



**Universiteit  
Leiden**  
The Netherlands

**LEIDEN LAW SCHOOL EXCHANGE PROGRAMME**

**RULES AND REGULATIONS FOR EXCHANGE AND STUDY ABROAD STUDENTS**

**2023-2024**

1 September 2023

## **Leiden Law School Exchange Programme**

### **Rules & Regulations**

#### **Exchange and Study Abroad Students**

**2023-2024**

#### ***Programme Registration***

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

Students are asked to submit course choices as part of their application to Leiden University. The Office for International Education will register you for your indicated courses and exams. Should you wish to make any changes, please inform us via [incomingexchange@law.leidenuniv.nl](mailto:incomingexchange@law.leidenuniv.nl) stating your name and student number. Please note that courses fill up quickly and that it may not always be possible to choose your preferred courses. Also there are strict deadlines before which changes need to be made.

#### ***English Language Proficiency***

Subject to the Code of Conduct on the Language of Instruction and Examination,<sup>1</sup> the languages in which the instruction is given are Dutch and sometimes English. For incoming non-degree students there is a special set of English taught courses.

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

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

#### ***Course registration and attendance***

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

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

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<sup>1</sup> The [Code of Conduct on Language of Instruction](https://www.organisatieqids.universiteitleiden.nl/reglementen/algemeen/taalbeleid-universiteit-leiden) is laid down by the Executive Board and can be found at <https://www.organisatieqids.universiteitleiden.nl/reglementen/algemeen/taalbeleid-universiteit-leiden>.

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

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

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

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

Incoming non-degree students will be registered for the component by the Office for International Education (BIO).

Incoming non-degree students who have been admitted during their application process timely placement in the components will be guaranteed.

Students who have not enrolled on time can report to the education office (Education Information Centre; OIC) of the faculty of which the programme is part. The relevant enrolment protocol lists the circumstances on the basis of which students may be enrolled contrary to Article 3.4.1.1. Incoming non-degree students who have not been enrolled 14 days before the start of the component can report to the Office for International education.

### ***Exam registration and attendance***

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

Incoming non-degree students will be registered by the Office for International Education for the corresponding examination at the same time as the registration for the component. It is the student's responsibility to inform the Office for International Education of any changes to the original curriculum or in case students do not want to sit an exam. Please note that students can only sit an exam if they are registered correctly for an exam.

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

Students will receive a notification in due time asking them to confirm or cancel their participation. Confirmation of participation in an examination is possible up to ten calendar days before the examination takes place. Non-degree incoming exchange students do not need to confirm their participation to sit the examination.

All students of Leiden University, including exchange students, must present their Leiden University student ID-card, and another form of identification (for example a valid passport, valid driver's license) at any examination the student is scheduled to take. Examination papers that do not state

the student's university ID number are invalid and will not be graded. Non-compliance with the above will result in not being admitted to sit for the exam.

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

Students have the right to one retake exam per course per academic year. For any of the Leiden Law Courses, students are only entitled to participate in the retake exam if they have obtained a grade below 6 (on a scale of 1-10) for this exam. The student needs to register for the exam through uSis. The Office for International Education will register students for exam retakes through uSis when informed by the student in due time of the retake.

### ***Exam regulations and misconduct***

The following regulations are based on the prevailing Rules & Regulations for Exams in the bachelor degrees as determined and agreed by the Board of the Leiden Law School.

When students are allowed to bring a specified legal text to the exam, this text cannot contain any annotations. Annotations do not include:

- o Underscoring or highlights
- o Cross-references to jurisprudence or other literature, if this is explicitly allowed for the particular exam.

In the case of fraudulent behavior, the exam invigilator/instructor immediately informs the student of this suspicion. The exam invigilator/instructor informs the student that they are allowed to complete the exam. The invigilator/instructor informs the student that their exam will not be graded until the exam board has decided on the situation. The invigilator/instructor will notify the exam board for the relevant program, with a copy of this notification sent to the student.

Any objects the student may have in possession which may help to establish whether the student has been fraudulent can be confiscated. The student is obliged to hand over any such objects, which will be returned to the student within a reasonable time frame.

The exam board may issue the following measures:

- The board can exclude the student from participation in any further exams, including exams for other courses for the duration of no more than one year.
- The board can issue an official warning.
- The board can declare the exam result invalid.
- In the case of serious fraud, the exam board can request the Executive Board to end the student's enrollment at the university.

If the fraudulent behavior consists of a disturbance of the exam's normal proceedings (e.g. by exchanging information or conversing with other students), the instructor issues a warning. If the disturbance continues, the examiner orders the responsible student to leave the exam location. The instructor writes up an official report on the situation, which he sends to the Exam Board and the student in question. He also notifies the student that their work will not be graded until the exam board has reviewed the situation.

### ***Plagiarism:***

If an exam instructor/course lecturer suspects any written assignment to have been plagiarized, they inform the exam board of this suspicion. The notification to the exam board includes the work of the student and the report of the electronic plagiarism check, if performed. The instructor/course lecturer informs the student of the suspicion of plagiarism and notifies the student that their work will not be graded until the exam board has reviewed the situation.

Link: [Description and definition of plagiarism as interpreted at Leiden University.](#)

The Office for International Education will inform the student's home university in case the exam board has officially determined fraudulent behavior for this student.

### ***Grades and Certificates***

A student has passed an exam when a grade of at least 'six' has been obtained. Any marks of 5,50-5,99 will be rounded up to 6, any marks from 5,01-5,49 rounded down to 5.

Official transcripts of records can be printed via uSis as soon as all grades have been processed. At the request of the partner university (home university of the student) the Office of International Education can send a copy of the transcript directly to the partner.

### ***Disability entitlements***

A student with a physical or mental disability may, dependent on the type of disability, be entitled to special facilities. Such facilities may include extra time for exams, a separate exam room or the provision of a computer provided by the university. Students with dyslexia will not be provided with a computer but may be awarded extra time, as prescribed by a predetermined formula. Any of these entitlements need to be requested in advance with one of the [study advisors](#).

Any of the above facilities will only be provided after the student has handed in an authentic medical declaration confirming the specific disability. Facilities should be requested through the [Fenestra Centre](#).

Leiden University also has a [protocol](#) in place regarding studying with disability.

