



Universiteit Leiden
The Netherlands

LEIDEN UNIVERSITY INFORMATION SHEET 2018-19





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INSTITUTION

Name	Leiden University
Website	www.leidenuniv.nl (Dutch) www.leiden.edu (English)

CONTACT

Name	Student and Educational Affairs (SEA), International Relations
Visiting / Postal Address	“Gravensteen” building - Pieterskerkhof 6 / P.O. Box 9500 2311 SR Leiden / NL-2300 RA Leiden, The Netherlands
Telephone number	+31 71 527 7781
Email	(Ms) Hieke Hoekstra , Coordinator Mobility Team, (Ms) Florine Weekenstroo and (Ms) Laura Kamsma , International Programmes Officers: exchange@sea.leidenuniv.nl – Admission information about specific applications (Ms) Ruth Davison , Senior International Relations Officer: internationalrelations@sea.leidenuniv.nl – Partnerships

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>	<p>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 courses at LUC require IELTS 7.0 or TOEFL 100 (internet-based).</p> <p>All Chinese nationals also need to get a Nuffic Certificate.</p>	
<u>Online application and further information</u>	<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>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 • English Language certificate (as listed above) • Nuffic certificate (Only Chinese nationals – as listed above) 	



Universiteit Leiden The Netherlands

PRE DEPARTURE

Website for non-degree students	For information on Courses, Admission, Visa, Housing, Financial Matters and more.
Accommodation	<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. 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. 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. Students are also highly recommend to take out liability insurance to cover any accidental damage caused to other persons or property.</p>
Estimated living expenses	On average, at least €860 – €1400 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).		
Orientation: Leiden and the Hague	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
	<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>		



Universiteit Leiden The Netherlands

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 an International Programmes Officer in the first week of the semester.
<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>	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. Students can also download the <u>Hoi Holland App!</u> This serious game is their first step towards mastering the Dutch language.
<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.
<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)



Universiteit Leiden The Netherlands

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. 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>
Examinations	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. Note this is not possible for courses offered at the Department of Psychology in block 2.
Transcript issuance	<p>During the semester, students will have a Transcript Request Appointment with their International Programmes Officer.</p> <p>Transcripts will be issued: - for Fall students: mid-February to mid-March - for Spring and Full-Year students: mid-June to end of August</p> <p>Please note that this is an indication only, unfortunately we are unable to give a guarantee with respect to transcript issuance dates.</p>

Internationalisation Staff at
Predeparture Orientation,
April 2017

From left:
 Hieke Hoekstra, Coordinator
 Mobility team; Linda Goltsche,
 Incoming exchange; Gaye
 Eksen, Outbound exchange;
 Kathelijne Smits, Subsidy
 Advisor; Florine Weekenstroom,
 Incoming exchange; Ruth
 Davison, Senior International
 Relations Officer; Laura
 Kamsma, Incoming exchange;
 Marielle Es, Scholarships,
 Marieke te Booij, Director
 International Relations

