

# Leiden University College

## INFORMATION SHEET

2019-2020



**Universiteit  
Leiden**

University College The Hague

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## INSTITUTION

Name	Leiden University – Faculty of Governance and Global Affairs Leiden University College The Hague (LUC)
Erasmus+ Code	NL Leiden 01
Websites	<a href="https://www.universiteitleiden.nl/en/governance-and-global-affairs/leiden-university-college-the-hague">https://www.universiteitleiden.nl/en/governance-and-global-affairs/leiden-university-college-the-hague</a>

## CONTACT

Name	FGGA International Office – Ms Gina Forno – Exchange Officer Mr Sjoerd Nieuwenhuize – Sr. Exchange Officer Mr Hungwah Lam – Head of International Office
Visiting Address	Anna van Buerenplein 301 2595 DG The Hague
Postal Address	Schouwburgstraat 2 2511 VA The Hague [new!!]
Telephone number	+31 70 800 9344
Email	Information about specific applications: <a href="mailto:studyabroad@luc.leidenuniv.nl">studyabroad@luc.leidenuniv.nl</a>  Partnerships: (Mr) Hungwah Lam, Head of International Office FGGA <a href="mailto:h.w.lam@fgga.leidenuniv.nl">h.w.lam@fgga.leidenuniv.nl</a>

## APPLICATION

Nomination Deadlines	Fall Semester and Full Year	March 1
	Spring Semester	September 15
Student Application Deadlines	Fall Semester and Full Year	April 1
	Spring Semester	October 15
Admission requirements	A GPA of 3.0 out of 4.0 and at least two years of prior academic study, unless otherwise agreed in bilateral agreements.	
Telephone number	+31 70 800 9344	
Language requirements	<ul style="list-style-type: none"><li>• IELTS Academic test: overall band score of 7.0 or higher, with a 7.0 in each individual component; OR</li><li>• TOEFL test (iBT): overall score of 100 or higher, with 25 in each individual component.</li><li>• Cambridge (CAE/CPE) with an overall score of 185 or higher and a 185 in each individual score.</li></ul> Tests have to be recent: not older than two years. We do not accept institutional TOEFL (ITP) tests.  All Chinese nationals also need to get a <a href="#">Nuffic Certificate</a> .  <u>Waivers will only be extended in the following cases:</u>	



	<ul style="list-style-type: none"> <li>• Students attending a partner university located in Australia, Canada, Ireland, New Zealand, United Kingdom or the USA will be waived from this requirement.</li> <li>• Students who have completed an IB diploma (English taught), will also be waived from this requirement.</li> <li>• Students from Erasmus+ partners of Leiden University College or the Faculty of Governance and Global Affairs.</li> </ul>		
Online application and admission	<p>The online application will be processed by Leiden University's central admissions office. Once complete, the file will be forwarded to LUC who will make the final decision on admission.</p> <p>Students will be informed directly by LUC re admissions. Note that students will only select courses <i>after</i> they have been admitted to the exchange programme. Details about this course registration and allocation process will be sent by LUC's Course Registration.</p>		
Required documents	<table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Nomination form (to be downloaded during the online application and to be signed off by home university's exchange officer).</li> <li>• Motivation letter</li> <li>• Copy of passport ID page</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Copy of student ID</li> <li>• English Language certificate (if required, as listed above)</li> <li>• Nuffic certificate (Only Chinese nationals – as listed above)</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Transcript</li> <li>• Nomination form (to be downloaded during the online application and to be signed off by home university's exchange officer).</li> <li>• Motivation letter</li> <li>• Copy of passport ID page</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of student ID</li> <li>• English Language certificate (if required, as listed above)</li> <li>• Nuffic certificate (Only Chinese nationals – as listed above)</li> </ul>
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## PRE DEPARTURE

Website for international students	<p>This <a href="#">website</a> 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>Housing in The Hague (and Leiden) is very limited for short stay (international) students. The demand for student accommodation far exceeds the availability. We therefore urge students to start for looking for accommodation as early as March (once they have received details regarding the application procedure). As long as students meet the minimum requirements and have been nominated by LUC's partner universities, they will be extended admission to the programme.</p> <p>There are several options available for students:</p> <ul style="list-style-type: none"> <li>• The <a href="#">Student Hotel The Hague</a> (TSH) which houses more than 400 students at any time of the year and is located in the city centre near (just 2 minutes walking distance) a major train station in The Hague ("HS") which offers direct train services to Schiphol Airport, Amsterdam, Rotterdam, and Delft. LUC has been collaborating with TSH for multiple years now and is able to offer students a high quality of accommodation, service and a lively community with many activities throughout the year. Students live in hallways with 11 single-units. Each unit has its own bathroom and students share a large kitchen per hallway with modern facilities. TSH offers free rental bikes, a gym, study facilities and 24/7 security. All students are waived from local taxes. In addition, students do not need to pay a housing fee (like at the University Housing) and can secure housing as early as late March.</li> <li>• The <a href="#">MINVM</a> offers many great options as well and is located in the more historical part of the Hague, right next to the Royal Gardens. MINVM offers studios and small apartments, ranging from 18 to 34 m2, and are fully furnished.</li> <li>• Students can also rent directly from <a href="#">DUWO</a>, who has multiple student housing options in across the city. DUWO has more diversity in housing options, ranging from a typical student dormitory to houses with 3 to 6 students.</li> <li>• Housing through Leiden University is available on a limited basis in Leiden and The Hague. Housing is in no way guaranteed; and demand is especially high in the Fall semester. 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 yet 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</li> </ul>



	<p>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 the <a href="#">website</a>.</p>
<p><b>Visa and residence permits</b></p>	<p>Holders of passports of one of the EU member states, Iceland, Liechtenstein, Norway or Switzerland do not require a visa/residence permit to study at Leiden University College. 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.</p>
<p><b>Insurance</b></p>	<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>
<p><b>Estimated living expenses</b></p>	<p>On average, at least €890 – €1420 per month.</p>

## ARRIVAL AND ORIENTATION

<p><b>Warm Welcome Service</b></p>	<p>On a number of fixed dates prior to the orientation weeks, Leiden University offers a free ‘warm welcome service’ to assist international students with post-arrival practicalities. What is provided?</p> <ul style="list-style-type: none"> <li>• Welcome desk at Amsterdam Schiphol airport</li> <li>• Assistance with rail travel to Leiden or the Hague</li> <li>• Welcome service at Leiden Central and The Hague Hollands Spoor train stations</li> <li>• Assistance with finding the way to the Leiden University student accommodation</li> <li>• Information lounges at locations in Leiden and The Hague offering help and advice with a range of practical matters, such as bank accounts, housing, student cards, an ‘insurance policy check service’, GP/Doctor registration</li> <li>• Opportunity to attend all necessary appointments before starting orientation</li> </ul> <p>Warm Welcome Service The Hague Fall 2019: 14-15-16 August 2019 Warm Welcome Service Spring 2020: date to be announced</p>				
<p><b>Orientation: Leiden and the Hague</b></p>	<table border="1"> <tr> <td>1st semester:</td> <td>The Hague: Aug 19 – 23 2019 (Fee €80)</td> </tr> <tr> <td>2nd semester:</td> <td>Leiden: Jan 27 – 31 2020 (Fee € 45) (For students studying in Leiden &amp; The Hague)</td> </tr> </table> <p>Leiden University organizes two orientation programmes:</p> <p><b>Orientation Week Leiden – OWL</b> – is the orientation programme to help new international students settle in and find their way around Leiden and the university.</p> <p><b>The Hague Orientation Programme – HOP</b> - 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>	1st semester:	The Hague: Aug 19 – 23 2019 (Fee €80)	2nd semester:	Leiden: Jan 27 – 31 2020 (Fee € 45) (For students studying in Leiden & The Hague)
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<p><b>Student life</b></p>	<p>Leiden and The Hague are typical student cities with a rich <a href="#">student life</a> and plenty of <a href="#">sports and cultural activities</a>.</p>				



## STUDENT SUPPORT SERVICES

Student Support	The academic part of the Student Support System consists of the Study Advisors and the Academic Advisor. Both form an important link with students, administration, instructors and procedures. In addition, the Exchange Officers, Student Life Counsellors, and the student members of the LUC Exchange Committee are all there to make sure the personal and social transition of visiting students is running smoothly.	
International Exchange Officers	There are two Exchange Officers which will assist students with the applications, housing, course selection and other practicalities both before their arrival as well as during their stay at LUC. Students can contact the exchange officers at <a href="mailto:studyabroad@luc.leidenuniv.nl">studyabroad@luc.leidenuniv.nl</a> .	
Academic Advisor	Dr. Diana Branduse is the Academic Advisor (formally known as Tutor) for all incoming exchange students. She advises students on their study plan and other academic related topics.	
Study Advisor	LUC has two Study Advisors The Study Advisors are responsible for advising students on the practical aspects of their academic choices: study load, what to do when a student experiences extenuating circumstances, advice on rules and regulations. In addition the Study Advisors monitor all students to ensure their study progress. Delayed students will be invited regularly to discuss the progress of their studies. If needed the Study Advisors can refer the student to the Student Life Counselors or other professionals within Leiden University. Students can contact the Study Advisors if they have questions regarding a possible Reduced Course Load, Leave of Absence, the Leiden Study System and studying with a disability. Conversations with the Study Advisors are confidential.	
Student Life Counselors	LUC has two Student Life Counselors. They are fully trained psychologists with years of experience. They are here to help students who are experiencing difficulties on a personal level, such as difficulty adjusting to life at LUC, the pressures of living abroad, issues to do with stress or anxiety, personal problems, etc. They are located in room 4.43 and have weekly walk-in hours for which an appointment is not necessary (check the notice by the door for the exact days and times). All other sessions with the SLCs are by appointment only.	
Disability services	Fenestra Disability Centre is Leiden University's service centre for students with a (learning) disability.	
24/7 Emergency number	From NL: 071 527 66 66    From abroad: +31 71 527 66 66 For emergency services (fire, police, ambulance): 112	

## ACADEMIC

Academic calendar	The academic year officially runs from September 1 through to August 31. LUC follows a slightly different a semester calendar due to the lack of resits for its exams.	
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)



<p>Semester dates (details can be found <a href="#">here</a>).</p>	<p>1st semester, from / to:</p>	<p>August 26 – December 20, this covers both Block 1 and Block 2 (including exam period). Students have a one-week break between these blocks.</p>
	<p>2nd semester, from / to:</p>	<p>February 3 – June 5 2020 (final exams: May &amp; June)</p>
		<p>Please note that University housing contracts for the Spring semester go until August.</p>
<p>Courses availability</p>	<p>LUC offers 6 majors BA in Human Diversity, BA International Justice (co-taught by Leiden Law School), BA World Politics, BSc in Earth, Energy, and Sustainability, BSc in Global Public Health, and BSc in Governance, Economics, and Development.</p> <p>In addition, LUC offers 6 minors: Gender Studies, Journalism, Modern Languages, Philosophy, Psychology, and Social and Business Entrepreneurship.</p> <p>Exchange students are eligible to register for all <a href="#">LUC courses</a> as long as they meet the (similar) entry requirements per course. The exception is the Capstone Project (Bachelor's thesis) which is only available for LUC degree students.</p> <p>Courses are taught in a small-scale seminar style with a maximum of 22 students per course. Only the Global Challenges courses (100-level) have a combined general lecture (2hrs/week for 180 students) and e</p>	
<p>Languages of instruction</p>	<p>English</p>	
<p>Credit and grading</p>	<p>Leiden University College uses the ECTS credit transfer system. Regular Block Courses carry a load of 5, while semester long (mostly languages) are worth 10 ECTS credits.</p> <p>Grading in the Netherlands is severe. The normal grading system is a 1-10 scale, with a 6 being the minimum pass mark and 10 the highest mark. As is common in the Netherlands, the top grades of 9 and 10 are rarely given, overall fewer than 8% of the students at the Faculty of Governance and Global Affairs have been awarded grades 9 or higher.</p> <p>Even though LUC uses a letter grading (A+ to F), grading at LUC is still strongly influenced by the Dutch grading culture. Exchange students therefore may find themselves obtaining lower grades than they are used to at their home university.</p> <p>A grading table will be provided on all transcript of records. Please check the website for more <a href="#">information</a> on the grading table.</p>	
<p>Standard course load</p>	<p>Students are expected to take up a full course load per semester (30 ECTS) unless special arrangements have been made between LUC and the home university of the student. Students who need a resident permit <b>must</b> study at least 20 ECTS per semester in order to satisfy the requirements for their student resident permit.</p> <p>Note that as LUC is an international honours college, the assessment requirements are higher. We strongly advise students not to select more than one 300-level course per block especially courses from the majors in World Politics; International Justice; Governance, Economics and Development; and Human Diversity.</p>	
<p>Course registration</p>	<p>Students will be prompted by LUC's Course Administration to register for courses in July for fall semester start and early December for spring semester start. All students are required to select up to 6 modules per Block (i.e. 12 per semester) of which 3 will be allocated per block by the Course Administration. There is no first come-first policy and LUC tries to distribute the courses as fairly and evenly as possible.</p>	



Continuous Assessment	<p>All courses of LUC use a continuous assessment method; no course may be evaluated by just one signal exam or paper, and no assessment may count more than 40% of the final grade.</p> <p>A typical 200 or 300-level course will have a combination of assessments throughout the block, e.g. class participation, presentation, book review, reflection essays, and larger research paper at the end of the block.</p>
Transcript issuance	<p>LUC will issue transcripts about 5- 8 weeks after the end of the semester and send two original hard copies to the home university of the student and a digital copy (PDF) to the students (unless other special arrangements have been made between LUC and the home university).</p> <p>Students staying for a full year will only receive their transcripts mid-July.</p>