



2026-2027

Education and Examination Regulations (OER)

Part A of the master's degree programmes

This general section of the Education and Examination Regulations (OER, *Onderwijs- en Examenregeling*), applicable to all master's degree programmes, was adopted by the Executive Board on 23 February 2026 after approval by the joint meeting of 27 January 2026.

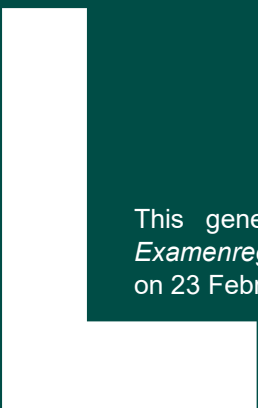


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Reading guide

The Education and Examination Regulations (OER, *Onderwijs- en Examenregeling*) provide you with information about education and examinations at Leiden University of Applied Sciences (Leiden UAS). In these regulations you will find everything about how the degree programme is structured, what is included in the curriculum and how you will be tested and examined.

The regulations consist of two parts: Part A (Leiden UAS-wide part) and Part B (programme specific part). Part A includes the general rules and guidelines that apply to all students following a master's degree programme at Leiden University of Applied Sciences. Part B contains the rules and guidelines specific to your degree programme. Part B contains information on the study programme, (elective) subjects, work placements and graduation projects, admission requirements, and study progress requirements.

The OER consists of several Articles. Each Article deals with a specific topic, for example; Article 5.7 deals with assessments and the awarding of credits. An Article often consists of several Article paragraphs in which, for example, conditions or exceptions are described. For example, paragraph 2 of Article 5.7 states that an assessment of a test is expressed by means of a mark or a qualification.

To understand your rights and obligations, it is important to read both Part A and Part B of the OER. In addition, it is also important to study the Student's Charter. If 'not applicable' is stated next to an Article in Part B, this means that your degree programme has not included any additional or deviating rules regarding that subject. The rules from Part A remain fully applicable.

The OER is adopted each academic year and runs from 1 September to 31 August. The OER may change during the academic year; you will find these changes on the cover page.

In addition to the Education and Examination Regulations, Leiden University of Applied Sciences also has other regulations that may be of interest to you, such as the Internal Rules, the Student's Charter, the Enrolment Regulations, and the Implementing Regulations for Invigilated Tests.

Finally, when these regulations use the word "he", it can also be read as "they", "them" or "those", where applicable.

CHAPTER 1: GENERAL

Article 1.1 terms used in these regulations

In these regulations the following terms are used with the following meaning:

- a. **assessment**: the conclusion by an examiner to what extent you have met the requirements formulated for a particular unit of study or a particular part thereof;
- b. **Examinations Appeals Board (Cobex, *College van beroep voor de examens*)**: With this Appeals Board you can, among other things, appeal against decisions of the examination board or an examiner. The rules regarding Cobex can be found in Articles 7.60 to 7.63 of the Higher Education and Research Act (WHW, *Wet op het hoger onderwijs en wetenschappelijk onderzoek*) and Article 8.15 of the *Student's Charter of Leiden University of Applied Sciences*;
- c. **Executive Board**: board of the *Stichting Hogeschool Leiden* (Leiden University of Applied Sciences Foundation) and the governing board of Leiden University of Applied Sciences;
- d. **competence**: an integrated set of professional knowledge, attitudes, and skills that is necessary to function adequately within relevant professional contexts;
- e. **contact hour**: full hour on which education is scheduled under the supervision of a lecturer, or a full hour on which a test or interim examination is scheduled;
- f. **conversion list** (or: transposition table): table that shows what the old situation looked like, and what the current situation looks like;
- g. **part-time degree programme**: degree programme that is designed in such a way that it takes into account the possibility that you may have other activities than education during the working week;
- h. **dual degree programme**: degree programme that is designed in such a way that following education for one or more periods is alternated with professional practice in connection with that education. The degree programme consists of an educational and a professional practice part, with the professional practice part being part of the study programme of the degree programme, as included in the Appendices to Part B;
- i. **unit of learning outcomes**: unit of study that contains a coherent set of knowledge, insights, and skills that you as a student can acquire in a manner that is independent of the learning pathway and of which your mastery of that knowledge, insights, and skills can be demonstrated in a manner that is independent of the learning pathway;
- j. **final qualifications**: competences and qualities that a student must master when the student has successfully completed the degree programme;
- k. **European Credit (EC) / credit**: the unit for calculating the study load, as referred to in Section 7.4 of the WHW, where 1 credit (EC) is equal to 28 hours of study. Credits are awarded if the interim examination of the unit of study has been successfully completed;
- l. **previously acquired competences (EVC, *eerder verworven competences*)**: the body of knowledge, understanding, skills, and attitudes acquired elsewhere and at an earlier time through learning processes;
- m. **previously acquired qualifications (EVK, *eerder verworven kwalificaties*)**: credit certificates, certificates or any domestic or foreign study certificates indicating that a formal (accredited) learning programme has previously been successfully completed;
- n. **EVC procedure**: procedure carried out by an organisation recognised by Leiden University of Applied Sciences, or in special cases an examination board or EVC committee, to arrive at the recognition of previously acquired competences and the assessment of knowledge and skills acquired outside of education on the basis of sound research;
- o. **examination**: the totality of successfully completed interim examinations of the educational units belonging to a degree programme. The examination may include an additional investigation carried out by the examination board itself;
- p. **examination board**: the examination board is the body that determines in an objective and expert manner whether you meet the conditions set by the education and examination regulations with regard to the knowledge, insight and skills required to obtain a degree;
- q. **examiner**: the person appointed by the examination board to conduct one or more interim examinations or parts thereof and to adopt the results thereof. An examiner cannot be a student or an extraneus (external student);
- r. **extraneus**: the person who is enrolled by Leiden UAS as an external student as referred to in Section 7.32 of the WHW for a degree programme that is organised full-time or part-time.

- Enrolment as an extraneus is a special form of enrolment in which the person enrolled as an extraneus may only participate in (interim) examinations;
- s. **faculty**: organisational unit of Leiden University of Applied Sciences consisting of several study programmes within which, among other things, contract activities and research take place;
 - t. **fraud**: any act or omission by a student, of which the student knew or should have known, that a correct assessment of his knowledge, insight and skills becomes wholly or partially impossible. Also refer to Article 5.11 of these regulations;
 - u. **degree certificate**: the degree certificate within the meaning of the WHW, including Appendix (list of marks), and if applicable, a supplement. A degree certificate, also known as a diploma, is a document that serves as proof of successfully completing an examination;
 - v. **joint specialisation**: specialisation as referred to in Section 7.3c of the WHW that is provided jointly by Leiden UAS and one or more Dutch or foreign institutes of higher education;
 - w. **joint degree programme**: degree programme, as referred to in Section 7.3c of the WHW, which is provided jointly by Leiden UAS and one or more Dutch or foreign institutes of higher education;
 - x. **joint meeting**: joint meeting, as referred to in Section 10.16b of the WHW, in which members of the works council and the student council exercise joint participation;
 - y. **degree**: the Executive Board awards the degree of Master to those who have successfully completed the examination of a master's degree programme;
 - z. **Leiden UAS**: Leiden University of Applied Sciences;
 - aa. **learning outcome**: the knowledge someone has and what someone can do after successfully completing a learning programme. Learning outcomes concern the outcomes of the learning process, regardless of the educational content and curriculum, the study volume and workload, the duration of the study, the organisation of education, the method of instruction and where and how education is provided;
 - bb. **LMS**: the learning management system (LMS) within Leiden UAS where information regarding the degree programme can be found;
 - cc. **Legal Protection Office Leiden University of Applied Sciences**: accessible facility, as referred to in Section 7.59a of the WHW, where you can file appeals, objections and complaints in the context of legal protection;
 - dd. **master's degree programme**: degree programme as referred to in Section 7.3a, paragraph 2, under c of the WHW;
 - ee. **support need**: obstacles you experience in your studies due to a disability or special circumstances such as informal care. Top athletes may also have a support need;
 - ff. **unit of study**: unit of study, as referred to in Section 7.3 of the WHW, and to which an interim examination is linked. Also referred to as a 'subject' or 'module'. All units of study together form the educational programme of the degree programme. A unit of study may involve a practical exercise (lab or project);
 - gg. **educational programme**: the coherent whole of units of study that make up the degree programme that a student is following;
 - hh. **irregularity**: the situation in which the student, the degree programme or Leiden UAS does not adhere to the rules for proper testing and examination, as included in the Implementing Regulations for Invigilated Tests (refer to <https://www.hsleiden.nl/over-ons/organisatie/onderwijs-en-examenregeling>). Or the situation in which the student is guilty of fraud or plagiarism; fraud and plagiarism also fall under irregularities. Also refer to Article 5.11 of these regulations;
 - ii. **degree programme**: master's degree programme;
 - jj. **degree programme committee**: the committee, as referred to in Section 10.3c of the WHW, of students and lecturers, which has, among other things, advisory and approval rights on (Part B of) the education and examination regulations;
 - kk. **study year**: a coherent part of the degree programme with a study load of 60 credits (EC) (i.e. 1680 hours of study);
 - ll. **programme manager**: head of one or more degree programmes within a faculty of Leiden UAS;
 - mm. **plagiarism**: plagiarism is a form of fraud and is the (almost) literal copying of parts of another person's work or ideas, without indicating that they are someone else's words or without mentioning where the work was found (intellectual property infringement), as further explained in these regulations. Also refer to Article 5.11 of these regulations;
 - nn. **Practical Information**: secure digital environment within Leiden UAS where internal Leiden UAS-wide information can be found. Practical Information can be found at mijn.hsleiden.nl;
 - oo. **practical exercise**: unit of study as referred to in Section 7.3, paragraph 2, of the WHW. In this form of education, the emphasis is on practical preparation for professional practice and on

- professional practice in connection with education in a dual degree programme. A practical exercise will take place at Leiden UAS. A practical exercise can also be a project;
- pp. **RIO (Registratie Instellingen en Opleidingen): Registration Institutes and Degree Programmes:** the register (formerly CROHO) which lists all degree programmes where you can obtain an official degree certificate according to the WHW with an associated degree (associate, bachelor's, or master's degree);
 - qq. **lecture-free days:** the lecture-free days as referred to in the annual planning on mijn.hsleiden.nl (Practical Information); on these days no lectures are given, but assessments may take place;
 - rr. **written:** refers to handwritten or printed texts, whether in digital or analogue form, as long as no exception to this definition is made in these regulations on this point;
 - ss. **student:** the person who is enrolled as a student for a degree programme as referred to in Section 7.32 of the WHW by Leiden UAS;
 - tt. **Student's Charter of Leiden University of Applied Sciences:** charter, as referred to in Section 7.59 of the WHW, which sets out the rights and obligations of students (to be found at: <https://www.hsleiden.nl/over-ons/organisatie/rechtsbescherming-en-reglementen>);
 - uu. **academic year:** the period starting on 1 September and ending on 31 August of the following year, or in the case of February inflow: the period starting on 1 February and ending on 31 January of the following year. Part B allows for deviations from this definition;
 - vv. **study coach:** the person who provides study career coaching for students on behalf of the degree programme;
 - ww. **study career coaching:** the study guidance of the student, with attention to the study, selection and planning processes, aimed at effective study progress;
 - xx. **credit:** refer to the definition of the term at European Credit (EC);
 - yy. **supplement with degree certificate:** document, as referred to in Section 7.11 of the WHW, which complies with the European established format, and which is added to the degree certificate. The supplement states: the nature, level, context, content and status of the degree programme.
 - zz. **interim examination:** an investigation into your knowledge, understanding and skills, the outcome of which is adopted as an assessment by an examiner, and which forms the conclusion of a unit of study. An interim examination can consist of one or more tests;
 - aaa. **test:** part of an interim examination. A test is linked to an assessment by an examiner, and it is assessed whether you possess the necessary knowledge, certain insights, certain skills and/or competences belonging to (part of) a unit of study;
 - bbb. **Implementing Regulations for Invigilated Tests:** regulations that further specify the manner in which Leiden UAS-wide deals with a number of regulations from the education and examination regulations, in particular with regard to rules regarding the proper conduct of affairs during tests. (refer to <https://www.hsleiden.nl/over-ons/organisatie/onderwijs-en-examenregeling>);
 - ccc. **validation:** the recognition and appreciation of previously acquired competences and previously obtained qualifications either by the examination board by means of an exemption or by an examiner by means of learning path-independent assessment with which the student demonstrates a unit of learning outcomes;
 - ddd. **full-time degree programme:** degree programme that is designed without taking into account the performance of activities other than educational activities;
 - eee. **exemption:** exemption from taking one or more tests or interim examinations. Based on previously successfully completed interim examinations or examinations in higher education or based on knowledge and skills acquired outside higher education. This knowledge and skills can be demonstrated with an EVC;
 - fff. **working days:** Monday to Friday, except for national holidays and lecture-free days;
 - ggg. **WHW (Wet op het hoger onderwijs en wetenschappelijk onderzoek):** Higher Education and Research Act, refer to wetten.overheid.nl.

Article 1.2 target group of these regulations

1. Part A of these regulations contains the general rules that apply to all master's degree programmes of Leiden UAS. Part B of these regulations contains the rules specific to your degree programme.
2. These regulations apply to you if at any time during this academic year, 2026-2027, you are enrolled in a degree programme or are requesting admission to a degree programme. These regulations also apply to extraneï who are allowed to participate in examinations and interim examinations.
3. If your degree programme is part of a joint degree programme, these regulations also apply to it, unless otherwise agreed in the agreement underlying the joint degree programme.
4. If your degree programme includes one or more specialisations, these rules apply to all specialisations, unless otherwise specified within your degree programme.
5. These regulations or part thereof may also apply to persons who are not students or extraneï, but who participate in parts of the degree programme.
6. These regulations (both Part A and Part B) sometimes refer to other regulations, web pages, Sharepoint pages, etc. You are expected to look up this information and know what it contains.
7. When these regulations use the word "he", it can also be read as "they", "them" or "those", where applicable.

Article 1.3 adoption and interim amendment

1. The Leiden UAS-wide provisions of these regulations (Part A) are adopted annually by the Executive Board, after approval by the joint meeting.
2. The specific rules for your degree programme in these regulations (Part B) are adopted each year before the start of the academic year by the Executive Board. The Executive Board adopts Part B after the degree programme committees have been able to exercise their advisory and approval rights.
3. During the academic year, these regulations may only be amended if the interests of the students concerned are not reasonably harmed as a result.

CHAPTER 2: PRIOR EDUCATION AND ADMISSION REQUIREMENTS

Article 2.1 prior education requirements

1. The certificates that grant you direct admission to the degree programme can be found in Part B.
2. If you also need to meet other requirements (such as a work-study placement) to be admitted to the degree programme, you will find these requirements in Part B.
3. If you hold a degree certificate other than one of the certificates that grants you direct admission to the degree programme, additional qualitative requirements may apply in addition to the above requirements. If so, you will find it in Part B.
4. If you do not meet the admission requirements from the previous paragraphs of this Article, but it can reasonably be expected of you that you can still meet them within a reasonable period of time, you will be given the opportunity to remedy the shortcoming and still meet the admission requirements. How this is arranged for the degree programme you wish to follow can be found in Part B.

Article 2.2 prior education requirements foreign prior education

1. You are admissible with a foreign prior education if:
 - a. your foreign prior education is at least equivalent to a Dutch prior education that gives access to the degree programme;
 - b. you demonstrate that you have sufficient written and oral command of the language in which the education is provided to be able to follow the education well.
2. If you have a foreign prior education whose diploma is not recognised as equivalent in a ministerial order, and you wish to be admitted to the degree programme, your admission will be submitted to the examination board. The examination board decides whether your foreign prior education is equivalent to the Dutch prior education referred to in Article 2.1, first paragraph.
3. The examination board may decide on behalf of the Executive Board that there is no equivalence. Part B of these regulations states whether you can be admitted after all.
4. For education in Dutch, you must demonstrate sufficient command of Dutch by passing the state examination Dutch as a second language (NT2), the so-called *Certificaat voor Nederlands als Vreemde Taal* (Certificate for Dutch as a Foreign Language) (CNaVT-certificate) or the advanced version of the *Certificaat Toelatingsexamen Universiteit Leiden* (Leiden UAS Entrance Examination Certificate) (TUL-advanced), or a comparable examination. The examination board assesses whether another examination is equivalent; the procedure for this is described in Part B.
5. For education in English, you demonstrate sufficient language proficiency by meeting the requirements set out in the Code of Conduct for International Students in Higher Education. This code of conduct can be found online.¹ The procedure for this is set out in Part B.
6. Your proof of proficiency in Dutch or English may not be older than 24 months from the first moment of enrolment.
7. Foreign students without Dutch nationality who are 18 years of age or older on the first day of the degree programme must be lawfully resident in the Netherlands, as referred to in Section 8 of the Aliens Act 2000 [*Vreemdelingenwet 2000*]. Additionally, for the master's degree programme Digital Forensics, you can also be enrolled as a student if you reside outside the Netherlands on the first day of enrolment (1 September 2026) and where you first submitted a request for enrolment.
8. Foreign students with a study residence permit must complete at least 50%² of the credits for an academic year each year. If the score is lower, this will be reported to the Immigration and Naturalisation Service (IND, Immigration and Naturalisation Service). The programme manager will forward this information to the Student Enrolment Department.

¹ <https://www.internationalstudy.nl/>

² For more information, please go to the [website of the IND](#).

9. Additional information about admission with a foreign prior education can be found at www.hsleiden.nl/opleiden/bacheloropleidingen/inschrijfinformatie/studenten-uit-het-buitenland.

Article 2.3 position requirements with dual degree programme

If you are following a dual variant of a degree programme, you will find the specific admission requirements for your position in Part B.

Article 2.4 other enrolment conditions

If you meet the admission requirements in this chapter or are admissible based on a decision of the examination board, this will only lead to enrolment as a student or extraneus if you also meet all other enrolment conditions of Leiden University of Applied Sciences. Check the *2026-2027 Enrolment Regulations of Leiden University of Applied Sciences* on the website of the university of applied sciences³ for the terms and conditions and procedures.

Article 2.5 no admission due to unsuitability (iudicium abeundi)

You may have displayed or expressed behaviour which, in the opinion of the examination board, has demonstrated your unsuitability to practice one or more of the professions for which your (intended) degree programme trains or for the practical preparation for professional practice. If this is the case, the examination board can provide substantiated advice to the Executive Board to refuse or terminate your enrolment.

The examination board will only issue this opinion after completing the procedure set out in Article 3.13 of the *Student's Charter of Leiden University of Applied Sciences*.

This advice can also be issued by the faculty director or programme manager, or by them jointly. In special cases, after careful consideration of all interests and after following the procedure set out in Article 3.14 of the *Student's Charter of Leiden University of Applied Sciences*, the Executive Board may decide to refuse your enrolment or, if you are already enrolled, to terminate it.

³ <https://www.hsleiden.nl/studeren/inschrijven>

CHAPTER 3: EDUCATIONAL PROGRAMME

Article 3.1 objective of the degree programme

1. The objective of the degree programme is that you develop knowledge, attitude and skills for the chosen professional field (refer to Part B for the professional field). Upon completion, you will be able to perform specialised professional tasks according to the competency profile (final qualifications) of the degree programme and you will be eligible for a possible advanced degree programme.
2. The competences and/or learning outcomes that the degree programme provides training for are listed in Appendix I of Part B.

Article 3.2 structure of the degree programme

1. The degree programme consists of a coherent set of units of study/units of learning outcomes, each of which concludes with an interim examination. In principle, full credits are awarded to units of study/units of learning outcomes.
2. How the degree programme is designed (full-time, part-time or dual) is described in Part B of these regulations.

Article 3.3 composition of the degree programme

The degree programme comprises the units of study/units of learning outcomes listed in Part B (Appendix II). The following is stated for each unit of study/unit of learning outcomes in Appendix II: its name, codes, study load in credits/EC (the study load of the entire degree programme is at least 60 credits/EC), the test(s) that form(s) the interim examination of the unit of study/unit of learning outcomes, the method of testing/examination, the language of instruction and the period in which the unit of study/unit of learning outcomes and the test(s) are offered.

Article 3.4 language of instruction

1. Education is provided and examinations are conducted in Dutch. The exceptions to this are when:
 - a. the education is provided by a non-Dutch speaking guest lecturer; or
 - b. the specific nature, structure or quality of the education or of a unit of study makes it necessary to use another language.
2. For Dutch-language degree programmes, the use of English literature may be required.

Article 3.5 copyright students

1. The copyright on work created within the framework of the degree programme is the property of the student or extraneus, unless you enter into a contract with Leiden UAS or another party in which you deviate from this.
2. Leiden UAS can agree with a student or extraneus that Leiden UAS does not have to comply with the obligations arising from copyright. Such an exemption must be recorded in writing before the work commences. It is also possible to agree on mentioning the name Leiden UAS on products and/or a user right for Leiden UAS.
3. Leiden UAS receives a digital copy of a graduation assignment or graduation research for educational and publication purposes. This rule may be deviated from if the assignment is confidential or if the research is confidential.

Article 3.6 studying with a support need

1. If you have a support need as a student, you are entitled to effective facilities, unless these facilities are too demanding for Leiden UAS in terms of organisational capacity.
2. Facilities are intended to remove or reduce obstacles so that you as a student have the opportunity to successfully complete your studies. These facilities should ensure that you can study as independently as possible and participate fully. They may relate to adjustments to your curriculum (including work placements), your study schedule, tests, learning materials and other resources you need for your studies. There are four types of facilities in total:
 - material facilities;
 - test facilities;
 - educational facilities; and
 - financial facilities.
3. If you want to be taken into consideration for facilities for students with a support need, please contact the student counsellor (refer to Student Support)⁴. The student counsellor will then, with your permission, forward the request for facilities to the examination board or the programme manager.
4. Depending on the type of facility you have requested, your request will be handled as follows:
 - a. The examination board decides on requests for facilities related to taking tests or individual adjustments in your educational programme. The examination board will assess your request based on the requirements set out in these regulations regarding the knowledge, insight and skills required to pass the examination for your degree programme.
 - b. Claims for financial facilities are assessed against the *Studentondersteuningsfonds* (Student Support Fund), previously also known as *Profileringsfonds* (Profiling Fund), (refer to the website of the university of applied sciences)⁵. You can submit a request for a benefit from the Student Support Fund using the forms on [Practical Information](#). The student counsellor (Student Support) has a preparatory and advisory role in applications within the framework of 'other special circumstances' (refer to Chapter 3 Student Support Fund). The student participation advisor has an advisory role in applications within the framework of extracurricular activities. More information about these different concepts and persons can be found in the Student Support Fund Regulations.
 - c. The programme manager decides on requests concerning education that do not fall under parts a or b of this paragraph.
5. The policy *Studeren met een Ondersteuningsvraag* (Studying with a Support Need) of Leiden University of Applied Sciences states what procedure you must follow to apply for benefits. The policy *Studeren met een Ondersteuningsvraag* (Studying with a Support Need) and the elaboration thereof can be found at <http://www.mijn.hsleiden.nl>. More information can also be found on the website of Leiden University of Applied Sciences⁶.
6. A request for facilities for taking tests must be submitted to the examination board no later than 30 days before the test.
7. The examination board or programme manager will make a decision within 20 working days of receipt of the request and will then immediately communicate this decision to you. This period of 20 working days may be extended if additional research is required to process your request. If this is the case, you will be informed as soon as possible and also when a decision will be made on your request.
8. If you have submitted the request on time (refer to section 6) and the requirements of this Article and the *Studeren met een Ondersteuningsvraag* (Studying with a Support Need) Policy have been met, the above-mentioned extension of the decision period may not result in you missing an assessment opportunity. If this does happen, you will be given an additional opportunity to take the test. This test opportunity must be within a reasonable time after the regular test opportunity.
9. If you have submitted the request to the wrong party, that party will forward the request to the correct party as soon as possible. When this happens, you will be informed.

⁴ <https://www.hsleiden.nl/studeren/jouw-hogeschool/student-support>

⁵ <https://www.hsleiden.nl/over-ons/organisatie/rechtsbescherming-en-reglementen>

⁶ <https://www.hsleiden.nl/studeren/jouw-hogeschool/student-support>

Article 3.7 other facilities

1. If you do not have a support need but believe you are entitled to facilities as referred to in Article 3.6, please contact the student counsellor (Student Support) for information and submit a substantiated request to the student counsellor for the Executive Board.
2. Financial facilities are not included here. Those can only be applied for on the basis of the *Studentondersteuningsfonds* (Student Support Fund) (refer to the website of the university of applied sciences)⁷.

Article 3.8 evaluation education

The way in which the education in the degree programme is evaluated can be found in Part B of these regulations.

⁷ <https://www.hsleiden.nl/over-ons/organisatie/rechtsbescherming-en-reglementen>

CHAPTER 4: EXAMINATIONS AND DEGREE CERTIFICATES

Article 4.1 examinations

1. You have passed the examination of the degree programme if you have completed all the associated units of study, possibly with exemptions.
2. The examination board will assess whether you have fulfilled all the examination requirements before adopting the result. If the examination board adopts the result, the examination board may, if desired, decide that only results obtained no later than 5 working days before that date will be taken into account. The date on your degree certificate (the formal date of graduation) is the date on which you took the last test of the examination, unless the examination board decided, at your request, to state a different date on the degree certificate.
3. By way of exception to paragraph 1 of this Article, the examination board may decide to conduct a final investigation into your knowledge, insight and skills as part of the examination. If this happens, Part B will provide more information about this final investigation.
4. The chairman of the examination board adopts at the beginning of each academic year the dates on which the results of the examination, as referred to in the third paragraph of this Article, are adopted. In doing so, the examination board takes into account the rules in this Article. It is customary that the adoption of the examination results takes place twice a month.

Article 4.2 awarding of degrees

After the examination board has concluded that you have successfully completed the examination, the Executive Board will award you the degree stated in Part B.

Article 4.3 degree certificates

1. The Executive Board determines the model of the degree certificate and associated Appendices after consultation with faculty directors. The degree certificate will at least state:
 - a. the name of the degree programme and Leiden UAS as recorded in the RIO;
 - b. which units of study the examination included (this is stated in the Appendix);
 - c. if there are special powers associated with obtaining the degree certificate;
 - d. the degree awarded to you upon completion of the examination;
 - e. when the degree programme was last accredited or successfully passed the 'new degree programme test';
 - f. If you have completed a joint degree programme or specialisation, the name of the other institute will also be stated on your degree certificate.
2. An Appendix to the degree certificate (list of marks) lists the units of study completed, including credits and assessments achieved.
3. You will receive one degree certificate per examination.
4. The degree certificate is supplemented with a supplement that provides additional information about the nature and content of the completed degree programme that is important for international recognition. In any case, the supplement states:
 - a. the name of the degree programme and Leiden UAS;
 - b. that it concerns a degree programme in higher professional education;
 - c. a description of the content of the degree programme;
 - d. how many credits (EC) the degree programme consists of;
 - e. If you have completed study components abroad, these are also listed with the number of credits.
5. The degree certificate is in Dutch, the supplement is in English, and the transcript is in both languages.

Article 4.4 issuing degree certificates

1. In consultation between the examination board and the programme manager, the dates are adopted for the issuance of degree certificates in a public meeting.
2. If you do not wish to attend the award ceremony, the degree certificate with Appendix and supplement will be available within 20 working days after the examination result has been adopted.
3. A degree certificate will not be issued if you were not enrolled on the examination date or have not paid the tuition fee in full.
4. If the administration does not show that you have met all the requirements, you must provide the following documents to the examination board with your request for the degree certificate:
 - a. proof of enrolment for the academic year in which the examination date falls;
 - b. proof of payment of tuition fees for all your years of study;
 - c. proof of the completion of units of study.
5. If you meet the requirements, the examination board will issue you the degree certificate, as proof that you have successfully completed the examination. The degree certificate is signed by the (deputy) chairman, (deputy) secretary of the examination board and by you as a student.
6. If you are entitled to a degree certificate, you can request the examination board to defer the issuing of this degree certificate. If you wish to request a deferment, you must submit a request to the examination board explaining why you want a deferment and for how long. This request must be submitted no later than 20 working days⁸ before the date of the last test you still need to pass⁹. The examination board will decide within 20 working days of receiving your request. It is your responsibility to submit the request on time.

Article 4.5 predicate "cum laude"

1. The examination board may decide to award the examination of the degree programme the predicate "cum laude". Below you can read in which situations this is possible.
2. Your examination of the degree programme can be awarded the predicate "cum laude" if:
 - a. the weighted average of all your examination grades is at least 8.0. Exemptions do not count when calculating this weighted average;
 - b. each interim examination that has been assessed with a grade has been assessed with at least a 7.0;
 - c. each interim examination that has been assessed with a word assessment has been assessed with at least a 'good';
 - d. each interim examination with a grade of 'pass', 'satisfactory', or 'submitted' is at least graded with 'pass', 'satisfactory', or 'submitted';
 - e. you have obtained a maximum of one third of your credits with exemptions;
 - f. the examination board has not established that you have committed any fraud or plagiarism during the entire duration of the degree programme;
 - g. you have completed the examination of the degree programme within the normal study period plus one academic year; and
 - h. your graduation assignment(s)/final projects have been assessed with at least an 8.0 or with the assessment 'good'.
3. The degree programme may only deviate from this Article in Part B by stipulating that the degree programme decides not to award the predicate "cum laude". The degree programme may not deviate from the requirements for awarding "cum laude", as this is a Leiden UAS-wide regulation.

⁸ Attention: days submitted as 'lecture-free' in the annual schedule (available on SharePoint) do not count as working days.

⁹ This means that if you still need to take two tests to pass the examination for your degree programme, you take the test date of the test you take last of the two and subtract 20 working days from it. That is the deadline by which you can submit the request to meet this condition.

Article 4.6 statement of interim examinations completed in case of early departure

If you are not eligible for the award of a degree certificate, but have completed one or more interim examinations, the examination board can, at your request, issue a statement stating at least the interim examinations you have completed.

CHAPTER 5: TESTS, INTERIM EXAMINATIONS AND ASSESSMENTS

Article 5.1 testing

1. An interim examination consists of one or more tests. Each interim examination is an investigation into, and the examiner's assessment of, your competences (knowledge, insight and skills).
2. A test is taken orally, in writing (including digital testing) or in some other way. The manner in which you will be assessed can be found in the Appendices with the educational programmes of the degree programme in Part B of these regulations.
3. You may submit a written, substantiated request to the examination board to take the test in a different manner than stated in the Appendix to Part B of these regulations due to special circumstances. After receiving your request, the examination board has 20 working days to decide on your request. It is the student's responsibility to submit the request on time.

Article 5.2 test opportunities, test schedule, test rules

1. You have the opportunity to take a test twice per academic year. If there are any deviations, they will be stated in Part B of these regulations. In exceptional cases, the examination board may decide, upon your written and substantiated request, to grant you more test opportunities for a test.
2. You may be required to register to take part in a test. Part B contains information on where you can find out whether registration is mandatory.
3. Testing can be scheduled on weekdays, both during the day and in the evening. When the testing for your degree programme takes place, it will be included in a test schedule. This test schedule is announced by the degree programme, after consultation with the examination board, via the channels and time limits mentioned in Part B of these regulations.
4. The examination board appoints one or more examiners for each test.
5. During tests, rules apply to ensure proper conduct, as described in the *Uitvoeringsreglement gesurveilleerde toetsen* (Implementing Regulations for Invigilated Tests) refer to <https://www.hsleiden.nl/over-ons/organisatie/onderwijs-en-examenregeling>). For certain forms of testing not or not sufficiently provided for in the Implementing Regulations for Invigilated Tests, the degree programme may include additional rules in Part B.
6. If you failed a test in the previous academic year and want to retake it this year, the requirements that apply this year apply, unless the test has been drastically changed as described in paragraph 7 et seq. of this Article.
7. The requirements for a test may have changed significantly compared to last year or a test may no longer be part of the educational programme. This may change the number of credits (EC) you need to obtain. If the requirements for an exam have changed significantly or the exam no longer exists, you only have the option in the current academic year (2025-2026):
 - a. to take the test based on the requirements of last year, or
 - b. to take the (substitute) test(s) based on the requirements of this year.
8. The examination board decides whether the requirements have changed significantly. This will be announced via the LMS at the start of the relevant unit of study at the latest.
9. In the event of changed tests or a change in the curriculum, the programme manager will announce whether there are tests for which the requirements have changed significantly. If tests have been significantly changed, the following is announced:
 - a. a conversion table stating which units of study from the previous year are cancelled and which units of study replace them this year;
 - b. a transitional arrangement with information for students who still need to complete units of study from the educational program that is no longer offered; and
 - c. the date and time for the previous year's test to be taken in the new academic year. This will be adopted by the programme manager after consultation with the examination board.

10. If you have not taken the opportunity to take the test of the previous academic year as referred to in the ninth paragraph of this Article or have failed the test, you must take a test designated by the examination board.

Article 5.3 extra opportunity with last test

1. If you have completed the examination of your degree programme except for one test, you may be eligible for an extra test opportunity once. To this end, you must submit a substantiated request to the examination board. If it concerns an interim examination that consists of multiple tests, the additional opportunity may only apply to one of those tests. The examination board will assess your request and may grant it if you also meet the following conditions:
 - you have participated in all previously offered opportunities for that test, or you provide a good reason in your request why you did not participate;
 - there is no regular opportunity planned for this test in the first 10 weeks of education following your request.
2. If you are granted an additional test opportunity based on this Article, it will in principle be offered in the last weeks of the period. There is a minimum period of three weeks between the examination board's decision and the additional opportunity. You can ask the examination board to deviate from this term.

Article 5.4 testing formats

1. There are different ways in which you will be tested (testing formats) within your degree programme(s). Each testing format has certain methods (quality criteria) to ensure quality.
2. Oral tests may be publicly accessible. The examination board may decide on this on its own initiative or, if necessary, at a student's request.

Article 5.5 order of testing

1. In principle, tests can be taken in any order. If the degree programme has made an exception to this, you will find this in Part B of these regulations.
2. If Part B of these regulations sets requirements regarding the order in which you must take tests, you can submit a written, substantiated request to the examination board to make an exception.

Article 5.6 exemptions and validation

1. With some degree certificates you can be exempted from one or more tests. Part B explains what these are and how you can request an exemption.
2. In addition to the option mentioned in the previous paragraph, if you believe you are entitled to an exemption, you may submit a written and substantiated request to the examination board within the time limit specified in Part B of these regulations. In that case, you must demonstrate that you have successfully passed comparable tests elsewhere or prove that you possess competencies acquired elsewhere (EVC). For EVCs, you must attach the EVC report to your request or the recommendation of the Examination Committee. It is your responsibility to submit an exemption request on time.
3. The examination board assesses, based on the evidence you have submitted, whether you meet the requirements for the test(s) or parts thereof. Sometimes the examination board may ask you to demonstrate your level of competence in a test. If it is decided that you need to take such a test, you will receive a document explaining the content and procedure of that test.
4. The examination board will grant your request for an exemption if they find that you meet the requirements for the test(s) of the unit of study (or part thereof) for which you have requested an exemption. The examination board will inform you in writing of its decision within 20 working days. The 20 working day period starts when you have submitted a complete request. This means that if your request is incomplete and you are asked to complete it, the term will not start again until you have completed the request.

5. If you are granted an exemption, you will receive a certificate of exemption signed by the examination board. The examination board will ensure that your exemption is processed in the study progress administration system, called Osiris, and that a copy of your proof of exemption is archived by Leiden UAS. In principle, the date on the certificate of exemption applies as the date that will be registered in Osiris as the date on which you completed the unit of study (or part thereof) for which you were granted the exemption.
6. If the degree programme works with units of learning outcomes, the examination board will appoint one or more examiners who will be responsible for validating learning outcomes.

Article 5.7 assessments and awarding of credits (EC)

1. The examiner assesses a test based on established criteria. These criteria must be announced via the LMS of the degree programme at the latest at the start of the unit of study. The examiner is obliged to record in writing the assessment and the substantiation of the assessment based on the established criteria.
2. The assessment of a test is expressed in a mark or a qualification.
 - a. A mark is a number rounded to one decimal place, running from 1.0 to 10.0 or an integer running from 1 to 10.
 - b. A sufficient assessment of a test is expressed in a mark of at least 5.5 or in a qualification such as 'satisfactory' or 'pass'. An insufficient assessment of a test is expressed in a mark of at most 5.4 or in a qualification such as 'unsatisfactory' or 'fail'.
 - c. The degree programme may also use other qualifications than those listed above. If this is the case, it is stated in Part B of these regulations.
3. If you retake a test for which you have already received a mark, the highest mark for that test counts.
4. When an interim examination consists of multiple tests, the following rules apply:
 - a. You will receive a passing mark for the interim examination if you have received a passing mark for all tests. If your degree programme deviates from this rule, this will be stated in Part B.
 - b. A weighting can be used to determine the mark or other assessment or qualification of an interim examination consisting of several tests. If this is the case, it is stated in Part B of these regulations. The rule under a continues to apply.
 - c. How the (final) marks are established can be found in Part B of these regulations.
 - d. The degree programme may make additions to this Article. These are set out in Part B of these regulations.
5. If you pass an interim examination, you will be awarded the credits (EC) associated with the unit of study. If you have been exempted from a unit of study, you have completed the unit of study and will be awarded the corresponding credits (EC). No credits (EC) are awarded for passing tests.
6. A compensation scheme may apply to the degree programme, whereby you can compensate an insufficient assessment for an interim examination with one or more sufficient assessments for interim examinations. Students can only earn credits (EC) through compensation if this is stated in Part B of these regulations or if the examination board has decided so. Units of study that test competences at final level cannot be compensated.
7. If attendance is required within the degree programme, it is stated in Part B of these regulations.

Article 5.8 validity period of assessments

1. The validity period of an interim examination can be limited by the programme manager. The validity period of an interim examination can only be limited if the knowledge, insight or skills tested in it are demonstrably outdated.
2. If a limited validity period applies to certain assessments, this is described in Part B of these regulations.
3. Sometimes the examination board can extend the validity period of an assessment. The examination board may do this on its own initiative or if a student submits a substantiated written request for an extension before the term expires. In doing so, the examination board must take reasonable account of the special circumstances set out in Section 7.51 paragraph 2 WHW. If you have received a benefit from the Student Support Fund due to special circumstances, you are entitled to an extension of the validity period for at least the period in which the benefit was awarded.

4. If the examination board extends the validity period, they will inform you until what date, or for how many academic years the validity period has been extended.

Article 5.9 registration and publication of assessments and credits (EC) obtained

1. Each assessment you have achieved will be registered in Osiris by the examiner. If you pass an interim examination, the date on which you took the last test of that interim examination will be registered as the date on which you obtained the credits (EC).
2. After the test, the designated examiner adopts the assessment and makes it known, before inspection (Article 5.9), by registering the assessment in Osiris. The examiner has a period of fifteen (15) working days to adopt and announce the assessment for all tests. By way of exception to this main rule, for tests that use units of learning outcomes, a period of up to twenty-five (25) working days may be determined in Part B of these regulations.
3. Leiden UAS is responsible for regularly updating registered assessments in Osiris. It is the student's responsibility to regularly check their study progress overview in Osiris.
4. In special cases the examination board may decide to extend the period within which the assessment must be made known. If the term has been extended, you will be notified via the LMS.

Article 5.10 right to inspect and keeping

1. You have the right to inspect the test you took in order for you to see how your test was assessed. This must take place within 35 working days after the test. It is ensured that there is a reasonable period of time between the announcement of the assessment and the next test opportunity. Different tests have different rights:
 - a. Written tests give you the right to inspect:
 - your assessed work;
 - the questions and assignments of the test;
 - the standards by which the assessment was made;
 - b. In oral tests and other forms of testing, you have the right to inspect in the form of an explanation based on the standards used to establish the assessment.
2. How inspection of your degree programme is arranged and whether an inspection must be requested is stated in Part B.
3. If the scheduled moment for inspection demonstrably overlaps with your work placement or mandatory attendance at education, you are entitled to another moment for inspection. A request for inspection must be submitted to the examination board or the examiner within 20 working days after the announcement of the inspection date. The examination board or examiner will review the options in your schedule in view of the work placement or mandatory education and will set a new inspection date. When the request has been submitted to the examination board, the examiner will, if necessary, be involved in the examination board's decision.
4. Your assessed work will be archived together with the assessment by the degree programme, or centrally within Leiden UAS. The work kept will not be destroyed (deleted/discarded) until two years have passed since the assessment was adopted and announced in Osiris.
5. Contrary to the provisions of paragraph 4, final papers (such as theses or final research projects) that have been successfully completed will be kept for seven years after the assessment has been announced.
6. Visual material used in assessments and containing personal data is in principle kept for up to two months after the assessment. If the visual material is a final work, it will be kept for a maximum of 7 years.

Article 5.11 definitions of plagiarism, fraud and irregularity

1. Leiden University of Applied Sciences defines fraud as any act or omission on your part as a student of which you know or ought to know that, as a result of such act or omission, it makes it wholly or

partially impossible for the examiner to make a correct assessment of your knowledge, insight, and skills.

Anything falling under this definition can constitute fraud. To clarify, a number of examples of what is considered fraud are listed below:

- a. having access to prohibited sources during the test;
 - b. cheating from, or otherwise copying answers from, another student;
 - c. including incorrect/falsified research data in a research report;
 - d. impersonating someone else during a test, or allowing someone else to impersonate you during the test;
 - e. falsifying an assessment;
 - f. using artificial intelligence (AI) in a way that makes it wholly or partially impossible for the examiner to assess your knowledge, insight, and skills. Explicitly consult the study guide for the relevant course unit and inquire with your lecturer regarding what is and is not permitted regarding AI;¹⁰
 - g. plagiarism as described in paragraph 2 of this Article;
 - h. assisting in the fraud of another.
2. A specific form of fraud is plagiarism. Plagiarism is a form of fraud in which you use or appropriate texts, reasoning, data, or ideas from others without fully citing the source and in accordance with the rules applicable to your degree program. Submitting work, you have previously created and presenting it as new work can also be considered plagiarism under certain circumstances. Anything falling under the above definition can be plagiarism. For clarification, below are a number of examples of what is considered plagiarism:
- a. rendering and/or paraphrasing the content of texts by others (in your own words) without providing a sufficient source reference;
 - b. appropriating the structure or central thematic content of another author's work and submitting it as if it were your own work;
 - c. taking over from, or copying from, the work of another, including fellow students, and submitting this as if it were your own work;
 - d. copying text verbatim without clearly indicating that the text has been copied verbatim from another author. This can also constitute plagiarism even if a source is correctly cited with the text.
3. An irregularity is in any case:
- a. a disruption of order or the proper conduct of affairs during the taking of a test as a result of which the examination board can no longer guarantee that the test results accurately reflect the level of knowledge, insight, and skills of the students who took the test;
 - b. taking photos or otherwise copying the test (questions) before, during, or after the test. This also includes the inspection of the test.
4. Besides the above forms of fraud, plagiarism and irregularities, it may be the case that an employee of Leiden UAS or a student does or fails to do something that leads to a strong suspicion that an irregularity has occurred. The irregularity may be an act or omission contrary to what is considered socially acceptable or one of the cases mentioned in this Article. If this irregularity means that the examination board can no longer guarantee that the test results are a fair reflection of what the student can do or knows (the level of knowledge), the examination board may decide to impose one of the sanctions/measures from the fourth paragraph of Article 5.12 of these regulations.

¹⁰ Regarding the use of artificial intelligence (AI), please also review the 'Leidraad AI en onderwijs voor studenten' (*Guideline AI and Education for Students*), which can be found on [Sharepoint](#). Additionally, if in doubt, consult the study guide of the relevant unit or study and/or ask your lecturer what is and is not permitted.

Article 5.12 procedure examination board in case of plagiarism, fraud and/or irregularity

1. If you are suspected of plagiarism, fraud and/or an irregularity within the meaning of Article 5.11 of these regulations, the examiner or supervisor will draw up a report and submit it to the examination board as soon as possible. If the suspicion arises while taking a test, you may complete the test at that time.
2. After the examination board has received the report from the examiner or invigilator, you will be informed that the test will only be assessed after the examination board has decided what the consequences of the reported plagiarism, fraud and/or an irregularity are.
3. When a report of plagiarism, fraud and/or an irregularity has been received, the examination board will discuss this during the next meeting after receiving the report. The examination board decides how to investigate the report. Before the examination board makes a decision following the investigation, you, as well as any fellow students and other parties involved, will be given the opportunity to be heard in a hearing with the examination board. In principle, the hearing will take place in accordance with the procedure described in the Appendix *Regels voor het horen door de examencommissie* (Rules for being heard by the examination board) to these regulations. The examination board may only decide *not* to hear you:
 - a. if the examination board has already established before hearing you that no plagiarism, fraud and/or irregularity has occurred;
 - b. if you have indicated that you do not wish to be heard; or
 - c. if, after being asked whether you wish to be heard, you do not declare within a reasonable period set by the examination board that you wish to be heard.
4. If the examination board determines that there has been plagiarism, fraud or an irregularity as defined in Article 5.11 of these Regulations, the examination board may decide that:
 - a. you are given an official warning;
 - b. your completed work will not be assessed, or that the assessment will be reversed if the work has already been assessed;
 - c. you will not receive the degree certificate of the degree programme, or the degree certificate will be reclaimed if the irregularity, fraud or plagiarism is only discovered after the examination. The examination board may subsequently determine that you will only be (re-)awarded the degree certificate after a new test or examination. In that case, the examination board determines the components that will be tested and the manner in which you will be tested in that new test or examination.
 - d. you may not take one, more or all of the tests of the degree programme for a maximum period of one year. The examination board determines which tests you are not allowed to take.
 - e. in the event of serious fraud, serious plagiarism and/or serious irregularities, the Executive Board is advised to definitively terminate the enrolment for the degree programme.A combination of the above measures is also possible.
5. If the examination board decides that there is no plagiarism, fraud and/or irregularity, or if you are only given the sanction of an official warning, your test will still be assessed. If assessment is not/no longer possible, the examination board will make special arrangements for your situation within a reasonable period of time.
6. The examination board must make a decision within 20 working days of receiving the report on plagiarism, fraud and/or irregularity. If a subsequent opportunity is scheduled within these 20 working days, the examination board must announce the decision at least five working days before that opportunity.
7. You will receive the examination board's decision in writing, by letter or email. In the decision, the examination board will inform you of the possibility to appeal against the decision.
8. If the assessment for the test has already been definitively adopted, the examination board will consider whether the assessment needs to be adjusted. If necessary, the examination board will consult with the examiner to determine who is authorised to make the decision.

Article 5.13 invalidation due to unforeseen circumstances during assessment

1. It may occur that during a test unforeseen circumstances arise which, in the opinion of the examination board, mean that:
 - a. it can no longer be guaranteed that the results of the test accurately reflect the level of knowledge of the student(s) involved, or
 - b. the quality of the test can no longer be guaranteed in any other way.

In that case, the examination board may declare the test and any assessments thereof invalid for one or more (groups of) students. These unforeseen circumstances may be the result of the actions or omissions of one or more students or employees of Leiden UAS but may also be a case of force majeure.¹¹

2. If your test is declared invalid under this Article, the invalidated test will not count as a completed test opportunity.
3. In the event of a decision based on the first paragraph of this Article, you as a student have not been found guilty of fraud and/or plagiarism. You will therefore not receive a note in your file, and the invalidation is not a punishment/sanction. The invalidation will also not affect your ability to receive a possible “cum laude” predicate.
4. If the examination board decides to apply the first paragraph of this Article and declare a test (and any assessments of that test) invalid, the examination board will determine in the short term when the test can be retaken. In determining this date, the examination board will take into account the interests of the student(s) concerned as much as reasonably possible.

¹¹ For example, force majeure could include a power failure during a digital test, a (medical) emergency in the test room or an evacuation of the building in which the test is taking place. However, there are many more conceivable examples of force majeure.

CHAPTER 6: STUDY CAREER COACHING

Article 6.1 study career coaching

1. The programme manager provides, on behalf of the Executive Board, the study career coaching within the degree programme (refer also to Article 4.5 Student's Charter of Leiden University of Applied Sciences). This coaching is intended to help explore possible study paths, both within and outside the degree programme. The programme manager also ensures that information about study career coaching can be found in the LMS.
2. If you have any problems that are directly related to your degree programme, please contact your study coach. You can also contact your study coach if you have personal problems, whether or not related to your degree programme.
3. For personal problems, whether or not directly related to the degree programme, you can also contact the student counsellor (Student Support). More information about the student counsellor can be found at [https://www.hsleiden.nl/studeren/jouw-Leiden UAS/student-support](https://www.hsleiden.nl/studeren/jouw-Leiden_UAS/student-support) and mijn.hsleiden.nl (Practical Information). In addition to the student counsellor, you can also contact the study coordinator with a support request from the degree programme, the internal confidential advisor, or the external confidential advisor. More information about confidential advisors can be found at mijn.hsleiden.nl (click on the 'Confidential Advisor' button).

CHAPTER 7: EXAMINATION BOARD

Article 7.1 institution of examination board, appointment of examiners

1. Each degree programme or group of degree programmes has an examination board.
2. The composition (members) of the examination board can be found at the (digital) locations indicated in Part B of these regulations.
3. The faculty director, programme manager or other employee outside the examination board does not intervene in decisions taken by the examination board on the basis of its powers.
4. The examination board is the body that determines in an objective, expert and independent manner whether you meet the conditions set out in these regulations with regard to the knowledge, insight and skills required to obtain your degree (as referred to in Article 4.2 of these regulations).
5. The composition and appointment of the (members of the) examination board is regulated in the examination board Regulations of Leiden University of Applied Sciences (refer to <https://www.hsleiden.nl/over-ons/organisatie/rechtsbescherming-en-reglementen>).
6. The Executive Board ensures that the examination board can function independently and expertly.
7. The examination board appoints examiners to conduct tests and interim examinations and to adopt the results thereof. Examiners provide the examination board with the information requested by it.

Article 7.2 procedure examination board

1. The examination board has various tasks and responsibilities, which can be found in the WHW, the mandate regulations of Leiden University of Applied Sciences, the examination board Regulations of Leiden University of Applied Sciences and these regulations.
2. The chairman of the examination board, or in their absence their deputy, may independently handle urgent matters that cannot wait until the next meeting. They will report on this to the examination board at the next meeting of the examination board.
3. Unless otherwise stated in the WHW or these regulations, the examination board will make a decision on a submitted request within 20 working days. The examination board may deviate from this decision period if there are compelling reasons. If there is a deviation from the deadline, you will be informed as soon as possible, stating when the decision will be made.
4. Each decision of the examination board or the examiner states how you can appeal against the decision.
5. If you submit a request or complaint to the examination board involving an examiner who is also a member of the examination board, that examiner will not participate in the deliberations on this topic in the examination board. The examination board may ask the examiner to share their position.

Article 7.3 requests to and decisions of the examination board

1. In Part B of these regulations, you can find how to submit a request to the examination board.
2. The examination board ensures that all relevant persons within the degree programme are informed of a decision (by the examination board or an examiner) that concerns you, such as lecturers or your study coach. You, as the student concerned, are also informed regarding the matter. If necessary, a copy of your request will be included for your information.

CHAPTER 8: LEGAL PROTECTION

Article 8.1 legal protection and appeal procedure

1. As a student you have the right to appeal to the Legal Protection Office of Leiden University of Applied Sciences within six weeks after a decision by the examination board or the examiner has been sent. Filing an appeal does not suspend the decision made.
2. You must submit your appeal in writing and substantiated, together with the decision you wish to appeal, to the Legal Protection Office of Leiden University of Applied Sciences. If you have a Leiden University of Applied Sciences account, please use the digital form on the website (<https://www.hsleiden.nl/over-ons/organisatie/rechtsbescherming-en-reglementen>) or go to *mijn.hsleiden.nl* (Practical Information). If you do not have an account, you can send the appeal by email to loket.rechtsbescherming@hsleiden.nl or per direct mail to: Legal Protection Office Leiden University of Applied Sciences, P.O. Box 382, 2300 AJ Leiden, the Netherlands.
3. The Examinations Appeals Board (Cobex) of Leiden University of Applied Sciences handles appeals against decisions of the examination board and examiners.
4. Your parents or legal representatives can only file an appeal if they include a written authorisation signed by you for this purpose, in which you authorise them to file an appeal on your behalf.
5. Chapter 8 of the Student's Charter of Leiden University of Applied Sciences further regulates the procedure at the Examinations Appeals Board (Cobex). In addition, Chapter 8 of the Student's Charter regulates other procedures for legal protection, such as objections to the Disputes Committee and the complaints procedure. The Student's Charter of Leiden University of Applied Sciences can be found on the website of Leiden UAS (<https://www.hsleiden.nl/over-ons/organisatie/rechtsbescherming-en-reglementen>).

CHAPTER 9: FINAL PROVISIONS

Article 9.1 unforeseen cases

In cases not provided for in these regulations, the examination board shall decide, except in cases where matters specifically fall within the competence of the Executive Board.

Article 9.2 publication and location

1. The programme manager ensures that the Education and Examination Regulations of the degree programme, the supplementary rules of the examination board, and any changes are announced in a timely manner.
2. These Education and Examination Regulations can be found on the Leiden UAS website (<https://www.hsleiden.nl/over-ons/organisatie/onderwijs-en-examenregeling>).

Article 9.3 validity period

These regulations are referred to as the Leiden UAS-wide part (Part A) of the 2026-2027 Education and Examination Regulations for the master's degree programmes of Leiden University of Applied Sciences and will apply from 1 September 2026.

APPENDIX: RULES FOR BEING HEARD BY THE EXAMINATION BOARD

Article 1

The examination board hears students:
in all cases in which hearing students is mandatory, such as in the event of a fraud report or (the intention to) issue a binding negative study recommendation;
in all other cases in which the examination board considers hearing to be necessary for careful decision-making.

Article 2

The student is invited in writing to appear at a hearing, to be held at a time and place to be determined by the examination board.

Article 3

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

Article 4

The student must inform the examination board no later than two working days before the hearing whether they will be assisted during the hearing, stating the name of the person who will assist them and the student's relationship to that person.

Article 5

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

Article 6

At the opening of the hearing, the student will be informed of the nature and purpose of the hearing. In addition, the student is informed about the further procedure after the hearing. If there is a possibility of imposing a punitive sanction in the context of plagiarism, fraud and/or an irregularity, the student is not required to answer questions from the examination board if they do not wish to do so.

Article 7

The hearing committee will ask as many questions as it deems necessary to arrive at as complete an assessment of the matter as possible.

Article 8

At the end of the hearing, the student is given the opportunity by the hearing committee to ask 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 in which an examiner who is a member of the examination board is involved, the examiner concerned will not participate in the handling of the request or complaint.



2026-2027

Education and Examination Regulations

Part B of the master's degree programme Digital Forensics



This degree programme specific part (Part B) of the Education and Examination Regulations (OER, *Onderwijs- en Examenregeling*) of the master's degree programme Digital Forensics was adopted by the Executive Board on 8 June 2026 after approval by the degree programme committee.

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CHAPTER 1: GENERAL

Article 1.1 Terms used in the Education and Examination Regulations (accompanies Article 1.1 OER Part A)

Terms are listed below, in addition to the general terms mentioned in Art. 1.1 of Part A, used in these regulations:

- DLO: Digital Learning Environment (*Digitale Leeromgeving*) For the degree programme this means Brightspace, GradeWork, OnStage and/or Osiris Student (including references in these environments to other sites)

Article 1.2 Target group of the regulations (accompanies Article 1.2 OER Part A)

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

Article 1.3 Amendments to the regulations (accompanies Article 1.3 OER Part A)

If it is necessary to amend these regulations in the interim, the interests of students are taken into account as much as possible. This amendment is recorded in a so-called 'erratum'. After the Executive Board has adopted the amendments, the 'erratum' will be published on the website of Leiden UAS (<https://www.hsleiden.nl/over-ons/organisatie/onderwijs-en-examenregeling>).

CHAPTER 2: PRIOR EDUCATION, ADMISSION REQUIREMENTS AND EXEMPTIONS

Article 2.1 Educational entry requirements (accompanies Article 2.1 OER Part A)

1. The following degree certificates give you access to the degree programme:
 - a. Bachelor's degree certificate in Computer Science with Forensic ICT specialisation/programme;
2. In addition to the above-mentioned degree certificate, as a prospective student you must demonstrate that you have mastered English at B2 level. Students of the part-time degree programme must demonstrate that they have a relevant work-study position.
3. If you hold a higher professional education degree certificate other than those mentioned in paragraph 1, you must meet the following additional requirement(s) to be eligible for the degree programme:
 - The minor Digital Forensics (given by the degree programme Informatics Leiden University of Applied Sciences) has been completed; OR
 - During an intake procedure, the degree programme will examine whether, with the addition of subjects offered in the pre-master, access can still be granted to the master's degree programme Digital Forensics. This opinion will be submitted to the examination board for approval.
4. If you do not meet the admission requirements as stated in the previous paragraphs of this Article, but you are expected to meet the admission requirements within a reasonable period of time, you will be given the opportunity to remedy this shortcoming and still meet the admission requirements. This is done in the following way: you add supporting documents to your portfolio, after which the intake procedure can be restarted.

Article 2.2 Foreign prior education (accompanies Article 2.2 OER Part A)

1. If you have a foreign prior education, the examination board will determine whether that prior education is of an equivalent level to the Dutch prior education referred to in Article 2.1 paragraph 1 of Part B of these regulations. This is done as follows: you register via the usual route (Studielink) based on your foreign diploma. Your diploma is submitted to Nuffic for assessment. Nuffic's opinion is submitted to the examination board together with your opinion from the intake procedure. The examination board makes a decision on admission. Also refer to: 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. If you receive instruction in English, you must demonstrate that you have sufficient command of the English language. You can demonstrate this in the following way by providing proof of your English language proficiency comparable to B2 level. This evidence will be taken into account during the intake procedure, after which the examination board will make a decision on admission. More information can be found on the website of Leiden University of Applied Sciences at <https://www.hsleiden.nl/master/digital-forensics-fulltime/requirements-and-enrolment>.

Article 2.3 Admission to dual education, position requirements (accompanies Article 2.3 OER Part A)

Not applicable.

CHAPTER 3: educational programme

Article 3.1 Objective of the degree programme (accompanies Article 3.1 OER part A)

The objective of the degree programme is to teach you a coherent set of knowledge, attitudes and skills in the following professional field: Digital Forensics. The final qualifications to which the degree programme educates are included in Appendix I of these OER.

Article 3.2 Structure of the degree programme (accompanies Article 3.2 OER Part A)

1. The degree programme has a total study load of at least 60 credits (EC). The degree programme consists of a basic component of 50 credits (EC) and an elective component of 10 credits (EC).
2. The degree programme is structured both full-time and/or part-time.
3. Not applicable.

Article 3.3 Composition of the degree programme (accompanies Article 3.3 OER Part A)

In Appendix II of these regulations, you will find the list of units of study that make up your degree programme.

Article 3.4 Evaluation degree programme (accompanies Article 3.8 OER Part A)

The education of your degree programme is evaluated as follows: students and lecturers evaluate the education provided after the subject has been completed. The results of lecturer and student evaluations are evaluated and discussed with the programme manager. The final results of evaluations and actions will be sent to the degree programme committee and made available to students and lecturers.

CHAPTER 4: EXAMINATIONS AND DEGREE CERTIFICATES

Article 4.1 The examinations of the degree programme (accompanies Article 4.1 OER Part A)

Not applicable.

Article 4.2 Awarding degrees (accompanies Article 4.2 OER Part A)

The executive board awards the degree "Master of Science" when the examination board has determined that the examination of the degree programme has been successfully completed.

Article 4.3 Predicate “cum laude” (accompanies Article 4.5 OER Part A)

In your degree programme it is not possible to obtain the predicate “cum laude” with the examination.

CHAPTER 5: TESTS, INTERIM EXAMINATIONS AND ASSESSMENT

Article 5.1 Frequency of testing, test schedule, obligation to enrolment and test rules (accompanies Article 5.2 OER Part A)

1. In principle, you can take a test twice per academic year.
2. The test schedule is drawn up by the programme manager after consultation with the examination board. This schedule is announced on the schedule publication tool, or DLO (Digital Learning Environment), no later than ten working days before the start of the relevant test.
3. There is no obligation to register for examinations with the degree programme.
4. Information about (amended) test requirements can be found in DLO.

Article 5.2 Order of tests and units of study, participation in practical exercises (accompanies Article 5.5 OER Part A)

1. Specific rules apply to the following tests and/or interim examinations regarding the order in which you may take tests and/or interim examinations.
 - Participation in the interim examination of the unit of study 'Thesis' is only permitted after completing 35 EC of the examination of the degree programme, including the successful completion of the unit of study 'Research Methodology';
2. Not applicable.

Article 5.3 Exemption from taking tests and interim examinations (accompanies Article 5.6 OER Part A)

1. Not applicable.
2. Not applicable.
3. If you believe that you are entitled to an exemption from one or more tests for reasons other than those mentioned above, you must submit a written and substantiated request to the examination board within six weeks. In your request you must explain why you believe you are entitled to an exemption. There are also general conditions that you must meet if you apply for an exemption:
 - You show an officially certified transcript to the examination board.
 - You provide a description of the units of study on the basis of which the examination board can decide to grant an exemption.
 - It is not possible to request an exemption after you have received an insufficient assessment for a test or interim examination belonging to the unit of study for which you are requesting an exemption.

Article 5.4 Assessment of tests, awarding of credits (EC) (accompanies Article 5.7 OER Part A)

1. Information about how a test is assessed and what the established criteria are for the assessment can be found in DLO.
2. If a test is not assessed, the test is given the qualification NB, 'fail' or 'unsatisfactory'. This qualification is given in the following situations: if you have not complied with the mandatory attendance or other conditions of a test.
3. If an interim examination consists of multiple tests, the test plan (found in DLO) describes how the final mark of the interim examination is calculated.
4. Not applicable.

5. If practical exercises (e.g. labs or projects) are part of a unit of study, participation in the practical exercises is mandatory in order to be assessed. This means that you must be present and perform the tasks that are given.
6. The degree programme requires attendance for some practical classes. The practical classes to which this applies are indicated in advance in DLO. If you do not meet this attendance requirement, the test will be graded with an NB.

Article 5.5 validity period of assessments (accompanies Article 5.8 OER Part A)

Assessments of interim examinations and exemptions remain valid for at least five years. After that period, they may lose their validity if your knowledge, skills or insight are demonstrably outdated. The degree programme publishes annually in DLO which examination results are outdated from the following academic year and are therefore no longer valid from that moment on.

For tests that together form part of one interim examination, where you have passed one or more tests but failed the entire interim examination, a different validity period applies, namely two academic years.

Article 5.6 Registration and publication of grades received and credits (EC) obtained (accompanies Article 5.9 OER Part A)

1. In special cases, the examination board may decide to extend the period within which an examination must be assessed. If this happens, the student or extraneus will be notified by or on behalf of the examination board via their Leiden UAS email addresses and/or via DLO.
2. Not applicable.

Article 5.7 Right to inspect and keeping (accompanies Article 5.10 OER Part A)

1. The inspection proceeds as follows:
 - a. The degree programme, examination board or examiner determines the time and place of inspection. If this does not happen, students can request this (for more information, refer to b).
 - b. Within 10 working days after the assessment has been announced, the student must request access to the examiner(s). Together with them it is decided when this will be.
2. If the inspection is scheduled at a time when you are required to be present at your work placement, or have an educational activity with mandatory attendance, you may submit a request for another time of inspection on the basis of Article 5.10 of the OER Part A. This request must be submitted to the examiner.

CHAPTER 6: STUDY CAREER COACHING

Article 6 Study career coaching (accompanies Article 6 OER Part A)

You are entitled to study career coaching. DLO describes how study career coaching is arranged within your degree programme.

CHAPTER 7: EXAMINATION BOARD

Article 7 Composition, requests to and decisions by the examination board and examiner (accompanies Article 7.3 OER part A)

1. The members of the examination board are listed in DLO.
2. A request to the examination board can only be submitted as follows:
 - digitally in the way as specified on the Sharepoint page of the examination board:
<https://hogeschoolleiden.sharepoint.com/sites/PI/collegevanbestuur/Paginas/Examencommissie.aspx>
3. More information about the examination board can be found in: DLO.

CHAPTER 8: FINAL PROVISIONS

Article 8.1 Publication of the regulations (accompanies Article 9.2 OER Part A)

These Education and Examination Regulations can be found on the website of Leiden UAS (<https://www.hsleiden.nl/over-ons/organisatie/onderwijs-en-examenregeling>).

Article 8.2 Citation title, entry into force (accompanies Article 9.3 OER Part A)

We call these regulations the degree programme specific part (Part B) of the 2026-2027 Education and Examination Regulations of the master's degree programme Digital Forensics of Leiden University of Applied Sciences. These regulations will enter into force on 1 September 2026.

APPENDIX I: COMPETENCES OF THE DEGREE PROGRAMME

We educate professionals who are leaders in their work environment, both in terms of research and innovation. The professional continuously monitors emerging technologies and investigates where they affect and influence the domain. The professional involves their own colleagues, subject experts, decision-makers and the general public in the continuous renewal of the domain of forensic research. This ensures that the domain remains the most effective and efficient in the fight against high-tech crime. The professional ensures that their organisation is ready for the future with their digital forensic investigation. We adhere to the domain descriptions with associated competences of HBO-i (<https://www.hbo-i.nl/publicaties-domeinbeschrijving>) and higher professional education rights (https://www.vereniginghogescholen.nl/system/profiles/documents/000/000/014/original/hbo_rechten.i_bop.2019.pdf?1551956635). The legal component has been added as context to the competences Analysis and Advice.

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

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

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

Final level master's degree programme Digital Forensics

HBO-i competences		final level
Analysing	Organisational processes	4
	Infrastructure	4
	Software	4
	Hardware Interfacing	
	Legal	4
Consulting	Organisational processes	4
	Infrastructure	4
	Software	4
	Hardware Interfacing	

	Legal	4
Design	Organisational processes	4
	Infrastructure	4
	Software	4
	Hardware Interfacing	4
Realisation	Organisational processes	4
	Infrastructure	4
	Software	3
	Hardware Interfacing	4
Manage & Control	Organisational processes	4
	Infrastructure	4
	Software	4
	Hardware Interfacing	

Professional skills		final level
Future-oriented organising	Organisational context	4
	Ethics	4
	Managing	4
Investigative problem solving	Problem approach	4
	Researching	4
	Solving	4
Personal leadership	Being entrepreneurial	4
	Personal development	4
	Personal profiling	4
Targeted interaction	Partners	4
	Communicating	4
	Collaborating	4

APPENDIX II: EDUCATIONAL PROGRAMME OF THE DEGREE PROGRAMME

Introduction

This Appendix provides an overview of the educational programme. If there are rules about the order in which you have to take tests and/or interim examinations, you can find them in Article 5.2 Part B of these regulations.

In DLO you can find all the details about how the units of study are taught, such as the contact hours of the education (lectures, tutorials, practice, question hours), how often there are contact hours, the guidance, the prescribed literature, the learning objectives and competences to be achieved, the requirements for tests, test and assessment criteria, the contact persons, etc.

Master's degree programme Digital Forensics – full-time

Name examination component	Code OE	Name unit of study (OE)	EC OE	Education from period	Working language	Test code	Test format	Testing in period	Weighting
General education	40603-RESME-01	Research Methodology	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-PRLAB-01	Practical Laboratory Project	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-NIOTF-01	Network and IoT Forensics	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-MDFTH-01	Thesis	15	PER 1; PER 2; PER 3; PER 4;	English	TEST-01	By other means	YEAR	17
						TEST-02	Orally	YEAR	3
	40603-LAWEG-01	Law, Ethics & Governance	5	PER 1; PER 3;	English	TEST-01	By other means	YEAR	1
	40603-DIGFP-01	Digital Forensic Principles	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-DATAN-01	Data Analytics	5	PER 2; PER 3;	English	TEST-01	By other means	YEAR	1
	40603-COMFO-01	Computer Forensics	5	PER 1;	English	TEST-01	By other means	YEAR	1
Mandatory choice	40603-KEMOBFO-01	Mobile Forensics	5	PER 1; PER 2;	English	TEST-01	By other means	YEAR	1
	40603-KEAIFOR-01	AI Forensics	5	PER 2;	English	TEST-01	By other means	YEAR	1

Master's degree programme Digital Forensics – part-time

Name examination component	Code OE	Name unit of study (OE)	EC OE	Education per	Working language	Test code	Test format	Testing in period	Weighting
General education	40603-RESME-01	Research Methodology	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-PRLAB-01	Practical Laboratory Project	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-NIOTF-01	Network and IoT Forensics	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-MDFTH-01	Thesis	15	PER 1; PER 2; PER 3; PER 4;	English	TEST-01	By other means	YEAR	17
						TEST-02	Orally	YEAR	3
	40603-LAWEG-01	Law, Ethics & Governance	5	PER 1; PER 3;	English	TEST-01	By other means	YEAR	1
	40603-DIGFP-01	Digital Forensic Principles	5	PER 1;	English	TEST-01	By other means	YEAR	1
	40603-DATAN-01	Data Analytics	5	PER 2; PER 3;	English	TEST-01	By other means	YEAR	1
	40603-COMFO-01	Computer Forensics	5	PER 1;	English	TEST-01	By other means	YEAR	1
Mandatory choice	40603-KEAIFOR-01	AI Forensics	5	PER 2;	English	TEST-01	By other means	YEAR	1
	40603-KEMOBFO-01	Mobile Forensics	5	PER 1; PER 2;	English	TEST-01	By other means	YEAR	1