



Universiteit Leiden
The Netherlands

ERASMUS+ PARTNER KEY DATA 2018-2019





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LEIDEN INFORMATION SHEET 2018-2019

INSTITUTION

Name	Universiteit Leiden
Website	www.leidenuniv.nl (Dutch) https://www.universiteitleiden.nl/en (English)

CONTACT

Name	<u>Central:</u> Student and Educational Affairs (SEA) International Relations	<u>Faculty:</u> Humanities International Office
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 1733
Email	– Admission information about specific applications (Ms) Hieke Hoekstra , Coordinator Mobility Team and (Ms) Laura Kamsma , International Programmes Officers: exchange@sea.leidenuniv.nl	Incoming exchange students (nominations and academic questions): Ms Linda Huizinga-Coolen , HIO, exchange@hum.leidenuniv.nl Outbound BA International Studies Ms Wencke Appelman , HIO studyabroad@hum.leidenuniv.nl outbound other Humanities programmes Ms Karin Aldering , HIO studyabroad@hum.leidenuniv.nl

APPLICATION

<u>Deadlines</u>	Fall Semester + Full Year:	1 April
	Spring Semester:	15 October
<u>Admission requirements</u>	A GPA of 3.2 out of 4.0 and at least two years of prior academic study, unless otherwise agreed in bilateral agreements.	
<u>Language requirements</u>	IELTS Academic test: at least 6.5 TOEFL test: 90 (internet-based test) or 575 (paper-based test) 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 Chinese nationals also need to get a Nuffic Certificate .	



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Online application and further information	<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>www.prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/</p> <p>Students should choose at least 15 ECTS per semester in courses offered in the Faculty of Humanities. 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 • Copy of student ID • Nuffic certificate (Only Chinese nationals – as listed above)

PRE DEPARTURE

Website for non-degree students	<p>For information on Courses, Admission, Visa, Housing, Financial Matters and more.</p>
Accommodation	<p>Finding housing through Leiden University is on a first-come first-served basis, and may be difficult, especially in Fall when there is a very high demand. Housing is available in Leiden and The Hague.</p> <p>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 http://www.studenthousing.leiden.edu/exchange-students/</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. 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. 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.</p>
Insurance	<p>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.</p> <p>Students are also obliged to take out liability insurance to cover any accidental damage caused to other persons or property.</p>
Estimated living expenses	<p>On average, at least €860 – €1400 per month.</p>



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ARRIVAL & ORIENTATION

<u>Arrival & trains</u>	There is a <u>train</u> that runs directly from Amsterdam Schiphol Airport to Leiden Central station (about 20 minutes travel time) or the Hague Central Station (about 30 minutes).			
Orientation: Leiden and the Hague	1st semester:	The Hague:	Aug 20 – 24 2018	Fee €80
		Leiden:	Aug 27 – 31 2018	Fee €80
	2nd semester:	Leiden:	Jan 29 – Feb 2 2019	Fee € 45
		The Hague:	n.a.	
	<p>Leiden University organizes two orientation programmes:</p> <p><u>Orientation Week Leiden – OWL</u> – is the orientation programme to help new international students settle in and find their way around Leiden and the university.</p> <p><u>The Hague Orientation Programme – HOP</u> – 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 must attend an intake appointment with the Humanities International Office in the first week of the semester. The students will receive an invitation to make an appointment.			
<u>International Student Network (ISN)</u>	Organizes cultural and social events for international and internationally-oriented students in Leiden; great way to make friends and get involved!			
<u>Dutch language and customs</u>	<p>Language courses are not available as regular exchange programme courses. The University's <u>Academic Language Center</u> offers Dutch language courses for a fee, and the <u>International Student Network</u> offers short courses as well.</p> <p>Students can also download the <u>Hoi Holland App!</u> This serious game is their first step towards mastering the Dutch language.</p> <p>The Academic Language Centre offers an online course: <u>Dutch and More</u> After successful completion of the online course, students can register for the Dutch Language course at the Leiden University's Academic Language Centre at the strongly reduced price.</p>			
<u>Student life</u>	Leiden and The Hague are typical student cities with a rich <u>student life</u> and plenty of <u>sports and cultural activities</u> .			

STUDENT SUPPORT SERVICES: <https://www.student.universiteitleiden.nl/en/study--studying/guidance--advice>

<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. The main contact for students coming on an agreement with Humanities is the Humanities International Office.
<u>International Student Counsellor</u>	Our International Student Counsellor offers various workshops as well as private



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	counselling sessions.
Disability services	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

Academic calendar	<p>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 February. The second semester courses start in February.</p> <p>If your semester starts before February, we advise to only nominate students for the Spring semester or one year.</p>	
Recommended arrival week (in order to settle in prior to mandatory orientation)	1st semester:	Second week of August 2018
	2nd semester:	Second 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 & beginning July)
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. 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	
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. For more information see: http://www.universiteitleiden.nl/en/grading-table.</p>	
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	<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</p>	



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	<p>start of the semester.</p> <p>Questions regarding course registration after arrival can be discussed during the intake appointment.</p>
Examinations	<p>1st semester: exams and resits are scheduled from mid December until the end of January 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 the Humanities International Office.</p> <p>Transcripts will be issued:</p> <ul style="list-style-type: none">- for Fall students: end of February to mid-March- for Spring and Full-Year students: mid-July 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>