

## **Advanced Studies in European Tax Law**

## **Advanced Studies in European and International Human Rights Law**

## **Advanced Studies in Law and Digital Technologies**

(wo-master)

Leiden University

<b>1 Summary</b>	<b>3</b>
<b>2 Procedure</b>	<b>7</b>
2.1 General	7
2.2 Panel	7
2.3 Assessment framework	7
<b>3 Programmes</b>	<b>8</b>
3.1 General	8
3.2 Profile institute	8
3.3 Profile of the programmes	8
<b>ASSESSMENT</b>	<b>9</b>
3.4 Standard 1 – Intended Learning outcomes	9
3.5 Standard 2 – Teaching – learning environment	11
3.6 Standard 3 – Assessment	18
3.7 Standard 4 – Graduation guarantee and financial provisions	19
3.8 General conclusion regarding the quality of the programmes	20
3.9 Sector advice	20
<b>4 Recommendations</b>	<b>20</b>
<b>5 Overview judgements</b>	<b>20</b>
<b>Appendice 1 – Panel</b>	<b>22</b>
<b>Appendice 2 – Programme site-visit</b>	<b>25</b>
<b>Appendice 3 – Overview documents studied</b>	<b>27</b>
<b>Appendice 4 – List of abbreviations</b>	<b>29</b>

# 1 Summary

## **Advanced Studies in European Tax Law**

The programme focuses on deepening and widening the knowledge of European tax law, over the full breadth. Students will gain insight in the transnational sources of hard law (European treaties, regulations and directives), soft law (legislative guides, principles, draft rules and political mechanisms) and relevant case law. The programme consists of eight courses and a master's thesis. The programme is offered on a fulltime (one year) and part-time basis (two years) and aims to attract fifteen students in the first year. On a yearly basis maximum forty students can enroll.

The panel concludes that the programme is intended for lawyers working in a commercial environment and (prospective) civil servants of the EU member states, for example people working at the European Ministries of Finance. The programme is not only suitable for professionals already working in practice but also for newly graduated lawyers who wish to improve their knowledge and understanding of European tax law.

The panel ascertained that the programme has an academic orientation, as reflected in the eight intended learning outcomes. The programme aims to prepare students for a career in the relevant professional field as well as an academic career. An advisory board with representatives from the professional field, will be installed and regularly consulted.

The panel concludes that the intended learning outcomes are adequately defined. In addition to that, the intended learning outcomes suit the objectives and the programme, are appropriate for the level and orientation of an international advanced master's programme and show an explicit relation with the Dublin descriptors.

In addition to the eight obligatory courses and the thesis, weekly Technical Meetings will be part of the programme. The panel appreciates these meetings, during which students and a staff member will discuss developments in European Tax Law as they unfold throughout the year. The panel recommends the programme to change the name of the first course, since an introductory course is not appropriate for an advanced master's programme. The panel ascertained that the programme is coherent and that relevant issues of European Tax Law will be addressed in an international context. In addition to that, the panel concludes that the literature that will be studied is relevant, up to date and of sufficient level.

The panel is of the opinion that the educational concept and didactical formats suit the advanced master's programme. They match the interactive and in-depth character of the programmes. The panel also concludes that the number of contact hours (200) is sufficient. In addition to that, the panel ascertained that the guidance matches the small scale and interactive character of the programme.

The panel notes that the intake procedure and admission criteria are sufficient and suit the advanced level of the programme.

The programme will be taught by competent and – as revealed during the site-visit – enthusiastic lecturers. The panel recognises the staff's good scientific quality, (inter)national academic reputations, and teaching experience. It is of the opinion that the staff is equipped to provide the programme. Also, the lecturers are involved in the faculty's other advanced programmes and therefore well known with the concept of advanced master's programmes and the students these programmes attract. The panel also notes that the lectures are well connected to the professional practice.

The panel concludes that an adequate assessment system will be in place. The Leiden University and faculty's policy and rules and regulations regarding assessment and examination support this conclusion. In addition to that, the panel ascertained that the exam committee will have sufficient insight into the quality of the assessments. The panel notes that the different components of the programme are assessed in different ways, with a well-balanced mix between assessment methods. The panel appreciates the use of multiple assessment methods in single courses. For the thesis outline as well as for the final thesis strict deadlines are set. Thesis regulations and thesis forms are available.

The panel concludes that the necessary financial provisions have been made to facilitate the start of the programme in study year 2014 – 2015. In addition to that, the programme ensures that students will be guaranteed the opportunity to finish their programme within 3 years.

### **Advanced Studies in European and International Human Rights Law**

The programme aims at making students experts on the overall characteristics and working of different human rights law protection mechanisms in their specific political, social and legal settings and on the various ways in which they may coexist, overlap and influence each other. The programme offers students a comparative view on the various human rights systems. Students are not trained as specialists in a single human rights system.

The panel ascertained that the programme has an academic orientation, as reflected in the eight intended learning outcomes. The programme aims to prepare students for a career in the relevant professional field as well as an academic career. An advisory board with representatives from the professional field, will be installed and regularly consulted.

The panel concludes that the intended learning outcomes are adequately defined. In addition to that, the intended learning outcomes suit the objectives and the programme, are appropriate for the level and orientation of an international advanced master's programme and show an explicit relation with the Dublin descriptors.

In addition to the eight obligatory courses and the thesis, workshops will be organised every two weeks, in which guest lecturers will discuss human rights in practice with students. The panel ascertained that the programme is coherent and that the mix between core and additional course enhances the coherence. The core courses provide students with the necessary knowledge and understanding of the main human rights systems. The additional courses offer topical human rights issues or themes. In addition to that, the panel concludes that the literature that will be studied is relevant, up to date and of sufficient level.

The panel is of the opinion that the educational concept and didactical formats, suit the advanced master's programme. They match the interactive and in-depth character of the programmes. The panel also concludes that the number of contact hours (220) is sufficient. In addition to that, the panel ascertained that the guidance (matches the small scale and interactive character of the programme.

The panel notes that the intake procedure and admission criteria are sufficient and suit the advanced level of the programme. The panel also notes that the focus is on attracting a diverse and international group of students. The panel is however of the opinion that the relatively high tuition fee might limit the amount of students from developing countries or Central and East European countries. The panel appreciates that some scholarships will be made available for these students.

The programme will be taught by competent and – as revealed during the site-visit – enthusiastic lecturers. The panel recognises the staff's good scientific quality, (inter)national academic reputations, and teaching experience. It is of the opinion that the staff is equipped to provide the programme. Also, the lecturers are involved in the faculty's other advanced programmes and therefore well known with the concept of advanced master's programmes and the students these programmes attract. The panel also notes that the lectures are well connected to the professional practice.

The panel concludes that an adequate assessment system will be in place. The Leiden University and faculty's policy and rules and regulations regarding assessment and examination support this conclusion. In addition to that, the panel ascertained that the exam committee will have sufficient insight into the quality of the assessments. The panel notes that the different components of the programme are assessed in different ways, with a well-balanced mix between assessment methods. The panel appreciates the use of multiple assessment methods in single courses. For the thesis outline as well as for the final thesis strict deadlines are set. Thesis regulations and thesis forms are available.

The panel concludes that the necessary financial provisions have been made to facilitate the start of the programme in study year 2014 – 2015. In addition to that, the programme ensures that students will be guaranteed the opportunity to finish their programme within 3 years.

#### **Advanced Studies in Law and Digital Technologies**

The programme focuses on deepening and widening the knowledge of students in law and governance of digital technologies in an international context. Students will gain insight in the legal and regulatory theory and system of core topics such as Internet, governance, regulation by technology, ICT contracts, cybercrime and cyber security, Internet privacy and data protection, copyright and innovation, digital government, digital child rights, international media law and European telecommunications law.

The panel ascertained that the programme has an academic orientation, as reflected in the eight intended learning outcomes. The programme aims to prepare students for a career in the relevant professional field as well as an academic career. An advisory board with representatives from the professional field, will be installed and regularly consulted.

The panel concludes that the intended learning outcomes are adequately defined. In addition to that, the intended learning outcomes suit the objectives and the programme, are appropriate for the level and orientation of an international advanced master's programme and show an explicit relation with the Dublin descriptors.

The panel notes that the an explicit choice is made to focus in courses on the different aspects of law instead of digital technologies. During the courses the meaning and impact of different digital technological are discussed, in relation to the aspect of law at hand in that specific course. The panel appreciates this structure of the programme, for it is not dependent on or influenced by rapid changing digital technologies. The panel ascertained that the programme is coherent and that relevant issues of Law and Digital Technologies will be addressed in an international context. In addition to that, the panel concludes that the literature that will be studied is relevant, up to date and of sufficient level.

The panel is of the opinion that the educational concept and didactical formats suit the advanced master's programme. They match the interactive and in-depth character of the programmes. The panel also concludes that the number of contact hours (230) is sufficient. In addition to that, the panel ascertained that the guidance matches the small scale and interactive character of the programme.

The panel notes that the intake procedure and admission criteria are sufficient and suit the advanced level of the programme.

The programme will be taught by competent and – as revealed during the site-visit – enthusiastic lecturers. The panel recognises the staff's good scientific quality, (inter)national academic reputations, and teaching experience. It is of the opinion that the staff is equipped to provide the programme. Also, the lecturers are involved in the faculty's other advanced programmes and therefore well known with the concept of advanced master's programmes and the students these programmes attract. The panel also notes that the lectures are well connected to the professional practice.

The panel concludes that an adequate assessment system will be in place. The Leiden University and faculty's policy and rules and regulations regarding assessment and examination support this conclusion. In addition to that, the panel ascertained that the exam committee will have sufficient insight into the quality of the assessments. The panel notes that the different components of the programme are assessed in different ways, with a well-balanced mix between assessment methods. The panel appreciates the use of multiple assessment methods in single courses. For the thesis outline as well as for the final thesis strict deadlines are set. Thesis regulations and thesis forms are available.

The panel concludes that the necessary financial provisions have been made to facilitate the start of the programme in study year 2014 – 2015. In addition to that, the programme ensures that students will be guaranteed the opportunity to finish their programme within three years.

### **Conclusion**

Regarding the three programmes, the panel assesses all standards as sufficient. The panel therefore concludes that the quality of the assessed new programmes is satisfactory. It advises the NVAO to make a positive initial accreditation decision for all three programmes.

The Hague, April 7<sup>th</sup> 2014

On behalf of the panel that assessed the three before mentioned programmes,

Prof. dr. Friedl Weiss  
(chair)

Drs. Titia Buising  
(secretary)

## 2 Procedure

### 2.1 General

Request	July 10th 2013
Installation panel	December 2 <sup>nd</sup> 2013
Preliminary meeting	December 5 <sup>th</sup> 2013 (Leiden)
Site-visit	December 5 <sup>th</sup> 2013 (Leiden)
Panel report	April 2014

### 2.2 Panel

Panel composition:

- prof. dr. Friedl Weiss, European Community and EU law, University of Vienna (chairperson);
- dr. Patrick Van Eecke, professor European Information and Communications Law, the University of Antwerp; partner in the Technology, Media & Commercial department of DLA Piper;
- prof. dr. Nina Vajic, Public International Law, University of Zagreb, Croatia, former Judge and Section President, European Court of Human Rights.
- Prof. dr. Bertil Wiman, Professor of Fiscal Law, Uppsala Universitet.
- Mythe Woddema, student Teacher Education in General Economics, Driestar University of Applied Sciences (student-member).

Support:

- drs. Titia Buising, external secretary;
- Tim Lamers, MSc., process coordinator NVAO.

### 2.3 Assessment framework

The panel adhered to the Assessment framework for limited initial accreditation from the NVAO (Stcrt. 2010, nr 21523). The assessment is based on a discussion with peers regarding the content and quality of the programme. It focuses on four questions:

1. What is the programme aiming for?
2. How does the programme intend to achieve its objectives?
3. How does the programme intend to assess its performance?
4. Does the programme have sufficient financial resources?

These four questions have been translated into four standards. Regarding each of these standards, an assessment panel gives a substantiated judgement on a two-point scale: unsatisfactory or satisfactory. The panel subsequently gives a substantiated final conclusion regarding the quality of the programme, on the following scale:

- Generic quality: the quality that can reasonably be expected in an international perspective from a higher education bachelor's or master's programme.
- Unsatisfactory: the programme does not satisfy the generic quality standards.
- Satisfactory under conditions: the programme satisfies, under conditions, the generic quality standards.
- Satisfactory: the programme satisfies the generic quality standards.

## 3 Programmes

### 3.1 General

Institute	Leiden University
Programmes	Advanced Studies in Law and Digital Technologies (master's programme) Advanced Studies in European and International Human Rights Law (master's programme) Advanced Studies in European Tax Law (master's programme)
Mode of study	fulltime (one-year) and part-time (two years)
Specialisations	none
Location	Leiden
Number of credits (EC)	60
Sector	Law

### 3.2 Profile institute

Leiden University was established, as the first Dutch university, on February 8th 1575. The university has seven faculties: Archaeology, Campus The Hague, Humanities, Law, Leiden University Medical Centre, Science and Social and Behavioural Sciences. Leiden University presents itself as an international research university with eleven research profile areas, thirteen honours classes, a Pre-University College, a Faculty Campus The Hague and Leiden University College The Hague

In study year 2013-2014 23.034 students studied at Leiden University, of which 15.206 bachelor's students and 7.633 master's students. Leiden University employs 4.185 people.

### 3.3 Profile of the programmes

The three intended English-language Advanced Studies are independent post-initial master's programmes from Leiden Law School. Leiden Law School also offers four other advanced master's programmes. All programmes are offered in a full-time and part-time study mode. Part-time students follow the same programme as full-time students, at the same moments. The duration of the part-time programme is however two year.

All three programmes aim to attract 40 students per year. According to the programmes, this allows the programmes to provide for in-depth discussions and interactions between students and lecturers. In the first year all three programmes aim to attract 15 students.

All three programmes prepare students for an international career in the relevant field, in law firms, companies, governmental and not for profit organisations. The programmes also prepare students for an academic career, or a PhD position.



## ASSESSMENT

### 3.4 Standard 1 – Intended Learning outcomes

*The intended learning outcomes of the programme have been concretised with regard to content, level and orientation; they meet international requirements.*

#### **Findings**

##### **Advanced Studies in European Tax Law**

The programme's main objective is deepening and widening the knowledge of European tax law, over the full breadth. Therefore students will gain insight in the transnational sources of hard law (European treaties, regulations and directives), soft law (legislative guides, principles, draft rules and political mechanisms) and relevant case law.

More specific, students are trained to develop a broad and in-depth knowledge of EU Tax Law, including key European case law, fundamental legal concepts and familiarity with key scholars in the field of European Tax Law. In addition to that, students will gain insight into the relationships and interactions between different aspects and concepts of EU Tax Law. Also the programme aims to lay the foundations for future academic research into the field of European Tax Law. And next to that, skills to translate EU Tax Law in to practice in a commercial, policy or judicial setting will be addressed and developed.

The programme is intended for lawyers working in a commercial environment and (prospective) civil servants of the EU member states, for example people working at the European Ministries of Finance. The programme is not only suitable for professionals already working in practice but also for newly graduated lawyers who wish to improve their knowledge and understanding of European tax law.

Since there are no domain specific requirements available for European Tax Law at post graduate level, the programme made a comparison with other Dutch and international programmes covering the same topics. One of the key distinguishing features is for example that the Leiden programme is broader than other programmes, for it includes direct tax, indirect tax and fiscal state aid. Also, the programme is taught within the framework of Leiden's International Tax Centre, an established centre of excellence regarding international taxation. In addition to that, in other programmes aspects of European tax law are usually part of a broader curriculum.

##### **Advanced Studies in European and International Human Rights Law**

This programme is focused on deepening and widening the knowledge and understanding of the multi-layered nature and working of European and international human rights law. The programme offers students a comparative view on the various human rights systems. The programme aims at making students experts on the overall characteristics and working of different human rights law protection mechanisms in their specific political, social and legal settings and on the various ways in which they may coexist, overlap and influence each other. Students are not trained as specialists in a single human rights system.

More specific, students learn the main features and working of the UN and the regional human rights systems and gain insight in the multi-layered structure of human rights law at international, regional

and national level. Also the programme explores relevant hard and soft law regarding European and international human rights, relevant case law and other output from human rights bodies.

The programme is intended for lawyers who wish to specialise in the area of European and international human rights law. And who are, or want to be, working within governmental bodies and public administration, non-governmental bodies dealing with human rights, national human rights institutes or law firms and companies involved in human rights. The programme is also aimed at attracting newly graduated lawyers, looking for specialisation.

Also for this programme, domain specific requirements on a postgraduate level are not available. Therefore the programme has made a comparison with other Dutch and international programmes in this field. Most Dutch master's programmes offer specialised tracks on the subject of European and international human rights. And Utrecht University offers a full master's programme on the topic. This is however a 'regular' master's programme, not an advanced one (postgraduate). International programmes do not offer the comparative perspective such as Leiden University does.

#### **Advanced Studies in Law and Digital Technologies**

The programme focuses on deepening and widening the knowledge of students in law and governance of digital technologies in an international context. Students will gain insight in the legal and regulatory theory and system of core topics such as Internet, governance, regulation by technology, ICT contracts, cybercrime and cyber security, Internet privacy and data protection, copyright and innovation, digital government, digital child rights, international media law and European telecommunications law.

More specifically, the programme addresses the legal, regulatory and ethical issues regarding digital technologies, computerised data technologies, such as internet, computers, mobile devices, robotics, persuasive technologies and ambient intelligence. In addition to that transnational sources of hard law, relevant case law and techno-law are addressed. Also the comparative side of law and digital technologies will be discussed.

Like the other two programmes, the programme is intended for lawyers who want to specialise and who are (or want to be) working in this specific field (in private law firms, companies or governmental bodies). The programme also wants to attract newly graduated lawyers

The same as for the other two programmes, no domain specific requirements are available. Also, the programme is the only one of its kind in the Netherlands. The programme distinguishes itself from comparable international programmes by offering an advanced level, focusing on other digital technologies (not only internet and ICT) and by offering an interdisciplinary perspective on the development of digital technologies.

#### **All three programmes**

The goals of each of the three programmes have been translated into eight intended learning outcomes, which reflect the Dublin descriptors, which are considered to be general, internationally accepted descriptions of a master's programme. The intended learning outcomes cover profound and specialised knowledge, the application of this knowledge, research skills, communication skills in writing and presenting, IT and learning skills and preparing for the work environment.

All three programmes have an academic orientation, as reflected in the intended learning outcomes. The programmes want to prepare students for a career in the relevant professional field as well as an academic career. In preparation of this assessment, the programmes conducted several interviews

with representatives from relevant professional practice. For each programme an advisory board is set up, in which the professional field is represented. The members of the advisory boards were consulted in preparing the new programmes. In addition to that, the site-visit revealed that also a preparatory stakeholder meeting was organised (for all three programmes).

### **Considerations**

Regarding all three programmes, the panel considers the intended learning outcomes to be adequately defined. It finds them suited to the objectives and appropriate for the level and orientation of an international advanced master's programme. Also, the relation with the Dublin descriptors is evident in the intended learning outcomes of all three programmes.

The panel notes that in all three information dossiers it is mentioned that the programmes also prepare students for an academic career or PhD position. The panel concludes that, even though it is not very likely for students to choose this option in preparing them for an academic career, it is still a feasible one (especially for student's in the Advanced Studies in European and International Human Rights Law programme). Students wanting to pursue an academic career are probably keener on following a research master's programme.

The panel concludes, in line with the management of the programmes, that each programme can fill a need in the market and therefore make an adequate contribution to the professional field. During the site-visit, the representatives from the professional field confirmed this.

### **Conclusion**

Regarding the above-mentioned considerations, the panel assesses this standard, for all three programmes, as **satisfactory**.

## **3.5 Standard 2 – Teaching – learning environment**

*The curriculum, staff and programme-specific services and facilities enable incoming students to achieve the intended learning outcomes*

In this standard, for each of the three programmes, the design and coherence of the curriculum of the programme (a) are examined. In addition to that, aspects that are common to all three programmes will be discussed: the learning outcomes (b), the educational concept and contact hours (c), guidance and intake (d), teaching personnel (e) and programme-specific services and facilities (f).

### **Findings**

#### **Advanced Studies in European Tax Law**

##### A) Programme: design and coherence

The programme, which will be taught in English, will consist of eight obligatory courses and a thesis. In addition to that optional weekly Technical Meetings will be part of the programme. During these weekly meetings students and a staff member will discuss developments in European Tax Law as they unfold throughout the year. Even though the meetings are not mandatory and students do not receive credit points for attending, attendance is highly recommended.

The programme starts with an introductory course: Introduction to European Law. In addition to that the programme distinguishes core and additional course. The courses 'Fiscal sovereignty and the fundamental freedoms', 'Direct tax coordination and harmonisation', 'Indirect tax coordination and harmonisation' and 'Fiscal state aid and harmful tax competition' are core courses. The additional courses are: 'General principles of EU law and the Charter of Rights', 'EU procedural law and taxation' and 'EU Fiscal Practicum' are the additional courses. The core courses vary from 8 to 10 ECTS, the additional courses all comprise 2 ECTS. The before-mentioned weekly Technical Meetings mimic the meetings that are common in most commercial law firms. During these meetings students learn to familiarize themselves quickly with new case law or policy developments and learn to present their views in the context of a group discussion.

The programme does not offer optional courses, to be selected by the student. Students can however apply their own focus in the thesis and in the 'EU Fiscal Practicum' course. In this course, students can focus on a specific aspect of EU Tax Law. Students also have the opportunity to follow one additional course of the faculty's other advanced master's programmes. The programme is completed with the thesis (10 EC).

#### *Coherence*

The mix between core and additional course ensures the coherence of the programme. The core courses provide students with the necessary knowledge. The additional courses are programmed parallel to the core courses and offer students insight into procedural aspects and general principles to law. Also, a field trip is part of the additional course 'EU procedural law and taxation'. The 'EU Fiscal Practicum' course uses a more practical approach, in offering role-playing scenarios with direct tax, indirect tax and State Aid.

Formal and informal staff meetings in which the programme is evaluated monitor the coherence of the programme. Also, during the yearly meeting of the advisory board the quality and coherence of the programme will be discussed. In addition to that, the programme will become part of the already existing quality assurance system of the faculty.

### **Advanced Studies in European and International Human Rights Law**

#### A) Programme: design and coherence

The (English-taught) programme will consist of eight obligatory courses and a thesis. The programme distinguishes core courses and additional courses. The two core courses (10 EC each) are 'International Human Rights Law' and 'European Human Rights Law'. The additional courses (5 EC each) are 'Privatissimum', 'Discrimination Law: Transnational Perspectives', 'Human Rights, Security and Fair Adjudication of Justice', 'Making Human Rights Work: Legal and Non-Legal Strategies', 'Children's Rights from an International Comparative Perspective' and 'Human Rights Conceptions in a Pluralist World'. The information dossier states that the core courses provide students with fundamental knowledge of and insight in the working of the major human rights systems at global and regional level. The additional course focuses on deepening the knowledge and insights, by addressing specific human rights topics of global importance. In the core courses, as well as in the additional courses, a comparative perspective is used. The programme is completed with the thesis (10 EC).

As mentioned in Standard 1, an important aspect of the programme is the comparative approach. This is reflected in the curriculum. In the core courses (and also first two courses of the programme) 'International Human Rights' and 'European Human Rights Law' for example, students gain thorough knowledge and understanding of the main human rights systems globally and regionally. Specific

elements within and between the regional and UN Human Rights system will be compared. In addition to that, the 'Privatissium' course is focused on conducting comparative research and presenting the results (in writing and orally). This is a high intensity course in which students research, compare and integrate specific elements of the various human rights systems (as explored in the first two courses). During this course students write 3 group papers and an individual paper (also named 'mini-thesis' by the programme). In addition to that, the students will present the papers at a conference-type seminar. Regarding the research skills, the course serves as a preparatory course for the final thesis.

This programme also does not offer optional courses, to be selected by the student. Students can however apply their own focus in the thesis and in the 'Privatissium' course. In this course, students can focus on specific elements of the various human rights systems. Students also have the opportunity to follow one additional course of the faculty's other advanced master's programmes.

The relationship with the professional practice will be stressed by the (guest) lecturers who have ample work experience in the field of human rights (in the European Court of Human Rights (ECtHR), human rights bodies, NGO's, national human rights institutes, ministries, law firms, etcetera). In addition to that, field trips to human rights organisations and institutions, ministries and other organisations involved in human rights, study trips to the ECtHR in Strasbourg and/or to Geneva will be part of the programme.

#### *Coherence*

The mix between core and additional course ensures the coherence of the programme. The core courses provide students with the necessary knowledge and understanding of the main human rights systems. The additional courses offer topical human rights issues or themes. These issues and themes are of global importance, will be explored from a comparative perspective and cover the expertise of the staff available within the university.

The panel discussed the choice of topics (for example child rights) in the programme with lectures during the site visit. Topics should be interesting for students from all over the world and should match the lecturers' expertise. The lecturers' expertise is an important aspect of Leiden's research based teaching philosophy.

Formal and informal staff meetings in which the programme is evaluated monitor the coherence of the programme. Also, during the yearly meeting of the advisory board the quality and coherence of the programme will be discussed. In addition to that, the programme will become part of the already existing quality assurance system of the faculty.

### **Advanced Studies in Law and Digital Technologies**

#### A) Programme: design and coherence

This (English-taught) programme will consist of ten obligatory courses and a thesis. Each course includes 5 EC. The programme is completed with the thesis (10 EC). Also in this programma a distinction is made between core and additional courses.

The programme starts with the two core courses: 'Regulating the Internet' and 'Regulation by technology'. These two courses help students understand the overarching role of governance and regulation with respect to digital technologies. These courses will address questions such as 'Who regulates the Internet?', 'How is it regulated?', 'What kind of regulations exist and how do they dynamically interact with the law?' and 'How can important principles such as legitimacy, transparency

and accountability be conceptualised in light of law and digital technologies?'. In addition to that these questions will be an important thread throughout the entire programme.

The additional courses offer further deepening of knowledge and understanding regarding specialised topics in the field of law and digital technologies. The programme does not only provide students with profound legal knowledge and skills. It also teaches students how to address fundamental and often complex issues that go beyond their own legal expertise and draw on issues of policy, regulation and innovation. This is for example the case in the additional courses on techno-regulation, digital government and digital child rights. In other courses a more hands-on approach is visible, in for example designing international contracts, discussing and solving cases and performing a privacy impact assessment.

Topics as online privacy, data protection, cybercrime and cyber security could justify a course in itself. The programme management has however chosen to view these topics as an important thread in the curriculum and to embed these topics in the other courses in an integrative manner.

The programme does not offer optional courses, to be selected by the student. Students can however apply their own focus in the thesis. Students also have the opportunity to follow one additional course of the faculty's other advanced master's programmes.

The relationship with the professional practice will be stressed by the (guest) lecturers who have ample work experience in the field law and digital technologies (as lawyers and counsellors in law firms such as Bird & Bird, Nauta Dutilh, Clifford Chance or as consultants in companies such as KPN, Considerati, FOX-IT and Corvers). In addition to that, field trips to Commissariaat voor de Media (Dutch Media Authority) and the Nederlandse Publieke Omroep (Netherlands Public Broadcasting, Rabobank Netherlands will be part of the programme.

#### *Coherence*

The same as with the other two programmes, the mix between core and additional course ensures the coherence of the programme. The core courses provide students with the necessary knowledge and understanding. The additional courses offer not only legal knowledge and skills but also give students the opportunity to develop their own vision on law and digital technologies.

Formal and informal staff meetings in which the programme is evaluated monitor the coherence of the programme. Also, during the yearly meeting of the advisory board the quality and coherence of the programme will be discussed. In addition to that, the programme will become part of the already existing quality assurance system of the faculty.

### **All three programmes**

#### **B) Learning outcomes**

The panel evaluated whether and how the intended learning outcomes formulated by the programmes have been translated in the three curricula. During the site visit, it studied the correspondence between the learning outcomes, the Dublin-descriptors and the curriculum, as presented in the matrices developed by the management of the three programmes. In addition, it gained insight by examining the course and examination regulations, the course descriptions and the literature. It concludes that, for each of the three programmes, the intended learning outcomes are cross-matched to the different components of the programme. In the course descriptions, the content, the course objectives, the level of the course, the mode of instruction, the literature to be used and the assessment methods are described.

The level of the courses, as indicated in the course descriptions, is part of a model developed by Leiden University to objectify the levels per study year (Leiden University Register). The level of courses can vary from 100 to 600, related to the difficulty and complexity. All courses of the three advanced programmes studied are at the 600-level.

#### C) Educational concept and contact hours

All three programmes studied aim for small-scale education, in which an intense exchange and interaction between lecturers and students can be realised. The programmes mainly use lectures and seminars as didactical formats. In addition to that workshops, field trips, keynote lectures, social events and one-to-one guidance are used. Students are expected to attend the lectures and to actively participate during the lectures. In addition to that, most courses comprise written assignments and presentations. Team-work is an important aspect of the professional field and therefore also of the three programmes. By means of assignments, class work and social activities students are encouraged to develop their teamwork and intercultural skills. The assignments and presentations also help students in developing their research skills, writing skills and presentation skills. Students learn to express themselves in English, in professional and academic settings.

The number of contact hours differs per programme. The Advanced Studies in European and International Human Rights Law programme will comprise 220 contact hours. The Advanced Studies in European Tax Law will comprise 200 contact hours and the Advanced Studies in Law and Digital Technologies 230 contact hours. In addition to that, in all three programmes there will be extra contact hours in the form of extra curricular activities such as programme trips and visits, one-to-one help, extra lectures and exercise groups (approximately 100 contact hours).

#### D) Guidance and intake

The academic and programme coordinator are, in all three programmes, the primary points of contact for students. In the Advanced Studies in European Tax Law programme, the academic coordinator will also chair the weekly Technical Meetings. In addition to that, the lecturers for the different courses are responsible for monitoring student's progress and guiding students during the specific course. If necessary, lecturers will discuss issues with the programme coordinator. Students can also appeal to the more specialist services and facilities Leiden University has to offer for national and international students (for example counsellors for financial or personal matters).

The programmes aim to attract an international group of students. Students can apply if they hold a law degree that gives access to the legal profession (in the country the degree was obtained). In addition to that, students from other fields than law can apply, if their previous studies contained a substantial legal component. All applicants must have a keen interest in the specific field of law, visible in a letter of motivation and relevant past experience. In addition to that students need to show proof of English proficiency. The programmes will admit a maximum of 40 students per year, so that the interactive character of the programmes and the high complexity of the studied fields can be ensured.

The university's central Admissions Office will screen all applications. The programme's Boards of Admissions decides on the admission of students.

The site-visit revealed that a non-planned telephone call to candidates could also be part of the intake procedure. This is sometimes the case when there is doubt about the candidates' aptness for the programme. It also became clear that the programme coordinator screens all applications. During the site-visit it also was remarked that the faculty offers tailor-made courses for small groups of students

who might need additional knowledge on certain topics. The small-scale of the advanced masters programmes makes this possible.

#### *E) Staff*

In the information dossiers, the programmes provided the panel with an overview of the core staff members involved in the programme, their position, level of education, and expertise. The majority of the lecturers involved in all programmes studied, are professors. The lecturers of all three programmes are known for their proven and valuable contribution to the several fields of law. The information dossiers state that many lecturers are independent practitioners and therefore have a good relationship with (developments and issues) in the relevant professional practice.

For the first year, the intended staff – student ratio for all three programmes will be 1:10. In the following years it will be 1:20. In the first year, all three programmes wish to attract 15 students. This number is expected to increase to 40 students in the fourth year of the programmes.

#### *F) Programme-specific services and facilities*

The programmes will be executed at the Kamerlingh Onnes building and the Sterrewacht building of Leiden University. The first location offers lecture rooms, working group spaces (including ICT facilities), computer access and library facilities. The latter location is additional lecture rooms for Leiden Law School and especially for smaller groups of students. In addition to that the digital learning environment is available for all students and lecturers.

#### **Considerations**

Since the programmes have a lot of similarities, the remarks below are relevant to all three programmes. If relevant, specific comments for the different programmes are made.

#### *Programme*

The course descriptions of all three programmes give an overview of the content, the learning goals, the literature and the didactical formats of each course. Also the level of the courses is indicated and the relationship with the intended learning outcomes is visible. For all three programmes the relationship between intended learning outcomes and course-specific learning goals is made explicit in matrices.

#### **Advanced Studies in European Tax Law**

The panel concludes that the right subfields are addressed in the programme. All relevant topics are part of the programme. During the site-visit, the panel discussed the name and content of the first course of the programme 'Introduction to European Law' with lecturers and management. Even though it became clear that the content is in fact of advanced level, it also became clear that the name of the course is a poor choice, since introductory courses are not suitable for an advanced master's programme. The management of the programme confirmed this. It also became clear that for students without a background in tax, preliminary reading is obligatory. In addition to that online-courses are available for students to prepare for the advanced masters programmes. This ensures that at the start of the programme, all students have the same knowledge. The panel recommends the programme to change the name of the first course.

#### **Advanced Studies in European and International Human Rights Law**

The panel concludes that the right subfields are addressed in the programme. All relevant topics are part of the programme. The site-visit revealed that the 'Making Human Rights Work' course is quite practical. Students learn for example how to get access to and make use of human rights systems.



The programme management also remarked that workshops will be organised every two weeks, in which guest lecturers will discuss human rights in practice with students.

### **Advanced Studies in Law and Digital Technologies**

The panel concludes that the right subfields are addressed in the programme. All relevant topics are part of the programme. During the site-visit, lecturers confirmed that practical knowledge and understanding of digital technologies is an important part of the programme. Also the multidisciplinary character of the programme was stressed during the interview with lecturers. IT and digital technologies are looked at from different perspectives, for example psychology and philosophy. In the course on digital child rights for example, a guest lecturer with a background in psychology will give a lecture on cyber bullying. In addition to that students are confronted with digital technologies themselves during field trips and workshops. Students learn to look beyond law-related aspects and also learn the limitations to law regarding digital technologies. The panel also discussed the structure of the programme. The programme made an explicit choice to focus in the courses on different aspects of law instead of focusing on digital technologies. During the courses the meaning and impact of different digital technological are discussed, in relation to the aspect of law at hand in that specific course. The panel appreciates this because this way the structure of the programme is not dependent on or influenced by rapid changing digital technologies.

Regarding all three programmes, the panel ascertained that the programmes have created a coherent programme, in which the relevant field of law is addressed in an international context. During the site-visit, the panel studied the literature to be used in the three programmes. Regarding all three programmes, the panel concludes that the literature that will be studied is relevant, up to date and of sufficient level.

#### *Educational concept and didactical formats*

The panel is of the opinion that the educational concept and didactical formats, which are the same for all three programmes, suit the advanced master's programmes. The educational formats and didactical formats match the interactive and in-depth character of the programmes. The panel also concludes that the number of contact hours is sufficient for each of the programmes.

#### *Guidance and intake*

The panel is of the opinion that also the guidance of students will be adequate in the three programmes. The academic and programme coordinator will play an important role in this. In addition to that the lecturers will monitor student's progress during the courses. The panel concludes that the guidance matches the small scale and interactive character of the three programmes.

The panel also concludes that the intake procedure and admission criteria of all three programmes are sufficient. The criteria match the advanced level of the programmes.

Regarding the Advanced Studies in European and International Human Rights Law programme, the panel notes that the focus is on attracting a diverse and international group of students. The panel is however of the opinion that the relatively high tuition fee might limit the amount of students from developing countries or Central and East European countries. During the site-visit it became clear that some scholarships will be available for these students.

#### *Staff*

The panel concludes that all three programmes will be taught by competent and – as revealed during the site-visit – enthusiastic lecturers. It recognises the staff's good scientific quality, (inter)national

academic reputations, and teaching experience. It is of the opinion that the staff is equipped to provide the programme. Also, the lecturers are involved in the faculty's other advanced programmes and therefore well known with the concept of advanced master's programmes and the students these programmes attract. The panel also concludes that lectures from all three programmes are well connected to the professional practice.

#### *Programme-specific facilities*

Based on the description of the facilities the panel concludes that the programme-specific facilities (of all three programmes) are adequate.

#### **Conclusion**

Regarding the above-mentioned considerations, the panel assesses this standard, for all three programmes, as **satisfactory**.

### **3.6 Standard 3 – Assessment**

*The programme has an adequate assessment system in place.*

#### **Findings**

##### *Assessment system*

The information dossiers state that (for all three programmes) the forms of assessment are dependent on the learning outcomes, content and nature of the courses. The programmes have the ambition to use a variety of assessment methods. The following assessment methods will be used: written exams, oral exams, (individual and group) presentations, written short papers, interim short exams, moot court and the thesis. At the end of the course, the final exam takes place. Students are entitled to one retake per exam. In addition to that, lecturers discuss the exams with students after the results have been distributed.

In almost all courses (of each programme) multiple assessment methods are used. The weighing of these methods is described in the course descriptions. The course descriptions also inform students about the assessment forms used in each course. The information dossiers state that at the beginning of each course, students will be informed about the learning goals and the assessment of the course.

##### *Thesis*

All three programmes will be completed with the thesis. The thesis will assess whether students have achieved the intended learning outcomes. In all three programmes, the thesis has to address a specific issue of the studied area of law. A more descriptive thesis is not allowed. The thesis of the Advanced Studies in European and International Human Rights Law must also include a comparative component. The thesis has an expected size of 30 to 50 pages. Students, in general, will decide on a thesis topic in consultation with the supervisor and the academic coordinator. In order to receive final approval of the chosen topic and supervisor, students have to submit a brief explanation and outline to the programme coordinator and programme director. During the thesis-process, students receive individual guidance from their supervisor (a professor of the programme). A thesis-guideline is available for students, in which for example the expected the outline of the thesis is described. The supervisor and a second reader will evaluate the thesis. For the grading of the thesis a model will be used.

#### *Exam committee*

The faculty has one exam committee in place for all advanced master programmes. The exam committee is responsible for the adherence of the rules and regulations of the advanced master programmes, assessment and evaluation and appeal procedures. The exam committee is also responsible for thesis guidelines and internal audits regarding theses and assessments / exams. The exam committee writes an annual report.

#### **Considerations**

The panel concludes that all three programmes have an adequate assessment system in place. The Leiden University and faculty's policy and rules and regulations regarding assessment and examination support this conclusion. The panel notes that the different components of the programmes are assessed in different ways, with a well-balanced mix between assessment methods. The panel appreciates the use of multiple assessment methods in single courses. During the site-visit, the panel discussed with lecturers about the possible overlap between courses and assessments, since there are no specific periods reserved for assessment and examination. It became clear that this is common practice in the already existing advanced masters programmes and that this is a way to ensure that students stay active throughout the entire year.

The panel also concludes that the exam committee will have sufficient insight into the quality of the assessments and will take adequate measures as necessary.

During the site-visit it became clear that students in general choose their thesis topic from a list. For the thesis outline as well as for the final thesis strict deadlines are set. Also a thesis workshop is organised, to prepare students for their thesis work.

#### **Conclusion**

Regarding the above-mentioned considerations, the panel assesses this standard, for all three programmes, as **satisfactory**.

### **3.7 Standard 4 – Graduation guarantee and financial provisions**

*The institution guarantees students that they can complete the entire curriculum and makes sufficient financial provisions available.*

#### **Findings**

##### Graduation guarantee

For all three programmes, Leiden University guarantees that students admitted to the programme, will be able to complete it, within three years after starting.

##### Investments

The information dossiers state that no major new investments are necessary for the three programmes. The programmes build on the experiences with other existing advanced master programmes. In addition to that, the facilities needed are already present and up to date. The programmes will be fully financed by tuition fees (varying from 15.000 Euro for the Advanced Studies

in Law and Digital Technologies and the Advanced Studies in European and International Human Rights Law to 18.000 Euro for the Advanced Studies in European Tax Law.

#### Financial provisions

In all three information dossiers an overview of the four-year budget is presented. It can be concluded that the (development of the) programmes will be financed from the tuition fees. For the Advanced Studies in European Tax Law, the balance on the budget will be positive after two years (in study year 2015 – 2016). For the other two programmes, this will be after four years.

#### **Considerations**

The panel concludes that, for all three programmes, the necessary financial provisions have been made to facilitate the start of the programmes in study year 2014 – 2015. In addition to that, the programmes ensure that students will be guaranteed the opportunity to finish their programme within 3 years.

#### **Conclusion**

Regarding the above-mentioned considerations, the panel assesses this standard, for all three programmes, as **satisfactory**.

### **3.8 General conclusion regarding the quality of the programmes**

The panel concludes that the quality of the three programmes is satisfactory for all four standards. It ascertained that all three programmes have defined clear intended learning outcomes and developed a coherent and international oriented curriculum, including adequate guidance and intake criteria, didactical formats and competent and enthusiastic staff. In addition to that, the panel considers the assessment systems and thesis procedures to be adequate. The final judgment is therefore positive.

### **3.9 Sector advice**

The panel supports the faculty's suggestion for the classification of the sector: law.

## **4 Recommendations**

The panel recommends all three programmes to focus on lawyers working in professional practice or newly graduated lawyers. For lawyers wanting to pursue an academic career a research master is more appropriate.

Regarding the Advanced Studies in European Tax Law, the panel recommends the management to change the name of the first course of the programme 'Introduction to European Law'.

## **5 Overview judgements**

<b>STANDARD</b>		<b>JUDGEMENT</b>
<b>1 Intended learning outcomes</b>	<i>The intended learning outcomes of the programme have been concretised with regard to content, level and orientation; they meet international requirements.</i>	S

<b>2 Teaching-learning environment</b>	<i>The curriculum, staff and programme-specific services and facilities enable incoming students to achieve the intended learning outcomes</i>	S
<b>3 Assessment</b>	<i>The programme has an adequate assessment system in place.</i>	S
<b>4 Graduation guarantee and financial provisions</b>	<i>The institution guarantees students that they can complete the entire curriculum and makes sufficient financial provisions available.</i>	S
<b>General conclusion</b>		<b>S</b>

*S = satisfactory U = unsatisfactory SUC= satisfactory under conditions*

## Appendice 1 – Panel

### **Chair**

#### **Friedl Weiss**

Professor at the Department of European, International Law and Comparative Law, University of Vienna

Friedl Weiss holds a doctorate in law (1970), a Licence spéciale en Droit Européen from the European Institute at the Free University of Brussels (1972), as well as an MA in Public International Law and European Law from the University of Cambridge (1974).

He has spent most of his academic career in the UK where he was a Lecturer in Law at the University of Birmingham (1974-1978) and later at the London School of Economics and Political Science (LSE) (1979-1992). He is visiting professor at Bocconi University in Milan, and was visiting professor at Tulane University in New Orleans (2005), Wuhan University, China (2001, 2003), Université Panthéon-Assas, Paris II (2004), Institut universitaire des Hautes Études Internationales (HEI), Geneva (2005), and at the Université Catholique de Louvain-la-Neuve (1992-2006). His last position was Chair of International Economic Law and International Organisations at the University of Amsterdam (1992-2006) as well as Director of the Amsterdam Law School (ALS) (2001-2003). He is now Chair of European Community and EU law at the University of Vienna.

His professional experiences also include: Academic Director of various ‘capacity building’ Ethiopia training projects (from 1996); EC TACIS project Poland; EC Multilateral Trade Policy Assistance Programme (MUTRAP) for Vietnamese officials.

### **Member**

#### **Nina Vajic**

Professor of International Law, University of Zagreb, Croatia, former Section President, European Court of Human Rights

Nina Vajic studied at the Faculty of Law of the University of Zagreb from 1966 to 1971, and then worked there as an Instructor until 1978, when she was promoted to Assistant and began a Master's in International Law at the Graduate Institute of International Studies (HEI) of the University of Geneva. She was appointed Assistant Professor at Zagreb in 1985 and Associate Professor in 1991, at which time she also became Director of the University's Institute of Public and Private International Law. In 1996 became Professor of Public International Law, but only held this post until 1998, when she was elected the first judge in respect of Croatia at the newly established permanent European Court of Human Rights. From 2011 till 2014, she has been President of the First Section of the Court.

**Member**

**Patrick van Eecke**

Patrick van Eecke is a professor at the University of Antwerp, teaching European Information and Communications Law. He is also a guest lecturer on Internet law at various universities, such as Solvay Business Institute, Kings College London and Queen Mary University of London. Patrick is a regular speaker at national and international conferences, and is often asked to comment on Internet law related issues in national and international press.

Van Eecke is a partner in the Technology, Media & Commercial department of DLA Piper in Brussels. He advises telecommunication companies, internet service providers, software developers, governments and companies using IT and telecommunications facilities and services. He is extensively involved in diverse research and consulting projects for the European Commission and several national governments.

Van Eecke is member of the Brussels bar and is an associate member of the American Bar Association.

**Member**

**Bertil Wiman**

Prof. Bertil Wiman wrote his doctoral thesis on transfer pricing and has since then concentrated on international, EC and corporate taxation. He holds an LL.M. in taxation from the University of Minnesota. He is currently professor of Fiscal Law at Uppsala University, Sweden.

He has previously been a professor at the Stockholm School of Economics (1996-2008) and at University of Umeå. He is the director of the research foundation Uppsala Center for Tax Law, Wiman also serves as chairman of the Swedish Branch of the International Fiscal Association, and has been treasurer of European Association of Tax Law Professors. He was Fulbright grantee 1982/83 (University of Minnesota), a visiting scholar at the University of Minnesota 1987, at University of Munich 1993-1994 and visiting professor at Georgetown University Law Center, 2001-2002 and 2004-2005. In Spring of 2008, he was a visiting professor at University of Florida, Gainesville. He has also been visiting professor at the Vienna University for Economics and Business (WU).

Professor Wiman primarily teaches and publishes on various aspects of corporate taxation. He has, inter alia, written on EU tax law, on international tax and on taxation of group of companies.

**Student-member**

*Myrthe Woddema*

Myrthe Woddema studies the programme for Teacher Education in General Economics of Driestar Educatief. She is graduated in Applied Psychology at Leiden University of Applied Sciences (*Hogeschool Leiden*).

***External secretary***

Drs. Titia Buising, TB Onderwijsadvies

***Process co-ordinator***

Tim Lamers MSc., policy advisor at the NVAO in The Hague, The Netherlands.



## Appendice 2 – Programme site-visit

Thursday 5<sup>th</sup> December 2013, Assessment Visitation of Leiden Law School, Leiden University.

9.00	Arrival of the committee
9.00 – 11.00	Preparatory meeting (closed session)
11.00 – 12.15	Meeting with programme management and co-ordinators
	<b>Advanced Studies in Law and Digital Technologies</b> Prof. Simone van der Hof (Programme Director) Dr. Bibi van den Berg (Course Co-ordinator) Prof. Gerrit-Jan Zwenne (Course Co-ordinator)
	<b>Advanced Studies in European Tax Law</b> Prof. Frank Engelen (Programme Director) Ms. Anna Gunn (Course Co-ordinator)
	<b>Advanced Studies in European and International Human Rights Law</b> Prof. Titia Loenen (Programme Director) Dr. Adriaan Bedner (Course Co-ordinator)
	<b>Advanced Master Programmes Co-ordinator</b> Ms. Sheena Bruce (General Programme Co-ordinator)
12.15 – 13.00	Lunch (closed session)
13.00 – 13.45	Meeting with board of the Leiden Law School Prof. Rick Lawson (Dean) Prof. Alex Geert Castermans (Vice-dean/Director of Research) Drs. Kees Pafort (Managing Director) Ms. Céril van Leeuwen (Student Assessor)
	15 minutes break
14.00 – 15.15	Meeting with teaching staff
	<b>Exam Commission</b> Dr. Tanja Masson Zwaan
	<b>Advanced Studies in Law and Digital Technologies</b> Prof. Marga Groothuis Prof. Tycho de Graaf Dr. Bart Schermer

**Advanced Studies in European Tax Law**

Prof. Stefaan Van den Bogaert

Prof. René van der Paardt

Dr. Sjoerd Douma

**Advanced Studies in European and International Human Rights Law**

Prof. Larissa van den Herik

Prof. Rikki Holtmaat

Dr. Jan-Peter Loof

15 minutes break

15.30 – 16.30 Meeting with representatives of the professional field

**Advanced Studies in Law and Digital Technologies**

Mr Arie van Bellen, Directeur ECP - Platform voor de informatiesamenleving

Mr Ton Wagemans, Directeur Considerati

**Advanced Studies in European Tax Law**

Mr Jos Beerepoot, Global Head of Tax, ABN AMRO Bank

Mr Mariken van Hilten, Advocate General at the Dutch Supreme Court

**Advanced Studies in European and International Human Rights Law**

Ms. Laurien Koster, LL.M. President Netherlands Institute for Human Rights (College voor de Rechten van de Mens)

Prof. Cees Flinterman, Honorary professor of human rights, Utrecht University

16.30 – 18.00 Internal meeting (deliberation; closed session)

18.00 Preliminary feedback of committee's findings

## Appendice 3 – Overview documents studied

### *Information dossier*

- Master of Laws, Advanced Studies in European Tax Law, Leiden Law School, June 2013
- Master of Laws, Advanced Studies in European and International Human Rights Law, Leiden Law School, June 2013
- Master of Laws, Advanced Studies in Law and Digital Studies, Leiden Law School, June 2013
- Appendices (for all three information dossiers)
  - o Subject specific reference framework and the learning outcomes of the programmes
  - o Course descriptions
  - o Teaching and examination regulations
  - o Overview of allocated staff, positions, scope of appointment, level and expertise
  - o Overview of the contacts with the professional field
  - o Report on the institutional quality assurance assessment
  - o Description of BIO and QAS Standing Committee
  - o Description of Advanced Studies programmes
  - o Report on consultation with experts inside and outside the Netherlands
  - o Report on consultation with international students of Leiden Law School
  - o Thesis guidelines

### *Documents studied during site-visit*

- End Qualifications Matrices
- Study materials (literature, guidelines, etc.)
- Quality assurance monitoring cycle
- Examples of minutes from QA Standing committee
- Student & alumni questionnaires / exit report
- Exam Commission Rules
- Exam Commission Duties
- Exam Commission Annual Report
- Advanced Master Annual Report
- Information regarding the existing four advanced masters programmes
- Information regarding the meaning of the predicate 'advanced'
- Organogram of advanced studies programmes within Leiden Law School
- Example of an advanced studies programme course schedule
- Intake statistic 2012
- Advanced Master Programmes Annual Report
- Course and examination rules and regulations
- Exam grading instructions
- Thesis and paper grading criteria
- Thesis second reader statement
- Exam Rules and Regulations for Students
- Presentation checklist
- Plagiarism information
- Exam Commission exam review template
- Exam Commission Paper / Thesis review template
- Rules of Citation for Papers and Thesis
- Thesis Guidelines

- Student guide
- Blue Book
- Library Induction Materials
- Information regarding:
  - o Pre-sessional English courses
  - o Careers services
  - o Careers promotions brochure
  - o Meijers research institute and graduate school
  - o Alumni information
  - o Diversity in the university
  - o Leiden Leadership Programme

## **Appendice 4 – List of abbreviations**

ba	bachelor
ECTS	European Credit Transfer System
ma	master
NVAO	Nederlands-Vlaamse Accreditatieorganisatie

Nederlands-Vlaamse Accreditatieorganisatie (NVAO)

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