in the components that form part of the mandatory curriculum of the programme.
- 3.4.1.4 Contrary to Article 3.4.1.1, a different enrolment period (fourteen or twenty-eight days) may apply to certain components, if approved by the Faculty Board. For all courses of the Faculty this concerns an enrolment period up to five calendar days before the start of the component.
- 3.4.1.5 Students who have not enrolled on time can report to the education office (Education Administration Centre; *OIC*) of the faculty of which the programme is part. The relevant enrolment protocol lists the circumstances on the basis of which students may be enrolled contrary to Article 3.4.1.1.

¹⁸ See also the 'Student Handbook: Bachelor's Thesis for the Law Programmes', which can be found via Brightspace.

¹⁹ The basic principle is (and will remain) that students write the 'bachelor's thesis' course in the third year of the programme in the second semester. As an exception, 'last course' students (i.e. students who have completed all the courses of the bachelor's programme except for the bachelor's thesis) are offered the opportunity to take or retake the courses in the first semester. A general precondition is that a student must not have displayed any own negligence in previous stages in terms of the study plan. Students who wish to write their thesis in the first semester must submit a reasoned request to this effect to the Board of Examiners, with due observance of deadlines.

²⁰ [Course and Exam enrolment – Leiden University](#)

3.4.2 Sitting examinations and constituent examinations

- 3.4.2.1 In order to sit the examination or constituent examination, students are required to register **no later than ten calendar days** before the start of the examination or constituent examination.
- 3.4.2.2 In order to take the resit of the same component in the current academic year, students are required to register no later than five calendar days before the start of the examination or constituent examination. This term also applies for the situation referred to in Article 4.6.2.
- 3.4.2.3 Students who have not registered for the examination on time according to the applicable enrolment protocol may report to the Education Administration Office of the faculty of which the programme forms part. The relevant enrolment protocol lists the circumstances on the basis of which students may be registered contrary to Articles 3.4.2.1 and 3.4.2.2.

Article 3.5 Distribution of study materials

- 3.5.1 Students are not permitted to take photographs or make audio or video recordings of lectures, examinations or education-related meetings, including the feedback sessions after examinations (including examinations assignments and model answers), without the explicit prior permission of the relevant lecturer. Should such permission be granted, students are only legally permitted to use the photograph or recording for their own use; all forms of distribution or publication of the photograph or recording are prohibited. A student has no independent control over these materials, unless the University has explicitly granted this to the student.
- 3.5.2 Students are prohibited from all forms of distribution or publication of study materials. The materials are for students' own use only.
- 3.5.3 Students are prohibited from infringing the intellectual property rights of the University, third parties or the person with whom licensing agreements were made.

Chapter 4 Examinations, Final Examinations²¹ and Further Education

Article 4.0 Exceptions due to *force majeure* situations

If it is not possible, in the event of a crisis as defined in Article 1 of the Leiden University Regulations on Crisis Management Coordination, or other *force majeure* circumstances, such as coronavirus measures, to offer examinations and final examinations in the form and at the point in time set out in the OER or the Prospectus, changes will be announced by the authorised body in due time, in any case in Brightspace; or alternatively a statement will be made in Brightspace regarding which other medium will be used to communicate about this.

Article 4.1 Frequency of examinations

- 4.1.1 Examinations are held twice during the academic year for each component offered in that year. The Board of Examiners determines the manner of resit for practical assignments.
- 4.1.2 The Faculty Board is responsible for the practical organisation of the examinations and final examinations and ensures, if necessary by means of invigilation, that the examinations and final examinations proceed properly. If online proctoring is used, this is done according to the Online Proctoring Protocol.
- 4.1.3 If a component includes a practical assignment, students may only sit the examination as referred to in Article 4.1.1 if they have passed the practical assignment, unless the Board of Examiners decides otherwise. (Cf. Articles 3.3 and 4.6.6)
- 4.1.4 If the grade for a component results from several constituent examinations, it is possible to vary from the number of examinations and resits as referred to in Article 4.1.1, on the understanding that students are at least given the opportunity to resit and pass the component by taking an examination that is representative of the component. If applicable, this is specified in the Prospectus.²²
- 4.1.5 In accordance with Article 7.13 (2) (h) of the Act, (the Faculty examination calendar²³ in) the Prospectus specifies the dates of the examinations.
- 4.1.6.1 The Board of Examiners may set certain rules for taking the resit. These rules are specified in the Rules and Regulations of the Board of Examiners.
- 4.1.6.2 In certain courses, midterm assessments may be held. A midterm assessment normally accounts for 20-30% of the first examination opportunity (the exact percentage is stated in the course description); does not have an independent resit (the resit examination accounts for 100%); is applicable for both full-time and part-time students. In propaedeuse courses that include this midterm assessment, it is compulsory to participate in this assessment (both full-

²¹ For the implementation modalities and further regulation of the present topics, see the document 'Rules and Regulations for Examinations and Final Examinations of Bachelor's Programmes at Leiden Law School', which can be found on the Faculty's student website (Organisation > Regulations).

²² The exact proportion, (the content of the) resit, and the (period of) validity of grades of constituent examinations are further regulated in the course description of a course in which this form of examination is used.

²³ [Examination Calendar](#)

time and part-time students): participation in the midterm assessment is a condition for these students to the examination at the end of the course. In bachelor's courses in the 2nd and 3rd year of the programme, participation in an interim assessment is (only) compulsory if this is stated in the course description.

- 4.1.7 At a student's request the Board of Examiners may in exceptional circumstances diverge from the provisions of Article 4.1.1 and allow an additional resit.²⁴
- 4.1.8 During a bachelor's programme, students may resit one examination that they passed, without prejudice to the Board of Examiners' power to deviate from this stipulation in exceptional cases and at the student's request. This only applies if the resit takes place in the same academic year as the original examination. In the event of such a one-time resit, the highest result obtained applies. The examination referred to in the first sentence may consist of a number of constituent examinations.²⁵ Registration for this examination should take place in accordance with Articles 3.4.1.1 and 3.4.2.3.
- 4.1.9 The following are excluded from the resit option as referred to in Article 4.1.8:
- Oral examinations
 - Practical assignments
 - Minors or components thereof, according to the recognised selection of minors included in the Prospectus
 - Examinations that the student passed at a different institution than Leiden University
- 4.1.10 If a component is included in multiple programmes, the student is only granted one opportunity to resit an examination that they previously passed for this component.
- 4.1.11 The resit as referred to in Article 4.1.8 is only possible:
- If the student has passed this examination the first time he takes the examination for a specific unit of study,²⁶ and
 - this first participation took place on the first examination opportunity in the academic year.

The resit takes place on the second examination opportunity for the relevant unit of study in the same academic year. (cf. Article 4.1.1)

The use of this option is recorded in the student's personal file.

- 4.1.12 The resit as referred to in Article 4.1.8 is only possible for examinations for which registration is compulsory (cf. Article 3.4.1.1). The Study Guide states which exams can be retaken on the basis of this article.
- 4.1.13 If the student is registered for more than one bachelor's degree program at the Faculty of Law, there is the option for each of these degree programs to resit an examination that has

²⁴ For this, see the 'Rules and Regulations for Examinations and Final Examinations of Bachelor's Programmes at Leiden Law School'.

²⁵ If the final grade is indeed made up of constituent grades, the student will resit one eligible constituent grade, to make it possible to increase the passing final mark.

²⁶ This implies that the student has not previously participated or has not previously obtained an unsatisfactory mark for the examination associated with the unit of study.

been passed. If a bachelor's programme has several specializations, only one resit option applies.

- 4.1.14 As soon as the Examination Board has determined that the student has passed the examination (cf. Articles 1.2 (l) and 2.8 (b)), the option of using the above regulations for the relevant study programme lapses.²⁷

Article 4.2 Obligatory sequence

- 4.2.1 The Prospectus specifies the sequence in which examinations must be taken. Students may only sit examinations that are subject to a compulsory sequence once they have passed the examinations for one or more other components. (Cf. Article 3.4.2)
- 4.2.2 For the components and their attendant examinations which must be completed in a given sequence, the Board of Examiners may in special cases, and following a substantiated written request by the student, agree to an alternative sequence.²⁸

Article 4.3 Form of examination

- 4.3.1.1 The Prospectus states whether the examination or constituent examinations for a component take the form of a written, digital or oral examination, or a combination of these, or are held in another form.²⁹
- 4.3.1.2 Examinations or constituent examinations may be held in digital form, with the approval of the Education Board³⁰ and the Board of Examiners. If this is the case, the students concerned must be notified in due time.
- 4.3.2 The procedure during examinations and the guidelines and instructions, as referred to in Article 7.12b (1) (b) of the Act, for assessing and establishing the results of examinations and examinations are described in the 'Rules and Regulations of the Board of Examiners'.
- 4.3.3 Students with a disability or chronic medical condition are given the opportunity to apply for individual examination arrangements adjusted to their particular disability or condition. These arrangements may not affect the quality or level of difficulty of the examination. If necessary, the Board of Examiners seeks expert advice, as referred to in the Protocol on Studying with a Disability,³¹ before reaching a decision. (Cf. Article 6.6)

²⁷ I.e. that outstanding requests for a resit will be automatically canceled and new requests will no longer be honored from the moment the student has submitted the 'Graduation Applications' form to the Education Administration Office (OIC).

²⁸ Subject to the provisions of Article 4.2.1, at the request of a student the Board of Examiners may grant the student admission to one or more examinations of components in the second or third year before the final examination of the propaedeuse has been passed. The 'Participation in 2nd and 3rd year examinations' is further regulated in the 'Rules and Regulations for Examinations and Final Examinations of Bachelor's Programmes at Leiden Law School.

²⁹ Examinations of the components named in the Prospectus can also take place in a group. Students will receive individual grades if a presentation, research study, paper or other educational activity is performed in a group.

³⁰ The Education Board is inter alia responsible for promoting the cohesion of the programme and safeguarding the quality of the Faculty's education. See Article 19 et seq. of the Leiden Law School Rules of Procedure, which can be found on the Faculty website.

³¹ [Protocol Studying with a Disability](#)

- 4.3.4 In special cases, the Board of Examiners may, at the request of the student and within the scope of the OER, permit a student to sit an examination in another manner than specified in the Prospectus.
- 4.3.5 Examinations are held in the language(s) of instruction for this programme that is/are specified in the OER (cf. Article 2.9). At the request of the student, the Board of Examiners may permit a student to sit an examination in another language.

Article 4.4 Oral examinations

- 4.4.1 Students take oral examinations individually, unless the Board of Examiners decides otherwise. (Cf. the note at Article 4.3.1.1)
- 4.4.2 Oral examinations are public, unless the Board of Examiners decides otherwise owing to special circumstances, or unless the student has reservations.

Article 4.5 Rules and Regulations of the Board of Examiners

- 4.5.1 In accordance with Article 7.12b (3) of the Act, the Board of Examiners establishes rules concerning the performance of its tasks and responsibilities and the measures it can take in relation thereto.³²
- 4.5.2 The Board of Examiners is responsible for ensuring that the right of students to appeal against decisions of the Board of Examiners or the examiners is guaranteed.

Article 4.6 Assessment

- 4.6.1 The examiner determines the grade as soon as possible after an oral examination has been conducted. The student receives a message about the grade via the University study progress system.
- 4.6.2 The examiner determines the grade of any written or other form of examination or constituent examination within fifteen working days of the day on which the examination or constituent examination was held. The result is notified to the student within the same fifteen working days. The final grade is recorded in the University progress system,³³ and the student receives a message about it via that system.³⁴ The student will be informed of the result at least five working days before the next opportunity to take a resit of the same examination.

³² The Board of Examiners has formulated rules and regulations for this purpose. These include the measures that are taken in the event of fraud, including [plagiarism](#), and are laid down in the 'Rules and Regulations for Examinations and Final Examinations of Bachelor's Programmes at Leiden Law School'.

³³ According to the internal rules of Leiden Law School, this provision entails that notification of the grade must be given no later than the 14th working day after the day of examination. In connection with the grades having to be processed by the Education Administration Centre (OIC), the grades must be supplied to the OIC on the 13th working day. Legal obligations entail that in some situations the time available for grading is shorter than stated above (for example, closing of the academic year); in those situations, the Education Administration Centre will notify the secretariats of the departments and/or the course coordinators about the applicable time limits.

³⁴ This message is the digital proof that the grade for the examination or constituent examination has been given to the student.

- 4.6.3 If the examiner is unable to comply with the periods of fifteen and five working days respectively, as specified in Article 4.6.2, the student is notified accordingly in a message sent to the student's u-mail address before this term expires. This message includes the (latest) date by which the student will be informed of the result.³⁵
- 4.6.4 The examination result will be expressed as a whole number or a number to a maximum of one decimal place,³⁶ between and including 1.0 and 10.0. The examination result is not expressed as a number between 5.0 and 6.0.
- 4.6.5 The examination result is considered to be a pass if it is 6.0 or higher.
- 4.6.6 Receiving a pass for a practical assignment can count as (passing or sitting) an examination, within the meaning of Article 7.10 of the Act.³⁷
- 4.6.7 Together with the written or electronic notification of examination results,³⁸ students are also informed of their right to inspect their graded examination papers, as referred to in Article 4.8, as well as of the appeals procedure.
- 4.6.8 *Not applicable.*

Article 4.7 Period of validity of examinations and exemptions

- 4.7.1 The period of validity of an examination pass and an obtained exemption is in principle unlimited. However, the Board of Examiners can decide that an examination or exemption loses its validity, if it was passed or obtained more than six years ago and the examined or exempted knowledge, understanding and/or skills are demonstrably outdated. The propaedeutic final examination has unlimited validity.³⁹ (Cf. Article 4.10.2.1 and 4.10.2.2)
- 4.7.2 Until the evaluation referred to in Article 4.10.2.2 takes place or the Board of Examiners *ex officio* has made a decision as referred to in Article 4.7.1, the student can ask the Board of Examiners to make a decision about the validity of the passed examinations and/or obtained exemptions.⁴⁰

³⁵ That is to say: if the grades for an examination cannot be supplied in time to the Education Administration Centre (OIC), or if the OIC is not able to announce the grades in time, the course coordinator or the examiner or the head of the OIC will submit a reasoned request as soon as possible to the Education portfolio holder in the Faculty Board. If this request is granted, the course coordinator or examiner of department in which the student(s) took the examination will notify student(s) no later than the fourteenth working day after the examination, and also inform them about the procedure that will then be applicable.

³⁶ For the precise details of this provision, see the 'Rules and Regulations for Examinations and Final Examinations of Bachelor's Programmes at Leiden Law School'.

³⁷ This entails that a practical assignment:

- a. not only can be a condition for participation in the/an examination (cf. Article 3.3 in conjunction with Article 1.2 letter s),
- b. but also, that a practical assignment itself can be given a grade and can wholly or partly determine the final grade (cf. the present article in conjunction with Article 1.2 letter s).

³⁸ After or at the examination or in the Brightspace environment of the component concerned.

³⁹ This provision is based on the Act and the provisions about this in the Model OER: "The Faculty Board may limit the validity of an examination pass, subject to the authority of the Board of Examiners to extend the period of validity in individual cases. The period of validity of an examination pass may only be limited if the examined knowledge, understanding or skills are demonstrably outdated."

⁴⁰ This provision is also an elaboration of the Act and the Model OER: "The Board of Examiners may, in accordance with the criteria specified in the Rules and Regulations and at the request of the student, extend the validity of examinations for a period to be specified by the Board itself. In the event of special circumstances in

4.7.3 The validity period referred to in Article 4.7.1 starts on 1 September of the academic year following that in which the examination was passed or the exemption granted.

Article 4.8 Inspection and final feedback session

- 4.8.1 Students are entitled to inspect and receive feedback on their graded examination within a maximum period of 30 calendar days following the publication of the results of a written or digital examination, and in any case before the resit takes place.
- 4.8.2 Within the period referred to in Article 4.8.1, students may inspect the examination questions and assignments, as well as the grading schemes used to grade the examination.
- 4.8.3 The time and manner of the inspection and feedback session on the examination are specified in the Prospectus or in the digital learning environment.
- 4.8.4 The Board of Examiners is authorised to decide whether the inspection of the examination papers and the feedback session are to be collective or individual.
- 4.8.5 The examiner determines where and when the inspection of the examination paper and the feedback session will take place.
- 4.8.6 Students who are unable to attend the inspection of the examination paper and the feedback session due to demonstrable circumstances beyond their control are granted another opportunity, if possible within the period referred to in Article 4.8.1.

Article 4.9 Exemption from examinations and/or practical assignments

- 4.9.1 At the student's request and after consultation with the examiner in question, the Board of Examiners may grant the student exemption from one or more examinations or practical assignments if the student:
- has completed a component at a research university or university of applied sciences that is similar in content and level to the component for which the student is requesting exemption, or
 - has demonstrated through relevant work or professional experience, that they have acquired sufficient skills and knowledge in relation to the component in question, or
 - has passed Pre-University College: in this case, the Board of Examiners determines the component(s) for which the exemption is granted.
- 4.9.2 If the exemption concerns the components that belong to a minor,⁴¹ the Board of Examiners responsible first consults the Board of Examiners of the programme that provides the minor before deciding whether to grant an exemption.

Article 4.10 Final examination

- 4.10.1.1 The Board of Examiners awards a degree certificate when there is sufficient proof that the final examination has been passed.
- 4.10.1.2 For *full-time* propaedeuse students who enrolled for the programme from or after 1

the sense of Article 7.51 (2) of the Act, the Board of Examiners shall act in accordance with the pertinent provisions of Article 7.10 (4) of the Act.

⁴¹ This pertains to the minor system (cf. Article 3.2 and Article 2.7).

September 2012, *Leiden Law Practices (LLP)** is applicable as a requirement for taking the propaedeutic final examination.

*(That is to say:) A student must have taken and passed the legal language test and must have attended all the (seminar) sessions of LLP, the court visit and, where applicable, the work visit, and must have prepared for these and actively participated in them, before being permitted to take the propaedeutic final examination. An exception is only made to this for two sessions.

Further information on *Leiden Law Practices* can inter alia be found in the syllabus/handbook '*Leiden Law Practices for Law Programmes at Leiden Law School 2024-2025*'.

Contrary to the above, students who started the programme before 1 September 2012 are not subject to the requirement of having passed the legal language test before taking the propaedeutic final examination.

4.10.1.3 The *part-time* propaedeutic students (and the full-time students who started the bachelor's programme before 1 September 2007 but have not yet taken the propaedeutic final examination as referred to in Article 2.8 subparagraph a, also known as *retake students*) are exempt from participation in *Leiden Law Practices* (unless the Board of Examiners decides otherwise in special cases), with the exception of the legal language test.

4.10.1.4 For *full-time* students who only enrol on the programme during the month of September, if necessary a separate regime is applicable in relation to *Leiden Law Practices*. At the request of a student, in this regard the Board of Examiners, after consultation with the Education Board⁴² and/or the Education portfolio holder in the Faculty Board, decides *ad hoc*, depending on the circumstances and possibilities of the case, about the content of the *Leiden Law Practices* to be followed and the attendance requirement as referred to in Article 4.10.1.2.

4.10.1.5 For a '*transfer student*' (that is to say, a student who enrolls for the programme and obtains one or more exemptions for the propaedeutic), depending on whether they are enrolled as a full-time or part-time student, the provisions of Article 4.10.1.2 or Article 4.10.1.3 respectively are applicable, unless the Board of Examiners decides otherwise in special cases.

4.10.2.1 As part of the final examination, the Board of Examiners is entitled to conduct its own evaluation of the knowledge, understanding and skills of the examination candidate and to assess the results.

4.10.2.2 The evaluation comprises in any case the Board of Examiners' judgement on the validity of passed examinations and obtained exemptions, as referred to in Article 4.7.1.

4.10.3 The degree is only conferred once the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One degree certificate is awarded for each programme. The degree certificate states that the (specialisation of the) programme was delivered by Leiden University.

4.10.4 Pursuant to the regulations⁴³ referred to in Article 7.11 (3) of the Act, a student who is entitled to graduate may ask the Board of Examiners to postpone graduation.

4.10.5 This request must be submitted within five working days of the student receiving notification of their final examination results. In the request the student must indicate

⁴² With regard to the Education Board, see Article 19 et seq. of the [Leiden Law School Rules of Procedure](#).

⁴³ [Leiden University Regulations on Postponing Graduation](#)

when they wish to receive the degree certificate.

- 4.10.6 The Board of Examiners will approve the request if the student was not enrolled on the programme for longer than four academic years. The Board of Examiners may also approve the request if refusing it would result in a considerable injustice.
- 4.10.7 A supplement in Dutch and/or in English that conforms to the standard European Diploma Supplement format, including the grading table applicable for the degree programme, is attached to the degree certificate. In addition to the degree certificate, students are issued with a translation of the degree certificate and a certificate in Latin.

Article 4.11 The degree

- 4.11.1 The degree of Bachelor of Laws (LL.B.) is awarded to those who have passed the final examination of the programme.
- 4.11.2 The degree certificate specifies which degree has been awarded.

Article 4.12 Degree classification

- 4.12.1 The student is awarded a degree classification for the final examination.⁴⁴
- 4.12.2 The degree classification is based on the weighted average of the grades obtained for all the examinations that form part of the final examination, with the exception of the components/examinations for which an exemption was granted or for which the student only obtained a proof of attendance. Components completed from other programmes, including components followed abroad, must be approved by the Board of Examiners.
- 4.12.3 The weighted average of all grades is determined by multiplying the number of ECTS credits for each component by the grade awarded for this component, adding these together and then dividing the result by the total number of credits earned.
- 4.12.4 Without prejudice to the provisions of Article 4.12.6 and Article 4.12.7, the degree certificate and diploma supplement include the 'cum laude' classification if the following conditions are met:

For the bachelor's final examination:

- the weighted average for all components is 8.0 or higher;
- the grade for the bachelor's thesis is 8.0 or higher;
- the Bachelor's final examination was passed within four academic years, and;
- exemptions were granted for no more than 60 EC.

For the propaedeutic final examination:

- the weighted average for all components is 8.0 or higher;
- the propaedeutic examination was passed within one academic year, and;
- exemptions were granted for no more than 20 EC.

⁴⁴ The degree classification consists of the description 'passed', which can be supplemented with the distinction 'cum laude' or 'summa cum laude' if the requirements, as stated in paragraphs 2 to 7 of the present article, have been fulfilled.

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

- 4.12.5 Without prejudice to the provisions of Article 4.12.6 and Article 4.12.7, the degree certificate and the diploma supplement include the 'summa cum laude' classification if the following conditions are met for the full-time programmes:

For the bachelor's final examination:

- the weighted average for all components is 9.0 or higher;
- the grade for the final assignment of the bachelor's programme is 9.0 or higher;
- the Bachelor's final examination was passed within three academic years, and;
- exemptions were granted for no more than 60 EC.

For the propaedeutic examination:

- the weighted average for all components is 9.0 or higher;
- the propaedeutic examination was passed within one academic year, and;
- exemptions were granted for no more than 20 EC.

The Board of Examiners sets corresponding conditions for part-time programmes, proportionate to the nominal duration of the study programme.

- 4.12.6 The Board of Examiners may also decide to award a distinction in other, exceptional cases, 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. This may involve such considerations as the student's development throughout the study programme, any exceptional performances on the part of the student in completing the thesis/final paper/final report/final programme assignment and any other relevant exceptional circumstances.
- 4.12.7 If a student has been subject to a disciplinary measure as a result of irregularity, fraud or plagiarism, as set out in the Rules and Regulations, a distinction will not be awarded, unless the Board of Examiners decides otherwise.⁴⁵

⁴⁵ Fraud and other irregularities are noted in the student's electronic personal file, pursuant to Article 4.5 of the OER and Article 6.6 of the Rules and Regulations for Examinations and Final Examinations of Bachelor's Programmes at Leiden Law School.

Chapter 5 Admission to the Programme for the academic year 2024-2025

Article 5.1 Direct admission

- 5.1.1 Direct admission to the programme is granted to those persons who meet the requirements set out in Articles 7.24 and 7.25 of the Act.
- 5.1.2 The conditions for admission to the programme are established in the Regulations for Student Registration, Tuition Fees and Examination Fees of Leiden University.⁴⁶
- 5.1.3 In certain cases as defined in the Act, the Executive Board may deny admission by virtue of its powers under Article 7.28 (1), second and third sentences, of the Act.⁴⁷
- 5.1.4 *Not applicable.*

Article 5.2 Admission

5.2.1 Admission with a propaedeuse from a university of applied sciences or associate degree

Pursuant to Article 7.28 (1a) of the Act, the following is required of the holder of an associate degree or the holder of a propaedeuse diploma from a university of applied sciences (hbo). The student must demonstrate that they possess the knowledge, understanding and skills at the pre-university (vwo) final examination level, required to successfully complete the bachelor's programme. This can be demonstrated by means of the (pass) certificate of the subject Dutch.

5.2.2 Equivalent qualifications

A person who is not in possession of a pre-university (vwo) diploma awarded after 2007, may

- be enrolled by virtue of the Act on the grounds of a different diploma (Article 7.28 of the Act), on condition that they meet all the further previous education requirements.
- be enrolled with an old-style pre-university (vwo) diploma, on condition that they meet all the further previous education requirements.

If the person does not meet the further previous education requirements, they may be required to take a test on the subjects referred to in Article 5.2.3.1 at the level of the final vwo examination for the profile that allows for direct admission.

5.2.3 *Not applicable.*

5.2.4 Dutch languages and English languages

5.2.4.1 Students whose native language is not Dutch can meet the requirement of a sufficient command of the Dutch language if they have passed the examination level TUL (Leiden University Admission Examination)-advanced (gevorderd). The TUL examination is organised by Leiden University. A Dutch as a Second Language Certificate (Certificaat Nederlands als Vreemde Taal) at the Educatief Professioneel (Educational Professional) level is also sufficient to meet the language requirement. An International School diploma or a

⁴⁶ [Regulations for Student Registration, Tuition Fees and Examination Fees](#)

⁴⁷ Questions about the 'Convention on the Recognition of Qualifications concerned Higher Education in the European region' and differences in admission requirements between countries.

comparable international programme provided in the Netherlands is considered to be a diploma obtained outside the Netherlands. Holders of an International Baccalaureate (IB) diploma with Dutch A or Dutch B-HL are exempted from the Dutch language requirement. The above does not apply to students whose native language is Dutch but who have completed a study programme in pre-university or higher education in Dutch.

5.2.4.2 The Board of Examiners may, in special cases, grant exemption from the examination referred to in Article 5.2.4.1.

5.2.4.3 Holders of a diploma obtained outside the Netherlands meet the requirement of a sufficient command of English language if they have one of the following diplomas:

- 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 (except for the French-taught programmes in Canada), Germany, 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 completed at a Dutch university of applied sciences.

5.2.4.4 Holders of a Dutch diploma meet the requirement of a sufficient command of the English language if they have a pre-university education (vwo) diploma.

5.2.4.5 If the student does not meet the requirements in Article 5.2.4.3, the language level can be demonstrated with one of the following tests:

- IELTS 6.0, where each separate constituent score must be at least 6.0;
- TOEFL (internet-based) 80, where each separate constituent score must be at least 20;
- Cambridge English C2 Proficiency or C1 Advanced, where each separate constituent score must be at least 169.⁴⁸

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

5.2.5 Entrance examination

The entrance examination,⁴⁹ as referred to in Article 7.29 of the Act, applies to the following subjects at the stated level:

Subject	Level
English	vwo final examination
French or German	vwo final examination

⁴⁸ See also the comparison table: [english-test-equivalencies.pdf \(universiteitleiden.nl\)](https://www.universiteitleiden.nl/english-test-equivalencies.pdf).

⁴⁹ The Board of Admissions determines the requirements that are used in the entrance examination, which is conducted to ascertain whether the applicant is suitable for the education of the programme, and has sufficient command of the language to follow the education. The Board of Admissions also determines which of the subjects will be tested and the way in which these will be tested. See Article 7.29 of the Act. For more information on the Board of Admissions, see Article 25 of the Leiden Law School Rules of Procedure.

Dutch
History

vwo final examination
vwo final examination

Article 5.3 *Not applicable.*

Chapter 6 Student Counselling and Study Advice

Article 6.1 Study progress administration

- 6.1.1 The Faculty Board⁵⁰ keeps records of the results of individual students.
- 6.1.2 Students may inspect their results in the study progress system at any time.⁵¹
- 6.1.3 From the second year of enrolment, the programme asks all students to submit an annual study plan, indicating the examinations they intend to take, and the extracurricular activities relevant to the programme or recognised by the Executive Board in which they intend to participate.⁵²

Article 6.2 Introduction and student counselling

As referred to in the Leiden University Regulation on the Binding Study Advice, the programme must provide an introduction and study guidance for all students who are enrolled in the programme, in order to familiarise them with their study options in the programme and elsewhere and to facilitate their progress in their studies.⁵³

Article 6.3 Study advice

- 6.3.1 In their first year of enrolment, all students are provided with advice on the continuation of their studies. The Board of Examiners is mandated by the Faculty Board to issue this study advice. For information on the requirements, the number of times and the occasion when the advice is issued, and the possible consequences of this advice, see the Leiden University Regulation on the Binding Study Advice that applies to the academic year in question.
- 6.3.2 *Not applicable.*
- 6.3.3 A binding negative study advice with refusal only applies to the programme and associated specialisations in which the student is enrolled. The binding study advice also applies to any bachelor's programme which shares the propaedeutice with the programme.
- 6.3.4 Students may request an oral explanation of the study advice as well as information on continuation of their studies within or outside the Faculty and on any other possible education options.

⁵⁰ In this case, the Education Administration Centre (OIC).

⁵¹ That is to say: a student may inspect their own study results throughout the year via uSis. If it becomes necessary, either on the Faculty's instigation or at the student's own request, a printout will be provided.

⁵² If the programme considers that the student is incurring (serious) delay in their studies compared with the nominal study progress, the programme will draw the student's attention to the obligation to submit a study plan and to the possibility of receiving support with this.

⁵³ [Regulations on Binding Study Advice](#)

Article 6.4 Supervision of the thesis/final paper/final report/final programme assignment

6.4.1 Together with the first reader, the student draws up a plan for the thesis/final paper/final report/final programme assignment, as referred to in Article 3.3.2. This plan is based on the study load for this component as specified in the Prospectus.

6.4.2 The plan referred to in Article 6.4.1 also specifies the frequency and manner of supervision.

Article 6.5 Top-level sport

Students who engage in top-level sport are given the opportunity to adjust their study programme to their sporting activities wherever reasonably possible. The programme determines who falls within this category in line with the guidelines drawn up by the Executive Board.⁵⁴

Article 6.6 Disability or chronic medical condition

Where possible, students with a disability or chronic medical condition are given the opportunity to adjust their study programme to the limitations resulting from their disability or chronic medical condition.⁵⁵ The study programme can be adjusted to the individual disability or chronic medical condition of the student in question, but this must not affect the quality or level of difficulty of the components or the final examination curriculum itself.

Article 6.7 Study and internships abroad

As far as reasonably possible, measures will be taken for students who suffer from a demonstrable delay in their studies as a result of study or an internship abroad that has been approved by the Board of Examiners, in order to limit the delay.

⁵⁴ The programme will be adjusted to the student's top-level sport circumstances as far as possible, but this must not affect the quality or difficulty of a course or the final examination curriculum.

⁵⁵ [Protocol on Studying with a Disability](#)

Chapter 7 Evaluation of the Programme

Article 7.1 Evaluation of the programme

The education in the programme is evaluated *inter alia* as follows:

- with annual course evaluations of the bachelor's components;
- with student panel discussions;
- with annual teacher evaluations and the annual Teaching Prize associated with these (the JSVO Teaching Prizes: the 'best teacher election');
- with the annual programme reports;
- *in the context of the accreditation*: with the required critical self-reflections, the mid-term review and the institutional audit;
- with *ad hoc* (project) evaluations under the responsibility of the Faculty Board.

The Programme Director will inform the Programme Committee about the outcomes of the evaluation.

Chapter 8 Final Provisions

Article 8.1 Amendments

- 8.1.1 Amendments to these regulations are adopted by a separate order of the Faculty Board with the prior consent of the Faculty Council or the Programme Committee,⁵⁶ depending on the topics concerned.
- 8.1.2 Amendments to these regulations that apply to a particular academic year must be adopted before the start 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 Faculty Board is responsible for publishing these regulations, the Rules and Regulations established by the Board of Examiners, and any amendments to these documents, via the Prospectus and/or the University website.⁵⁷

Article 8.3 Term of application of the OER and transitional arrangements

- 8.3.1 The Course and Examination Regulations apply for the duration of one academic year.
- 8.3.2 If one or more components belonging to the compulsory components (cf. Article 3.1.1) at the time of the student's first enrolment on the programme is no longer offered, transitional arrangements can be made for these components. If necessary, the Board of Examiners will designate alternative components.⁵⁸

Article 8.4 Entry into force

These regulations enter into force on 1 September 2024.

END

⁵⁶ In accordance with the powers of the Faculty Council and the Programme Committee as defined in Article 9.38 and Article 9.18 of the Act respectively.

⁵⁷ These Regulations will be published on the Faculty website.

⁵⁸ If necessary, components that are offered by another institution will be designated. Transitional arrangements will not be published on the programme-specific student website.



**Universiteit
Leiden**
The Netherlands

LEIDEN LAW SCHOOL EXCHANGE PROGRAMME

ADDENDUM COURSE AND EXAMINATION REGULATIONS FOR EXCHANGE AND STUDY ABROAD STUDENTS

2024-2025

Addendum to Course and Examination Regulations

Bachelor of Laws (LL.B.) 2024-2025

Valid from 1 September 2024

Contents

Exchange and Study Abroad students fall under the scope of the Course and Examination Regulations Bachelor 2024-2025. This addendum contains additional and/or specific information for exchange/study abroad students associated with the following contents from the Course and Examination Regulations Bachelor 2024-2025:

3. Curriculum
4. Examination, Final Examinations and Further Education
5. Admission to the Programme
6. Study Guidance and Study Advice
7. Evaluation of the Programme
8. Final Provisions

3 Curriculum

Leiden Law Courses

Courses starting with a 22989 course code - are English taught courses specifically designed for exchange students. We try to schedule these courses and exams so that there is hardly any overlap. This cannot be guaranteed however. First semester Leiden Law courses will be concluded with exams before Christmas (retakes are scheduled in January). Second semester courses will be concluded before 1 June, however, exams and retakes may take place until approximately mid-June/end-June.

Other English taught courses

Students may also choose English taught courses from the regular Bachelor programme (courses starting with course code 220). Please note that there are limited places and course and exam schedules for these courses may conflict with the Leiden Law Courses. It is the student's responsibility to check whether course schedules for these 220 courses clash with the Leiden Law Courses.

Courses from other faculties

The same applies when students enroll for courses with one of the other faculties.

Master's courses

In exceptional cases, exchange students can follow some Regular Master's courses (European Law, Public International Law, Comparative Criminal Justice) besides the LLC bachelor courses. Five prerequisites are:

- o Bachelor degree

- o Maximum course load is 15 ECTS.
- o The students' academic record must be approved by the academic coordinator of the Master programme.
- o A TOEFL/IELTS test is required for non-native speakers.
- o Availability of places (registered degree students receive priority).

Exchange students are not allowed to take any Advanced Master's courses.

Course selection

Students are asked to submit course choices as part of their application to Leiden University. Based on your qualifications (please check prerequisites for each course) and availability, the Office for International Education will accept you for these courses. Should you wish to make any changes, please inform us via incomingexchange@law.leidenuniv.nl stating your name and student number. Please note that courses fill up quickly and that it may not always be possible to choose your preferred courses. In principle course changes can only be made in case of timetable clashes; strict deadlines apply.

Class attendance is mandatory for all courses. The lecturer may deny the student access to the course and/or examination in case of (a) missed class(es).

4. Examination, Final Examinations and Further Education

Course and exam registration

Incoming non-degree students will be registered by the Office for International Education for your courses and exams. It is the student's responsibility to inform the Office for International Education of any changes to the original curriculum or in case students do not want to sit an exam. Please note that students can only sit an exam if they are registered correctly for an exam. NB students need to enroll themselves for retakes. Registration closes 10 days prior to the exam (strict).

Exam dates

It is not possible to deviate from the set dates and locations for examinations and/or retake exams. Examination dates should be taken into account when planning a journey back home. Please note that examinations can be held even on the last day prior to a holiday.

Students must check their personal schedule, accessible via MyTimetable, to verify that exam registration has been successful. Non-compliance with the above will result in not being allowed to sit for the exam.

Sitting exams

All students of Leiden University, including exchange students, must present their Leiden University student ID-card, and another form of identification (for example a valid passport, valid driver's license) at any examination the student is scheduled to take. Examination papers that do not state the student's university ID number are invalid and will not be graded. Non-compliance with the above will result in not being admitted to sit for the exam.

If students enter the examination room after the exam has already commenced, they may be excluded from participation by the exam invigilator.

5. Admission to the Programme

Admission to the Programme

In order to be admitted to the programme:

- You should have completed at least two years of university education.
- You must have a GPA of at least 3.2 out of 4.0 (or equivalent).
- Your academic background must be relevant to the courses you are applying for. For some courses, specific prerequisite knowledge is required – see the [prospectus](#) for details.

English Language Proficiency

Students enrolled in the exchange programme should have a good level of proficiency in English – equivalent to at least IELTS 6.5/TOEFL 90. Students whose ability to read, understand and speak English is insufficient may cause problems for themselves, their lecturers and their fellow students. In case a student's knowledge of the English language appears to be insufficient - to be determined by Leiden Law School - the student may be denied admission to the enrolled courses and exams.

The student's home institution is responsible for selecting and sending to Leiden only those students whose English language proficiency is sufficient. Leiden Law School may demand an English language test result.

6. Study Guidance and Study Advice

The first point of reference for study guidance and study advice is the incoming exchange coordinator. If necessary they may refer you to the law school's study advisors or other relevant departments.

7. Evaluation of the Programme

At the end of the programme all students will be sent a survey about your exchange at Leiden Law School. We kindly would like to ask you to complete the following survey. Based on your responses we can further improve our services.

8. Final Provisions

Faculty Introduction morning

All international law exchange and visiting students have to attend the faculty introduction morning at Leiden Law School. This session is part of the university's international introduction programme (Orientation Week Leiden/OWL), and is scheduled during the week before the start of the semester. During this session important information will be given about studying at Leiden Law School, further details about the Leiden Law School Exchange Programme, including course and exam registration, will be explained.