

Leiden University

Study Abroad/Exchange Information Sheet

2024-2025

Institute for Political Science



**Universiteit
Leiden**
The Netherlands

Discover the world at Leiden University

INSTITUTION

Name Institution	Universiteit Leiden
ERASMUS ID code	NL LEIDEN01
Website	www.universiteitleiden.nl (Dutch) www.universiteitleiden.nl/en (English)
Website (for exchange programme)	Study Abroad/Exchange Programmes Information for after arrival

CONTACT

Name	<u>Central:</u> Student and Educational Affairs (SEA), International Relations	<u>Faculty:</u> Faculty of Social and Behavioural Sciences Institute of Political Science
Visiting / Postal Address	“Gravensteen” building - Pieterskerkhof 6, 2311 SR, Leiden / P.O. Box 9500, NL- 2300 RA, Leiden, The Netherlands	Wijnhaven 6.28 Turfmarkt 99 2511 DP The Hague
Telephone number	+31 71 527 7781	+ 31 71 527 79 60
Email	Admission information about Erasmus applications: (Ms) Gaye Eksen, Team Lead Mobility Team: exchange@sea.leidenuniv.nl Partnerships: (Mr) Hung-Wah Lam Head of International Relations internationalrelations@sea.leidenuniv.nl	Exchange Office Bloeme Bergmann Exchange Coordinator exchange@fsw.leidenuniv.nl

APPLICATION

Nomination periods	Fall Semester and Full Year	January 1 - March 1
	Spring Semester	July 7 - September 15
Application deadlines	Fall Semester and Full Year	April 1
	Spring Semester	October 15
Admission requirements	A GPA of 3.2 out of 4.0 and two years of prior academic study, unless otherwise agreed in bilateral agreements.	
Language requirements	<p>For Erasmus partners:</p> <p>Please refer to our Erasmus agreement whether a language test is required. If a language test is required, please see below more information:</p> <p>For non-Erasmus partners:</p> <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>Please note that we do not accept the TOEFL IBT Special Home Edition™ and TOEFL IBT Paper Based™ for admission.</p> <p>An English language test result is not required if students have completed their</p>	

	<p>secondary education in Australia, Canada (English-taught programmes), Ireland, New Zealand, the UK or the USA, or if they have an International Baccalaureate diploma.</p> <p>Programme specific language proficiency requirements for Master programmes can be found on our website.</p>
Online nomination	<p>Students need to be nominated by their home university coordinator via our online nomination form before they can start their application. We kindly request you not to nominate outside of the designated nomination periods mentioned above. Nomination instructions will be shared separately to this document.</p>
Online application and admission	<p>Once their nomination has been approved, students will receive Leiden University account details, (ULCN) and will be invited to submit their application via our online application portal uSis.</p> <p>After completing their personal details and submitting supporting documents, students are prompted to submit course requests in our online application portal. 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 of min. 15 ECTS 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 max. 3 alternative courses in case their first choices are not all approved.</p>
Required documents	<ul style="list-style-type: none"> • Official Transcript • Motivation letter • Copy of passport ID page • English Language certificate (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. In general, students are expected to arrange their own housing. We advise prospective students to start to explore ways of finding accommodation well before arriving in the Netherlands to begin their studies.</p> <p>Each year, Leiden University reserves a limited number of rooms via housing agency DUWO for new international students, but due to high demand and limited availability, Leiden University 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 (€285) 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. An application for housing can be submitted via the application portal as soon as their application for admission has been submitted. There is no need to await a decision on their application for admission to Leiden University. Once a student has reserved accommodation via University Housing, the housing agency DUWO further coordinates the process.</p> <p>Housing through Leiden University cannot be guaranteed, we insist that students also seek housing via other routes. If a student needs to find housing independently Leiden University can give advice and tips. Please be informed that private housing can be expensive and is scarce.</p>
Visa and residence permits	<p>Holders of EU/EEA 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 €210 for visas/permits (this fee is subject to change annually) 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 recommended 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 €968 – €1338 per month. Also see financial matters . Please note that public transport is not free for exchange students, but discount cards are available.

ARRIVAL AND ORIENTATION

Traveling to Leiden	We strongly urge your students to travel to Leiden in a sustainable way. Please feel free to share with your students the website of Leiden University Green Office for sustainable travel tips.	
Warm Welcome Service	<p>Prior or during 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"> Information desks 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: *	The Hague: late August Leiden: late August
	2nd semester: *	Leiden: late January – early February (For students studying in Leiden & The Hague) <small>*For the exact dates please refer to the websites of the orientation weeks below.</small>
<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 €95 for participation in August and €45* for participation in January. *These fees are subject to change.</p> <p>Participation in either OWL or HOP is optional - and great fun!</p>		
Residence Life Programme (RLP)	Students living in university provided international accommodation in Leiden area 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, and the interests of the tenants.	
International Student Associations	Leiden University houses several international student associations who organize cultural and social events for international and internationally-oriented students in Leiden and The Hague; a 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 Centre offers Dutch language courses for a fee.</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	Leiden and The Hague are vibrant student cities with a rich student life and plenty of sports and cultural activities .
Diversity and Inclusion at Leiden University	Leiden University endorses inclusiveness and diversity. It is open to all those who wish to study or work here, and to develop their full potential. The University is an open community where everyone who wants to contribute to its ambitions and to all that it stands for will feel at home and have equal opportunities. Please check our website to read more about our vision on D&I and all matters related.

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	Each faculty has an international coordinator who can assist incoming exchange students with questions regarding courses in that faculty and sign the learning agreements.
Student psychologists	Our student psychologists are accessible and easy to approach. Students are welcome to arrange a consultation to discuss any problems they might be experiencing.
Disability services	Fenestra Disability Centre is Leiden University's service centre for students with a (learning) disability.
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 (can only be reached by a Dutch telephone number).</p> <p>For safety instructions please refer to our website.</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	<p>2 September 2024 – 2 February 2025 (exams: late Dec & Jan).</p> <p>*Please note: Psychology exams typically take place in February, and this can cause problems with your university housing. Read more about this under “examinations” below and check their calendar for more information.</p> <p>*Courses in the Leiden University College (LUC) start slightly earlier, please see their calendar for more information.</p>	

	<p>3 February 2025 – 6 July 2025 (Final exams: May & June & early July)</p>
2nd semester, from / to:	<p>Please note that housing contracts for the Spring semester go until August. July and August are typically months for exam resits.</p>
Courses available to non-degree students	<p>Students should check the Prospectus under “Exchange” for information on course content, language of instruction, pre-requisites, semester dates and assessment.</p>
Languages of instruction	<p>English and Dutch</p>
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> <p><i>Important note:</i> To be admitted as an exchange/study abroad students, students must be admitted to at least 15 EC for one semester. However, home universities will usually require that students take more credits than that. We recommend that students make sure they are admitted to a sufficient number of courses to meet their credit requirements before arrival!</p>
Course approval & registration	<p>Course approval occurs at the time of application to the exchange program. This process reserves students a place in the approved courses at most programmes.* 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>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.</p> <p>*Please refer to our website for detailed information about course selection. About the course restrictions refer to the information under <i>Important faculty-specific considerations</i>.</p>
Examinations	<p>Many exams for courses that are available to international exchange students are held before the Christmas holidays so that students may return home by the end of December. There is, however, no guarantee that this will always be possible. Alternative arrangements for assessments may be possible, only at the discretion of the lecturer/department.</p> <p><i>Please note:</i> It is not possible to make alternative arrangements for psychology exams. If students need to be back at their home university in early January, they cannot take psychology courses in period 2.</p>
Transcript issuance	<p>Students will be able to download a digitally certified transcript in their application portal uSis having access to the portal up to 60 days after the last day of their last semester at Leiden University.</p> <p>In case a transcript is required after that date, these can be requested via email to exchange@sea.leidenuniv.nl.</p> <p>Transcripts are downloadable by students at any time, but should be complete by:</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 not able guarantee transcript issuance dates.</p> <p>Transcripts will not automatically be mailed to our partner institutions. Should it be necessary that you receive the students’ transcripts directly from us, please contact us at exchange@sea.leidenuniv.nl to discuss. Please refer to our website for more information about the transcript.</p>