



Universiteit Leiden
The Netherlands

ERASMUS+ PARTNER KEY DATA 2018-2019





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INSTITUTION

Name Institution ERASMUS ID code	Universiteit Leiden NL LEIDEN01
Website	www.leidenuniv.nl (Dutch) www.leiden.edu (English) Humanities: https://www.universiteitleiden.nl/en/humanities

CONTACT

Name	<u>Central:</u> Student and Educational Affairs (SEA) International Relations	<u>Faculty:</u> Humanities International Office (HIO)
Address	Gravensteen / Pieterskerkhof 6 P.O. Box 9500 NL-2300 RA Leiden The Netherlands	Lipsius building / Cleveringaplaats 1 P.O. Box 9515 NL-2300 RA Leiden The Netherlands
Telephone number	+31 71 527 7781	Incoming students: +31 71 527 3293 Outbound: +31 71 527 4179/1733
Email	Ms Hieke Hoekstra , Ms. Laura Kamsma and Ms Florine Weekenstroo , Admissions Office: exchange@sea.leidenuniv.nl (applications) Ms Ruth Davison : internationalrelations@sea.leidenuniv.nl (Programme and agreement information)	Incoming exchange students (nominations and academic questions) + Erasmus+ agreements: Ms Linda Huizinga-Coolen , 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

APPLICATION

Deadlines	Fall Semester + Full Year:	1 April If this is not possible, please please advise Ms Huizinga-Coolen exchange@hum.leidenuniv.nl .
	Spring Semester:	15 October
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.	



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<p><u>Language requirements</u></p>	<p>A level of English similar to that reflected by a score of 6.5 on the Academic IELTS test, and as agreed in the Erasmus+ agreement.</p> <p>All Chinese nationals must get an IELTS or iBTTOEFL (min. score 90) certificate in order to get a <u>Nuffic Certificate</u>, which is needed for the issuance of their visa and residence permits. Any agreement-specific requirements above this take priority.</p> <p>The Faculty of Humanities does not necessarily need an official certificate from Erasmus+ students, but we expect all students 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 required level.</p>
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<p><u>Online application and further information</u></p>	<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.</p> <p><u>www.prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/</u></p> <p>In addition to their desired courses, students should also select at least 3 alternative courses in case their first choices are not all approved. See also under “courses available to non-degree students”</p>
<p>Required documents</p>	<ul style="list-style-type: none"> • Transcript • Nomination form • Motivation letter • Copy of passport ID page • Copy of student ID • Nuffic certificate (Only Chinese nationals – as listed above)

PRE DEPARTURE

<p><u>Website for non-degree students</u></p>	<p>For information on Courses, Admission, Visa, Housing, Financial Matters and more.</p>
<p><u>Accommodation</u></p>	<p>Housing through Leiden University is available on a limited basis in Leiden and The Hague. Housing is not 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 <u>https://www.universiteitleiden.nl/en/education/international-students/prepare-your-stay/housing</u></p>
<p><u>Visa and residence permits</u></p>	<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. Please keep in mind that this applies to all Erasmus+ students with a non-EU passport, even if they have a student residence permit in another Schengen country.</p>



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	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 €317 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 & ORIENTATION

Arrival & trains	There is a train that runs directly from Amsterdam Schiphol Airport to Leiden Central station (about 20 minutes travel time) or the Hague Central Station (about 30 minutes).		
	1st semester:	The Hague: Aug 20 – 24 2018 Leiden: Aug 27 – 31 2018	Fee €80 Fee €80
	2nd semester:	Leiden: Jan 29 – Feb 2 2019 The Hague: n.a.	Fee € 45
Orientation: Leiden and the Hague	<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>		
Intake Appointment	To help students settle in and make sure they are on track with the various formalities, they will attend an intake appointment with the Humanities International Office in the first week of the semester.		
International Student Network (ISN)	Organizes cultural and social events for international and internationally-oriented students in Leiden; great way to make friends and get involved!		
Dutch language and customs	<p>Language courses are not available as regular exchange programme courses. The University's Academic Language Center offers Dutch language courses for a fee, and the International Student Network offers short courses as well.</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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<u>International Student Advisers</u>	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.
<u>Faculty International Coordinators</u>	Each faculty has an international coordinator who can assist incoming exchange students with questions regarding courses in that faculty.
<u>International Student Counsellor</u>	Our International Student Counsellor offers various workshops as well as private counselling sessions.
<u>Disability services</u>	Fenestra Disability Centre is Leiden University's service centre for students with a (learning) disability.
Emergency number	From NL: 071 527 66 66 From abroad: +31 71 527 66 66

ACADEMIC

<u>Academic calendar</u>	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 settle in prior to mandatory orientation)	1st semester:	Third week of August 2018
	2nd semester:	Third week of January 2019
Semester dates	1st semester, from / to:	September 3 2018 – February 1 2019 (exams: late Dec & Jan)
	2nd semester, from / to:	February 4 2019 – July 5 2019 (exams: May & June)
<u>Courses available to non-degree students</u>	Students should check the e-Prospectus for information on course content, language of instruction, pre-requisites and semester dates. Students should take at least 15 ECTS per semester in courses offered by the Faculty of Humanities in the subject area as stated in the bilateral Erasmus+ agreement.	
Languages of instruction	English and Dutch	
Credit and grading	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. A grading table will be provided on all transcript of records. For more information see: http://www.universiteitleiden.nl/en/grading-table .	
Standard course load	20-30 ECTS per semester for non-degree students. 30 ECTS is the standard full-time semester load for Dutch students. 1 ECTS credit equals 28 hrs of study, including contact hours and self-study.	
Course registration	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. Questions regarding course registration after arrival should be directed to the Academic Coordinator at the faculty responsible for the course a student wishes to take.	



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Examinations	Examination periods are scheduled in December and January for Semester 1 and May/June for Semester 2. Although 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.
Transcript issuance	During the semester, students will have a Transcript Request Appointment with their International Programmes Officer. Transcripts will be issued: - 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.