



# Guide to BA International Studies

Find your way around International Studies

# 20/21



**Universiteit  
Leiden**  
The Netherlands

Discover the world at Leiden University



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WORD OF  
WELCOME



## Dear Students,

Welcome to International Studies! And for many of you, welcome to The Hague and The Netherlands!

This is a guide to your chosen programme of study, university services, and the surrounding region. We hope it will answer many of your questions, and enable you to orientate yourselves and get organised.

You are about to begin a new, exciting, and defining period in your life. Choosing for International Studies is more than simply following a set of courses, attending lectures and seminars, and sitting for exams. It is also about making important choices related to your interests, ambitions, and thoughts on a possible future career. Which region of the world would you most like to study? Which language would you like to begin

learning? Do you consider gaining work experience via an internship, or studying abroad?

We have a great team of staff and faculty at International Studies, and everyone is prepared to provide you with the best possible teaching and guidance. We are dedicated to personal development and academic success, and we offer a stimulating international environment that encourages you to be inquisitive, critical, and responsible.

We are very happy to welcome you to join our diverse, talented, and engaged student community.

Prof. Giles Scott-Smith  
*Chair of the BA degree programme International Studies*

An aerial photograph of a densely populated city, likely Hong Kong, showing numerous high-rise apartment buildings and commercial structures. A large, semi-transparent blue circle is centered over the image, containing the text "COVID-19 INFORMATION" in white, uppercase letters. The background is slightly blurred, emphasizing the text in the foreground.

# COVID-19 INFORMATION



## Studying in times of COVID-19

This guide aims to offer you all there is to know on studying International Studies at Leiden University.

The COVID-19 pandemic has had, and still has, a large impact on our programme. Therefore we recommend you to always check the website for the most up to date information on, for example, current (online) office hours of the staff.



INTERNATIONAL  
STUDIES  
PROGRAMME  
OVERVIEW

## 1<sup>st</sup> Year: Building your base

At International Studies, you will gain the ability to view regional issues from a global context, through studying four main disciplines: history, culture, politics and economics. All students engage in the same core courses during the first semester of International Studies, establishing a clear, shared base for further studies. The second semester is your chance to develop your knowledge of the area of your choice from a historic and cultural perspective, and start to learn a new language. The intersection of core disciplines, area study and foreign language training prepares you thoroughly for the study of the effects of globalisation on your region. We provide you the opportunity to learn the most prominent language(s) of almost every world region.



### Area

Africa

East Asia

Europe

Latin America

Middle East

North America

Russia and Eurasia

South(east) Asia

### Languages

Arabic, Swahili, French,  
Portuguese

Mandarin, Japanese, Korean

French, German, Spanish,  
Portuguese, Dutch

Spanish, Portuguese

Arabic, Hebrew, Persian

French, Spanish

Russian

Hindi, Indonesian

## 2<sup>nd</sup> Year: Broadening your vision

During the second year of the programme you will continue to expand your language skills and knowledge of the area, with a focus on regional politics and economics. Courses like Research methods and Thematic Seminars help you develop your research skills and allow you to explore international studies from many perspectives and disciplines, such as justice and democracy, film and business, and religion and language theory.





## 3<sup>rd</sup> Year: Bridge to your future

The third year of the programme is about translating the knowledge acquired in the first two years into practice, whether you are preparing to enter **a professional environment** or continue **your academic studies**.

### First semester: Elective Credits

During the first semester, you can choose between:

- ▶ studying abroad
- ▶ taking a minor at Leiden University or another Dutch university
- ▶ doing an internship, either in the Netherlands or abroad

### Second semester:

In the second semester you will be writing your bachelor's thesis. You will also follow courses. Firstly, the unique **Practising International Studies (PRINS)** consultancy project, a 12-week case competition in which you work in teams to solve current and relevant issues presented by international organisations. You will also do the course Language in Practice, focusing on the academic application of your language skills.

# BA International Studies Curriculum

## Year 1

Semester 1	Principles of Economics	Sociolinguistics	Cultural Studies	Global History	Academic Reading & Writing	Introduction to International Studies
Semester 2	Foundations of Political Economy	Politics	Area Culture & Language	Area History	Foreign Language 1	



## Year 2

Semester 1	Area Economics	Area Politics	Cultural Interaction Communicating across cultures	Research Methods	Foreign Language 2	
Semester 2	Global Political Economy	International Relations	Philosophy of Science	Thematic seminar	Foreign Language 3	





## Year 3

Semester 1

Elective Credits (Internship, Study Abroad, Minor)

Semester 2

Practising International Studies

Thesis (including seminar)

Language in Practice

- Research Skills
- Economy
- Culture
- Politics
- History
- Language related to Region
- Elective

# The MFI's Approach

## Internships



We will inform you in good time about important considerations to take into account when

deciding between your options of studying abroad, doing an internship or following a minor, as well as giving you information about practicalities (how to apply, deadlines, etc.) and what options are available to you.

During an internship, you experience 'real life' work and learn how to tackle problems in a professional environment. Gaining work experience early on means working on your professional growth while in your bachelor's studies. This will give your future career a head start!

### The set-up

To understand management and organisation, which is not in the regular curriculum, you will first take the Organizational Theory, Culture and Behaviour course. You will then be an intern for at least 3 months. During the internship you will also write a related research paper, honing your academic skills whilst in practice.

For all information, check out the International Studies' student website: [bit.ly/interns-info](https://bit.ly/interns-info)



## Your support

When it comes to organising an internship, you are in the driver's seat. But of course there is support! The Internship Coordinator will support you in finding an internship that matches your interests and ambitions. Furthermore, he can help you by reviewing your resume and application letter, so you'll be ready to go!

The Academic Internship Supervisor will speed up your professional growth through advice tailored to each stage of your internship. With this support, you will thrive in your organisational context and maximise your internship experience!

## Atse Fokkens MA - Internship Coordinator & Career Advisor

E-mail: [careerservice@hum.leidenuniv.nl](mailto:careerservice@hum.leidenuniv.nl)

Phone: +31 (0)71 527 2235

Tasks: Support finding internships; coordinate internship procedures, information about scholarships.

## Dr Sarita Koendjibiharie - Academic Internship Supervisor & Lecturer

E-mail: [s.r.koendjibiharie@hum.leidenuniv.nl](mailto:s.r.koendjibiharie@hum.leidenuniv.nl)

Phone: +31 (0)70 800 9535

Tasks: Responsible for teaching the course Organizational Theory, Culture, and Behaviour; support and contact with the student and employer during the internship.





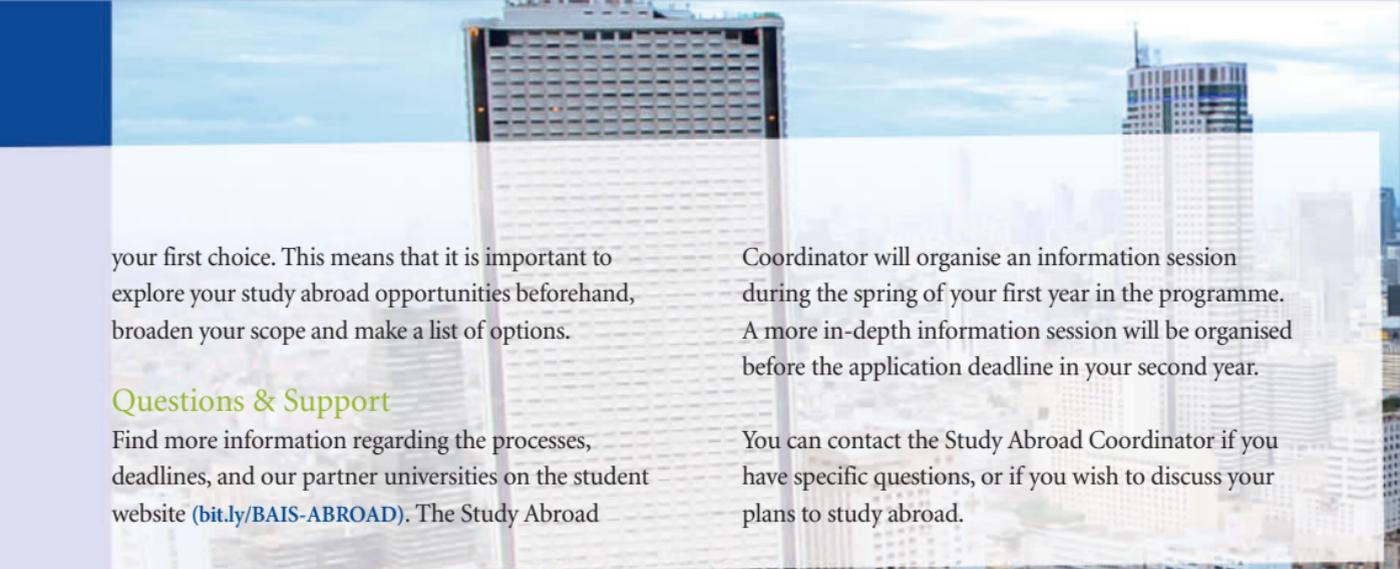
## Studying abroad

Studying abroad gives you the opportunity to immerse yourself in the culture of another country for one semester, broaden your horizons, and create friendships with students from all over the world.

It opens up personal and professional opportunities. Employers value study abroad experiences because it is one of the best ways for students to acquire global skills.

### Requirements

Students who wish to study abroad must have a 7.0 GPA and have successfully completed their first year in the programme (60 ECs). There are enough places for all International Studies students to study abroad; however, please note that there are only a limited number of places available at each partner university. Meeting the minimum entry requirements does not guarantee you a spot in the exchange programme of the university of



your first choice. This means that it is important to explore your study abroad opportunities beforehand, broaden your scope and make a list of options.

### Questions & Support

Find more information regarding the processes, deadlines, and our partner universities on the student website ([bit.ly/BAIS-ABROAD](https://bit.ly/BAIS-ABROAD)). The Study Abroad

Coordinator will organise an information session during the spring of your first year in the programme. A more in-depth information session will be organised before the application deadline in your second year.

You can contact the Study Abroad Coordinator if you have specific questions, or if you wish to discuss your plans to study abroad.





## The Study Abroad Coordinator

The Study Abroad Coordinator for the bachelor's programme in International Studies is responsible for advising and guiding current students of this programme within the Faculty of Humanities at Leiden University who wish to study abroad. This includes students who are interested in an Erasmus exchange within Europe, a faculty or university-wide exchange outside of Europe, or other study abroad experiences within the context of their studies.

### Wencke Appelman - Coordinator Study Abroad

E-mail: [studyabroad@hum.leidenuniv.nl](mailto:studyabroad@hum.leidenuniv.nl)  
Location: Wijnhaven, Turfmarkt 99,  
The Hague  
Phone: +31 (0)71 527 1733  
Consultation room: 4.70  
Walk-in consultation: Tuesday 15:00-16:00 hrs.



## Minors

A minor gives you the opportunity to either broaden your knowledge, or to learn about a completely different discipline. It is a cohesive package of courses worth 30 ECs.

The minors can be found in the Leiden University e-Prospectus:

[studiegids.universiteitleiden.nl/en/studies/minors](https://studiegids.universiteitleiden.nl/en/studies/minors).

It is also possible to take a minor at any other Dutch university. Should you be interested in doing so, you will formally have to ask the Board of Examiners for permission. Registration for the minors starts end April / beginning May.



If the existing minor programmes do not offer what you are looking for, it is also possible for you to compile a coherent combination of courses, creating your own “package” of 30 ECs. You will need the **official approval** of the Board of Examiners for this. Make sure you discuss your plans in advance with a Coordinator of Studies.

## Requirements

Most of the minors at Leiden University are accessible to all students. Some minors may have additional entry requirements, such as a specific course or focus on a certain subject. *Please note that some minors are not available for students who study a specific area due to overlap of content, some minors might require that you are fluent in Dutch.* Be sure to check the e-Prospectus before enrolling or contact the Coordinators of Studies of the corresponding programme. *Please note that Leiden University College (LUC) minors are not accessible to students who are not enrolled in the LUC programme.*

## Questions & Support

For general questions regarding minors, you can contact the International Studies Coordinators of Studies.

### International Studies Coordinators of Studies

General e-mail: [bais.stuco@hum.leidenuniv.nl](mailto:bais.stuco@hum.leidenuniv.nl)

Location: Wijnhaven, Turfmarkt 99,  
The Hague

Consultation rooms: 4.67 & 4.68

Walk-in consultation: Monday – Friday  
from 12:30-13:30 hrs.

# Thesis & Thesis Seminars

In the third year you will be writing your bachelor's thesis. This paper of substantial size will essentially be based on your own independent research.

Collective supervision is provided in thesis seminars which aim to guide students through the process of devising their research question and writing a thesis. Students will also have individual meetings with their thesis supervisor.

For students doing a minor that is spread out over two semesters in the third year, there is the possibility of writing the thesis in the first semester of the third year. In both semesters there will be separate seminars for each area.

## Requirements

To enrol for your thesis seminar, it is mandatory to have successfully completed a thematic seminar in the second year. Moreover, you should have earned 100 credits during the first two years of your studies.

## Questions & Support

For general questions regarding your thesis and the thesis seminars, you can contact the International Studies Coordinators of Studies.

# BASIS STUDY ASSOCIATION

## **BASIS (Bachelor Students of International Studies)**

BASIS is the study association of the BA in International Studies. It unites students from all years of the course and is run entirely by students themselves on a voluntary basis. Joining the association is a great way to meet people and make new friends.

## Goals

The main goals of BASIS are to increase the social cohesion between the students and the academic knowledge pertaining to the programme. BASIS offers a variety of activities, both social and academic, ranging from discounts on the required course books, visits to embassies, Model United Nation sessions, to borrels and parties.



## Committees

BASIS has a variety of student-run committees where you can find like-minded people and pursue the interest or hobby of your choice. To name a few, there are Culinary, Photography, Social and Academic committees. BASIS supports and provides (new) committees with everything necessary. Active involvement is very important within BASIS, it gives full support and opportunity to all members to explore their potential.



### Contact Details:

Headquarters: Student Pavilion  
(ground floor)  
Wijnhaven  
Phone: +31 (0)70 800 9059  
Website: [www.basisthehague.nl](http://www.basisthehague.nl)  
E-mail: [info@basisthehague.nl](mailto:info@basisthehague.nl)

## Join us!

Joining BASIS is a great way to get the most out of International Studies and The Hague, get to know your fellow students, and overall just have a great time! The membership costs €20 per year, a two year membership costs €35. The fee will already be recovered by the discount on buying your books via BASIS. On top of that, you'll have discounts at lots of restaurants near the campus, for beers at given bars, tickets for parties etc. If you consume even a fraction of these, you've already got your money back! If you have any questions, feel free to send us an e-mail or check out our website.

*The BASIS Board*



The International  
Political Economy of  
Brexit

## Mentor system

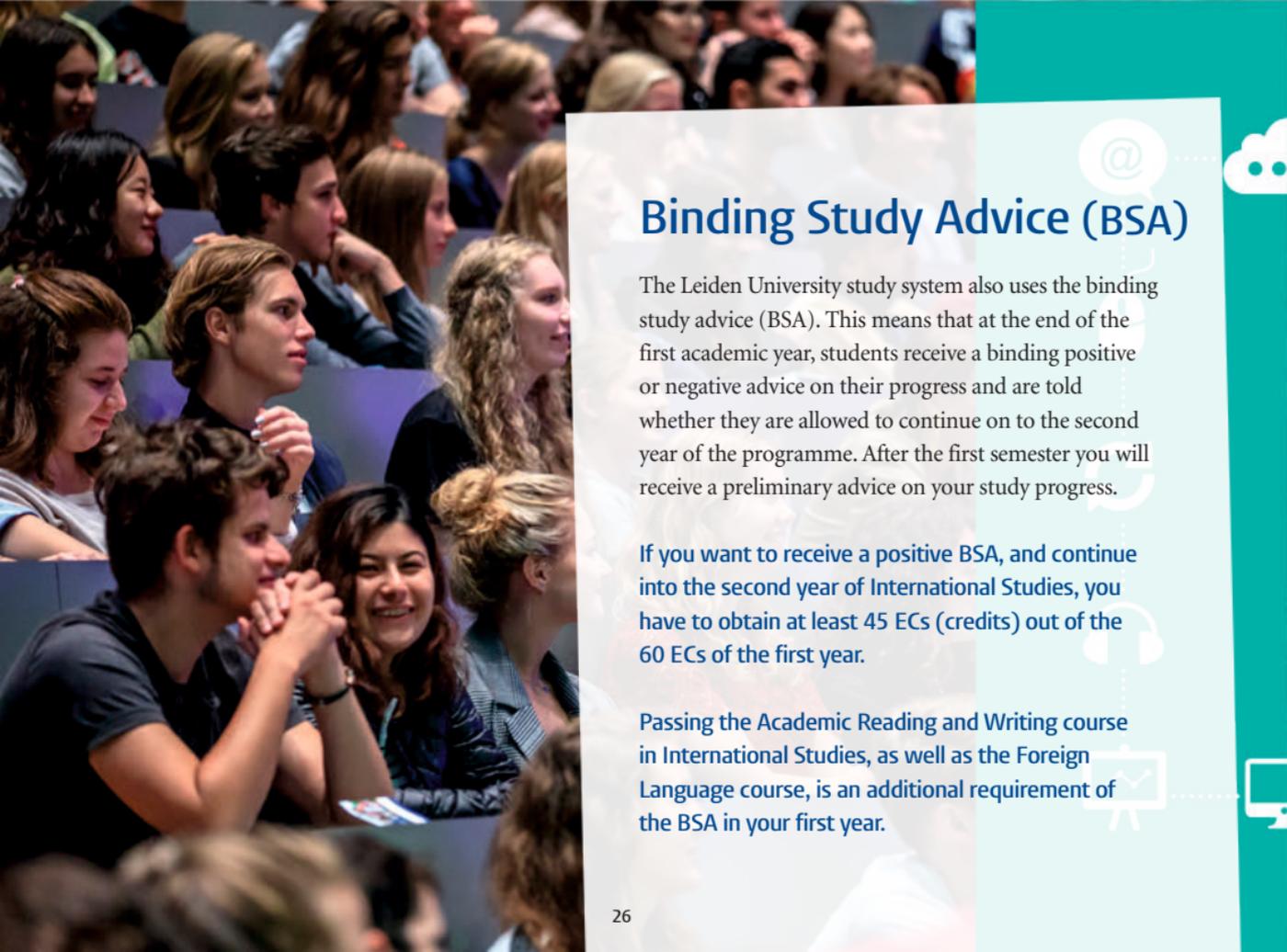
### LEIDEN UNIVERSITY STUDY SYSTEM

At Leiden University, we employ a study system designed to help you choose the right programme and provide additional support during your studies.

Results show that, with this system, Leiden University students not only study more quickly, but also with greater success.

During the introduction days, all students will be divided into different mentor groups. A second or third-year International Studies student will be assigned to your group as your mentor. You will not only take part in the introduction days with your mentor group, but you will also share all tutorials in the first semester with this group. Your mentor will help you with any questions you might have during the introduction days.

In your first year of International Studies your mentor will also provide you with practical information, such as how to register for exams in uSis and how to use Brightspace. Furthermore, during your first year you will have a couple of meetings with your mentor group. These meetings are important and will help you get the most out of your studies. Subjects such as study skills, time management and other practical information will be addressed.



## Binding Study Advice (BSA)

The Leiden University study system also uses the binding study advice (BSA). This means that at the end of the first academic year, students receive a binding positive or negative advice on their progress and are told whether they are allowed to continue on to the second year of the programme. After the first semester you will receive a preliminary advice on your study progress.

**If you want to receive a positive BSA, and continue into the second year of International Studies, you have to obtain at least 45 ECs (credits) out of the 60 ECs of the first year.**

**Passing the Academic Reading and Writing course in International Studies, as well as the Foreign Language course, is an additional requirement of the BSA in your first year.**



Any circumstances that might influence your academic progress, such as illness or other personal factors, can be taken into account for your BSA.

If you receive a negative BSA \* you will not be allowed to continue your studies and enrol for the same study programme at Leiden University for a period of four years.



Please contact the Coordinators of Studies as soon as possible if personal circumstances are influencing your study progress. This is especially important with regard to the BSA.



A photograph of three students, a man and two women, smiling and looking at a laptop screen. The man is on the left, and the two women are on the right. They appear to be in a classroom or study environment. A semi-transparent white box with text is overlaid on the image.

## Communication

### Communication: ULCN account

All students will be given a ULCN account that includes a uMail e-mail address.

**Note that your uMail address is the only address the University uses in communicating with students.** So make sure to check your uMail regularly.

### Helpdesk ISSC

Phone: +31 (0)71 527 8888

E-mail: [helpdesk@issc.leidenuniv.nl](mailto:helpdesk@issc.leidenuniv.nl)

Contact the helpdesk if you have technical issues related to your ULCN account.



Please make sure your contact information (home address) is correctly registered in uSis, since it is used to provide you with all important information. You can only change your contact details in uSis yourself, through Studielink ([studielink.nl](https://studielink.nl)).



If you passed a course, but you want to do a resit to obtain a higher grade, you have to register for this resit yourself. Resits are not unlimited. See the examination regulations here: [bit.ly/BAIS-OER](https://bit.ly/BAIS-OER)

### uSis: course registration, exams and more

Your ULCN account also comprises uSis. As a student you will be given access to uSis ([usis.leidenuniv.nl](https://usis.leidenuniv.nl)), the online administration system. Through uSis, students can register for tutorials, resits, and other applicable assignments. uSis also shows your personal information, grades and timetable\*.

You will be enrolled by the administration for the first tutorials and lectures of the first semester. Please note that in the following semesters, you will have to do your own course enrolments (lectures / tutorials) through uSis. If you register for a course through uSis, you automatically register for the corresponding exams and mid-terms and resits.

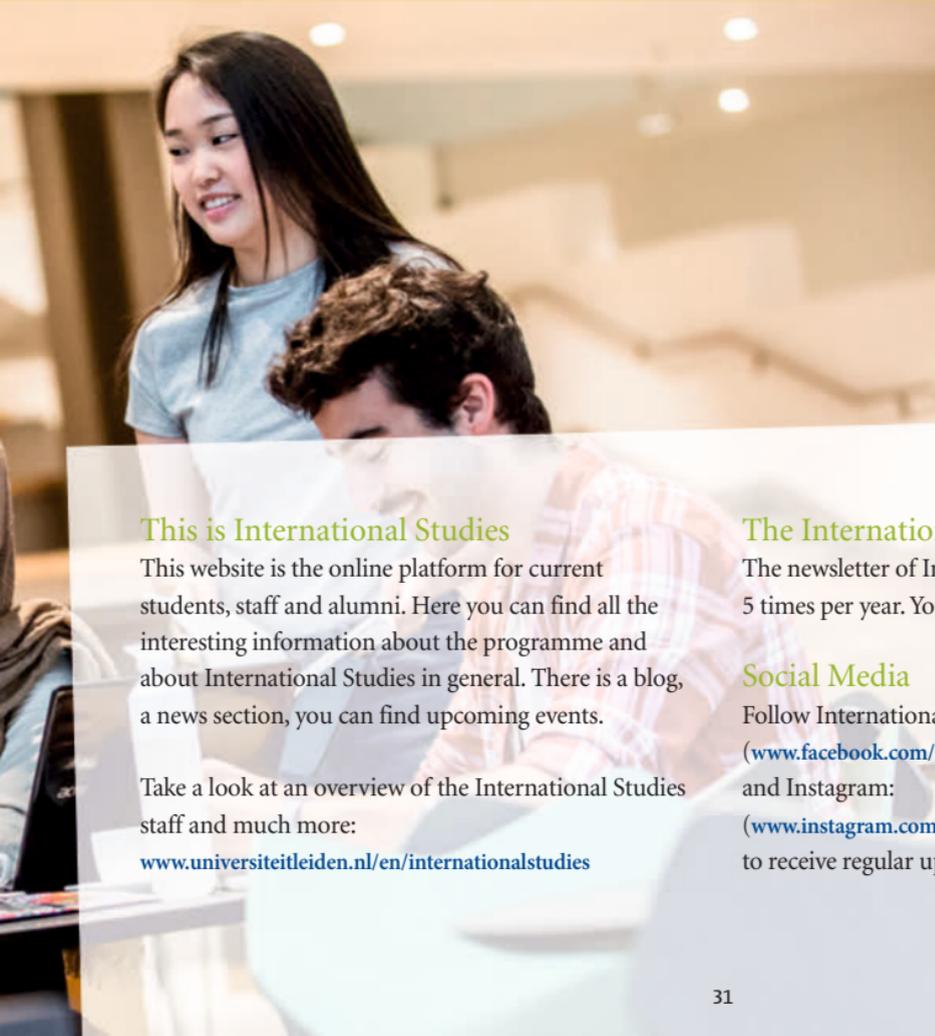
For information about the programme, course descriptions, and the prospectus number (needed to register in uSis), consult the e-Prospectus: [studiegids.universiteitleiden.nl/en](https://studiegids.universiteitleiden.nl/en)

### The student website

If you are looking for information about your studies or related matters, go to the University Student portal. All the latest **must-know** information for students can be found here: [www.student.universiteitleiden.nl](http://www.student.universiteitleiden.nl). Select your study programme in the toolbar and set the language to English.

**Make sure to bookmark this page!**





### This is International Studies

This website is the online platform for current students, staff and alumni. Here you can find all the interesting information about the programme and about International Studies in general. There is a blog, a news section, you can find upcoming events.

Take a look at an overview of the International Studies staff and much more:

[www.universiteitleiden.nl/en/internationalstudies](http://www.universiteitleiden.nl/en/internationalstudies)

### The International Studies Newsletter

The newsletter of International Studies appears around 5 times per year. You will receive it in your uMail inbox.

### Social Media

Follow International Studies on Facebook:  
([www.facebook.com/BAInternationalStudies/](http://www.facebook.com/BAInternationalStudies/))  
and Instagram:

([www.instagram.com/ba.international.studies/](http://www.instagram.com/ba.international.studies/))  
to receive regular updates.



## Brightspace

Brightspace is the digital learning environment for students and staff of Leiden University. Lectures use Brightspace to support the lectures and tutorials. Grades will also be posted on Brightspace. You can log in to Brightspace using your ULCN account. You will find Brightspace on [brightspace.universiteitleiden.nl](https://brightspace.universiteitleiden.nl)

## Exams

The timetable and location for the exams are available online on the International Studies website.

If you are more than 30 minutes late to an exam, you are not allowed to enter the room and cannot take the exam. During the first 45 minutes of the exam, students are not allowed to leave the room or use the bathroom.



## Review Exams / Papers

During the period stated in the OER (Course and Examination Regulations: [bit.ly/BAIS-OER](http://bit.ly/BAIS-OER)) the questions and assignments of the examination concerned are available for inspection, together with the criteria that were used in making the assessment. The questions and assignments can be viewed on a single occasion. Students are not permitted to make copies of the questions and assignments in any way whatsoever.



### Due Dates

During your bachelor's programme you will be asked to hand in several assignments, which can be in the form of an essay, summary or a presentation. If these assignments are not handed in on the set date and time, they will not be graded. If there is a valid reason for your delay, inform the Coordinators of Studies beforehand.

## Plagiarism

Plagiarism is strictly forbidden at Leiden University and is understood as presenting – intentionally or unintentionally – someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work.

**Re-submitting your own work, for which you have already received credits, is also considered plagiarism.**

If plagiarism is discovered, the Board of Examiners will impose penalties. The severity of these penalties will depend on the seriousness of the offence, and may be influenced by previous infringements. One of the heaviest penalties that may be imposed is exclusion from all education and examinations for a full year. In case of serious fraud, the student's enrolment in the degree programme might even be terminated.



## Board of Examiners

The Board of Examiners of International Studies is an independent committee responsible for the effective organisation of the tests and examinations.

An important task carried out by the Board of Examiners is to ensure the quality of the exams. They meet once a month.

Students need to contact the Board in case of (e.g.):

- ▶ Exemptions
- ▶ Approval of electives
- ▶ Transfer of credits
- ▶ Extension of deadlines

If you have requests concerning the Board of Examiners please inform them by contacting the official secretary: [bais-examinationscommittee@hum.leidenuniv.nl](mailto:bais-examinationscommittee@hum.leidenuniv.nl)



The Board is also involved in cases of suspicion of plagiarism, fraud and is responsible for the Binding Study Advice.



Dutch grades translate into words as follows:



Please note:  
 $\geq 5.50$  = pass  
 $< 5.50$  = fail



## Course and Examination Regulations

The Course and Examination Regulations (or OER: [bit.ly/OER-guide](https://bit.ly/OER-guide)) describe the content of your programme and the specialisations within the programme. They also define the achievement levels of your programme. Furthermore, they contain regulations on examinations and the order in which courses should be taken. Also, if you want to graduate 'cum laude', the conditions can be found in the OER.

On the one hand, the Course and Examination Regulations provide you with the rules you need to comply with in order to finish your studies. On the other hand, you can also derive certain rights from these regulations.

## Code of Conduct

The Code of Conduct is applied by Leiden University in the context of providing a safe and non-discriminatory work and study environment. The Code of Conduct applies to all contact between lecturers and students of Leiden University, both contact which takes place in the context of professional activities or study activities, and that which takes place outside these contexts.

It is key, for lecturers and students alike, to demonstrate proper behaviour and treat one another in a respectful manner at all times. Be respectful of differences relating to ethnic or national origins, religious convictions, gender, sexual orientation and handicaps.

Lecturers and students will also refrain from any undesirable behaviour, in particular (sexual)

harassment, aggression, violence and discrimination. Inappropriate behaviour will be disciplined accordingly.

If you are experiencing undesirable behaviour, such as mentioned above, you can turn to the Confidential Counsellor. See also, the Student Charter, which is, a compilation of the rights and obligations of students: [bit.ly/STCHART](http://bit.ly/STCHART)

### **Confidential Counsellor** **Mr. P. de Boer**

Office hours: Monday – Friday from 09:00-17:00 hrs.

Phone: +31 (0)6 2504 2886 or  
+31 (0)71 513 2493 (ask for Leiden  
University's Confidential Counsellor)

E-mail: [pdeboer@winstonpartners.nl](mailto:pdeboer@winstonpartners.nl)

## Ombuds Officer for students

The Ombuds Officer is a confidential and independent officer of Leiden University who deals with complaints from students. Most complaints relate to the service provided by staff of faculties or central services. Generally this concerns a matter of inadequate information, communication or unsatisfactory treatment in the relation between students and employees of Leiden University.

Students may contact the Ombuds Officer by e-mail, by telephone or by making an appointment through the secretary. The Ombuds Officer is available three days a week in Student Centre Plexus in Leiden to receive complaints and to process them. Preferably complaints should be submitted in writing. Read more about the Ombuds Officer here: [bit.ly/Ombuds-Officer](https://bit.ly/Ombuds-Officer)

**Eugène van der Heijden**

**(Mondays, Wednesdays, and Thursdays)**

E-mail: [ombudsfunctionaris@leidenuniv.nl](mailto:ombudsfunctionaris@leidenuniv.nl)

Phone: +31 (0)71 527 3657 / 8026



## MODE OF INSTRUCTION

### Lectures

The International Studies programme is taught through lectures, seminars and tutorials. We draw on the input of a substantial group of experienced and well-qualified lecturers who are actively involved in research. Together, they cover the range of disciplines and regions that are central to International Studies.



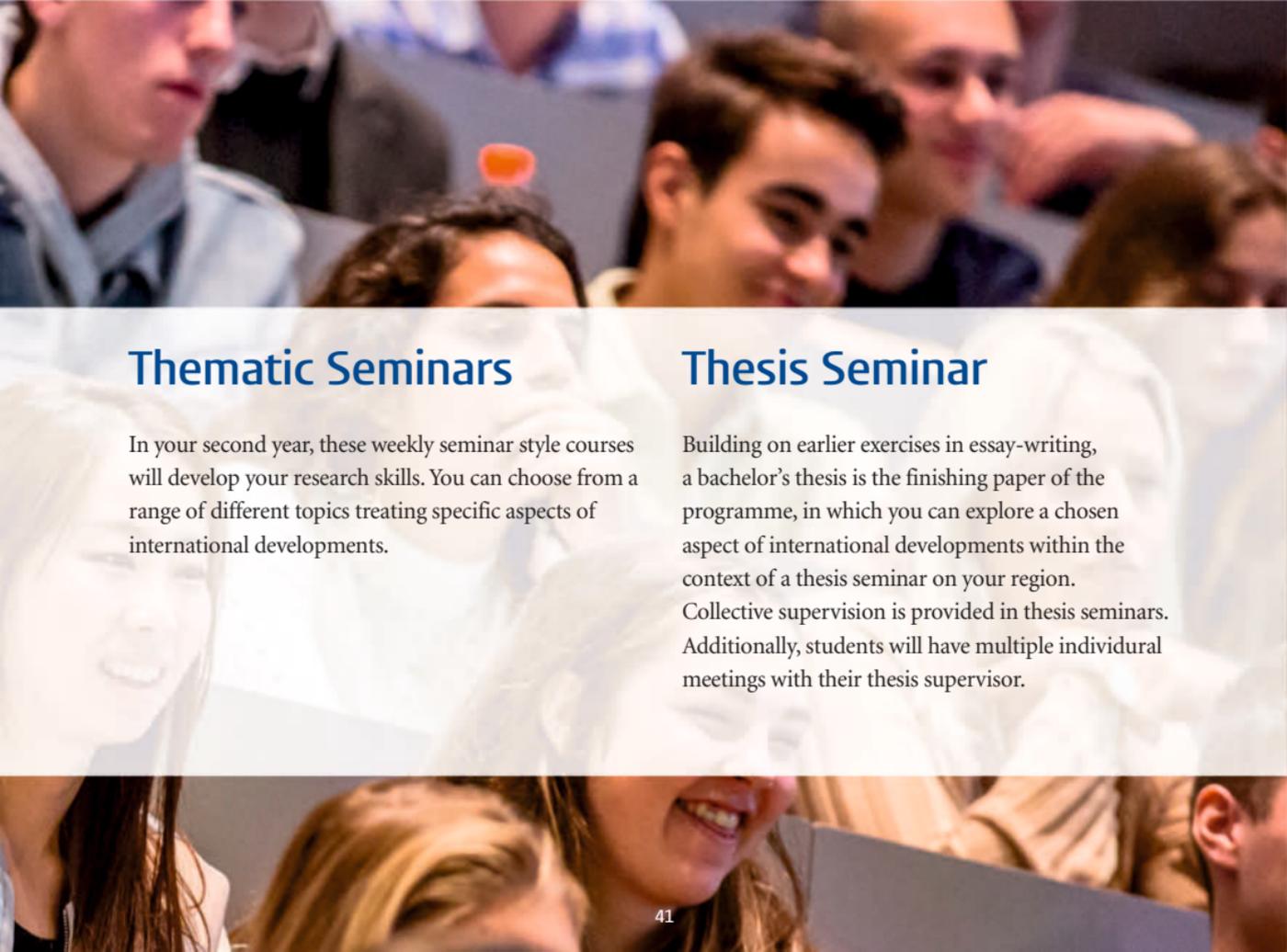
## Tutorials

Tutorials are a very important component of the BA International studies. You will be assigned to small tutorial groups of 12 - 15 students. Tutors set assignments, and help students by discussing lecture and reading material in class. This will develop your understanding of the subject matter, and will further develop your research, presentation, and debating skills. The tutor groups also help students to get acquainted with one another and to feel more at home.

## Language acquisition

Our language courses are taught by lecturers from the Faculty of Humanities, well known for its many language & culture programmes, and the Academic Language Centre. The language acquisition courses prepare you for a stay in the area of your choice. You will also learn to use sources in this language in your thesis in the third year course Language in Practice.





## Thematic Seminars

In your second year, these weekly seminar style courses will develop your research skills. You can choose from a range of different topics treating specific aspects of international developments.

## Thesis Seminar

Building on earlier exercises in essay-writing, a bachelor's thesis is the finishing paper of the programme, in which you can explore a chosen aspect of international developments within the context of a thesis seminar on your region. Collective supervision is provided in thesis seminars. Additionally, students will have multiple individual meetings with their thesis supervisor.



## STUDENT SUPPORT

# Coordinators of Studies

The Coordinators of Studies are there to help you to make the most out of your studies. They are the first point of contact if you have questions about the International Studies programme, your individual study plan, and in case you are facing personal circumstances that (might) influence your study progress. Do not hesitate to approach them if you have questions regarding e.g., your study programme, study delay, questions about rules and regulations. If you are looking for extra academic challenges, you can also discuss this with a Coordinator of Studies.

### Coordinators of Studies

General e-mail:	bais.stuco@hum.leidenuniv.nl
Website:	<a href="https://bit.ly/BAIS-Stuco">bit.ly/BAIS-Stuco</a>
Location:	Wijnhaven, Turfmarkt 99, The Hague
Consultation rooms:	4.67 & 4.68
Walk-in consultation:	Monday – Friday from 12:30-13:30 hrs.

If you have a simple question, you can use the walk-in consultation to meet with one of the Coordinators of Studies. If you need a longer consultation, please make an appointment through the online appointments system: [Onlineafspraken.nl](https://onlineafspraken.nl), select your own Coordinator of Studies when scheduling. Always use your uMail address to make an appointment and include your full name and student number.

#### **Dr Elizabeth den Boer**

E-mail: [bais.stuco@hum.leidenuniv.nl](mailto:bais.stuco@hum.leidenuniv.nl)  
Phone: +31 (0)70 800 9432

#### **Rinske Smits**

E-mail: [bais.stuco@hum.leidenuniv.nl](mailto:bais.stuco@hum.leidenuniv.nl)  
Phone: +31 (0)70 800 9424

#### **Jurjen Donkers MA**

E-mail: [bais.stuco@hum.leidenuniv.nl](mailto:bais.stuco@hum.leidenuniv.nl)  
Phone: +31 (0)71 527 4153

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# Student Information Desk

The student information desk will answer questions concerning:

- ▶ Study results
- ▶ Registration and enrolment
- ▶ Application for your bachelor's exams

Please note that the student information desk cannot change your address in uSis.

**Correct registration of your addresses is essential in view of correspondence concerning study advice, study results and study-related announcements.**

You can update your address information yourself through Studielink.

## Student Information Desk International Studies

E-mail: [osz-admin-thehague@hum.leidenuniv.nl](mailto:osz-admin-thehague@hum.leidenuniv.nl)

Phone: +31 (0)70 800 9302

Office hours: Monday – Friday from 09:30-12:30 hrs.

Telephone calls will only be answered during office hours.

Location: Wijnhaven, Turfmarkt 99, The Hague  
Second Floor

# Student Affairs Front Office

The Student Affairs Front Office is your first point of contact for all kinds of information not related to the content of your study programme, for example:

- ▶ Registration and de-registration at Leiden University
- ▶ Tuition fees
- ▶ Student grants

## Student Affairs Front Office

Phone: +31 (0)71 527 8011

### Walk-in consultation The Hague:

Tuesday 11:00-16:00 hrs.

Thursday 11:00-16:00 hrs.

### The Hague location:

Wijnhaven, Turfmarkt 99, The Hague  
Second Floor – Information desk

### Walk-in consultation Leiden:

Monday 11:00-16:00 hrs.

Tuesday 11:00-21:00 hrs.

Wednesday 11:00-16:00 hrs.

Thursday 11:00-16:00 hrs.

Friday 11:00-16:00 hrs.

### Leiden location:

Plexus Student Centre, Kaiserstraat 25, Leiden

# Student Career Service Humanities

As an International Studies student, you can contact the Humanities Student Career Service for professional advice and guidance concerning (extracurricular) internships and jobs. The Career Advisor can assist you in exploring your individual interests and ambitions by providing you for instance with career advice regarding job / internship applications.

## Activities

You can participate in workshops, events and information sessions that help you prepare for your future career. Other services include CV checks, feedback on your application letters and practising job interviews. Check the Humanities Student Career Services website through [bit.ly/SCSHUM](https://bit.ly/SCSHUM) to see the agenda with forthcoming activities.

## Individual appointments

For an individual appointment, please call the Career Advisor / Internship Coordinator Atse Fokkens at: +31 (0)71 527 2235.

You can make an appointment in **The Hague** in Wijnhaven, Turfmarkt 99 on: **Monday and Friday**. You can make an appointment in **Leiden** in the Lipsius building, Cleveringaplaats 1 on: **Tuesday and Thursday**.

## Student Advice and Support

As an international student, you may be unfamiliar with the structures within Dutch universities and society. You might be in need of pointers when looking for help with various matters. The university can offer support. There are more support options available than printed in this booklet. For a complete overview, go to: [bit.ly/StudyGA](https://bit.ly/StudyGA).

## Student Counsellors

Student counsellors can give answers to questions and provide guidance in situations involving regulations and legal provisions.

You can also turn to a student counsellor with questions or problems you might have concerning e.g. exceptional circumstances, complaints and financial matters.

Remember: it is important to speak to your Coordinator of Studies first if your problem or question might cause an academic delay. All meetings with student counsellors are strictly confidential.





## Student Psychologists

### Open Consultation hours The Hague

Location: Beehive Student Centre  
Turfmarkt 104

Days / hours: Every Wednesday  
10:00-11:30 hrs.,  
please report to reception

Phone: +31 (0)71 527 8025

If you are dealing with personal and academic problems, the student psychologists are there to help you find solutions.

Depending on your problems and circumstances, support may be offered, in the form of:

- ▶ Advice
- ▶ Referral to a workshop or training course
- ▶ Referral to individual sessions with a student counsellor, student psychologist or an external party

E-mail: [psychologen@sea.leidenuniv.nl](mailto:psychologen@sea.leidenuniv.nl)

Phone: +31 (0)71 527 8026

Consultations with the Student Psychologists are by appointment only.





UNIVERSITY  
BUILDINGS  
IN  
THE HAGUE





LEIDEN  
UNIVERSITY

## Faculty of Humanities

Leiden University has seven faculties. International Studies is part of the Faculty of Humanities, located in Leiden. The International Studies programme is offered by the Faculty of Humanities, which is home to more than 6,500 students. The Faculty is an international centre for the study of the world's languages, cultures and nations.

The Faculty is located at the Witte Singel / Doelen complex in Leiden, of which the Lipsius building is the central building. Most of your lecturers also have their working base there. Leiden University has three buildings in The Hague, where six of the seven Faculties are active. The buildings which are most relevant for International Studies are Wijnhaven (at Turfmarkt 99), Schouwburgstraat (at Schouwburgstraat 2) and Stichthage (at Koningin Julianaplein 10). Leiden University College is based at Anna van Buerenplein 301. The Student Centre “Beehive” is a place for studying, sports, social and cultural activities.



Leiden University is the oldest and one of the most renowned universities in the Netherlands. It was founded in February 1575, as a gift from William of Orange to the citizens of Leiden after they had withstood a long siege by the Spanish. It was the first university in the Netherlands to practise freedom of belief and religion, as reflected in the University's motto, Praesidium Libertatis or 'Bastion of Liberty'.

Leiden University aims to make valuable contributions to society in the area of prosperity, well-being and culture. Talent is a prerequisite to achieve these ambitions. The University therefore finds it important to recruit and educate international talented individuals, from school-leavers to young researchers and academics.



# THE HAGUE & THE NETHERLANDS

## The Hague

Den Haag, 's-Gravenhage, city behind the dunes, international city of peace and justice, or simply put, The Hague, is the place you will get to know very well over the next years. All your classes will be here, but it has so much more to offer aside from university work: sports, theatre, politics, cinema, gastronomy, literature, art, shopping... Loads of options to briefly forget about your assignments! If you're eager to get to know the city, it is a good idea to walk – or cycle – around the city centre and its surrounding neighbourhoods, exploring The Hague's beautiful streets and canals, and perhaps head to Scheveningen at the end of the day to take a nice picture of the sunset!

From one student to another; a short personal guide to life in The Hague and the Netherlands.

By Francisco Lopez Velez, third year student.

## Sports

The Buzz is the university's gym in the Beehive, offering affordable memberships including access to sophisticated gym machines, HIIT training sessions, fun group lessons and even salsa classes! If you're into rowing, the student association Pelargos might interest you. If you crave indoor adventures, De Uithof offers ice-skating, skiing and karting. "Klimmuur", near Hollands Spoor, has (ice!) climbing walls. In Scheveningen you can find the famous 60 meters high "Bungy Jump Holland" and do surfing.

## Entertainment

There are many festivals worth checking out. The Embassy Festival serves as a great second welcome event to all students, as it is held on 4 & 5 September.



The festival "Movies That Matter" hosts directors and actors from all over the world, offering films telling a story with wider societal relevance. The cinema "Filmhuis Den Haag" boasts an amazing repertoire of independent films in a very gezellig (cosy) environment. If you are a movie-addict, there is an affordable monthly subscription allowing you to see unlimited movies! If you like modern dance, worldwide renowned NDT (Nederlands Dans Theater) offers student discounts for the company's presentations in The Hague.

# Some Dutch words and phrases to help you make your way around:

Hallo, hoi

hello

Dag, doei

goodbye (friendly)



Tot ziens

goodbye (formal)

Prima!

alright! Let's do it!

Ja

yes

Nee

no

Patat met

chips / fries with...  
(mayonnaise,  
ketchup etc.)



Gezondheid

Bless you (when sneezing  
or coughing)

Proost!

Cheers!



Gefeliciteerd

Congratulations

Veel succes

Good luck!

# Gezellig

fun, nice, cosy; used to describe a good time with good company in nice surroundings

# Leuk

nice, like 'oh nice!'

# Fijn

nice, good

# Dankjewel / Bedankt

thank you



# Lekker

yum, tasty, delicious, good looking, nice, used to describe, food, weather, people, objects, everything on the planet...

# Bonnetje?

Receipt (would you like the receipt?)



# Beterschap

Hope you get well soon

# Mooi

pretty, good

# Alsjeblieft

please, and also here you are / you're welcome

## Eating out

The Hague can cater to all palates and can cater to all budgets! A designated place to meet, chill, play ping-pong, study, have coffee, and eat is our neighbour Foodmaker (go there from 16:00-18:00, you'll see why!). Irodion, a Greek restaurant in front of Grote Markt also offers affordable quality food. Finally, HEMA has cheap Dutch (rather unhealthy) meals all day long. The best to order there for lunch is Stamppot, but if you are an early bird, breakfast won't disappoint.

During national holidays, campus will be closed. For those days, it's good to know nice cafés where you can do your studying while still enjoying social life. Coffee Fellows offers a nice brew close to Wijnhaven. BOOKSTOR – next to the Paleis Noordeinde – has great coffee and most importantly a great terrace! Lot Sixty One – next to Grote Kerk – has amazing pancakes and banana bread.

## Eating in

A good way to avoid being broke is eating in (with friends!). The best place to buy groceries (et al.) is Haage Markt. At this outdoor market you will find the

cheapest products from all categories. If you are into supermarkets, EkoPlaza offers good organic products. Albert Heijn is always a lifesaver, Jumbo, Aldi and Lidl are more affordable.

## Festivities

A must-do while you are in The Hague, is celebrate Kings Night (and of course Kings Day) as if there were no tomorrow! On the evening of April 26th (Kings Night), The Hague's centre becomes a huge disco with bands, DJs and artists playing in almost every square. On the day after, Kings Day, there are huge parties and festivals all over The Netherlands. Another nice (local) festivity is Leids Ontzet (3rd of October) and having no lectures won't be the only thing you can celebrate on this day. If you go to Leiden on the 2nd or the 3rd, you'll see how the whole city centre turns into a fun fair with endless masses of Dutch people drinking beer and singing festive songs.

Other holidays celebrated in the Netherlands include Christmas, Easter, Liberation Day, Ascension Day, Pentecost and Whit Monday.



## Practical information

### Bikes

Buying a bike is a great plan; it's a very common mode of transport in the Netherlands. There are a few bike shops around and keep your eyes open in second-hand shops! Buying a stolen bike is illegal and this can get you into trouble. A second-hand bike does not have to be expensive. A word of advice: a cheap bike with an expensive lock is much less likely to get stolen.

Don't forget: buy bike lights! You will be fined if you are found cycling in the dark without lights. There is no need to go to a bike shop to buy lights since you can easily find them in inexpensive department stores, like Hema or Action. Also, you can get a fine if you use a handheld mobile device while cycling!

If you are not used to bikes or complicated traffic situations where bikes, cars, scooters, buses, and trams make use of the same streets: please be careful! Sometimes there are special lanes for bikes, but this is not always the case. And then there are the tramrails of course, make sure to steer clear of them!

Drivers of other vehicles do not always pay as much attention as they should and streets and alleys are often narrow, so an accident can happen very easily.



A special note for those coming from countries where people drive on the left, such as Great Britain, Australia and India: in the Netherlands we drive on the right instead of on the left. Please pay special attention when crossing the road.

## Public transport



If you are going to use public transport (Openbaar Vervoer, OV) in the Netherlands, purchasing an OV Chip Card ('OV chipkaart') will be very useful. If you are not planning on travelling a great deal, you can also buy a single-use chip card. The single-use chip card is a paper ticket that contains a chip. You have the option to buy a personal or an anonymous OV Chip Card. The card allows you to travel by train, tram, bus and metro.

The anonymous OV chip Card can be bought at the ticket office and vending machines at train stations, supermarkets and newsagents. You can purchase a personal OV Chip Card at [www.ov-chipkaart.nl](http://www.ov-chipkaart.nl). In order to travel, you will need to load credit onto the card.

The personal OV Chip Card has advantages: with it, you can use travel products from different transport

operators or suppliers, such as a season ticket for commuting, discount products, and you can also use it as an e-purse (travelling on pre-paid credit). The card also allows you to sign up for a 40% discount on non-rush hour train transport. Check out [www.ns.nl/en/flex](http://www.ns.nl/en/flex) for details.

**Don't forget to check in when entering and check out when exiting. Not checking in or out can result in a fine.**

### Planning your journey

For travel by public transport, you can plan your journey online at [www.9292.nl](http://www.9292.nl). If you will be taking the train, [www.ns.nl](http://www.ns.nl) has the most up to date information. To plan your travel by public transport in The Hague visit [htm.nl/english](http://htm.nl/english). All these websites also have mobile apps.

# The Hague International Centre

The Hague International Centre (THIC) is a joint initiative between the Municipality of The Hague, the Immigration and Naturalisation Service (IND) and ACCESS (Administrative Committee to Coordinate English Speaking Services). Through the THIC and upon arrival, individuals can complete the required procedures and regulations regarding their stay in the Netherlands. They will be registered, receive a citizen service number (BSN), a residence permit and additional information about living in the Netherlands.

## The Hague International Centre:

E-mail: [internationalcentre@denhaag.nl](mailto:internationalcentre@denhaag.nl)  
Phone: +31 (0)70 353 5043  
Office hours: Monday till Friday from 9:00 to 17:00 hrs.  
Location: City Hall (Atrium), Spui 70, The Hague  
Website: [www.thehagueinternationalcentre.nl](http://www.thehagueinternationalcentre.nl)



SEPA member countries include all EEA member states plus Monaco, Switzerland and San Marino.





### Town Hall Registration

If you are staying in the Netherlands for longer than four months, or if you have been granted a student residence permit, you are required to register with your local Dutch town hall. After registering with the town hall you will be allocated a BSN (citizen service number). A BSN is required for purposes such as opening a Dutch bank account and it is needed for dealings with the Dutch government.

### Dutch Bank Account

If you have a bank account in a country that is not a member of the Single Euro Payments Area (SEPA) \*, you are advised to open a Dutch bank account. If you have a bank account in a country that is a member of SEPA it is not strictly necessary to open a Dutch bank account. In any case, we advise you to contact your own bank for more information and details. All banks will require you to have a BSN before opening an account, apart from ING, which will let you do so as long as you provide them with your BSN once you obtain it.



## Museums & Cultural activities

The Hague has some 30 top-quality museums, and can rightly be seen as a city full of art and culture. Some cultural spots enjoy a worldwide reputation while others are less well known, which only adds to their charm.

### Museum Card

The Museum Card ('Museumkaart' or 'Museumjaar-kaart') is a personal pass to enter more than 400 museums in the Netherlands at a discount or for free. It is valid for one year and it costs €64.90 (excluding administration costs). Visit their website [www.museum.nl](http://www.museum.nl) for more info and details.

If you are not a regular visitor of museums, you can also visit diverse monuments and museums in The Hague during the Museum night ('Museumnacht') and the Heritage Days ('Open Monumentendag'), both of which are in September. More information can be found online at [www.museumnachtdenhaag.nl](http://www.museumnachtdenhaag.nl) and [www.openmonumentendag.nl/gemeente/den-haag](http://www.openmonumentendag.nl/gemeente/den-haag)

### Cultural Youth Card (CJP)

The Cultural Youth Card ('Culturele Jongeren Pas') is offered by a Dutch cultural organisation to everyone under 30. With this card you can enjoy great discounts at museums, cinemas, festivals, shops and many other places. Over 1,500 cultural organisations offer discounts for holders of CJP cards. The card costs €17.50 for a whole year. If you want more information, or if you want to order a CJP card, visit [www.cjp.nl](http://www.cjp.nl).

## Cultural Activities

With events all year round, The Hague has many different activities and festivals to choose from. Be surprised by concerts at special locations during Festival Classique. Enjoy spectacular fireworks shows during the Fireworks Festival at Scheveningen beach. Or step into another world at the Tong Tong Fair, the world's largest Eurasian event.

Take a look at the website of  
The Hague for details and dates  
of current and future events:  
[www.denhaag.com/en/festivals](http://www.denhaag.com/en/festivals)



## Insurance

All students are obliged to have health insurance to cover any medical costs incurred during their stay. This is a legal requirement for all temporary and permanent residents in the Netherlands.

We strongly recommend that students ensure they have medical insurance before their arrival. If you fail to take out Dutch health insurance, you risk a substantial fine.

For more information, please check: [bit.ly/dutch-health](https://bit.ly/dutch-health). Details about insurances, including liability insurances, can all be found here. Be aware that all Dutch insurance companies work with an own risk / total annual copay of around 385 euros.



Note that in certain cases, students are obliged to take a Dutch Public Health Insurance. This is compulsory if you will be working during your studies (even if this is only for a few hours per week) or if you will be doing a paid internship.

## General Practitioner / Family Doctor (‘Huisarts’)

The Dutch general practitioner (GP) or family doctor is your main link to any specialist or hospital. Only in real emergencies is it possible to go to a hospital directly without being referred by a GP.

**Your health insurance will not cover the cost of a non-emergency visit to the first aid department of a hospital**, and the costs of such a visit are considerable. If you are in doubt about the urgency, phone the special GP Emergency Post first.

It is most convenient to have a GP whose practice is in your neighbourhood, but not all doctors accept new patients. Before your first visit, you need to register with the GP. Some GPs have an open consultation hour

(‘spreekuur’) at fixed times. You do not need an appointment for this. Appointments for other times can be made by telephone. Mind that a GP’s office usually has fixed times for telephone contact. As a rule, GPs make no house calls.

You can choose your GP yourself. The Huisartsen Kring Haaglanden (HKH) can help you find a GP close by you, so you won’t have to travel far in the event that you are ill or if the doctor has to come to you.

You can contact the HKH by phone at +31 (0)70 302 9822 or visit their website at [www.kringhaaglanden.nl](http://www.kringhaaglanden.nl).

## Payment

If you are insured through a Dutch health insurance company (zorgverzekeraar) and your GP has your insurance number on record, they will send the bill electronically to your insurer. In other cases you have to pay the doctor yourself and you can declare their bills to your insurer automatically. The fees for medical consultations are determined by law by the Health Service Tariff Tribunal. The extent to which the amount invoiced for the consultation and visits will be reimbursed by your insurance will depend on your coverage.

### Confidentiality

The GP is required to maintain confidentiality. Everything you discuss with your doctor remains between the two of you. They will not make any information public, not even to family members.

## Emergencies

### GP Emergency Post ('Huisartsenpost')

For emergencies during your GP's office hours, phone your GP. Normally, your GP's answering machine will provide alternative options of where you can go or who you can call in case of an emergency, if your GP's office is closed.

For a serious emergency between 17:00 and 08:00 hrs., you can phone the doctors' night and weekend service, Hadoks Acute Zorg.

Their general phone number is +31 (0)70 346 9669.

Hadoks Acute Zorg is located at the MCH Westeinde and HagaZiekenhuis Leyweg.

### MCH Westeinde

Location: Lijnbaan 32, The Hague

### HagaZiekenhuis Leyweg

Location: Charlotte Jacobslaan 10, The Hague

Please note that this is for **emergency cases only** and is more expensive than a regular visit to a GP / family doctor during the weekly consulting hours. Needless to say, your health insurance will only reimburse you if it is indeed an emergency.

## Life-Threatening Emergencies

In case of life-threatening emergencies, such as a road accident, a fire or an intruder, where every second counts, call the general emergency services number 112.

**This number is only for very serious emergencies.**

When you call, the operator will ask you whether you need the police, ambulance and / or fire brigade, where you need them and other important details. This service should arrive within a few minutes.

# First Aid Service / Hospitals

For accidents and medical emergencies requiring immediate attention, **call 112**. If less urgency is required, you can go to one of the following hospitals. However, hospital staff is allowed to refuse help in a non-life-threatening emergency if you are not referred by your local GP. Therefore, always call your GP or GP Emergency Post first. They will help you decide what you should do and will arrange an ambulance if necessary.

## MCH Westeinde

General phone number: +31 (0)70 330 2000

Location: Lijnbaan 32, The Hague

## HagaZiekenhuis Leyweg

General phone number: +31 (0)70 210 0000

Location: Els-Borst-Eilersplein 275,  
The Hague

## Pharmacies ('Apotheek') & Medication

If necessary, the GP will give you a prescription for medication. Prescriptions can be collected from one of the pharmacies. You do not have to register with a specific pharmacy, but it makes life easier if you do so, as in most cases they will then send the bill for the prescription drugs directly to your Dutch health insurance provider. If not, you will need to pay for the prescription in full and afterwards apply for reimbursement with your health insurance provider.

Some central pharmacies in The Hague are:

### **Apotheek Hofstad**

Phone number: +31 (0)70 346 4748

Location: Korte Poten 7a, The Hague

### **Apotheek Nauta**

Phone number: +31 (0)70 354 0070

Location: Bankastraal 60, The Hague

### **Boots Apotheek Den Haag**

Phone number: +31 (0)70 356 1276

Location: Westeinde 148, The Hague

### **Apotheek Theresia**

Phone number: +31 (0)70 383 6566

Location: Theresiastraat 125, The Hague

### **Duinrand Apotheek**

Phone number: +31 (0)70 324 4435

Location: Bronovolaan 3, The Hague

### **Out-of-Hours Pharmacy**

If you need medicines urgently during the evening or at night, in the weekend or on a public holiday, you can go to the out-of-hours pharmacy. There is one pharmacy serving The Hague area, you can find it at the HagaZiekenhuis hospital (Els Borst-Eilersplein 275).

**Please note that this pharmacy is not for regular use!**

### **HagaZiekenhuis Leyweg**

Opening hours: Monday till Friday from 17:30 hrs. until 8:00 hrs. the next morning.

On Saturdays, Sundays and holidays this pharmacy is open 24 hrs.

Location: Els Borst-Eilersplein 275, The Hague

## Dentist (‘Tandarts’)

In general, the Dutch have a dental check-up twice a year. Dental treatment is often not covered by standard medical insurance. If you require dental care, call any dentist and you will be referred to the dentist on duty for that day. Normally, you will be helped quickly, but do not be surprised if it takes a few days.

As a rule, you will be asked to pay directly after the treatment (cash or card), so make sure you come prepared. If your insurance covers dental costs, ask the dentist for a receipt to claim a refund from your insurance company afterwards. If you prefer, you can register as a patient at a dental practice near you. It is advisable to shop around to decide which dental practice best fits your needs. Keep in mind that not every dentist takes on new patients. Find a dentist near you by entering your postal code at [www.tandarts.nl](http://www.tandarts.nl).

## Vaccinations

If you're planning to travel outside the Netherlands, you may need to be vaccinated against some of the serious diseases found in other parts of the world. These vaccinations can be obtained at the local Municipal Health Service (GGD). Foreigners who come to the Netherlands do not usually have to be vaccinated at the GGD. However, people from certain nationalities are required to be tested for tuberculosis on arrival.

### GGD Haaglanden

Phone number: +31 (0)88 355 0100

Opening hours: Monday till Friday from  
08:30-17:00 hrs.

Location: Westeinde 128, The Hague

# Centre for Sexual Health in The Hague

The Centre for Sexual Health (Centrum Seksuele Gezondheid Haaglanden) offers tests and check-ups for Sexually Transmitted Infections (STI), mostly free of charge. A referral by your GP (huisarts) is not necessary. Sexual health is not just about preventing an STI or an unwanted pregnancy, but also refers to sex being enjoyable and pleasurable. It should take place without any type of duress, discrimination, or violence.

You can contact or go to CSG Haaglanden for different reasons, e.g., STI tests, contraception, pregnancy tests, information about STIs, HIV and PEP, support discussions for people up to the age of 25 with sexual problems, help after sex against your will (medical and psychosocial), hepatitis B vaccinations.

## Centrum Seksuele Gezondheid (GGD Haaglanden)

Address: Westeinde 128  
2512 HE The Hague  
Phone number: +31 (0)70 353 6688  
E-mail: [seksuelegezondheid@ggdhaaglanden.nl](mailto:seksuelegezondheid@ggdhaaglanden.nl)  
Website: [www.seksuelegezondheidhaaglanden.nl/en/](http://www.seksuelegezondheidhaaglanden.nl/en/)

**HELD**  
VAN  
HAAGSCHE  
ENTREE

HAAGSCHE ENTREE



HAAGSCHE ENTREE



**Kopi Kop**  
Indonesische gerechten  
die je nergens anders  
in Den Haag vindt



## Disclaimer

This guide has been compiled with the utmost care; nevertheless it is possible that information may have changed. The information in this guide is therefore not binding.

The most up-to-date information can be found at [bit.ly/BAIS-student](https://bit.ly/BAIS-student).

August 2020

## Colophon

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