



University of Applied Sciences Leiden

**Education and Examination Regulations 2023-2024
for the Master's Degree Programmes**

PART A: institution-wide part of master's programmes

This general part of the EER, which applies to all master's degree programmes, was adopted by the Executive Board on 20 February 2023 following approval by the Joint Assembly on 7 February 2023.

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CHAPTER 1: GENERAL

ARTICLE 1.1 DEFINITIONS

In these regulations, the following definitions apply:

- a. **assessment:** the determination by an examiner to what extent the student or *extraneus* has met the requirements formulated for a particular unit of study or particular component thereof;
- b. **Examination Appeals Board:** the Examination Appeals Board (Cobex; Dutch: *College van Beroep voor de Examens*), as referred to in Sections 7.60 through 7.63 of the 'WHW' (Higher Education and Scientific Research Act) and Article 8.15 of the University of Applied Sciences Leiden Students' Charter. Students can lodge appeals with this board against decisions of the examination board or an examiner, among other things;
- c. **Executive Board:** board of the Stichting Hogeschool Leiden (Hogeschool Leiden Foundation), also the institutional board of University of Applied Sciences Leiden;
- d. **competence:** an integral unit of professional knowledge, attitudes and skills required to function adequately within relevant professional contexts;
- e. **contact hour:** clock hour during which education is scheduled under the supervision of a teacher, or a clock hour during which a test or (interim) examination is scheduled;
- f. **conversion list** (or: transposition table): table showing what the old situation was like, and what the current situation is like;
- g. **CROHO:** Central Register of Higher Education degree programmes (CROHO; Dutch: Centraal Register Opleidingen Hoger Onderwijs), which lists all degree programmes which, if successfully completed, result in an official certificate within the meaning of the 'WHW' (Higher Education and Scientific Research Act) with the corresponding degree (associate, bachelor or master);
- h. **part-time programme:** programme designed to take into account the possibility that activities other than educational activities may also take up the Underpins student's time;
- i. **DLWE:** digital learning and working environment within the university where information related to the degree programme can be found;
- j. **work-study programme:** degree programme designed in such a way that attending education for one or more periods is alternated with professional practice related to that education. The programme consists of an educational and a professional practice component, with the professional practice component forming part of the degree programme, as listed in the appendices of Part B;
- k. **final qualifications:** competences and qualities a student must possess when the student has successfully completed the degree programme;
- l. **European Credit (EC)/credit:** the unit used to calculate the study load as referred to in Article 7.4 of the 'WHW' (Higher Education and Scientific Research Act), where 1 credit (EC) equals 28 hours of study. Credits are awarded if the examination of the unit of study has been passed;
- m. **previously acquired competences (PAC; Dutch: EVC - eerder verworven competenties):** The body of knowledge, understanding, skills and attitudes acquired elsewhere at an earlier time through learning processes;
- n. **previously acquired qualifications (PAQ; Dutch: EVK - eerder verworven kwalificaties):** Credit certificates, degree certificates or any domestic or foreign study certificate indicating that a formal (accredited) learning pathway was successfully completed at an earlier time;
- o. **PAC procedure:** procedure carried out by an organisation recognised by University of Applied Sciences Leiden, or in special cases an examination board or PAC board, for the purpose or recognition of previously acquired competences and the evaluation of knowledge and skills gained outside of education, all this on the basis of sound research;

- p. examination:** the set of successfully completed interim examinations of the units of study forming part of a programme. The examination may also include an additional assessment conducted by the examination board itself;
- q. examination board:** the examination board is the body that objectively and expertly determines whether a student meets the conditions set by the education and examination regulations with regard to knowledge, insight and skills required to obtain a degree;
- r. examiner:** the person appointed by the examination board to conduct one or more interim examinations or parts thereof and to determine their results (marks), not being a student or *extraneus*;
- s. extraneus:** a person enrolled by the institution as an *extraneus* as referred to in Section 7.32 of the 'WHW' (Higher Education and Scientific Research Act) in a full-time or part-time programme;
- t. faculty:** organisational unit of the University of Applied Sciences Leiden consisting of several degree programmes within which contract activities and research also take place;
- u. faculty director:** head of a faculty and supervisor of the education managers in the relevant faculty;
- v. fraud:** any act, failure to act or omission by a student, of which he knew or should have known that makes it wholly or partly impossible to correctly assess his knowledge, understanding and skills;
- w. disability:** all conditions that are chronic in nature and (can) lead to a delay in studies. Disorders such as motor or sensory impairment, mental impairment, speech disorder, dyslexia, dyscalculia, autism spectrum disorder, AD(H)D and chronic illnesses also included;
- x. degree certificate:** the degree certificate, including its appendix (list of marks) and, if applicable, a supplement;
- y. joint specialisation programme:** specialisation programme as referred to in Section 7.3(c) of the 'WHW' (Higher Education and Scientific Research Act) that is provided jointly by the university and one or more Dutch or foreign higher education institutions;
- z. joint degree programme:** programme as referred to in Section 7.3(c) of the 'WHW' (Higher Education and Scientific Research Act) that is provided jointly by the university and one or more Dutch or foreign higher education institutions;
- aa. Joint Meeting:** joint meeting as referred to in Section 10.16(b) of the 'WHW' (Higher Education and Scientific Research Act), in which members of the Staff Council and Student Council exercise joint participation;
- bb. degree:** the Executive Board grants the degree of *Master* to the person who has successfully completed the examination of a master's degree programme in higher professional education;
- cc. university:** University of Applied Sciences Leiden (Hogeschool Leiden);
- dd. Legal Protection Desk University of Applied Sciences Leiden:** facility as referred to in Section 7.59(a) of the 'WHW' (Higher Education and Scientific Research Act) where all appeals, objections and complaints within the context of the legal protection of a student are submitted and lodged;
- ee. master's degree programme:** programme as referred to in Section 7.3(a)(2)(c) of the 'WHW' (Higher Education and Scientific Research Act);
- ff. unit of study:** a unit of study as referred to in Section 7.3 of the 'WHW' (Higher Education and Scientific Research Act), which in conjunction with other units of study forms the curriculum of the degree programme and which involves an examination. A unit of study may relate to a practical exercise;
- gg. education manager:** the head of one or more programmes within a faculty of the university;
- hh. curriculum:** the coherent set of units of study that make up the programme a student follows;
- ii. education week:** week in which educational activities are scheduled, including examinations and tests;

- jj. irregularity:** the situation in which the student, the programme or the university does not comply with the rules for the proper conduct of testing and (interim) examination, included in the Execution Regulations (which can be found on the website: www.hsleiden.nl), or the situation in which the student is guilty of fraud or plagiarism. Fraud and plagiarism are irregularities as well;
- kk. degree programme:** master's degree programme;
- ll. education committee:** the committee as referred to in Section 10.3(c) of the 'WHW' (Higher Education and Scientific Research Act), consisting of students and lecturers, which has, among other things, advisory and consent rights with respect to (Part B of) the Education and Examination Regulations;
- mm. programme year:** a coherent section of the degree programme, with a study load of 60 credits (EC), i.e. 1680 hours of study;
- nn. coordinator:** person or organisation that conducts the correspondence around a project/educational activity and thus acts as a point of contact;
- oo. plagiarism:** plagiarism is a form of fraud and involves the (almost) literal copying of parts of another person's work or ideas, without indicating that they are someone else's words or without mentioning the where the original document can be found (infringement of intellectual property), as further explained in these regulations;
- pp. practical exercise:** unit of study as referred to in Section 7.3(2) of the 'WHW' (Higher Education and Scientific Research Act), in which the emphasis is on practical preparation for professional practice and on professional practice in connection with education in a work-study programme, insofar as these activities take place under the supervision of the university. A practical exercise can take the form of a project;
- qq. practical information:** internal university-wide information, accessible via the secure digital environment within the university. Practical information can be found at mijn.hsleiden.nl;
- rr. downtime days:** the off days ('roostervrij': not populated in the timetable) as referred to in the annual timetable, which can be found on mijn.hsleiden.nl (Practical Information); there are no classes on these days, but testing can take place;
- ss. written & in writing:** refers to handwritten or printed texts, whether in digital or analogue form, as long as no exception to this definition is made in these regulations or by or under the Student Charter;
- tt. student:** a person who is enrolled in a degree programme as a student by the university as referred to in Section 7.32 of the 'WHW' (Higher Education and Scientific Research Act);
- uu. University of Applied Sciences Leiden Student Charter:** statute as referred to in article 7.59 of the WHW which states the rights and obligations of students. The Student Charter consists of an institution-specific and a programme-specific part;
- vv. academic year:** the period beginning on 1 September and ending on 31 August of the following year;
- ww. study career counsellor:** the person appointed on behalf of the programme to provide study career counselling for students;
- xx. study career counselling:** the study counselling of the student that focuses on the study, choice of study and planning processes, aimed at effective study progress;
- yy. credit:** for the definition, refer to the description under European Credit (EC);
- zz. supplement to the degree certificate:** the document, as referred to in Section 7.11 of the 'WHW' (Higher Education and Scientific Research Act), which complies with the European established format, which is added to the degree certificate (i.e. not a propaedeutic certificate) and which lists: the nature, level, context, content and status of the degree programme;
- aaa. interim examination:** an examination of a student's knowledge, understanding and skills, the outcome of which is marked (assessed) by an examiner and which concludes a unit of study. An interim examination may consist of one or more tests;

- bbb. test:** part of an examination. An assessment by an examiner is attached to a test and assesses whether a student possesses the required knowledge, certain insight, certain skills and/or competences belonging to (part of) a unit of study;
- ccc. Execution Regulations:** regulations that specify the way in which a number of provisions from the Education and Examination Regulations are to be dealt with across the university, in particular with regard to rules concerning the proper conduct of examinations;
- ddd. validation:** the recognition and valuation of previously acquired competences and previously obtained qualifications by the examination board through an exemption;
- eee. full-time programme:** a degree programme organised without taking into account the performance of non-educational activities;
- fff. exemption:** exemption from sitting one or more tests or (interim) examinations, at the discretion of the examination board, on the basis of previously successfully completed (interim) examinations in higher education, or on the basis of knowledge and skills acquired outside of higher education, whether or not demonstrated by means of a PAC;
- ggg. working days:** Monday to Friday, not including public holidays and downtime days;
- hhh. WHW:** the '*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*' (Higher Education and Scientific Research Act).

ARTICLE 1.2 SCOPE OF THE REGULATIONS

1. Part A of these regulations contains the description of the institution-wide provisions that apply to all master's degree programmes of the university.
Part B of these regulations contains the description of the programme-specific provisions.
2. These regulations apply to all students enrolled in the degree programme at any time during the term of these regulations, the academic year 2023-2024, and to those applying for enrolment in the programme during the term of the regulations. These regulations also apply to *extranei* who, by virtue of their enrolment, are entitled to take part in an examination forming part of the degree programme or in tests and interim examinations thereof.
3. These regulations apply to joint programmes, provided the programme forms part of it, unless the agreement underlying the joint programme provides otherwise.
4. If one or more joint specialisation programmes are provided within the degree programme, these regulations apply in full to all joint specialisation programmes, unless the agreement underlying a joint specialisation programme stipulates otherwise.
5. These regulations or part thereof may be declared applicable *mutatis mutandis* to a person other than a student or *extraneus*, who participates in parts of the degree programme.
6. These regulations (Part A and Part B) occasionally refer to other regulations, citations, sources and so on. Students are expected, on their own initiative, to take note of these.
7. Wherever in these regulations the pronoun 'he' is used, where appropriate, 'she' or 'they' may also be read.

ARTICLE 1.3 ADOPTION AND AMENDMENT OF THE REGULATIONS

1. Part A (the institution-wide provisions) is adopted annually by the Executive Board, after approval by the Joint Meeting.
2. Part B (the programme-specific provisions) is adopted annually by the Executive Board before the start of the academic year. The faculty director and education managers are responsible for the timely preparation and delivery of programme-specific provisions. Adoption by the Executive Board does not take place until after the degree programme committees have been able to exercise their powers of advice and consent

3. Amendments to these regulations during the academic year shall only take place provided that the interests of the students concerned are reasonably not harmed as a result.

CHAPTER 2: PRIOR EDUCATION, ENTRY REQUIREMENTS AND EXEMPTIONS

ARTICLE 2.1 PRIOR EDUCATION REQUIREMENTS

1. Certificates giving direct admission to the degree programme are listed in Part B.
2. If the holder of a certificate referred to in the first paragraph also needs to fulfil other requirements (such as a work placement location), those requirements are described in Part B.
3. If a prospective student has a certificate other than as referred to in Paragraph 1, additional qualitative requirements may apply in addition to the above requirements. In that case, these are listed in Part B.
4. If a prospective student does not meet the entry requirements as referred to in the previous paragraphs of this article, but can reasonably be expected to still be able to meet them within a reasonable period of time, he will be given the opportunity to remedy the shortcoming and still meet the entry requirements. The manner in which this is done is described in Part B.

ARTICLE 2.2 FOREIGN PRIOR EDUCATION

1. When a prospective student holds a foreign diploma and requests admission to the degree programme, the examination board decides whether the diploma is equivalent to a certificate as referred to in Article 2.1(1) of these regulations.
2. The person referred to in Paragraph 1 is admissible if:
 - a. the foreign certificate is at least equivalent to a Dutch certificate that would give access to the degree programme; and
 - b. he also demonstrates a level of written and oral mastery of the language of instruction, such that he is considered capable of properly following the education given.
3. For education given in Dutch, sufficient command of the language is demonstrated by passing the state examination in Dutch as a second language (*Nederlands als een tweede taal*; NT2), programme II, the certificate for Dutch as a foreign language (Certificaat voor Nederlands; CNaVT) or the advanced version of Entry Examination Certificate Leiden University (*Certificaat Toelatingsexamen Universiteit Leiden*; TUL-gevorderd), or an equivalent examination. Whether there is an equivalent examination is at the discretion of the examination board. The procedure it uses is listed in Part B.
4. For education given in English, sufficient command of this language is demonstrated if the student meets the requirements to this end in the Code of Conduct for International Students in Higher Education (*Gedragscode Internationale Student in het Hoger Onderwijs*), available at <http://www.internationalstudy.nl/pagina/gedragscode-en-reglementen>. The procedure to be followed to prove this is described in Part B.
5. The supporting document proving sufficient command of the Dutch or English language may not be older than 24 months at the time of first enrolment in the degree programme.
6. Foreign students who do not hold the Dutch nationality, and who are 18 years of age or older on the first day of commencement of the degree programme for which enrolment is applied for the first time, must be lawfully resident on that day within the meaning of Section 8 of the 'Vreemdelingenwet 2000' (Aliens Act 2000).
7. For the master's degree programme in Digital Forensics, enrolment as a student is open to:
 - a. foreign students who do not hold the Dutch nationality and who are 18 years of age or older on the first day of commencement of the degree programme for which enrolment is applied for enrolment the first time, and who are lawfully resident on that day within the meaning of Section 8 of the 'Vreemdelingenwet 2000' (Aliens Act 2000); and

- b. persons who are foreign nationals and reside outside the Netherlands on the first day of commencement of the degree programme for which enrolment applied for enrolment the first time.
8. Foreign students with a residence permit for studying are required to have obtained at least 50%¹ of the credits for the relevant academic year each year. A lower score will be reported to the Immigration and Naturalisation Service (*Immigratie- en Naturalisatiedienst*; IND). To this end, the education manager transfers the relevant information to Student Affairs.
9. Additional information on admission in the degree programme with foreign previous education can be found on the website:
www.hsleiden.nl/opleiden/bacheloropleidingen/inschrijfinformatie/studenten-uit-het-buitenland.

ARTICLE 2.3 POSITION REQUIREMENTS FOR WORK-STUDY PROGRAMMES

The degree programmes offering a work-study variant state in Part B the specific entry requirements, including those relating to the position itself.

ARTICLE 2.4 ADMISSION, (OTHER) ENROLMENT CONDITIONS AND DISENROLMENT

1. If a prospective student meets the requirements for admission to the degree programme, as set out in this chapter, this will only lead to enrolment in the programme as a student or *extraneus* if all other enrolment requirements of University of Applied Sciences Leiden are also met. The (enrolment and disenrolment) conditions as well as the procedure for enrolment and disenrolment at the university are included in the *University of Applied Sciences Leiden 2023-2024 Enrolment Regulations*, which can be found at www.hsleiden.nl.
2. A decision by the examination board, on behalf of the Executive Board, to admit a person to the degree programme on the basis of the special options provided for in this chapter will only result in enrolment as a student or *extraneus* if all other enrolment conditions of University of Applied Sciences Leiden are also met. These conditions as well as the procedure for enrolment at the university are included in the *University of Applied Sciences Leiden 2023-2024 Enrolment Regulations*, which can be found at www.hsleiden.nl.

ARTICLE 2.5 NO ADMISSION ON GROUNDS OF UNFITNESS

If the Examination Board becomes aware of any behaviour or remarks by a person seeking admission to the degree programme that indicate unfitness for the practice of one or more professions for which the degree programme provides training, or for practical preparation for professional practice, the Examination Board may, in accordance with the procedure referred to in Article 3.13 of the *Leiden University of Applied Sciences Student Charter*, issue a reasoned recommendation to the Executive Board with a request to refuse or terminate the enrolment of the person concerned. Such advice may also be issued by the faculty director or education manager, or jointly. The Executive Board follows the procedure laid down in Article 3.14 of the *Leiden University of Applied Sciences Student Charter* and may, in special cases and after careful consideration of the interests involved, decide to refuse or terminate the enrolment of the person involved.

¹ For more information, refer to the [IND website](#).

CHAPTER 3: EDUCATIONAL PROGRAMME

ARTICLE 3.1 OBJECTIVE OF THE DEGREE PROGRAMME

1. The degree programme serves to provide the student with a coherent set of knowledge, attitude and skills in the areas of expertise listed in Part B that are such that, upon completion of the degree programme, the student will be capable of specialised professional performance of tasks derived from the competence profile (final qualifications) of the degree programme and will be eligible for possible further education.
2. The competences for which the degree programme provides training are listed in Appendix I of Part B.

ARTICLE 3.2 ORGANISATION OF THE DEGREE PROGRAMME

1. The study load is given in Part B.
2. The degree programme consists of a coherent set of units of study, each of which concludes with an interim examination. Whole credits are in principle awarded for units of study. This involves meaningful units of sufficient size, which are sufficiently coherent with each other.
3. The manner in which the degree programme is organised (full-time, part-time or work-study) is described in Part B.

ARTICLE 3.3 COMPOSITION OF THE DEGREE PROGRAMME

The degree programme includes the units of study as described in Part B (Appendix II), indicating for each unit of study: the name, the codes, the study load in ECTS credits (minimum 60 ECTS credits), the test(s) forming the interim examination of the unit of study, the test/examination method, as well as the period in which the unit of study and the test(s) are offered.

ARTICLE 3.4 GENERAL PROVISIONS ON THE CURRICULUM

1. The education and examinations are conducted in Dutch. Notwithstanding this, a different language of instruction may be used if:
 - a. it involves education given by a foreign-language guest lecturer;
 - b. the specific nature, organisation, quality of the education or of a unit of study necessitates the use of another language.
2. In a course offered in Dutch, compulsory English-language literature may be used.

ARTICLE 3.5 STUDENT COPYRIGHT

1. The copyright vested in works made by students or *extranei* within the context of the degree programme will be vested in the student or *extraneus*, unless this is deviated from by agreement to which (a part of) the university or the student himself is a party.
2. The university may agree with the student or *extraneus* that the university is exempted from the obligations arising from copyright or that the name of the university is mentioned on products. If the exemption is chosen, this will be recorded in writing and prior to the work with the student or *extraneus*. A right of use can also be stipulated.
3. Notwithstanding Paragraph 2, the university will receive a digital copy of a graduation assignment or graduation research that may be used by the university for educational and publication purposes. This may be deviated from by (additional) agreement if it has been agreed that a confidential graduation assignment or a confidential graduation research is involved.

ARTICLE 3.6 DISABLED STUDENTS

1. Students with a functional impairment are entitled to effective facilities, in accordance with Section 7.13(2)(m) of the 'WHW' (Higher Education and Scientific Research Act), unless those facilities place a disproportionate burden on the university.
2. Facilities serve to remove or reduce barriers so that students have the opportunity to successfully complete their studies. Facilities should promote students' independence and full participation as much as possible. The facilities may relate to adjustments in the curriculum (including work placements), study timetables, tests/examinations, learning resources and other educational facilities. A total of four types of facilities can be distinguished:
 - material provisions;
 - test/examination facilities;
 - education facilities; and
 - financial facilities.
3. A student wishing to be considered for the facilities referred to in the second paragraph should apply to the student counsellor for this purpose. After the student's consent, the student counsellor forwards the request to the examination board or education manager.
4. Depending on the type of facility, the request will be processed in the manner described below.
 - a. The examination board decides on requests for facilities regarding the sitting of tests and interim examinations or individualised adjustments to the curriculum. When doing so, the examination board shall take into account the requirements of these regulations with regard to knowledge, insight and skills required for the awarding of the degree referred to in Article 4.2 of these regulations.
 - b. Claims for financial facilities are assessed against the *Profiling Fund* (available at www.hsleiden.nl). The student submits a request to this effect to the office of the student counsellor.
 - c. The education manager decides on requests that concern education and do not fall under parts a or b of this paragraph.
5. The *Policy on Studying with a Functional Impairment* of the University of Applied Sciences Leiden sets out the procedure a student must follow to apply for facilities as referred to in the second paragraph. The *Policy on Studying with a Functional Disability* as well as its specification are available at mijn.hsleiden.nl (Practical Information). Orientation information can also be found on the website of University of Applied Sciences Leiden (www.hsleiden.nl).
6. In order to provide facilities in good time for a student to sit tests and interim examinations, a request must be submitted to the examination board no later than 30 working days before the start of the relevant interim examination/test.
7. A request for facilities shall be decided on by the examination board or the education manager within 20 working days of receiving the request; that decision shall then be announced to the student immediately. The period of 20 working days may be reasonably extended if a request requires further investigation. In case the request requires further investigation, the student will be informed of when a decision on his request will be taken.
8. If the requirements of the sixth paragraph and the procedural requirements of the other paragraphs, in particular the fifth paragraph, are met, the extension of the decision period as referred to in the second sentence of the seventh paragraph may not cause a student to miss an examination opportunity. If extending the decision period (as referred to in the seventh paragraph) results in the intended examination opportunity (as referred to in the sixth paragraph) being missed, the student is entitled to an additional examination opportunity. Said additional examination opportunity should be within a reasonable time after the intended examination opportunity.
9. If a student submits the request to the wrong party, that party will forward the request to the correct party as soon as possible, notifying the student about this forwarding when doing so.

ARTICLE 3.7 REQUEST FOR EFFECTIVE FACILITIES

1. If a student does not have a functional impairment as referred to in Article 3.9 of these regulations, but believes on some other basis that he should reasonably be entitled to the facilities (or similar facilities) referred to in Article 3.9, he should contact the office of the student counsellor for the necessary information. The student, through the office of the student counsellor, then submits a reasoned request to the Executive Board.
2. The provisions referred to in Paragraph 1 of this article do not include the entitlement to financial facilities. Financial facilities can only be applied for under the *Profiling Fund* (found at www.hsleiden.nl).

ARTICLE 3.8 DEGREE PROGRAMME EVALUATION

The way education in the degree programme is evaluated is described in Part B.

CHAPTER 4: EXAMINATIONS AND DEGREE CERTIFICATES

ARTICLE 4.1 THE EXAMINATIONS OF THE DEGREE PROGRAMME

1. The examination of the degree programme is passed once the student has completed all the corresponding units of study, with or without one or more exemptions.
2. The examination board determines the result of the examination referred to in the first paragraph after the examination board has examined whether the student has fulfilled all the obligations applicable to the examination in question. To determine the result of the examination, the examination board, if it so wishes, is only allowed to take into account the results obtained no later than 5 working days before the date on which the examination board determines the result of the examination. The date placed on the certificate (the formal date of graduation) corresponds to the date of the day of sitting the interim examination or test of a unit of study most recently passed.
3. Notwithstanding the first paragraph, the examination board may decide that the examination also includes a final evaluation, to be conducted by itself, of the knowledge, insight and skills of the person being examined. If the examination board conducts such an evaluation, Part B states where the relevant information on this matter can be found.
4. At the beginning of each academic year, the chairman of the examination board shall set the dates on which the results of the examination referred to in the second paragraph are determined. This with due observance of the other paragraphs of this article.
5. In principle, the determination of examination results takes place twice a month.
6. The examination of the programme is passed with the 'cum laude' (with distinction) designation if the student has completed each unit of study of the degree programme that is expressed in a mark with a mark of at least 7.0. Part B may list additional requirements.

ARTICLE 4.2 AWARDING DEGREES

1. The degree awarded by the Executive Board after the examination board has determined that the student has passed the examination of the degree programme is listed in Part B.
2. The degree may be supplemented by an indication of the field of study or profession to which the degree relates.

ARTICLE 4.3 DEGREE CERTIFICATES

1. The Executive Board adopts the model certificate and the appendices listed below after consultation with the faculty directors and in compliance with Section 7.11 of the 'WHW' (Higher Education and Scientific Research Act). In any case, the degree certificate shall list:
 - a. the name of the degree programme and institution, as listed in the CROHO register;
 - b. which units of study the examination encompassed (is listed in an appendix);
 - c. where appropriate, what competence is attached to passing the examination;
 - d. which degree was awarded by the Executive Board;
 - e. at which time the degree programme was last confirmed to have retained accreditation or successfully passed the 'new degree programme test';
 - f. if it concerns a joint programme or specialisation, the name of the institution or institutions that co-provided said degree programme or specialisation.
2. An appendix to the degree certificate (the list of marks) lists the units of study of the examination, also indicating for each unit of study the size in credits (EC) and the mark attained.
3. Students will not be awarded more than one degree certificate per examination linked to the degree programme.

4. A supplement is attached to the degree certificate for the examination of the degree programme, aimed at providing insight into the nature and content of the degree programme completed, also with a view to the international recognition of degree programmes. The supplement in any case contains:
 - a. the name of the degree programme and the institution providing it;
 - b. that it concerns a degree programme in higher professional education;
 - c. a description of the degree programme content;
 - d. the study load of the degree programme;
 - e. if applicable: an indication of units of study completed abroad, including the number of credits awarded.
5. The certificate is drawn up in Dutch, the supplement is drawn up in English, and the list of marks is drawn up in both Dutch and English.

ARTICLE 4.4 ISSUANCE OF DEGREE CERTIFICATES

1. The examination board, in consultation with the education manager, shall determine the dates on which the degree certificates referred to in this chapter shall be awarded in a physical or digital public meeting, organised by the degree programme.
2. If the person concerned does not wish to attend the public meeting for awarding the degree certificate, the certificate, with its appendix and supplement, will be available within 20 working days of the determination of the result of the examination.
3. A degree certificate will not be issued at the time when a student was not enrolled on the examination date set by the examination board or if the student has not paid the tuition fees due for one or more years of enrolment.
4. Insofar as the institution's records do not show that the student has met the relevant requirements, the student shall submit the following documents to the examination board with his request to award the certificate:
 - a. a certificate of enrolment for the academic year in which the examination date as set by the examination board and recorded on the certificate lies;
 - b. proof of payment of tuition fees for all years of enrolment;
 - c. proof of passing units of study.
5. If the third and fourth paragraphs of this article and Article 4.1 of these regulations have been complied with, the examination board will issue the degree certificate as proof that the examination has been passed. The degree certificate is signed by the (deputy) chairman, the (deputy) secretary of the examination board and by the student.
6. The student who is entitled to a degree certificate may request the examination board to postpone the issuing thereof. The student must submit a request to the examination board for this purpose. This request shall state the reason for which the postponement is requested and the period of postponement. The examination board has a deadline of 20 working days after receiving the request, to reach a decision. Making the request to do so in a timely manner is the responsibility of the student.

ARTICLE 4.5 STATEMENT ON DEPARTURE

At the request of a person who has successfully completed one (or more than one) interim examination(s) and to whom no certificate as referred to in this chapter can be awarded, the examination board shall issue a statement listing at least the interim examinations passed by that person.

CHAPTER 5: TESTS, INTERIM EXAMINATIONS AND ASSESSMENT

ARTICLE 5.1 TESTING WITHIN THE DEGREE PROGRAMME

1. An interim examination concluding a unit of study consists of one or more tests. Each test includes the investigation into competences (knowledge, understanding, and skills) to be conducted by the examiner as well as the assessment of the results of that examination.
2. Tests are conducted orally, in writing or by other means. Before the unit of study starts, the method of assessment is indicated for each unit of study in the appendices containing the degree programmes in Part B of these regulations. In special cases, the examination board is authorised to determine, at the written and reasoned request of the student or *extraneus*, that a test will be taken in a manner other than set out in these regulations. The examination board has a deadline of 20 working days after receiving the request, to reach a decision. Making the request to do so in a timely manner is the responsibility of the person submitting the request.

ARTICLE 5.2 FREQUENCY OF TESTING, TESTING SCHEDULE, TESTING RULES

1. An opportunity to sit a test is given twice per academic year. Any deviations from this principle are listed in Part B.
2. In special cases, the Examination Board may decide, at the written and reasoned request of a student or *extraneus*, to allow deviations with regard to the number of opportunities for a test.
3. Participation in a test may conditional and subject to registration for a test.
4. The testing schedule is announced under the responsibility of the education manager, after consultation with the examination board, through the channels and deadlines specified in Part B.
5. For each test, the examination board appoints one or more examiners.
6. Each test is also subject to the rules on the proper conduct of tests and examinations as set out in the *Execution Regulations*. The execution regulations can be found on the university website (www.hsleiden.nl). For certain forms of testing not provided for or insufficiently provided for in the *Execution Regulations*, the degree programme may lay down additional rules in Part B.
7. If a student or *extraneus* has received a failing mark for a test in the previous academic year 2022-2023 and still wishes to sit the relevant test in the current academic year 2023-2024, the requirements of the current academic year (2023-2024) will apply. If the requirements have changed substantially in the current academic year (2023-2024) compared to the previous academic year or if the test is no longer part of the 2023-2024 curriculum, the student or *extraneus* has the option of:
 - still sitting the test in accordance with the requirements from the previous academic year; or
 - sitting the (substitute) test in accordance with the requirements of the current academic year.
 - a. Whether the requirements for a test have changed substantially is at the discretion of the examination board. No later than at the start of the unit of study to which a test is attached, the digital learning and working environment (DLWE) of the degree programme will announce whether the aforementioned requirements have changed substantially and in what way the student or *extraneus* can make use of a transitional arrangement.
 - b. The education manager is responsible for publishing the transition arrangement (also called: conversion list, transposition table or replacement regulation table) with the units of study (with the corresponding tests) that expire for the first time and the units of study (with the tests) from the current academic year (2023-2024) designated for replacement. The above applies if the curriculum for a degree programme will undergo or has undergone substantial changes. This may involve changes in the number of credits (EC) to be obtained. These transitional regulations are posted on the DLWE of the programme.

- c. The date and time when a test from the previous academic year 2022-2023 will be taken in the current academic year 2023-2024 will be determined by the education manager, after consultation with the examination board, and announced through the programme's DLWE.
8. If a student or *extraneus* has not made use of the opportunities for resit referred to in the seventh paragraph, or has received a failing mark for this, the student or *extraneus* must sit a test designated by the examination board.

ARTICLE 5.3 METHOD OF ASSESSMENT

1. The (different) degree programmes have a large number of (varying) test forms.
2. The various forms of testing use (apply) the corresponding methods (quality criteria) for quality assurance.
3. No more than one student or *extraneus* will be tested orally at the same time, unless the examination board has determined otherwise. Part B lists (if applicable) the units of study for which students are tested simultaneously.
4. Taking oral tests can be public. The examination board is authorised to decide on this further, whether on its own initiative or at the request of a student.

ARTICLE 5.4 ORDER OF TESTS

1. Tests can in principle be taken in any order, unless exceptions to this are listed in Part B.
2. Insofar as Part B sets requirements for the order in which tests are taken, students may request the examination board in writing, stating reasons, to grant them exemption from requirements set out in Part B.

ARTICLE 5.5 EXEMPTION FROM TAKING TESTS AND INTERIM EXAMINATIONS

1. Certain degree certificates entitle students to an exemption from taking one or more tests. Part B describes which certificates these are, and how the student or *extraneus* can apply for such an exemption.
2. Students or *extranei* who believe they are eligible for exemption from sitting one or more examinations (forming part of one or more units of study) on grounds other than those (if any) mentioned in the previous paragraph, must submit a written request to the examination board, stating their reasons, within a period specified in Part B. The student or *extraneus* gives the reasons supporting his request, with the results of comparable tests or interim examinations he has passed elsewhere in higher education, or with proof of competences acquired elsewhere (PAC) attained within or outside of higher education. Regarding PACs, a student either attaches the PAC report or the opinion of the examination board. Submitting a request for exemption in time is the responsibility of the student or *extraneus*.
3. On the basis of the documentary evidence submitted, the examination board will assess whether the student or *extraneus* already meets the requirements for the test(s) of the unit of study concerned or part thereof. The examination board may also require the student or *extraneus* to demonstrate their relevant level of competence via a test. If testing is decided, the examination board will provide the person concerned with a document detailing its content and procedure.
4. The examination board shall grant a request for an exemption if, in its opinion, the student or *extraneus* already meets the requirements for the test(s) of the unit of study concerned or part thereof. The examination board shall inform the student or *extraneus* of its decision in writing, and shall do so within 20 working days. The period of 20 working days starts from the moment the request is received in its entirety by the examination board (this means that any wait for additional documents to complete the request suspends the aforementioned period).
5. If an exemption is granted, the student or *extraneus* will receive a written certificate of exemption signed by the examination board. The examination board takes care of

processing the exemption in the Study Progress Administration (Osiris) and archiving a copy of the certificate of exemption.

6. In the Study Progress Administration (Osiris), in principle, the applicable date of signature of the exemption certificate is the date on which the unit of study or part thereof was passed.

ARTICLE 5.6 ASSESSMENT OF TESTS, AWARDING OF CREDITS (EC)

1. The assessment (marking) of a test by an examiner takes place on the basis of established criteria that have been made known to the student or *extraneus* via the DLWE of the degree programme no later than at the start of the unit of study concerned. The assessment and justification of the assessment (marking) using the described criteria for assessment (marking criteria) are recorded in writing by the examiner.
2. The assessment of a test is expressed as a mark or a qualification.
 - a. A mark is a number rounded to one decimal place, ranging from 1.0 through 10.0 or an integer, ranging from 1 through 10.
 - b. If a test is assessed as sufficient (passed), this is expressed either by a mark of at least 5.5 or by a qualification such as 'sufficient' or '(requirements) met'. If a test is assessed as insufficient (failed), this is expressed by a mark not exceeding 5.4 or by a qualification such as 'insufficient' or '(requirements) not met'.
 - c. The degree programme may also use qualifications other than those referred to in the above sections. Such qualifications can be found in Part B.
3. Notwithstanding the fourth paragraph, if the student or *extraneus* takes a test for which he has previously been assessed, the highest assessment shall apply as the assessment for the test.
4. If an interim examination of the unit of study consists of several tests, the following rules apply.
 - a. The student or *extraneus* will receive a passing mark for the interim examination if he has received a passing mark for all tests. Programme-specific deviations from this provision are allowed. If chosen, these can be found in Part B.
 - b. Notwithstanding the provisions under a), if an interim examination consists of several tests, weighting may be used to determine the mark, or other type of assessment or qualification of an interim examination. This weighting is reported in Part B.
 - c. How the (final) marks were arrived at is shown in Part B.
 - d. Programme-specific additions with regard to this article can be found in Part B.
5. In case of a passing mark for an examination, the student or *extraneus* will be awarded the credits (EC) associated with the unit of study. If a student or *extraneus* has been granted an exemption for a unit of study, then the unit of study has been passed and the corresponding credits (EC) are awarded.
6. The student or *extraneus* can only earn credits (EC) by compensating a failing mark for an interim examination with one or more passing marks of other interim examinations, if this is stipulated in Part B or if the examination board decides to do so. Units of study in which final-level competences are tested cannot be compensated. If an attendance requirement applies, that requirement is described in Part B.

ARTICLE 5.7 VALIDITY PERIOD OF ASSESSMENTS

1. The period of validity of an examination may be limited by the programme manager only if the knowledge or insight tested is demonstrably out of date or if the skills tested are demonstrably out of date.
2. If the programme manager has attached a validity period to certain assessments, this is included in Part B.
3. The examination board may extend the validity period of an assessment. The examination board can extend this on its own initiative or after the student has submitted a motivated written request to the examination board before the expiry date. In doing so, the examination board must reasonably take into account special

circumstances as referred to in Section 7.51(2) of the 'WHW' (Higher Education and Scientific Research Act). If a student has been granted financial support from the *Profiling Fund*, as referred to in Section 7.51 of the 'WHW' (Higher Education and Scientific Research Act), due to special circumstances, the student is entitled to an extension for at least that period support is granted. If the examination board extends the period of validity, it shall indicate in the decision announcing the extension the exact date until which the period of validity has been extended or the (number of) academic year(s) by which the period of validity has been extended.

ARTICLE 5.8 REGISTRATION AND ANNOUNCEMENT OF ASSESSMENTS AND CREDITS EARNED (EC)

1. Each assessment (mark) must be entered by an examiner in the Study Progress Administration (Osiris). In case of a sufficient assessment (passing mark) for an examination, the date on which the credits (EC) were obtained is recorded as the date on which the student took the last test forming part of the interim examination.
2. The examiner appointed for this purpose establishes the assessment after conducting a test and, before the right to inspection as referred to in Article 5.9 of these regulations, announces it by registration in the Study Progress Administration (Osiris). The maximum fixed deadline for determination and announcement, counting from the test date, is:
 - a. fifteen (15) working days for **oral tests**;
 - b. fifteen (15) working days for **written tests**;
 - c. fifteen (15) working days for **tests conducted in a different manner**.
3. The university is responsible for regularly updating the student's assessments registered with it in the Study Progress Administration (Osiris). The student himself is responsible for regularly consulting and checking his study progress overview in the Study Progress Administration (Osiris).
4. In case of special situations, the examination board will determine whether the period mentioned in the second paragraph will be extended. If the deadline is changed, the student or *extraneus* will be notified via the DLWE of the degree programme.

ARTICLE 5.9 RIGHT OF INSPECTION AND RETENTION

1. A student is entitled to inspect his assessment, with inspection taking place no later than 20 working days after publication of the mark, and within a reasonable time for a renewed opportunity to sit the test. A student has:
 - a. the right to inspect the written work assessed, the questions and assignments of the interim examination or test, and the standards by which the assessment was arrived at, for **written tests**;
 - b. the right to an explanation using the standards by which the assessment was arrived at, for **oral tests**;
 - c. the right to explanation based on the standards on which the assessment was made, for **tests conducted in a different manner**.
2. The arrangements for inspection are set out in Part B.
3. If the scheduled inspection session demonstrably conflicts with the work placement or education of a student where compulsory attendance applies, the student is entitled to an alternative inspection session. The student shall submit a request to that effect, within 20 working days of the announcement of the inspection session. Part B regulates whether this request should be made to the examination board or the examiner. The examination board/examiner will consider the possibilities within the work placement or education in which compulsory attendance applies and then schedule a new inspection session. If necessary, the examiner will be involved in this decision-making.
4. The assessed work, together with the assessment, is archived either by the degree programme or by a centrally arranged service. The retained work will not be destroyed until two years have passed after the assessment has been determined and announced in the Study Progress Administration (Osiris).

5. Notwithstanding the fourth paragraph, the final papers (theses, final investigations or examinations) that have been passed, together with the assessment, shall be kept for seven years after publication of the mark.
6. Image material used in assessments and containing personal data is in principle kept for two months after the assessment. If the image material is a final work, it will be kept for a maximum of 7 years.

ARTICLE 5.10 IRREGULARITIES, FRAUD AND PLAGIARISM

1. If a student is suspected to be guilty of an irregularity, the examiner or invigilator will prepare a report of this. As soon as possible after the irregularity was found, he shall hand the report to the examination board. The student will nevertheless be given the opportunity to complete the relevant test at the relevant time.
2. Irregularity means, in any case:
 - a. a disturbance of order or proper proceedings during the time of taking a test or interim examination, as a result of which the examination board can no longer reasonably ensure that the results of the test or interim examination realistically reflect the level of knowledge of the students who took the test or interim examination;
 - b. taking photographs or otherwise duplicating the test (questions) prior to the test, during the test, or after taking the test (including inspection);
3. Serious fraud as referred to in section 7.12(b)(2) 'WHW' (Higher Education and Scientific Research Act) shall in any case include:
 - a. impersonating someone else during an interim examination;
 - b. being represented by someone else during an interim examination;
 - c. taking possession of or being provided the papers of the interim examination in question at the time of the interim examination;
 - d. the wilful misrepresentation of research data in a research report;
 - e. fraud during or outside of the period of inspection of an assessed paper/project/interim examination;
 - f. fraud in respect of examination results;
 - g. repeated fraud;
 - h. being guilty of serious forms of plagiarism (as referred to in Paragraph 5 of this article);
4. Fraud is further understood to in any case include:
 - a. having sources at your disposal during the test that are not permitted;
 - b. copying or transcribing from the work of others, including students who participate or have participated in the test, and then presenting it to the examiners as authentic work of your own;
 - c. the wilful misrepresentation of research data in a research report;
 - d. knowingly giving others the opportunity to commit fraud;
 - e. an attempt to commit fraud;
5. In any case, serious plagiarism includes:
 - a. substantially copying or transcribing from the work of others without attribution and then presenting it as authentic work of your own;
 - b. copying or transcribing from the work of fellow students and then presenting it to the examiners as authentic work of your own;
 - c. presenting the structure or central ideas from third-party sources as work of your own;
 - d. copying imagery, sound or test material, software and software codes of others without attribution and presenting it as work of your own;
 - e. the submission of papers written by someone else (whether against payment or not), including papers acquired from a commercial institution;
 - f. the submission of works created and/or generated in whole or in part using artificial intelligence (AI) and/or computer software. Works include, but are not limited to, papers, texts, imagery and/or sound and software codes.
6. Plagiarism in any case includes:

- a. reproducing and/or paraphrasing in your own words the content of the texts of others, without sufficient source references;
 - b. failure to indicate clearly in the text, for example through inverted commas or a particular typography, that text has been taken verbatim from another author's work, even if a correct source citation is included;
 - c. adopting the structure or central ideas of another author's work and presenting it as authentic work of your own;
 - d. knowingly giving others the opportunity to commit plagiarism;
 - e. resubmitting previously produced own work without citing the source and passing it off as original work produced in the context of a test. Only the provisions of the study manual, the examiner or examination board can grant an exception to this.
7. Without prejudice to the other paragraphs of this article, an act or omission by a staff member of the University or a student may lead to a suspicion, bordering on certainty, that an irregularity has occurred. That irregularity may or may not have been mentioned in the other paragraphs of this article or may be an act or omission contrary to good social practice. If the aforementioned irregularity results in the examination board no longer being able to guarantee that the results of the test realistically reflect the level of knowledge of the student or students who took the test or interim examination, the examination board may decide to take a decision as referred to in the tenth paragraph.
 8. The report of the irregularity, fraud or plagiarism will be discussed at the next meeting of the examination board after receipt of the report, determining how the report will be investigated. Before the examination board makes a decision after examining the report, the student(s) and any stakeholders will be given the opportunity to be heard. In principle, the hearing takes place in accordance with the procedure referred to in the *Rules on Hearing by the Examination Board* appendix to these regulations. The hearing may be dispensed with only if the examination board has already sufficiently established that there is no irregularity, fraud or plagiarism, or in those cases where the student:
 - declared that he does not wish to exercise the right to be heard; or
 - does not declare, within a reasonable period set by the examination board, that he wishes to exercise the right to be heard.
 9. The student or students, after receiving the report on an irregularity or fraud found, will be informed by the examination board that the test will not be assessed, until the examination board has decided what consequences to attach to the event found.
 10. In case of an irregularity, fraud or plagiarism, the examination board may decide, subject to the thirteenth paragraph, that the following shall apply in respect of a student or a group of students:
 - a. no assessment is given to the work performed, or that after consultation with the examiner the assessment already given is declared invalid;
 - b. if the irregularity, fraud and/or plagiarism is not established until after the examination, the student may be deprived of the degree certificate of the degree programme or the degree certificate may be reclaimed from the student, whereby the examination board may determine that the student in question will only be awarded the degree certificate after a resit of a (new) test or examination in the components to be designated by the examination board and in a manner to be determined by it;
 - c. the student is deprived of the right to take one or more tests of the programme, to be designated by the examination board, for a maximum of one year;
 - d. that in cases of serious irregularities, serious fraud and/or plagiarism, a recommendation will be made to the Executive Board to permanently terminate enrolment in the degree programme;
 - e. a combination of measures is also possible.
 11. If the examination board decides that there is no irregularity, fraud and/or plagiarism, the test will still be assessed or, if this is not possible, a special provision tailored to the specific case will be made by the examination board within a reasonable period of time.

12. Subject to Paragraph 13, the examination board shall reach a decision within 20 working days of receiving the report of an irregularity or fraud. Notwithstanding the aforementioned 20 working days, the decision should be given no later than 5 working days before the resit.
13. The decision of the examination board will be communicated to the student in writing (via letter or e-mail), informing the student of the possibility to appeal the decision.
14. If the mark for the test or examination has already been legally determined, the examination board shall consider to what extent that mark needs adjustment. If necessary, the examination board will consult with the examiner to this end and it will be considered within whose jurisdiction the decision to be taken falls.

CHAPTER 6: STUDY CAREER COUNSELLING

ARTICLE 6 STUDY CAREER COUNSELLING

1. In accordance with Article 4.5 of the Student Charter of the University of Applied Sciences Leiden, the education manager facilitates adequate study career counselling of students on behalf of the Executive Board, also for the purpose of their orientation on possible study paths within and outside the degree programme. The education manager also ensures publication of the study career counselling offered, via the DLWE of the degree programme.
2. To discuss problems directly related to the degree programme, the student can turn to his designated study career counsellor. A student may also turn to the study career counsellor for problems of a personal nature that may or may not be directly related to the degree programme, if he or she so wishes.
3. For problems of a personal nature that may or may not be directly related to the degree programme, the student may also turn to the student counsellor. For more information on the student counsellor, visit the website of the University of Applied Sciences Leiden and mijn.hsleiden.nl (Practical Information).
In addition to the student counsellor, the student can, if desired, contact the coordinator for Studying with a Disability, the internal confidential adviser or the external confidential adviser. More information about the confidential advisors can be found on the university website (www.hsleiden.nl).

CHAPTER 7: EXAMINATION BOARD

ARTICLE 7.1 ORGANISATION OF THE EXAMINATION BOARD, APPOINTMENT OF EXAMINERS

1. Each degree programme or group of degree programmes has an examination board.
2. The faculty director, education manager or other official outside the examination board shall not intervene in decisions of the examination board, which it takes by virtue of the powers granted to it.
3. The examination board is the body that determines objectively, expertly and independently whether a student or *extraneus* meets the conditions set by these regulations with regard to knowledge, insight and skills required to obtain the degree referred to in Article 4.2 of these regulations.
4. The composition and appointment of the (members of the) examination board is regulated in the *Examination Board Regulations of the University of Applied Sciences Leiden*.
5. The Executive Board sufficiently ensures the independent and expert functioning of the examination board.
6. For conducting tests and examinations and marking the outcome, the examination board appoints examiners. Examiners shall provide the examination board with the information it requests.
7. The *Examination Boards Regulations of the University of Applied Sciences Leiden* lays down further rules regarding:
 - composition;
 - appointment;
 - working method;
 - decision-making process;
 - accountability; and
 - facilities of the examination board.

These regulations also oversee interrelationships within a degree programme and within the institution as well as further requirements for examiners. These regulations can be found on the university website (www.hsleiden.nl).

ARTICLE 7.2 DUTIES AND POWERS OF THE EXAMINATION BOARD

1. The duties and responsibilities of the examination boards are laid down in the 'WHW' (Higher Education and Scientific Research Act), the mandate regulations of the University of Applied Sciences Leiden, the *Examination Board Regulations of the University of Applied Sciences Leiden* and these education and examination regulations. In any case, as regards the master's degree programmes, the examination board is responsible for:
 - a. determining whether a student has passed an examination;
 - b. issuing degree certificates, supplements and statements;
 - c. guaranteeing the quality of testing itself, tests, interim examinations and examinations and ensuring the quality of the organisation and procedures surrounding tests, interim examinations and examinations; the Executive Board is responsible for the practical organisation of interim examinations and examinations (pursuant to Section 7.10(3) of the 'WHW' (Higher Education and Scientific Research Act));
 - d. granting exemptions from prior education requirements, referred to in chapter 2, making a prospective student admissible to the degree programme;
 - e. issuing a recommendation to the Executive Board not to admit a person to the degree programme or to permanently terminate their enrolment because due to the person's behaviour or statements (*judicium abeundi*);
 - f. establishing - subject to these regulations, and subject to the role of the examiner - guidelines and instructions to assess and determine the result of interim examinations, tests and examinations.
The instruments available to the examination board to perform its duties *do not* include the power to determine or revise final interim examination results.

However, it will be possible to obtain information from the examiner, if necessary. This is separate from the examination board's independent position provision. Where the examination board cannot independently and in defiance of the examiner change the mark, the examination board may determine that the examination, interim examination or test must be retaken;

- g. granting exemptions for interim examinations and tests of units of study;
 - h. deciding on exception rules in cases concerning the taking of tests, interim examinations and examinations;
 - i. taking action in case of irregularities, fraud or plagiarism;
 - j. advising the faculty director on the nomination of members of the examination board;
 - k. taking into account, where necessary, the opinion of the relevant examiner on the mark obtained: agreeing amicable settlements in response to requests to this effect from the Examination Appeals Board (Cobex; Dutch: *College van Beroep voor de Examens*);
 - l. preparing an annual report of its activities. This report is sent to the faculty director and the Executive Board.
2. The chairman of the examination board, or in his absence his deputy, is authorised to deal independently with matters concerning the examination board which, in his opinion, cannot be delayed. In the next meeting of the examination board, account for such actions is rendered to the full examination board.
 3. Unless otherwise provided for in the 'WHW' (Higher Education and Scientific Research Act) or these regulations, the examination board shall make a decision on an application submitted within 20 working days of receiving it. The examination board may, based on compelling circumstances, deviate from the given decision period. In the latter case, the person concerned will be informed without delay, indicating when a decision will be taken.
 4. A decision of the examination board or examiner will inform the student of the possibilities to appeal the decision.
 5. If a student submits a request or complaint to the examination board involving an examiner who is a member of the examination board, the examiner concerned shall not participate in the deliberations of the examination board on the matter. However, the examination board may request the examiner to make his case.

ARTICLE 7.3 COMPOSITION, REQUESTS TO AND DECISIONS OF THE EXAMINATION BOARD AND EXAMINER

1. The composition of the examination board is published at the (digital) locations indicated in Part B.
2. Part B sets out how requests can be made to the examination board
3. The examination board shall ensure that all internal stakeholders, such as the relevant teachers and the study career counsellor, are informed of decisions on students taken by the examination board (or the examiner). The student in question will be informed accordingly. If necessary, with due observance of the privacy of the student, a copy of the request of the student will be attached for information.

CHAPTER 8: LEGAL PROTECTION

ARTICLE 8 LEGAL PROTECTION

1. Students have the right to lodge an appeal with the Legal Protection Desk of the University of Applied Sciences Leiden within six weeks of the announcement of a decision by the examination board or examiner. Lodging an appeal does not suspend the decision taken.
2. Appeals should be submitted in writing, stating the reasons, signed and with the contested decision attached to the Legal Protection Desk of the University of Applied Sciences Leiden.
Persons with a *Hogeschool Leiden* account should use the digital form available on the university website (www.hsleiden.nl) and mijn.hsleiden.nl (Practical Information) for this purpose.
Persons who do not have a *Hogeschool Leiden* account can submit the appeal via e-mail or by post:
Via e-mail to: loket.rechtsbescherming@hsleiden.nl
By post to: Loket Rechtsbescherming Hogeschool Leiden
P.O. Box 382
2300 AJ Leiden.
3. The Examination Appeals Board (Cobex; Dutch: *College van Beroep voor de Examens*) of University of Applied Sciences Leiden handles the appeals referred to in the first paragraph.
4. Appeals may be lodged by the parents or (legal) representatives of the student if the notice of appeal is accompanied by a written, signed authorisation from the student.
5. Chapter 8 of the *Student Charter of University of Applied Sciences Leiden* details the procedure before the Examination Appeals Board of University of Applied Sciences Leiden, as set out in this article. In addition, Chapter 8 of the *Student Charter* regulates other legal protection procedures, such as objection through the Disputes Advisory Committee and the complaints procedure. The *Student Charter of University of Applied Sciences Leiden* can be found on the university website (www.hsleiden.nl).

CHAPTER 9: FINAL CLAUSES AND IMPLEMENTING PROVISIONS

ARTICLE 9.1 UNFORESEEN CIRCUMSTANCES

In cases not provided for in these regulations, the examination board decides, unless it concerns matters explicitly fall within the competence of the Executive Board.

ARTICLE 9.2 PUBLICATION OF THE REGULATIONS

1. The education manager ensures the timely publication of the degree programme's Education and Examination Regulations, the further rules drawn up by the examination board and any amendments.
2. These Education and Examination Regulations can be found on the university website (www.hsleiden.nl).

ARTICLE 9.3 CITATION, ENTRY INTO FORCE

These regulations may be cited as the institution-wide part (Part A) of the Education and Examination Regulations 2023-2024 of the master's degree programmes of University of Applied Sciences Leiden and will take effect on 1 September 2023.

APPENDIX: RULES REGARDING THE HEARING BY THE EXAMINATION BOARD

Article 1

The examination board hears students:

- in all cases where the hearing of students is mandatory, such as in the case of a fraud report or (the intention to) issue a binding negative study recommendation;
- in all other cases where, in the opinion of the examination board, the hearing is necessary for a careful decision-making process.

Article 2

The student will be invited by letter to appear at a hearing to be held at a place and time to be determined by the examination board.

Article 3

The student may always be assisted by a third party. The student will be informed of this possibility in the invitation referred to in Article 2.

Article 4

The student must notify the examination board no later than two working days before the hearing of whether he will be assisted during the hearing, stating the name of the person assisting him and the student's relationship to that person.

Article 5

The hearing of the student shall be conducted by at least two persons (further referred to as: the hearing committee) of which at least one is a member of the examination board, who shall represent the examination board during the hearing.

Article 6

At the opening of the hearing, the nature and purpose of the hearing will be made known to the student. The student will also be informed of how the procedure will continue after the hearing.

Article 7

The hearing committee shall ask as many questions as it deems necessary to arrive at the most comprehensive assessment of the matter possible.

Article 8

At the end of the hearing, the hearing committee gives the student the opportunity to ask further questions.

Article 9

The hearing committee then closes the hearing.

Article 10

The hearing committee reports in writing on the hearing to the examination board and to the student.

Article 11

If a student submits a request or complaint to the examination board involving an examiner who is a member of the examination board, the examiner concerned shall not participate in the handling of the request of the complaint.



University of Applied Sciences Leiden

Education and Examination Regulations 2023-2024

for the master's degree programmes.

PART B: Programme-Specific Part of the Master's Degree Programme in Digital Forensics

This programme-specific part (Part B) of the EER of the master's degree programme in Digital Forensics was adopted by the Executive Board on 5 June 2023, after the consent of the Executive Board.

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CHAPTER 1: GENERAL

ARTICLE 1.1 DEFINITIONS

For definitions, please refer to the definitions in Art. 1.1 of the EER Part A.

ARTICLE 1.2 SCOPE OF THE REGULATIONS

1. These regulations apply to the education and examinations of the master's degree programme in Digital Forensics, hereinafter referred to as: the degree programme.
2. Not applicable.

ARTICLE 1.3 ADOPTION AND AMENDMENT OF THE REGULATIONS

When amending the EER mid-term, the interests of students should be taken into account as much as possible. An interim amendment to the EER is recorded in an erratum which, after adoption by the Executive Board, is published on the university website (www.hsleiden.nl).

CHAPTER 2: PRIOR EDUCATION, ENTRY REQUIREMENTS AND EXEMPTIONS

ARTICLE 2.1 PRIOR EDUCATION REQUIREMENTS

1. The following certificates give direct admission to the degree programme:
 - a. Bachelor's degree in Computer Science with Forensic ICT specialisation
 - b. The holder of one of the above-mentioned degree certificates must also have a work placement location relevant to the degree programme, to be approved by the examination board.
 - c. Additionally, the level of English proficiency should be comparable to B2 level.
2. Holders of a bachelor's degree other than those mentioned in Section 1 must meet the following additional requirement(s) in order to be admitted to the degree programme: during an intake procedure, the degree programme examines whether admission to the master's degree programme in Digital Forensics can still be granted by supplementing the courses offered in the pre-master's programme. This recommendation is submitted to the examination board for approval.
3. If a prospective student does not meet the entry requirements as referred to in the previous paragraphs of this article, but can reasonably be expected to still be able to meet them within a reasonable period of time, he will be given the opportunity to remedy the shortcoming and still meet the entry requirements. This is implemented in the following way: refer to Article 2.1(2).

ARTICLE 2.2 FOREIGN PRIOR EDUCATION

1. The procedure in which the examination board determines whether the foreign prior education can be considered equivalent to the prior education referred to in Article 2.1(1) of these regulations is as follows: The student registers applies for enrolment via the usual route on the basis of a foreign diploma. The foreign diploma is submitted to Nuffic for valuation. The advice of Nuffic is submitted to the examination board, which then takes a decision on admission. Also refer to the [website](https://www.hsleiden.nl/opleiden/bacheloropleidingen/inschrijfinformatie/studenten-uit-het-buitenland) of University of Applied Sciences Leiden (<https://www.hsleiden.nl/opleiden/bacheloropleidingen/inschrijfinformatie/studenten-uit-het-buitenland>).
2. Not applicable.
3. For education of which the language of instruction is English, adequate command of this language must be demonstrated. The procedure to be followed for this purpose is embedded in the degree programme's intake process, which is followed after the application.
More information can be found via the website of University of Applied Sciences Leiden.

ARTICLE 2.3 ADMISSION TO WORK-STUDY EDUCATION, POSITION REQUIREMENTS

Not applicable.

CHAPTER 3: EDUCATIONAL PROGRAMME

ARTICLE 3.1 OBJECTIVE OF THE DEGREE PROGRAMME

The degree programme aims to provide students with a coherent set of knowledge, attitudes and skills in the following subject areas: Digital Forensics. The final competences for which the degree programme provides training are listed in Appendix I of these EER.

ARTICLE 3.2 ORGANISATION OF THE DEGREE PROGRAMME

1. The programme has a total study load of at least 60 credits (EC) consisting of a basic component of 50 credits (EC) and an optional component of 10 credits (EC).
2. The degree programme is part-time.
3. Not applicable.

ARTICLE 3.3 COMPOSITION OF THE DEGREE PROGRAMME

The degree programme comprises the units of study as described in Appendix II of this EER.

ARTICLE 3.4 DEGREE PROGRAMME EVALUATION

Education in the degree programme is evaluated in the following way: The education is periodically evaluated qualitatively and quantitatively in which both teachers and students have an active role. All evaluations are made transparent to the teaching team and the programme committee.

CHAPTER 4: EXAMINATIONS AND DEGREE CERTIFICATES

ARTICLE 4.1 THE EXAMINATIONS OF THE DEGREE PROGRAMME

1. Not applicable.
2. The examination of the programme is passed with the '*cum laude*' (with distinction) designation if all the conditions mentioned below are (also) met:
 - the student has completed each unit of study expressed as a mark, with a mark of at least 7.0; and
 - the weighted average of the assessment of all units of study expressed as a mark is at least 8.0;

ARTICLE 4.2 AWARDING DEGREES

The Executive Board awards the degree '*Master of Science*' if the examination board has determined that the examination of the degree programme has been passed.

CHAPTER 5: TESTS, INTERIM EXAMINATIONS AND ASSESSMENT

ARTICLE 5.1 FREQUENCY OF TESTING, TESTING SCHEDULE, TESTING RULES

1. In principle, the opportunity to sit a test is given twice per academic year.
2. The testing schedule is announced under the responsibility of the education manager, after consultation with the examination board, through the timetable publication tool and no later than ten working days before the relevant test starts.
3. Information regarding (amended) test requirements can be found via the DLWE.

ARTICLE 5.2 METHOD OF TESTING, SIMULTANEOUS TESTING OF STUDENTS

Students are simultaneously tested in the following units of study, in the oral test format: not applicable.

ARTICLE 5.3 ORDER OF TESTS AND UNITS OF STUDY, PARTICIPATION IN PRACTICAL EXERCISES

1. For the following tests within a unit of study and/or interim examinations, there are requirements regarding the order in which the tests and/or interim examinations are taken:
 - a. - Not applicable.
 - b. - The examination of unit MDF017 cannot be taken before 35 EC have been obtained;
2. Not applicable.

ARTICLE 5.4 EXEMPTION FROM TAKING TESTS AND INTERIM EXAMINATIONS

1. Not applicable.
2. Not applicable.
3. Students who consider themselves eligible for exemption from taking one or more tests (forming part of one or more units of study) must submit a written request to the examination board, stating their reasons, no later than six weeks before the first opportunity to take the test. In addition, the following general conditions apply when applying for an exemption:
 - The student must present an officially certified list of marks to the examination board.
 - The student provides a description of the units of study on the basis of which the examination board can make a decision to grant an exemption.
 - It is not possible to apply for an exemption after the student has failed a test or interim examination forming part of the unit of study for which an exemption is requested.

ARTICLE 5.5 ASSESSMENT OF TESTS, AWARDING OF CREDITS (EC)

1. The usual communication channels where the established criteria for assessment of a test can be found are: the DLWE.
2. If a test is not assessed, this is expressed in the qualification 'NB' (*niet behaald*: not passed), which is equivalent to '(requirements) not met' or 'insufficient'. This qualification is given in those cases where a student has failed to comply with an attendance requirement or the prerequisites of a test.
3. If an interim examination consists of several tests, the way in which the final mark for the examination is calculated is described in the degree programme's test plan (refer to the test plan on the DLWE).
4. Participating (being present and performing designated tasks) in units of study with practical exercises is mandatory in order to receive an assessment.
5. Within the degree programme, attendance is compulsory for practical classes. Compulsory attendance means that the student must be present, prepared, and performs the work. The module guide indicates which practical lessons are compulsory and whether, and if so how, missed practical lessons can be made up.

The consequences of failing to meet this attendance requirement are that the test will be marked 'NB'; refer to the second paragraph of this article.

ARTICLE 5.6 VALIDITY PERIOD OF ASSESSMENTS

1. Assessments of interim examinations and exemptions are valid for at least five years and may lose their validity after that period if knowledge, skills or understanding have demonstrably become outdated.
The degree programme publishes annually on DLWE which interim examination results will have become obsolete the following academic year and thus lose their validity.
2. With regard to tests which together constitute one interim examination, the following derogation applies if a failing mark is obtained for the interim examination as a whole: a validity period of two academic years.

ARTICLE 5.7 REGISTRATION AND ANNOUNCEMENT OF ASSESSMENTS AND CREDITS EARNED (EC)

In case of special situations, the examination board will determine whether the assessment period will be extended.. If the deadline is changed, the student or *extraneus* will be notified through the usual communication channels of the degree programme. Depending on the situation, it will be determined whether this is done through university e-mail addresses and/or through the DLWE.

ARTICLE 5.8 RIGHT OF INSPECTION AND RETENTION

1. The manner of inspection is as follows:
 - a. The examination board, or the examiner, determines the time and place of inspection. If this is not done, inspection takes place at the student's request (refer to (b) for more information).
 - b. Within 10 working days of the publication of the assessment, the student submits a request for inspection to the examiner(s). In consultation with him or them, the time and place of inspection will be determined.
2. If the scheduled inspection session demonstrably conflicts with the work placement or education of a student where compulsory attendance applies, the student may submit a request for an alternative inspection session on the basis of Article 9.9 of the EER (Part A). This request should be submitted to the examiner.

CHAPTER 6: STUDY CAREER COUNSELLING AND (BINDING) STUDY RECOMMENDATION

ARTICLE 6 STUDY CAREER COUNSELLING

The education manager ensures publication of the study career counselling offered, through the usual communication channels of the degree programme (i.e. DLWE).

CHAPTER 7: EXAMINATION BOARD

ARTICLE 7 COMPOSITION, REQUESTS TO AND DECISIONS OF THE EXAMINATION BOARD AND EXAMINER

1. The composition of the examination board is published on DLWE.
2. Requests to the examination board may be submitted in the following manner:
 - digitally, via the link <https://examencommissie.hsleiden.nl/eis>.
 - on paper, via the Examination Board of the Faculty of Science & Technology mailbox located next to the Service Desk.

CHAPTER 8: FINAL CLAUSES AND IMPLEMENTING PROVISIONS OF THE EDUCATION AND EXAMINATION REGULATIONS PART B

ARTICLE 8.1 PUBLICATION OF THE REGULATIONS

These Education and Examination Regulations can be found on the university website (www.hsleiden.nl).

ARTICLE 8.2 CITATION, ENTRY INTO FORCE

These regulations may be cited as the programme-specific part (Part B) of the Education and Examination Regulations 2023-2024 of the master's degree programme in Digital Forensics of University of Applied Sciences Leiden and will take effect on 1 September 2023.

APPENDIX I DEGREE PROGRAMME COMPETENCES

We train students to become professionals who are leaders in their working environment, both in terms of research and innovation. They constantly monitor emerging technologies and examine where they affect and influence the domain. They engage both their own colleagues, experts in the field, decision-makers as well as the general public in the continuous renewal of the field of forensics. This keeps the domain most effective and efficient in fighting high-tech crime. They make sure their organisation is future-proof through digital forensic research. We align the programme with the domain descriptions and the corresponding competences of HBO-i (<https://www.hbo-i.nl/publicaties-domeinbeschrijving>) and HBO-Rechten (https://www.vereniginghogescholen.nl/system/profiles/documents/000/000/014/original/hbo_rechten.lbop.2019.pdf?1551956635). The legal component has been added as context to the competences Analysing and Advising.

The competences are translated into learning outcomes. The concrete learning outcomes are often a combination of multiple competences and contexts. Each learning outcome has a level designation and forms the basis for testing and assessment. The learning outcomes are sufficiently abstractly described so that students can realise them in their own work context or through a variation of concrete topics.

In the test plan, Osiris Student and the final level description document, the breakdown of competences into units of study is laid down. The link to learning outcomes can also be found here.

The final level of competences achieved by a graduate is shown in the table below.

HBO-I Competenties		eindniveau
Analyseren	Organisatieprocessen	4
	Infrastructuur	4
	Software	4
	Hardware Interfacing	
	Juridisch	4
adviseren	Organisatieprocessen	4
	Infrastructuur	4
	Software	4
	Hardware Interfacing	
	Juridisch	4
ontwerpen	Organisatieprocessen	4
	Infrastructuur	4
	Software	4
	Hardware Interfacing	4
realiseren	Organisatieprocessen	4
	Infrastructuur	4
	Software	4
	Hardware Interfacing	4
Manage & Control	Organisatieprocessen	4
	Infrastructuur	4
	Software	4
	Hardware Interfacing	
Professionele vaardigheden		eindniveau
Toekomstgericht organiseren	Organisatorische context	4
	Ethiek	4
	Managen	4
Onderzoekend probleem oplossen	Probleemaanpak	4
	Onderzoeken	4
	Oplossen	4
Persoonlijk leiderschap	Ondernemend zijn	4
	Persoonlijke ontwikkeling	4
	Persoonlijke profilering	4
Doelgericht interacteren	Partners	4
	Communiceren	4
	Samenwerken	4

APPENDIX II CURRICULUM OF THE DEGREE PROGRAMME

Introduction

This appendix contains the overview of the degree programme curriculum.

If conditions have been set for the order in which tests and/or interim examinations are taken, this is described in Article 5.3 of Part B of these regulations.

All information on the actual design of the various educational units, such as the contact hours in education (lectures, seminars, practicals, opportunities for questions), the frequency of the contact hours, the supervision, the prescribed literature, the learning objectives and competences to be achieved and the requirements for tests, test and assessment criteria, contact persons, etc. can be found in Osiris Student and DLWE.

The master's degree programme in Digital Forensics comprises at least 60 EC. The education is part-time and includes 30 EC per academic year. In the degree programme, 50 out of 60 credits are compulsory. The optional courses (electives) are provided in the first academic year (3 x 5 EC - MDF007, MDF004, MDF009) and in the second academic year (4x 5 EC, MDF005, MDF013, MDF010, MDF011).

The table below shows the programme of the full master's degree programme in Digital Forensics. The Digital Forensics master's degree programme starts in September 2023 and, for this reason, only the following units of study (from the first academic year) will be offered in academic year 2023-2024:

MDF001, MDF003, MDF016, MDF008, MDF006, MDF007 (in the case of more than 6 participants), MDF004 (in the case of more than 6 participants) and MDF009.

Mandatory courses	MDF001	Digital Forensic Principles	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
	MDF003	Computer Forensics	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
	MDF016	Research Methodology	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
	MDF008	Law, Ethics & Governance	5	PER 3;	Engels	TOETS-01	Andere wijze	PER 4;	1
	MDF006	Data Analytics	5	PER 3;	Engels	TOETS-01	Andere wijze	PER 4;	1
	MDF015	Practical Laboratory Project	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
	MDF012	Network and IoT Forensics	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
	MDF017	Thesis	15	PER 1; PER 2; PER 3; PER 4;	Engels	TOETS-01	Andere wijze	JAAR	17
TOETS-02						Mondeling	JAAR	3	
Elective courses	MDF007	Cyber Intelligence & OSINT	5	PER 3;	Engels	TOETS-01	Andere wijze	PER 3; PER 4;	1
	MDF004	Digital Forensics Programming	5	PER 3;	Engels	TOETS-01	Andere wijze	PER 3; PER 4;	1
	MDF009	Mobile Forensics	5	PER 3;	Engels	TOETS-01	Andere wijze	PER 3; PER 4;	1
	MDF005	Malware Analysis Reverse Engineering	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
	MDF013	Machine Learning & AI	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
						TOETS-02	Andere wijze	PER 2; PER 3;	1
	MDF010	Introduction to Cybersecurity	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1
	MDF011	Embedded Forensics	5	PER 1;	Engels	TOETS-01	Andere wijze	PER 2; PER 3;	1

