

Leiden University

Study Abroad/Exchange Information Sheet

2020-2021




**Universiteit
Leiden**
The Netherlands

Discover the world at Leiden University

INSTITUTION

| | |
|-------------------------------------|---|
| Name Institution ERASMUS ID code | Universiteit Leiden NL LEIDEN01 |
| Website | www.universiteitleiden.nl (Dutch) www.universiteitleiden.nl/en (English) |

CONTACT

| | | |
|---------------------------|---|--|
| Name | <u>Faculty:</u> <u>Humanities International Office</u> | <u>Central:</u> Student and Educational Affairs (SEA), International Relations |
| Visiting / Postal Address | <u>Lipsius building/Cleveringaplaats 1</u> P.O. Box 9515_NL2300 RA Leiden, The Netherlands | “Gravensteen” building - Pieterskerkhof 6 / P.O. Box 9500 2311 SR Leiden / NL-2300 RA Leiden, The Netherlands |
| Telephone number | Incoming students: +31 71 527 3293/2776 Outbound: +31 71 527 4179/1733 | +31 71 527 7781 |
| Email |  <ul style="list-style-type: none"> Incoming exchange students (nominations and academic questions) + Erasmus+ agreements: Ms Linda Huizinga-Coolen, HIO, exchange@hum.leidenuniv.nl Ms Lies van Heteren, HIO exchange@hum.leidenuniv.nl Ms Petra Jochemes, HIO exchange@hum.leidenuniv.nl outbound Erasmus+ Faculty programmes Ms Karin Aalderink studyabroad@hum.leidenuniv.nl Outbound BA International Studies Ms Wencke Appelman studyabroad@hum.leidenuniv.nl | Admission information about specific applications: (Ms) Hieke Hoekstra, Coordinator Mobility Team: exchange@sea.leidenuniv.nl |

APPLICATION

| | | |
|------------------------|--|--|
| Deadlines | Fall Semester and Full Year | April 1 If this is not possible, please inform Ms Huizinga-Coolen exchange@hum.leidenuniv.nl . |
| | Spring Semester | October 15 If this is not possible, please inform Ms Huizinga-Coolen exchange@hum.leidenuniv.nl . |
| Admission requirements | A GPA of 3.2 out of 4.0 and at least two years of prior academic study, unless otherwise agreed in bilateral agreements. | |
| Telephone number | +31 71 527 7781 | |

| | | | |
|---|---|---|---|
| Language requirements | <p>IELTS Academic test: at least 6.5 TOEFL test: 90 (internet-based test) Cambridge CAE (Certificate of Advanced English): 180 Cambridge CPE (Certificate of Proficiency in English)</p> <p>Test results should not be older than two years. Institutional TOEFL (ITP) tests are not accepted. A few individual courses may require a higher test score. All courses at LUC require IELTS 7.0 or TOEFL 100 (internet-based).</p> <p>An English language test result is not required if students have completed their secondary education in Australia, Canada (except Quebec), Ireland, New Zealand, the UK or the USA, or if they have an International Baccalaureate diploma.</p> <p>We do not necessarily need an official certificate from Erasmus+ students, but we expect them to have the levels mentioned above. Erasmus+ students can send us an alternative qualification (i.e. statement issued by the Home University, language centres/schools) to demonstrate the level.</p> <p>Chinese nationals also need to get a Nuffic Certificate.</p> | | |
| Online application and admission | <p>In our online application students are prompted to submit course requests and to download a nomination form for their home university co-ordinator to sign. Once an application is complete, if the student meets the admission criteria, course requests are forwarded to the faculties for evaluation. A student must be admitted to several specific courses before an offer of admission can be extended. We recommend that students not book flights or make other travel plans before receiving their offer of admission. In addition to their desired courses, students should also select at least 3 alternative courses in case their first choices are not all approved.</p> <p><i>Please note: In the course of the academic year 2020-2021 Leiden University will introduce an online nomination procedure. Our partners will receive detailed information about the new procedure in due time.</i></p> | | |
| Required documents | <table border="0"> <tr> <td data-bbox="451 1070 954 1227"> <ul style="list-style-type: none"> • Official Transcript • Nomination form • Motivation letter • Copy of passport ID page </td><td data-bbox="954 1070 1452 1227"> <ul style="list-style-type: none"> • Copy of student ID • English Language certificate (as listed above) • Nuffic certificate (Only Chinese nationals – as listed above) </td></tr> </table> | <ul style="list-style-type: none"> • Official Transcript • Nomination form • Motivation letter • Copy of passport ID page | <ul style="list-style-type: none"> • Copy of student ID • English Language certificate (as listed above) • Nuffic certificate (Only Chinese nationals – as listed above) |
| <ul style="list-style-type: none"> • Official Transcript • Nomination form • Motivation letter • Copy of passport ID page | <ul style="list-style-type: none"> • Copy of student ID • English Language certificate (as listed above) • Nuffic certificate (Only Chinese nationals – as listed above) | | |

PRE DEPARTURE

| | |
|------------------------------------|---|
| Website for international students | <p>This website with information on life in the Netherlands and practical matters such as Visa, Housing and Financial Matters will help students prepare their stay.</p> |
| Housing | <p>Like many universities in the Netherlands, Leiden University does not have a central campus or student dormitories. Instead, our faculties are spread throughout the cities of Leiden and The Hague and students live in accommodation rented via housing organisations and landlords. Prospective students should start to explore ways of finding accommodation well before arriving in the Netherlands to begin their studies. In general, students are expected to arrange their own housing.</p> <p>The Leiden University Housing Office does reserve a limited number of rooms for international students each year, but due to high demand and limited availability, the Housing Office cannot guarantee accommodation to all applicants.</p> <p>Prospective students are thus advised to apply for housing in a very early stage, and to pay the housing application fee (€350) as early as possible after application, and well before the housing application deadline of June 1st for the Fall semester and November 15th for the Spring semester. There is no need to await a decision on their application for admission to Leiden University.</p> <p>For detailed information on housing fees and deposits please visit the website.</p> |
| Visa and residence permits | <p>Holders of EU passports do not require a residence permit to study at Leiden University. Students with a non-EU nationality must have a residence permit and in many cases an entry visa as well. Once a student has been admitted to Leiden University, the International Relations Office will work with the student to apply on their behalf. Students should note that there is a fee of €171 for visas/permits (this fee is subject to change) and strict deadlines for submission of documents.</p> |

| | |
|---------------------------|--|
| Insurance | All students are obliged to have health insurance to cover any medical costs incurred during their stay. We strongly recommend that students ensure they have medical insurance before their arrival. Students are also highly recommend to take out liability insurance to cover any accidental damage caused to other persons or property. |
| Estimated living expenses | On average, students will need at least €928 – €1378 per month. Please note that public transport is not free for exchange students, but discount cards are available. |

ARRIVAL AND ORIENTATION

| | | |
|--------------------------------------|---|--|
| Warm Welcome Service | <p>On a number of days prior to the orientation weeks, Leiden University offers a free 'Warm Welcome Service' to assist international students with post-arrival practicalities. This service offers a great opportunity to attend all necessary appointments before the start of orientation.</p> <p>What is provided?</p> <ul style="list-style-type: none"> • Welcome desk at Amsterdam Schiphol airport • Assistance with rail travel to Leiden or the Hague • Welcome service at Leiden Central and The Hague Hollands Spoor train stations • Assistance with finding the way to the Leiden University student accommodation • Information lounges at locations in Leiden and The Hague offering help and advice on a range of practical matters, such as bank accounts, housing, student cards, insurance policies, GP/Doctor registration <p>For the upcoming Warm Welcome dates please refer to our website.</p> | |
| Orientation: Leiden and the Hague | 1st semester: | <p>The Hague: 17-21 August 2020</p> <p>Leiden: 24-28 August 2020</p> |
| | 2nd semester: | <p>Leiden: 26-29 January 2021</p> <p>(For students studying in Leiden & The Hague)</p> |
| | <p>Leiden University organises two orientation programmes:</p> <p>Orientation Week Leiden – OWL - is the orientation programme to help new international students settle in and find their way around Leiden and the university.</p> <p>The Hague Orientation Programme – HOP - is the orientation programme organized for Dutch and international students who study in The Hague, to help them discover city life, student life and university life of our Campus in The Hague.</p> <p>The orientation programme fee is €85 for participation in August and €50 for participation in January. These fees are subject to change.</p> <p>Participation in either OWL or HOP is obligatory – and great fun!</p> | |
| Intake Session | <p>To help students settle in and make sure they are on track with the various formalities, they will attend an intake session with Humanities International Office in the first week of the semester. The students will receive an invitation for an appointment.</p> | |
| Residence Life Programme (RLP) | <p>Students living in university provided international accommodation in Leiden, Oegstgeest, and The Hague can rely on Resident Assistants living in their buildings. The Resident Assistants try to create a home away from home for the new tenants by organizing community building events, lending a sympathetic ear, and helping them with issues or questions they may be experiencing. They also function as a contact point, referring them to the appropriate Student Support Services, and as a liaison between DUWO, the Housing Office, and the interests of the tenants.</p> | |
| International Student Network (ISN) | <p>ISN organizes cultural and social events for international and internationally-oriented students in Leiden; a great way to make friends and get involved!</p> | |

| | |
|----------------------------|--|
| | |
| Dutch language and customs | <p>Language courses are not available as regular exchange programme courses. The University's Academic Language Centre offers Dutch language courses for a fee, and the International Student Network offers short courses as well.</p> <p>However, international students can register for the free online Dutch language course Dutch & More, which has been developed for international students. Once they have completed the SPOC successfully, they can register for the Dutch 1B course at Leiden's Academic Language Centre for just 75 euros.</p> |
| Student life | <p>Leiden and The Hague are vibrant student cities with a rich student life and plenty of sports and cultural activities.</p> |

STUDENT SUPPORT SERVICES

| | |
|-------------------------------------|--|
| Student Support Services | <p>The student support services desk is the student information point at Plexus Student Centre in Leiden, where students can go for information about study options, study skills and any other study-related matters. In The Hague, students are welcome at Beehive Student Centre for the services provided by Student Support Services. Students can contact the student support services desk with questions about issues such as:</p> <ul style="list-style-type: none"> • study programme choice • study skills • internships, careers and the job market • regulations and rights • finances |
| International Exchange Coordinators | <p>Each faculty has an international coordinator who can assist incoming exchange students with questions regarding courses in that faculty. The main contact for students coming on an agreement with Humanities is the Humanities International Office.</p> |
| Student psychologists | <p>Our student psychologists are accessible and easy to approach. Students are welcome to arrange a consultation to discuss any problems they might be experiencing.</p> |
| Disability services | <p>Fenestra Disability Centre is Leiden University's service centre for students with a (learning) disability.</p> |
| 24/7 Emergency number | <p>From the Netherlands: 071 527 66 66 From abroad: +31 71 527 66 66</p> <p>For emergency services (fire, police, ambulance): 112</p> <p>For more information on emergencies and incidents please check our website</p> |

ACADEMIC

| | | |
|---|---|--|
| Academic calendar | The academic year officially runs from September 1 through to August 31. All faculties follow a semester calendar: the first semester lasts from September until December/January. The second semester courses start in February. | |
| Recommended arrival week (in order to benefit from the Warm Welcome Service and settle in prior to orientation) | 1st semester: | mid-August (please check the Warm Welcome Service dates) |
| | 2nd semester: | Third week of January (please check the Warm Welcome Service dates) |
| Semester dates | 1st semester, from / to: | 31 August 2020 – 29 January 2021 (exams: late Dec & Jan). |
| | 2nd semester, from / to: | 1 February 2021 – 2 July 2021 (final exams: May & June) Please note that housing contracts for the Spring semester go until August. July and August are typically months for exam resits. |
| Courses available to non-degree students | <p>Students should check the e-Prospectus under “Exchange” for information on course content, language of instruction, pre-requisites, semester dates and assessment. In case of doubt they should contact the Humanities International Office.</p> <p>Students have to take at least 20 ECTS in Humanities courses per semester in the subject area in the agreement and can take courses in other areas, provided the departmental coordinator agrees. Approval for the courses always depends on space and pre-requisites.</p> <p>The BA International Studies and Urban Studies courses are held in the Hague. Although combining courses in both Leiden and The Hague is complicated (12 minutes from Leiden by train, but take about 45 minutes travelling time in account), students may also choose other Humanities courses which are held in Leiden. However, students should take the majority of their courses in one location.</p> | |
| Languages of instruction | English and Dutch | |
| Credit and grading | <p>Leiden University uses the ECTS credit transfer system. Most courses carry a load of 5 or 10 ECTS credits. As is common in the Netherlands, the top grades of 9 and 10 are rarely given.</p> <p>A grading table will be provided on all transcript of records. Please check the website for more information on the grading table.</p> | |
| Standard course load | <p>15-30 ECTS per semester for non-degree students. 30 ECTS is the standard full-time semester load for degree students. 1 ECTS credit equals 28 hrs of study, including contact hours and self-study.</p> | |
| Course registration | <p>Course approval occurs at the time of admission to the exchange program. This process reserves students a place in the approved courses. Registration for approved courses in our online registration system occurs prior to the start of the semester. This process differs per faculty; students will receive further instructions close to the start of the semester.</p> <p>Students should always contact the exchange coordinator with questions about courses and course applications.</p> <p>They are not allowed to contact the lecturers directly. Application for courses closes about 4 weeks before the start of the semester. The Faculty of Humanities will</p> | |

| | |
|---------------------|---|
| | <p>register the students for their Humanities courses. There is no add/drop period. Changes are only possible in case of schedule clashes. Students will receive further instructions close to the start of the semester.</p> <p>Questions regarding course registration after arrival can be discussed during the intake session.</p> |
| Examinations | <p>1st semester: exams and resits are scheduled from mid December until the end of January</p> <p>2nd semester: exams and resits are scheduled from mid May until the beginning of July</p> <p>Students are required to be available for all exams and resits. If your semester starts before February and your student must have returned before February, we advise to only nominate students for the Spring semester or for one year.</p> |
| Transcript issuance | <p>During the semester, students will have a Transcript Request Appointment with their International Programmes Officer.</p> <p>Transcripts will be issued:</p> <ul style="list-style-type: none"> - for Fall students: mid-February to mid-March - for Spring and Full-Year students: mid-June to end of August <p>Please note that this is an indication only, unfortunately we are unable to give a guarantee with respect to transcript issuance dates.</p> |

Requirements

Field of study Erasmus+ contract

We can only accept students nominated in the field of study as stated in our bilateral exchange agreement and within the Faculty of Humanities. Students must take at least 20 ECTS per semester in courses offered in the Faculty of Humanities in the field of study mentioned in the exchange agreement. On top of that, students are allowed to take courses in other fields of studies, provided the programme coordinators can accept them.

Please note that for the Erasmus code for history and archeology (0222/225) this only concerns History. Archeology is a separate faculty at Leiden University with its own Erasmus agreements.

Language acquisition courses

Our language acquisition courses are not open to exchange students unless stated otherwise in the e-prospectus. This is due to the limited capacity of the groups and/or because the language of instruction and/or course materials are in Dutch.

In a very few cases there are a few places left after all students enrolled in the full programme have been placed, but we cannot guarantee this and we know this just before the start of the semester. To avoid problems and disappointment, students should not count on enrolment in a language course for their study plans or requirements of the home university.

Our language Centre offers courses in various languages. Please be aware that for these courses a fee is charged and no credits are awarded for them (more information: <http://hum.leiden.edu/languagecentre/>)

English language requirements:

To be able to follow our courses in English successfully and make assignments, write papers and take exams, the students should have a level of IELTS Academic test: at least 6.5 / TOEFL test: 90 (internet-based) or 575 (paper-based) (CEFR B2 bachelor; C1 master courses). Please visit the [website](#) for the most up to date information.

We do not necessarily need an official certificate from Erasmus+ students, but we expect them to have the levels mentioned above. Erasmus+ students can send us an alternative qualification (i.e. statement issued by the Home University, language centres/schools) to demonstrate the level.

Course in Leiden and The Hague

While the majority of Humanities programmes and courses are offered in Leiden, it is important to realize that the BA International Studies (BAIS) programme is in the Hague. The Hague is 10-12 minutes by train, and about 45 minutes door-to-door from the faculty's buildings in Leiden. We do not recommend students to combine courses in Leiden and The Hague. We advise to take all courses either in Leiden or in The Hague as it is very difficult to arrange courses in both cities without schedule clashes. When combining courses in Leiden and the Hague, students should take the time and travel expenses into account.

Housing

It is very important for **students who will be starting their exchange in Leiden in Fall 2020, to apply for housing through the Housing Office and to pay the housing fee as soon as possible after submitting their online application for exchange**, even if they have not been formally admitted to Leiden University yet. Accommodation is allocated on a "first come first served" basis, and **a student's place on the housing list is determined by the date on which their housing fee is received**.

Please note that even an **early application does not guarantee housing**.