

Leiden University

INFORMATION SHEET

2019-2020




**Universiteit
Leiden**
The Netherlands

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INSTITUTION

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

CONTACT

Name	Faculty: <u>Humanities International Office</u>	Central: Student and Educational Affairs (SEA), International Relations
Visiting / Postal Address	Lipsius building/Cleveringaplaats 1 P.O. Box 9515 NL2300 RA Leiden, The Netherlands	Central: Student and Educational Affairs (SEA), International Relations
Telephone number	Incoming students: +31 71 527 3293 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 outbound Erasmus+ Faculty programmes Ms Karin Aalderink studyabroad@hum.leidenuniv.nl Outbound BA International Studies Ms Wencke Appelman studyabroad@hum.leidenuniv.nl 	<p>Admission information about specific applications: (Ms) Hieke Hoekstra, Coordinator Mobility Team: exchange@sea.leidenuniv.nl</p> <p>Partnerships: (Ms) Martine Wierenga, Senior International Relations Officer: internationalrelations@sea.leidenuniv.nl</p>

APPLICATION

Deadlines	Fall Semester and Full Year	April 1 If this is not possible, please advise Ms Huizinga-Coolen exchange@hum.leidenuniv.nl .
	Spring Semester	October 15
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</p> <p>TOEFL test: 90 (internet-based test) or 575 (paper-based test)</p> <p>Tests have to be recent: not older than two years. We do not accept institutional TOEFL (ITP) tests. 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>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>All 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>	
Required documents	<ul style="list-style-type: none"> • 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 non-degree students	For information on Courses, Admission, Visa, Housing, Financial Matters and more.
Website for international students	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.
Housing	<p>Housing through Leiden University is available on a limited basis in Leiden and The Hague. Housing is in no way guaranteed; and demand is especially high in the Fall semester. There are two intake periods per year:</p> <ul style="list-style-type: none"> -Fall semester with the start date of the tenancy agreement from mid-August until mid-January -Spring semester with the start date of the tenancy agreement from mid-January until mid-August. <p>For the best chance of securing housing through the university, students should ensure they pay their (non-refundable) housing fee of €350 as early as possible after application and before the housing deadline of June 1st for the Fall semester and November 15th for the Spring semester, even if they have not yet been admitted to the programme. Other costs, such as the refundable €500 housing deposit, are due before students arrive.</p> <p>For the most up-to-date information on the exact amounts of the housing fee and other accommodation costs, please visit the website.</p>
Visa and residence permits	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 €192 for visas/permits (this fee is subject to change) and strict deadlines for submission of documents.
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, at least €890 – €1420 per month

ARRIVAL AND ORIENTATION

Warm Welcome Service	On a number of fixed dates prior to the orientation weeks, Leiden University offers a free 'warm welcome service' to assist international students with post-arrival practicalities. What is provided?
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	<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 with a range of practical matters, such as bank accounts, housing, student cards, an 'insurance policy check service', GP/Doctor registration • Opportunity to attend all necessary appointments before starting orientation <p>Warm Welcome Service The Hague Fall 2019: 14-15-16 August 2019 Warm Welcome Service Leiden Fall 2019: 21-22-23 August 2019 Warm Welcome Service Spring 2020: date to be announced</p>	
Orientation: Leiden and the Hague	1st semester:	<p>The Hague: Aug 19 – 23 2019 (Fee €80) Leiden: Aug 26 – 30 2019 (Fee €80)</p>
	2nd semester:	<p>Leiden: Jan 27 – 31 2020 (Fee € 45) (For students studying in Leiden & The Hague)</p>
	<p>Leiden University organizes 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>Participation in either OWL or HOP is obligatory.</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>	
Intake Appointment	<p>To help students settle in and make sure they are on track with the various formalities, they will attend an intake appointment with Humanities International Office in the first week of the semester. The students will receive an invitation for an appointment.</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 to 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>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> <p>Students can also download the Hoi Holland App! This serious game is their first step towards mastering the Dutch language.</p>	

Student life	Leiden and The Hague are typical student cities with a rich student life and plenty of sports and cultural activities .
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STUDENT SUPPORT SERVICES

International Student Advisers	Leiden University's International Student Advisers can help students with all types of practical advice about their study and stay in Leiden. They will answer the questions directly or refer them to the right person.
International Exchange Coordinators	Each faculty has an international coordinator who can assist incoming exchange students with questions regarding courses in that faculty.
International Student Counsellor	Our International Student Counsellor offers various workshops as well as private counselling sessions.
Disability services	Fenestra Disability Centre is Leiden University's service centre for students with a (learning) disability.
24/7 Emergency number	From NL: 071 527 66 66 From abroad: +31 71 527 66 66 For emergency services (fire, police, ambulance): 112

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:	September 2 – January 31 2020 (exams: late Dec & Jan). *Courses in the Leiden University College (LUC) start slightly earlier, please see their calendar for more information.
	2nd semester, from / to:	February 3 – July 4 (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 for information on course content, language of instruction, pre-requisites and semester dates. In case of doubt they should contact our exchange coordinator, Linda Huizinga-Coolen.</p> <p>Students have to take at least 15 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 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 (or the language of the studied area).
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: https://www.universiteitleiden.nl/en/education/about-our-education/leiden-study-system/ects-grading-tables</p>
Standard course load	<p>20-30 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. Students should always contact the exchange coordinator with questions about courses and course applications. They are not allowed to contact the lecturers directly.</p> <p>Application for courses closes about 4 weeks before the start of the semester. The Faculty of Humanities will register the students for their Humanities courses. 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 should be directed to our exchange coordinator, Linda Huizinga-Coolen: exchange@hum.leidenuniv.nl.</p>
Examinations	<p>Many exams for courses in English available to international exchange students are held so that students may return home by the end of December. There is, however, no guarantee that this will be possible. Alternative arrangements for assessments may be possible, only at the discretion of the lecturer/department.</p> <p>1st semester: exams and resits are scheduled from December 1st until the end of January</p> <p>2nd semester: exams and resits are scheduled from May 1st until the end of June</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 you 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. Only pass results will appear on the transcript.</p> <p>Transcripts will be issued:</p>

- for Fall students: mid-February to mid-March
- for Spring and Full-Year students: mid-June to end of August

Please note that this is an indication only, unfortunately we are unable to give a guarantee with respect to transcript issuance dates.