



Leiden University of Applied Sciences

**Education and Examination Regulations 2024-2025
of the master programmes**

PART A: institution-wide part of the master programmes

This general part of the EER, which is applicable to all master programmes, was adopted by the Executive Board on 4 March 2024 after consent of the Joint Meeting on 27 February 2024.

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CHAPTER 1: GENERAL

Article 1.1 Definitions

For the purpose of these regulations, the following is understood as:

- a. **assessment:** the establishment by an examiner to what degree the student or the external student satisfied the requirements that were formulated for a specific study unit or specific component of it;
- b. **Board of Appeals for Examinations:** Board of Appeals for Examinations (BAE), as intended in Sections 7.60 up to and including 7.63 of the WHW and article 8.15 of the *Student Charter Leiden University of Applied Sciences*. Students can lodge an appeal with this Board against, inter alia, decisions of the Examination Board or an examiner;
- c. **Executive Board:** board of the Leiden University of Applied Sciences Foundation, also institutional board of Leiden University of Applied Sciences;
- d. **competence:** an integral set of professional knowledge, attitude, and skills required to function adequately within relevant professional contexts;
- e. **contact hour:** clock hour during which teaching is scheduled under the supervision of a teacher or a clock hour during which a test or preliminary examination is scheduled;
- f. **conversion list** (or: transposition table): table that indicates what the old situation was and what the current situation is;
- g. **CROHO:** Central Register of Higher Education Programmes, which contains all programmes that, if completed successfully, entitle to an official certificate within the meaning of the WHW with the thereto-pertaining degree (associate degree, bachelor or master);
- h. **part-time programme:** programme that was set up in such manner that the possibility that students can also be busy with activities other than educational activities is taken into account; **DLWE:** digital learning and working environment within the university of applied sciences where information about the programme can be found;
- i. **dual programme:** programme that was set up in such manner that attending the programme during one or more periods is alternated with professional practice in connection with the said programme. The programme consists of an educational and a practical component, in the course of which the practical component is part of the curriculum of the programme, as outlined in the appendices of Part B;
- j. **final qualifications:** competences and qualities that a student must possess when the student has completed the programme successfully;
- k. **European credit (EC):** the unit for the calculation of the study load as intended in Section 7.4 of the WHW, in the course of which one study credit (EC) equals 28 hours of study. Study credits are allocated if the preliminary examination of the study unit is completed successfully;
- l. **previously acquired competences (PAC):** the set of knowledge, understanding, skills, and attitudes acquired elsewhere at an earlier time through learning processes;
- m. **previously acquired qualifications (PAQ):** credit certificates, attestations or all national or international study certificates that indicate that a formal (accredited) learning process was completed successfully at an earlier time;
- n. **PAC procedure:** procedure that is carried out by an organisation recognised by Leiden University of Applied Sciences, or in special instances an Examination Board or PAC Board, in order to arrive, on the basis of sound research, at recognition of previously acquired competences and the valuation of knowledge and skills gained beyond education;

- o. examination:** the set of successfully completed preliminary examinations of the study units that pertain to a programme. The examination can also comprise additional research that is carried out by the Examination Board;
- p. Examination Board:** the Examination Board is the body that establishes in an objective and expert manner if a student satisfies the conditions that are imposed by the Education and Examination Regulations in terms of knowledge, understanding, and skills required to obtain a degree;
- q. examiner:** the person who was designated by the Examination Board to take one or more preliminary examinations or parts of them and to determine the relevant result, not being a student or external student;
- r. external student:** the person who was enrolled as an external student by the institution as intended in Section 7.32 of the WHW for a programme that was set up on a full-time or a part-time basis;
- s. faculty:** organisational entity of Leiden University of Applied Sciences consisting of multiple programmes within which contract activities and research also take place;
- t. faculty director:** the head of a faculty and manager of the programme manager in the relevant faculty;
- u. fraud:** any act or omission of a student of which they knew, or should have known, that a correct opinion on their knowledge, understanding, and skills becomes wholly or partly impossible;
- v. functional disability:** all disorders that are of a chronic nature and that (may) lead to a study delay. This also includes conditions like motor or sensory impairment, mental impairment, speech disorder, dyslexia, dyscalculia, autism spectrum disorder, AD(H)D and chronic illnesses;
- w. certificate:** the certificate, including appendix mark list), and where applicable a supplement;
- x. joint specialisation:** specialisation as intended in Section 7.3c of the WHW that is provided jointly by the university of applied sciences and one or more Dutch or foreign institutions for higher education;
- y. joint programme:** programme as intended in Section 7.3c of the WHW that is provided jointly by the university of applied sciences and one or more Dutch or foreign institutions for higher education;
- z. Joint Meeting:** joint meeting as intended in Section 10.16b of the WHW in which members of the works council and the student council jointly exercise participation;
- aa. degree:** the Executive Board grants the degree of Master to those who successfully completed the examination of a master programme within higher education;
- bb. university of applied sciences:** Leiden University of Applied Sciences;
- cc. Legal Protection Desk Leiden University of Applied Sciences:** facility as intended in Section 7.59a of the WHW where all appeals, objections, and complaints in the context of the legal protection of a student can be submitted;
- dd. master programme:** programme as intended in Section 7.3a Subsection 2 under c of the WHW;
- ee. study unit:** study unit as intended in Section 7.3 of the WHW that, in conjunction with other study units, forms the curriculum of the programme and that is associated with a preliminary examination. A study unit can relate to a practical assignment;
- ff. programme manager:** head of one or more programmes within a faculty of the university of applied sciences;
- gg. curriculum:** the coherent set of study units that makes up the programme followed by a student;
- hh. education week:** week during which educational activities are programmed, also including preliminary examinations and tests;

- ii. **irregularity:** the situation where the student, the programme or the university of applied sciences is not complying with the rules regarding good practice during tests and preliminary examinations, included in the Implementation Regulations (available on the website www.hsleiden.nl), or the situation where the student is guilty of fraud or plagiarism. Fraud and plagiarism are also irregularities;
- jj. **programme:** master's programme;
- kk. **programme committee:** the committee as intended in Section 10.3c of the WHW, consisting of students and teachers, which has, inter alia, rights to prior consultation and rights of consent in respect of (Part B of) the Education and Examination Regulations;
- ll. **programme year:** a coherent part of the curriculum of which the study load amounts to 60 study credits (EC), or rather 1,680 hours of study;
- mm. **main contact:** person who or organisation that carries on the correspondence regarding a project / educational activity and thus acts as the point of contact;
- nn. **plagiarism:** plagiarism is a form of fraud and regards the (almost) literal copying of parts of someone else's work or ideas, without indicating that they are someone else's words or without indication of the source of the document (infringement of intellectual property), as explained further in these regulations;
- oo. **practical assignment:** study unit as intended in Section 7.3 Subsection 2 of the WHW, which emphasises practical preparation for the profession and the profession in connection with the education in a dual programme, in so far as these activities take place under the authority of the university of applied sciences. A practical assignment can be shaped in the form of a project;
- pp. **practical information:** secure digital environment within the university of applied sciences containing internal information about the university of applied sciences. Practical information is available at mijn.hsleiden.nl;
- qq. **roster-free days:** the roster-free days as intended in the annual planning, which can be found at mijn.hsleiden.nl (Practical Information); there are no lectures on these days, however there may be examinations;
- rr. **in writing:** refers to handwritten or printed text, both in digital and in analogue form, as long as an exception has not been made to this definition in these regulations or by or pursuant to the Student Charter;
- ss. **student:** the person who was enrolled for a programme as a student as intended in Section 7.32 of the WHW by the university of applied sciences;
- tt. **Student Charter Leiden University of Applied Sciences:** charter as intended in Section 7.59 of the WHW in which the rights and obligations of students are outlined. The Student Charter consists of an institution-specific part and a programme-specific part;
- uu. **study year:** the period that starts on 1 September and ends on 31 August of the subsequent year;
- vv. **study career counsellor:** the person who was designated on behalf of the programme to provide study career counselling to students;
- ww. **study career counselling:** the study counselling of the student in the course of which attention is paid to the study, optional and planning processes, aimed at an effective study progress;
- xx. **study credit:** for the definition see the description for European Credit (EC);
- yy. **supplement to certificate:** document, as intended in Section 7.11 of the WHW, that complies with the European adopted format, which is added to the certificate, with the exception of a propaedeutic certificate, which mentions the nature, the level, the context, the content, and the status of the programme;
- zz. **preliminary examination:** an examination of the knowledge, the understanding, and the skills of a student of which the outcome is determined as an assessment by an examiner and that represents the conclusion of a study unit. A preliminary examination can consist of multiple tests;

- aaa. test:** part of a preliminary examination. A test is associated with an assessment by an examiner and it is assessed as to whether a student disposes of the required knowledge, certain understanding, and certain skills and/or competences pertaining to (a part of) the study unit;
- bbb. Implementation Regulations:** regulations that give further substance to the manner that the university of applied sciences in general must handle a number of rules from the Education and Examination Regulations, in particular in terms of the good practice during tests;
- ccc. validation:** the recognition of previously acquired competences and previously acquired qualifications by the Examination Board by means of an exemption;
- ddd. full-time programme:** programme that was set up without taking the performance of activities other than educational activities into account;
- eee. exemption:** exemption from taking one or more tests or preliminary examinations, the latter at the discretion of the Examination Board, on the basis of preliminary examinations or examinations previously taken successfully in higher education or on the basis of knowledge and skills acquired beyond higher education, whether or not demonstrated by means of a PAC;
- fff. working days:** Monday up to and including Friday, with the exception of national public holidays and roster-free days;
- ggg. WHW:** Dutch 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 are applicable to all master's programmes of the university of applied sciences. Part B of these regulations contains the description of the programme-specific provisions.
2. These regulations are applicable to all students who are at any time during the term of these regulations, the 2024-2025 study year, enrolled for the programme and to the persons who request to be admitted to the programme during the term of the regulations. These regulations are also applicable to external students who are, pursuant to their enrolment, entitled to participate in an examination of the programme or tests or preliminary examinations of it.
3. These regulations are applicable to a joint programme, if the programme is part of this, unless the agreement on which the joint programme is based determines otherwise.
4. If one or more joint specialisations are offered within the programme then these regulations are applicable in full to all joint specialisations, unless the agreement on which the joint specialisation is based determines otherwise.
5. These regulations, or a part of them, can be declared applicable by analogy to the person, not being a student or an external student, who participates in parts of the programme.
6. On occasion, these regulations (Part A and Part B) refer to other regulations, sources, and so on. It is expected of the student that they take note of the same of their own volition.

Article 1.3 Adoption and change of the regulations

1. Part A (the institution-wide provisions) are adopted annually by the Executive Board, after consent of the Joint Meeting.
2. Part B (the programme-specific provisions) is adopted annually by the Executive Board prior to the start of the study year. The faculty director and programme managers are responsible for the preparation and supply in a timely fashion of the programme-specific provisions. Adoption by the Executive Board does not take place other than after the Programme Boards have been able to exercise their rights to prior consultation and rights of consent.

3. The change of these regulations during the study year exclusively takes place on the condition that the interests of the relevant students are consequently, within reason, not prejudiced.

CHAPTER 2: PRIOR EDUCATION, ADMISSION REQUIREMENTS, AND EXEMPTIONS

Article 2.1 Prior education requirements

1. The certificates that provide direct admission of the programme are mentioned in Part B.
2. If the holder of a certificate as intended in the first paragraph must also comply with other requirements (e.g. a work placement) then those requirements are described in Part B.
3. If a prospective student disposes of a different certificate than intended in paragraph 1 then additional qualitative requirements may apply in addition to the aforementioned requirements. They are, as the occasion arises, described in Part B.
4. If a prospective student does not comply with the admission requirements as intended in the previous paragraphs of this article but it can, within reason, be expected of them that they shall yet comply with the said requirements within a reasonable period of time then they are offered the possibility of removing the shortcoming and to yet comply with the admission requirements. How substance is given to this is described in Part B.

Article 2.2 Foreign prior education

1. If a prospective student disposes of a foreign diploma and requests admission to the programme then the Examination Board decides as to whether the diploma is equivalent to a certificate as intended in article 2.1 paragraph 1 of these regulations.
2. The person as intended in the first paragraph can be admitted if:
 - a. the foreign certificate is at least equivalent to a Dutch certificate that would provide admission to the programme; and
 - b. they also appear to have a level of written and oral command of the language in which the education is provided that they are deemed to be able to follow the education well.
3. For education provided in the Dutch language sufficient command of the language must be demonstrated by obtaining the state examination Dutch as a second language (NT2), programme II, the certificate for Dutch as a foreign language (CNaVT) or the advanced version of the Certificate Admission Examination Leiden University (TUL advanced) or a comparable examination. As to whether there is question of a comparable examination is at the discretion of the Examination Board. The procedure applied by them is described in Part B.
4. For education provided in the English language sufficient command of this language is deemed to have been demonstrated if the student complies with the relevant requirements imposed in the “Code of Conduct International Student in Higher Education”, available at <http://www.internationalstudy.nl/pagina/gedragscode-en-reglementen>. The procedure that must be followed to demonstrate this is described in Part B.
5. The documentary evidence with which sufficient command of the Dutch or the English language is demonstrated can at the moment of the initial enrolment for the programme not be older than 24 months.
6. Foreign students who do not have the Dutch nationality, and who are aged 18 or over on the first day that the programme starts, for whom the initial enrolment is requested must on that day be a legal resident within the meaning of Section 8 of the Dutch Aliens Act 2000.
7. For the master in Digital Forensics it is noted that enrolment as a student is possible for:
 - a. foreign students who do not have the Dutch nationality, and who are aged 18 or over on the first day that the programme starts for whom the initial enrolment is

- requested, who that day are a legal resident within the meaning of Section 8 of the Dutch Aliens Act; or
- b. a person who is an alien and who resides outside the Netherlands on the first day that the programme starts for whom the initial enrolment is requested.
8. For foreign students with a residence permit for study purposes it is noted that they are subject to the requirement that they annually attain at least 50%¹ of the study credits of the relevant study year. In the event of a lower score, this shall be reported to the Immigration and Naturalisation Service (IND). To this end, the programme manager transfers the relevant information to the Student Enrolment Department.
 9. Additional information about admission to the programme with a foreign prior education is available on the website www.hsleiden.nl/opleiden/bacheloropleidingen/inschrijfinformatie/studenten-uit-het-buitenland.

Article 2.3 Requirements working environment dual programme

The specific admission requirements imposed on the programmes that offer a dual variant, including the requirements imposed on the working environment, are described in Part B.

Article 2.4 Admission, (other) enrolment conditions, and de-enrolment

1. If a prospective student meets the requirements for admission to the programme, set forth in this chapter then, this only leads to enrolment in the programme as a student or external student if all other enrolment conditions of Leiden University of Applied Sciences are also met. The (enrolment and de-enrolment) conditions as well as the procedure for enrolment and de-enrolment at the University of Applied Sciences are contained in the *Enrolment Regulations Leiden University of Applied Sciences 2024-2025*, which can be consulted at www.hsleiden.nl.
2. A decision of the Examination Board, on behalf of the Executive Board, to admit a person to the programme on the basis of the special provisions of this chapter only results in enrolment as a student or external student if all other enrolment conditions of Leiden University of Applied Sciences are also met. These conditions as well as the procedure for enrolment with the university of applied sciences are contained in the *Enrolment Regulations Leiden University of Applied Sciences 2024-2025*, which can be consulted at www.hsleiden.nl.

Article 2.5 No admission on the basis of unsuitability

If the Examination Board becomes aware of conduct or statements by a person seeking admission to the programme that indicate unsuitability for the practice of one or more of the professions for which the programme provides training, or for the practical preparation for the professional practice then the Examination Board may, in accordance with the procedure referred to in article 3.13 of the Student Charter Leiden University of Applied Sciences, issue a reasoned opinion to the Executive Board with the request to refuse or terminate the enrolment of the person concerned. This kind of opinion may also be issued by the faculty director or programme manager or in joint consultation. The Executive Board follows the procedure laid down in article 3.14 of the Student Charter Leiden University of Applied Sciences and may, in

¹ For more information go to the [website of the IND](http://www.ind.nl).

special cases and after careful consideration of the interests involved, decide to refuse or terminate the enrolment of the person concerned.

CHAPTER 3: CURRICULUM

Article 3.1 Objective of the programme

1. The programme aims to provide the student with a coherent set of knowledge, attitude, and skills in the field of the subject areas mentioned in Part B to such an extent that, upon completion of the programme, the student is able to carry out specialised professional tasks derived from the competence profile (final qualifications) of the programme and is eligible for possible further education.
2. The competences for which the programme trains are listed in appendix I of Part B.

Article 3.2 Structure of the programme

1. The study load of the programme is mentioned in Part B.
2. The programme consists of a coherent set of study units, each of which is concluded with a preliminary examination.
3. In principle, full study credits are awarded to study units. These are meaningful units of sufficient size and are sufficiently coherent with one another.
4. The manner in which the programme is structured (full-time, part-time or dual) is described in Part B.

Article 3.3 Composition of the programme

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

Article 3.4 General provisions about the curriculum

1. The teaching and the examinations are conducted in the Dutch language. Notwithstanding, another language may be used if:
 - a. it concerns teaching given by a foreign-language guest lecturer;
 - b. the specific nature, the structure, the quality of the teaching or of a study unit necessitates the use of another language.
2. In a programme offered in the Dutch language, mandatory English-language literature may be used.

Article 3.5 Copyrights students

1. The copyright vested in works made by students or external students within the framework of the programme belong to the student or external student, unless this is deviated from by agreement to which (a part of) the university of applied sciences or the student themselves is a party.
2. The university of applied sciences may agree with the student or external student that the university of applied sciences is exempted from the obligations arising from the copyrights or that the name of the university of applied sciences is mentioned on products. If exemption is chosen then this must be laid down in writing with the student or external student before the work is carried out. User rights may also be stipulated.

3. Without prejudice to paragraph 2, the university of applied sciences receives a digital copy of a graduation assignment or graduation research, which may be used by the university of applied sciences for educational and publication purposes. This may be deviated from by (supplementary) agreement if it has been agreed that the graduation assignment or graduation research is confidential.

Article 3.6 Students with functional impairments

1. Students with a functional impairment are entitled, in accordance with Section 7.13 Subsection 2 under m of the WHW, to effective facilities, unless those facilities place a disproportionate burden on the university of applied sciences.
2. Facilities should aim to remove or reduce obstacles so that the student has the opportunity to complete the study successfully.
3. Facilities should promote the independence and full participation of the student as much as possible. The facilities can relate to adjustments in the programme (including work placements), study timetables, tests / preliminary examinations, learning resources and other educational facilities. In total, four types of facilities can be distinguished:
 - material facilities;
 - test / preliminary examination facilities;
 - educational facilities; and
 - financial facilities.
4. A student who wants to be considered for the facilities as referred to in the second paragraph must register for this with the dean. After having obtained the consent of the student, the dean forwards the request to the Examination Board or the programme manager.
5. Depending on the type of facility, the request is processed in the manner described below.
 - a. The Examination Board decides on requests for facilities with regard to taking tests and preliminary examinations, or individual adjustments to the curriculum. In doing so, the Examination Board takes the requirements set by these regulations with regard to knowledge, understanding, and skills required for the award of the degree, as referred to in article 4.2 of these regulations, into account.
 - b. Claims for financial facilities are assessed against the *Profiling Fund* (available at www.hsleiden.nl). The student submits a corresponding request to the dean's office.
 - c. The programme manager decides on the requests that concern the teaching and that do not fall under parts a or b of this paragraph.
6. The *Studying with a Functional Impairment Policy* of Leiden University of Applied Sciences sets out the procedure to be followed by a student when applying for facilities as referred to in the second paragraph. The *Studying with a Functional Impairment Policy* and its details can be consulted at my.hsleiden.nl (Practical Information). Guidance information can also be found on the website of Leiden University of Applied Sciences (www.hsleiden.nl).
7. In order to provide timely facilities for a student to take tests and preliminary examinations, a request must be submitted to the Examination Board no later than 30 working days before the start of the relevant preliminary examination / the test.
8. A request for facilities is decided on by the Examination Board or the programme manager within 20 working days of receiving the request and that decision is then announced to the student immediately. The period of 20 working days may, within reason, be extended if a request requires further investigation. In the event that the request requires further investigation, the student is informed when a decision on their request is made.
9. If the requirements of the sixth paragraph and the procedural requirements of the other paragraphs, in particular the fifth paragraph, have been met then the extension of the decision period, as referred to in the second sentence of the seventh paragraph, may not cause a student to miss a preliminary examination opportunity.

If extending the decision period (as referred to in the seventh paragraph) results in the intended preliminary examination opportunity (as referred to in the sixth paragraph) being missed then the student is entitled to an additional preliminary examination opportunity. The aforementioned additional preliminary examination opportunity should be within a reasonable period of time after the intended preliminary examination opportunity.

10. If a student submits the request to the wrong party then that party shall send the request to the correct party as soon as possible, with notification to the student.

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 they should reasonably be entitled to the facilities (or similar facilities) as referred to in article 3.9 then they shall contact the dean's office for the necessary information. The student then submits, through the dean's office, a substantiated request to the Executive Board.
2. The facilities referred to in the first paragraph of this article do not include the entitlement to financial facilities. Financial facilities may only be applied for under the *Profiling Fund* (available at www.hsleiden.nl).

Article 3.8 Evaluation of programme

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

CHAPTER 4: EXAMINATIONS AND CERTIFICATES

Article 4.1 The examinations of the programme

1. The examination of the programme is passed once the student has completed all the corresponding study units, with or without one or more exemptions.
2. The Examination Board determines the result of the examination as referred to in the first paragraph after the Examination Board has examined whether the student has fulfilled all the obligations applicable to the relevant examination. To determine the result of the examination, the Examination Board is, if so required, allowed to only take the results obtained no later than five working days before the date on which the Examination Board determines the result of the examination into account. The date that appears on the certificate (the formal date of graduation) corresponds to the date of the day on which the last preliminary examination or test of a study unit was taken.
3. Notwithstanding the first paragraph, the Examination Board may decide that the examination also includes a final examination, to be conducted by the Board, into the knowledge, understanding, and skills of the examinee. If the Examination Board conducts this kind of examination then Part B states where the relevant information about this can be found.
4. At the beginning of each study year, the chair of the Examination Board determines the dates on which the result of the examination as referred to in the second paragraph is determined. The foregoing with due observance of the other paragraphs of this article.
5. The determination of the result of the examination basically takes twice a month.

Article 4.2 Award of degrees

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

Article 4.3 Certificates

1. The Executive Board adopts the model of the certificate and the appendices listed below after consultation with the faculty directors and with due observance of Section 7.11 of the WHW. The certificate should in any case state:
 - a. the name of the programme and the institution, as listed in the CROHO register;
 - b. what study units the examination included (is listed in an appendix);
 - c. where appropriate, what competence is attached to passing the examination;
 - d. what degree was granted by the Executive Board;
 - e. at what time the programme last had its accreditation confirmed or passed the 'new programme test';
 - f. if it concerns a joint programme or specialisation, the name of the institution or institutions that co-provided this programme or specialisation.
2. An appendix to the certificate (the marks list) lists the study units of the examination, also indicating for each study unit the scope in study credits (EC) and the assessment achieved.
3. The student is not awarded more than one certificate per examination linked to the programme.
4. A supplement shall be attached to the certificate for the examination of the programme, the aim of which is to provide insight into the nature and content of the completed programme,

also with a view to international recognition of programmes. The supplement contains at least:

- a. the name of the programme and the institution providing the programme;
 - b. that it is a higher professional education programme;
 - c. a description of the content of the programme;
 - d. the study load of the programme;
 - e. if applicable: indication of study components obtained abroad, including the number of study credits awarded.
5. The certificate is drawn up in the Dutch language, the supplement is drawn up in the English language, and the marks list is drawn up in both the Dutch and the English language.

Article 4.4 Issue of certificates

1. In consultation with the programme manager, the Examination Board determines the dates on which the certificates as referred to in this chapter are awarded in a public gathering, either physical or digital, organised by the programme.
2. If the person concerned does not want to attend the public gathering for the award of the certificate then the certificate, with its appendix and supplement, is available within 20 working days after the determination of the result of the examination.
3. A certificate is not issued at the moment that 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 records of the institution do not show that the student has met the relevant requirements, the student submits the following documents to the Examination Board with their request to award the certificate:
 - a. a certificate of enrolment for the study year in which the examination date as determined by the Examination Board and recorded on the certificate falls;
 - b. proof of payment of the tuition fees for all years of enrolment;
 - c. proof of achievement of study units.
5. If the third and fourth paragraphs of this article and article 4.1 of these regulations have been complied with then the Examination Board issues the certificate as proof that the examination was passed successfully. The certificate is signed by the (deputy) chair, the (deputy) secretary of the Examination Board, and the student.
6. A student who is entitled to the issue of a certificate may request the Examination Board not to award it yet. To this end, the student must submit a request to the Examination Board. This request must state the reason for the postponement and the term of the postponement. The Examination Board has a term of 20 working days after receipt of the request to decide. It falls under the responsibility of the student to submit the request in a timely fashion.

Article 4.5 Predicate “cum laude”

1. The Examination Board may award the predicate "cum laude" to an examination. This article describes the instances in which this can be done.
2. The predicate "cum laude" may be awarded to the examination of the programme if:
 - a. The weighted average of all preliminary examination marks is at least an 8.0. Exemptions are excluded from the calculation of the weighted average;
 - b. Each preliminary examination expressed in a mark has been passed with at least a 7.0;
 - c. Each preliminary examination expressed as a word assessment has been passed with at least a 'good' assessment;

- d. Each preliminary examination of which the assessments are limited to pass/fail, satisfactory/unsatisfactory or handed in/not handed in has been assessed as 'passed', 'satisfactory' or 'handed in';
 - e. No more than one-third of the total number of study credits has been obtained with an exemption;
 - f. There is no question of a decision of the Examination Board establishing fraud or plagiarism in respect of the relevant student;
 - g. The examination of the programme has been passed in no more than the nominal duration of the programme plus one study year; and
 - h. The graduation assignment(s) / projects have been assessed with at least an 8.0 or as 'good'.
3. In Part B, derogation from this article may be made only in the sense that the predicate "cum laude" is not awarded for the programme(s) in question.

Article 4.6 Declaration upon departure

At the request of a person who has passed one (or more than one) preliminary examination(s) and to whom no certificate as referred to in this chapter can be awarded, the Examination Board issues a statement listing at least the preliminary examinations passed successfully by the relevant person.

CHAPTER 5: TESTS, PRELIMINARY EXAMINATIONS, AND ASSESSMENT

Article 5.1 Tests within the programme

1. A preliminary examination at the end of a study unit consists of one or more tests. Each test comprises the examination of the competences (the knowledge, understanding, and skills) by the examiner and the assessment of the result of that examination.
2. A test is taken orally, in writing or in another way. Before the start of the study unit, the test method is indicated for each study unit in the appendices of the study guid of the programme in Part B of these regulations. In special cases, the Examinations Board is authorised, at the written and substantiated request of the student or external student, to determine that a test is taking place in a manner other than that set out in these regulations. The Examination Board has a period of 20 working days after receipt of the request to decide. It falls under the responsibility of the person making the request to do this in a timely manner.

Article 5.2 Frequency of tests, test schedule, test rules

1. An opportunity to take a test is given twice per study year. Any deviations from this can be found in Part B.
2. In special situations, the Examination Board may decide, at the written and substantiated request of a student or external student, to allow deviations, with regard to the number of opportunities for a test.
3. Participation in a test may be subject to the condition of registration for the relevant test.
4. The test schedule is announced under the responsibility of the programme manager, after consultation with the Examination Board, through the channels and deadlines specified in Part B.
5. The Examination Board appoints one or more examiners for each test.
6. The rules relating to the proper conduct of tests and preliminary examinations, as set out in the Implementation Regulations, are also applicable to each test. The *Implementation Regulations* can be found on the website of the university of applied sciences (www.hsleiden.nl). For certain forms of testing for which the *Implementation Regulations* do not or insufficiently provide, the programme may lay down additional rules in Part B.
7. If a student or external student received a failing mark for a test in the previous 2023-2024 study year and still wants to take the relevant test in the current 2024-2025 study year then the requirements in the current (2024-2025) study year are applicable. If the requirements have changed substantially in the current (2024-2025) study year compared to the previous study year or if the test is no longer part of the programme in 2023-2024 then the student or external student only has the choice in the current 2024-2025 study year to:
 - still take the test in accordance with the requirements from the previous study year;
or
 - take the (replacement) test in accordance with the requirements of the current study year.
- a. As to 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 relevant study unit to which a test is linked, it is announced via the DLWE of the programme as to whether the said requirements have changed substantially and how the student or external student can claim a transitional arrangement.

- b. The programme manager is responsible for the publication of the transitional arrangement (also called: conversion list, transposition table or replacement regulation table) with the study units (with the corresponding tests) that expire for the first time and the study units (with the tests) from the current (2024-2025) study year that are designated as replacements. The above applies if the curriculum for a programme has been / is changed substantially. This may involve changes in the number of study credits (EC) to be earned. This transitional arrangement is posted on the DLWE of the programme.
 - c. The date and time when a test from the previous 2023-2024 study year is taken in the current 2024-2025 study year is determined by the programme manager, after consultation with the Examination Board, and announced via the DLWE of the programme.
8. If a student or external student has not made use of the opportunities for a resit as referred to in the seventh paragraph, or has received a failing grade for this, then the student or external student must take a test designated by the Examination Board.

Article 5.3 Arrangement additional opportunity last preliminary examination or test

1. If a student has completed the programme except for one preliminary examination then the student may be eligible for an additional opportunity once. To this end, the student submits a substantiated request for an additional opportunity to the Examination Board. If the request by student concerns a preliminary examination consisting of several tests then the additional opportunity may be granted for a maximum of one test. The request for the additional opportunity may be granted if the following conditions are also met:
 - The student participated in all previously offered opportunities for the test or justifies why they did not participate in them;
 - No regular / scheduled resit is taking place in the next 10-week period after the date of the request.
2. The Examination Board assesses as to whether the additional opportunity for the final preliminary examination as referred to in the first paragraph is granted.
3. An additional resit within the framework of these regulations is basically offered in the last weeks of the term. The period between the decision of the Examination Board and the date of the resit must be at least three weeks. The Examination Board may deviate from this period on request.

Article 5.4 Test method

1. The (different) programmes have a large number of (different) test forms.
2. The various test forms use (apply) the corresponding methods (quality criteria) for quality assurance.
3. No more than one student or external student is tested orally at the same time, unless the Examination Board has determined otherwise.
4. Part B lists (if applicable) the study units where students are tested simultaneously.
5. Oral examinations may be held in public. The Examination Board is authorised to decide on this in more detail, whether or not on its own initiative or at the request of the student.

Article 5.5 Order of tests

1. Tests may basically be taken in any order, unless exceptions to this are specified in Part B.
2. Insofar as Part B sets requirements for the order, the student may request the Examination Board in writing, stating reasons, to grant them an exemption from the requirements specified in Part B.

Article 5.6 Exemption from taking tests and preliminary examinations

1. Certain certificates entitle the student to an exemption from taking one or more tests. Part B describes which these are, and how the student or external student can apply in order to qualify for such an exemption.
2. The student or external student who is of the opinion that they are eligible for an exemption from taking one or more tests (belonging to one or more study units) on grounds other than those indicated in the previous paragraph must submit a well-founded written request to the Examination Board within the term specified in Part B. The student or external student substantiates their request with the results of comparable tests or preliminary examinations they have passed successfully elsewhere in higher education, or with proof of competences acquired elsewhere (PAC) within or outside higher education. With regard to PAC, a student either attaches the PAC report or the opinion of the Examination Board. It falls under the responsibility of the student or external student to submit a request for exemption in a timely fashion.
3. Based on the evidence presented, the Examination Board assesses as to whether the student or external student already meets the requirements for the test(s) of the study unit or a part of it. The Examination Board may also require the student or external student to demonstrate their level of competence in a test. If a decision is made to hold a test then the Examination Board provides the person concerned with a document detailing the contents and procedure of this.
4. The Examination Board grants a request for an exemption if, in its opinion, the student or external student meets the requirements for the test(s) of the study unit or a part of it. The Examination Board informs the student or external student in writing of its decision within 20 working days. The period of 20 working days starts from the moment the Examination Board has received the complete request (thus, waiting for additional documents to complete the request suspends the aforementioned period)..
5. If an exemption is granted then the student or external student receives a written certificate of exemption signed by the Examination Board. The Examination Board is responsible for processing the exemption in the Study Progress Administration (Osiris) and archiving a copy of the certificate of exemption.
6. In the case of the Study Progress Administration (Osiris), the signing date of the exemption certificate in principle applies as the date on which the study unit or a part of it was passed successfully.

Article 5.7 Assessment of tests, award of study credits(EC)

1. The assessment of a test by an examiner takes place on the basis of set criteria that have been communicated to the student or external student via the DLWE of the programme at the latest at the start of the relevant study unit. The assessment and the substantiation of the assessment based on the described criteria for the assessment 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 up to and including 10.0 or an integer, ranging from 1 up to and including 10.
 - b. A satisfactory assessment for a test is expressed in a mark of at least 5.5 or in a qualification like "satisfactory" or "met". An unsatisfactory assessment for a test is expressed in a mark of at most 5.4 or in a qualification like "unsatisfactory", or "not met".
 - c. The programme may also use qualifications other than those referred to above. These qualifications can be found in Part B.
3. Notwithstanding the fourth paragraph, if the student or external student takes a test for which they have previously received an assessment then the highest assessment applies as the assessment for the test.
 4. If a preliminary examination of the study unit consists of several tests then the following rules are applicable.
 - a. The student or external student receives a pass mark for the preliminary examination if they have received a pass mark for all tests.
 - b. Programme-specific deviations from this provision are allowed. If opted for this then they can be found in Part B.
 - c. Without prejudice to sub a, to determine the mark, or any other type of assessment or qualification of a preliminary examination, if this preliminary examination consists of several tests then a weighting may be used. This weighting is mentioned in Part B.
 - d. How the (final) marks are produced is shown in Part B.
 - e. Programme-specific additions in respect of this article can be found in Part B.
 5. If a student or external student passes a preliminary examination successfully then they are awarded the study credits (EC) associated with the study unit. If a student or external student has been granted an exemption for a study unit then the study unit has been passed successfully and the associated study credits (EC) are awarded.
 6. The student or external student can only earn study credits (EC) by compensating a failing mark for a preliminary examination with one or more passing marks of other preliminary examinations, if this is laid down in Part B or if the Examination Board decides to do so. Study units in which competences are tested at a final level cannot be compensated.
 7. In the event of an attendance obligation, the said obligation is described in Part B.

Article 5.8 Validity assessments

1. The period of validity of a preliminary examination may only be limited by the programme manager if the knowledge or understanding tested is demonstrably out of date or if the skills tested are demonstrably out of date.
2. If the programme manager has attached a period of validity to certain assessments then this is included in Part B.
3. The Examination Board may extend any period of validity of an assessment.
4. The Examination Board may extend the period of validity on its own initiative or after the student has submitted a substantiated written request to the Examination Board before the period of validity expires. The Examination Board must reasonably take special circumstances as referred to in Section 7.51 Subsection 2 of the WHW into account. If a student has been granted financial support from the Profiling Fund, as referred to in Section 7.51 of the WHW, due to special circumstances, then the student is entitled to an extension of the period of validity for at least that period. If the Examination Board extends the term of validity then it indicates in the decision in which the extension was announced, the exact date until which the period of validity was extended or the (number of) study year(s) by which the period of validity was extended.

Article 5.9 Registration and announcement of assessments and study points (EC) obtained

1. Each assessment must be registered by an examiner in the Study Progress Administration (Osiris). In case of a satisfactory assessment for a preliminary examination, the date on which the study credits (EC) were obtained is recorded as the date on which the student took the last test that is part of the preliminary examination.
2. The examiner appointed for this purpose establishes the assessment after a test has been taken and, before there is a right to inspect it as referred to in article 5.9 of these regulations, publish it through registration in the Study Progress Administration (Osiris). The maximum fixed term for determination and publication, counting from the test date for:
 - a. an oral test: fifteen (15) working days;
 - b. a written test: fifteen (15) working days;
 - c. test to be taken otherwise: fifteen (15) working days.
3. The university of applied sciences is responsible for regularly updating the assessments of the student registered with it in the Study Progress Administration (Osiris). The student themselves is responsible for regularly consulting and checking their study progress overview in the Study Progress Administration (Osiris).
4. In case of special situations, the Examination Board determines as to whether the term mentioned in the second paragraph is extended. If the term is changed then the student or external student is informed accordingly via the DLWE of the programme.

Article 5.10 Right of inspection and retention

1. A student is entitled to inspect their assessment, with the inspection taking place no later than 20 working days after publication of the mark, and within a reasonable time for a renewed opportunity to take the test. In case of:
 - a. written tests, the student is entitled to inspect the written work assessed, the questions and assignments of the preliminary examination or test, as well as the standards applied to arrive at the assessment;
 - b. oral tests, the student is entitled to an explanation on the basis of the standards by which the assessment was made;
 - c. review by other means, the student is entitled to an explanation on the basis of the standards by which the assessment was made.
2. The arrangements for the inspection are set out in Part B.
3. If the scheduled moment of inspection demonstrably conflicts with the work placement of a student or education subject to compulsory attendance then the student is entitled to an alternative moment of inspection. To this end, the student must submit a request within twenty working days after the announcement of the moment of inspection. Part B regulates as to whether this request should be submitted to the Examination Board or the examiner. The Examination Board / examiner considers the possibilities within the work placement or education subject to compulsory attendance and then sets a new moment of inspection. If necessary, the examiner is involved in this decision-making.
4. The assessed work is archived together with the assessment by the programme or by a centrally arranged facility. The retained work is not destroyed until two years have elapsed since the assessment has been determined and published in the Study Progress Administration (Osiris).
5. Notwithstanding the fourth paragraph, the final papers (theses, final research or examinations) that were passed successfully are retained together with the assessment for seven years, after publication of the mark.

6. Visual material used in assessments and containing personal data is basically retained for two months after the assessment. If the visual material concerns a final work then it is retained for a maximum of seven years.

Article 5.11 Irregularities, fraud, and plagiarism

1. If it is suspected that a student is guilty of an irregularity then the examiner or invigilator draws up a report. As soon as possible after the discovery of the irregularity, they submit the report to the Examination Board. The student shall nevertheless be given the opportunity to complete the relevant test at the time in question.
2. Plagiarism is, in any case, understood as:
 - a. reproducing and/or paraphrasing in one's own words of the content of other people's texts without sufficient source references;
 - b. not clearly indicating in the text, for example through inverted commas or a particular design, that text has been taken verbatim from the work of another author, even if a correct source citation is included;
 - c. adopting the structure or central ideas of the work of another author and presenting it as one's own authentic work;
 - e. knowingly giving opportunity to others to engage in plagiarism;
 - f. resubmitting previously created own work without indicating the source, and allowing this to be passed off as original work created for a test. Only the study guide, examiner or the Examination Board may grant an exception to this..
3. Serious plagiarism is, in any case, understood as:
 - a. substantially copying or reproducing from the work of others without attribution and then offering it as one's own authentic work;
 - b. reproducing or copying from the work of fellow students and then presenting it to the examiners as one's own authentic work;
 - c. presenting the structure or central ideas from third-party sources as one's own work or thoughts;
 - d. copying image, sound or test material, software and program codes of others without reference and allowing this to pass for one's own work;
 - e. submitting papers written (whether for payment or not) by someone else, including papers acquired from a commercial institution;
 - f. submitting works created and/or generated in whole or in part using artificial intelligence (AI), unless the study manual or the Examination Board allows an exception.
 - g. By works does, in any case include but is not limited to papers, texts, image and/or audio material and program codes.
4. Fraud is, in any case, understood as:
 - a. disposing of sources during the test that are not permitted;
 - b. copying or reproducing from the work of others, including students who participate or have participated in the test, and then presenting it to the examiners as one's own authentic work;
 - c. wilfully misrepresenting research data in a research report;
 - d. knowingly giving opportunity to others to engage in fraud;
 - e. committing an attempt at fraud;
5. Serious fraud within the meaning of Section 7.12b Subsection 2 of the WHW is, in any case, understood as:
 - a. impersonating someone else during a preliminary examination;
 - b. being represented by someone else during a preliminary examination;
 - c. being in possession of the assignments of the relevant preliminary examination at the moment that the preliminary examination takes place;

- d. wilfully misrepresenting research data in a research report;
 - e. cheating during or outside the period of inspection of an assessed paper / preliminary examination;
 - f. cheating on preliminary examination results;
 - g. recurring fraud;
 - h. being guilty of serious forms of plagiarism as referred to in (paragraph 3 of this article));
6. An irregularity is, in any case, understood as:
 - a. a disturbance of the order or proper conduct during the time of taking a test or preliminary examination, as a result of which the Examination Board can no longer reasonably ensure that the results of the test or preliminary examination realistically reflect the level of knowledge of the students who took the test or preliminary examination;
 - b. taking photographs or otherwise duplicating the test (questions) prior to the test, during the test, or after taking the test (including the inspection).
 7. Without prejudice to the other paragraphs of this article, an act or omission by a staff member of university of applied sciences or a student may lead to a suspicion, bordering on certainty, that an irregularity has occurred. The said irregularity may or may not be mentioned in the other paragraphs of this article, or it may be an act or omission that contravenes socially accepted standards. 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 preliminary examination, the Examination Board may decide to take a decision as referred to in the tenth paragraph.
 8. The notification of the irregularity, fraud or plagiarism is discussed at the next meeting of the Examination Board after receipt of the notification, where it is determined how the notification is investigated.
 9. Before the Examination Board makes a decision after having investigated the notification, the student(s) and any interested parties are given the opportunity to be heard. In principle, the hearing takes place in accordance with the procedure as referred to in the Appendix '*Regulations on the Hearing by the Examination Board*' to these regulations. The hearing may only be dispensed with if the Examination Board has meanwhile sufficiently determined that there is no question of irregularity, fraud or plagiarism; or in those cases where the student:
 - declared that they do not want to exercise the right to be heard; or
 - does not declare, within a reasonable period set by the Examination Board, that they want to exercise the right to be heard.
 10. After receipt of the notification of an observed irregularity or fraud, the student, or the students, is, or are, informed by the Examination Board that the test is not going to be assessed, until the Examination Board has decided what consequences it attaches to the observed fact.
 11. In the event of an irregularity, fraud or plagiarism, the Examination Board may decide, subject to the thirteenth paragraph, that the following is applicable in respect of a student or group of students:
 - a. no assessment is assigned to the work made, or after consultation with the examiner the assessment that had already been given is declared invalid;
 - b. if the irregularity, fraud and/or plagiarism is not established until after the examination then the student may be deprived of the certificate of the programme or the certificate may be reclaimed from the student, in the course of which the Examination Board may determine that the student concerned is only be awarded the certificate after a renewed 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 case of serious irregularities, serious fraud and/or plagiarism, a recommendation is issued to the Executive Board to permanently terminate the enrolment in the programme;
 - e. a combination of measures is also possible.
12. If the Examination Board decides that there is no irregularity, fraud and/or plagiarism then the test is still assessed or, if this is not possible, a special provision tailored to the specific case is made by the Examination Board within a reasonable period of time.
 13. With due observance of the thirteenth paragraph, the Examination Board reaches a decision within 20 working days after receipt of the notification of an irregularity or fraud. Notwithstanding the aforementioned 20 working days, the decision must be made no later than 5 working days before the resit.
 14. The decision of the Examination Board is communicated to the student in writing (by letter or email), informing the student of the possibility to appeal the decision.
 15. If the mark for the test or the preliminary examination has already been legally determined then the Examination Board considers to what extent this mark needs to be adjusted. If necessary, the Examination Board consults with the examiner to this end and it is examined within whose competence the decision to be made falls.

CHAPTER 6: STUDY CAREER COUNSELLING

Article 6 Study career counselling

1. In accordance with article 4.5 of the Student Charter Leiden University of Applied Sciences, the programme manager facilitates adequate study career counselling of the student on behalf of the Executive Board, partly with a view to their orientation on possible study paths within and outside the programme. The programme manager is also responsible for publishing the study career counselling offered via the DLWE of the programme.
2. To discuss problems directly related to the programme, students may turn to their designated study career counsellor. For problems of a personal nature that may or may not be directly related to the programme, the student may also contact the study career counsellor if they wish to do so.
3. Students may also turn to the student dean with problems of a personal nature, whether or not directly related to the programme. For more information about the student dean, please refer to the website of Leiden University of Applied Sciences and my.hsleiden.nl (Practical Information).

In addition to the student dean, the student can, if so required, contact the coordinator Studying with a Functional Impairment (SFI) of the programme, the internal confidential counsellor or the external confidential counsellor. More information about the confidential counsellors can be found on the website of the university of applied sciences (www.hsleiden.nl).

CHAPTER 7: EXAMINATION BOARD

Article 7.1 Establishment Examination Board, appointment examiners

1. Each programme or group of programmes has an Examination Board.
2. The faculty director, programme manager or other official beyond the Examination Board shall not interfere with decisions of the Examination Board, which it takes pursuant to the powers granted to it.
3. The Examination Board is the body that determines objectively, expertly, and independently as to whether a student or external student meets the conditions set by these regulations with regard to knowledge, understanding, and skills required to obtain the degree as 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 Leiden University of Applied Sciences*.
5. The Executive Board ensures that the independent and expert functioning of the Examination Board is sufficiently guaranteed.
6. The Examination Board appoints examiners to administer tests and preliminary examinations and to determine their results. Examiners provide the Examination Board with the information it requests.
7. The *Regulations Examination Board Leiden University of Applied Sciences* establish further rules regarding:
 - composition;
 - appointment;
 - working method;
 - decision-making;
 - accountability; and
 - facilities of the Examination Board.

These regulations also regulate the mutual relationships within a programme and within the institution as well as the further requirements imposed on examiners. These regulations can be found on the website of the university of applied sciences (www.hsleiden.nl).

Article 7.2 Tasks and authorities Examination Board

1. The tasks and responsibilities of the Examination Boards are laid down in the WHW, the mandate regulations of Leiden University of Applied Sciences, the *Examination Board Regulations Leiden University of Applied Sciences*, and these Education and Examination Regulations. The Examination Board is in any case entrusted with the following in respect of the master's programmes of the university of applied sciences:
 - a. the determination as to whether a student has successfully passed an examination;
 - b. the issue of certificates, supplements, and declarations;
 - c. the safeguarding of the quality of testing, tests, preliminary examinations, and examinations and the safeguarding of the quality of the organisation and procedures concerning tests, preliminary examinations, and examinations; the Executive Board is responsible for the practical organisation of preliminary examinations and examinations (by virtue of Section 7.10 Subsection 3 of the WHW);
 - d. the granting of exemptions from prior education requirements, as referred to in chapter 2, allowing a prospective student to be admitted to the programme;
 - e. the issue of an opinion to the Executive Board not to admit a person to the programme or to permanently terminate their enrolment (*judicium abeundi*) because of their conduct or statements;

- f. the establishment - with due observance of these regulations, and subject to the role of the examiner - of directives and instructions to assess and determine the result of preliminary examinations, tests, and examinations.
The instruments available to the Examination Board to perform its tasks do not include the power to establish or revise final preliminary examination results. However, if necessary, it must be possible to obtain information from the examiner. This is separate from the independent position of The Examination Board. Where the Examination Board cannot independently and in defiance of the examiner change the mark, the Examination Board can determine that the examination, the preliminary examination or the test must be retaken;
 - g. the granting of exemptions for preliminary examinations and tests of study units;
 - h. the decision-making on exception rules in matters relating to the taking of tests, preliminary examinations, and examinations;
 - i. the imposition of measures in case of irregularities, fraud or plagiarism;
 - j. the submission of recommendations to the faculty director regarding the nomination of members of the Examination Board;
 - k. with due regard, where necessary, to the opinion of the relevant examiner on the mark obtained: the reaching of amicable settlements in response to requests to this effect by the Examination Appeals Board (Cobex);
 - l. the annual preparation of a report of its activities. This report is sent to the faculty director and the Executive Board.
2. The chair of the Examination Board, or in their absence their deputy, is authorised to independently deal with matters concerning the Examination Board that in their opinion cannot be delayed. In the next meeting of the Examination Board, the entire Examination Board is given an account of these matters.
 3. Unless the WHW or these regulations provide otherwise, the Examination Board makes a decision on an application submitted within 20 working days after receipt of it. The Examination Board may deviate from the given decision-making period due to weighty circumstances. In the latter case, the person involved is informed immediately, indicating when a decision is made.
 4. A decision by the Examination Board or the examiner informs the student of the options for appealing 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 then the examiner concerned shall not participate in the deliberations of the Examination Board on this matter. The Examination Board may, however, request the examiner to present their point of view.

Article 7.3 Composition of, requests to, and decisions of Examination Board and examiner

1. The composition of the Examination Board is published at the (digital) locations indicated in Part B.
2. Part B specifies how to submit requests to the Examination Board.
3. The Examination Board ensures that all internal stakeholders, e.g. the relevant lecturers and the study career counsellor, are informed of decisions regarding students taken by the Examination Board (or the examiner).
4. The student in question is informed accordingly. If necessary, taking into account the privacy of the student, a copy of the request of the student is attached for information purposes.

CHAPTER 8: LEGAL PROTECTION

Article 8 Legal protection

1. The student is entitled to lodge an appeal with the Legal Protection Desk of Leiden University of Applied Sciences within six weeks of the announcement of a decision by the Examination Board or the examiner. Lodging an appeal does not suspend the decision made. An appeal must be submitted in writing, stating reasons, signed and accompanied by the contested decision, to the Legal Protection Desk of Leiden University of Applied Sciences. Those with a Leiden University of Applied Sciences account should use the digital form available on the website of the university of applied sciences (www.hsleiden.nl) and my.hsleiden.nl (Practical Information). Persons who do not have a Leiden University of Applied Sciences account can submit the appeal by email or by post:
By email to: loket.rechtsbescherming@hsleiden.nl
By post to: Legal Protection Desk Leiden University of Applied Sciences
PO Box 382
2300 AJ Leiden.
2. The Examination Appeals Board (Cobex) of Leiden University of Applied Sciences considers appeals submitted as referred to in the first paragraph.
3. An appeal 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.
4. Chapter 8 of the *Student Charter Leiden University of Applied Sciences* further regulates the procedure before the Examinations Appeals Board of Leiden University of Applied Sciences, as included in this article. Chapter 8 of the *Student Charter* also regulates the other legal protection procedures, including objections via the Disputes Advisory Committee and the complaints procedure. The *Student Charter Leiden University of Applied Sciences* can be consulted on the website of the university of applied sciences (www.hsleiden.nl).

CHAPTER 9: CLOSING AND IMPLEMENTATION PROVISIONS

Article 9.1 Unforeseen instances

In instances not foreseen in these regulations, the Examination Board decides, unless it concerns matters that explicitly fall within the competence of the Executive Board.

Article 9.2 Announcement of the regulations

1. The programme manager ensures timely publication of the education and examination regulations of the programme, the further rules drawn up by the Examination Board, and any amendments.
2. These education and examination regulations can be found on the website of the university of applied sciences (www.hsleiden.nl).

Article 9.3 Citation title, entry into force

These regulations may be cited as the institution-wide part (Part A) of the Education and Examination Regulations 2024-2025 of the master's programmes of Leiden University of Applied Sciences and take effect on 1 September 2024.

APPENDIX: REGULATIONS ON THE HEARING BY THE EXAMINATION BOARD

Article 1

The Examination Board hears students:

- in all cases in which the hearing of students is mandatory, e.g. in the case of a fraud notification or (the intention to) issue a binding negative study recommendation;
- in all other cases in which, in the opinion of the Examination Board, the hearing is necessary for careful decision-making.

Article 2

The student is 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 is informed of this possibility in the invitation as referred to in article 2.

Article 4

The student must notify the Examination Board no later than two working days before the hearing whether they are assisted at the hearing, stating the name of the person assisting them and the relationship of the student to that person.

Article 5

The hearing of the student is carried out by at least two persons (to be referred to as: the hearing committee) of which at least one is a member of the Examination Board, who represents the Examination Board during the hearing.

Article 6

At the opening of the hearing, the student is informed of the nature and purpose of the hearing. The student is also informed how the procedure continues after the hearing has concluded.

Article 7

The hearing committee asks as many questions as it considers necessary to arrive at the most comprehensive assessment of the matter.

Article 8

At the end of the hearing, the hearing committee allows the student 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 then the examiner concerned shall not participate in the deliberations of the request or complaint.



Leiden University of Applied Sciences

**Education and Examination Regulations 2024-2025
of the master programmes.**

**PART B: Programme-specific part of the master programme
Digital Forensics**

This programme-specific part (Part B) of the EER of the master's programme Digital Forensics was adopted by the Executive Board on 10 June 2024, after consent of the programme committee.

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CHAPTER 1: GENERAL

Article 1.1 Definitions (pertains to article 1.1. EER part A)

For the definitions, please refer to the definitions in article 1.1 of the EER Part A. The following are terms that apply in addition to the general definitions mentioned in article 1.1 of Part A:

- DLE: Digital Learning Environment as intended in part A, for the programme this is: SharePoint environment and MS Teams.

Article 1.2 Scope of the regulations (pertains to article 1.2 EER part A)

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

Article 1.3 Adoption and change of the regulations (pertains to article 1.3 EER part A)

When amending the EER in the interim, the interests of students must be taken into account as much as possible. Interim amendments to the EER are laid down in an erratum that, after adoption by the Executive Board, is published on the website of the university of applied sciences (www.hsleiden.nl).

CHAPTER 2: PRIOR EDUCATION, ADMISSION REQUIREMENTS, AND EXEMPTIONS

Article 2.1 Prior education requirements (pertains to article 2.1 EER part A)

1. The following certificates provide direct admission to the programme:
 - a. Bachelor's degree in Computer Science with Forensic ICT specialisation.
2. The holder of one of the aforementioned certificates must also have a work experience placement relevant to the programme, to be approved by the Examination Board. In addition, the level of English proficiency must be comparable to B2-level.
3. The holder of a Higher Professional Education (HBO) diploma other than that mentioned in paragraph 1 must meet the following additional requirement(s) in order to be admitted to the programme: during an intake procedure, the programme assesses as to whether admission to the master programme 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.
4. If a prospective student does not comply with the admission requirements as referred to in the previous paragraphs of this article, but can reasonably be expected to do so within a reasonable period of time, then they are offered the opportunity to remedy the shortcoming and still meet the admission requirements. This is done in the following way: see article 2.1 paragraph 3.

Article 2.2 Foreign prior education (pertains to article 2.2 EER part A)

1. The procedure in which the Examination Board determines as to whether the foreign prior education can be considered equivalent to the prior education as referred to in article 2.1 paragraph 1 of these regulations, is as follows: The student enrolls through the usual route on the basis of a foreign diploma. The foreign diploma is submitted to the Dutch Organisation for Internationalisation in Education (Nuffic) for assessment. The recommendation of Nuffic is submitted to the Examination Board, which then makes a decision on admission. See also: the [website](https://www.hsleiden.nl/opleiden/bacheloropleidingen/inschrijfinformatie/studenten-uit-het-buitenland) of Leiden University of Applied Sciences (<https://www.hsleiden.nl/opleiden/bacheloropleidingen/inschrijfinformatie/studenten-uit-het-buitenland>).
2. Not applicable.
3. For education provided in English, sufficient command of this language must be demonstrated. The procedure to be followed to this end is embedded in the intake process of the programme, which is followed after application. More information can be found on the website of Leiden University of Applied Sciences.

Article 2.3 Admission dual education, requirements work environment (pertains to article 2.3 EER part A)

Not applicable.

CHAPTER 3: CURRICULUM

Article 3.1 Objectives of the programme (pertains to article 3.1 EER part A)

The programme aims to provide the student with a coherent set of knowledge, attitude, and skills in the following subject areas: Digital Forensics. The final qualifications to which the programme trains the student are listed in appendix I of these EER.

Article 3.2 Structure of the programme (pertains to article 3.2 EER part A)

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

Article 3.3 Composition of the programme (pertains to article 3.3 EER part A)

The programme includes the study units as described in appendix II of these EER.

Article 3.4 Evaluation programme (pertains to article 3.8 EER part A)

The education in the programme is evaluated in the following way:

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

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CHAPTER 4: EXAMINATIONS AND CERTIFICATES

Article 4.1 The examinations of the programme (pertains to article 4.1 EER part A)

Not applicable.

Article 4.2 Award of degrees (pertains to article 4.2 EER part A)

The Executive Board grants the degree "Master of Science" if the Examination Board has determined that the examination of the programme has been passed successfully.

Article 4.3 Predicate “cum laude” (pertains to article 4.5 EER part A)

In accordance with article 4.5, second paragraph, of Part A, the programme has no possibility for the Examination Board to attach the predicate "cum laude" to an examination.

CHAPTER 5: TESTS, PRELIMINARY EXAMINATIONS, AND ASSESSMENT

Article 5.1 Frequency of tests, test schedule, and test rules (pertains to article 5.2 EER part A)

1. The opportunity to take a test is basically given twice per study year.
2. The test schedule is announced under the responsibility of the programme manager, after consultation with the Examination Board via the schedule publication tool and/or DLE and no later than 10 working days before the start of the test in question.
3. Information regarding (amended) test requirements can be found via DLE.

Article 5.2 Test method, simultaneous testing students (pertains to article 5.4 EER part A)

Students are simultaneously tested in the following study units during which oral testing takes place: not applicable.

Article 5.3 Order of tests and study units, participation in practical assignment (pertains to article 5.5 EER part A)

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

Article 5.4 Exemption from sitting for tests and preliminary examinations (pertains to article 5.6 EER part A)

- Not applicable.
- Not applicable.
- The student who considers themselves eligible for an exemption from taking one or more tests (belonging to one or more study units) on grounds other than those mentioned in the previous paragraphs, must submit a written request to the Examination Board, stating their grounds, within six weeks. Moreover, the following general conditions are applicable to the request for exemption:
 - The student shows an officially certified marks list to the Examination Board.
 - The student provides a description of study units 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 preliminary examination belonging to the study unit for which an exemption is requested.

Article 5.5 Assessment of tests, award of study points (EC) (pertains to article 5.7 EER part A)

1. The usual communication channels where the established criteria for the assessment of a test can be found are DLE.
2. If a test is not assessed then this is expressed in the qualification NB which is equivalent to "not met" or "unsatisfactory". This qualification is given under the following circumstances: in those cases where a student has not complied with an attendance requirement or the preconditions of a test.
3. If a preliminary examination consists of several tests then the way in which the final mark of the examination is calculated is described in: the test plan of the programme (see test plan on the DLE).

Participating (being present and performing the designated tasks) in study units with practical assignments is mandatory in order to receive an assessment. Within the programme, attendance is compulsory for some practical lessons. The attendance requirement implies that the student is present and prepared and performs the assignments. The module guide indicates which practical lessons are compulsory and as to whether, and if so how, missed practical lessons can be made up. The consequences of not meeting this attendance requirement are: the test is assessed with a 'NB', see the second paragraph of this article.

Article 5.6 Validity of assessments (pertains to article 5.8 EER part A)

1. Assessments of preliminary 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 aged. The programme annually publishes on DLE which preliminary examination results shall be out of date the following study year and thus lose their validity.
2. With regard to tests that together form one preliminary examination, the following derogation is applicable if a fail is obtained for the preliminary examination as a whole: two study years.

Article 5.7 Registration and publication of assessments and study points (EC) obtained (pertains to article 5.9 EER part A)

In special instances, the Examination Board determines as to whether to extend the assessment period for a test. If the period is changed then the student or external student is notified via email address of the university of applied sciences and/or via the DLE.

Article 5.8 Right of inspection and retention (pertains to article 5.10 EER part A)

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 request of the student (further, see b).
 - b. Within 10 working days of the announcement of the assessment, the student requests the examiner(s) for inspection. In consultation with them, the time and place of inspection are determined.

2. If the scheduled moment of inspection demonstrably conflicts with a work placement of the student or education subject to compulsory attendance then the student may request an alternative moment of inspection pursuant to article 5.10 of the EER Part A. This request must be submitted to the examiner.

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

Article 6 Study career counselling (pertains to article 6 EER part A)

The programme manager provides for the publication of the study career counselling offered through the usual communication channels of the programme, namely DLE.

CHAPTER 7: EXAMINATION BOARD

Article 7 Composition, requests to and decisions of Examination Board and examiner (pertains to article 7.3 EER part A)

1. The composition of the Examination Board is published on DLE.
2. Requests to the Examination Board may be made in the following manner:
 - digitally via the link <https://examencommissie.hsleiden.nl/eis>.
 - in hard copy via the post-box of the Examination Board at the Faculty Science & Technology, which is located next to the Service Desk.

CHAPTER 8: CLOSING AND IMPLEMENTATION PROVISIONS EDUCATION AND EXAMINATION REGULATIONS PART B

Article 8.1 Publication of the regulations (pertains to article 9.2 EER part A)

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

Article 8.2 Citation title, entry into force (pertains to article 9.3 EER part A)

These regulations may be cited as the programme-specific part (Part B) of the Education and Examination Regulations 2024-2025 of the master programme Digital Forensics of Leiden University of Applied Sciences and enters into force on 1 September 2024.

APPENDIX I COMPETENCIES OF THE PROGRAMME

We train a professional who is a leader in their working environment, both in terms of research and innovation. They constantly monitor the emerging technologies and investigate where they affect and influence the domain. They engage their own colleagues, subject matter experts, decision-makers, and also the general public in the constant innovation of the domain of forensics. This keeps the domain most effective and efficient in the fight against high-tech crime. They ensure their organisation is ready for the future through their digital forensics. We align with the domain descriptions with corresponding competences of HBO-i (<https://www.hbo-i.nl/publicaties-domeinbeschrijving>) and HBO Law (https://www.vereniginghogescholen.nl/system/profiles/documents/000/000/014/original/hbo_rechten.lbop.2019.pdf?1551956635). The legal component was added as a context to the competences Analysing and Advising.

The competences were translated into learning outcomes. The concrete learning outcomes are often a combination of several 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 the student can realise them in their own work context or through a variation of concrete topics.

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

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

Final level master Digital Forensics

HBO-i Competences		Final level
Analysing	Organisational processes	4
	Infrastructure	4
	Software	4
	Hardware Interfacing	
	Legal	4
Advising	Organisational processes	4
	Infrastructure	4
	Software	4

	Hardware Interfacing	
	Legal	4
Designing	Organisational processes	4
	Infrastructure	4
	Software	4
	Hardware Interfacing	4
Realising	Organisational processes	4
	Infrastructure	4
	Software	3
	Hardware Interfacing	4
Managing & Controlling	Organisational processes	4
	Infrastructure	4
	Software	4
	Hardware Interfacing	

Professional skills		Final level
Future-based organising	Organisational context	4
	Ethics	4
	Managing	4
Innovative problem-solving	Problem approach	4
	Researching	4
	Solving	4
Personal leadership	Enterprising	4
	Personal development	4
	Personal profiling	4

Target-oriented interacting	Partners	4
	Communicating	4
	Cooperating	4

APPENDIX II CURRICULUM OF THE PROGRAMME

Introduction

This appendix contains the overview of the curriculum of the programme.

If there are conditions regarding the order in which tests and/or preliminary examinations are taken then this is described in article 5.3 Part B of these regulations.

All information on the actual structure of the various study units, such as the contact hours in the education (lectures, seminars, practicals, question hours), 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 DLE.

The programme of the master degree in Digital Forensics consists of at least 60 EC. It is taught part-time and contains 30 EC per study year. In the programme, 50 of the 60 credits are compulsory. The electives are provided in the first study year (3 x 5 EC - MDF007, MDF004, MDF009) and in the second study year (4x 5 EC, MDF005, MDF013, MDF010, MDF011).

The table below shows the programme of the full master programme Digital Forensics. Electives offered in 2024-2025 are MDF004 and MDF005. The other electives are offered if there are more than 30 participants.

Naam examenonderdeel	Code OE	Naam onderwijseenheid(OE)	ECOE	Onderwijs vanaf periode	Voertaal	Toetscode	Toetswijze	Toetsing in periode	Weging
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	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

