

Leiden University

Study Abroad/Exchange Information Sheet

2022-2023



**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)

CONTACT

Name	<u>Central:</u> Student and Educational Affairs (SEA), International Relations	<u>Faculty:</u> Faculty of Governance and Global Affairs – International Office (FGGA IO)
Visiting / Postal Address	“Gravensteen” building - Pieterskerkhof 6, 2311 SR, Leiden / P.O. Box 9500, NL- 2300 RA, Leiden, The Netherlands	Wijnhaven building – Turfmarkt 99, 2511 DP, The Hague, The Netherlands
Telephone number	+31 71 527 7781	
Email	Admission information about specific applications: (Ms) Gaye Eksen, Coordinator Mobility Team: exchange@sea.leidenuniv.nl Partnerships: (Mr) Hung-Wah Lam Head of International Relations internationalrelations@sea.leidenuniv.nl	Admission information about specific applications: (Ms) Daria Chkalova, Senior Exchange Officer international@fgga.leidenuniv.nl Partnerships: (Ms) Laura Kamsma Head of FGGA IO international@fgga.leidenuniv.nl

APPLICATION

Nomination deadlines	Fall Semester and Full Year	March 1
	Spring Semester	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 at least two years of prior academic study, unless otherwise agreed in bilateral agreements.	
Language requirements	Please refer to our Erasmus agreement whether a language test is required. If a language test is required, please see below more information: 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) 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). We can accept the TOEFL IBT Special Home Edition™ and TOEFL IBT Paper Based™ for admission to the academic year 2022-2023. An English language test result is not required if students have completed their secondary education in Australia, Canada (English-taught programmes), Ireland, New Zealand, the UK or the USA, or if they have an International Baccalaureate diploma. Chinese nationals also need to get a Nuffic Certificate.	
Online nomination	Students need to be nominated by their home university coordinator via our online nomination form before they can start their application. Nominations instructions will be shared separately to this document.	

Online application and admission	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. After completing their personal details and submitting supporting documents, students are prompted to submit course requests in our online application. 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.
Required documents	• Official Transcript • Motivation letter • Copy of passport ID page • English Language certificate (as listed above) • Nuffic certificate (Only Chinese nationals – as listed above)

PRE-DEPARTURE

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	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. Prospective students should start to explore ways of finding accommodation well before arriving in the Netherlands to begin their studies. In general, students are expected to arrange their own housing. Leiden University does reserve a limited number of rooms through housing agency DUWO for international students each year, but due to high demand and limited availability, Leiden University cannot guarantee accommodation to all applicants. 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. Housing through Leiden University cannot be guaranteed. Once an application has been submitted through Leiden University, the housing agency DUWO further coordinates the process. 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.
Visa and residence permits	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 €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 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 €928 – €1378 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

Warm Welcome Service	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. What is provided? • 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 on a range of practical matters, such as bank accounts, housing, student cards, insurance policies, GP/Doctor registration For the upcoming Warm Welcome dates please refer to our website.				
Orientation: Leiden and the Hague	<table border="1"> <tr> <td data-bbox="443 705 746 806">1st semester:</td><td data-bbox="746 705 1471 806"> The Hague: 21 – 25 August 2022 Leiden: 28 August 2022 – 1 September 2022 </td></tr> <tr> <td data-bbox="443 806 746 896">2nd semester:</td><td data-bbox="746 806 1471 896"> Leiden: 30 January – 3 February 2023 (For students studying in Leiden & The Hague) </td></tr> </table> Leiden University organises two orientation programmes: Orientation Week Leiden – OWL - is the orientation programme to help new international students settle in and find their way around Leiden and the university. 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. The orientation programme fee is €85 for participation in August and €45 for participation in January. These fees are subject to change. Leiden University College (LUC) will organize its own introduction programme. Exchange students that will study at LUC are advised to join the LUC introduction programme. Participation in the orientation weeks is optional - and great fun!	1st semester:	The Hague: 21 – 25 August 2022 Leiden: 28 August 2022 – 1 September 2022	2nd semester:	Leiden: 30 January – 3 February 2023 (For students studying in Leiden & The Hague)
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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 Network (ISN)	ISN organizes cultural and social events for international and internationally-oriented students in Leiden; a great way to make friends and get involved!				
Dutch language and customs	Language courses are not available as regular exchange programme courses. The University's Academic Language Centre offers Dutch language courses for a fee. 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.				
Student life	Leiden and The Hague are vibrant student cities with a rich student life and plenty of sports and cultural activities.				

STUDENT SUPPORT SERVICES

Student Support Services	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: • 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.
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	From the Netherlands: 071 527 66 66 From abroad: +31 71 527 66 66 For emergency services (fire, police, ambulance): 112 For more information on emergencies and incidents please check our website

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:	5 September 2022 – 5 February 2023 (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:	6 February 2023 – 9 July 2023 (final exams: May & June & early July) 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	Students should check the Prospectus under “Exchange” for information on course content, language of instruction, pre-requisites, semester dates and assessment.	
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. Please check the website for more information on the grading table.	

Standard course load	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.
Course registration	Course approval occurs at the time of application 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.
Examinations	Many exams for courses that are 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 always be possible. Alternative arrangements for assessments may be possible, only at the discretion of the lecturer/department. Please note: 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.
Transcript issuance	Students will be able to download a digitally certified transcript in their application portal uSis. They will have access to the portal up to 60 days after the last day of their last semester at Leiden University. In case a transcript is required after that date, these can be requested via email to exchange@sea.leidenuniv.nl. Transcripts are downloadable by students at any time, but should be complete by: - 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 not able guarantee transcript issuance dates. 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 on exchange@sea.leidenuniv.nl to discuss.

CORONAVIRUS NOTICE

Impact on 2022-2023 studies	To date (1 February 2022) the exchange programme will be able to take place from September 2022 onwards. We will inform our partner institutions immediately should this change. In previous semesters a decision on this was made about 4 months before the start of the semester.
Coronavirus updates	For most recent updates on the coronavirus, current restrictions and its impact on Leiden University, please refer to the university's coronavirus website
Campus Protocol	The Leiden University Campus Protocol lists the measures and guidelines that apply within the University to ensure the safety of our students and staff and reduce the risk of a further spread of the virus.